

# Divisional Office Manager, APS Level 6

## Position Details

<b>Job Reference Number</b>	N00055	<b>Title</b>	Divisional Office Manager
<b>Classification</b>	APS6	<b>Division/ Branch</b>	Macquarie
<b>Status</b>	Ongoing	<b>Section</b>	Operations
<b>Salary Range</b>	\$77,902 - \$87,313	<b>Location</b>	Penrith, NSW
<b>Contact Person</b>	Melinda Vernon	<b>Contact Number</b>	(02) 9375 6350
<b>Date Applications Open</b>	6 July 2017	<b>Date Applications Close</b>	27 July 2017
<b>Reports to</b>	Operations Manager	<b>Direct Reports</b>	Assistant Divisional Office Managers

## 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 Penrith office services the divisions of Chifley, Greenway, Lindsay and Macquarie. The staffing structure consists of two APS6's, two APS5's, one APS4, two APS3's and four part time (0.5) APS2's working as a team across the program outcomes. Office staffing is supplemented by temporary employees as required and reports to a Sydney State Office based Operational Manager.

When an election is announced, the staffing rapidly expands to hundreds with polling officials, temporary office staff and post polling staff – these staff will often only work for the AEC every 2-3 years and require intensive training to undertake their role. The workload also increases substantially from managing day to day business as usual activities to 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.

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

## Job Summary

The Divisional Office Manager will be responsible for planning and delivering major logistical events, setting expectations for the broader team and preparing complex correspondence, reports and reviews. The primary functions include managing and supporting all aspects of high risk large scale projects, adapting leadership to an expanding team, collaborating and communicating with key stakeholders as well as handling pressure from any media attention or public scrutiny.

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 an innovative, motivated and resilient person with demonstrated **experience** to lead a team in an **operational setting** to deliver outcomes with immutable deadlines in a high pressure environment over sustained periods.

## 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

The Divisional Office Manager will:

- Plan and project manage significant and large scale electoral events in accordance with nationally mandated timeframes
- Provide leadership to the divisional office team with the effective deployment of staff capabilities and resources
- Actively contribute to key relationship development through unmatched communication and negotiation skills
- Prepare and provide prompt and accurate correspondence, reports and reviews relating to all aspect of the duties.
- Delivers training and presentations to a broad range of stakeholders
- 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

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>.

### 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

Experience with the following technologies

- Office 2013 – Word, Excel, Outlook
- Internet Explorer

Applicant must hold a current unrestricted driver's licence.

## Order of Merit

An order of merit may be created to fill similar vacancies (ongoing and non-ongoing) 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) four 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). Your response 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 for the role.

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