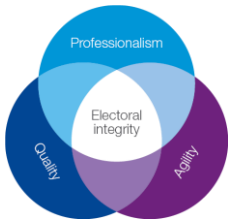


Director, International Services, EL2

Position Details

Job Reference Number	10190	Title	Director, International Services
Classification	EL2	Division/ Branch	National Office
Status	Ongoing, Full Time	Section	International Services
Salary Range	\$117,320 - \$137,753	Location	Canberra, ACT
Contact Person	Jeff Pope	Contact Number	(02) 6271 4619
Date Applications Open	11 January 2018	Date Applications Close	29 January 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 International Services Section ensures the agency satisfies its legislative obligations under section 7(1)(fa) of the *Commonwealth Electoral Act 1918 (Cth)* to provide assistance to authorities of foreign countries or organisations in matters relating to elections and referendums.

Please see the Senior Engagement Officer position description below.

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

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.

Selection Criteria

Applicants are required to provide responses to the selection criteria along with ensuring they meet the essential requirements of the position. The following selection criteria will be used throughout the selection process to determine an applicant's suitability for the advertised position:

Shapes strategic direction

- translates strategy into operational goals and creates a shared sense of purpose within the business unit
- understands the organisation's objectives and links between the business unit and organisation;
- undertakes objective, critical analysis of business issues;
- explores possibilities and initiates creative solutions.

Achieves results

- responds flexibly to changing demands;
- provides leadership and direction to achieve specific goals within set timeframes;
- delivers expected outputs.

Supports/Cultivates productive working relationships

- builds and sustains positive relationships with a network of key people, both internally and externally;
- engages with stakeholders and clients at different levels across the organisation;
- motivates and builds productive, dynamic teams;
- creates and maintains a positive work environment.

Displays personal drive and integrity

- operates professionally, ethically and with integrity, and responds to pressures in a controlled and constructive manner;
- accepts responsibility and accountability, and challenges important issues constructively.

Communicates with influence

- approaches negotiations with a strong grasp of the key issues;
- anticipates and responds to information requirements;
- uses high quality written and verbal communication;
- effectively uses a variety of communication channels.

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 statement of claims addressing the selection criteria

Position Description – Director, International Services

Position Details

Position Number	10190	Branch/State	ACT
Classification	Executive Level 2	Location	National Office
Status	Ongoing	Date Last Modified	03/11/2017
Legislative basis	APS	Direct Reports: BAU	5
Reports To	Deputy Electoral Commissioner	Direct Reports: Deployment	2
APS Family	Strategic Policy	APS Function	Strategic policy
APS Role	International and Stakeholder Agreements and negotiation	APS Job Code	280101

Purpose of the role

The Director, International Services leads and manages the International Services section within the Office of the Deputy Electoral Commissioner. The role is responsible for setting the strategic direction and plans for the work area relating to election and referendum assistance to foreign countries or organisations, support on democratic reform agendas, particularly in developing democracies and program management, including managing international deployments.

The role is also responsible for undertaking work with a high level of complexity or sensitivity, utilising specialist, professional or technical knowledge and significant judgement to provide strategic advice and guidance on the above areas, including engagement with both internal and external stakeholders. Participating in section planning and aligning longer term plans with agency goals and objectives also forms part of this role.

Key position responsibilities

- Ensure the agency satisfies its legislative obligations under section 7(1)(fa) of the *Commonwealth Electoral Act 1918 (Cth)* to provide assistance to authorities of foreign countries or organisations in matters relating to elections and referendums. In doing so, deliver strategic support, advice, consultation on election delivery and democratic reform agendas of other countries.
- Engage, build and maintain strategic partnerships with other Australian Government Departments, national and international organisations and partner international election bodies regarding electoral matters.
- Manage and oversee electoral support programs implemented by the AEC, funded under the Twinning program, including deployment of AEC staff on international postings to develop and enhance capabilities, and ensuring that appropriate governance arrangements are in place to

support program accountability, compliance, risk and reporting.

