

Region Recheck Leader

The Region Recheck Leader reports to the Election Manager. It is a senior position in the election office, or at a centralised count centre, that has responsibility for the recheck of Region ballot papers for an electorate. They must conduct their duties in an efficient, impartial and professional manner, including the supervision of counting team/s.

Duties:

- undertake training as required by the VEC
- set-up the Region recheck area in readiness for operation
- participate in the primary count of Region ballot papers
- train the Region recheck counting officers
- lead the Region counting team to recheck the Region ballot papers in accordance with correct procedures
- enter Region recheck results into the Election Management System
- monitor the velocity of the Region recheck against the count plan
- monitor the variance between Region primary and recheck results, and Region rechecks and District rechecks
- assist the Election Manager to manage Region scrutineers
- make decisions on the formality of Region ballot papers
- manage the preparation of below-the-line Region ballot papers for dispatch to the computer count centre
- deliver the below-the-line Region ballot papers to the computer count centre
- follow-up any discrepancies with the below-the-line Region ballot papers, as advised by the computer count centre
- prepare the packaging of the Region above-the-line and informal ballot papers.
- ensure the Region above-the-line and informal ballot papers are dispatched to the warehouse in accordance with the agreed schedule
- escalate any issues to the Election Manager, Region Coordinator, or Region Election Support Officer, as required
- ensure that the timesheets of the Region counting team are entered into the Personnel Management System prior to the end of the pay periods
- assess members of the Region counting team and enter ratings into the Personnel Management System
- prepare required paperwork for election returns
- assist the Election Manager with any other tasks, as required