

Working on the election

The Chief Electoral Office, part of the Ministry of Justice, is responsible for conducting the general election which is to be held this year. We are looking for people to work before, on and/or after election day.

The election will be on a Saturday but the date is unknown at this stage.

Skills required

We are looking for people who can demonstrate:

- an ability to relate to people;
- an awareness of and sensitivity to different cultural needs;
- accuracy with details;
- the ability to work effectively under pressure;
- a good customer focus; and
- the ability to operate in a professional and politically neutral manner.

We also need some people who are comfortable leading teams of people.

Previous experience in elections work is helpful but not essential. All election day staff will be required to attend training.

Positions in brief

A brief of the specific responsibilities for each position are enclosed with this pack.

Pay

A standard rate or fee will be paid depending on the position. You will also be paid to attend the required training. Payments will be taxed.

How to apply

Complete the enclosed application form (further copies may be obtained from our website www.elections.org.nz or by calling 0800 36 76 56).

Send your completed application to the Returning Officer of your preferred electorate. Their contact details are listed overleaf. You only need to send your application to one electorate.

You must apply using the standard application form. No telephone applications will be accepted. Make sure you have provided everything required - incomplete applications will not be considered.

Recruitment process

After the election date has been announced we will write to advise you whether or not your application has been successful. Receipt of applications will not be separately acknowledged. Please be patient – we cannot make appointments until the date is known.

All applications will be considered against the required competencies. You may be required to participate in a short interview and you will need to supply referee details.

