

IT Logistics Officer, APS Level 3

Position Details

Job Reference Number	2325	Title	IT Logistics Officer
Classification	APS3	Division/ Branch	Capability division / IT branch
Status	Ongoing, Full Time	Section	ICT Infrastructure Management
Salary Range	\$56,613 - \$62,041	Location	National Office
Contact Person	David Harries	Contact Number	(02) 6271 4706 or 0433 302 457
Date Applications Open	11 May 2017	Date Applications Close	19 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 IT Branch delivers information and communication technology services to the AEC and is divided into four groups: IT Executive, IT Applications, Enterprise & IT Governance and ICT Infrastructure

Management. ICT services are delivered through a select sourcing model, with a mixture of in-house and outsourced resources.

The ICT Infrastructure Management Section is responsible for IT Operations including the IT Service Desk and delivering ICT infrastructure services across the AEC through integration of in-house services and services provided by external organisations.

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

Job Summary

Coordinating the purchasing, receipt, recording, monitoring, and distribution of goods and services, and the clearance and collection of assets and shipment of assets.

Our Ideal Candidate

The ideal candidate will have 12 months warehousing and/or logistical experience with relevant licences to operate MHE. The candidate will have experience with inventory management, a form Logistical Information Management Systems and have an understanding to procurement. Ideally the candidates should be able to perform logistical tasks with limited supervision, utilise Microsoft Excel, and have the ability to communicate task progress effectually.

Duties

- Asset Receipting and pre-staging of new AEC IT Equipment
- Sanitisation and ISM compliant destruction of multiple types of IT Equipment and Media
- Maintenance of AEC ICT equipment and services
- Re-configuration of elections equipment, including MFD, and Divisional Material Manager/Outposted Centre laptops
- Day to Day asset movement updates, invoices, stock level checks and audits
- Assisting with the Whole of Government procurement activities with ICTIM
- Warehouse Activities including Dispatch and Receipt of IT Asset and associated warehouse housekeeping duties

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

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 organisation's vision, mission and business objectives.
- Follows direction provided by supervisor.
- Recognises how own work contributes to the achievement of organisational goals.
- Understands the reasons for decisions and recommendations. Achieves results
- Reviews task performance and communicates outcomes to supervisor.
- Understands individual and team capabilities and makes effective use of own

capabilities. Supports productive working relationships

- Builds and sustains positive relationships with team members and clients.
- Actively participates in teamwork and activities.
- Responds under direction to changes in client needs and expectations. Displays

personal drive and integrity

- Adopts a principled approach and adheres to the APS Values and Code of Conduct.
- Acts professionally at all times and operates within the boundaries of organisational processes and legal and public policy constraints.
- Operates as an effective representative of the work area in internal forums.

Communicates with influence

- Confidently presents messages in a clear, concise manner.
- Focuses on key points and uses appropriate language.
- Structures written and oral communication to ensure clarity. Technical Expertise
- Ability to coordinate simple procurements of standard services or "commercial-off-the-shelf" (COTS) items where routines, methods and procedures are well established.
 - Ability to coordinate the packaging, shipping, collection, auditing, and tracking of goods and assets.
 - Ability to operate Materials Handling Equipment
 - Ability to conduct simple logistical functions such as: contribute to logistical planning, stocking and disposal operations.

Desirable

A relevant AQF Certificate II or III, or at least one year of relevant experience may substitute for the formal qualifications listed above

Order of Merit

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

How to apply

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