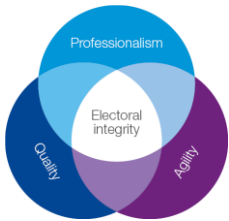


Director of Operations, EL2

Position Details

Job Reference Number	N00187	Title	Director of Operations
Classification	EL2	Division/ Branch	State Operations
Status	Ongoing, Full Time	Section	Sydney
Salary Range	\$117,320 - \$137,753	Location	Haymarket NSW
Contact Person	Warwick Austin	Contact Number	02 9375 6300
Date Applications Open	11 January 2018	Date Applications Close	8 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 New South Wales State Office currently has two sections. Operations is headed by the Director of Operations which includes Operations Managers, Election Support and Corporate Support. Primary functions include: enrolment services; election and business planning; preparation and delivery of elections, governance and related services for the 49 current electoral divisions in New

South Wales and the Australian Capital Territory.

When a federal 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.

A separate Industrial and Commercial Elections team also reports to the State Manager.

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.

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Job Summary

The AEC is seeking a dynamic, flexible and strategic manager and leader to work with the State Manager in ensuring quality operational outcomes for New South Wales and the Australian Capital Territory. The successful candidate will undertake the Director Operations role and be responsible for overall management, coordination and planning activities, directing a team of Operations Managers, who are responsible for the network of regional offices providing electoral services to all electoral divisions across New South Wales.

Currently there are also four other direct reports supporting operational delivery across training, enrolment services, contract management and materials.

Participation in and delivery of State and National based projects also forms an important component of this position.

Our Ideal Candidate

The successful candidate will be a visible and highly capable leader in New South Wales and across the AEC, engaging with other States, National Office and external agencies, such as the New South Wales Electoral Commission. You will lead discussions, projects and implement initiatives as a member of the Senior Leadership and Management Team in New South Wales and the wider AEC Director Operations network. You will have broad experience in planning for and delivering detailed operational outcomes in a dispersed environment within legislative parameters, immutable timeframes and with a high degree of consistency and accuracy. Impartiality and integrity are vital at all times.

Duties

1. As a member of the New South Wales Senior Leadership and Management Team you will make a strong leadership contribution to the AEC's overall performance in New South Wales in terms of project management, program and service delivery and corporate governance.
2. You will drive planning, coordination, delivery and review of parliamentary electoral events across New South Wales.
3. You will also effectively lead and manage State office staff to ensure a wide range of electoral services are delivered to voters and candidates and other key stakeholders.
4. You will drive strong collaboration and partnership with all internal stakeholders, particularly the AEC's National Office, other State Offices, and with key external stakeholders where at all times you will drive a positive influence.
5. You will also provide expert advice on operational policy and procedural implementation to ensure successful operational delivery with integrity across New South Wales.
6. As a senior leader in the AEC you will significantly contribute to management processes to ensure appropriate and effective governance, risk management, quality and assurance and compliance processes are in place, particularly for New South Wales.

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. [Delete as appropriate]

Essential

Shapes strategic direction

- Understands the organisation's objectives and links between the business unit and organisation
- Facilitates research, analysis and information gathering from a variety of sources which will inform work plans, and provide the AEC with information and advice critical to AEC strategic decision making
- Explores possibilities and initiates creative solutions

Achieves results

- Provides leadership and direction to achieve specific goals within set timeframes

- Responds flexibly to changing demands
- Delivers results to achieve organisational outcomes

Cultivates productive working relationships

- Builds and sustains positive relationships with a network of key people, both internally and externally
- Effectively engages with stakeholders and clients
- Builds productive, dynamic teams and maintains a positive work environment

Exemplifies 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
- Demonstrates resilience

Communicates with influence

- Provides leadership and direction, encouraging staff to contribute to decisions
- Approaches negotiations with a strong grasp of the key issues
- Ability to provide mentoring, coaching and performance management to lower level staff

Election experience

- Technical expertise in election management and delivery or demonstrated ability to interpret legislation in daily work practices
- Drives election integrity
- Ability to provide mentoring, coaching and performance management to lower level staff on election delivery

An up-to-date resume outlining your employment history and experience, education, relevant training and professional and personal achievements should also be provided.

Order of Merit

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

How to apply

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