

## Position Description

<b>Title:</b>	Senior Election Official
<b>Branch:</b>	Event Strategy and Delivery
<b>Reports to:</b>	Manager, Field Staffing
	Level 11, 530 Collins Street, Melbourne
<b>Location:</b>	On occasion, some Victorian Electoral Commission (VEC) positions may be required to travel to country Victoria and there may be periods of overnight stays.
<b>Date created:</b>	Existing
<b>Last reviewed:</b>	March 2025

### 1 POSITION STATEMENT

To deliver state and local government elections, the VEC appoints elections managers (EM) and assistant election managers (AEM) for each district or local council area. These roles are critical for election delivery and election managers have legislated responsibilities under the *Electoral Act 2002* and the *Local Government Act 2020*. In the case of a general election, the election manager for a district/local council area is responsible for exercising all the duties and powers in relation to the conduct of the election for that district/local council area, and the assistant election manager supports them in doing so.

To fill these positions, the VEC continuously maintains a pool of approximately 300 Senior Election Officials (SEOs). SEOs appointed to election management roles are engaged for a full-time intensive period of up to 10 weeks during the defined election period. Outside the defined election period, they will be required to complete all relevant training and pre-employment checks, as well as undertake pre-election activities such as inspecting voting centres and sourcing election offices.

### 2 OUR BRANCH

Event Strategy and Delivery is responsible for the end-to-end management of election operations for State, local government, and fee-for-service elections.

More specifically, the Event Strategy and Delivery branch is responsible for:

- management and delivery of election events
- management of the register of electors to ensure Victorians enrol and maintain their enrolment details
- production of accurate electoral roll and mapping products
- large-scale and time critical projects including election infrastructure, computer and voting services and compulsory voting enforcement
- the recruitment, appointment, training, and support of election staff
- the development of procedures, manuals, handbooks, forms and online learning products for election staff and candidates

- Election delivery strategy, continuous improvement, and policies
- establishing and monitoring election integrity measures
- the logistical management of electoral resources to all electoral venues
- providing support to panels conducting electoral structure and boundary reviews.

The Branch also contributes to the consideration and development of electoral regulation.

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### 3 ABOUT US

At the Victorian Electoral Commission (VEC) we are all about electoral integrity.

We are the independent and neutral umpire responsible for making sure all electoral participants play by the rules. This is paramount as the rules are there to ensure fair, accessible, and well-managed elections, and the delivery of results that can be trusted. We look after Victorian State elections, local government elections and some commercial elections. We also police political donations.

Our best asset is our people. We attract bright minds and people who want to make a significant social contribution. Diversity and inclusion is not only important in our election delivery, but in our workforce too. We appreciate what every person brings to the table.

We offer a safe, modern, and accessible workplace and a hybrid working environment, which is predominantly 2 days in the office each week. Some additional days in the office may be required during operational peaks. Setting our employees up for success is a priority, as is the health and wellbeing of our people.

Elections are exciting and lively, and we are open to the challenge of a changing environment. During major election events or key programs of work, some extra hours may be required but know you will be helping to safeguard Victoria's democracy.

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### 4 DIVERSITY AND INCLUSION

We are creating a workplace to mirror our ethos of everyone being equal at the ballot box. When it comes to our people, we:

- focus on ability - not disability - and will make reasonable adjustments wherever requested
  - are committed to reconciliation and self-determination for Aboriginal and Torres Strait Islander people
  - welcome individuals who weren't born here, speak English as a second language, and practice different faiths. We also respect and welcome people who express their gender, sex, and sexuality in different ways
  - consider that people with more life experience have a lot of wisdom to offer.
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## 5 ACCOUNTABILITIES

