

Team Leader Compulsory Voting (TLCV) - Duty Statement

Title:	Team Leader Compulsory Voting
Classification:	VPS Grade 3.1
Rate of pay:	\$51.38 (inclusive of 25% casual loading)
Reports to:	Project Lead
Location:	Melbourne CBD or Port Melbourne
Last reviewed:	January 2026

1. Position statement

This role is responsible for overseeing allocated activities such as roll scanning and reconciliation, excuse processing, mail processing, assessing responses, and payments processing, in an efficient, impartial and professional manner.

2. Duties

The Team Leader Compulsory Voting:

- completes all required training
 - reads and is familiar with instructional products
 - ensures compulsory voting processes and procedures are delivered in accordance with legislative and organisational requirements
 - manages allocated program tasks and activities within set timeframes
 - contributes to improving program procedures and workflows by identifying issues in compulsory voting activities
 - recruits, trains, supervises and supports staff, and monitors their work to ensure tasks are completed accurately, on time and to required standards
 - ensures staff submit timesheets correctly and on time
 - reviews activities and tasks to ensure they meet requirements, and escalates issues to the manager when required
 - prepares reports as requested
 - understands and follows the VEC code of conduct, VEC policies, guidelines and procedures, and risk standard procedures
 - performs other duties as requested.
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3. Key selection criteria

The Team Leader Compulsory Voting is able to:

- apply relevant legislation, rules, and VEC procedures accurately across all program activities
- work professionally and impartially, maintaining electoral integrity and confidentiality by following procedures, keeping accurate records and handling materials securely
- organise work effectively, manage competing priorities and meet deadlines
- demonstrate high attention to detail, and use strong literacy and numeracy skills to ensure accurate work
- communicate clearly, both verbally and in writing, giving instructions and responding to questions
- supervise and support a small team, and provide clear direction
- support improvements to procedures and workflows
- identify issues, escalate or seek advice when needed, and report appropriately
- prepare clear and accurate reports as required
- work cooperatively in a team environment, contributing to a positive, efficient, and supportive workplace
- learn and use specialised in-house applications, if required.

4. Physical requirements

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

The Team Leader Compulsory Voting should be able to:

- move between sitting, standing and walking while undertaking tasks across different areas of the venue as required
- walk short distances upwards of 200 metres or more, depending on venue requirements
- safely lift, carry, and pack materials and equipment such as large security boxes (usually less than 13 kilograms), which may involve pushing, pulling and squatting actions
- use a laptop or computer for extended periods of time.