

Duty Statement

Position:	Deputy Polling Booth Manager
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The Deputy Polling Booth Manager (DPBM) is accountable to the Polling Booth Manager (PBM).

The DPBM is primarily responsible for supporting the PBM of a polling place in the preparation and set up of the polling place (if required), supervision of staff, management and security of materials, liaison with voters and party workers and support in the scrutiny and count. The DPBM will be fully trained as a PBM and able to act in this role if required.

A small number of declaration votes may be received for '*Suppressed Address*', '*Not on Roll*' or '*Already Marked Off the Roll*' electors.

Key tasks

- Assist and understudy the PBM, acting as a substitute PBM, if required
- Supervise and monitor booth staff to ensure the correct procedures are followed
- Ensure polling booth staff are rotated through duties and all staff are scheduled for and take the required breaks
- Provide relief for staff members when required
- Attend to elector enquiries and assist electors to complete enrolment forms
- Assist the PBM to manage the scrutiny and count of ballot papers
- Assist with the packaging of election materials and tidying of the polling place.

Key tasks – declaration votes

- Complete declaration vote envelopes correctly, ensure they are signed and issue ballot papers to eligible electors
- Place completed ballot papers in declaration vote envelopes, seal, and place in the declaration ballot box
- Reconcile ballot papers at the close of polling.

When polling stops at 6pm the DPBM and Polling Officials will assist the PBM with:

- Undertaking the scrutiny and count of ballot papers
- Packaging of election materials
- Tidying and closing the booth
- Any other duties as required.

The DPBM 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
- 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

- Polling Booth Manager

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.
- A current driver's licence and access to a vehicle is required.