

Early Voting Centre Manager (EVCM) - Duty Statement

Title:	Early Voting Centre Manager
Classification:	VPS 3.1.3
Rate of pay:	\$53.58 (includes 25% casual loading)
Reports to:	Election Manager
Location:	Early Voting Centre (positions available across Victoria)
Last reviewed:	June 2026

1. Position statement

This role leads the operations of an early voting centre to ensure voting runs smoothly, is accessible for all voters and meets election requirements.

2. Duties

The Early Voting Centre Manager:

- completes all required training
- reads and is familiar with the instructional products
- receives deliveries to the early voting centre prior to opening (e.g., furniture, ballot papers).
- sets up the early voting centre to ensure an accessible and efficient layout for all voters, including those requiring assistance
- contacts early voting centre staff prior to the first day of voting and confirms availability
- prepares and manages staff rosters
- works closely with Assistant Early Voting Centre Managers to manage daily opening and closing of the centre
- supervises staff and oversees day-to-day operations of the early voting centre, including breaks and rotation of duties
- ensures staff provide fair, friendly, and helpful service to all voters, including appropriate support for voters requiring assistance
- ensures all early voting centre procedures are carried out accurately
- monitors campaigner activity outside the centre, ensuring signage and campaigning rules are followed and access is not obstructed
- accounts for and reconciles ballot papers at the end of each day and at the close of the early voting period

- ensures ballot papers, ballot boxes, laptops, and other materials are secure at all times
- completes the Early Voting Centre Manager Journal accurately
- manages pack-down and return of early voting materials to the hub as instructed
- approves electronic timesheets and completes staff performance assessments for early voting staff
- understands and follows the VEC code of conduct, policies, procedures, and risk requirements
- performs other duties as required.

3. Key selection criteria

The Early Voting Centre Manager is able to:

- supervise and support a small team. Previous experience managing or supervising staff is required
- work respectfully with different people, including staff, voters and campaigners
- recognise issues as they arise and respond appropriately
- communicate clearly, both verbally and in writing
- plan and organise daily operations: manage rosters, timeframes and resources
- adapt to changing situations, manage competing priorities, and ensure all duties are completed within required timeframes
- learn, apply and oversee voting procedures accurately, demonstrating strong attention to detail and strong literacy and numeracy skills
- confidently use basic electronic devices, such as laptops or smart phones
- uphold electoral integrity, comply with procedures, handle materials securely, and accurate record keeping
- hold a current driver's licence and have access to a vehicle is desirable but not required.

4. Physical requirements

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

The Early Voting Centre Manager 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
- climb stairs if the venue has multiple levels

- safely lift, carry, and pack materials and equipment such as large security boxes, ballot papers and ballot boxes (usually less than 13 kilograms), which may involve pushing, pulling and squatting actions
- perform tasks requiring fine motor skills, concentration and sustained visual focus
- use a laptop or computer for extended periods of time.