

Information for candidates

**Assistant Commissioner,
Information Technology
Canberra, ACT**

Position Summary

Title	Assistant Commissioner, Information Technology
Reports to:	First Assistant Commissioner, Capability
Direct Reports:	Up to 5
Location:	Canberra, ACT

The Australian Electoral Commission (AEC) is seeking to appoint an Assistant Commissioner to lead the Information Technology branch in the delivery of robust IT capabilities that allow the agency to deliver high-integrity elections.

The Assistant Commissioner, Information Technology will join the AEC's senior executive team and will play a role in driving overall leadership and management of the AEC.

The Assistant Commissioner, Information Technology will represent the AEC in a wide range of forums, building strong and enduring relationships with key stakeholders across the public and private sector and drive the agency directions as part of the AEC Corporate Plan 2016-20.

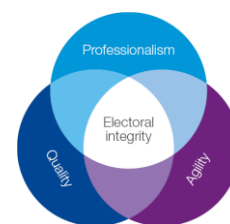
About the AEC

Agency purpose

The 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**.



Strategic focus

The [AEC Corporate Plan 2016–2020](#) specifies five agency directions that support the AEC's purpose and functions:

- deliver a changed model for electoral events
- govern the organisation for quality and assurance
- professionalise the workforce
- re-establish the reputation of the AEC
- build an agile and responsive AEC.

Organisational structure

The AEC is led by the Electoral Commissioner, Deputy Electoral Commissioner, and two First Assistant Commissioners. The AEC Organisation Chart can be found on the [AEC website](#).

The AEC has a National office in Canberra and a State office in each state capital city. Each state is divided into electoral divisions (there are 150 across Australia), which may alter in accordance with changes to electoral boundaries.

Work environment

The Information Technology (IT) Branch delivers information and communication technology services to the AEC and is divided into five sections:

- **IT Solutions (Roll Products):** Develops, maintains and supports the AEC's in-house developed software applications for roll management functions that form an integral part of the AEC's operations.
- **IT Solutions (Elections, Funding and Communications):** Develops and maintains a range of bespoke software solutions to support the elections, funding and disclosure and communications business functions of the AEC.
- **ICT Infrastructure Management:** Delivers a range of technical support services (including the IT Service Desk) and is responsible for the strategic direction and operational management of the AEC's physical infrastructure. This includes operational management of infrastructure provided by our outsourced service providers.
- **Enterprise and IT Governance:** Manages a variety of strategic partnerships and contracts, in addition to IT sourcing and procurement; financial management; quality assurance; and IT security.
- **Architecture and strategy:** Prepares and reviews all proposed IT designs and investments ensuring they align to AEC long term strategy and IT architecture principles.

The Branch is supported by five directors who, along with the Assistant Commissioner IT, form the **IT Executive** and support the AEC's overall IT strategic direction and priorities.

Position details

Responsibilities

The AEC is looking for a highly motivated leader to fill the role of Assistant Commissioner in the Information Technology Branch. Assistant Commissioners are part of the AEC's Senior Executive, providing high quality strategic and operational advice to the Executive Leadership Team and other key external stakeholders in relation to electoral administration and management.

The responsibilities of the Assistant Commissioner, Information Technology will include:

1. Providing strategic leadership in the development and delivery of robust and innovative IT capabilities that allow the agency to deliver high-integrity elections.

2. Providing high quality advice and guidance to the AEC's executive team in relation to branch functional responsibilities; as well as opportunities and risks posed by the broader digital environment.
3. Promoting cooperation within and between other agencies including to deliver outcomes across the AEC and portfolio boundaries.
4. Ensuring AEC compliance with relevant obligations including performing the role of Chief Information Security Officer.
5. Representing the AEC in information technology related negotiations, committees, at conferences and seminars and at national forums.
6. Promoting AEC and APS Values, the APS Employment Principles, compliance with the Code of Conduct, a safe and healthy working environment.
7. Performing additional duties as directed by the Electoral Commissioner.

