

Director, Supply Chain Management, EL2

Position Details

Job Reference Number	2371	Title	Director, Supply Chain Management
Classification	EL2	Division/ Branch	Finance and Business Services
Status	Ongoing/Non-ongoing	Section	Supply Chain Management
Salary Range	\$115,020 - \$135,052	Location	Canberra, ACT
Contact Person	Stephen Blackburn	Contact Number	(02) 6271 4646
Date Applications Open	27 July 2017	Date Applications Close	10 August 2017
Reports to	Chief Finance Officer	Direct Reports	Assistant Director, Project and Reporting Manager, National Demand Planning Manager, National Transport Planner

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.

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

Job Summary

The purpose of the role is to establish and manage a Supply Chain function within the AEC. The Supply Chain function will be the central planning and monitoring group for logistics activities related to election events, charged with ensuring all demand planning functions, supply planning functions, and inventory management functions are managed effectively and efficiently to guarantee that the performance of election events meets service requirements.

The role will provide direction, mentoring and support to direct and indirect reports as well as support to Elections Branch staff in the execution of an election event. The position will also take responsibility for the AEC Supply Chain Strategy review, and implementation.

The Director will assume responsibility for the implementation of change projects within Supply Chain, and provide advice to the AEC ELT on Supply Chain matters.

Duties

The Director for the Supply Chain Management section will perform the following duties:

1. Review and document Supply Chain Strategy to deliver the AEC's corporate goals;
2. Manage and maintain the Item Masterfile of products required to conduct an election event;
3. Task and manage the demand and supply planning functions to ensure appropriate product quantities are sourced to support election events;
4. Select, implement and maintain the Supply Chain Visibility Solution that will meet the AEC's requirements for visibility of forward and reverse logistics movements during election events;
5. Contribute positively to the construction and review of Policy relating directly or indirectly to the Supply Chain function;
6. Facilitate regular review meetings in the lead up to election events, with respect to demand and supply issues. Such reviews to be held with internal and external stakeholders;
7. Conduct regular strategic reviews with key nominated suppliers, particularly to continually improve the effective delivery of election events;
8. Maintain operational engagement with third party logistics service providers in line with the agreed engagement strategy, in the lead up to election events;
9. Manage supplier contracts associated with the logistics requirements for election events;
10. Take responsibility for the management of inventory in storage and being held for election events;
11. Adhere to AEC policy in all areas, including WHS and Ballot Handling Policy;
12. Meet agreed Key Performance Indicator (KPI) targets;
13. Work collaboratively with internal and external stakeholders to achieve agreed outcomes; and
14. Brief the ELT on a regular basis regarding the achievement of KPIs and development of the Supply Chain capability.

Additional responsibilities during an Electoral Event:

1. Monitor the visibility solution and advise, by exception, where milestones will not be met;
2. Provide logistics support to State and Divisional staff during the election event to ensure that those items centrally managed and required to conduct the election event are picked, packed, delivered and returned according to stated timelines;
3. Ensure all freight movements identified as being outside specified lead times are investigated and rectified such that election event timelines are met; and
4. Actively engage transport service providers to ensure contract performance meets agreed service levels.

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 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

Mandatory Requirements

- A minimum of 10 years' experience in Supply Chain or Logistics management in a large scale operation.
- Minimum Bachelor's Degree qualification in Supply Chain, Logistics or a related discipline
- Core skills required are contract management, project management, experience in managing teams and working in a cross functional environment.

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/>