

## POSITION DESCRIPTION

### POSITION DETAILS

**Position Title:** Deputy Polling Place Manager, Parliamentary (DPPM)

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

**Location:** Various locations throughout the State

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

### Primary purpose of the position

Deputy Polling Place Managers (DPPMs) are employed to assist the Polling Place Manager (PPM) in the management of large polling places and to provide relief for other election officials when and if required. Duties are allocated by the Returning Officer and can include:

- the setup of facilities required for voting
- supervision of staff issuing ordinary and absent ballot papers
- answering more complex/detailed enquiries
- management of a small team counting ballot papers at the close of poll.

The DPPM may also be given the responsibility for supervising the Declaration Vote Issuing tables. DPPMs receive the same training as the PPM.

### Key challenges and influences

- The Returning Officer will provide all necessary training and support for DPPMs and they must follow such processes and procedures.
- The DPPM is expected to support the PPM in ensuring the completion of all tasks required on polling day.
- The challenge in some areas will be to manage the flow of large numbers of electors into the polling place. Such may come in peaks during the day. A further challenge is to ensure that tasks of polling officials are undertaken with accuracy, and under scrutiny from scrutineers and electors.
- It is essential that the large teams are well supervised to ensure that team members comply with requirements and procedures, as set down by the NSWEC, in a professional manner.
- The DPPM will be called upon to make decisions consistent with the NSWEC's manuals, directions and instructions. More difficult decisions are referred to the PPM.

### Key outcomes / accountabilities

- Completion of election procedures home study prior to attending training session offered by the Returning Officer
- Attend the training session offered by the Returning Officer
- Assist the PPM set up the polling place on the Friday night before Election Day
- Supervise the polling place on Election Day
- Provide accurate advice to electors, party workers and scrutineers
- Ensure the polling place is functioning within the guidelines provided
- Provide clear instructions to election officials on the conduct of duties
- Assist the PPM with the counting of ballot papers
- Undertake and supervise persons involved in the packing of material to be returned to the Returning Officer
- Facilitate the accessibility requirements of electors with a disability;
- 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 DPPM 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 DPPM 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**

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