

Assistant Divisional Office Manager, APS Level 5

Position Details

Job Reference Number	Three positions available: N01055; N01056; N01106	Title	Assistant Divisional Office Manager
Classification	APS5	Division/ Branch	Bennelong; Bradfield; Fowler
Status	Ongoing	Section	Operations
Salary Range	\$70,375- \$77,125	Location	Chatswood; Parramatta, NSW
Contact Person	Michael Lozinski	Contact Number	(02) 9375 6347
Date Applications Open	6 July 2017	Date Applications Close	27 July 2017
Reports to	Divisional Office Managers/Operations Manager	Direct Reports	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

The Chatswood and Parramatta offices service four electoral divisions each, across a number of programs. Office 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. The offices are managed remotely by an Operations Manager from the NSW State Office located in Sydney.

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.

Job Summary

The Assistant Divisional Office Manager position 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.

There are three Assistant Divisional Office Manager positions available to support the Divisions of Bennelong, Bradfield and Fowler.

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 Assistant Divisional Office Manager will:

- Work with the Divisional Office Manager to plan and project manage significant and large scale electoral events in accordance with nationally mandated timeframes
- Assist in the management of financial, property and human resources for the office
- Lead a team undertaking a diverse range of roll management and quality assurance activities associated with maintaining accurate Commonwealth electoral rolls.
- Actively contribute to key relationship development through sound communication and negotiation skills
- Prepare and provide prompt and accurate correspondence, reports and reviews relating to all aspect of the duties.

- Deliver training and presentations to a broad range of stakeholders
- Exercise the functions of Divisional Returning Officer (at the APS6 level) under the Commonwealth Electoral Act during a Federal electoral event.

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 strategic direction

- understands, supports and positively communicates the reasons for decisions and recommendations;
- understands the work environment and initiates and develops team goals, strategies and work plans, considering the ramifications of issues and longer term impact of own work and that of the work area;
- thinks laterally, identifies, implements and promotes improved work practices.

Achieves results

- makes effective use of individual and team capabilities and negotiates responsibility for work outcomes, evaluating project performance and identifying and initiating change where required;
- responds in a positive and flexible manner to change and uncertainty, sharing information with others and encouraging cooperation in coping with change;
- maintains focus on quality to achieve key outcomes, seeing projects through to completion, meeting key milestones and immutable deadlines;
- applies and develops capabilities individually and within teams to meet performance expectations.

Supports productive working relationships

- operates as an effective member of the management team, working collaboratively, drawing on team strengths;
- builds and sustains positive relationships with a network of key people internally and externally, including other areas across the agency, anticipating and responding to client and stakeholder needs and expectations.
- provides clear, constructive and regular feedback, agreeing on performance standards and addressing under performance promptly, giving timely recognition for good performance.

Displays personal drive and integrity

- adopts a principled approach and adheres to the APS Values and Code of Conduct, consistently behaving in an honest, ethical and professional way;

- takes personal responsibility for meeting objectives and progressing work, following up to ensure that issues are finalised, persisting with, and focussing on, achieving objectives even in difficult circumstances;
- reflects on own behaviour and recognises the impact on others, remains positive and responds to pressure in a calm manner;
- demonstrates commitment to self-development.

Communicates with influence

- presents messages confidently, focussing on clear, concise communication of key points, selecting the appropriate medium for conveying information;
- 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, encouraging relevant stakeholders in supporting the position and resolving issues promptly.

Special requirements

It is essential that in their application, candidates acknowledge their preparedness to meet the requirement of this position to exercise the functions of Divisional Returning Officer (at the APS6 level) under the Commonwealth Electoral Act during a Federal electoral event.

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/>