



## Polling Assistant (Bilingual)

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People in these roles are employed under the *Commonwealth Electoral Act, 1918* (Electoral Officer EO 2). Pay, terms and conditions can be found in the [Collective Determination](#).

### Purpose of the role

Polling Assistants issue ballot papers at a polling place on voting day. Polling Assistants are one of the first points of contact for voters at a polling place and they also monitor ballot boxes, manage queues, and sort and count votes. This role is primarily responsible for assisting voters from culturally and linguistically diverse backgrounds who may require support or translated resources.

### Key responsibilities

Assist voters from culturally and linguistically diverse backgrounds.

#### Issue votes

- Issue, manage and secure ballot papers in accordance with policy, procedure, and ballot paper principles.
- Account for ballot papers received and complete compliance documentation.
- Provide AEC information and instructions in a language other than English and/or distribute translated resources where required.

#### Manage the use of ballot boxes by electors.

- Ensure the security of ballot boxes throughout polling.
- Ensure voters place the ballot papers in the correct ballot box.

#### Manage the queue of voters and direct voters to relevant voting points

#### Assist with end-of-day activities at the polling place.

- At the direction of the Officer in Charge, sort and count ballot papers
- Finalise documentation, secure materials, help tidy up the polling place and undertake other duties.

### What to expect

#### You will:

- work on polling day from 7am to 11pm
- complete online training before working.
- work with small groups of diverse people, so the ability to work effectively as part of a team is important.
- possibly be working under pressure in a fast moving operational environment.
- possibly have long periods of sitting or standing

It is expected that a Polling Assistant (Bilingual) will:

- Adhere to the [APS Values and Code of Conduct](#), and the [AEC Values and Commitments](#) (we encourage you to read these before polling day)
- Comply with the procedures and policies outlined in your training.
- Avoid any conflict of interest (real or apparent)
- Not be seen to be publicly active in political affairs, and not intend to publicly engage in these activities during your employment with AEC.
- Be familiar with, abide by and promote AEC work health and safety frameworks, policies and procedures.
- Follow and promote COVID-19 safety measures.
- Demonstrate personal integrity and represent the AEC with professionalism.
- Engage respectfully with diverse individuals and communities.
- Be flexible, adaptable, and work as part of a team.
- Take ownership and responsibility for own work.
- Handle ballot papers safely and securely throughout all electoral processes

## Mandatory requirements

- Australian citizen aged 18 years or over.
- Maintain political and issue neutrality and impartiality.
- Speak a language in addition to English that is commonly spoken in the Division in which you are employed.

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*Thank you for your interest in working at a federal electoral event. We need over 100,000 people to fill our temporary jobs. We hope you'll consider joining our team.*

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