

APPENDIX K – SVRE SBC JOB DESCRIPTION

The RO and SVRE AARO are responsible for the selection of the SVRE SBCs in SVRE AARO offices. The length of employment is about 6 days (Between day 19 and day 8). These offices operate from day 14 to day 11 generally between 10am and 8pm.

Job Description

The SVRE SBC is responsible for the management of the special ballot registration and voting processes in the SVRE AARO's office. Any elector who cannot or does not wish to vote at a polling station during an election may vote using a special ballot in person at the office of the SVRE AARO. This method of voting is governed by the Special Voting Rules, Part 11 of the CEA.

Reporting Relationship

The SVRE SBC reports directly to the SVRE AARO.

Tasks

- Assists electors in registering and voting by special ballot;
- Processes and approves applications to vote by special ballot;
- Issues and receives the completed ballots and ensures their security;
- Ensures that the ballot box is sealed;
- Trains the other SBCs, as required;
- Returns materials (applications and ballots) to the RO office or EC in Ottawa for the counting of the ballots;
- Performs other duties as requested by the SVRE AARO, including but not limited to supervising the entire SVRE AARO office during the absence of the SVRE AARO;
- Verifies the proof of identity and address of ordinary residence provided by the elector; and
- Prepares election materials for shipment.

Qualifications

The SVRE SBC must be a qualified elector.

Experience

- Customer Service; and
- Delivering training;

Abilities

- Organizational skills are required to understand the substance of the work and how best to achieve it;
- Planning and scheduling skills are required to allocate and track time spent on work and to estimate workload requirements;
- Decision-making skills are required to establish the relevance of issues, information, inquiries and to exercise judgement in arriving at conclusions and/or solutions;
- Analytical reasoning skills are required to understand and synthesize the issues, identify relevant information and to formulate an opinion;
- Editing/proofreading skills are required to verify the accuracy of the information provided by the various electors using the Special Voting Rules process;
- Listening and reading skills are required to perceive, interpret and/or understand messages, concepts or ideas, written instructions in various manuals and directives from the SVRE AARO or EC or others;
- Oral and written communication skills are required to interact effectively with electors, to discuss issues and provide appropriate responses, to translate complex ideas/concepts into plain language and to convey information and messages to other people within the SVRE AARO office and externally; and
- Patience and cheerfulness are required to respond to the specific needs of electors who may have difficulty expressing themselves, reading, writing or understanding.

Personal Suitability

- Bilingual (English and French);
- Remain impartial in all dealings during time of employment;
- Maintain a professional demeanour at all times;
- Remain calm and in control while under pressure;
- Work in teams, contribute as a team member or lead teams;
- Exercise judgement and tact when dealing with issues and people; and
- Complete tasks and assignments.