

Advertising Job Description

Position Details

Job Reference Number	W00408	Title	Enrolment Officer
Classification	APS Level 2	Division/ Branch	O'Connor
Status	Ongoing, Part-time (0.5 FTE)	Section	WA Operations
Salary Range	\$49,702 – \$55,118	Location	Kalgoorlie
Contact Person	Janene Varian	Contact Number	08 9021 2350
Date Applications Open	30/03/2017	Date Applications Close	13/04/2017

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 Kalgoorlie Office services the Division of O'Connor. More information about the Divisions can be found on our website, www.aec.gov.au. The staffing structure consists of APS 6, 3 and 2 positions working as a team to deliver the AEC's program outcomes. Office staffing is supplemented by temporary employees as required.

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

Job Summary

As a member of a small team, the Divisional Enrolment Officer's primary role is to provide administrative support and assistance on diverse electoral activities including maintaining electoral rolls and assisting in the planning and preparation of electoral events. Activities in this position require high levels of data entry and accuracy.

Our Ideal Candidate

The AEC is seeking a motivated and resilient person with demonstrated ability to contribute to organisational outcomes and to work within small teams to achieve AEC outcomes across a number of programs.

The successful candidate will have well developed conceptual skills, workload management capacities, and problem solving abilities, a demonstrated capacity to develop and build on strategic relationships, and to work within and across teams to deliver outcomes. They will also possess very well developed abilities to maintain a futures focus while supporting the delivery of electoral outcomes.

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% superannuation

Duties

Under general direction, and as a member of a team, the Enrolment Officer may undertake any or all of the following duties:

1. Assist with the maintenance of Commonwealth electoral rolls, researching and reporting on cases of non-enrolment and non-voting, and assisting with the planning and conduct of elections and referendums.
2. Provide general office support and administration including counter and telephone enquiries, preparation of correspondence, using automated systems and maintaining office accounts, stores and supplies.
3. Assist with the engagement, training and supervision of temporary staff for the conduct of electoral events.
4. Maintain a safe working environment by taking all reasonable steps to ensure compliance with WHS requirements.

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.

Order of Merit

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

How to apply

The AEC is undergoing a period of significant organisational change. ***The successful applicant will demonstrate in their response their achievements and abilities to work in an operational setting to deliver outcomes in a highly***

scrutinised environment over sustained periods with immutable deadlines, which is expected during electoral events.

Please Note: The AEC uses the Integrated Leadership System (ILS) as defined by the Australian Public Service Commission, for selection of staff at this level. 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>.

To apply, please provide:

1. An up to date resume
2. The Candidate Coversheet
3. Provide a short statement against each of the duties of the position providing details of how you would fulfil the duties outlined. (no longer than one page)
4. A response to the following questions (500 words maximum):
 - a. A federal election is a large scale event where workloads increase significantly. It is a high pressure environment, with competing priorities and non-negotiable deadlines. Describe how you would manage your workload in this situation. Please provide some relevant examples from your work experience.
 - b. The Australian Electoral Commission uses a variety of computer based systems to manage its work. Please describe your experience of working with office based computer systems and how you ensure the quality and accuracy of your work.

Select the Apply button through the employment page on the AEC website [Employment - Australian Electoral Commission](#)

Applications will not be acknowledged upon receipt.