



ECQ

Temporary Election Staff Position Descriptions

Election Positions

There are a wide range of paid casual roles available throughout an election from supervisory to administrative roles. Each position has its own set of tasks, competencies and attributes as outlined below.

All temporary election staff are required to complete relevant training before commencing employment. This may be a combination of on the job, online, face-to-face training, as well as handbooks and user guides.

Work Period

Positions before Election Day

These positions support preparation for the election and conducting Early Voting. Early Voting generally happens in the two weeks before Election Day. Your work may include working at an Early Voting centre for a particular electorate, visiting declared institutions which provide a range of voter services to hospitals, aged care and other facilities or visiting electors in their home. Staff will work on a casual roster, predominantly Monday to Friday, and may be required to work irregular long hours, some of which may be outside of ordinary business hours.

Positions on Election Day

These positions conduct polling at polling booths on Election Day. You will normally be required to work extended hours, usually from 7.00 or 7.15 am to 10.30 pm; staff will issue votes at the polling booth from 8.00 am to 6.00 pm and then conduct a count of ballot papers once polling ends. Staff must remain at the polling booth until all duties are completed.

Positions after Election Day

These positions support the counting of all votes cast at the election and administrative work to finalise the election. This may involve extended hours and weekend work.

Core Requirements and Competencies

Individuals interested in applying for work at elections must meet the following core competencies and requirements:

- Be 16 years of age or over
- Be on the electoral roll
- [Political neutrality](#)
- Comply with the [ECQ Conflict of Interest Policy](#)
- Literacy and numeracy skills (reading, writing and comprehension)
- Good customer service/communication skills
- Basic to intermediate computer skills
- Attention to detail
- Ability to follow directions and perform repetitive tasks
- Ability to learn in a short time frame
- Ability to lift and carry up to 12 kgs

- Ability to work long hours in varying work environments, with prolonged periods of standing, or sitting
- Current drivers licence desirable.

Additional skills and abilities required

Supervisory roles:

- Experience in a supervisory or managerial role
- Problem solving ability
- Organisation skills including prioritisation, time management and multi-tasking
- Self-motivated

Team member roles:

- Administration skills
- Ability to work effectively as part of a team

A detailed list of personal attributes and tasks for each position can be found on the following pages.

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Position	Main tasks	Role Attributes
Election Assistant	<ul style="list-style-type: none"> • Perform a range of duties as directed by the Returning Officer and Assistant Returning Officer • Support for election preparation, election conduct and election finalisation • Ensure compliance with relevant policies and procedures • Securely manage polling materials, including ballot papers • Undertake vote counting following polling day as directed by the Returning Officer 	<ul style="list-style-type: none"> • Team member • Before Election Day • On Election Day • After Election Day • 16 years or over
Additional duties for selected Election Assistants who are required to do Mobile Polling	<ul style="list-style-type: none"> • Deliver mobile polling in a range of locations – for example, hospitals and aged care facilities • Engage with voters and political party workers • Return polling materials to the RO office 	<ul style="list-style-type: none"> • Drivers licence + own vehicle
Supervisor	<ul style="list-style-type: none"> • Manage the set-up, preparation and dismantling of the polling booth before and after polling • Perform a range of duties as directed by Returning Officer and/or Assistant Returning Officer • Responsible for all aspects of the conduct of polling in the polling booth • Ensure compliance with relevant policies and procedures • Supervise polling booth staff • Securely manage polling materials, including ballot papers • Engage with voters and political party workers • Pick-up and return polling materials to the RO office • Oversee the counting of votes • Attend mandatory face-to-face training 	<ul style="list-style-type: none"> • Supervisory • Before Election Day • On Election Day • Requires drivers licence + own vehicle • Requires own mobile phone • 18 years or over
Senior Issuing Officer	<ul style="list-style-type: none"> • Assist the Supervisor with all their duties, as directed • Support the Supervisor with the set-up, preparation and dismantling of the polling booth before and after polling • Assist with the supervision of polling booth staff • Securely manage polling materials, including ballot papers • Issue declaration/ordinary votes to voters • Provide enrolment and voting advice and assistance to voters • Organise and manage the queue of voters 	<ul style="list-style-type: none"> • Supervisory • Before Election Day • On Election Day • 18 years or over

Position	Main tasks	Role Attributes
	<ul style="list-style-type: none"> One Senior Issuing Officer per polling booth may be required to assist the Supervisor with pick-up and return of polling materials to the RO office Oversee the counting of votes Attend any mandatory face-to-face training 	
Issuing Officer	<ul style="list-style-type: none"> Issue ballot papers to voters and mark off their name as having voted Assist counting votes and other associated activities at the polling booth after 6.00 pm Organise and manage the queue of voters Direct voters to relevant voting points and exit Guard ballot boxes Identify voters that require assistance 	<ul style="list-style-type: none"> Team member Before Election Day On Election Day 16 years or over
Count Assistant	<ul style="list-style-type: none"> Assist with dismantling of the polling booth, ensuring it is clean and tidy e.g. packing materials, Removing signs and posters Assist counting votes and other associated activities at the polling booth after 6.00 pm May be re-assigned (at short notice) to work at the RO office if workload demands 	<ul style="list-style-type: none"> Team member On Election Day (after 5.30 pm) 16 years or over

The following positions have already been recruited for the 2020 Local Government Election

Applications closed 22 April 2019

Returning Officer (RO)	<ul style="list-style-type: none"> Oversee and manage the operation of polling across multiple polling booths, and other tasks as directed by ECQ Ensure compliance with policies and procedures Organise polling booths, recruitment of election staff and distribution of election materials Interact with candidates and political parties during the nomination process and throughout the election period Assist Supervisors during polling by visiting multiple early voting or Election Day polling booths Remotely manage polling booths and mobile polling teams, where travel is not feasible Manage the final count to determine the result for the electorate Attend mandatory face-to-face training. 	<ul style="list-style-type: none"> Supervisory Before Election Day On Election Day After Election Day Character checked Drivers licence + own vehicle 18 years or over
Assistant Returning Officer	<ul style="list-style-type: none"> Roster and manage staff to perform a range of duties as directed by ECQ and the Returning Officer Support for election preparation, election conduct and election finalisation Organise polling booths, recruitment of election staff and distribution of election materials Assist Supervisors during polling by visiting multiple Early Voting or Election Day polling booths 	<ul style="list-style-type: none"> Supervisory Before Election Day On Election Day After Election Day Character checked Drivers licence + own vehicle 18 years or over

Position	Main tasks	Role Attributes
	<ul style="list-style-type: none">• Remotely manage polling booths and mobile polling teams, where travel is not feasible• Manage the final count to determine the result for the electorate• Attend mandatory face-to-face training.	