

Workforce Design and Planning Officer, APS 6

Position Details

Job Reference Number	10150	Title	Workforce Design and Planning Officer
Classification	APS 6	Division/ Branch	Corporate Services Branch
Status	Ongoing	Section	People Services Section
Salary Range	\$79,460 - \$89,059	Location	National Office, Canberra
Contact Person	Morag McDougall	Contact Number	02 6271 4770
Date Applications Open	21 December 2017	Date Applications Close	31 January 2018
Reports to	EL 1, Assistant Director, Workplace Health and Strategy	Direct Reports	0

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

This position requires an experienced HR advisor specialising in HR strategy and workforce planning. The successful candidate will have experience in implementation of HR strategies and frameworks and workforce planning in a fast-paced and dynamic environment faced with constant change. You will also be responsible for supporting the design, development, implementation and evaluation of HR strategies and initiatives to ensure that the AEC has a highly engaged, skilled and diverse workforce that is professional and agile.

To be successful in this role the HR advisor will, ideally, have completed a relevant HR / workforce planning / project management qualification, and have experience in delivery of key HR initiatives.

The Workforce design and Planning Officer is part of the People Services team and reports directly to the Assistant Director, Workplace Health and Strategy.

Our Ideal Candidate

Our ideal candidate will, preferably, have completed a relevant tertiary HR or workforce strategy qualification and have experience in HR strategy.

What we can offer the successful candidate

The AEC offers employees the opportunity to participate in election-related activities in a hands-on capacity through our election readiness program, placement program, and other training as well as providing eligible employees access to the following under our current Enterprise Agreement 2016-19:

- flexible working arrangements;
- study assistance;
- development opportunities;
- a retention payment for electoral events.

Duties

The APS 6 in Workforce Planning and Design will:

- provide the AEC with best practice information and strategies relating to strategic people management, people development and contemporary people practices in relation to workforce planning;

- engage with key internal and external stakeholders to ensure positive stakeholder relationships to support delivery, compliance, best practice and business improvement initiatives;
- manage, plan and co-ordinate workforce planning projects, including progressing and updating the AEC's strategic and operational workforce plans;
- provide expert input, and develop and deliver strategies, processes and procedures within the workforce management framework;
- analyse workforce profile data to provide evidence based reports to the Executive to inform the development of strategies that align resources in response to emerging business priorities;
- manage operational and strategic workforce plan cycles under the guidance of the Assistant Director and Director;
- drive the development of diversity and inclusion strategies and plans, and coordinate implementation of relevant programs;
- support coordination of the APS State of the Service series within the agency;
- contribute to election preparation and delivery activities in accordance with the election readiness framework, according to individual accountabilities and responsibilities; and
- perform additional duties or assume responsibility of functions as directed by the Management as required.

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

Please provide a statement of claims (maximum 2 pages) describing how your skills, knowledge, experience and qualifications would enable you to perform the duties of this role - it is not necessary to address each individual dot point.

An up to date resume should also be submitted.

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 maximum two page pitch addressing your statement of claims

Notes

Please note: Candidates may be required to undertake psychometric testing as part of the selection process.