

POSITION DESCRIPTION

TITLE:	Senior Election Official
POSITION NUMBER:	N/A
BRANCH:	Elections Branch
CLASSIFICATION:	N/A
REPORTS TO:	Manager, Election Staff Capability
DATE CREATED:	Existing
LAST REVIEWED:	April 2022

1. OUR ORGANISATION

The Victorian Electoral Commission (VEC) is the administrative agency through which the Electoral Commissioner's legislative obligations are exercised. The VEC is committed to ensuring that its policies and practices reflect good governance as well as complying with all relevant legislation. Adherence to the VEC's governance framework demonstrates accountability to stakeholders and ensures the vitality and impartiality of the electoral system, now and into the future. Staffing and work practices are determined by the *Public Administration Act 2004* and guided by the Victorian Public Sector Commission.

The VEC is an independent agency, operating under the auspices of the Department of Premier and Cabinet, within the portfolio of the Special Minister of State. The Commission is not subject to the direction or control of the Minister in respect of the performance of its responsibilities and functions and the exercise of its powers.

The VEC's primary responsibilities include:

- conducting parliamentary, local government, and certain statutory elections
- maintaining the register of Victorian electors
- implementing electoral representation reviews of local councils; and
- promoting public awareness and understanding of electoral issues.

Our Vision

All Victorians actively participating in their democracy.

Our Purpose

To deliver high quality, accessible electoral services with innovation, integrity and independence

Our Values

- **Independence:** acting with impartiality and integrity
- **Accountability:** transparent reporting and effective stewardship of resources
- **Innovation:** shaping our future through creativity and leadership
- **Respect:** consideration of self, others and the environment
- **Collaboration:** working as a team with partners and communities

2. ROLE CONTEXT AND PURPOSE

The Elections Branch within the VEC is responsible for the management of election operations for State, local government and fee-for-service elections.

More specifically, the Elections Branch is responsible for:

- large-scale and time critical projects including election infrastructure, computing and voting services and compulsory voting enforcement;
- the recruitment, appointment, training and support of the VEC's election staff;
- the development of election procedures, manuals, handbooks, forms and online learning products for election staff and candidates;
- overseeing the engagement, delivery, and closure of election services to local government and fee-for-service clients;
- establishing and monitoring election integrity measures; and
- the VEC Warehouse.

The Branch also contributes to the consideration and development of electoral regulation.

To deliver State and local government elections, the VEC maintains a pool of Senior Election Officials (SEOs). These SEOs are developed through a rigorous training and development program to ensure they are ready, willing and capable to fill election management roles during election events.

SEO roles include Election Manager or Assistant Election Manager for Victorian State elections and Victorian local government elections. Appointments to these roles are for a set duration and do not continue from one election to another.

SEOs appointed to election management roles are engaged for a full-time intensive period of up to 10 weeks during the defined election period. This may involve working outside of normal working hours in times of high activity, including over election weekend. Outside this period, they will be required to satisfactorily complete all relevant training, as well as undertake approved activities including inspecting voting centres and sourcing election offices.

Appendix 1 provides a broad outline of time commitment and training requirements for SEOs appointed to a management role.

Note: The SEO role is significantly more involved than other election staff roles, including those in voting centres on Election Day. The VEC maintains a separate register for casual election staff.

3. ACCOUNTABILITIES

- 3.1. Be available and capable of appointment to SEO roles during the period specified for the conduct of state and local government elections.
- 3.2. Successfully undertake all necessary training to enable appointment to election management team roles.
- 3.3. Be responsible for the management of delegated functions in relation to the conduct of an election, following election procedures and integrity measures as defined by the election manual and the VEC.
- 3.4. Undertake the assigned role in an impartial, efficient and professional manner, providing excellent customer service and demonstrating VEC values.
- 3.5. Report to the appointed Election Support Officer (ESO) during an election appointment ensuring that the ESO is given timely and accurate information to provide guidance and make informed decisions.
- 3.6. Be familiar with and adhere to the VEC code of conduct, VEC policies, guidelines and procedures, and risk management protocols.
- 3.7. Maintain a safe working environment for employees without risk which includes providing information, instruction and supervision to employees to enable them to work safely, monitoring the performance of the VEC and Branch Health & Safety objectives, and implementing appropriate actions to ensure the objectives are achieved.
- 3.8. Other duties as defined by the relevant duty statement or as requested.

