



## Remote Mobile Polling Assistant (Local Assistant)

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People in these roles are employed under the *Commonwealth Electoral Act, 1918* (Electoral Officer EO2). Pay, terms and conditions can be found in the [Collective Determination](#).

### Purpose of the role

Remote Mobile Polling Assistants work up to 12 days before or on polling day and deliver services to voters in remote communities, where no other voting services are available. Remote mobile polling teams service isolated communities, town camps and mining sites located further than 20km from a polling place. Each team usually consists of up to 4 staff and may receive support from local assistants during polling.

### Key responsibilities

- Provide a point of contact and support within the community for the remote mobile team.
- Assist the local community by ensuring they are aware of when and where remote mobile polling will be available.
- Assist the remote mobile team in setting up and packing up polling equipment.
- Assist voters in ensuring they are correctly identified and marked off the roll.
- Assist voters to complete enrolment forms and record information provided.
- Provide localised language support and interpreter services as required.

### What to expect

You will:

- Be required to work over the early voting period on a roster.
- Need to complete online and face-to-face training before commencing polling.
- Work non-standard or extended hours under pressure in a fast-moving operational environment.
- Take ownership and responsibility for own work.
- Handle ballot papers safely and securely throughout all electoral processes.
- Possibly have long periods sitting or standing, and require the ability to lift and carry up to 15 kilograms of materials. Polling materials must be packed and unpacked at each location and can be considerable.
- Be working with small groups of diverse people, so the ability to work effectively as part of a team is important.

It is expected that Remote Mobile Polling Assistants 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 the training you will receive.
- Handle ballot papers safely and securely throughout all electoral processes, and account for every ballot paper at all times.
- 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.

## Mandatory requirements

- Australian citizen aged 18 years or over.
- Full COVID-19 vaccination.
- A character check.
- Access to a mobile phone.

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*We hope you'll consider joining our team.*

*Visit [aec.gov.au/electionjobs](https://aec.gov.au/electionjobs) to learn more about what's involved.*

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