

Policy/Project Officer, APS Level 5

Position Details

Job Reference Number	73	Title	Policy/Project Officer
Classification	APS5	Division/ Branch	Roll Management Branch
Status	Ongoing, Full time	Section	National Enrolment Services
Salary Range	\$70,375 - \$77,125	Location	Canberra, ACT
Contact Person	Ms Alex Hunter	Contact Number	(02) 6271 4761
Date Applications Open	25 May 2017	Date Applications Close	8 June 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 Roll Management Branch is located in the AEC's National Office in Canberra City. It is responsible for the National Roll Management Program and the strategic management of the Commonwealth Electoral Roll, which is the key to voter entitlement at Federal, State, Territory and Local Government elections. Positions in Roll Management fill critical roles in Roll Program design,

implementation, evaluation, policy, stakeholder engagement, business process design, systems and services.

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

Job Summary

There is a role available within the National Enrolment Services Section, specifically within the Mail Review and Roll Products Team.

The Mail Review and Roll Products Team is responsible for the delivery of the mailing program, mainly the Federal Direct Enrolment and Update and Continuous Roll Update programs, where the AEC encourages enrolment by direct contact with eligible people. The team is also responsible for producing extracts of the roll for a variety of purposes including supporting more than 50 state, territory and local government elections that occur each year. In order to provide this support, team members are occasionally required to work outside of normal business hours. This responsibility is rotated between team members.

Our Ideal Candidate

To succeed in this position, you will need a flexible, organised approach and be a motivated learner. You will carry out routine tasks with accuracy and attention to detail, prepared to investigate and solve issues as they arise, whilst gaining an understanding of the overall roll management program. You will be comfortable working as part of a productive team to analyse, improve and document processes and able to work on projects with limited guidance. If you do not already have advanced skills in using Excel (e.g. using pivot tables and graphs), you will be prepared to learn on the job. Our ideal candidate is forward thinking and innovative.

What we can offer the successful candidate

We can offer a successful candidate the opportunity to work in a highly motivated team which has successfully implemented a number of key changes to the roll management program in recent years. Our Joint Roll Partner relationship with the State Electoral Commissions means that we are required to actively manage the electoral roll at all times.

As well as managing and using data, the team is involved in process and policy analysis and stakeholder engagement. We actively share the workload across the team so the successful candidate will have the opportunity to broaden their skillset with a wide range of different tasks. You will gain an increased knowledge of electoral enrolment and learn to navigate the AEC's roll maintenance systems and liaise with a number of internal and external stakeholders.

Duties

Under limited direction, undertake (and supervise staff undertaking) activities including the following:

1. Manage relationships with internal and external stakeholders and service providers with a high degree of professionalism.
2. Undertake and critically analyse processes to support the maintenance and production of the electoral roll.
3. Management and delivery of quality assurance activities to ensure the accuracy and effectiveness of program inputs and outputs.
4. Identify and participate in activities related to process and systems improvement, including contributing to the development of requirements, testing solutions and preparing documents to support staff, such as manuals and training material.
5. Assist in managing key projects including monitoring and reviewing progress against aspects of the overall project plan.
6. Maintain administrative records in accordance with the AEC's record management policy.

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.

An up to date resume should also be submitted.

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/learn/frameworks-and-guidelines/ils>.

Essential

Supports/Shapes strategic direction

- Supports shared purpose and direction
- Shows judgement, intelligence and common sense
- Thinks strategically
- Harnesses information and opportunities

Achieves results

- Takes responsibility for managing work projects to achieve results
- Applies and builds professional expertise
- Responds positively to change
- Identifies and uses resources wisely

Supports productive working relationships

- Shares learning and supports others
- Nurtures internal and external relationships
- Listens to, understands and recognises the needs of others
- Values individual differences and diversity

Displays personal drive and integrity

- Demonstrates public service professionalism and probity
- Commits to action
- Demonstrates self-awareness and a commitment to personal development
- Engages with risk and shows personal courage

Communicates with influence

- Communicates clearly
- Listens, understands and adapts to audience
- Negotiates confidently

Desirable

The following skills, or the ability to quickly acquire them are desirable:

- Legislative interpretation and policy development skills
- Data analysis and evaluation skills
- High level writing skills

To Apply

As part of your application you will need to provide:

- Your resume, including the contact details of two referees.
- A 'two page pitch' telling us how your skills, knowledge, experience and qualifications makes you the best person for the job and why you are interested in the position. It is not necessary to address each of the selection criteria individually.

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/>