



Early Voting Liaison Officer

People in these roles are employed under the *Commonwealth Electoral Act, 1918* (Electoral Officer EO 5). Pay, terms and conditions can be found in the [Collective Determination](#).

Purpose of the role

The Early Voting Liaison Officer manages around five locations which may include early voting centres and mobile teams operating prior to polling day. The Early Voting Liaison Officer acts as a representative for the Divisional Returning Officer to provide assurance that policy and procedures are being adhered to. This role provides materials and assistance to the Officer in Charge or Team Leader as required. The role manages emerging complex problems and issues arising at Pre-poll voting centres and/or with mobile polling teams, and reports these to the Divisional Returning Officer.

Key responsibilities

1. Ensure that all polling staff adhere to AEC policy, procedures and ballot paper principles
 - Monitor the Officer in Charge, Team Leaders and staff at allocated polling places and teams.
 - Undertake compliance checks.
 - Identify, document and report issues, taking appropriate action and escalating where necessary.
2. Management and security of electoral materials
 - Collection of election materials and handover/return of materials.
 - Manage and maintain security protocols of election materials.
 - Compliance with legislation, AEC policy, procedures and guidelines.
 - Provide polling staff with materials as required, completing detailed documentation.
3. Manage the polling place and scrutiny
 - Oversee the operations of an early voting centre or mobile team during operation.
 - Brief, supervise and review staff performance.
 - Manage voters, party workers, scrutineers and other stakeholders.
 - Provide polling staff with assistance and advice, reporting back to the Divisional Returning Officer.
4. Accurate completion of all documentation
 - Progressively complete the Early Voting Liaison Officer return.
 - Complete required checklists and documentation to certify compliance.
5. Follow and promote COVID-19 safety measures

What to expect

You will:

- Typically work extended hours during the early voting period, mostly on a Monday to Friday. It may include long hours of travel and some weekend work.
- Need to use a private motor vehicle to collect, transport and return polling material as well as travelling between voting locations.

- Possibly travel across large geographical areas, or remote management where travel is not possible.
- Need to complete online and face-to-face training prior to early voting commencement.
- Be working with small groups of diverse people, so the ability to work effectively as part of a team is important.
- Likely work under pressure in a fast-moving operational environment and take ownership and responsibility for your own work.
- Possibly have long periods of sitting or standing and may need to lift and carry up to 12 kilograms.
- Need to be able to communicate clearly and have good attention to detail.
- Need the ability to solve problems remaining calm under pressure and building rapport, while remaining professional, confident, and decisive.
- Need to handle ballot papers safely and securely throughout all electoral processes.

It is expected that Early Voting Liaison Officers 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.
- 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 or a medical exemption.
- Current driver's licence and access to a registered and comprehensively insured private motor vehicle suitable for transporting polling equipment.
- Access to a mobile phone.
- Secure storage area in your home for ballot papers.
- A police check.

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