



Mobile Polling Team Leader

People in these roles are employed under the *Commonwealth Electoral Act, 1918* (Electoral Officer E05). Pay, terms and conditions can be found in the [Collective Determination](#).

The role

The Mobile Polling Team Leader manages a mobile polling team during the early voting period according to policies and procedures set by the AEC. Mobile polling provides a voting service to voters who are unable to attend a polling place. Mobile polling is conducted within a location that is operated by a service provider, for example a residential aged care home, residential mental health facility, homeless shelter or a prison. This role includes the supervision of staff, managing voters and party workers, and the management of election materials.

Work hours

- Work before the early voting period to contact staff, contact facilities, and to collect secure election materials. The time needed to undertake these tasks will vary based on the number of facilities your team will visit.
- Work extended hours during the two weeks before election day based on a schedule. Work hours will be mostly Monday to Friday but may include some weekend work.

Training requirements

- Paid online and face-to-face training will be provided. This training must be completed before working.

Key responsibilities

- Ensure compliance with relevant legislation, AEC policies and procedures
- Accurate completion of all required documentation including the Mobile Polling Team Leader Return
- Identify, document and report issues taking appropriate action as needed

Staff

- Manage staff attendance and performance
- Provide instruction brief to staff before polling at each facility
- Ensure behaviour of team members is always of a high standard

Election materials

- Manage and maintain security protocols of all election materials
- Collect and account for all election materials

Operational aspects at each facility visited by the team

- Follow facility operational requirements as instructed
- Provide high quality customer service in a professional manner
- Assist all voters as required including people from diverse backgrounds
- Provide information and support to voters in a patient, compassionate and supportive manner.
- Manage voters, party workers, scrutineers, and other stakeholders
- Maintain the published voting itinerary in consultation with facility staff
- Ensure that contact is made with the Early Voting Liaison Officer at the conclusion of polling at each location and throughout polling as required

Skills and abilities

- Work effectively to lead a team with diverse groups of people with differing and special needs
- Solve problems in a fast-moving operational environment and work non-standard or extended hours
- Communicate clearly with good attention to detail
- Manage challenging situations when engaging with staff and members of the public
- Remain calm, professional and decisive under pressure
- Build rapport with a range of stakeholders
- Lift and carry up to 12 kilograms*
- Comfortable sitting or standing for long periods of time*
- Work in a range of different physical environments*

*If you require workplace adjustments due to disability or injury, please outline these in your Registration of Interest

Mandatory requirements

- Australian citizen aged 18 years or over
- Maintain political and issue neutrality and impartiality
- Current driver's licence and access to a registered and comprehensively insured private motor vehicle suitable for transporting election materials
- Access to a mobile phone
- A police check

Additional requirements

As the AEC is entering facilities or communities to provide mobile polling services, these locations may require AEC staff to be:

- COVID-19 and/or influenza vaccinated
- Able to wear a mask and undertake a rapid antigen test.
- Hold a current working with children clearance and/or working with vulnerable people clearance (applies to mobile polling visits to hospitals in Victoria, Tasmania and Northern Territory).

You will be advised if any of these additional requirements apply to your role prior to receiving a letter of offer

It is expected that a Mobile Polling Team Leader will:

- adhere to the Code of Conduct outlined in Attachment A of the [Collective Determination](#) 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 and materials
- avoid any conflict of interest (actual or perceived)
- 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
- take ownership and responsibility for own work
- handle ballot papers safely and securely throughout all electoral processes

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