

ECSA temporary election workforce role descriptions

EARLY VOTING	
Early Voting Officer (EVO)	May rotate through a range of tasks such as issuing ballot material, queue management, keeping voting screens tidy and clear of election or other material and guarding the ballot boxes. May aid in the scrutiny and count of ordinary vote ballot papers and packaging materials and booth closure activities.
Deputy Early Voting Centre Manager (DEVCM)	Provides support to the Early Voting Centre Manager (EVCN) and may act in the EVCN role, if required (training provided). This role is a leadership position and includes assisting the EVCN with the set-up, opening and closing of the centre, supervision of staff, management and security of materials, liaison with voters and party workers and return of materials.
Early Voting Centre Manager (EVCN)	Manages and delivers the services provided at an Early Voting Centre. This role is a leadership position, in charge of the centre's operations and includes responsibility for the preparation and set up of the early voting centre, management and supervision of staff, management and security of materials, liaison with voters and party workers and return of materials.
Early Voting Liaison Officer (EVLO)	Provides line management, information and advice to EVCNs during the conduct of early voting. This role is a leadership position and acts as a first point of contact between Electoral Commission SA (ECN) and EVCNs and ensure EVCNs meet their performance and reporting obligations. EVLOs will be expected to make scheduled visits to all early voting centres and may be required to make ad hoc pick-ups and deliveries of election material.

POLLING DAY	
Polling Assistant (under 18 yrs old role)	The only role under 18 years old can work with a shift length of 4 hours. May rotate through a range of tasks such as queue management, keeping voting screens tidy and clear of election or other material and guarding the ballot box.
Polling Official (PO)	May rotate through a range of tasks such as issuing ballot material, queue management, keeping voting screens tidy and clear of election or other material and guarding the ballot boxes. Aids in the scrutiny and count of ordinary vote ballot papers and packaging materials and booth closure activities.
Declaration Vote Issuing Officer (DVO)	Responsible for declaration vote issuing to absentee voters and First Nations Voice to Parliament electors including the completion of documentation which tracks the issued materials. Aids in the scrutiny and count of ordinary vote ballot papers and assists in packaging and booth closure activities.
Declaration Vote Issuing Officer Deputy Booth Manager Trained (selected polling booths only)	Responsible for declaration vote issuing to absentee voters and First Nations Voice to Parliament electors including the completion of documentation which tracks the issued materials. Aids in the scrutiny and count of ordinary vote ballot papers and assists in packaging and booth closure activities. This position will also complete training for the Deputy Polling Booth Manager (DPBM) role and may be required to act in the position.
Deputy Polling Booth Manager (DPBM)	Provides support to the Polling Booth Manager (PBM) and may act in the role, if required (training provided). This role is a leadership role and includes assisting the PBM with the set-up, opening and closing of the booth, supervision of staff, management and security of materials, liaison with voters and party workers and support in the scrutiny and count of ballot papers.
Polling Booth Manager (PBM)	This role is a leadership position and includes responsibility for the preparation, set up and management of the polling booth, direction and supervision of staff, management and security of materials, liaison with voters and party workers and scrutiny management including counting of ballot papers and return of materials.

MOBILE POLLING	
Electoral Visitor	Works in a team of two (with an Electoral Visitor Team Leader) to complete a schedule of designated visits to locations such as nursing homes, hospitals, and any other facilities of interest. Responsible for the security of the election material including ballot papers, laptops, and the ballot box.
Electoral Visitor Team Leader	Responsible for managing a designated program of electoral services to locations such as nursing homes, hospitals, and any other facilities of interest including the completion of election returns and maintaining the schedule of electoral visits. Responsible for the security of the election material including ballot papers, laptops, and the ballot box.
Mobile Polling Officer	Part of a mobile polling team that deliver elector services to remote areas including Indigenous communities, pastoral stations, out stations, roadhouses, and mine sites. This role involves travel across large geographical areas using a range of transport options and may require overnight stays. This role may rotate through a range of tasks such as issuing ballot material, guarding the ballot boxes, queue management and ensuring voting screens are kept tidy and clear of election or other material.
Mobile Polling Team Leader	Responsible for supervising a remote mobile team and the published schedule of the planned mobile program is maintained to deliver elector services to remote areas including Indigenous communities, pastoral stations, out stations, roadhouses, and mine sites. This role involves travel across large geographical areas using a range of transport options and may require overnight stays. The role is also responsible for ensuring correct issuing procedures are followed and the security of materials including ballot papers, liaison with electors and party workers, scrutiny management and return of materials in some locations.
Aboriginal Information Officer	Assists in delivering services for Aboriginal electors in South Australia's remote areas and Aboriginal communities which includes promoting the state and First Nations Voice to Parliament elections, assisting community members to enrol if they are not on the electoral roll, assisting on polling day, voter education, interpreting as/if required and possibly transport assistance for ECSA staff.
Community Ambassador	Responsible for assisting people from South Australia's Culturally and Linguistically Diverse (CALD) communities to understand their democratic rights and responsibilities to participate in the state election. The Community Ambassador will be an established, trusted member of the CALD community that will seek to engage with their existing networks and relationships to identify or create opportunities to engage with other community members.

If you are interested in the following role/s, please send an email to ecsa.employment@sa.gov.au indicating your preferred role/s. ECSA will forward your details to the recruitment agency recruiting these roles on our behalf.

OTHER ROLES	
Call Centre Operator	Provides high-level telephone enquiry and information service to electors seeking information about any aspect of the state and First Nations Voice to Parliament elections.
Call Centre Team Leader	This is a leadership role and is responsible for supervising call centre operators and providing high-level email enquiry and information service to electors regarding the state and First Nations Voice to Parliament elections.
Clerical Assistant 2	Responsible for acting as count table supervisor for ballot paper rechecks conducted after polling day. The role is a leadership position, in charge a small team of Clerical Assistants tasked with re-checking results from the Saturday night scrutiny and count undertaken within a polling booth. This position only operates on the Sunday after polling day.
Clerical Assistant 1 (District Office)	Responsible for providing varied clerical support to the Returning Officer in the lead up to polling day, on the day, and following polling day.
Clerical Assistant 1 (Legislative Council)	Responsible for providing varied clerical support during ballot paper rechecks conducted after polling day.
CENTRAL PROCESSING CENTRE (CPC)	
CPC Supervisor	Responsible for the supervision of work teams that undertake enrolment investigations, data entry, receipt and management of election materials, declaration vote exchange, customer service, and other administration tasks.
CPC Data Entry Operator	Responsible for processing postal vote applications and unenrolled declaration votes, and the entry and verification of data.
CPC Clerical Assistant	Responsible for undertaking clerical and quality control procedures in the areas of postal vote applications, declaration vote exchange, unenrolled declaration vote processing, and ballot paper counting and processing.