

# Divisional Office Clerk, APS Level 3

## Position Details

<b>Job Reference Number</b>	T00010	<b>Title</b>	Divisional Office Clerk
<b>Classification</b>	APS 3	<b>Division/ Branch</b>	Braddon
<b>Status</b>	Ongoing, full time	<b>Section</b>	Operations
<b>Salary Range</b>	\$57,745 - \$63,282	<b>Location</b>	Burnie, Tasmania
<b>Contact Person</b>	Claire Wickham	<b>Contact Number</b>	03 6235 0593
<b>Date Applications Open</b>	11 January 2018	<b>Date Applications Close</b>	25 January 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 Burnie Office consists of one division (Braddon) and has a total of three staff: a Divisional Office Manager (APS6), a Divisional Office Clerk (APS3) and a part-time Divisional Office Assistant (APS2). The Divisional Office Manager is supervised remotely by an Operations Manager (Executive Level 1) from the Tasmanian State Office located in Hobart.

When an election is announced, staffing rapidly expands to deliver this significant logistical event. Working with the AEC during an election period typically requires an increase in working hours in an environment of increased pressure, media and public scrutiny, short timeframes, and multiple interdependent logistical activities.

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

## Job Summary

The position is a full-time ongoing position.

As a member of a small team in the Divisional Office, the Divisional Office Clerk's primary role is to assist with the planning of, and preparation for, electoral events. The Divisional Office Clerk will undertake a diverse range of electoral activities, including maintenance of the Commonwealth electoral roll and assisting the public. The position is also responsible for the planning and implementation of a number of key projects during an electoral event, and for leading a team of staff to deliver these projects successfully.

This position, at the direction of the Divisional Office Manager, may assist with other duties as required, including Industrial and Fee for Service elections and non-election workloads.

## Our Ideal Candidate

The AEC is seeking motivated and resilient people with demonstrated ability to contribute to organisational outcomes and work collaboratively within a small team.

The successful candidates will possess a proven track record in general administration, project management and team leadership, good computer literacy, and the capability to deliver staff training. A demonstrated commitment to building sustainable relationships with internal and external stakeholders, whilst working collaboratively with peers and staff, is also required.

## What we can offer the successful candidate

- A wide range and diversity of tasks.
- Plenty of training and development opportunities.
- A competitive salary and 15.4% employer superannuation contribution.

## Duties

As a member of a small team, the Divisional Office Clerk will assist with:

1. Diverse electoral activities including the maintenance of Commonwealth electoral rolls and the planning, arrangement and conduct of elections and referendums.
2. The preparation of routine correspondence reports and returns concerning the operation of the Division and use of automated systems.
3. The engagement, training, supervision and payment of temporary staff for the conduct of electoral events.
4. Maintenance of a safe working environment by taking all reasonable steps to ensure

compliance with Work Place Health and Safety requirements.

5. National and State office projects as required.
6. Providing accurate and timely customer service by phone, face to face or in writing.

## 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.*

## 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.

### Essential

#### Supports strategic direction

- Understands and supports the AEC's vision, mission and business objectives.

#### 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.
- 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.
- 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.

When responding to selection criteria, consider using the STAR method as a way of presenting information in your responses and examples:

- Situation - set the context by describing the circumstance where you used the skills or qualities and gained the experience.
- Task - what was your role?
- Actions - what did you do and how did you do it?
- Results - what did you achieve? What was the end result and how does it relate to the job you are applying for?

## 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

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 statement of claims addressing the selection criteria