



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](#).

The role

The Pre-poll Second in Charge manages a pre-poll voting centre during the early voting period according to policies and procedures set by the AEC. This role supports the Officer in Charge, acting in the position when required. The 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 prepare and set-up the early voting centre, and to collect secure election materials. Time needed to undertake these tasks will vary based on the size and location of your early voting centre.
- Work extended hours during the two weeks before election day, mostly Monday to Friday. It 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
- Assist with accurate completion of all required documentation including the Officer in Charge Return
- Identify, document and report issues taking appropriate action as directed

Staff

- Manage staff attendance and performance
- Provide instruction brief to staff before polling each day
- 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 of the polling place

- Provide high quality customer service in a professional manner
- Assist all voters as required including people from diverse backgrounds
- Assist with the set-up, preparation and pack-down of the early voting centre
- Manage voters, party workers, scrutineers, and other stakeholders

- Manage enquiries and escalate where required

Skills and abilities

- Work effectively to lead a team with diverse groups of people
- 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 electoral materials
- Access to a mobile phone
- A police check

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 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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