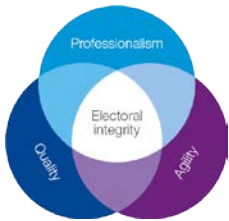


Planning and Projects Manager, APS Level 6

Position Details

Job Reference Number	Q00640	Title	Planning and Projects Manager
Classification	APS Level 6	Division/ Branch	QLD State Office
Status	Ongoing, Full-time	Section	Planning, Design & Delivery
Salary Range	\$77,902 - \$87,313 per annum	Location	Brisbane, QLD
Contact Person	Avio Deldot or Joanne Aherne	Contact Number	(07) 3834 3400
Date Applications Open	13/04/2017	Date Applications Close	04/05/2017

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 AEC has sites throughout Queensland. Multi divisional sites are located at Maroochydore, North Lakes, Ipswich, Brisbane City, Beenleigh and the Gold Coast. Each multi divisional site structure comprises a Manager (APS 6), and a number of staff ranging from the APS2 through to the APS5 levels. Single division sites are located at Toowoomba, Dalby, Mt Isa, Maryborough, Bundaberg,

Gladstone, Rockhampton, Mackay, Townsville and Cairns.

The Queensland State Office provides direction and leadership in the areas of enrolment, elections, corporate support and public awareness. The successful candidate will make a key contribution to election planning, design and delivery. The Queensland State Office is located in the Brisbane CBD.

When an election is announced, staffing rapidly expands to deliver this significant logistical event. 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 are some aspects of a federal election. It is essential that within this environment staff are supported and guided by effective and accountable planning processes that minimise risk and deliver outcomes within strict timeframes.

The AEC is committed to the APS values of being **impartial, committed to service, accountable, respectful** and **ethical**. They are core components of a positive culture, stewardship, high performance, and leadership.

Job Summary

Reporting to the Assistant Director, the Planning and Projects and Manager will play a key role in the management and coordination of the State's electoral event projects. This will include development of project plans, risk assessments and mitigation in line with the organisation's procurement framework and government policies.

To be successful in this role, previous experience managing large scale logistics focused events or projects will be essential. This position will require the ability to analyse a range of policy documents, review tenders, develop and deliver briefs, manage vendors and provide recommendations on best practice and value for money options to support achievement of business outcomes.

The position is responsible for the assistance, development and implementation of both QLD and national projects, including project plans, policies and solutions. The role also contributes to issue resolution and escalation, research, analysis activities and both the planning and monitoring of activities within the AEC Project Management Framework. The position will be held accountable for achieving results and/or project outcomes within specified timeframes in line with AEC's legislation, protocols and broad organisational goals.

This position will be responsible for managing a small team as well as undertake a number of administrative tasks that will support achievement of both National and State directed projects and task 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% super

Duties

1. Lead and guide the development and implementation of project plans, supporting the

Planning Design and Delivery Assistant Director, to develop future capability. Undertake research and analysis and provide feedback in relation to project deliverables, to guide optimal decision making.

2. Prepare and present, papers, briefing notes, correspondence or other written material to support a range of State activities and plans.
3. Monitor, track and report on the status of project deliverables to ensure time, cost, and quality metrics are in line with approved project plans for assigned AEC projects using project management tools, frameworks and software.
4. Maintain strong vendor management practices with relevant stakeholders, ensuring compliance with the AEC Services Charter, Public Governance Performance and Accountability Act 2013 and Commonwealth Procurement Rules.
5. Support productive working relationships; listen, understand and foster group cohesion through leading by example.
6. Demonstrate personal drive, flexibility and integrity, is keen to learn and acts with enthusiasm, and be committed to complying with; the APS values, Code of Conduct, and AEC's health, safety and wellbeing policy.
7. During election periods additional tasks and responsibilities will arise. To meet these changed work periods, flexibility and adaptability will be critical skills that will support success.

Skills and Experience

1. Demonstrated previous experience in a similar position in project management, and knowledge of logistics and large scale event management.
2. Demonstrated experience and skills in interpreting data, analysing results whilst being able to write reports and other documentation for a range of different audiences.
3. Intermediate Microsoft Excel skills and Microsoft Project knowledge (desirable).
4. Demonstrated ability to manage people and influence positive attitudes at work across functional teams.
5. Ability to think strategically, analyse issues and solve problems and a strong ability to adapt to changing environments
6. Knowledge and understanding of Australian Government processes, public sector management and delivering business solutions at the State level will be viewed favourably.
7. Relevant business related qualifications will be viewed favourably, but are not a requirement.

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

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.

Essential

Supports strategic direction

- Possesses or can quickly acquire knowledge of Australian electoral processes including electoral and industrial legislation and parliamentary systems.
- Proven ability to develop and implement plans that will support achievement of strategic directives at the State level. This should include the development and implementation of team goals, strategies and work plans.
- Demonstrates understanding of broader factors, trends and influences that may impact on the achievement of objectives.
- Demonstrates ability to think laterally and conduct analysis; identifies and implements improved work practices.

Achieves results

- Demonstrates ability to deliver project outcomes; including monitoring, prioritising, evaluating and adjusting milestones as required.
- Demonstrates commitment to achieving quality outcomes and adherence to established election procedures by harnessing individual and team capabilities.
- Demonstrates ability to manage projects within budget guidelines.
- Takes responsibility for managing own, and team, workloads and applies technical and professional knowledge and expertise as required.
- Demonstrates agility and flexibility towards change and ensures compliance to deliver timely and quality outcomes.

Supports productive working relationships

- Capacity to build and sustain positive relationships with colleagues and customers and ability to establish and effectively maintain both internal and external stakeholder networks.
- Demonstrates experience in working collaboratively in and operating as an effective team member in small teams.
- Demonstrates ability to lead and manage people and work groups effectively.

Displays personal drive and integrity

- Operates professionally, ethically and with integrity at all times and operates within the boundaries of organisational processes and legal and public policy constraints.
- Shows initiative and understanding of responsibility and accountability.
- Ability to model the behaviours required by the APS Values, APS Code of Conduct and the AEC's Leadership Values.

Communicates with influence

- Communicates clearly, concisely and unambiguously to diverse audiences with influence and confidence both verbally and in writing.
- Listens, understands and creates opportunities for input from others.
- Capacity to consider different ideas, discuss issues thoughtfully and negotiate confidently.
- Demonstrates ability to produce written work of a high standard.

Desirable

- A current driver's licence.
- Ability to travel on an "as required" basis.

Order of Merit

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

How to apply

The successful applicant will demonstrate their achievements and abilities to work in an operational settings to deliver outcomes in an a high pressure environments over sustained periods of tight and often changing deadlines. The applicant will also demonstrate their experience and skills in leading complex change and contributing to a high performing team.

To apply please provide a resume and written statement (no more than two pages). The statement should outline your skills and experience against the job summary and duties as outlined, whilst broadly addressing the selection criteria.

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

Approved Date:

07 April 2017