

Team Leader Special Projects (TLSP) - Duty Statement

Title:	Team Leader Special Projects
Rate of pay:	\$51.38 (includes 25% casual loading)
Reports to:	Project lead
Location:	Melbourne CBD or Port Melbourne
Last reviewed:	June 2026

1. Position statement

The Team Leader Special Projects leads a small team to deliver a defined project or function with a high level of independence.

The role may be assigned across various projects, venues, or work areas, with specific duties determined by the activity or project 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 with broad direction from a manager
- plans and organises work for a small team
- manages staff performance, availability and wellbeing
- makes decisions within procedural limits and escalates major risks
- coordinates with other teams to deliver outcomes
- responsible for quality and timeliness of outputs.

Variants of this role

Examples of current variants may include:

- Team Leader, Personnel Helpline
- Team Leader, Online Training Helpline
- Team Leader, Help Desk

2. Duties

The Team Leader Special Projects performs the following high-level duties. Exact tasks depend on the project or activity.

The Team Leader Special Projects:

- leads and coordinates project or operational activities within their work area
- allocates work to team members and monitors progress
- recruits, inducts, trains and supervises staff as required
- applies relevant legislation, policies and procedures accurately
- identifies issues or risks and escalates them promptly
- prepares reports, briefings or records as required
- works with other teams 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 Team Leader Special Projects is able to:

- plan and coordinate team tasks to meet deadlines and quality standards
- lead and support staff to achieve project objectives
- communicate clearly with team members, managers and stakeholders
- prepare accurate written reports and records
- follow legislation, policies and procedures consistently
- adapt to changing priorities during election periods
- work professionally and impartially, maintaining electoral integrity and confidentiality by following procedures, keeping accurate records and handling materials securely.
- additional criteria may apply for specific variants.

4. Physical requirements

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

The Team Leader Special Projects should be able to:

- move between sitting, standing and walking while undertaking tasks across different areas of the venue as required
- work for extended periods at a computer and telephone
- 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 (usually less than 13 kilograms), which may involve pushing, pulling and squatting actions
- perform tasks requiring fine motor skills, concentration and sustained visual focus.