

## 2020 General Election and Referendums Jobs available

### ELECTORATE MANAGEMENT

#### Advance Voting Manager

Advance Voting Managers make the arrangements for advance voting in special electorates. They work alongside the Recruitment & Rostering Manager and the Logistics & Supplies Manager to help with planning, rostering, supplies management and they can lead advance voting teams. They will report on advance voting progress and any issues to the electorate manager.

#### Post-Election Manager

Post-Election Manager is only needed in complex electorates to help with processes after the election. They work alongside the Recruitment & Rostering Manager and the Logistics & Supplies Manager to help with planning, rostering, supplies management and they can lead post-election processes. They will lead and manage teams.

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### ROLES AT HEADQUARTERS (Casual and full-time roles)

#### Electorate Trainers

Electorate Trainers deliver training to advance voting and election day staff in the four weeks before election day. Evening work will be required. Weekend work is likely. They need to train people based on set material within a strict timeframe.

#### Process Leader

Process Leaders supervise staff to undertake specific and detailed processes like the count process. They help manage the security of material, report progress and resolve any issues with the electorate manager.

#### Administrative Support

Administrative Support staff may be assigned to general duties or support one of the managers, for example as a recruitment assistant with the Recruitment & Rostering Manager or in supplies packing with the Logistics & Supplies Manager. They provide assistance to the management of the electorate by doing tasks under the direction of the managers in electorate headquarters.

### ADVANCED VOTING ROLES

(Casual hours - weekday and weekends available, the two weeks before Election Day)

#### Advance Voting Mobile Manager

Advance Voting Mobile Managers monitor and support advance voting place managers. They visit advance voting places to assess the flow and access of

voters, health and safety, security and quality management of the advance voting place. The Advance Voting Mobile Manager will deliver additional supplies to the voting place and securely return items to electorate headquarters as required.

They make sure a good service is being provided to voters.

### **Advance Voting Place Managers**

Advance Voting Place Managers lead staff in an advance voting place making sure a good service is being provided to voters. Some Advance Voting Place Managers are required to issue votes as well.

### **Advance Voting Team Manager**

Advance Voting Team Managers lead a team of issuing officers and a Justice of the Peace to offer voting services in locations such as hospitals, rest homes, defence force bases and prisons.

### **Advance Voting Voter Assistant**

Advance Voting Voter Assistants help voters at busy advance voting places. Their role includes directing voters to the right issuing officer, answering voters'

queries and assisting voters with enrolment. They help to ensure all voters are provided with good, courteous customer service and that any needs of voters are recognised and appropriately met. The Advance Voting Voter Assistant will be second in charge in the voting place and will fill in for the Manager when they are on their breaks. They will also oversee set up and break down of the voting place under the direction of the Manager.

### **Advance Voting Issuing Officer**

Advance Voting Issuing Officers issue votes in accordance with their instruction manual and training. They provide voters with a good, courteous customer service.

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## **ELECTION DAY ROLES**

**(Election day only with training in the evenings or weekends)**

### **Election Day Mobile Managers**

Election Day Mobile Managers will work on election day monitoring and supporting voting place managers. They visit voting places to assess the flow and access of voters, health and safety, security and quality management of the voting place. They make sure that national standards are being followed. Mobile Managers will deliver supplies to the voting place and securely return items to electorate headquarters as required. They make sure a good service is being provided to voters.

Mobile Managers may need to work a small number of hours before and/or after election day. They will travel around the electorate on election day, going from voting place to voting place, so a driver's licence and transport is required. (*Mileage will be reimbursed*).

### **Election Day Voting Place Manager**

Election Day Voting Place Managers lead staff in a voting place on Election Day making sure a good service is being provided to voters and that national standards are being followed. Some Voting Place Managers are required to issue votes as well. They are critical to the smooth running of a voting place on election day.

Their role is mainly on election day but there may be a need to work a small number of hours before and/or after election day, for example returning supplies to the electorate headquarters from a remote voting place after election day.

### **Election Day Voter Assistant**

Election Day Voter Assistant help voters at busy voting places. Their role includes directing voters to the right issuing officer, answering voters' queries and assisting voters with enrolment. They help to ensure all voters are provided with good, courteous customer service and that any needs of voters are recognised and appropriately met. The Election Day Voter Assistant will be second in charge in the voting place and will fill in for the Manager when they are on their breaks. They will also assist in leading the counting of the votes on election day.

### **Election Day Issuing Officer (Special or Ordinary votes)**

Election Day Issuing Officers issue votes in accordance with their instruction manual and training. They provide voters with a good, courteous customer service.

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## **ENROLMENT AND COMMUNITY ENGAGEMENT ROLES** (Casual hours - weekday and weekends are available)

### **Electoral Administrative Assistant**

Electoral Administrative Assistants provide assistance to the office by doing tasks under the direction of the Registrar of Electors to help with enrolment. Some tasks are routine by nature whilst others to support the efficient and effective administration and operation of Enrolment Services.

### **Community Liaisons**

Community Liaisons, under the direction of the Registrar of Electors and their Deputies, will work in the community to promote enrolment and voting. They encourage and inspire eligible electors to be enrolled so they can vote. They do this by working with community partners, at community gatherings and possibly through public speaking engagements.

Travel around the community will be required. They will work flexible hours, including weekends, as required.

### **Youth Advocates**

The aim of the Electoral Commission's Youth Advocates programme is to have young people talking to young people in ways that will motivate them to participate in the general election. The youth advocates will deliver key messages and information that encourage all young people to enrol and vote.

They report to and work closely with the Registrar of Electors in a designated area to support community engagement targeting eligible young Māori or Pacific voters.

Youth Advocates provide young people in the designated communities with information about New Zealand's voting system, how the system works and how young people can participate. They help the Registrar of Electors to identify events and gathering places and to effectively communicate with eligible younger voters.