

# Divisional Office Assistant, APS Level 2

## Position Details

<b>Job Reference Number</b>	Q00066	<b>Title</b>	Divisional Office Assistant
<b>Classification</b>	APS 2	<b>Division/ Branch</b>	Division of Capricorn/Operations
<b>Status</b>	Ongoing Part time	<b>Section</b>	Operations
<b>Salary Range</b>	\$50,696 - \$56,220	<b>Location</b>	Rockhampton
<b>Contact Person</b>	Kaye Gardner	<b>Contact Number</b>	(07) 3049 2166
<b>Date Applications Open</b>	23 January 2018	<b>Date Applications Close</b>	6 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 AEC has sites throughout Queensland. Multi divisional sites are located at Maroochydore, North Lakes, Ipswich, Brisbane City, Beenleigh and the Gold Coast. Each multi divisional site structure comprises a Manager (APS 6), and a number of staff ranging from APS 2 to APS 5 levels.

Single division sites are located at Toowoomba, Dalby, Mt Isa, Maryborough, Bundaberg, Gladstone, Rockhampton, Mackay, Townsville and Cairns. Each single division site consists of a Manager (APS 6), the Divisional Office Clerk (APS 3) and a part-time Divisional Office Assistant (APS 2). All sites are managed remotely by an Operations Manager from the Queensland Leadership Team.

When an election is announced, staffing rapidly expands to deliver this significant logistical event. Managing high risk and large scale projects with increased pressure, media, public scrutiny, short timeframes, and multiple logistical activities that are dependent on each other are some aspects of a federal election.

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

## Job Summary

As a member of a small team, the Divisional Office Assistant's primary role is to provide administrative support and assistance on diverse electoral activities including maintaining electoral rolls, assisting in the planning and preparation of electoral events, public information and education programs. Activities in this position require high levels of data entry and accuracy.

## Our Ideal Candidate

The AEC is seeking a motivated and resilient person with the demonstrated ability to contribute to organisational outcomes and work collaboratively within a small team.

The successful candidate will possess a proven record in general administrative tasks, project management, team leadership, computer skills, including good data entry skills, and have the capacity to deliver staff training. A demonstrated commitment to building sustainable relationships with internal and external stakeholders whilst working collaboratively with peers and staff is also required.

## 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

Under general direction, and as a member of a small team, the Divisional Office Assistant will undertake and/or assist with:

1. Electoral activities including maintenance of Commonwealth electoral rolls, investigating and reporting on cases of non-enrolment and non-voting, and the planning of and conduct of elections and referendums
2. The provision of general office support and administration including counter and telephone enquiries, preparing correspondence, using automated systems and maintaining office accounts, stores and supplies

3. The training and supervision of casual staff for the conduct of electoral events
4. Maintenance of a safe working environment by taking all reasonable steps to ensure compliance with Workplace Health and Safety requirements.

## 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

This position is a position of trust. The occupant must be able to obtain and maintain a baseline level security clearance, or hold a current security clearance of an appropriate level.

## 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.

### Essential

#### Supports strategic direction

- Understands and supports the organisation's vision, mission and business objectives
- Understands the work environment and contributes to the development of work plans and team goals
- Demonstrates an awareness of issues that may impact on designated work tasks.

#### Achieves results

- Monitors task progress against performance expectations
- Contributes own expertise to achieve outcomes for the business unit
- Responds in a positive manner to change
- Sees tasks through to completion.

#### Supports productive working relationships

- Builds and sustains positive relationships with team members and clients
- Actively participates in teamwork and activities
- Works closely with team members to achieve results and operates as an effective team member.

#### Displays personal drive and integrity

- Adopts a principled approach and adheres to the APS Values and Code of Conduct
- Acts professionally at all times and operates within the boundaries of organisational processes and legal and public policy constraints
- Acknowledges mistakes and learns from them, and seeks guidance and advice when required

- Takes personal responsibility for accurate completion of work and seeks assistance when required.

### Communicates with influence

- Communicates messages clearly and concisely
- Structures written and oral communication so it is easy to follow
- Adapts communication style and approach to ensure they address the needs of different people or audiences.

### Desirable

- A current driver's licence.

### Order of Merit

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

## How to apply

As part of your application you will need to provide:

- your current resume;
- a candidate coversheet stating the names and contact details of at least two referees, one of whom should be a current supervisor; and
- a (maximum) two page submission describing how your skills, knowledge, experience and qualifications would make you suitable for this role and meet the selection criteria.

Please ensure you refer to the work level standards and integrated leadership system (ILS). Your response should include recent relevant examples and achievements, and demonstrates your abilities at the appropriate ILS level. Your response should be sufficiently comprehensive to assist the Selection Panel in assessing your skills, abilities and experience for the role.

Apply online at: <http://www.aec.gov.au/employment/>