

FMIS System Administrator, APS 6

Position Details

Job Reference Number	10131	Title	FMIS System Administrator
Classification	APS 6	Division/ Branch	Corporate Services
Status	Non-ongoing	Section	Financial Management
Salary Range	\$79,460 - \$89,059	Location	Canberra, ACT
Contact Person	Tonia Handcock	Contact Number	(02) 6271 4643
Date Applications Open	21 December 2017	Date Applications Close	31 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 Corporate Services Branch (CSB) is responsible for providing a broad range of services to support the strategic focus of the AEC and the work undertaken across the AEC and its implementation in the business environment. It does this by partnering with senior managers across the network providing advice and practical assistance to progress organisation-wide change

initiatives and to support electoral events.

CSB has approximately 65 staff over five sections; People, Security and Integrity, People Services, Election Workforce and Systems, CFO and Resource Management and Financial Management, within which the vacancy sits. The People, Security and Integrity Section includes Security, People and Place (ASA), IT Security – Systems and Operations (ITSA) and People, Performance and Integrity.

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

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 thinking

- Inspires a sense of purpose and direction
- Focuses strategically
- Harnesses information and opportunities
- Shows judgement, intelligence and commonsense

Achieves results

- Builds organisational capability and responsiveness
- Marshals professional expertise
- Steers and implements change and deals with uncertainty
- Ensures closure and delivers on intended results

Cultivates productive working relationships

- Nurtures internal and external relationships
- Facilitates cooperation and partnerships
- Values individual differences and diversity
- Guides, mentors and develops people

Exemplifies personal drive and integrity

- Demonstrates public service professionalism and probity
- Engages with risk and shows personal courage
- Commits to action
- Displays resilience
- Demonstrates self-awareness and a commitment to personal development

Communicates with influence

- Communicates clearly
- Listens, understands and adapts to audience
- Negotiates persuasively

Order of Merit

An order of merit may be created and utilised to fill similar vacancies 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

Position Description

Position Details

Position Number	10131	Branch/State	National Office
Classification	APS 6	Location	Canberra
Status	Non-ongoing	Date Last Modified	22/09/2017
Legislative basis	APS	Direct Reports: BAU	0
Reports To	Assistant Director Budgets and Policy	Direct Reports: Electoral Events	0
APS Family	ICT	APS Function	Service Delivery
APS Role	System administration	APS Job Code	150307

Purpose of the role

The FMIS System Administrator supports the Assistant Director, Budgets and Policy in the day to day management of matters relating to the administration of the Financial Management Information System (FMIS) within the Financial Management Section of the Corporate Services Branch, including participating in section planning for short term tasks and contributing to strategic planning for longer term initiatives.

The role is responsible for undertaking work that is moderately complex to complex and/or sensitive in nature, under limited direction, utilising expertise and knowledge within the administration and management of the FMIS to ensure accuracy in data and functionality, including undertaking assurance activities and testing.

Key position responsibilities

- Management and maintenance of the FMIS and other finance specific systems.
- Ensure the integrity, availability and capability of the FMIS, including data input, reporting requirements as well as disaster recovery.
- Provide analysis on complex issues and contribute to the management, preparation and coordination of policy formulation and/or project management.
- Develop and support key internal and external relationships, including managing stakeholders to achieve work area and agency goals. In addition, represent the agency by promoting its interests in various forums.

- Provide accurate specialist advice, guidance and reporting on team functional responsibilities.
- Make and communicate decisions using good judgement, expertise and knowledge, governed by legislation, regulations, best practice principles or relevant operating instructions and procedures.
- May be required to supervise a team to ensure high quality outputs, including the development of team members at lower classifications, building team capacity and encouraging career development.
- 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 from time to time.

Additional responsibilities during an Electoral Event

- 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.
- Support Programme and project areas where required.

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 | <ul style="list-style-type: none">• Corporate Services Branch• Information Technology Branch• All Staff |
| External | <ul style="list-style-type: none">• FMIS Service Provider• Other APS Agencies, including Department of Finance and Australian Taxation Office |

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

- Baseline
- Character clearance, including a police check.

Qualifications, Skills and Experience

Mandatory

- Demonstrated knowledge and experience in FMIS implementation, management and administration.
- Demonstrated in depth knowledge of public sector financial management frameworks.
- Demonstrated understanding of, and commitment to, providing client focussed services.
- Sound knowledge and experience in successfully managing and delivering results within time restraints and with competing priorities.
- Proven ability to communicate effectively whilst anticipating stakeholder needs and expectations across a geographically dispersed network.
- Proven analytical abilities with the ability to propose and facilitate change and contribute to business improvement strategies.
- Demonstrated ability to manage staff while developing capabilities, encouraging career development and promoting professionalism.
- Demonstrated personal integrity whilst achieving results within legislative and policy parameters.

Desirable

- Tertiary qualifications in accounting, or working towards attaining qualifications.
- Knowledge of, or ability to, quickly gain knowledge of Australian electoral law and practice.

Other Requirements

- Political neutrality
- Australian citizen

Licence

- Not Applicable

