

Election liaison officer

The election liaison officer reports to and acts as a representative of the election manager on election day. The election liaison officer will, as far as possible, visit each of their allocated voting centres using their own vehicle, attend the scrutiny at a selected voting centre/s, provide assistance to voting centre managers (where required), assess the performance of the voting centre managers and report back to the Election manager.

Duties before election day:

- read the *Voting centre manager guide* and *Election official manual*
- attend voting centre manager face-to-face training
- complete all training - this includes an online component
- assist with voting centre manager training if required

Duties on election day and night:

- visit a designated group of voting centres to schedule provided by election manager, or as directed by the election manager
- ensure correct procedures are being followed and provide feedback to voting centre managers regarding any corrective action required where procedures are not being followed
- provide support and assistance to voting centre managers, as required
- carry a folder of registered how-to-vote cards provided by the election manager
- deliver additional electoral material, as required
- complete reports on voting centres and assessment of staff
- other duties, as directed.