

Applicant information pack

2025 SEO Recruitment

What is a senior election official (SEO)?

To deliver state and local government elections, the Victorian Electoral Commission (VEC) appoints election managers (EM) and assistant election managers (AEM) for each district or local council area across Victoria. These specialised election management roles are filled from our pool of 300+ senior election officials (SEOs).

To join the SEO pool, applicants must demonstrate they have the skills and capability to meet the demands of the EM and AEM roles.

Being an SEO involves:

- being available for short-term election management contracts every 2 years (or other times for by-elections)
- working in a dynamic, fast-paced environment
- using leadership skills to support teams of local staff
- making a meaningful contribution to democracy in the community.

Being in the SEO pool does not guarantee you a role at the next election. If you are not offered an EM or AEM role but are available and interested in working, we may offer you an alternative election role.

What makes a successful SEO?

A successful SEO must:

- be able to effectively lead a pop-up team of short-term staff
- be a strong communicator
- be highly organised and able to multi-task to meet strict and inflexible deadlines
- have sound computer skills and be able to learn new applications
- be able to follow strict procedures to ensure elections are fair, impartial and conducted according to law.

You don't need previous election experience to apply. SEOs come from a range of backgrounds, such as teaching, policing, farming, retail and more. The pool includes people from all walks of life, including:

- people who are retired or transitioning into retirement
- people that have the flexibility to take extended leave from their work (such as professionals, freelancers or small business owners)

- parents returning to the workforce.

Recruitment program

SEOs undergo a multi-stage recruitment program to ensure they have the required skills to successfully perform an election management role.

The stages and timeframe for the 2025 recruitment are:

Assessment stage	Description	Timeframe
Written applications	Applicants must provide their curriculum vitae (CV) and written responses to questions using the online submission tool. Selection questions are based on the key selection criteria.	Close 25 May 2025
Interviews (virtual)	Short-listed applicants are invited to participate in an online interview using Microsoft Teams.	9 June to 11 July 2025
Reference checks	Successful applicants at the interview stage must provide details of 2 referees for reference checking.	June/July 2025
Selection centre (online and in-person)	<p>The program has 2 components:</p> <ul style="list-style-type: none"> • 3-hour home study activity • 2-day face-to-face SEO pool selection session, held in the Melbourne metro area. <p>Applicants from regional areas may be eligible for 2 nights paid accommodation.</p>	<p>Home study July 2025</p> <p>Face-to-face August 2025</p>
Final outcomes	Successful applicants will be advised of the outcome of their application.	Early September 2025
Election roles confirmed	Election management roles for the 2026 State Election (SE2026) will be confirmed.	Late 2025 or early 2026

Election management roles

The purpose of joining the SEO pool is for eventual appointment to an election management role. Election management roles include but are not limited to election managers, assistant election managers and SEO reserves.

These roles are critical for election delivery and election managers have legislated responsibilities under the *Electoral Act 2002* and the *Local Government Act 2020*. Election managers are responsible for the conduct of the election in their assigned electorate.

Election managers work in a temporary election office, from which they coordinate and manage a large-scale election operation, within a short timeframe. They lead and direct staff, including the assistant election manager, and hold overall accountability for the successful delivery of election activities in that electorate.

Assistant election managers are responsible for supporting their election manager. The assistant election manager helps to coordinate and oversee operational and administrative activities within a short timeframe, as directed by their election manager. They should be able to conduct activities with a high degree of autonomy.

The specific responsibilities of an election manager depend on the type of election. There are significant differences in activities between state and local council elections.

The next major election event is the November 2026 state election. Appointments to key election management roles for the state election will be made from the SEO pool in late 2025 and early 2026.

The responsibilities of an election manager during state elections include:

Venue management

- setting up the election office
- making sure the election office can be safely accessed by staff, candidates and the public
- secure management of electoral material
- ensuring safety and emergency procedures are followed.

Staff management

- leading a team in a high-pressure and deadline-driven environment
- appointing casual election staff
- training and managing staff
- approving staff timesheets
- completing staff assessments.

Candidates

- processing independent candidate nominations
- processing how-to-vote registrations
- conducting ballot draw
- answering candidate questions.

Voting

- overall responsibility for voting operations in your District
- supporting delivery of voting services (early voting, mobile voting and election day voting)
- managing the security and tracking of ballot papers
- assisting members of the public visiting the election office with their voting enquiries.

Counting and results

- planning and overseeing counting activities
- managing scrutineers
- reporting and declaring results of the election.

Availability requirements for SE2026 roles

SEOs must complete online and in-person training to undertake an election management role in 2026. Online training must be completed using a personal computer with an internet connection.

At this stage, we are unable to release exact timeframes for training and work. Approximate availability requirements for the 2026 state election are:

Stages	Timeframe
Online training	<ul style="list-style-type: none"> • Must be completed prior to attending in person training • Approximately 4 days/30 hours of work
In-person training program	<ul style="list-style-type: none"> • Up to 5 consecutive days (multiple sessions available) • Likely to be in September and October 2026
Election period	<ul style="list-style-type: none"> • Monday 26 October 2026 to Friday 16 December 2026 (approximate dates only)

Pay rates and allowances

The election staff remuneration and allowance framework will be reviewed in 2025 and rates of pay will be updated before the 2026 state election.

Recruitment rates

The in-person component of the SEO recruitment program is paid at an hourly rate of \$40.92, including 25% casual loading.

SEOs may also be eligible for their transport and accommodation costs to be covered for in-person recruitment or training activities.

By-election rates

Current base rates for by-elections are:

Role	State by elections	Local council by elections
Election Manager	\$48.66	\$49.70 - \$53.73
Assistant Election Manager	\$39.23	\$38.42 - \$43.26