- Support the agency satisfy its obligations in respect to the Building Resources in Democracy, Governance and Elections (BRIDGE) program.
- Provide secretariat services to the Pacific Islands, Australia and New Zealand Electoral Administrators (PIANZEA) Network, including ensuring all action items are monitored and completed.
- Provide high level analysis of issues and make significant contribution to the management, preparation and coordination of complex inputs to policy formulation and/or project management.
- Lead and manage the section to ensure high quality outputs, including that the section maintain a high level of expertise.
- Develop and manage key strategic internal and external relationships, this may include promoting, representing and negotiating on behalf of the AEC in various forums.
- Provide high quality and timely advice, guidance and reporting to the Senior Executive cohort including, Executive Leadership Team and the Electoral Commissioner in relation to section functional responsibilities.
- Communicate and make decisions using professional judgement, factoring in risks and being sensitive to the context.
- Contribute to doctrine, election preparation and delivery activities in accordance with the election readiness framework, according to individual accountabilities and responsibilities.
- Perform additional duties or assume responsibility of functions as directed by the Management from time to time.

Additional responsibilities during an Electoral Event

- Oversee international delegations attending an electoral event or referendum conducted by the agency.

Key organisational accountabilities

- Adherence to the:
 - APS Values and Code of Conduct;
 - AEC Values and Commitments; and
 - Ballot Paper Principles.
- Maintain currency and validity of essential qualifications, which may include mandatory continuing professional development.
- Complete learning and development relevant to role or classification as a required or directed, from time to time.
- Be familiar with, abide by and promote all AEC work health and safety frameworks, policies and procedures, including but not limited to:
 - Health, Safety and Wellbeing Policy;
 - WHS Due Diligence Framework;
 - Fatigue Management and Prevention Policy; and

- Rehabilitation management system (RMS).
- Abide by and promote the:
 - Commonwealth Resource Management Framework and Procurement Framework; and
 - AEC related frameworks, instructions, policies and procedures.

Key relationships/stakeholders – internal and external

Internal	Executive Leadership Team SES Cohort, including State Managers/AEO's Learning Coordination Unit Corporate Services Branch
External	Department of Foreign Affairs and Trade (DFAT) The United Nations Electoral Assistance Division The International Foundation for Electoral Systems The International Institute for Democracy and Electoral Assistance Other International Electoral Bodies.

Delegations

This position may have powers or functions conferred by the Australian Electoral Commission or the Electoral Commissioner under legislation or instrument.

This may include but is not limited to the *Commonwealth Electoral Act 1918 (Cth)*, *Public Governance, Performance and Accountability Act 2013 (Cth)*, *Public Service Act 1999 (Cth)*, *Work, Health and Safety Act 2011 (Cth)* and AEC Enterprise Agreement 2016-19.

Essential Requirements

Security Clearance

- Level 1 - Negative Vetting (NV1)
- Character clearance, including a police check.

Qualifications, Skills and Experience

Mandatory

- Proven ability to engage and communicate with influence, negotiate strategic program outcomes and manage stakeholder relationships across a diverse international network.
- Extensive knowledge and experience in successfully leading and delivering results under scrutiny and within time restraints, with competing priorities and risks.
- Proven strategic conceptual and analytical abilities with sound knowledge of change management practices and techniques to enable innovation.
- Demonstrated ability to lead and manage staff, including staff on temporary international deployments while developing capabilities and embedding professionalism.
- Demonstrated personal drive and integrity whilst achieving results within legislative, program

and budget parameters.

Desirable

- Relevant tertiary qualifications in international services, public administration or similar.
- Knowledge of, or ability to, quickly gain knowledge of Australian electoral law and practice.
- Knowledge of, or ability to, quickly gain knowledge of the Commonwealth Resource Framework.

Other Requirements

- Political neutrality
- Australian citizen
- International travel and the ability to obtain visas is an essential requirement, noting performance of this role will be required outside of standard business hours, from time to time.

Licence

- A Driver's License is required.