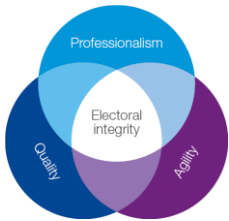


Divisional Office Manager, APS Level 6

Position Details

Job Reference Number	T00002	Title	Divisional Office Manager
Classification	APS 6	Division/ Branch	Braddon
Status	Full time	Section	Operations
Salary Range	\$77,902 - \$87,313	Location	Burnie
Contact Person	Davin Foulkes	Contact Number	(03) 6235 0508
Date Applications Open	12 October 2017	Date Applications Close	26 October 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 Braddon office is located in Burnie. This 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) working as a team. Office staffing is supplemented by temporary employees as required and is managed remotely by an Operations Manager from the Tasmanian State Office located in Hobart.

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

Job Summary

The Divisional Office Manager is responsible for the development and management of a team of permanent staff working in the area office. The role is outlined as follows:

Non-Election Period

In non-election periods, the focus is firmly on ensuring integrity and growth of the electoral roll, comprehensive election planning, delivery of protected action ballots and some fee-for-service elections and other related projects. Divisional Office 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 over 3 months. The Divisional Office 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.

Our Ideal Candidate

The AEC is seeking a highly motivated and resilient manager with strong leadership, people and project management skills. Candidates require a demonstrated ability to create and sustain productive and collaborative teams. Ideal candidates will act with integrity at all times and have sound decision making skills. They should possess an ability to easily adapt to changing operational environments whilst assisting staff to also adapt to change.

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

As part of this role with the AEC, the successful applicant will:

1. Develop and lead the divisional office team, manage the effective and efficient use of resources, and actively contribute to State and National business plans and outcomes.

2. Ensure the integrity of the electoral roll, including demographic and geographic analysis for the purpose of advising on redistribution.
3. Manage, plan, implement, conduct and evaluate all activities at the Divisional level for Federal Elections and Referendums and Industrial and Commercial Elections.
4. Prepare complex correspondence, reports and reviews concerning operations and the use of automated systems.
5. Plan, prepare and deliver public awareness activities in line with the National and State Plan.
6. Exercise the functions of 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

Applicants are asked to frame their statement of claims around the selection criteria headings – it is not necessary to address each individual dot point. (No more than 400 words per criteria)

Essential

Supports strategic direction

- Understands and supports the AEC's vision, mission and business objectives.
- Understands the work environment and contributes to team goals.
- Harnesses information and opportunities.

Achieves results

- Commits to achieving quality outcomes and adheres to established procedures.
- Takes responsibility for managing own workloads and responds positively and flexibly to change particularly during times of pressure and electoral events.

Supports productive working relationships

- Builds and sustains positive relationships with team members and customers.
- Shares information and works collaboratively with team members.

- Values individual differences and diversity.

Displays personal drive and integrity

- Operates professionally, ethically and with integrity.
- Adhere to the behaviours required by the APS Values, APS Code of Conduct and the AEC's Leadership Values.
- Takes personal responsibility for accurate completion of work.
- Remains positive and responds to pressure in a calm manner.

Communicates with influence

- Presents information in a clear and articulate manner.
- Listens, considers different ideas and discusses issues thoughtfully.
- Negotiates confidently.

Desirable

- A current 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

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

Your application must include the following:

- An up to date resume;
- A candidate coversheet;
- A statement of claims addressing the selection criteria.