

## Team Leader Special Projects (TLSP) - Duty Statement

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|------------------------|---------------------------------------|
| <b>Title:</b>          | Team Leader Special Projects          |
| <b>Classification:</b> | VPS Grade 3.1                         |
| <b>Rate of pay:</b>    | \$51.38 (includes 25% casual loading) |
| <b>Reports to:</b>     | Project lead                          |
| <b>Location:</b>       | Melbourne CBD or Port Melbourne       |
| <b>Last reviewed:</b>  | June 2026                             |

### 1. Position statement

The Team Leader Special Projects leads a small team to deliver a defined project or function with a high level of independence.

The role may be assigned across various projects, venues, or work areas, with specific duties determined by the activity or project involved.

Where required, a duty statement variant may be used to describe a specific project or activity. A variant does not change the classification, reporting level or responsibility of the role. If no variant is issued, this duty statement applies in full.

### Key characteristics

- works with broad direction from a manager
- plans and organises work for a small team
- manages staff performance, availability and wellbeing
- makes decisions within procedural limits and escalates major risks
- coordinates with other teams to deliver outcomes
- responsible for quality and timeliness of outputs.

### Variants of this role

Examples of current variants may include:

- Team Leader, Personnel Helpline
- Team Leader, Online Training Helpline
- Team Leader, Help Desk

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### 2. Duties

The Team Leader Special Projects performs the following high-level duties. Exact tasks depend on the project or activity.

The Team Leader Special Projects:

- leads and coordinates project or operational activities within their work area
  - allocates work to team members and monitors progress
  - recruits, inducts, trains and supervises staff as required
  - applies relevant legislation, policies and procedures accurately
  - identifies issues or risks and escalates them promptly
  - prepares reports, briefings or records as required
  - works with other teams to support election operations
  - understands and follows the VEC code of conduct, VEC policies, guidelines and procedures, and risk standard procedures
  - performs other duties as requested within the scope of the role.
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### **3. Key selection criteria**

The Team Leader Special Projects is able to:

- plan and coordinate team tasks to meet deadlines and quality standards
  - lead and support staff to achieve project objectives
  - communicate clearly with team members, managers and stakeholders
  - prepare accurate written reports and records
  - follow legislation, policies and procedures consistently
  - adapt to changing priorities during election periods
  - work professionally and impartially, maintaining electoral integrity and confidentiality by following procedures, keeping accurate records and handling materials securely.
  - additional criteria may apply for specific variants.
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### **4. Physical requirements**

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

The Team Leader Special Projects should be able to:

- move between sitting, standing and walking while undertaking tasks across different areas of the venue as required
- work for extended periods at a computer and telephone
- walk short distances upwards of 200 metres or more, depending on venue requirements
- climb stairs if the venue has multiple levels
- safely lift, carry, and pack materials and equipment (usually less than 13 kilograms), which may involve pushing, pulling and squatting actions
- perform tasks requiring fine motor skills, concentration and sustained visual focus.