

# Director Assurance, EL2

## Position Details

<b>Job Reference Number</b>	2001	<b>Title</b>	Director Assurance
<b>Classification</b>	EL2	<b>Division/ Branch</b>	Disclosure, Assurance and Engagement Branch
<b>Status</b>	Ongoing, Full Time	<b>Section</b>	Assurance
<b>Salary Range</b>	\$115,020 - \$135,052	<b>Location</b>	Canberra, ACT
<b>Contact Person</b>	Stuart Oreo	<b>Contact Number</b>	(02) 6271 4435
<b>Date Applications Open</b>	11 May 2017	<b>Date Applications Close</b>	25 May 2017

## 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 Disclosure, Assurance and Engagement (DAE) Branch delivers a variety of legislative and corporate functions to a diverse group of stakeholders and is divided into four sections. The Disclosure and Party Registration and Compliance sections are responsible for administration of Parts XI and XX of the Commonwealth Electoral Act, which includes maintaining the Register of Political Parties and the registration of new political parties, collecting and publishing disclosure

returns, and performing compliance reviews on disclosure returns submitted by political parties and associated entities.

The Parliamentary and Strategic Engagement section is responsible for the planning, drafting and coordination of research, briefings and other materials for the AEC's executive including coordination of AEC submissions to inquiries and attendance at public hearings for Joint Standing Committee on Electoral Matters (JSCEM), Senate Estimates, and other Parliamentary inquiries. It also facilitates the AEC's communications to the Minister's Office.

The Assurance Section is responsible for managing the delivery of the AEC's internal audit program, implementation of the AEC Assurance Framework, and providing secretariat services to key AEC governance committees.

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

## Job Summary

As a member of the Branch leadership team, this role is responsible for leading the Assurance Section in the delivery of the AEC's internal audit program and implementation of the AEC Assurance Framework (Assurance Plan, Operational Compliance Framework, Guidance to Assurance and Compliance Policies). The Director Assurance will contribute to section level business and budget planning and performance monitoring, as well as assisting the Assistant Commissioner DAE to manage the business of the Branch.

The position will lead a small team of staff in the delivery of the Assurance Section outcomes.

## Our Ideal Candidate

Our ideal candidate is an effective leader with a proven ability to develop and mentor staff to understand and manage their work within a dynamic environment. The successful candidate will possess excellent stakeholder relationship management, and oral and written communication skills, as well as the ability to negotiate and liaise with internal and external stakeholders to ensure positive outcomes are achieved.

## What we can offer the successful candidate

This position offers the successful candidate a unique opportunity to contribute to the integrity of the Australian Electoral system by applying their professional knowledge and expertise.

## Duties

The successful applicant will undertake the following duties:

1. Lead, manage and direct the strategic and day-to-day operational activities of the Assurance Section, including communicating the strategic direction of the agency to staff.
2. Provide strategic advice and support to the AEC Executive and business areas on assurance related matters.

3. Lead the provision of secretariat support to, and liaison with, relevant Committee Chairs (including the external Chair and members of the AEC Business Assurance Committee)
4. Develop and implement strategies to monitor and report on agency compliance with relevant legislative and policy obligations.
5. Report on the delivery of objectives, Section outcomes and performance for presentation to the AEC Executive and key governance bodies.
6. Manage the effective delivery of the AEC internal audit program and implementation of the Assurance Framework.

## 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.

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.

## Essential

Qualifications or extensive experience in corporate governance and audit are considered essential for this role.

## Order of Merit

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

## How to apply

**Please Note:** The AEC uses the Integrated Leadership System (ILS) as defined by the Australian Public Service Commission, 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/resources/ils-el2-profile>.

To apply, please provide:

7. A current CV that details your qualifications and work experience in relation to this role.
8. The Candidate Coversheet
9. A written statement (1000 words maximum) telling us about your demonstrated abilities, relevant work experience and personal qualities, and how they relate to this position.

Select the Apply button through the employment page on the AEC website [Employment - Australian Electoral Commission](#).

Applications will not be acknowledged upon receipt.