

Mobile Voting Manager

The Mobile Voting Manager reports to the Election Manager. Their role is to deliver electoral services in an efficient, impartial and professional manner in accordance with the procedures set out in the Mobile Early Voting Manual and to display excellent customer service skills to all electors. The Mobile Voting Manager's own vehicle will be required for this position.

Duties:

- read the Mobile Early Voting Manual and ensure the correct procedures are followed
- complete all required training
- supervise and train the Mobile Voting Officer
- visit numerous mobile voting centre sites, as required
- check list of patients/residents with venue administration to identify electors able to vote at a static location and those who will need to be visited in their room
- return to a venue if requested to enable those who are not well enough to vote at time of original visit to vote before Election Day
- sign and witness enrolment applications, therefore one team member must be on the State electoral roll
- deal with all electors in a fair, friendly and helpful manner
- appropriately assist any electors with special needs
- Correctly mark elector's name off the roll
- establish the correct District and Region for each elector to ensure correct ballot papers are issued
- issue ballot papers to the electors
- ensure declaration envelopes are fully completed and signed by the elector and election official
- provide folder of registered how-to-vote cards for electors to view if requested at mobile voting centres
- ensure that group voting tickets for all Legislative Council groups for each Region are readily accessible to electors
- complete all required documentation
- account for all ballot papers
- ensure the Mobile Early Voting Journal is completed correctly and reconciled
- ensure ballot papers and ballot boxes are secure at all times
- ensure netbooks are securely stored
- return election material to the election office and
- undertake other duties, as directed by the Election Manager.