

# Polling Official Role Profile – Scrutiny Assistant (Return of Materials)

## Position Details

<b>CEA Classification</b>	EO 2	<b>Engagement Status</b>	CEA Act
<b>Location</b>	Polling Place	<b>Date Last Modified</b>	November 2018
<b>APS Family</b>	Administration	<b>APS Function</b>	General administrative support
<b>APS Role</b>	Administrative support	<b>Work Classification Code</b>	029

## Purpose of the role

The purpose of the Scrutiny Assistant role is to assist in the timely completion of end of polling tasks such as assisting with scrutines, dismantling ballot boxes, assisting with the packaging of materials, and general tidying of the polling place after the close of polls.

Under the direction of the Divisional Returning Officer (DRO) the Scrutiny Assistant may also take custody of election material at completion of polling activities and return to the Outposted Centre (OPC), hub or other location as instructed by the DRO.

## Role context

The Scrutiny Assistant reports to the DRO and is required to work on polling night, from 5.00pm till 11.00pm. Additional hours may be required for the returning of materials and it is therefore a requirement that the Scrutiny Assistant be well rested upon commencement of duties.

The role may require the use of a private motor vehicle (PMV) to return polling material if instructed by the DRO.

## Key position responsibilities

- 1 Assist with the conduct of scrutines and close of polling tasks as directed:
  - Dismantle voting screens;
  - Assist with preparation of materials for scrutines;
  - Unfolding, sorting and counting of ballot papers;
  - Assist with the packing of materials;
  - Assist with cleaning and tidying of the polling place.
- 2 Manage and secure materials at all time:
  - Return materials to (OPC) / Hubs if instructed by DRO.
- 3 Identify and report issues and take appropriate action:
  - Escalate emerging issues.

## Key organisational accountabilities

- Adherence to the:
  - APS Values and Code of Conduct; and
  - AEC Values and Commitments.
- Ability to handle ballot papers safely and securely throughout all electoral processes and to account for every ballot paper at all times;
- Ability to comply with the AEC's procedures and policies as varied from time to time;
- Ability to take reasonable steps to avoid any conflict of interest (real or apparent) in connection with your employment with the AEC;
- Must not be or be seen to be publically active in political affairs and not intend to publicly engage in such activities during your employment with the AEC;
- Be familiar with, abide by and promote all AEC work health and safety frameworks, policies and procedures.

## Mandatory Requirements

- Ability to work non-standard or extended hours under pressure in a highly agile and fast pace operational environment and take ownership and responsibility for own work;
- Knowledge and experience in successfully completing allocated tasks, accepting stated importance of tasks and to a compliant standard while delivering results within competing timeframes and priorities;
- Proven ability to communicate and willingness to engage with diverse individuals and communities and to be flexible and adaptable;
- Demonstrated personal integrity whilst achieving results within legislative, policy and budget parameters;
- Ability to represent the AEC in a professional manner and work effectively as part of a team to support the efficient delivery of an electoral event;
- Completion of AEC online and face to face training prior to polling day.

## Other Essential Requirements

- Australian citizenship;
- 18 years or over;
- Access to a mobile phone;
- Access to a registered and comprehensively insured PMV suitable for transporting polling equipment if required (at minimum, sedan or larger vehicle is necessary);

- Character clearance, including a police check is required;
- Full and current driver's licence.