

# Election Policy and Procedure Project Officer, APS level 6

## Position Details

<b>Job Reference Number</b>	418	<b>Title</b>	Election Policy and Procedure Project Officer
<b>Classification</b>	APS6	<b>Division/ Branch</b>	Election Planning, Policy and Operations
<b>Status</b>	Ongoing, Full Time	<b>Section</b>	Election Policy and Procedures
<b>Salary Range</b>	\$77,902 – \$87,313	<b>Location</b>	Canberra, ACT
<b>Contact Person</b>	Fiona Codd	<b>Contact Number</b>	(02) 6271 4606
<b>Date Applications Open</b>	29 June 2017	<b>Date Applications Close</b>	13 July 2017
<b>Reports to</b>	Executive Support, Election Planning, Policy and Operations	<b>Direct Reports</b>	N/A

## 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

Election Planning, Policy and Operations is responsible for:

- The delivery of a range of national logistical activities and voter services
- The management of election related systems
- The development and maintenance of nationally available election planning aids and training programs.

The Election Policy and Procedures Section manages a range of election related policies, procedures and supporting products and provides advice on policy directions and implementation. It also manages key election projects designed to improve election service delivery for future events and during the election provides selected operational services.

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

## Job Summary

The role is to assist the work of the Elections Policy and Procedures team within Election Planning, Policy and Operations Branch. The successful candidate will focus on ensuring our election policies, procedures and supporting materials are fit for purpose. They will be able to support and improve the design of the election policy and procedural framework and approach. They will support the operations of the business through the provision of advice and the implementation of any changes to policies and procedures. During the election period the role will involve the provision of advice and issues management. The successful candidate may also work across service delivery projects in the lead up to and during the election period to meet tight deadlines.

## Our Ideal Candidate

The candidates will have strong experience with designing and writing supporting guidance/tools to meet business requirements. The candidates should be able to work with subject matter experts to understand electoral procedural material quickly and then achieve results with limited supervision. Effective communication skills are critical to ensure collaboration with users and convey potentially complex and detailed guidance in easy to follow guides. The candidate will have capability to develop an understanding of the AEC business quickly in order to be effective. The candidate will demonstrate agility to be able to work across a range of projects and deliver to a high standard.

## Duties

1. Coordinate and deliver election policy and procedure review and development activities.
2. Independently research and prepare changes to the policies and procedures, carefully establishing linkages to other documents/tools/processes and considering feedback.
3. Facilitate and advise on improvements to the design of the AEC's suite of election policy and procedural material.

4. Develop or review and update other election products, publications and forms.
5. Assist with quality assurance checks and peer review within the team.
6. Facilitate consultation within the AEC network, recording and actioning feedback.
7. Work collaboratively and operate as an effective team member.
8. As required, contribute to the branch's election service delivery by participating in operational projects.

## 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

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>

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/Shapes strategic direction

- understands the work environment and initiates and develops team goals, strategies and work plans.
- maintains an awareness of the organisation and keeps self and others well informed on issues that may affect work progress and finds out about best practice approaches;
- undertakes objective, systematic research and draws accurate conclusions based on evidence.

### Achieves results

- manages projects to ensure timely delivery of project objectives;
- reviews project performance and identifies opportunities for improvement;
- contributes own expertise and knowledge to achieve business outcomes;
- responds positively to change.

### 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;
- encourages the exploration of diverse views and harnesses the benefits of such views.

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

- behaves professionally at all times and operates within boundaries of organisational processes and legal and public policy constraints;
- takes personal responsibility for meeting objectives and progressing work;
- challenges issues constructively and justifies own position when challenged;
- commits energy and drive to see that goals are achieved.

### **Communicates with influence**

- confidently presents messages in a clear, concise and articulate manner;
- seeks to understand the audience and tailors communication style and message accordingly;
- discusses issues credibly and thoughtfully and presents persuasive counter-arguments.

## **Desirable**

### **Technical Expertise**

- demonstrated experience in developing and maintaining operational policies and procedures
- project management experience

## **Order of Merit**

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

## **How to Apply**

As part of your application you will need to provide:

- your current resume
- a [candidate coversheet](#) stating the names and contact details of at least two referees, one of whom should be a current supervisor
- a (maximum) two page pitch describing how your skills, knowledge, experience and qualifications would contribute to this role. Please ensure you refer to the work level standards and integrated leadership system (ILS).

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