



Scrutiny Assistant (Return of Materials)

People in these roles are employed under the *Commonwealth Electoral Act, 1918* (Electoral Officer EO 2). Pay, terms and conditions can be found in the [Collective Determination](#).

Purpose of the role

Scrutiny Assistants support the timely completion of end of day tasks in a polling place. These tasks include helping with scrutines (unfolding, sorting and counting votes) and packing up the polling place. A Scrutiny Assistant (Return of Materials) will also return electoral materials to the outposted centre, hub or other location once polling activities are finalised.

Key responsibilities

- Help conduct scrutines and end of day tasks in a polling place as requested.
- Assist with preparation of materials for scrutines.
- At the direction of the Officer in Charge, sort and count ballot papers
- Assist with packing materials.
- Dismantle voting screens and tidy the polling place.
- Keep ballot papers secure.
- Return ballot papers and other electoral materials to the outposted centre, hub or other specified location.

What to expect

You will:

- work on polling day from approximately 4pm until midnight
- possibly work additional hours for return of materials
- have access to a registered and comprehensively insured private motor vehicle, large enough to transport electoral materials.
- need to complete online training before polling day.
- 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 and standing, and lift and carry up to 12 kilograms.

It is expected that a Scrutiny Assistant (Return of Materials) 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.
- 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.

Thank you for your interest in working at a federal electoral event. We need over 100,000 people to fill our temporary jobs. We hope you'll consider joining our team.

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