

Assistant voting centre manager

The assistant voting centre manager reports to the voting centre manager. Their role is to assist in the conduct of the election at a voting centre according to the procedures set out in the *Voting centre manager guide* and *Election official manual* and display excellent customer service skills to all voters. The assistant voting centre manager must assist and support the voting centre manager in all the required duties and act as voting centre manager if required.

Duties

- read the *Voting centre manager guide* and *Election official manual*
- complete all training – this includes an on-line component
- attend voting centre manager training
- assist the voting centre manager in the set-up of the voting centre on election eve
- arrive at the voting centre and be ready to start work at 7 am on election day
- act as voting centre manager should the appointed voting centre manager be required to leave the voting centre
- supervise and monitor the declaration staff, ensuring correct procedures are followed, including the use of electronic devices (if applicable)
- manage the rotation of election officials and monitor breaks
- facilitate the smooth flow of voters
- answer questions from voters and election officials
- supervise and monitor the declaration staff, ensuring correct procedures are followed, including the use of tablet and laptops (if applicable)
- issue ordinary or declaration ballot papers as required enabling election officials to take breaks during the course of the day
- monitor the performance of all staff during the day to ensure all are following correct procedure
- ensure that all staff are dealing with voters in a fair, friendly, and helpful manner
- ensure that any voters with special needs are being identified and assisted appropriately
- ensure *Designated entrance to voting centre P453* sign displayed at the entrance
- monitor candidate helpers/party workers and ensure rules regarding signs are being followed
- monitor activities outside voting centre, including canvassing restricted zones
- assist with the scrutiny and count of ballot papers
- assist the voting centre manager with the assessment of voting centre staff, if required
- remain in the voting centre until all duties are completed which may be around 10 pm

Duty statement – Assistant voting centre manager

- assist with the completion of all necessary returns, the packing up of materials and tidying up the voting centre
- other duties, as directed.