

# Divisional Office Manager, APS Level 6

## Position Details

<b>Job Reference Number</b>	V00023	<b>Title</b>	Divisional Office Manager
<b>Classification</b>	APS6	<b>Division/ Branch</b>	Batman
<b>Status</b>	Ongoing, Full Time	<b>Section</b>	Operations
<b>Salary Range</b>	\$77,902 - \$87,313	<b>Location</b>	Thornbury
<b>Contact Person</b>	Annie Sherwood	<b>Contact Number</b>	(03) 9285 7150
<b>Date Applications Open</b>	08 June 2017	<b>Date Applications Close</b>	22 June 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 Division of Batman is located in Thornbury. The Divisional Office consists of the Divisional Office Manager (APS 6), the Divisional Office Clerk (APS 3) and a part-time Divisional Office Assistant (APS 2) working as a team. Office Staffing is supplemented by temporary employees as required and is managed remotely by an Operations Manager from the Victorian State Office located in Melbourne.

## Job Summary

The Divisional Office Manager is responsible for the development and management of a small team of staff working in a Divisional office. The role is outlined as follows:

### Non-Election Period

In the non-election years, the focus is firmly on ensuring integrity and growth of the electoral roll, comprehensive election planning, delivery of protected action ballots and some fee-for-service elections and other related projects. Divisional Office Managers actively train and mentor their staff to ensure they are undertaking their work according to legislation, policy and procedure whilst also making a broader contribution to the review and refinement of AEC policies and procedures. In this period, work is done to ensure that the division is election ready.

### Election Period

When an election is announced, the workload for all divisional staff increases substantially for a period of 8-12 weeks. The Divisional Office Manager assumes the statutory role of Divisional Returning Officer and is responsible for managing delivery of the Federal Election in the electoral division. This is a high risk and large scale project involving pressure to complete work within short and immutable timeframes, public and media scrutiny 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**. They are core components of a positive culture, stewardship, high performance, and leadership.

## Our Ideal Candidate

The AEC is seeking a highly motivated and resilient manager with strong leadership, people and project management skills. Candidates require a demonstrated ability to create and sustain productive and collaborative teams. Ideal candidates will act with integrity at all times and have sound decision making skills. They should possess an ability to easily adapt to changing operational environments whilst assisting staff to also adapt to change.

## 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. Develop and lead the divisional office team, manage the effective and efficient use of resources, and actively contribute to State and National business plans and outcomes.
2. Ensure the integrity of the electoral roll, including demographic and geographic analysis for the purpose of advising on redistribution.
3. Manage, plan, implement, conduct and evaluate all activities at the Divisional level for elections and referendums.

4. Prepare complex correspondence, reports and reviews concerning operations and the use of automated systems.
5. Plan, prepare and deliver public awareness activities in line with the National and State Plan.
6. Exercise the functions of Divisional Returning Officer under the Commonwealth Electoral Act.

## 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

**Note:** The AEC uses the Integrated Leadership System (ILS) 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>.

Applicants are asked to frame their statement of claims around the selection criteria headings – it is not necessary to address each individual dot point. Your response to the selection criteria should include recent relevant examples and achievements, and demonstrates your abilities at the appropriate ILS level. Your response should be sufficiently comprehensive to assist the Selection Panel in assessing your skills, abilities and experience against the stated selection criteria for the role.

There is a maximum of 400 words per criteria.

### Supports/Shapes strategic direction

- identifies broader factors, trends and influences that may impact on the achievement of work objectives
- develops teams goals, strategies and work plans, thinks laterally and identifies and implements improved work practices
- contributes to the state and divisional office management team and provides sound advice for the effective and efficient achievement of business outcomes

### Achieves results

- manages projects, including monitoring, prioritisation and adjusting milestones as required, and reviewing outcomes
- applies technical and professional knowledge and expertise to manage a discreet business unit
- makes effective use of individual and team capabilities to achieve work outcome.

### Supports/Cultivates productive working relationships

- builds and sustains positive relationships with a network of key people internally and externally, including other areas across government
- works collaboratively and operates as an effective team leader

- leads and manages people and work groups effectively
- provides regular constructive feedback and manages performance

#### **Displays personal drive and integrity**

- operates professionally, ethically and with integrity
- accepts responsibility and accountability
- commits to and models the behaviours required by the APS Values and APS Code of Conduct
- promotes/encourages professional development and continued learning for self and staff

#### **Communicates with influence**

- uses written and verbal communication that is clear and concise
- listens, understands and creates opportunities for input from others
- delivers effective training and presentations to a broad range of stakeholders, adapting style to suit the audience
- negotiates persuasively with a clear understanding of key issues and resolves issues promptly

#### **Essential**

- 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**

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