

# Polling Official Role Profile – Second in Charge

## Position Details

<b>CEA Classification</b>	EO 4	<b>Engagement Status</b>	CEA Act
<b>Location</b>	Polling Place	<b>Date Last Modified</b>	November 2018
<b>APS Family</b>	Organisational Leadership	<b>APS Function</b>	Management and Planning
<b>APS Role</b>	Operations Coordination	<b>Work Classification Code</b>	001

## Purpose of the role

The purpose of the Second in Charge (2IC) role is to manage the polling place in accordance with the Commonwealth Electoral Act 1918, AEC policy and procedures, WHS legislation, and any instructions from the Divisional Returning Officer (DRO) and/or the Officer in Charge (OIC) on polling day.

The 2IC will assist the OIC to manage polling places with a large number of anticipated voters and assume the role of the OIC when the OIC is not present.

This role will include assisting the OIC with the supervision of polling place staff, management and security of materials including ballot papers, liaison with voters and party workers, scrutiny management, collection of materials and handover/return of materials as instructed by the OIC.

The 2IC is also responsible for assisting the OIC in the preparation and set up of the polling place before polling commences on polling day.

## Role context

This role will be required to work long hours in varying polling place conditions on polling day and may be required to work either side of polling day.

This role typically assists with supervising 3 or more staff in static polling places and may assist with supervising up to 20 staff in larger metropolitan polling places. The role reports to the OIC, but also works with some direction from the Polling Place Liaison Officer (PPLO).

The role will require the use of a private motor vehicle (PMV) to assist the OIC to collect polling material and in some cases return material as instructed by the OIC.

## Key position responsibilities

- 1 Assist the OIC to monitor polling place staff compliance with policy, procedures and ballot paper principles on election day:
  - Brief, supervise and review staff performance on polling day;
  - Identify and report issues and take appropriate action as directed by the PPLO/OIC.

- 2 Assist the OIC to manage the polling place:
  - Manage the operations of a polling place;
  - Manage voters, party workers, scrutineers and other stakeholders.
- 3 Assist the OIC to manage the scrutiny:
  - Brief, coordinate and monitor the scrutiny team;
  - Manage scrutineers and other stakeholders.
- 4 Management and security of electoral materials:
  - Compliance with legislation, AEC policy, procedure and guidelines;
  - Manage and secure materials at all times.
- 5 Accurate completion of all documentation:
  - Progressively complete required checklists and documentation to certify compliance.

### 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;
- Have access to a mobile phone;
- Full and current driver's licence is required with access to a registered and comprehensively insured PMV suitable for transporting polling equipment (at minimum, a sedan or larger vehicle is necessary);
- Character clearance, including a police check is required.