

POSITION DESCRIPTION

POSITION DETAILS
Position Title: Election Officials, Parliamentary (EOs)
Reports to: Polling Place Manager
Location: Various locations throughout the State
Positions reporting to this position: Nil

Primary purpose of the position
<p>Election Officials (Eos) are ordinary vote issuing officers. Duties include:</p> <ul style="list-style-type: none"> • issuing ordinary ballot papers to electors whose names are found on the Certified List of Voters • marking the Certified List • completing the account of ballot papers • assisting with the count of ballot papers after the close of voting. <p>Part-day EOs are employed from 7.15am to 2.15pm to issue ordinary ballot papers to electors whose names are found on the Certified List of Voters; mark the Certified List and complete the account of ballot papers. Part-day EOs provide relief for other EOs at breaks to maintain the level of service offered to electors. Part-day EOs are appointed to polling places with three or more tables and numbers of EOs increase incrementally with the projected number of votes to be received at a polling place.</p> <p>EOs may be ballot box guards who are required to ensure electors do not exit the polling place without placing ballot papers in the correct ballot box.</p> <p>EO Declaration Officers issue votes to absent and provisional electors, accept Election Day enrolments and voting, complete relevant returns and assist with the count of ballot papers after the close of voting. They may also be required to answer enquiries from and provide assistance to the public attending the polling place, record elector information, assist with the completion of enrolment forms and perform queue control duties.</p>

Key challenges and influences
<ul style="list-style-type: none"> • The New South Wales Electoral Commission will provide training for EOs and they must follow all processes and procedures. The challenge will be to undertake repetitive tasks with a high degree of accuracy. • Any decisions made by an EO will be straight forward and must be consistent with the NSWEC's manuals, directions and instructions. Providing both consistent & accurate information to elector enquiries is essential.
Key outcomes / accountabilities
<ul style="list-style-type: none"> • All EOs are required to read a procedure manual and complete the exercises prior to Election Day • Declaration Officers are required to undertake additional home study in order to carry out procedures associated with issuing Declaration Votes • Count & record ballot papers received, issued, spoilt and unused on the appropriate form • Refer people whose name is not on the certified list, who have been marked off as having already voted or with more complex enquiries (such as enrolment issues) to the Enquiry Officer or Polling Place Manager (PPM). • Refer silent electors to the PPM • Enquiry officers assist the PPM and Deputy PPM (where applicable) in the efficient management and control of the polling place • Declaration vote officers issue ballot papers to electors who are required to vote using a declaration envelope, that is section & absent votes and package up declaration vote envelopes and materials after close of voting • Ballot Box Guards are required to ensure electors place ballot papers in the correct ballot box and regularly check ballot box(es) to ensure there is sufficient space for ballot papers to be inserted • All staff assist with the count of ballot papers and packing up of the polling place after close of voting.

Cultural capabilities
<p>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 EO Job Pack to gain an understanding of these capabilities. You do not need to address these capabilities in your application.</p> <p>Customer Focus - Level 1</p>

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

Cultural Awareness - Level 1

- Demonstrates an understanding and appreciation of cultural differences and diversity in the workplace. Delivers successful outcomes by developing teams with a diversity of skills, experience and background

Teamwork - Level 1

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

Taking Ownership - Level 1

- 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 1

- Networks with both internal and external parties in order to build an in-depth understanding of key stakeholders and the Commission. Fosters effective professional networks and relationships to support the achievement of organisational goals

SELECTION CRITERIA

- Please specifically address each of the following Selection Criteria (1-3) 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 EO Job Pack.
- 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. Deliver timely information using the most appropriate method of communication.

2. Technical Leadership

Applies and improves specialised technical knowledge, skills and judgement to achieve outcomes.

3. Client Engagement

Identifies and anticipates the needs of clients, delivers services that meet and exceed client expectations and commits to continuous improvement in planning, process and services.

CERTIFICATION

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