

Divisional Office Assistant, APS Level 2

Position Details

Job Reference Number	V00105	Title	Divisional Office Assistant
Classification	APS 2	Division/ Branch	Division of Isaacs
Status	Ongoing, Part Time 0.5 FTE	Section	Operations
Salary Range	\$49,702 - \$55,118 pro rata	Location	Cheltenham
Contact Person	Robyn Whitney	Contact Number	(03) 9285 7179
Date Applications Open	11 May 2017	Date Applications Close	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 Isaacs is located in Cheltenham a south-eastern suburb within Greater Metropolitan Melbourne. 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 Victorian State Office located in Melbourne.

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

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

Applicants are asked to frame their statement of claims around the selection criteria headings – it is not necessary to address each individual dot point.

Essential

Supports strategic direction

- understands and supports the AEC's core business and objectives;
- understands the work environment and contributes to team goals.

Achieves results

- commits to achieving quality outcomes and adheres to established procedures;
- works within agreed priorities, works independently on routine tasks and accepts more challenging tasks.

Supports productive working relationships

- builds and sustains positive relationships with colleagues and customers;
- shares information and works collaboratively with team members.

Displays personal drive and integrity

- shows initiative and operates professionally;
- adheres to the behaviours required by the APS Values, Employment Principles and the Code of Conduct;
- takes personal responsibility for accurate completion of work.

Communicates with influence

- communicates in a clear and logical manner;
- considers different ideas and discusses issues thoughtfully.

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/>