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Students' Representative Council,
University of Sydney

Level 1, Wentworth Building (G01)
University of Sydney NSW 2006
PO Box 794 Broadway NSW 2007
t: (02) 9660 5222 f: (02) 9660 4260
int: 12871 www.src.usyd.edu.au
ABN: 597 391 306 68

Electoral Officer Selection Criteria

Thank you for your interest in the position of Electoral Officer at the 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 SRC is seeking an experienced person to conduct the 2024 Annual Elections. The Electoral Officer will oversee the election of Council Representatives, *Honi Soit* Editors, NUS delegates and the President.

The election will be held in late September 2024 (with official dates to be set by the Electoral Officer) and work will commence from July 2024. Completion will be around October 2024. The task's final date of completion will be at the special meeting of Representatives-elect in October/November 2024.

This is a stipend position (\$16,000) with half the stipend paid upon appointment of the successful candidate and the remaining amount upon tabling the Electoral Officer's Report to Council. This stipend payment arrangement can be altered by negotiation with the President.

The Elections will be run online and on campus and the electoral officer will need to be able work with the system to run the elections.

By applying for this position, you will ensure that:

- 1) The election of Council Representatives, *Honi Soit* Editors, NUS delegates and the President shall be conducted in accordance with the *Constitution* and *Regulations* of the organisation.
- 2) Counting for the votes for the *Honi Soit* Editors and President elections shall be completed on the same night of the last day of voting.
- 3) Counting for the votes for the Council Representatives and NUS delegates shall be completed within 15 working days of last day of voting.
- 4) The elections of Officers, members of Standing Committees and other positions are held at the special meeting of Representatives-elect where the Electoral Officer shall be the Returning Officer and Chair of the meeting.
- 5) An Electoral Officer's Report of the elections conducted shall be tabled to the Council.

Please address all essential criteria points where possible.

Essential Criteria

- Ability to conduct elections including Proportional Representation ballots
- Demonstrated knowledge of optional preferential single-transfer vote counting
- 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



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- Demonstrated credentials of independence and impartiality
 - Working with communications staff to produce notices, emails and website updates relating to an election.
 - Experience conferring with parties about interpretations of the rules.
 - Competency with email communication and online meeting platforms (Zoom etc)
 - Be able work with the online election system to run the elections.

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 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 president@src.usyd.edu.au
Fax (02) 9660 4260

The closing date for applications is midnight 29th April 2024. Please ensure you are available for an interview on 2nd or 3rd May 2024.

A selection committee will review all applications and the successful nominee requires confirmation by the Council.