

Duty Statement

Position:	Deputy Early Voting Centre Manager
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The position is primarily responsible for supporting the Early Voting Centre Manager (EVCM) of a designated Early Voting Centre and to act in the EVCM role if required.

The role is a leadership position and includes assisting the EVCM with the preparation and set up of the centre, opening of the centre during workdays, supervision of staff, management and security of materials, liaison with voters and party workers and return of materials.

Key duties

The key duties for the DEVCM include assisting the EVCM with the:

- open and/or close the Early Voting Centre, ensuring the venue is fully set up, operationally ready at the start of voting, and securely finalised at the end of each day
- set up of centre including IT hardware
- face to face training of centre staff as required
- management of centre operations
- management of centre staff.
- provide supervision, direction and support to centre staff throughout the early voting period
- post-employment performance assessments of early voting staff
- monitoring staff at regular intervals to ensure correct procedures are followed
- the management of customer service
- daily reconciliation of votes and ballot papers
- final reconciliation of votes and ballot papers and completion of returns
- packaging all materials including ballot papers
- return of the election material to the designated location(s)
- decommission of the early voting centre, if not required as a polling booth on polling day
- act as an issuing officer as required
- liaise with Early Voting Liaison Officers and Returning Officer as needed.

Your election training will include a series of on-line learning and assessments plus a face-to-face training session. You must also read the procedures manual associated with your role.

The DEVCM will follow procedures and methods of work to ensure the safety and wellbeing of fellow staff, contractors and visitors at all times.

Essential Hours of Duty

- DEVCM must be available for face-to-face training scheduled in March 2026
- After the training, DEVCM must be available to work from 13th March 2026 to 23rd March 2026, noting that early voting centres will be open from 8am to 6pm.

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- Some out of normal working hours will be required including the possibility of Thursday night and Saturday, with potential to work Sunday for continued count, during the one-week period.

Essential requirements

- ability to work in a fast-paced operational environment
- ability to be flexible and adaptable
- strong organisational skills including prioritisation, time management and managing competing demands
- competent level of computer literacy
- proven ability to follow established procedures and complete tasks within defined timeframes
- high attention to detail and accuracy
- strong communication, teamwork, and customer service skills
- experience in supervising and coordinating a work team
- commitment to professionalism and integrity
- ability to work safely.

Reports to

- Early Voting Centre Manager (EVCM)

Special Conditions

- In order to not compromise the strict neutrality of the Commission, no person who is active in political affairs or intends to carry on this activity may be an employee
Appointment is subject to a satisfactory criminal history check
- A current driver's licence and access to a vehicle is required
- A mobile phone is required.