

# Divisional Office Clerk, APS Level 3

## Position Details

<b>Job Reference Number</b>	Charlestown N00195		<b>Title</b>	Divisional Office Clerk
<b>Classification</b>	APS3	<b>Division/ Branch</b>	Shortland	
<b>Status</b>	Ongoing	<b>Section</b>	Operations	
<b>Salary Range</b>	\$54,964 - \$63,915		<b>Location</b>	Charlestown, Orange
<b>Contact Person</b>	Michael Lozinski		<b>Contact Number</b>	(02) 9375 6347
<b>Date Applications Open</b>	8/2/2018	<b>Date Applications Close</b>	22/2/2018	

## 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 Charlestown office** services the divisions of Newcastle and Sortland. The current staffing structure consists of 1x APS6, 1x APS5, 1x APS4, 1x APS3 and 2 x APS2s. Office Staffing is supplemented by temporary employees as required and is managed remotely by an Operations Manager from the NSW State Office located in Sydney.

When an election is announced, the staffing rapidly expands to hundreds with polling officials, temporary office staff and post polling staff – these staff will often only work for the AEC every 2-3

years and require intensive training to undertake their role. The workload also increases substantially from managing day to day business as usual activities to 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.

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

## Job Summary

The primary function of this role includes activities related to enrolment processing, election project planning and election service delivery. This will also include training and some supervisory responsibilities during election periods.

## 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 coordination, computer 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

This role may be responsible for:

1. Diverse electoral activities including the maintenance of Commonwealth electoral rolls and the planning, arrangement and conduct of elections and referendums.
2. The preparation of routine correspondence, reports and returns concerning the operation of the Division and the use of automated systems.
3. The planning, preparation and delivery of public information and education programs.
4. The engagement, training, supervision and payment of temporary staff for the conduct of electoral events.
5. Conduct, or assist with the conduct of, industrial elections, protected action ballots and fee-for-service elections and ballots as required
6. Maintenance of a safe working environment by taking all reasonable steps to ensure compliance with OH&S 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

There may be a requirement to maintain a security clearance or satisfy a character check.

## Selection Criteria

**Note:** The AEC uses the Integrated Leadership System (ILS for selection of staff at this level. Further information relating to the leadership capabilities for this position can be found at <http://www.apsc.gov.au/publications-and-media/current-publications/guide-to-the-ils-aps1-6>.

### Supports strategic direction

- Understands and supports the AEC's vision, mission and business objectives.
- Understands the work environment and contributes to team goals.
- Harnesses information and opportunities.

### Achieves results

- Commits to achieving quality outcomes and adheres to established procedures.
- Takes responsibility for managing own workloads and responds positively and flexibly to change particularly during times of pressure and electoral events.

### Supports productive working relationships

- Builds and sustains positive relationships with team members and customers.
- Shares information and works collaboratively with team members.
- Values individual differences and diversity.

### Displays personal drive and integrity

- Operates professionally, ethically and with integrity.
- Adhere to the behaviours required by the APS Values, APS Code of Conduct and the AEC's Leadership Values.
- Takes personal responsibility for accurate completion of work.
- Remains positive and responds to pressure in a calm manner.

### Communicates with influence

- Presents information in a clear and articulate manner.
- Listens, considers different ideas and discusses issues thoughtfully.
- Negotiates confidently.

## Essential

Experience with the following technologies

- Office 2013 – Word, Excel, Outlook
- Internet Explorer

Applicant must hold a current unrestricted 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:

- An up to date resume
- A candidate coversheet
- A statement of claims, no longer than four pages, addressing the selection criteria. Your response should include recent relevant examples and achievements.

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