

Assistant Director, Workforce Strategy and Design, Executive Level 1

Position Details

Job Reference Number	2172	Title	Assistant Director, Workforce Strategy and Design
Classification	EL1	Division/ Branch	People Services Branch
Status	Ongoing, Full Time	Section	Organisational Capability
Salary Range	\$97,287 - \$109,632	Location	National Office, Canberra, ACT
Contact Person	Tracey McMenamin	Contact Number	(02) 6271 4421
Date Applications Open	01 June 2017	Date Applications Close	15 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 People Services Branch (PSB) is responsible for providing a broad range of services to support the strategic focus of the AEC and the work environment across the AEC.

There are two sections within PSB. The Employee Relations and Services section are responsible for the operational management of performance, payroll, work health and safety, recruitment, workplace relations and supporting the AEC's various staff management systems. Organisational Capability is responsible for learning and development and workforce planning. This vacancy sits with Organisational Capability.

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

Job Summary

This position requires an experienced HRM professional specialising in Workforce Strategy and Design. The successful candidate is an effective leader with the ability to provide strong leadership in a fast-paced and dynamic environment faced with constant change.

Working in partnership across the section of Organisational Capability in conjunction with the People Services Branch including other parts of the business, the Assistant Director, Organisational Capability is involved in significant HR strategy work, with the ability to respond to the changing needs of the agency.

Assistant Director in Workforce Strategy and Design:

- Work within the context of possible strategic, political and/or operational impact for the agency.
- Apply and maintain a broad understanding of the role and responsibilities of the agency, incorporating a comprehensive understanding of the agency's impact on the wider political and community context in which it operates.
- Make decisions and provide recommendations within legislative and policy frameworks that impact on the agency and may influence operations in work areas beyond the area of responsibility.
- Coordinate the development and implementation of any additional planning documents for the agency
- Coordinate whole of agency processes and reporting, such as senate estimates and other parliamentary processes.
- Maximising return on investment of key HR initiatives and processes, and provide analysis of key trends and issues at a workplace and workforce level

The Assistant Director will be responsible for leading, influencing and implementing strategy, policies, priorities and operational practices in support of the agency. They will also be expected to provide advice to senior management as well as coordinating the implementation of complex or sensitive projects or work programs that have strategic, and/or operational significance. They will also be responsible for establishing and maintaining strong relationships with key internal and external stakeholders and may lead a work team or teams.

Our Ideal Candidate

Our ideal candidate will, preferably, have completed a relevant tertiary HR or workforce strategy qualification and have experience in HR, Adult Learning and/or Organisational Development in the context of implementing cultural change as part of an HR leadership function.

What we can offer the successful candidate

This is a dynamic role that encompasses the whole range of organisational capability operations, work force planning, HR metric and analytics and high level analysis for the Executive. The successful candidate will join a very high performing and outcome focussed team delivering on supporting and enabling the AEC core business of delivering elections.

Duties

The Assistant Director Organisational Capability will have a specific program or project that will incorporate operational and strategic responsibilities including:

1. Ability to lead and manage a small team responsible for designing, developing and delivering workforce management solutions
2. Managing the development of agency-wide strategies drawing on data analysis and research, APS Census and staff survey results
3. Coordinating agency participation in the APS Census and State of the Service Agency survey, analysing and reporting on outcomes, framing response programs and action plans
4. Managing the development and management of diversity and inclusion strategies and plans, and partnering with the rest of the agency to deliver initiatives
5. Assisting with the analysis of workforce data and emerging workforce trends and issues to inform workforce management strategies, workforce planning activities, initiatives and practices
6. Managing the development and implementation of workforce analytics and HR metrics through the agency's reporting framework to provide quality reporting for executive, through cohesive partnerships with People Services Branch
7. Assisting with the development of workforce management strategies in response to business requirements
8. Partnering with business areas in planning and managing changes in operating models and business practices, identifying structural efficiencies, and providing change management advice and support
9. Partnering with business areas to identify and map mid to longer term workforce and capability development requirements and develop workforce plans that align with market and business planning processes globally
10. Recommend strategic directions for area of responsibility and actively contribute to team planning, identifying and implementing efficiencies and process improvement opportunities

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

As part of your application you will need to provide:

- your current resume
- a [candidate coversheet](#) stating the names and contact details of at least two referees, one of whom should be a current supervisor
- a (maximum) two page pitch describing your skills, knowledge, experience and qualifications would contribute to this role. Please ensure you refer to the work level standards and integrated leadership system (ILS).

APPLICANT HINTS AND TIPS - HOW TO WRITE A TWO PAGE PITCH

Your aim when writing your two page pitch should be to create a succinct and concise document that showcases your skills, experience and qualifications.

We are interested to hear why you want to work for the Australian Electoral Commission, as well as your understanding of how your personal attributes can add value to the position you are interested in, as well as the agency as a whole.

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>

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/>