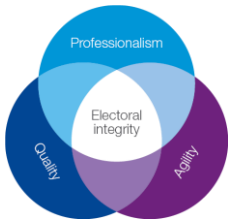


Assistant Divisional Office Manager, APS Level 5

Position Details

Job Reference Number	N01120	Title	Assistant Divisional Office Manager
Classification	APS5	Division/ Branch	Division of Paterson
Status	Ongoing, Full Time	Section	Operations
Salary Range	\$70,375 - \$77,125	Location	East Maitland, NSW
Contact Person	Michael Lozinski	Contact Number	(02) 9375 6347
Date Applications Open	14 September 2017	Date Applications Close	28 September 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 East Maitland office services the divisions of Hunter and Paterson. The staffing structure consists of 1 APS6's, 1 APS5's, one APS4, 1 APS3's and 2 part time (0.5) APS2's working as a team across the program outcomes. Office Staffing is supplemented by temporary employees as required and is managed remotely by an Operations Manager from the NSW State Office located in Sydney.

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.

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

Job Summary

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.

None-Election Period

In the non-election years, the focus is firmly on ensuring integrity and growth of the electoral roll, comprehensive election planning, delivery of protected action ballots and fee-for-service elections and other related projects. Managers actively train and mentor their staff to ensure they are undertaking their work according to legislation, policy and procedure whilst also making a broader contribution to the review and refinement of AEC policies and procedures. In this period, work is done to ensure that the division is election ready.

Election Period

When an election is announced, the workload for all divisional staff increases substantially for a period of 8-12 weeks. The manager assumes the statutory role of Divisional Returning Officer and is responsible for managing delivery of the Federal Election in the electoral division. This is a high risk and large scale project involving pressure to complete work within short and immutable timeframes, public and media scrutiny and multiple logistical activities that are dependent on each other.

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 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.

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 Assistant Divisional Office Manager will:

1. Work with the Divisional Office Manager to plan and project manage significant and large scale electoral events in accordance with nationally mandated timeframes;
2. Assist in the management of financial, property and human resources for the office;
3. Lead a team undertaking a diverse range of roll management and quality assurance activities associated with maintaining accurate Commonwealth electoral rolls;
4. Actively contribute to key relationship development through sound communication and negotiation skills;
5. Prepare and provide prompt and accurate correspondence, reports and reviews relating to all aspect of the duties;
6. Deliver training and presentations to a broad range of stakeholders;
7. Conduct, or assist with the conduct of, industrial elections, protected action ballots and fee-for-service elections and ballots as required; and
8. Exercise the functions of Divisional Returning Officer (at the APS6 level) under the Commonwealth Electoral Act during a Federal electoral event.

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) 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>.

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.

How to apply

All applications must be submitted online at: <http://www.aec.gov.au/employment/> prior to the closing date.

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) four page statement 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](#)) available on the APSC Website. Your response should include recent relevant examples and achievements, highlighting your role in the examples and demonstrated abilities at the appropriate ILS level.
- Your response should be sufficiently comprehensive to assist the Selection Panel in assessing your skills, abilities and experience for the role.