

People, Performance & Integrity Officer, APS Level 6

Position Details

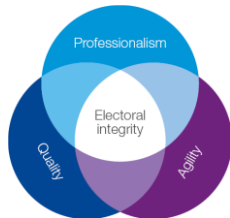
Job Reference Number	2166	Title	People, Performance & Integrity Officer
Classification	APS 6	Division/ Branch	Corporate Services Branch
Status	Non-Ongoing/Ongoing, Fulltime	Section	People, Security and Integrity
Salary Range	\$77,902 - \$87,313	Location	Canberra, ACT
Contact Person	Lisa Garrett	Contact Number	02 6271 4503
Date Applications Open	19 September 2017	Date Applications Close	03 October 2017
Reports to	EL 1	Direct Reports	1

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

The AEC values environment and through the values



values and commitments

and commitments are an essential component of our operating frame how AEC staff work. The AEC's focus is on electoral integrity 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 Corporate Services Branch (CSB) is responsible for providing a broad range of services to support the strategic focus of the AEC and the work undertaken across the AEC and its implementation in the business environment. It does this by partnering with senior managers across the network providing advice and practical assistance to progress organisation-wide change initiatives and to support electoral events.

CSB has approximately 65 staff over five sections; People, Security and Integrity, People Services, Election Workforce and Systems, CFO and Resource Management and Financial Management, within which the vacancy sits. The People, Security and Integrity Section includes Security, People and Place (ASA), IT Security – Systems and Operations (ITSA) and People, Performance and Integrity.

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

Job Summary

The People, Performance and Integrity Officer is responsible for coordinating and managing a range of HR related projects and activities, including drafting policy, correspondence, and communication material; providing specialist advice in contribution to the broader work of CSB; and providing advice to managers and employees on a range of HR matters. These matters include but are not limited to assisting managers with managing underperformance, handling Review of Employment Related Actions and suspected breach of the APS Code of Conduct investigations.

Our Ideal Candidate

Our ideal candidate will have an understanding of people management within the APS context and a desire to develop their career through exposure to a wide range of HR projects and activities.

The ideal candidate will be highly motivated, organised and forward thinking HR professional with excellent research and communication skills. They will be able to think strategically, will have the ability to quickly create productive working relationships across a geographically dispersed workforce and the ability to communicate and negotiate in a professional manner.

The environment that they will be working in will be fast paced and challenging therefore the ideal candidate will enjoy working in a position where no two days will be the same and will be able to work on a variety of different HR related projects and activities.

What we can offer the successful candidate

- Positive team culture that values initiative and commitment.
- Opportunity to work in a small, dynamic team environment.
- Become an integral member of the Australian Public Service.
- Competitive salary with 15.4% super

Duties

Under broad direction the successful applicant will:

1. Undertake research, investigate, interpret and provide advice to senior managers and employees in relation to a range of HR matters including complex and sensitive matters;
2. Prepare or draft comprehensive reports, recommendations, briefings, correspondence, and staff communication and information;
3. Coordinate and manage a range of HR related projects to assist with identifying emerging HR

issues;

4. Contribute to reviewing and maintaining HR policies to assist managers and staff in understanding and implementing terms and conditions of employment, and to ensure compliance with legislation;
5. Contribute to the development of strategies to support People Services Branch objectives, initiatives and projects.

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

The occupant must be able to obtain and maintain a baseline level security clearance, or hold a current security clearance of an appropriate level.

Desirable

- Formal qualifications in HR or related field and/or relevant experience;
- Broad understanding of the APS employment context, including *Public Service Act 1999*, *Public Service Regulations 1999* etc.

Order of Merit

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

How to apply

If this sounds like the opportunity you are looking for, we want to hear from you. Submit an online application through www.aec.gov.au/employment by **Tuesday, 3 October 2017 at 11:59pm AEST**. As part of your application you will need to provide:

- your most recent resume, including the contact details of two current referees.
- a concise statement no longer than two pages detailing how your aspiration, skills, knowledge, experience and qualifications relate to the position.
- a completed coversheet as provided at www.aec.gov.au/employment

Assessment Process

The assessment process for this position will include:

- A written application;
- Interview; and
- Referee checking.