Pre-poll Second in Charge

People in these roles are employed under the *Commonwealth Electoral Act, 1918* (Electoral Officer EO 4). Pay, terms and conditions can be found in the [Collective Determination](#).

Purpose of the role

The Pre-poll Second in Charge manages a pre-poll voting centre during the early voting period, supporting the Officer in Charge and acting in the role when required. The role includes supervising polling staff, management and security of materials including ballot papers, liaison with voters and party workers, collection and handover/return of materials. The Pre-poll Second in Charge is also responsible for the preparation and set up of the voting centre before polling commences.

Key responsibilities

1. Assist the Officer in Charge to monitor staff compliance with policy, procedure and ballot paper principles
   - Identify, document and report issues and take appropriate action as directed.
   - Ensure behaviour of team members is always of a high standard.

2. Management and security of electoral materials
   - Manage and maintain security protocols of election materials.
   - Compliance with legislation, AEC policy, procedures and guidelines.

3. Assist the Officer in Charge to manage the pre-poll voting centre
   - Manage the operations of a pre-poll voting centre.
   - Manage the set-up, preparation and dismantling of the voting centre.
   - Brief, supervise and review staff performance during operations.
   - Manage voters, party workers, scrutineers, and other stakeholders.

4. Accurate completion of all documentation
   - Complete required checklists and documentation to certify compliance.
   - Assist in the completion of detailed operational documents.

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 some weekend work.
- Supervise 3 to 20 staff depending on the size of the pre-poll voting centre.
- Require the use of a private motor vehicle to assist the Officer in Charge to collect polling material and in some cases return material as instructed.

- 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.
- Work non-standard or extended hours under pressure in a fast-moving operational environment.
- Possibly have long periods of sitting or standing and require the ability to lift and carry up to 12 kilograms.
- Need to be able to communicate clearly and have good attention to detail.

It is expected that a Pre-poll Second in Charge 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.
- 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.
- A police check.

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