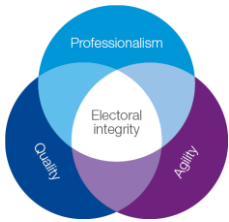


Divisional Office Manager, APS Level 6

Position Details

Job Reference Number	V00041, V00031 & V00052	Title	Divisional Office Manager
Classification	APS 6	Division/ Branch	Camberwell Area Office, Ringwood Area Office, Maribyrnong Office.
Status	Ongoing, Full time	Section	Operations
Salary Range	\$77,902 - \$87,313	Location	Camberwell, Ringwood & Moonee Ponds, VIC
Contact Person	Margaret Hinkley	Contact Number	(03) 9285 7154
Date Applications Open	7 September 2017	Date Applications Close	5 October 2017
Reports to	Operations Manager	Direct Reports	Divisional staff

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 Maribyrnong office is a single division site located in Moonee Ponds. The office is staffed by a Divisional Office Manager (APS 6), a Divisional Office Clerk (APS 3) and a part-time Divisional Office

Assistant (APS 2).

The Camberwell Area Office is a larger work unit comprising 2 divisions, Kooyong and Higgins, located in the inner eastern suburbs of Melbourne. The office is staffed by a Divisional Office Manager (APS 6), a Deputy Divisional Office Manager (APS 5), an Enrolment Supervisor (APS 4), a Divisional Office Clerk (APS 3) and 2 part-time Divisional Office Assistants (APS 2).

The Ringwood Area Office is a larger work unit comprising 4 divisions, Casey, Chisholm, Deakin and Menzies, located in the outer Eastern suburbs of Melbourne. The office is staffed by 2 Divisional Office Managers (APS 6), 2 Deputy Divisional Office Managers (APS 5), an Enrolment Supervisor (APS 4), 2 Divisional Officer Clerks (APS3) and 4 part time Divisional Office Assistants (APS 2).

Staffing for all offices is supplemented by temporary employees as required and is managed remotely by an Operations Manager from the Victorian State Office located in Melbourne.

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 effectively. 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 attention, public scrutiny, immutable deadlines 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

The Divisional Office Manager 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 and large scale projects; leading a small team in non-election periods and much larger teams during elections; collaborating and communicating with key stakeholders and actively contributing to the AEC's business and projects throughout the election cycle. This role involves working collaboratively with the other office managers.

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 extensive experience in leading and managing a team in a complex operational setting. The successful applicant will have the capability to effectively deliver outcomes according to a strict legislative framework with associated immutable deadlines.

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:

1. Provide cohesive leadership to the divisional office team to underpin the effective deployment of staff capabilities and resources and the achievement of critical business outcomes;
2. Provide robust people management to create and sustain high performing and resilient teams that are outcome focused and deliver high quality outputs;
3. Contribute to National and State projects;
4. Plan and project manage significant and large scale electoral events, including Industrial and Commercial Elections, in accordance with nationally mandated timeframes;
5. Engage in professional stakeholder management through the use of effective communication and negotiation skills; and
6. Exercise the legislative functions of the 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

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

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

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 submission describing how your skills, knowledge, experience and qualifications would demonstrate your suitability for this role and meet the selection criteria.
- Please ensure you refer to the work level standards and integrated leadership system (ILS). Your response should include **recent relevant examples and achievements**, and demonstrate 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 for the role.

Notes

There are three Divisional Office Manager positions available.