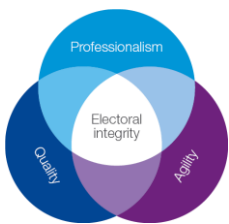


# Industrial and Commercial Elections (ICE) Manager, APS Level 6

Position Details			
<b>Job Reference Number</b>	Q00138	<b>Title</b>	Industrial and Commercial Elections (ICE) Manager
<b>Classification</b>	APS6	<b>Division/ Branch</b>	Queensland State Office
<b>Status</b>	Non-ongoing/Ongoing, Full Time	<b>Section</b>	Queensland ICE Unit
<b>Salary Range</b>	\$77,902 – \$87,313	<b>Location</b>	Brisbane, QLD
<b>Contact Person</b>	Joanne Aherne	<b>Contact Number</b>	(07) 3834 3412
<b>Date Applications Open</b>	29 June 2017	<b>Date Applications Close</b>	13 July 2017
<b>Reports to</b>	Assistant Director, QLD State Office	<b>Direct Reports</b>	APS5 Assistant Divisional Office Manager (Q00591) APS3 ICE Administration Officer (Q00631)

## 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.

The AEC has sites throughout Queensland. Multi divisional sites are located at Maroochydore, North Lakes, Ipswich, Brisbane City, Beenleigh and the Gold Coast, while single division sites are located

at Toowoomba, Dalby, Mt Isa, Maryborough, Bundaberg, Gladstone, Rockhampton, Mackay, Townsville and Cairns.

## Work Environment

The Industrial and Commercial Elections (ICE) unit for Queensland is located in the Queensland State Office in Brisbane. The ICE unit works as a team to assist the AEC achieve program outcomes. The team structure currently consists of a Manager (APS 6), Assistant Manager (APS 5), and an Administrative Support Officer (part-time 0.5 FTE APS 3).

The team is responsible for the ongoing management and coordination of Industrial Elections, Prescribed Action Ballots and other Fee for Service Events conducted within Queensland in line with the National Industrial and Commercial Event Program directions and outcomes.

When events are scheduled staff are often required to work within time critical deadlines with heightened media and 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.

## Job Summary

The AEC requires the ICE Manager to co-ordinate the delivery of Industrial and Commercial Elections across all Queensland divisions, as well as have capacity to also act as a Returning Officer themselves.

The AEC is required by law to conduct elections of office bearers for registered trade unions and employer organisations and ballots of employees before possible industrial action. The ICE Manager will provide advice, to internal and external stakeholders, regarding the impact of individual organisational rules on election delivery, assist other team members and the Divisional network with the conduct of elections and act as the Returning Officer for more complex elections.

The position will be responsible for delivery of events, tasks and outcomes in line with nationally directed program objectives. The role also contributes to issue resolution and escalation, research, analysis activities and both the planning and monitoring of activities within the AEC Project Management Framework. The position will be held accountable for achieving results and/or project outcomes within specified timeframes in line with AEC's legislation, protocols and broad organisational goals.

This position will be responsible for managing a small team that will deliver desired program outcomes.

## Our Ideal Candidate

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 of tight and often changing deadlines. The applicant will also demonstrate their experience and skills in leading complex change and contributing to a high performing team.

## 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

1. As the Manager of the Queensland Industrial and Commercial Elections unit, co-ordinate, plan and conduct elections of office bearers for registered trade unions and employer organisations, ballots of employees before possible industrial action and elections and ballots on a fee-for-service basis.
2. Co-ordinate the allocation of work for Industrial Elections, Protected Action Ballots and/or Fee for Service Elections and Ballots.
3. Interpret rules for elections and ballots for different organisations and provide advice about the practical aspects for election delivery.
4. Manage a small team of staff, ensuring AEC business outcomes are met, and deadlines are adhered to.
5. As a Returning Officer for more complex elections liaise with client organisations and stakeholders, interpret and apply election rules and provide advice on elections.
6. Liaise with a range of internal and external stakeholders including the National Industrial and Commercial Elections Program, Fair Work Australia, unions and other registered organisations, employers and other clients.
7. Collate, analyse and provide accurate Queensland ICE performance data monthly to the National ICE team.
8. Maintain strong vendor management practices with relevant stakeholders, ensuring compliance with the AEC Services Charter, Public Governance Performance and Accountability Act 2013 and Commonwealth Procurement Rules.
9. Support productive working relationships; listen, understand and foster group cohesion through leading by example.
10. Demonstrate personal drive, flexibility and integrity, is keen to learn and acts with enthusiasm, and be committed to complying with; the APS values, Code of Conduct, and AEC's health, safety and wellbeing policy.
11. During Federal Election periods additional tasks and responsibilities will arise. To meet these changed work periods, flexibility and adaptability will be critical skills that will support success.

## Skills and Experience

1. Demonstrated previous experience in a similar position or demonstrated capacity to successfully gain the required skills and abilities associated with delivering elections.
2. Demonstrated experience and skills in planning events and coordinating multiple work teams to deliver a range of outcomes.
3. Demonstrated ability to manage people and influence positive attitudes across functional teams.
4. Ability to think strategically, analyse issues and solve problems and a strong ability to adapt to changing environments
5. Knowledge and understanding of Australian Government processes, public sector management and delivering business solutions at the State level will be viewed favourably.

## 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

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>

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

- Possesses or can quickly acquire knowledge of Australian electoral processes including electoral and industrial legislation and parliamentary systems.
- Proven ability to develop and implement plans that will support achievement of strategic directives at the State level. This should include the development and implementation of team goals, strategies and work plans.
- Demonstrates understanding of broader factors, trends and influences that may impact on the achievement of objectives.

- Demonstrates ability to think laterally and conduct analysis; identifies and implements improved work practices.

### **Achieves results**

- Demonstrates ability to deliver project outcomes; including monitoring, prioritising, evaluating and adjusting milestones as required.
- Demonstrates commitment to achieving quality outcomes and adherence to established election procedures by harnessing individual and team capabilities.
- Demonstrates ability to manage projects within budget guidelines.
- Takes responsibility for managing own, and team, workloads and applies technical and professional knowledge and expertise as required.
- Demonstrates agility and flexibility towards change and ensures compliance to deliver timely and quality outcomes.

### **Supports productive working relationships**

- Capacity to build and sustain positive relationships with colleagues and customers and ability to establish and effectively maintain both internal and external stakeholder networks.
- Demonstrates experience in working collaboratively in and operating as an effective team member in small teams.
- Demonstrates ability to lead and manage people and work groups effectively.

### **Displays personal drive and integrity**

- Operates professionally, ethically and with integrity at all times and operates within the boundaries of organisational processes and legal and public policy constraints.
- Shows initiative and understanding of responsibility and accountability.
- Ability to model the behaviours required by the APS Values, APS Code of Conduct and the AEC's Leadership Values.

### **Communicates with influence**

- Communicates clearly, concisely and unambiguously to diverse audiences with influence and confidence both verbally and in writing.
- Listens, understands and creates opportunities for input from others.
- Capacity to consider different ideas, discuss issues thoughtfully and negotiate confidently.
- Demonstrates ability to produce written work of a high standard.

## **Desirable**

1. A current driver's licence.
2. Ability to travel on an "as required" basis.

## Order of Merit

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

## Notes

This position will be filled on a Non-ongoing basis for 12 months with the possibility of becoming ongoing.

## How to apply

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 how 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).

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