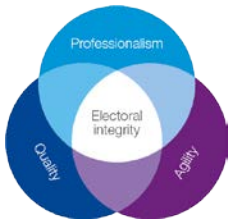


Senior Compliance Officer – APS Level 6

Position Details

Job Reference Number	2 positions: 727 and 889	Title	Senior Compliance Officer
Classification	APS Level 6	Division/ Branch	Disclosure, Assurance and Engagement
Status	Ongoing, Full-time	Section	Funding and Disclosure
Salary Range	\$77,902 – \$87,313 per annum	Location	Canberra, ACT
Contact Person	Chris McMahon	Contact Number	(02) 6271 4527
Date Applications Open	13 April 2017	Date Applications Close	4 May 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 Funding and Disclosure function is located in the National Office of the Australian Electoral Commission in Canberra. It comprises four main areas of responsibility under the Commonwealth Electoral Act 1918 (the Electoral Act). These include the registration and maintenance of the Register of Political Parties, the financial disclosure of receipts and expenditure of political parties and others,

a compliance review program and the facilitation of election funding for candidates and political parties.

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

Job Summary

The Funding and Disclosure function is seeking to recruit a Senior Compliance Officer to undertake compliance reviews under Part XX of the Act. Compliance reviews provide confidence that the political parties and associated entities are meeting their financial disclosure obligations under the Electoral Act. This activity is a core part of the Funding and Disclosure business and supports the AEC's objective of ensuring the integrity of our electoral system.

The position will operate as part of a small team of reviewers. Under broad direction, you will use your professional and/or experiential background in accounting to carry out compliance reviews and investigations in accordance with a risk framework. Underpinning the conduct of investigations will be your interpretation and application of the relevant legislation.

You will scrutinise financial records and source documentation in order to form a view as to whether receipts, payments and debt have been accurately disclosed. You will incorporate your findings into a report and recommendations for any corrective action by the entity.

You will have well developed liaison skills that enable you to communicate effectively with representatives of political parties and associated entities in order to ensure the efficient conduct of reviews and investigations.

Our Ideal Candidate

Our ideal candidate is an accounting professional with practical experience, excellent oral and written communication skills, who enjoys liaising with external stakeholders and has an ability to read and apply legislation to practical situations.

What we can offer the successful candidate

This position offers the successful candidate the opportunity to contribute to the integrity of the Australian electoral system by applying their professional accounting skills from a different perspective.

Duties

1. Under broad direction, manage and undertake investigations with a high degree of competency, including liaison with stakeholders, preparation of robust working papers and provision of sound written analysis and opinions.
2. Contribute to business improvement initiatives.
3. Prepare written briefings, reports and correspondence for stakeholders including external entities, senior management, the Executive Leadership Team and the relevant Minister.

4. Assist in managing IT systems used by the Compliance section.

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

This position is a position of trust. The occupant must be able to obtain and maintain a baseline level security clearance, or hold a current security clearance of an appropriate level.

Selection Criteria

The AEC meets and utilises the Integrated Leadership System (ILS), defined by the Australian Public Service Commission. Further information relating to the capabilities for this position can be found at <http://www.apsc.gov.au/learn/ils>

Applicants are asked to frame their statement of claims against the ILS appropriate for level of the role advertised using the selection criteria headings below.

Supports/Shapes strategic direction

- Identifies broader factors, trends and influences that may impact on the team's work objectives.
- Undertakes objective, systematic analysis and draws accurate conclusions based on evidence.

Achieves results

- Makes effective use of individual and team capabilities and negotiates responsibility for work outcomes.
- Responds in a positive and flexible manner to change and uncertainty.
- Commits to achieving quality outcomes and adheres to documentation procedures.

Supports/Cultivates productive working relationships

- Builds and sustains positive relationships with team members, stakeholders and clients.
- Works collaboratively and operates as an effective team member.

Displays personal drive and integrity

- Challenges issues constructively, and justifies own position when challenged.
- Remains positive and responds to pressure in a calm manner.
- Takes personal responsibility for meeting objectives and progressing work.

Communicates with influence

- Selects the most appropriate medium for conveying information, and structures written and oral communication to ensure clarity.
- Listens carefully to others and checks to ensure their views have been understood.
- Anticipates and identifies relevant stakeholders' expectations and concerns.

Essential

Qualifications or extensive experience in accounting or an accounting related field.

Desirable

Knowledge of the Australian electoral legislation, in particular Part XX of the *Commonwealth Electoral Act 1918*, or the ability to quickly gain the knowledge.

Order of Merit

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

How to apply

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/learn/frameworks-and-guidelines/ils>

Responses to individual selection criteria are not required. Please submit no more than 1,000 words outlining how your relevant skills, knowledge and experience make you the best person for the job.

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