Electoral Commission SOUTH AUSTRALIA

Duty Statement

Position:	**Early Voting Centre Manager**

Role Summary

The position is primarily responsible for managing and delivering the services provided at a designated Early Voting Centre.

The role is a leadership position, in charge of the centres operations and includes responsibility for managing the polling place, the preparation and set up of the polling place, supervision of staff, management and security of materials, liaison with voters and party workers and return of materials.

The Early Voting Centre Manager (EVCM) is responsible for the secure transport of ordinary ballot materials to a secure location(s).

Key duties

The key duties for the Early Voting Centre Manager are to:
- 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.
- attend face to face training as required
- conduct face to face training as required
- check polling place kit materials
- meet with the building facilities contact person to be briefed on facilities matters including opening and closing, the security system, rubbish removal, etc
- provide supervision, direction and support to centre staff throughout the early voting period
- be the point of contact for all staff.
- post-employment performance assessment of staff
- monitor staff at regular intervals to ensure correct procedures are followed
- the management and security of materials
- allocation of additional ballot papers
- liaison with electors and party workers
- 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
- decommission of the early voting centre, if not required as a polling booth on polling day
- liaise with Early Voting Liaison Officers and Returning Officer as needed
- help maintain compliance to ECSAs fatigue management policy, avoiding having staff work more than 10 hours per shift where possible.

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.

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The EVCM 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
- EVCMs must be available for face-to-face training scheduled in February 2026
- After the training, EVCM must be available to work from 13th March 2026 to 23rd March 2022, noting that early voting centres will be open from 8am to 6pm.
- Some out of normal working hours will be required including the possibility of Thursday night and Saturday, and potentially 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
- demonstrated ability to produce work of the highest levels of accuracy within absolute time constraints
- sound analytical, problem solving and conflict resolution skills
- 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 Liaison Officer

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.