

Procurement and Compliance Adviser, APS Level 5

Position Details

Job Reference Number	2273	Title	Procurement and Compliance Adviser
Classification	APS5	Division/ Branch	Legal and Procurement Branch
Status	Ongoing, Full Time	Section	Commercial Law and Procurement
Salary Range	\$70,375 - \$77,125	Location	Canberra, ACT
Contact Person	Miranda Robson	Contact Number	(02) 6271 4775
Date Applications Open	6 July 2017	Date Applications Close	20 July 2017
Reports to	Assistant Director	Direct Reports	N/A

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 Commercial Law and Procurement Section (CLP) is part of the Legal and Procurement Branch and comprise of 7 other staff providing commercial law and procurement support to the AEC nationally. The vacancy is located in National Office in Canberra.

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

Job Summary

Commercial Law and Procurement Section (CLP) is seeking a Procurement and Compliance Adviser.

This role includes the provision of high quality and timely oral and written advice relating to procurement activities undertaken by the AEC, including in relation to the conduct of elections and referenda and the provision of international electoral services.

This role will assist with promoting compliance with the Commonwealth's procurement framework and AEC procurement procedures. Duties will include collating reports on potential non-compliances and working with AEC Officials to enhance compliance.

Applicants are expected to have an understanding of the policy and political environment in which Commonwealth officers work and the independent nature of the AEC. The ability to effectively maintain good working relationships with clients of the Branch is an important requirement for this position.

Our Ideal Candidate

Our ideal candidate is an experienced procurement official who can provide practical and accurate advice to AEC officials, under supervision.

The successful applicant will demonstrate strong written and verbal communication skills in liaising with AEC Officials, and will effectively manage competing priorities.

The successful applicant will work closely with AEC Officials to enhance compliance with the Commonwealth's procurement framework and AEC procurement procedures.

What we can offer the successful candidate

This position offers the successful candidate a unique opportunity to contribute to the Australian Electoral system by applying their professional knowledge and expertise.

Duties

Under supervision, and as part of the Commercial Law and Procurement Section, the successful applicant will be required to:

1. Provide timely and accurate procurement and contract management advice, including drafting contract variations;

2. Work with AEC Officials to continuously improve and implement best practice procurement processes across the AEC;
3. Identify and report on potential non-compliances with the Commonwealth's procurement framework and internal AEC procurement procedures;
4. Assist with the administration the AEC's Procurement and Contract Management Register (SharePoint platform);
5. Prepare reports and other advice to members of the Executive or AEC Committees as required; and
6. Develop and maintain effective working relationships with clients and other stakeholders of the Section, Branch and AEC.

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

Qualifications in law, finance and/or procurement and contract management (or equivalent) are desirable but not essential for this position.

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/>