- 5.1 Be available for appointment to election management roles at state and local government general elections every two years. These roles include but are not limited to election manager (EM), assistant election manager (AEM), and SEO reserve.
  - 5.2 Undertake all required face-to-face and online training for appointed election management role.
  - 5.3 Be responsible for the management of delegated functions in relation to the conduct of an election.
  - 5.4 Make the VEC a great place to work by driving workplace culture and practices that deliver on our vision, including:
    - Ensuring that operational plans are closely aligned with the broader strategic goals and objectives of the organisation.
    - Working closely with the team to ensure performance and development goals are meaningful, measurable and align with operational plans.
    - Managing and appraising the performance of staff to ensure organisational and personal development objectives are achieved.
    - Maintaining a safe working environment for employees without risk which includes providing information, instruction, and supervision to employees to enable them to work safely, monitoring the performance of the VEC and Branch Health & Safety objectives, and implementing appropriate actions to ensure the objectives are achieved.
    - Actively promoting a positive and respectful culture across the VEC.
  - 5.5 Actively support and promote the objectives of the Branch and demonstrate the VEC's Values.
  - 5.6 Understand and observe the VEC code of conduct, VEC policies, guidelines and procedures, and risk standard procedures.
  - 5.7 Other duties as requested.
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## 6 KEY SELECTION CRITERIA

### Key skills/abilities

- 6.1 Demonstrated 'hands-on' project management skills with experience leading multiple simultaneous and complex projects. This includes the ability to co-ordinate tasks, set priorities and see projects through to successful completion in accordance with inflexible deadlines.
- 6.2 Demonstrated capacity to develop and manage a team, through training, delegation, supervision, and motivation of staff, and ability to address and resolve issues concerning team performance.
- 6.3 Well-developed communication and interpersonal skills, demonstrated through ability to negotiate and work effectively with a wide range of internal and external stakeholders, including candidates and members of the public.
- 6.4 Demonstrated ability to adhere to strict procedures, maintain close attention to detail, and maintain thorough and accurate documentation while working to tight timelines.
- 6.5 Demonstrated ability to problem solve and prioritise effectively when under pressure while working to immovable deadlines.

6.6 Demonstrated capability to learn and adapt to new business systems and computer systems and adapt positively to changing procedures and technologies.

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## 7 PRE-EMPLOYMENT CHECKS

As safe keepers of democracy, our people are expected to be beyond reproach. Consequently, we require all applicants to undertake a National Police Check and maintain a Working with Children Check (where applicable). Employment will be conditional upon a satisfactory outcome.

A National Police Check and an Australian Entitlement to Work Check is required for all VEC positions. These checks require identification documents - either a passport or birth certificate.

Additional pre-employment checks may be required for this position.

If you are the preferred applicant for a position, you will also need to complete a Disclosure of Political Activities form. Your appointment will be made subject to satisfactory completion and assessment of this form. Please read further information about the process at [Disclosure of political activities | Victorian Electoral Commission \(vec.vic.gov.au\)](https://www.vec.vic.gov.au/disclosure-of-political-activities).

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## 8 OTHER RELEVANT INFORMATION

- Applicants who have been previously employed within the Victorian Public Sector must be asked whether they accepted a Voluntary Departure Package (VDP). There is a general prohibition on any form of re-employment of a former public servant who has accepted a VDP for a period of three years following receipt of the package.
- A re-employment restriction of one year applies to all recipients of an Early Retirement Scheme package from the VPS.
- You need to disclose any pre-existing illness or injury that you know about which could be reasonably foreseen to be affected by the described work duties. Pursuant to section 41 of the *Workplace Injury Rehabilitation and Compensation Act 2013*, failure to disclose such a condition will mean that if employed, you will not be paid compensation for that condition.
- The VEC requires declarations and personal information relevant to your employment. The collection and handling of this information will be consistent with the requirements of the *Privacy and Data Protection Act 2014*.
- You must comply with the Code of Conduct for Victorian Public Sector Employees of Special Bodies.
- The VEC must act in a completely impartial way in all its activities, operations, and dealings with stakeholders. Employees must undertake not to engage in any behaviour that would bring into question the independence or impartiality of the VEC in undertaking its various functions. In accordance with section 17A of the *Electoral Act 2002*, the VEC will ask successful applicants for disclosure of specific political activities that could compromise the perceived independence of the organisation.
- The VEC is a smoke free environment.
- The VEC is a Child Safe organisation committed to the health, wellbeing and safety of children and young people. This commitment is taken seriously, and employees are expected to be cognisant of, and act consistently with, the VEC's expectations about child safe principles and behaviours.

## 9 FURTHER INFORMATION

Please visit [Why work with us](#) for more information on:

- Organisational vision and values
- The Victorian Public Service (VPS) code of conduct
- Safety and wellbeing
- Our commitment to the safety and wellbeing of children