

Project Officer, APS Level 4

Position Details

Job Reference Number	10171	Title	Project Officer
Classification	APS4	Division/ Branch	Legal & Procurement Branch
Status	Ongoing	Section	National Office
Salary Range	\$64,360 - \$70,528	Location	Canberra, ACT
Contact Person	Paul Pirani	Contact Number	6271 4474
Date Applications Open	25 January 2018	Date Applications Close	8 February 2018

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 Legal Services and Procurement branch is responsible for providing the full range of legal services and procurement advice within the AEC.

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

Job Summary

The Project Officer is responsible for organising and delivering executive and administrative support to the Branch / State in a professional, accurate and timely manner. This role will undertake work, under general direction, that is moderately complex, requiring administration expertise to support a number of areas including governance, resource management and recruitment and induction.

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

Undertake coordination functions, including related administrative tasks, on behalf of the Branch / State management team across the following range of activities:

1. *General*
 - act as the first point of contact for stakeholders, ensuring clear, timely and effective communication and co-ordination;
 - diary management, including scheduling meetings as requested;
 - undertake joint coordination, governance, and administrative activities across the AEC in liaison with other Project Officers;
 - assist, book and manage national and international travel arrangements;
 - assist staff with record keeping activities, on request; and
 - assist other Project Officers as required and perform any other reasonable duties commensurate to the classification, as directed by management from time to time.
2. *Governance arrangements for the Branch / State*
 - assist with supporting the governance arrangements for the Branch / State, including Projects by:
 - providing secretariat support, including minute taking and scribing; and
 - coordinating the completion of actions arising;
 - compile and coordinate reports for a range of corporate and governance requirements; and
 - contribute to election preparation and delivery activities in accordance with the election readiness framework, according to individual accountabilities and responsibilities.
3. *Resource management*
 - assist with resource management, including:
 - maintaining an accurate establishment in the relevant electronic system;

- partaking in the developing, monitoring and reporting on budgets and expenditure;
- managing invoices and accounts, including monthly accruals and ensuring credit card usage / expenditure is processed; and
- undertaking low value / risk procurement and contract management activities and record keeping.

4. *Recruitment and induction*

- support recruitment activities, including arranging for vacancies to be advertised and scheduling interviews; and
- arrange workstation for new starters, including stationery and telephony / computer system access is set up prior to their commencement date.

Additional responsibilities during an Electoral Event

- Support the Branch / State to ensure all administration requirements associated with key election deliverables are adhered to.

Key organisational accountabilities

- Adherence to the:
 - APS Values and Code of Conduct;
 - AEC Values and Commitments; and
 - Ballot Paper Principles.
- Maintain currency and validity of essential qualifications, which may include mandatory continuing professional development.
- Complete learning and development relevant to role or classification as a required or directed, from time to time.
- Be familiar with, abide by and promote all AEC work health and safety frameworks, policies and procedures, including but not limited to:
 - Health, Safety and Wellbeing Policy;
 - WHS Due Diligence Framework;
 - Fatigue Management and Prevention Policy; and
 - Rehabilitation Management System (RMS).
- Abide by and promote the:
 - Commonwealth Resource Management Framework and Procurement Framework; and
 - AEC related frameworks, instructions, policies and procedures.

Key relationships/stakeholders – internal and external

Internal All staff within the Branch / State

Project Officer Network across the Division and the broader AEC

Executive Support Team

SES cohort, including Assistant Commissioners, State Managers/ AEO and the Executive Leadership Team

External Administrative Support to Commonwealth / State Senior Officials

Delegations

This position may have powers or functions conferred by the Australian Electoral Commission or the Electoral Commissioner under legislation or instrument.

This may include but is not limited to the *Commonwealth Electoral Act 1918 (Cth)*, *Public Governance, Performance and Accountability Act 2013 (Cth)*, *Public Service Act 1999 (Cth)*, *Work, Health and Safety Act 2011 (Cth)* and AEC Enterprise Agreement 2016-19.

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.

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.
- A clear understanding of key issues and resolves issues promptly

Essential

Mandatory

- Demonstrated experience providing highly organised coordination, governance and/or administrative support, including the ability to prioritise work under pressure while maintaining sound attention to detail;
- Strong liaison and interpersonal skills, with demonstrated skill in communicating effectively through both verbal and written communication;
- Proven ability to achieve results, to organise priorities and meet deadlines;
- Ability to analyse information, with an excellent attention to detail, in order to provide up to date data for the use in reports and other documentation;
- Well-developed computer and telephony skills, including experience with the Microsoft office suite; and
- A strong client focus and commitment to providing effective services and professional advice to clients.

Desirable

- Prior experience using online travel booking tool and credit card solutions.

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.

Your application must include the following:

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