

Divisional Office Manager, APS Level 6

Position Details

Job Reference Number	N00031	Title	Divisional Office Manager
Classification	APS6	Division/ Branch	Calare
Status	Ongoing, Full Time	Section	Operations
Salary Range	\$77,902 - \$87,313	Location	Orange
Contact Person	Lisa Warwar	Contact Number	(02) 9375 6329
Date Applications Open	08 June 2017	Date Applications Close	22 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 Orange Office services the Division of Calare. More information about the Division can be found on our website, www.aec.gov.au. The staffing structure consists of 1 x APS6, 1 x APS3 and 1 x part-time (0.5) APS2 working as a team across the AEC's program outcomes. Office staffing is supplemented by temporary employees as required.

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

The AEC is seeking an innovative, motivated and resilient person with demonstrated **experience** to lead a team in an **operational setting** to deliver outcomes with immutable deadlines in a high pressure environment over sustained periods.

You will be responsible for planning and delivering major logistical events, setting expectations for the broader team and preparing complex correspondence, reports and reviews. The primary functions include managing and supporting all aspects of high risk large scale projects, adapting leadership to an expanding team, collaborating and communicating with key stakeholders as well as handling pressure from any media attention or public scrutiny.

The AEC is committed to the APS values of being **impartial, committed to service, accountable, respectful** and **ethical**. They are core components of a positive culture, stewardship, high performance, and leadership.

Our Ideal Candidate

The ideal candidate will be a motivated leader with well-developed management skills that provides clear direction, timely praise and recognition, constructive feedback and effective resolutions. Persuasive negotiation capacities, effective decision making, excellent problem-solving and the ability to efficiently respond to operational requirements in a changing environment to achieve continued success in organisational outcomes is essential.

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

The Divisional Office Manager will:

- Plan and project manage significant and large scale electoral events in accordance with nationally mandated timeframes
- Provide leadership to the divisional office team with the effective deployment of staff capabilities and resources

- Actively contribute to key relationship development through unmatched communication and negotiation skills
- Prepare and provide prompt and accurate correspondence, reports and reviews relating to all aspect of the duties
- Deliver training and presentations to a broad range of stakeholders
- Exercise the functions of Divisional Returning Officer under the Commonwealth Electoral Act.

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>.

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

Supports/Shapes strategic direction

- identifies broader factors, trends and influences that may impact on the achievement of work objectives
- develops teams goals, strategies and work plans, thinks laterally and identifies and implements improved work practices
- contributes to the state and divisional office management team and provides sound advice for the effective and efficient achievement of business outcomes

Achieves results

- manages projects, including monitoring, prioritisation and adjusting milestones as required, and reviewing outcomes
- applies technical and professional knowledge and expertise to manage a discreet business unit
- makes effective use of individual and team capabilities to achieve work outcome.

Supports/Cultivates productive working relationships

- builds and sustains positive relationships with a network of key people internally and externally, including other areas across government
- works collaboratively and operates as an effective team leader

- leads and manages people and work groups effectively
- provides regular constructive feedback and manages performance

Displays personal drive and integrity

- operates professionally, ethically and with integrity
- accepts responsibility and accountability
- commits to and models the behaviours required by the APS Values and APS Code of Conduct
- promotes/encourages professional development and continued learning for self and staff

Communicates with influence

- uses written and verbal communication that is clear and concise
- listens, understands and creates opportunities for input from others
- delivers effective training and presentations to a broad range of stakeholders, adapting style to suit the audience
- negotiates persuasively with a clear understanding of key issues and resolves issues promptly

Essential

Experience with the following technologies

- Office 2013 – Word, Excel, Outlook
- Internet Explorer
- Applicant must hold a current unrestricted driver's licence

Order of Merit

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

Relocation

Reasonable relocation costs may be considered.

How to apply

Apply online at: <http://www.aec.gov.au/employment/>