

Project Officer, APS Level 4

Position Details

Job Reference Number	N01060 Campbelltown N01063 Chatswood		Title	Project Officer
Classification	APS4	Division/ Branch	North Sydney; Werriwa	
Status	Ongoing	Section	Operations	
Salary Range	\$64,360 - \$70,528		Location	Campbelltown; Chatswood
Contact Person	Carley Sudiartana		Contact Number	(02) 97791005
Date Applications Open	2 February 2018		Date Applications Close	16 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 Chatswood office services the divisions of Bennelong, Berowra, Bradfield and North Sydney. The staffing structure consists of 2x APS6's, 2x APS5's, 1x APS4, 2x APS3's and 4 part time (0.5) APS2's.

The Campbelltown office services the divisions of Macarthur and Werriwa. The staffing structure consists of 1x APS6's, 1x APS5's, 1x APS4, 2x APS3's and 2 part time (0.5) APS2's.

Office Staffing is supplemented by temporary employees as required and is managed remotely by an Operations Manager from the NSW State Office located in Sydney.

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. 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, public scrutiny, short timeframes, 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 primary functions include:

- Providing business and team leader support to the office managers.
- Supervising a team in area of responsibility.
- Assisting in the planning and preparation of electoral events.
- Supervising large scale election projects.
- Collaborating and communicating with stakeholders.

Our Ideal Candidate

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

The successful candidate will possess a proven record in general administrative tasks, project management, team leadership, computer skills and have the capacity 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

- Positive team culture that values initiative and commitment
- Become an integral member of the APS
- Competitive salary with 15.4% super

Duties

The Project Officer may be responsible for:

1. Supervising the workload management and processing of the enrolment in the work area.
2. Supervising the processing and maintenance of special categories enrolment and registers.

3. Assisting senior staff with the planning and implementation of key election projects, including development, leading the delivery, and reviewing of selected projects in line with AEC requirements and election cycle.
4. Interpreting and applying legislation so as to provide technical advice on complex enrolment and elector enquiries to senior staff.
5. Assisting the Leadership team in the staff development program for the site including the training of election staff.
6. Applying project management skills to complete specific goals within set timeframes as directed by the Site Manager.
7. Conduct, or assist with the conduct of, industrial elections, protected action ballots and fee-for-service elections and ballots as required
8. Coordinating the administrative, financial and human resource processes in the work area within delegated responsibility.

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. Applicants are asked to frame their statement of claims around the selection criteria headings – it is not necessary to address each individual dot point. 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 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.

Essential

Experience with the following technologies

- Office 2013 – Word, Excel, Outlook
- Internet Explorer

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:

- An up to date resume
- A candidate coversheet
- A three page statement of claims addressing the selection criteria. Your response should include recent relevant examples and achievements.

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