

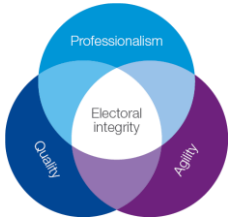
# Divisional Office Assistant, APS Level 2

## Position Details

<b>Job Reference Number</b>	N00339	<b>Title</b>	Divisional Office Assistant
<b>Classification</b>	APS 2	<b>Division/ Branch</b>	Division of Lyne
<b>Status</b>	Ongoing, Part Time 0.5 FTE	<b>Section</b>	Operations
<b>Salary Range</b>	\$49,702 - \$55,118 pro rata	<b>Location</b>	Taree
<b>Contact Person</b>	Malcolm Pullen	<b>Contact Number</b>	(02) 6552 3432
<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 Division of Lyne is located in Taree, NSW. The Divisional Office consists of the Divisional Office Manager (APS 6), the Divisional Office Clerk (APS 3) and a part-time Divisional Office Assistant (APS 2) working as a team across the program outcomes. 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. The AEC is committed to the APS values of being impartial, committed to service, accountable, respectful and ethical.

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.

## Job Summary

As a member of a small team, the Divisional Office Assistant's primary role is to provide administrative support, undertaking and/or assisting with diverse electoral activities including maintaining electoral rolls; assisting in the planning and preparation of electoral events, public information and education programs. Activities in this position require high levels of data entry.

## 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, computer skills, including good data entry 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

Under general direction, and as a member of a small team, the Divisional Office Assistant will undertake and/or assist with:

1. Diverse electoral activities including maintenance of Commonwealth electoral rolls, investigating and reporting on cases of non-enrolment and non-voting, and the planning of and conduct of elections and referendums.
2. The provision of general office support and administration including counter and telephone enquiries, preparation of correspondence, using automated systems and maintaining office accounts, stores and supplies.
3. The engagement, training, supervision and payment of casual staff for the conduct of electoral events.

4. 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>.

To apply, please supply a response to the following questions. Your response should include recent relevant examples and achievements, and demonstrates your abilities at the appropriate ILS level. Your response should be sufficiently comprehensive to assist the Selection Panel in assessing your skills, abilities and experience against the stated selection criteria for the role. If you require assistance with your application, please do not hesitate to contact AEC Recruitment Services on 02 6271 4730.

1. What attracted you to the position as a Divisional Office Assistant in the Australian Electoral Commission (AEC) and what skills do you believe you can contribute to the position?
2. Provide an example of how you have contributed to the successful delivery of outcomes in your workgroup, particularly where you were under tight deadlines and high workload volumes?
3. In this role you may be asked to train new temporary staff to assist with office duties. Outline how you would go about doing this and making sure the staff is able to undertake his/her duties accurately?
4. What do you see as your role in ensuring compliance in day to day office activities? How would you check that your work is meeting compliance?
5. An elector comes to the counter at the office and is extremely upset and angry that they are no longer on the electoral roll. How would you deal with this situation?
6. Part-time employees are expected to work additional hours during an electoral event. As a federal election can be called at any time, can you please discuss your availability/ability to work additional hours which may include up to 37.5 ordinary hours per week as well as overtime throughout an electoral event. Please note any barriers that are likely to prevent you from working additional hours throughout the year.

## Essential

Experience with the following technologies

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

## Desirable

Current drivers licence

## 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/>