

POSITION DETAILS
<b>Position Title:</b> Polling Place Manager, Parliamentary (PPM)
<b>Reports to:</b> Returning Officer (RO)
<b>Location:</b> Various locations throughout the State
<b>Positions reporting to this position:</b> Deputy Polling Place Managers & Election Officials

Primary purpose of the position
<p>A Polling Place Manager (PPM) is employed as the front line manager of a polling place during the State election.</p> <p>A PPM is responsible for:</p> <ul style="list-style-type: none"> <li>• conduct of voting and counting in the polling place</li> <li>• managing their polling place team</li> <li>• ensuring the polling place is set-up and operational during the hours of voting</li> <li>• supervising staff issuing ordinary and absent ballot papers</li> <li>• answering more detailed enquiries</li> <li>• managing the count of Legislative Assembly ballot papers at the close of voting.</li> </ul> <p>The PPM's role is vital in the democratic process and the successful delivery of a fair, impartial and professionally conducted election. PPMs are required to attend a two hour face-to-face training session with their Returning Officer and complete online training.</p>

Key challenges and influences
<ul style="list-style-type: none"> <li>• The NSWEC will provide training and support for PPMs and they must follow such processes and procedures.</li> <li>• The PPM will be expected to complete all tasks required on polling day with minimum supervision. Managing large polling places will be challenging, particularly where a broader range of voters are serviced and the quantities of ordinary and absent votes issued are large. Well developed organisational skills are required.</li> <li>• The challenge for the PPM is to discharge that responsibility in an environment where tasks are completed to a strict timetable, with a high degree of accuracy and under scrutiny from scrutineers and electors.</li> <li>• The PPM also manages a team which on Election Day may number from one to 20 staff members. It is essential that the team is well supervised to ensure that team members comply with requirements and procedures, as set down by the NSWEC, in a professional manner.</li> <li>• It is also very important that PPMs provide a safe and healthy workplace for election staff and voters.</li> <li>• PPMs may need to respond to many enquiries and delicate issues tactfully and professionally throughout Election Day.</li> </ul>

Key outcomes / accountabilities
<ul style="list-style-type: none"> <li>• PPMs will be called upon to make decisions consistent with the NSWEC's manuals, directions and instructions. More difficult decisions are to be referred to the Returning Officer.</li> <li>• Formality decisions will need to be made on the spot and under the scrutiny of scrutineers.</li> <li>• PPMs are required to attend training conducted by the Returning Officer as well as undertake the training offered on-line.</li> <li>• PPMs receive and check all election material for their polling place and are responsible for the security of ballot papers and certified lists.</li> <li>• Set-up of the polling place is to be completed on the Friday afternoon/evening before Election Day.</li> <li>• PPMs are responsible for the key collection for their polling place, setting up and dismantling of the polling place and are responsible for the premises throughout Election Day.</li> <li>• Overall management of the polling place is the responsibility of the PPM which includes briefing staff and scrutineers before voting commences and before counting, monitoring polling place staff in their duties and organising staff meal breaks.</li> <li>• PPMs are fully responsible for issuing votes to silent electors</li> <li>• PPMs conduct the first preference count of Legislative Assembly (LA) ballot papers and the conduct of a Notional Distribution of Preferences with LA ballot papers.</li> <li>• PPMs will be required to liaise with the Legislative Council Count manager with respect to the count of Legislative Council group totals and other ballot papers.</li> <li>• Phoning through results at completion of each count to the Returning Officer and packaging and return of</li> </ul>

election material is also the responsibility of the PPM.

- All electoral returns, forms, etc must be completed legibly and accurately.
- Ensuring the health, safety and welfare of employees in the workplace in accordance with the *Occupational Health and Safety Act 2000* and *Occupational Health and Safety Regulation 2001*. Compliance with the NSWEC information security guidelines, EEO policies and maintaining an understanding of cultural diversity and a commitment to ethical conduct and standards of practice is essential.

### Cultural capabilities

In performing this role, you will be expected to demonstrate the following capabilities to the desired level, where 5 is the highest level and 1 is the lowest. Please read the PPM Job Pack to gain an understanding of these capabilities. You do not need to address these capabilities in your application.

#### Customer Focus - Level 2

- Keeps the customer (internal and/or external) as the focal point of all activity; strives to address customer needs and concerns. Helps customers (and business partners) achieve their goals through the application of own skills, behaviours and knowledge.

#### Cultural Awareness – Level 1/ 2

- Demonstrates an understanding and appreciation of cultural differences and diversity in the workplace, works to include all team members, and delivers successful outcomes by developing teams with a diversity of skills, experience and background

#### Teamwork - Level 2

- Works within a team environment, cooperates with others, considers the needs of others, and helps others within the team to achieve team objectives.

#### Taking Ownership - Level 1/2

- Believes in one's own capability to accomplish a task, and selects effective approaches to tasks or problems. Is proactive in managing one's own time, initiates change, and builds an understanding of the internal and external environment in order to deliver work in a highly effective and professional manner.

#### Building Strategic Partnerships - Level 2

- Networks with both internal and external parties in order to build an in-depth understanding of government structure and key stakeholders, and to foster effective professional networks and relationships to support the achievement of organisational goals

### SELECTION CRITERIA

- Please specifically address each of the following Selection Criteria (1-4) in your application.
- Please keep your answers succinct and use examples where relevant. In your online application, you are permitted to include attachments.
- To understand what behaviours are required for each Selection Criteria, please read the PPM Job Pack. The job pack describes each Selection Criteria in more detail to help you with your application.
- If successful in this role, your job performance will be assessed against these behaviours.

#### 1. Communication

Listen, interpret and convey information in a clear and accurate manner; provides timely delivery of information and select the most appropriate method of communication.

#### 2. Analytical Thinking & Problem Solving

Identify and analyse situations or issues and consider options for solutions. Decide upon, implement and monitor the appropriate solution(s).

#### 3. Technical Leadership

Apply and improve specialised technical knowledge, skills and judgement to achieve outcomes.

#### 4. Client Engagement

Identify and anticipate the needs of clients and deliver services that meet and exceed client expectations. Commit to continuous improvement in planning, process and services.

### CERTIFICATION

...../...../..... Commissioner Date:	...../...../..... Director, Elections Branch Date:
...../...../..... Occupant: Date:	...../...../..... Human Resources Manager: ... Date