



## Early Voting Liaison Officer

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People in these roles are employed under the *Commonwealth Electoral Act, 1918* (Electoral Officer EO 5). Pay, terms and conditions can be found in the [Collective Determination](#).

### Purpose of the role

The Early Voting Liaison Officer manages around five locations which may include early voting centres and mobile teams operating prior to voting day. The Early Voting Liaison Officer acts as a representative for the Divisional Returning Officer to provide assurance that policy and procedures are being adhered to. This role provides materials and assistance to the Officer in Charge or Team Leader as required. The role manages emerging complex problems and issues arising at early voting centres and/or with mobile polling teams, and reports these to the Divisional Returning Officer.

### Key responsibilities

Ensure that all polling staff adhere to AEC policy, procedures and ballot paper principles

- Monitor the Officer in Charge, Team Leaders and staff at allocated voting centres and teams
- Undertake compliance checks
- Identify, document and report issues, taking appropriate action and escalating where necessary

Management and security of electoral materials

- Collection of electoral materials and handover/return of materials
- Manage and maintain security protocols of electoral materials
- Compliance with legislation, AEC policy, procedures and guidelines
- Provide staff with materials as required, completing detailed documentation

Manage the voting centre and mobile team

- Oversee the operations of an early voting centre or mobile team during operation
- Brief, supervise and review staff performance
- Manage voters, party workers, scrutineers and other stakeholders
- Provide staff with assistance and advice, reporting back to the Divisional Returning Officer

Accurate completion of all documentation

- Progressively complete the Early Voting Liaison Officer return
- Complete required checklists and documentation to certify compliance

### What to expect

You will:

- typically work extended hours during the early voting period, mostly on a Monday to Friday. It may include long hours of travel and some weekend work
- need to use a private motor vehicle to collect, transport and return electoral material as well as travelling between voting locations
- possibly travel across large geographical areas, or remotely manage teams where travel is not possible

- complete online and face-to-face training prior to commencing in the role
- work with small groups of diverse people, so the ability to work effectively as part of a team is important.
- work under pressure in a fast-moving operational environment
- possibly have long periods of sitting or standing and may need to lift and carry up to 12 kilograms
- be able to communicate clearly and have good attention to detail
- have the ability to solve problems remaining calm under pressure and building rapport, while remaining professional, confident, and decisive

It is expected that an Early Voting Liaison Officer 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.

For EVLOs supporting mobile polling locations and conducting in person visits with mobile polling teams:

- COVID-19 vaccination is required to comply with entry requirements of establishments and communities.
- All staff entering residential aged care facilities also require a 2023 influenza vaccination.
- Facilities or communities may have additional vaccination requirements (such as an up-to-date COVID-19 booster or 2023 Influenza vaccination) which you will need to comply with.
- Other COVID-19 safety measures such as wearing masks and daily rapid antigen testing will apply.

*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](http://aec.gov.au) to learn more about what's involved.*

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Working at an election – Early Voting Liaison Officer EO5

The terms and conditions for temporary staff employed by the AEC during federal elections, by-elections, plebiscites and referendums are set out in the [Collective Determination](#), which includes all remuneration information, including casual loading, overtime, allowances and payment for required training.

