



Pre-poll Officer

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

Pre-poll Officers issue votes in pre-poll voting centres during the early voting period. The role may also complete other tasks during early voting, such as set-up of the voting centre, monitoring ballot boxes, queue management and managing voter inquiries.

Key responsibilities

Issue votes

- Issue, manage and secure ballot papers in accordance with policy, procedure, and ballot paper principles
- Account for ballot papers received and complete compliance documentation
- Assist voters from culturally and linguistically diverse backgrounds and distribute translated resources where required
- Use electronic certified lists

Manage the use of ballot boxes by electors

- Ensure the security of ballot boxes throughout polling
- Ensure voters place the ballot papers in the correct ballot box

Manage the queue of voters and direct voters to relevant voting points and exits

Assist with end-of-day activities at the voting centre

- Finalise documentation, secure materials, assist in tidying up the voting centre and undertake other duties as directed

What to expect

You will:

- be asked to work on a roster throughout the 2-week early voting period and you may also be asked to work part-time to assist with peak periods, including 5-hour shifts
- need to complete online and face to face training before working
- work with small groups of diverse people, so the ability to work effectively as part of a team is important
- be a clear communicator and have good attention to detail
- possibly need to work non-standard or extended hours under pressure in a fast-moving operational environment
- possibly have long periods of sitting or standing and be able to lift and carry up to 12 kilograms

It is expected that a Pre-poll 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
- 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.