4. KEY SELECTION CRITERIA

- 4.1. Demonstrated operational 'hands-on' project management skills with a proven record of achievement in leading multiple complex projects, including the ability to co-ordinate tasks, set priorities and see projects through to successful completion in accordance with inflexible deadlines.
- 4.2. Demonstrated capacity to develop and manage a team, through delegation, supervision, motivation and training of staff, and ability to address and resolve issues concerning team performance.

- 4.3. Well-developed communication and interpersonal skills, demonstrated through ability to negotiate and work effectively with a wide range of internal and external stakeholders, including candidates and members of the public.
- 4.4. Demonstrated ability to adhere to strict procedures, maintain close attention to detail, and maintain thorough and accurate documentation while working to tight timelines.
- 4.5. Demonstrated ability to problem solve and prioritise effectively when under pressure while working to immovable deadlines.
- 4.6. Demonstrated capability to learn and adapt to new business systems and computer systems and adapt positively to changing procedures and technologies.

5. ELIGIBILITY

5.1 Political Impartiality

The VEC must act in a completely impartial way in all its activities, operations and dealings with stakeholders. Senior Election Officials must not engage in any activities or behaviour that would bring into question the independence or impartiality of the VEC in undertaking its various functions.

In accordance with section 17A of the *Electoral Act 2002*, the VEC may ask applicants for disclosure of specific political activities that could compromise the perceived independence of the organisation.

If you are invited to paid SEO Pool Selection Training, you will be required to complete a Disclosure of Political Activities form. Invitation to the SEO pool will be made subject to satisfactory completion and assessment of this form. Please read further information about the process at <https://www.vec.vic.gov.au/Employment/PoliticalDisclosure.html>

5.2 Neutrality

As the VEC is responsible for the independent conduct of local government elections and representation reviews, it is recommended that Senior Election Officials do not engage in activities relating to local council matters that are visible in the public domain. Activities such as lobbying and debate on local council matters may lead to the perception that the VEC's neutrality is being compromised.

The VEC will ask applicants to disclose any personal lobbying or activities in relation to local council matters that could compromise the perceived impartiality and neutrality of the organisation.

5.3 Rights to work in Australia

You can gain employment with the VEC if you are:

- an Australian citizen: a birth certificate, citizenship certificate or current passport is proof of eligibility
- a permanent resident of Australia or New Zealand citizen who has entered Australia on a valid passport: you are allowed to stay and work in Australia without restriction, or
- a non-citizen with a valid visa that provides work rights: a current passport containing the visa is proof of eligibility. As the visa has an expiry date, non-citizens can only engage in casual, temporary or fixed term roles that do not extend beyond the expiry date.

Visitors on a Working Holiday visa are permitted to work in temporary or casual roles, but for no longer than six months with any one employer.

5.4 Working with Children

The VEC is committed to child safety and wants children to be safe, happy and empowered. The VEC has zero tolerance of child abuse and understands its legal and moral obligations to treat concerns seriously and report allegations, safety and wellbeing concerns to authorities. The VEC is committed to the cultural safety of all children including Aboriginal children and children from culturally and/or linguistically diverse backgrounds, and to providing a safe environment for children with a disability, children experiencing homelessness and young people in detention. As an employee of the VEC you must act consistently within these commitments to child safety.

SEOs must have a current Employee Working with Children Check (WWCC) card (or the ability to obtain within required timeframes). More information on WWCCs can be found at <https://www.workingwithchildren.vic.gov.au/>.

5.5 National Police Records Check

SEOs must have the ability to obtain a satisfactory National Police Records Check within the required timeframes. More information on NPCs can be found at <https://www.police.vic.gov.au/national-police-records-checks/>

6. OHS RESPONSIBILITIES

Safety is everyone's responsibility at the VEC.

The VEC and its employees are committed to providing and maintaining a working environment which is safe and without risk to the health of all employees, clients, contractors and visitors. This commitment also extends to ensuring that the work of the VEC does not place the Victorian community at risk of injury, illness, disease or any form of property damage.