Returning Officer Contact Details

General Electorates

Auckland Central – PO Box 6448, Wellesley Street, Auckland

Bay of Plenty – Private Bag 12053, Tauranga Mail Centre, Tauranga

Botany – PO Box 18291, Glen Innes, Auckland

Christchurch Central – Private Bag 4931, Christchurch Mail Centre, Christchurch

Christchurch East – Private Bag 4931, Christchurch Mail Centre, Christchurch

Clutha-Southland – PO Box 1201, Invercargill

Coromandel – Private Bag 12053, Tauranga Mail Centre, Tauranga

Dunedin North – PO Box 906, Dunedin

Dunedin South – PO Box 906, Dunedin

East Coast – PO Box 2144, Gisborne

East Coast Bays – PO Box 30 3494, North Harbour, Auckland

Epsom – PO Box 6448, Wellesley Street, Auckland

Hamilton East – Private Bag 3213, Waikato MSC, Hamilton

Hamilton West – Private Bag 3213, Waikato MSC, Hamilton

Helensville – PO Box 30 3494, North Harbour, Auckland

Hunua – PO Box 1175, Pukekohe, Auckland

Hutt South – PO Box 35077, Naenae, Lower Hutt

Ilam – PO Box 3048, Christchurch Mail Centre, Christchurch

Invercargill – PO Box 1201, Invercargill

Kaikōura – PO Box 945, Blenheim

Mana – PO Box 50147, Porirua

Māngere – PO Box 13540, Onehunga, Auckland

Manukau East – PO box 18291, Glen Innes, Auckland

Manurewa – PO Box 76582, Manukau City

Maungakiekie – PO Box 62046, Mt Wellington, Auckland

Mt Albert – PO Box 48005, Blockhouse Bay, Auckland

Mt Roskill – PO Box 69300, Glendene, Auckland

Napier – PO Box 646, Napier

Nelson – PO Box 942, Nelson

New Lynn – PO Box 95139, Swanson, Auckland

New Plymouth – PO Box 642, Taranaki Mail Centre,
New Plymouth

North Shore – PO Box 33544, Takapuna, Auckland

Northcote – PO Box 33446, Takapuna, Auckland

Northland – PO Box 315, Whangarei

Ōhāriu – PO Box 50147, Porirua

Ōtaki – PO Box 50147, Porirua

Pakuranga – PO Box 18291, Glen Innes, Auckland

Palmerston North – PO Box 12035, Palmerston North

Papakura – PO Box 1175, Pukekohe, Auckland

Port Hills – PO Box 3048, Christchurch Mail Centre,
Christchurch

Rangitata – PO Box 534, Timaru

Rangitīkei – PO Box 5605, Terrace End, Palmerston North

Rimutaka – PO Box 48210, Silverstream, Upper Hutt

Rodney – PO Box 303494, North Harbour, Auckland

Rongotai – PO Box 27049, Marion Square, Wellington

Rotorua – PO Box 1144, Rotorua

Selwyn – Private Bag 4931, Christchurch Mail Centre,
Christchurch

Tāmaki – PO Box 9903, Newmarket, Auckland

Taranaki-King Country – Private Bag 3213, Waikato Mail
Centre, Hamilton

Taupō – PO Box 1144, Rotorua

Tauranga – Private Bag, 12053, Tauranga Mail Centre,
Tauranga

Te Atatū – PO Box 95139, Swanson, Auckland

Tukituki – PO Box 646, Napier

Waikato – Private Bag 3213, Waikato MSC, Hamilton

Waimakariri – Private Bag 4931, Christchurch Mail Centre,
Christchurch

Wairarapa – PO Box 449, Masterton

Waitakere – PO Box 20724, Glen Eden, Auckland

Waitaki – PO Box 117, Alexandra

Wellington Central – PO Box 27049, Marion Square,
Wellington

West Coast-Tasman – PO Box 281, Westport

Whanganui – PO Box 451, Wanganui

Whangarei – PO Box 95, Whangarei

Wigram – PO Box 3048, Christchurch Mail Centre,
Christchurch

Maori Electorates

Hauraki-Waikato – Private Bag 3213, Waikato MSC, Hamilton

Ikaroa-Rāwhiti – PO Box 646, Napier

Tāmaki Makaurau – PO Box 62046, Mt Wellington, Auckland

Te Tai Hauāuru – PO Box 642, Taranaki Mail Centre, New
Plymouth

Te Tai Tokerau – PO Box 95, Whangarei

Te Tai Tonga – PO Box 3048, Christchurch Mail Centre,
Christchurch

Waiariki – Private Bag 12053, Tauranga Mail Centre,
Tauranga



Interested in working on the Election?

2008 General Election - Job Application Pack

Chief Electoral Office

Positions in Brief

Role of the Chief Electoral Office

The Chief Electoral Office is responsible for the administration of parliamentary elections and referenda. Our aim is to maintain public and political confidence in the administration of elections. To that end, we strive to improve our services to voters, political parties and candidates and to ensure we act with integrity and impartiality.

No person who is actively engaged in furthering the interests of any candidate, political party or political issue is eligible for appointment.

All election day staff are required to attend training which may be outside normal working hours.

Headquarters positions (casual hours)

These staff will work in electorate headquarters before, on and/or after election day on a casual basis. They may be called on to do a range of tasks in their local electorate including:

- issuing votes to electors who will be out of their electorate on election day;
- assisting with the distribution of electorate supplies;
- entering election results;
- answering the telephones on election night; or
- leading a team of people.

Each electorate will require a team of staff with different skills and experience which may include:

- Computer skills in MS Office, specifically Outlook, Word and Excel
- An ability to relate to people
- An ability to work independently as well as part of a team
- Reliability and dependability
- Accuracy with details
- An awareness of and sensitivity to different cultural needs
- An ability to work under pressure
- Leadership skills

From these staff Advance Voting Facility Managers and Advance Issuing Officers and Administrative Support will be selected.

Mobile Managers

Mobile Managers will work on election day monitoring and supporting Polling Place Managers to ensure voting services are being delivered effectively and in accordance with national standards within an electorate. They will replenish supplies in a polling place and ensure voters are being provided with good, courteous customer service. 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

Mobile Managers will travel around the electorate on election day, going from polling place to polling place, so a driver's licence and transport is required. *Mileage will be reimbursed at 62 cents per kilometre.*

Mobile Managers are required to attend training which may be outside normal working hours.

Skills and attributes required

- Good management skills and the ability to be decisive and directive when needed.
- Good communication skills and the ability to relate to people
- Ability to work independently as well as part of a team
- Stamina – election day can be a long day

Polling Place Manager (Attached/Unattached)

Polling Place Managers are critical to the smooth running of a polling 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 polling place after election day. Polling Place Managers are required to attend training which may be outside normal working hours.

Polling Place Managers are tasked with managing a polling place and polling place staff to ensure voting services are delivered effectively and in accordance with national standards in a polling place. They must ensure that voters are provided with a good, courteous customer service and that any particular needs they have are recognised and appropriately met.

Whilst Polling Place Managers (Attached) will supervise staff and monitor voting processes they will also issue votes. Polling Place Managers (Unattached) will not necessarily issue votes.

Skills and attributes required

- Good management skills and the ability to be decisive and directive when needed.
- Operations administration experience especially in a leadership capacity
- Ability to maintain composure under pressure
- Stamina – election day can be a long day

Enquiry Officer

Enquiry Officers assist the Polling Place Manager to ensure the smooth running of a polling place on election day. They help to manage the polling place and staff and assist voters with special needs. Enquiry Officers also provide information to voters and ensure they are all provided with good, courteous customer service.

Skills and attributes required

- Experience in customer service environment
- Good communication skills and the ability to relate to people
- Ability to maintain composure under pressure
- Management experience

Issuing Officer (Specials/Ordinaries)

Issuing Officers issue ordinary and/or special declaration votes on election day, under the direction of the Polling Place Manager and in accordance with their personal instruction manual. They are frontline staff who are responsible for providing voters with a good, courteous customer service.

Skills and attributes required

- Customer service skills and experience
- Ability to follow detailed instructions
- Administration and analytical skills
- Numeric ability

Counter

Counters will assist with the count of votes in a polling place on election night under the direction of the Polling Place Manager.

Skills and attributes required

- Strong numeric ability and accuracy with detail
- Ability to follow detailed instructions