Victorian Electoral Commission

2024 SEO recruitment information pack

The SEO pool

The senior election official (SEO) pool is the talent pool of people we choose from for appointment to election manager and assistant election manager roles during Victorian local council elections, state elections and any state by-elections.

Applicants must demonstrate they have the skills and capability to meet the demands of the election manager and assistant election manager roles.

Being an SEO involves:

- being available for short term contracts every 2 years (or other times for by-elections)
- working in a dynamic environment that is challenging but supportive
- using leadership skills to support teams of local staff
- making a meaningful contribution to democracy in the community

Being in the SEO pool does not guarantee you will be given an election manager or assistant election manager role. If you are not offered an election manager or assistant election manager role but are available and interested in working we may offer you an alternative election role.

What makes a successful SEO?

A successful SEO must:

- be able to effectively lead a pop-up team of short-term staff
- be a strong communicator
- be highly organised and able to multi-task to meet strict and inflexible deadlines
- have sound computer skills and be able to learn new applications
- be able to follow strict procedures to ensure that elections are fair, impartial, and conducted according to law.

You don't need previous election experience to apply for the SEO pool. SEOs come from a range of backgrounds, such as teaching, policing, farming, retail, and more. The pool includes people from all walks of life:

- people who are retired or transitioning into retirement
- people that have the flexibility to take extended leave from their work (such as professionals, freelancers or small business owners)
- parents returning to the workforce.

Position description

Please refer to the senior election official position description for specific accountabilities, key selection criteria and eligibility requirements.

A general overview is provided below.

Position overview: election manager and assistant election manager

Election managers are responsible for the conduct of an election in their assigned electorate. Election managers work in a temporary election office within the electorate, from which they coordinate and manage a large-scale election operation, within a short timeframe. They lead and direct staff, including the assistant election manager, and hold overall accountability for the successful delivery of election activities in that electorate.

Assistant election managers are responsible for supporting their election manager. The assistant election manager helps to coordinate and oversee operational and administrative activities within a short timeframe, as directed by their election manager. They should be able to conduct activities with a high degree of autonomy.

The specific responsibilities of an election manager depend on the type of election. There are significant differences in activities between state and local council elections.

The next major election event is the October 2024 local council elections. The responsibilities of an election manager during local council elections include:

Venue management

- setting up the election office
- making sure the election office can be safely accessed by staff, candidates and the public
- secure management of electoral material
- ensuring safety and emergency procedures are followed.

Staff management

- leading a team in a high-pressure and deadline-driven environment
- appointing casual election staff
- training and managing staff
- approving staff timesheets
- completing staff assessments.

Candidates

- hosting information sessions
- processing candidate nominations
- conducting ballot draws
- answering candidate questions.

Postal voting

- managing teams to receive postal vote envelopes, and check their eligibility to proceed to the count
- managing the security and tracking of ballot papers
- assisting members of the public visiting the election office with their voting enquiries.

Results

- planning and overseeing counting activities
- managing scrutineers
- reporting and declaring results of the election.

Pay rates and allowances

SEOs appointed to election positions are paid in one of 2 ways:

- **Salary packages (fixed term):** a fixed amount paid out over a specific period. Salary packages are used to pay for the period of full-time work over the main election period, which is usually 2-3 months.
- **Casual rates:** casual hourly rates are used to pay for hours worked outside a fixed term period.

Senior election officials are also paid for all training time.

The Electoral Commissioner determines applicable payments ahead of each election. Current hourly base rates for local council elections are:

Rate type	Hourly base rate (from 1 Dec 2023)
Election manager	$43.26 - $53.73
Assistant election manager	$32.74 - $ $40.84
SEO consultant (reserve)	$32.74

The election staff remuneration and allowance framework is currently under review and rates of pay will be updated before the 2024 local government elections.

A 25% casual loading will apply to the base rate for any casual hours worked, excluding overtime payments which are paid at the relevant overtime rate

The hourly rate for election managers and assistant election managers varies based on council size (number of voters and other factors), which impacts complexity of delivery.

Selection process

The selection process involves a multi-staged assessment to make sure candidates have the required skills and capability to successfully perform an SEO role. The stages and timeframe for the 2023 recruitment are:

Assessment stage	Description	Timeframe
Written applications	Applicants must provide their CV and written responses to selection questions using the online submission tool. Selection questions are based on the key selection criteria.	Close 1 April 2024
Interviews (virtual)	Short-listed applicants are invited to participate in an online interview using Microsoft Teams	8 April – 19 April 2024
Reference checks	Successful applicants at the interview stage must provide details of two referees for reference checking.	April 2024
Assessment centre (online and in-person)	Applicants who passed the reference check stage will be invited to participate in the selection	20 May – 31 May 2024

	training program. Applicants are paid for their time in this program.	
	The program has two components:	
	• 3-hour home study activity	
	• 2-day face-to-face SEO pool selection session, held in the Melbourne CBD	
	Applicants from regional areas may be eligible for two nights paid accommodation.	
Final outcomes	Successful applicants will be advised of the outcome of their application.	June 2024

October 2024 local council election positions

An election manager will be needed in every Victorian council for the 2024 local council elections (except Moira Shire Council). Councils may also need one or more assistant election managers, depending on the number of voters and geographical size of the council.

A majority of positions have already been filled for the October elections. We are still seeking staff to take on election management roles in the following councils:

- Alpine Shire Council
- Colac Otway Shire Council
- Corangamite Shire Council
- Hindmarsh Shire Council
- Horsham Rural City Council
- Northern Grampians Shire Council
- Southern Grampians Shire Council
- Swan Hill Rural City Council
- West Wimmera Shire Council
- Yarriambiack Shire Council

Additionally, we are looking for reserve staff in the following councils

- Ararat Rural City Council
- Benalla Rural City Council
- Buloke Shire Council
- Gannawarra Shire Council
- Greater Bendigo City Council
- Latrobe City Council
- Loddon Shire Council
- Mansfield Shire Council

- Pyrenees Shire Council
- Strathbogie Shire Council
- Towong Shire Council
- Wodonga City Council
- Indigo Shire Council

Training and availability requirements

SEOs appointed to 2024 local council election roles must complete online and in person training in 2024.

SEOs may be eligible for their transport and accommodation costs to be covered for the in person training.

Online training must be completed using a personal computer with an internet connection.

Availability requirements for training and work for the 2024 local council elections are:

Training and role stages	Timeframe
Online training	- Released in July - Must be completed prior to attending in person training - Approximately 4 days/30 hours of work
In person training program	Up to four consecutive days in August or the first week of September (multiple sessions available)
Office orientation and in-office training	9 September – 12 September
Election period	Monday 16 September – Friday 29 November