

## Duty Statement

Position:	<b>Polling Booth Manager</b>
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The Polling Booth Manager (PBM) is accountable to the Returning Officer (RO).

The position is primarily responsible for the preparation, set up and management of the polling site, supervision of staff, management and security of materials, liaison with voters and party workers, scrutiny management and return of materials.

### Key duties

The key duties for the Polling Booth Manager are to:

- check polling booth kit materials
- meet with the polling booth contact person
- prepare and set up of the polling place on the night before polling day to meet all requirements
- brief staff on their duties throughout the day
- provide supervision and direction to polling booth staff
- be the point of contact for staff, electors with queries, concerns, or challenging behaviour
- undertake post-election performance assessment of polling booth staff
- monitor staff at regular intervals to ensure correct procedures are followed
- management and security of materials at all times
- allocation of additional ballot papers
- liaison with voters and party workers
- announcement of two candidate preferred count
- conduct the scrutiny and counts
- telephone results through to the RO
- completion of the Polling Booth Return
- packaging all materials including ballot papers
- disassemble and package cardboard and other materials
- the management and return of materials to the designated secure location.

When polling stops at 6pm the PBM, with the assistance of all Polling Officials, will:

- undertake the scrutiny and count of ballot papers
- package of election materials
- tidy and close the booth
- any other duties as required.

The PBM will:

- ensure all documentation provided is read and all procedures are followed
- follow procedures and methods of work to ensure the safety and wellbeing of fellow staff, contractors, and visitors at all times.

### 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
- 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.

**Essential hours of duty**

- availability in the fortnight prior to polling day to undertake a blend of online learning and face-to-face training
- available the night prior to polling day to set up of the polling booth
- 7:00 am until late evening on polling day\*

\*The role requires flexibility in working hours as an exact finish time can't be guaranteed.

**Reports to**

- Returning 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.