

Senior Recruitment Officer, APS Level 5

Position Details

Job Reference Number	10145	Title	Senior Recruitment Officer
Classification	APS 5	Division/ Branch	Corporate Services Branch
Status	Ongoing	Section	Recruitment and Separation
Salary Range	\$71,783 - \$78,668	Location	National Office, ACT
Contact Person	Amanda McCauley	Contact Number	02 6271 4501
Date Applications Open	26 January 2018	Date Applications Close	9 February 2018

Agency Purpose

The Australian Electoral Commission (AEC) is an independent statutory authority established by the Australian Government to maintain an impartial and independent electoral system for eligible voters through active electoral roll management, efficient delivery of polling services, and targeted education and public awareness programs.



The AEC's values and commitments

The AEC values and commitments are an essential component of our operating environment and frame how AEC staff work. The AEC's focus is on electoral integrity through the values of **quality**, **agility** and **professionalism**.

Locations

The AEC is geographically diverse with a [National Office](#) in Canberra, a [State Office](#) in each state capital and a Northern Territory Office in Darwin. Each state is divided into electoral divisions (there are 150 across Australia), which may alter in accordance with changes to the distribution of electoral boundaries.

Work Environment

The Corporate Services Branch (CSB) is responsible for providing a broad range of corporate services to support the strategic focus of the AEC and the work environment across the AEC. There are five sections within CSB and this position sits within People Services Section which is responsible for recruitment and separations, the graduate program, awards and recognition,

studybank, work health and safety, injury management, workforce reporting, workforce planning, diversity and HR strategy.

The AEC is committed to the APS values of being impartial, committed to service, accountable, respectful and ethical.

Job Summary

The Senior Recruitment Officer supports the Recruitment Manager in the administration of matters relating to Recruitment and Separation within the People Services Section of the Corporate Services Branch, including participating in section planning of short term tasks and strategic planning for longer term initiatives.

The role is responsible for undertaking work that is moderately complex to complex in nature, under limited direction, utilising expertise within the area of recruitment and selection within the public service.

What we can offer the successful candidate

- Positive team culture that values initiative and commitment
- Become an integral member of the APS
- Competitive salary with 15.4% super

Duties

1. Oversee the recruitment function, including advertising of positions, support and advice to managers and selection panels and coordinate the outcomes of selection processes.
2. Assist in the development and maintenance of recruitment arrangements that are or could be accessed by the agency, including, delivery of recruitment related training and templates for the agency's use.
3. Provide analysis and conclusions on issues and assist in the management, preparation and coordination of policy or procedure formulation and/or project management.
4. Develop and maintain key internal and external relationships, including liaising with stakeholders on policy, project or operational issues and responding to stakeholder needs and expectations. In addition, represent the agency at meetings, conferences and seminars.
5. Communicate and make decisions exercising sound judgement, expertise and knowledge, governed by legislation, regulations, best practice principals or relevant operating instructions and procedures.
6. Contribute to doctrine, election preparation and delivery activities in accordance with the election readiness framework, according to individual accountabilities and responsibilities.

7. Perform additional duties or assume responsibility of functions as directed by Management from time to time.

Additional responsibilities during an Electoral Event

1. The volume of requests for advice and matters, along with the urgency to resolve matters will increase significantly prior to and during both electoral and referendum events.
2. May be required to assist the election workforce and systems section.

Politically Sensitive Position

Any person who is, and is seen to be active in political affairs, and intends to publicly carry on this activity, may compromise the strict neutrality of the AEC and cannot be considered.

Security Requirement

- Obtain and maintain a baseline level security clearance
- Character clearance, including a police check

Selection Criteria

Applicants are asked to frame their statement of claims around the selection criteria headings – it is not necessary to address each individual dot point.

Supports strategic direction

- Understands and supports the AEC's vision, mission and business objectives.
- Understands the work environment and contributes to team goals.
- Harnesses information and opportunities.

Achieves results

- Commits to achieving quality outcomes and adheres to established procedures.
- Takes responsibility for managing own workloads and responds positively and flexibly to change particularly during times of pressure and electoral events.

Supports productive working relationships

- Builds and sustains positive relationships with team members and customers.
- Shares information and works collaboratively with team members.
- Values individual differences and diversity.

Displays personal drive and integrity

- Operates professionally, ethically and with integrity.
- Adhere to the behaviours required by the APS Values, APS Code of Conduct and the AEC's Leadership Values.
- Takes personal responsibility for accurate completion of work.
- Remains positive and responds to pressure in a calm manner.

Communicates with influence

- Presents information in a clear and articulate manner.
- Listens, considers different ideas and discusses issues thoughtfully.
- Negotiates confidently.
- A clear understanding of key issues and resolves issues promptly.

Essential Requirements

- Sound knowledge of recruitment related legislation, policies, procedures and practices and experience in the provision of recruitment services.
- A strong client focus and commitment to providing effective services and professional advice to clients.
- Knowledge and experience in successfully setting priorities and delivering results on time.
- Proven ability to communicate effectively whilst responding to stakeholder needs across a geographically dispersed network.
- Analytical abilities with the ability to obtain accurate conclusions and apply innovative initiatives while contributing to change and business improvement strategies.
- Ability to manage staff while identifying training needs across a team and promoting professionalism.
- Demonstrated personal integrity whilst achieving results within legislative and policy parameters.

Desirable

- Relevant qualifications in Human Resources, management, business, public administration or similar.
- Knowledge of or ability to quickly gain knowledge of Australian electoral law and practice.

Other requirements

- Political Neutrality
- Australian Citizen

Order of Merit

An order of merit may be created and utilised within 12 months from the position being advertised.

How to apply

All applications must be submitted online at: <http://www.aec.gov.au/employment/> prior to the closing date.

Your application must include the following:

- An up to date resume
- A candidate coversheet
- A two page statement of claims addressing the selection criteria.