

# Remuneration Team Leader, APS Level 6

## Position Details

<b>Job Reference Number</b>	577	<b>Title</b>	Remuneration Team Leader
<b>Classification</b>	APS 6	<b>Division/ Branch</b>	People Services
<b>Status</b>	Ongoing, Full Time	<b>Section</b>	Employee Relations and Services
<b>Salary Range</b>	\$77,902 – \$87,313	<b>Location</b>	National Office, Canberra
<b>Contact Person</b>	Kath Carnell	<b>Contact Number</b>	02 6271 4628
<b>Date Applications Open</b>	03 August 2017	<b>Date Applications Close</b>	17 August 2017
<b>Reports to</b>	EL 1, Assistant Director	<b>Direct Reports</b>	5

## 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**.

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

## 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 People Services Branch (PSB) is responsible for providing a broad range of services to support the strategic focus of the AEC and the work undertaken in each of the Electoral Divisions.

There are two sections within PSB: Employee Relations and Services Section (ERSS) and Organisational Capacity (OC). ERSS are responsible for the operational management of performance, payroll, recruitment, workplace relations and supporting the AEC's various staff management systems. OC is responsible for work health and safety, workforce planning, graduate recruitment and program; and rewards and recognition. This vacancy sits with ERSS and within a small team that administers a range of payroll and administrative processes for employees pay and allowance entitlements.

## Job Summary

A position exists for an experienced Remuneration Team Leader with skills and knowledge in a challenging and diverse Human Resource (HR) delivery environment. This role includes responsibility for managing the Payroll function Desk and the Payroll team.

This position requires a committed leader and effective manager who has a broad understanding of the APS employment framework and relevant experience. The successful candidate will have the ability to operate at a strategic policy and operational level and contribute to the range of HR activities. The role will suit a highly motivated and forward thinking professional keen to work with, support and assist the HR team to further develop a client focus service delivery model; develop policy and strategy on employment conditions and provide specialist technical advice on remuneration and HR delegation matters.

## Our Ideal Candidate

The ideal candidate for this role will have working knowledge of legislation and employment frameworks relevant to the Australian Public Service, and the ability to interpret and apply legislation and policy in the provision of payroll related functions and conditions of service support, to ensure that over 800 regular AEC staff are paid correctly each fortnight.

## What we can offer the successful candidate

- Positive team culture that values initiative and commitment.
- Opportunity to work in a small, dynamic team environment.
- Become an integral member of the Australian Public Service.
- Competitive salary with 15.4% super.

## Duties

As part of the Employee Relations and Services Section, and in accordance with the corporate objectives of the AEC, the successful applicant will:

1. Provide sound leadership to a small team to ensure the provision of quality, timely and consistent advice to internal AEC clients in a client focused delivery environment, including managing the help desk team and function;
2. Provide advice on conditions of service matters addressing aspects of the AEC's Enterprise

Agreement, relevant Determinations, policy and legislation to a range of stakeholders including the Executive, Managers and staff of the AEC;

3. Analyse and report on a range of information to support strategic development and operational activities relating to HR matters;
4. Undertake relevant projects, contribute to policy development and implementation in support of new and ongoing initiatives or changes to legislation or the payroll system;
5. Work well in a team environment, and build and maintain positive working partnerships to develop and deliver high quality people services and advice.

## 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

To be eligible for this position in the AEC, you must: be an Australian Citizen; obtain and maintain a baseline security clearance and obtain a current Character Check.

## Selection Criteria

Please provide a statement of claims (maximum 1 page) describing how your skills, knowledge, experience and qualifications would make you suitable for this role and meet the selection criteria - it is not necessary to address each individual dot point.

An up to date resume should also be submitted.

Please Note: 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>

## Essential

### Supports strategic direction

- Supports shared purpose and direction;
- Thinks strategically; and
- Shows judgement, intelligence and common sense.

### Achieves results

- Identifies and uses resources wisely;
- Applies and builds professional expertise; and
- Responds positively to change;

### Supports productive working relationships

- Nurtures internal and external relationships;

- Listens to, understands and recognises the needs of others; and
- Shares learning and supports others.

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

- Demonstrates public service professionalism and probity;
- Commits to action;
- Promotes and adopts a positive and balanced approach to work; and

#### **Communicates with influence**

- Communicates clearly;
- Listens, understand and adapts to audience; and
- Negotiates confidently.

### **Desirable**

#### **Technical requirements**

- Sound knowledge of the APS Employment Framework.
- Experience in Aurion payroll system.

### **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; and
- a (maximum) one page statement of claims.

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