

LMS Administrator, APS Level 6

Position Details

Job Reference Number	2242	Title	LMS Administrator
Classification	APS Level 6	Division/ Branch	People Services Branch
Status	Ongoing, Full Time	Section	Employee Relations and Services
Salary Range	\$77,902 - \$87,313	Location	ACT
Contact Person	Damian Ledger	Contact Number	(02) 6271 4686
Date Applications Open	07 September 2017	Date Applications Close	21 September 2017
Reports to	EL1	Direct Reports	0

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

This position sits in People Services Branch (PSB) which is responsible for providing a broad range of services to support the strategic focus of the AEC and the work undertaken across the AEC. PSB

has approximately 40 staff over two sections; the Organisational Capability Section and Employee Relations and Services Section.

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

Job Summary

The position will manage the operation, development and support of the AEC's online learning environments including Nexus6 and Janison software. The LMS Administrator will play a critical part in supporting and embedding the systems across the business, while also updating and maintaining the platform. The role will be tasked with monitoring and resolving issues as well as providing troubleshooting assistance across the AEC.

Our Ideal Candidate

The ideal candidate for this role will have strong written and verbal communication skills, proven experience in process planning and be able to apply a methodical approach to solve problems. Previous LMS experience is preferred – exposure to Janison or Nexus6 would be ideal.

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 a team and in accordance with the corporate objectives of the AEC, the LMS Administrator will perform the following duties:

- 1; Contribute to the work of a customer-focussed team and support the team in the delivery of high quality service to AEC stakeholders.
- 2; Provide expertise and technical knowledge in specialist area across a range of programs or activities for the agency.
- 3; Undertake a range of tasks related to the delivery and processing of Learning Management System enhancements, conditions of enrolments and including operating a helpdesk environment;
- 4; Provide expert advice and interpretation within technical or professional area, including preparing relevant strategic advice on the LMS
- 5; Manage projects of a technical and specialised nature

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

Please provide a statement of claims (maximum two pages) addressing the essential selection criteria below, describing how your skills, knowledge, experience and qualifications would make you suitable for this role.

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

1. Demonstrated ability to communicate verbally and through written communication effectively to a wide variety of audiences
2. Experience working both individually and collaboratively with team members to meet workloads and priorities.
3. Demonstrated experience utilising a Learning Management System in a Federal Public Service

environment.

4. Ability to conduct user acceptance testing utilising excellent analytical and problem solving skills.
5. Demonstrated ability to produce reports for a range of stakeholders utilising Microsoft Excel and a Learning Management System.

Order of Merit

An order of merit may be created and utilised within 12 months from the position being advertised.

How to apply

All applications must be submitted online at <http://www.aec.gov.au/employment/> prior to the closing date.

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) two page statement of claims.