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# STUDENTS' REPRESENTATIVE COUNCIL UNIVERSITY OF SYDNEY

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## **Electoral Officer Selection Criteria**

Thank you for your interest in the position Electoral Officer at Students' Representative Council (SRC) of the University of Sydney.

The SRC is the representative body of all undergraduate students of the University of Sydney. It is funded by the University but is an independent, autonomous body.

The Students' Representative Council is seeking an experienced person to conduct the SRC 2018 Elections. The Electoral Officer will oversee the election of the SRC Council, *Honi Soit* Editors, NUS delegates and the SRC President.

The election will be held in late September 2018 (with official dates to be set by the Electoral Officer) and work will commence from July 2018. Completion will be around October 2018. The task's final date of completion will be at the representatives elect meeting in early November 2018.

This is a stipend position (\$10,000) with half the stipend paid upon appointment of the successful candidate and the remaining amount upon submission of the Electoral Officer's Report to Council.

By applying for this position you will ensure that:

- 1) votes for the *Honi Soit* and *SRC President* elections will be counted on the same night of the final day of voting
- 2) all votes are counted within 14 working days of the SRC Elections

Please address all essential criteria points where possible.

### Essential Criteria

- Ability to conduct elections including Proportional Representation ballots
- Demonstrated ability to interpret electoral regulations clearly and fairly
- Demonstrated ability to work within a budget
- Able to multitask and work under pressure while remaining impartial and decisive
- Able to organise an efficient and expedient vote counting process with casual staff
- Demonstrated credentials of independence and impartiality

### Desirable Criteria

- Resourceful and lateral thinking
- Experience in managing and training staff (in the electoral process)
- Knowledge of editing, layout and desktop publishing
- Knowledge of online technologies

Applications should be addressed to the SRC President with subject as confidential and may be forwarded in the following manner:

**Post** PO Box 794, Broadway, NSW 2007

**By Hand** Level 1 Wentworth Building, University of Sydney NSW 2006

**Email** [admin.manager@src.usyd.edu.au](mailto:admin.manager@src.usyd.edu.au)

**Fax** (02) 9660 4260

**The closing date for applications is Sunday 20<sup>th</sup> May at Midnight. Please ensure you are available for an interview that week.**