

Activity Lead (AL) - Duty Statement

Title:	Activity Lead
Classification:	VPS Grade 2.1
Rate of pay:	\$44.71 (includes 25% casual loading)
Reports to:	Election Manager, Assistant Election Manager, or Hub Manager (depending on project)
Location:	Various (positions available across Victoria)
Last reviewed:	June 2026

1. Position statement

The Activity Lead supervises a small team to deliver a specific election activity. The role follows established procedures and written instructional products, with a line manager available on site for direction and support. Activity leads are responsible for keeping their team on track, checking the quality of work, and ensuring the activity is run efficiently and exactly as per procedures.

The role is typically short-term and aligned to a single project, venue or work area during an electoral event. Specific duties are determined by the activity 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 under supervision, with a line manager available on site
- leads a small team through a defined activity, following written procedures and instructional products
- organises and oversees tasks to ensure the activity runs efficiently and exactly as per procedures
- monitors team performance, wellbeing and adherence to procedures
- checks the quality and timeliness of work produced by the team
- escalates issues, risks or procedural questions to the line manager
- coordinates with the election office, hub or centralised teams as directed.

Variants of this role

Examples of current variants may include:

- Vote Exchange Lead
- Help Desk Lead

- Return of Materials Lead

2. Duties

The Activity Lead performs the following high-level duties. Exact tasks depend on the project or activity.

The Activity Lead:

- oversees the delivery of a specific activity within a hub, election office or centralised site, in accordance with detailed written procedures
- assigns tasks to team members and monitors progress
- briefs team members on activity procedures and role expectations at the start of a shift and checks work as it proceeds, referring questions or unfamiliar situations to the manager
- applies relevant procedures accurately
- identifies issues and escalates them to the line manager promptly
- prepares records and reports as required
- coordinates with other teams as directed 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.

3. Key selection criteria

The Activity Lead is able to:

- coordinate and monitor tasks and team activities to ensure work is completed efficiently and as per procedures
- lead and support a small team to deliver a defined activity
- communicate clearly with staff and managers in fast-paced or high-volume environments
- prepare accurate written records
- follow legislation, policies and procedures consistently
- adapt to changing priorities during election periods within temporary or operational environments
- work professionally and impartially, maintaining electoral integrity and confidentiality by following procedures, keeping accurate records and handling materials securely.

4. Physical requirements

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

The Activity Lead should be able to:

- sit or stand for long periods
- work for extended periods at a computer and telephone
- walk short distances (usually less than 200 metres)
- climb stairs if the venue has multiple levels
- lift and carry office materials (usually less than 13 kilograms)
- perform tasks requiring fine motor skills and visual focus for sustained periods.