

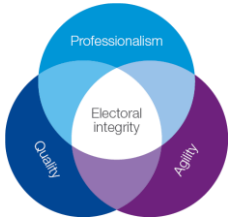
Divisional Office Manager, APS Level 6

Position Details

Job Reference Number	V00041, V00031 & V00052		Title	Divisional Office Manager
Classification	APS 6	Division/ Branch	Camberwell Area Office, Ringwood Area Office, Braybrook Area Office plus one other location.	
Status	Full time	Section	Operations	
Salary Range	\$79,460 to \$89,059		Location	Camberwell, Ringwood, Braybrook and another location yet to be determined
Contact Person	Robyn Whitney		Contact Number	(03) 9285 7179
Date Applications Open	21 December 2017		Date Applications Close	18 January 2018
Reports to	Operations Manager		Direct Reports	Divisional staff

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 Braybrook Area office is a large work unit comprising 3 divisions, Maribyrnong, Gellibrand and Gorton located in Braybrook. The office is staffed by 2 Divisional Office Managers (APS6), an Assistant Divisional Office Manager (APS5), an Enrolment Supervisor (APS4), 2 Divisional Office Clerks (APS3) and 3 part-time Divisional Office Assistants (APS2).

The Camberwell Area Office is a large work unit comprising 2 divisions, Kooyong and Higgins, located in the inner eastern suburbs of Melbourne. The office is staffed by a Divisional Office Manager (APS 6), a Deputy Divisional Office Manager (APS5), an Enrolment Supervisor (APS4), a Divisional Office Clerk (APS3) and 2 part-time Divisional Office Assistants (APS2).

The Ringwood Area Office is a large work unit comprising 4 divisions, Casey, Chisholm, Deakin and Menzies, located in the outer Eastern suburbs of Melbourne. The office is staffed by 2 Divisional Office Managers (APS6), 2 Deputy Divisional Office Managers (APS5), an Enrolment Supervisor (APS4), 2 Divisional Officer Clerks (APS3) and 4 part time Divisional Office Assistants (APS2).

There is a fourth position available and the location of this position is to be determined at a later date.

Staffing for all offices is supplemented by temporary employees as required and is managed remotely by an Operations Manager from the Victorian State Office located in Melbourne.

When an election is announced, the staffing rapidly expands to hundreds with polling officials, temporary office staff and post polling staff – these staff will often only work for the AEC every 2-3 years and require intensive training to undertake their role effectively. The workload also increases substantially from managing day to day business as usual activities to managing high risk and large scale projects with increased pressure, media attention, public scrutiny, immutable deadlines and multiple logistical activities that are dependent on each other.

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

Job Summary

The Divisional Office Manager is responsible for the development and management of a small team of staff working in a Divisional office. The role is outlined as follows:

- **Non-Election Period**

In the non-election years, the focus is firmly on ensuring integrity and growth of the electoral roll, comprehensive election planning, delivery of protected action ballots and some fee-for-service elections and other related projects. Divisional Office Managers actively train and mentor their staff to ensure they are undertaking their work according to legislation, policy and procedure whilst also making a broader contribution to the review and refinement of AEC policies and procedures. In this period, work is done to ensure that the division is election ready.

- **Election Period**

When an election is announced, the workload for all divisional staff increases substantially for a period of 8-12 weeks. The Divisional Office Manager assumes the statutory role of Divisional Returning Officer and is responsible for managing delivery of the Federal Election in the electoral division. This is a large scale project involving pressure to complete work within short and immutable timeframes, public and media scrutiny and multiple logistical activities that are dependent on each other.

The AEC is committed to the APS values of being **impartial, committed to service, accountable, respectful** and **ethical**. They are core components of a positive culture, stewardship, high performance, and leadership.

Our Ideal Candidate

The AEC is seeking an innovative, motivated and resilient person with strong leadership, people and project management skills. Candidates require a demonstrated ability to create and sustain productive and collaborative teams. Ideal candidates will act with integrity at all times and have sound decision making skills. They should possess an ability to easily adapt to changing operational environments whilst assisting staff to also adapt to change.

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

The Divisional Office Manager will:

1. Develop and lead the Divisional office team, manage the effective and efficient use of resources, and actively contribute to State and National business plans and outcomes.
2. Ensure the integrity of the electoral roll, including demographic and geographic analysis for the purpose of advising on redistribution.
3. Manage, plan, implement, conduct and evaluate all activities at the Divisional level for elections and referendums.
4. Prepare complex correspondence, reports and reviews concerning operations and the use of automated systems.
5. Plan, prepare and deliver public awareness activities in line with the National and State Plan.
6. Exercise the functions of Divisional Returning Office under the Commonwealth Electoral Act.

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

There may be a requirement to maintain a security clearance or satisfy a character check.

Selection Criteria

The following selection criteria will be used throughout the selection process to determine an applicant's suitability for the advertised position:

Supports/Shapes strategic direction

- identifies broader factors, trends and influences that may impact on the achievement of work objectives
- develops teams goals, strategies and work plans, thinks laterally and identifies and implements improved work practices
- contributes to the state and divisional office management team and provides sound advice for the effective and efficient achievement of business outcomes

Achieves results

- manages projects, including monitoring, prioritisation and adjusting milestones as required, and reviewing outcomes
- applies technical and professional knowledge and expertise to manage a discreet business unit
- makes effective use of individual and team capabilities to achieve work outcome.

Supports/Cultivates productive working relationships

- builds and sustains positive relationships with a network of key people internally and externally, including other areas across government
- works collaboratively and operates as an effective team leader
- leads and manages people and work groups effectively
- provides regular constructive feedback and manages performance

Displays personal drive and integrity

- operates professionally, ethically and with integrity
- accepts responsibility and accountability
- commits to and models the behaviours required by the APS Values and APS Code of Conduct
- promotes/encourages professional development and continued learning for self and staff

Communicates with influence

- uses written and verbal communication that is clear and concise
- listens, understands and creates opportunities for input from others
- delivers effective training and presentations to a broad range of stakeholders, adapting style to suit the audience
- negotiates persuasively with a clear understanding of key issues and resolves issues promptly

Essential

Applicant must hold a current unrestricted driver's licence.

Order of Merit

An order of merit may be created to fill similar vacancies (ongoing and non-ongoing) and utilised within 12 months from the position being advertised.

How to apply

All applications must be submitted online at: <https://www.hoban.com.au/aec> prior to the closing date.

Your application must include the following:

- An up to date resume
- A candidate coversheet
- Maximum 2 page cover letter, explaining how you meet the requirements of the role.