Candidate attributes

To be a strong contender for this position, you will need knowledge of current and emerging technologies and an awareness of the potentials and risks of the broader digital domain.

Excellent representational and relationship management skills are essential to the role as is experience in successfully leading large teams. A demonstrated record of delivery and a proven ability to direct and manage significant change agendas is highly desirable.

The role require an ability to operate effectively in a dynamic and quickly changing environment, strong leadership skills, including the ability to inspire confidence, and astute judgement and political awareness. A strong results orientation is important as is resilience and a positive approach to issues resolution.

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.

Candidates will be required to provide assurances regarding potential conflicts of interest (political, financial and personal) and their personal financial affairs. The AEC observes strict impartiality and independence in all electoral processes, and any person in this role must be, and be seen to be, neutral. Sensitivity to the needs of a diverse client base is essential. A demonstrated personal reputation for maintaining the highest ethical standards are particularly important in this position.

Qualifications

Tertiary qualifications in a relevant field and extensive experience in leading the delivery of IT to support business outcomes are highly regarded.

Remuneration package

Noting that salary is subject to negotiation, the total remuneration package for a Senior Executive Band 1 in the AEC is between circa \$206,925 - \$242,519, of which salary is between circa \$183,437 - \$215,255.

The AEC will generally match the salary of a Senior Executive Band 1 from another agency.

Relocation assistance

In the case of interstate appointees, relocation assistance may be approved for costs associated with the appointee's move to Canberra. This will be provided in the form of reimbursement of costs as determined and agreed by the Electoral Commissioner.

Security requirement

This position is a position of trust. The occupant must be able to obtain and maintain a security clearance to the level of Negative Vetting Level 1 or hold a current security clearance of appropriate level.

Eligibility

To be eligible for engagement as an Australian Public Service (APS) employee, you must be an Australian citizen. Exemptions may apply in certain circumstances, such as if you are expecting to gain citizenship. In addition, there may be an exclusion period if you have received a redundancy benefit from a previous APS employer.

How to apply

Selection criteria

The AEC uses the APS-wide Integrated Leadership System (ILS) to describe the capability of our people. When considering applicants, Selection Advisory Panels will seek evidence of performance against each of the criteria. It is therefore in the interests of candidates to present their application in a way that demonstrates significant outcomes associated with each of the criteria, as well as the capabilities and behaviours that underpin them. Further information relating to the leadership capabilities for this position can be found at <http://www.apsc.gov.au/working-in-the-aps/ils>

(Please note that it is not necessary to address the capabilities and behaviours individually.)

1. Shape Strategic Thinking
2. Achieve Results
3. Exemplify Personal Drive and Integrity
4. Cultivate Productive Working Relationships
5. Communicate with Influence

Additional Criterion

6. Knowledge of or ability to quickly gain knowledge of Australian electoral law and practice
7. Political neutrality is required. Appointees must not be or be seen to be active in political or electoral affairs

Submitting the application

Applications including a cover sheet, expression of interest and resume must be in **one document** and preferably in **Word format**. Applications in PDF format will also be accepted.

To be considered you will need to include a concise expression of interest (4 pages maximum) detailing how your experience and skills relate to the position responsibilities and selection criteria.

In addition to your expression of interest, you will also need to provide:

- current resume (3 pages maximum), including contact details of two current referees
- completed coversheet as provided at www.aec.gov.au/employment

Applications **quoting Ref No 17/299** should be emailed to jeff.kelly@fordkelly.com.au

Applications close on Friday **4 August, 2017** at midday.

An order of merit is intended to be established and may be drawn upon to fill similar roles as they become available within the following 12 month period.

If you wish to discuss any aspect of the process or the position, please contact Jeff Kelly on 0408 534 133 or by email at: jeff.kelly@fordkelly.com.au.

Important Note: ***We acknowledge all applications.*** If you have not received an acknowledgement within one working day of submitting your application, assume your application ***has not been received*** and call Jeff Kelly on 0408 534 133 urgently.