

Assistant Early Voting Centre Manager (AEVCM) - Duty Statement

Title:	Assistant Early Voting Centre Manager
Rate of pay:	\$51.38 (includes 25% casual loading)
Reports to:	Early Voting Centre Manager
Location:	Early Voting Centre (positions available across Victoria)
Last reviewed:	June 2026

1. Position statement

This role supports the Early Voting Centre Manager to ensure the early voting centre runs smoothly, safely, and in line with election requirements.

A key function of this role is acting as the Early Voting Centre Manager while they are not on shift.

2. Duties

The Assistant Early Voting Centre Manager:

- completes all required training
- reads and is familiar with the instructional products
- receives deliveries to the early voting centre prior to opening (e.g., furniture, ballot papers)
- assists with the set-up of the early voting centre to ensure an accessible and efficient layout for all voters, including those requiring assistance
- supports the Early Voting Centre Manager to prepare and manage staff rosters
- works closely with the Early Voting Centre Manager and other Assistant Early Voting Centre Managers to manage daily opening and closing of the centre
- supports the supervision of staff and oversee day-to-day operations, including breaks and rotation of duties
- acts as manager when the Early Voting Centre Manager is not on shift
- ensures staff provide fair, friendly, and helpful service to all voters, including appropriate support for voters requiring assistance
- ensures all early voting centre procedures are carried out accurately
- supports the monitoring of campaigner activity outside the centre, ensuring signage and campaigning rules are followed and access is not obstructed
- accounts for and reconciles ballot papers at the end of each day and at the close of the early voting period

- maintains the security of ballot papers and other election materials at all times
- supports completion and reconciliation of the Early Voting Centre Manager Journal
- assists with pack-down and return of early voting materials to the hub as instructed
- provides input to staff performance assessments, as requested
- understands and follows the VEC code of conduct, policies, procedures, and risk requirements
- performs other duties as required.

3. Key selection criteria

The Assistant Early Voting Centre Manager is able to:

- supervise and support a small team: allocate work, explain tasks, monitor progress, provide guidance, and make sure procedures are followed
- work respectfully with staff, voters and campaigners
- recognise issues as they arise and respond appropriately
- communicate clearly, both verbally and in writing
- adapt to changing situations, manage competing priorities, and ensure all duties are completed within required timeframes
- learn, apply and oversee voting procedures accurately, demonstrating strong attention to detail and strong literacy and numeracy skills
- confidently use basic electronic devices, such as laptops or smart phones to complete required tasks
- uphold electoral integrity, comply with procedures, handle materials securely, and accurate record keeping
- hold a current driver's licence and have access to a vehicle is desirable but not required.

4. Physical requirements

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

The Assistant Early Voting Centre Manager should be able to:

- move between sitting, standing and walking while undertaking tasks across different areas of the venue as required
- 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 such as large security boxes, ballot papers and ballot boxes (usually less than 13 kilograms), which may involve pushing, pulling and squatting actions

- perform tasks requiring fine motor skills, concentration and sustained visual focus
- use a laptop or computer for extended periods of time.