

## POSITION DESCRIPTION

### POSITION DETAILS

**Position Title:** Council Count Manager (CCM)

**Reports to:** Returning Officer (RO)

**Location:** Various locations throughout the State

**Positions reporting to this position:** Election Officials

### Primary purpose of the position

Council Count Managers' (CCMs) duties are to:

- set-up an appropriate area within the polling place for the Council count
- sort, count, record and pack Council ballot papers in a timely manner with minimal error.

CCMs will be required to supervise assigned Election Officials in all aspects of the Council count. The CCM is responsible for resolving any issues arising throughout the process and will consult with the Polling Place Manager where necessary. Completion of the necessary Council returns is the responsibility of the CCM.

CCMs will receive online training and a short face to face training session with the Returning Officer.

### Key challenges and influences

- The Returning Officer will provide all necessary training and support for CCMs and they must follow such processes and procedures.
- Establishing a suitable area within the polling place to sort, count, record and pack the Council ballot papers while the polling place is still open to electors.
- The challenge is to ensure that tasks are undertaken with accuracy & efficiency, and under scrutiny from scrutineers.
- It is essential that the team is well supervised to ensure compliance with the requirements and procedures in a professional manner, as set down by the NSWEC.
- The CCM will be called upon to make decisions consistent with the NSWEC's manuals, directions and instructions. More difficult decisions are referred to the Polling Place Manager.

### Key outcomes / accountabilities

- Completion of Council count procedures' home study prior to attending face to face training session;
- Attendance at the training session conducted by the Returning Officer;
- Establishment of a suitable area within the polling place to perform the sort, count & pack of Council ballot papers which maximises efficiency & does not interfere with other procedures undertaken in the polling place;
- Provide clear instructions to election officials on the conduct of duties;
- Undertake and supervise persons involved in the packing of material to be returned to the Returning Officer;
- Ensure 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 NSWEC information security guidelines and compliance with EEO policies; Maintain an understanding and implementation of cultural diversity and a commitment to ethical conduct and standards of practice.

### 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 CCM 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 1

- 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 1**

- 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 CCM 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; provide 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