

Mobile Voting Manager (MVM) - Duty Statement

Title:	Mobile Voting Manager
Classification:	VPS Grade 3.1
Rate of pay:	\$53.58 (includes 25% casual loading)
Reports to:	Election Manager
Location:	Various (positions available across Victoria)
Last reviewed:	June 2026

1. Position statement

This role delivers mobile voting services in an efficient, impartial and professional manner. The role provides high quality customer service to electors and supports the effective delivery of election operations. The Mobile Voting Manager must use their own vehicle for this role.

2. Duties

The Mobile Voting Manager:

- delivers mobile voting services and low sensory voting in line with the instructional products and the itinerary set by the Election Manager
- completes all required training
- supervises and supports Mobile Voting Officers on the job
- visits mobile voting venues and liaises with venue contacts to identify electors who can vote at a static location and those who require an in room visit
- signs and witnesses enrolment applications
- provides fair, friendly and helpful service to all electors
- assists electors who require help to vote
- marks electors' names on the roll and issues the correct ballot papers
- ensures declaration envelopes are fully completed
- monitors campaigners and ensures compliance with signage and canvassing rules
- accounts for all ballot papers
- completes and reconciles all paperwork required
- returns all election materials to the hub or early voting centre as directed by the Election Manager

- maintains the security of ballot papers and other election materials at all times
- understands and follows the VEC code of conduct, VEC policies, guidelines and procedures, and risk standard procedures
- performs other duties as requested.

3. Key selection criteria

The Mobile Voting Manager is able to:

- supervise, support and train Mobile Voting Officers to ensure consistent and compliant voting processes
- provide clear, respectful and helpful customer service to electors, including those who need assistance
- maintain accurate records, handle ballot materials responsibly and follow security requirements
- communicate effectively with electors, team members, venue contacts and campaigners
- solve problems calmly, make sound decisions and manage time effectively in a mobile work environment, escalating issues when required
- drive their own vehicle between multiple mobile voting venues
- demonstrate integrity, impartiality, professionalism and reliability.

4. Physical requirements

The following list is not exhaustive, and other tasks may be required.

The Mobile Voting Manager should be able to:

- safely lift, carry, and pack materials and equipment such as office materials, ballot papers, ballot boxes, laptops and signage (usually less than 22 kilograms), which may involve pushing, pulling and squatting actions
- move between sitting, standing and walking while undertaking tasks across different areas of the venue as required
- climb stairs if the venue has multiple levels
- walk moderate distances upwards of 500 metres or more depending on venue requirements
- work for extended periods in mobile or temporary environments.