



Temporary Assistant Level 2

People in these roles are employed under the *Commonwealth Electoral Act, 1918* (Electoral Officer EO 3). Pay, terms and conditions can be found in the [Collective Determination](#).

Purpose of the role

Temporary Assistant (Level 2) perform a range of supervisory roles before, on and after election day.

This role provides supervisory support in election preparation, election conduct and finalising the election. This role is based at an out posted centre which is a temporary 'warehouse like' facility.

Key responsibilities

- Understand and follow the relevant processes and procedures.
- Undertake administrative and clerical tasks.
- Provide briefings, demonstrations, and training to team members.
- Manage and support staff to perform a range of duties as requested by AEC staff.
- Keep ballot papers secure.
- Identify and escalate issues as they arise.

What to expect

You will:

- Work before, on and for up to 4 weeks after election day, on an "as needed" basis.
- Be notified of when you are required to work.
- Be required to complete online training and may be required to complete face to face training prior to commencing in the role.
- 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 may require the ability to lift and carry up to 12 kilograms.

It is expected that Temporary 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.
- 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.
- A police check.

Thank you for your interest in working at an election. We need over 100,000 people to fill our temporary election jobs.

We hope you'll consider joining our team.

Visit aec.gov.au/electionjobs to learn more about what's involved.
