

Staffing Officer (SO) - Duty Statement

Title:	Staffing Officer
Classification:	VPS Grade 2.1
Rate of pay:	\$44.71 (includes 25% casual loading)
Reports to:	Staffing Lead
Location:	Various (positions available across Victoria)
Date created:	February 2026
Last reviewed:	June 2026

1. Position statement

A hub is a central field-based site established to manage election operations for between one and four electoral districts, depending on the location. It serves as the base for key election activities and provides logistical support, staffing coordination, and material resourcing to the districts it services.

The Staffing Officer supports the Staffing Lead in delivering all staffing functions at the hub with a specific focus on a designated district. This includes assisting with the recruitment, appointment, and rostering of election staff, and ensuring election activities are appropriately staffed in line with operational schedules. The role also assists with staff check-in procedures, timesheet processing, performance monitoring, and maintaining accurate staffing records. Additionally, the Staffing Officer assists with staff communications and resolving routine staffing issues.

2. Duties

The Staffing Officer reports to the Staffing Lead and assists them in their responsibilities. The Staffing Officer:

- works as an integral member of the Hub Staffing team to support the day-to-day delivery of all staffing functions with a specific focus on assigned districts.
- participates in regular team briefings and provides regular updates to ensure tasks are completed within agreed timelines
- assists in the recruitment and appointment of all election officials and casual staff for assigned districts and for staff operating from the hub.
- ensures all staffing decisions are accurately recorded
- provides regular reporting on recruitment progress to the Hub Staffing Lead.
- liaises with election staff to communicate roster changes, expectations, and updates

- assists in the allocation and distribution of staff across all required election activities within the hub, including developing staff rostering in alignment with staffing profiles
- assists in the development of the rostering of Early Voting Centres (EVCs) for assigned districts
- records attendance and assessments of election officials and casuals, and escalates any performance concerns to the Hub Staffing Lead
- assists with the accurate and timely submission of staff timesheets, supports the quality and completeness of timesheet data, responds to basic payroll queries and escalates complex issues
- supports compliance with relevant human resources, work health and wellbeing and risk management standards and procedures and assist in maintaining a positive and respectful workplace culture
- understand and observe the VEC code of conduct, VEC policies, guidelines and procedures, and risk standard procedures.
- performs other duties as requested.

3. Key selection criteria

The Staffing Officer is able to:

- demonstrate experience in staffing or administrative support, particularly in high-volume or event-based environments (e.g. elections recruitment, logistics)
- maintain accurate data entry and record keeping, including staffing records, timesheets and performance assessments
- apply strong administrative and organisational skills, with attention to detail, across all tasks
- work effectively as part of a small team contributing positively to team performance and outcomes
- communicate clearly and professionally, with the ability to engage effectively with a diverse range of people
- recognise issues requiring escalation and follow established protocols to ensure they are addressed appropriately
- demonstrate sound computer literacy, including proficiency with Microsoft Office and the ability to quickly learn and use specialised in-house applications
- commit to fostering a safe, inclusive, and respectful workplace culture aligned with VEC values
- uphold high levels of integrity and professionalism, particularly when handling personal information and sensitive electoral materials
- work collaboratively with others and contribute to a productive team environment.

4. Physical requirements

The following list outlines key physical requirements of the role; however, it is not exhaustive, and additional demands may arise depending on operational needs.

The Staffing Officer should be able to:

- use a laptop or computer for extended periods of time
- move between sitting, standing and walking while undertaking tasks across different areas of the venue as required
- safely lift, carry, and pack materials and equipment (usually less than 13 kilograms), which may involve pushing, pulling and squatting actions
- work in warehouse-style environment where temperatures and noise levels may vary
- work extended or irregular hours during peak election periods with appropriate breaks, maintaining stamina in a fast-paced and high-pressure environment.