

## Computer Count Team Leader (CCTL) - Duty Statement

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|-----------------------|---------------------------------------|
| <b>Title:</b>         | Computer Count Team Leader            |
| <b>Rate of pay:</b>   | \$44.71 (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

This role oversees the computer count process to support accurate election results.

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### 2. Duties

The Computer Count Team Leader:

- reads instructional products related to each computer count activity
  - completes all required training
  - is familiar with ballot paper formality
  - trains and supports a team of data entry operators
  - manages ballot paper allocation and flow for the computer count
  - monitors count progress using in house applications
  - generates required reports during the count
  - delivers daily briefings to scrutineers
  - informs scrutineers of procedures at each stage of the count
  - oversees ballot paper auditing to verify data entry in response to scrutineer requests
  - oversees reconciliation of ballot papers after data entry is complete
  - understands and follows the VEC code of conduct, policies, procedures, and risk requirements
  - performs other duties as required.
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### 3. Key selection criteria

The Computer Count Team Leader is able to:

- supervise and support data entry operators: allocate work, explain tasks, monitor progress, provide guidance, and make sure procedures are followed
- work respectfully with different people, including staff and scrutineers
- recognise issues during the computer count and respond appropriately
- communicate clearly, both verbally and in writing
- manage the flow of ballot paper batches: track progress and monitor count activity
- learn, interpret and accurately apply computer count procedures, demonstrating strong attention to detail and literacy and numeracy skills
- use basic computer systems, including PCs and count management applications, to monitor progress, generate reports and support accurate record keeping
- uphold electoral integrity, follow procedures, handle ballot papers securely, maintain confidentiality, and ensure accurate reconciliation and documentation

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### 4. Physical requirements

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

The Computer Count Team Leader should be able to:

- move between sitting, standing and walking while undertaking tasks across different areas of the venue as required
- safely lift, carry, and pack materials and equipment such as ballot papers (usually less than 13 kilograms), which may involve pushing, pulling and squatting actions
- use fine motor skills and sustained visual focus
- use a laptop or computer for extended periods of time.