



## Position description

### Temporary election staff

#### WORK PERIOD

##### Positions before election day (early voting)

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 10.00 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.

### Equal employment opportunity

The Electoral Commission Queensland is an inclusive organisation and values a diverse workforce. People of all ages, abilities, gender and ethnicity are encouraged to apply for positions. As a White Ribbon accredited workplace, we are active in removing all forms of harassment and discrimination from our workplaces and supporting our employees who experience domestic and family violence. We respect, protect and promote human rights in our decision making and actions.

## Reasonable adjustment

The Electoral Commission Queensland is committed to, where it is reasonably practicable to do so, make modification and adjustments to the workplace or the role to meet the individual needs of people with special requirements. Please note that adjustment may be limited to the hired venue and building access.

To assist the ECQ with your reasonable adjustment, please outline adjustment(s) that may be required in your expression of interest application and/or throughout the offer of employment.

While reasonable adjustment consideration is given to all positions, ECQ have identified that the role of Issuing Officer (IO) and Count Assistant (CA) operationally have the most flexibility to configure to reasonable adjustment requirements. Refer to reasonable adjustment in page 1.



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## Eligibility for employment

### MANDATORY REQUIREMENTS

Individuals interested in applying for work at elections must meet the following mandatory requirements:

- Be 16 years of age or over
- Be on the electoral roll
- Political neutrality
- Comply with the ECQ Conflict of Interest Policy

### TRAINING REQUIREMENTS

All temporary election staff must 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.

## Core Competencies and Requirements

Individuals interested in applying for work at elections must meet the following core competencies and requirements with or without a reasonable adjustment.

### CORE COMPETENCIES

- Literacy and numeracy skills (reading, counting 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
- Current drivers licence desirable

### REQUIREMENTS

- Ability to lift and carry up to 12kgs
- Ability to work long hours in varying work environments, with prolonged periods of standing, or sitting

## Available 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.

### SUPERVISORY POSITIONS

A position in which an employee directs staff members and manages a polling function, program or service.

#### Additional skills and abilities required

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

### Supervisor

Role purpose: Manage the polling booth on election day or during the early voting period.

Work period: before Election Day and on Election Day

Additional requirements: driver's licence + own vehicle + own mobile phone

Must be 18 years of age or older

- Manage the set-up, preparation and dismantling of the polling booth before and after voting
- Perform a range of duties as directed by Returning Officer and/or Assistant Returning Officer
- Responsible for all aspects of the conduct of voting in the polling booth
- Ensure compliance with relevant policies and procedures
- Supervise polling booth staff

- Securely manage voting materials, including ballot papers
- Engage with voters and political party workers
- Pick-up and return voting materials to the RO office
- Oversee the counting of votes
- Attend mandatory face-to-face training

### Senior Issuing Officer

Role purpose: Assist the supervisor to manage the polling booth.

Work period: before Election Day and on Election Day

Must be 18 years of age or older

- Assist the Supervisor with all their duties, as directed
- Support the Supervisor with set-up, preparation and dismantling of polling booth before and after voting
- Assist with the supervision of polling booth staff
- Securely manage voting materials, including ballot papers
- Issue declaration/ordinary votes to voters
- Provide enrolment and voting advice and assistance to voters
- Assist the Supervisor with pick-up and return of voting materials to the RO office
- Oversee the counting of votes
- Attend any mandatory face-to-face training

Queue management

You may be required to organise and manage the queue of voters, directing voters to allocated issuing point. You may be required to:

- Bring the queue forward to issuing points and direct voters to the next available issuing point
- Encourage and assist electors to have their Voter Information Card (VIC) ready for scanning
- Monitor the queue and record wait times
- Provide general assistance to the voters in the queue and those requiring additional assistance

### TEAM MEMBER POSITIONS

A position in which an employee works in a group (or individually as directed) to perform duties related to polling customer service and administration.

#### Additional skills and abilities required

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

### Election Assistant

Role purpose: Assist the Returning Officer with the day-to-day election tasks required within the Returning Officer's office.

Type of work: Team member

Work period: before Election Day, on Election Day, after Election Day

Must be 16 years of age or over

- 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 voting materials, including ballot papers
- Undertake vote counting following polling day as directed by the Returning Officer

### **Election Assistants who are required to do mobile polling:**

Additional requirements: driver's licence + own vehicle

Additional duties apply:

- Deliver mobile polling in a range of locations – for example, hospitals and aged care facilities
- Engage with voters and political party workers
- Return voting materials to the RO office

### **Election Assistants who are required to monitor election signages - applies to State General Election or State by-elections only:**

- Additional requirements: driver's licence + own vehicle
- Additional duties apply:
- Monitor election signage and ensure compliance with the electoral legislation
- Take notes, photographs, draw diagrams and sketches to assist with possible investigations and enforcement action
- Corroborate events, including acting as a witness, as necessary

## **Issuing Officer**

Role purpose: Issuing votes to electors and counting votes.

This role is operationally identified to be easily adjustable, refer to reasonable adjustment in page 1.

Type of work: Team member

Work period: before Election Day, on Election Day

Must be 16 years of age or over

- 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 6.00pm on Election Day
- Direct voters to relevant voting points and exit
- Guard ballot boxes
- Identify and provide voters that require assistance

### **Queue Management**

Refer to queue management duties outlined under Senior Issuing Officer in page 4; and

- Organise multiple queues as necessary, so home electors are queued for ordinary issuing point and known absent electors are queued for the absent and declaration issuing point

## Count Assistant

Role purpose: Assist with packing up the polling booth and counting votes.

This role is operationally identified to be easily adjustable, refer to reasonable adjustment in page 1.

Type of work: Team member

Work period: on Election Day (after 5:30pm)

Must be 16 years of age or over

- 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 6.00pm
- May be re-assigned (at short notice) to work at the RO office if workload demands

# ECQ Organisational Chart

## 2024 State General Election