In the context of Occupational Health and Safety (OHS) policies, procedures, training, and instruction, as detailed in section 25 of the *Occupational Health and Safety Act 2004*, employees are responsible for ensuring that they:

- follow reasonable instruction
- cooperate with their employer, and
- at all times, take reasonable care of their health and safety and for the safety of others in the workplace.

Employees are required to be familiar with, adhere to, and where applicable use relevant policies, guidelines, procedures and risk assessment tools to minimise OHS risks in the workplace.

In this role, the known risks include basic manual handling and sedentary computer-based desk work. The role involves interface with members of the public and may also involve travel. Travel and driver safety procedures and the Harassment, Discrimination, Workplace Bullying and Anti-violence policy will need to be followed.

7. EQUAL OPPORTUNITY EMPLOYER

The VEC values the contribution of all employees and fair and equitable treatment of all people is integral to all activities. As such the VEC offers reasonable adjustments for applicants with disabilities on request.

The VEC is an equal opportunity employer and welcomes applicants from a diverse range of backgrounds. The VEC strongly encourages applications from Aboriginal and Torres Strait Islander people. The VEC aims to attract a diverse pool of applicants and focus on the genuine and essential requirements of the job using a merit-based selection process.

The VEC is committed to embracing reconciliation within the organisation and across Victoria's electoral system. Please read further information about the VEC's Reconciliation Action Plan at

<https://www.vec.vic.gov.au/About/ReconciliationActionPlan201719.html>

8. OTHER RELEVANT INFORMATION

- You must comply with the VEC's Code of Conduct for Election Staff.
- Applicants who have been previously employed within the Victorian Public Sector must be asked whether they accepted a Voluntary Departure Package (VDP). There is a general prohibition on any form of re-employment of a former public servant who has accepted a VDP for a period of three years following receipt of the package.
- You need to disclose any pre-existing illness or injury that you know about which could be reasonably foreseen to be affected by the described work duties.

Pursuant to section 41 of the *Workplace Injury Rehabilitation and Compensation Act 2013*, failure to disclose such a condition will mean that if employed, you will not be paid compensation for that condition.

- Work outside normal hours may be required to meet deadlines, including working weekends leading up to, during, and after elections.
- The VEC is a smoke free environment.

9. PRIVACY NOTIFICATION

The VEC requires declarations and personal information relevant to your employment. The collection and handling of this information will be consistent with the requirements of the *Privacy and Data Protection Act 2014*.

Further information on the VEC can be found at
<https://www.vec.vic.gov.au/PrivacyAtTheVEC.html>

APPENDIX 1: TRAINING AND AVAILABILITY REQUIREMENTS

Short-listed applicants will be required to complete a 2-hour group interview via Microsoft Teams in **early June 2022**.

Following interviews, provisionally successful applicants must be available to attend a paid 1-day SEO Pool Selection Session in the Melbourne CBD in **mid-June 2022**. Applicants from regional areas may be eligible for the provision of accommodation in order to attend the SEO Pool Selection Session. An additional 3-hours of paid online home study must also be completed prior to attending the SEO Pool Selection Session.

Following the SEO Pool Selection Session, successful applicants will be invited to join the SEO Pool.

SEOs from the pool that are appointed to roles for the 2022 State election are required to undertake an election training program for the role. Availability requirements for training and work for the 2022 State election are below.

Election Type	Victorian State Parliamentary election
Election Day	26 November 2022 and every four years after that
Training Requirements	<ul style="list-style-type: none"> • 2-day introduction to elections training in late June 2022 • 25 hours of digital home study training in July 2022 (flexible timing) • 4-day face-to-face training program in August 2022
Likely Election Requirements	<ul style="list-style-type: none"> • Occasional days between June and September 2022 • Full-time from mid-October to mid-December 2022

APPENDIX 2: REMUNERATION AND ALLOWANCES

The Electoral Commissioner determines applicable payments ahead of each election. Current hourly base rates for State elections are:

Rate Type	Hourly Base Rate* as of 1 September 2021
Election Manager	\$46.88
Assistant Election Manager	\$37.79
SEO Consultant (Reserve)	\$31.54
SEO Training Rate**	\$31.54

* For hours worked on a casual basis a 25% casual loading will apply to the base rate.

** SEOs attending training at the VEC Head Office are also provided a travel allowance.

An hourly rate increase of 1.25% will come into effect as of 1 June 2022.