

ELECTORAL SERVICES CASUAL ELECTION STAFF

JOB DESCRIPTION – PACKING ASSISTANT

Job Purpose:

The purpose of the Packing Team is to locate each individual envelope returned from the polling stations and to sort and pack items that have been returned from the polling stations.

Packing Assistants:

Must:

- Have read and agree to the terms of the Requirement of Secrecy.
- Act impartially at all times and respect confidentiality of material handled.
- Refrain from engaging in conversations with candidates, agents, councillors or guests.

Duties:

Working under the instruction of the Packing Coordinator (PCO) and as directed by the PCO, the Ballot Box Receipt Manager and/or Count Manager, they will:

- Locate each individual envelope returned from the polling stations
- Mark off the envelopes on the checklist
- Sort other items and stationery from the polling station sacks, as instructed
- Bundle, box and label items as instructed.

The role is physical and may involve lifting.

The length of time a Count takes will depend on the size and nature of the election and whether re-counts are required. You must be prepared to stay as long as it takes. If the Count takes place immediately after the close of poll, you will start working late into the evening and into the early hours of the morning. You will be given adequate breaks – please bring your own refreshments. Typically, the Packing Assistant role finishes earlier than the overall election count.

The Returning Officer is not permitted to employ anyone who is/or has carried out duties on behalf of any political party or candidate at the election. All staff will be required to sign their agreement to maintain the secrecy of the poll.

PERSON SPECIFICATION – PACKING ASSISTANT

EXPERIENCE	
Essential	Desirable
None	Previous Count experience.

SKILLS/PERSONAL ATTRIBUTES	
Essential	Desirable
Numerate Accuracy and attention to detail Ability to follow instruction Punctual and reliable Comfortable working in a physical role, which involves lifting	

OTHER	
Essential	Desirable
Must not have worked in support of a political party/candidate at the election, whether paid or unpaid. Be willing to attend training/briefing sessions, as required. Must not have been convicted of an offence under Electoral Legislation. Acceptance and adherence to the terms of Requirement of Secrecy.	