

Senior Financial Disclosure and Party Registration Officer, APS6

Position Details

Job Reference Number	633	Title	Senior Financial Disclosure and Party Registration Officer
Classification	APS6	Division/ Branch	Disclosure, Assurance and Engagement Branch
Status	Ongoing, Full Time	Section	Disclosure and Party Registration
Salary Range	\$77,902 – \$87,313	Location	National Office, Canberra, ACT
Contact Person	Delyse Paliaga	Contact Number	02 6271 4651
Date Applications Open	14 September 2017	Date Applications Close	27 September 2017
Reports to	EL1	Direct Reports	1

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 Funding and Disclosure Teams (FAD) are responsible for administering Parts XI and XX of the *Commonwealth Electoral Act 1918* (the Electoral Act) and are located in National Office in Canberra. The FAD teams manage the registration and maintenance of the Register of Political Parties, the financial disclosure of receipts and expenditure of political parties and others involved in making donations or political expenditure, a compliance program to provide a level of confidence in the financial disclosures and the provision of election funding to candidates and political parties. These functions are critical to maintaining the integrity of the electoral system.

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

Job Summary

The Disclosure and Party Registration Team is seeking to recruit an APS6 to assist with the management of the Register of Political Parties and the Commonwealth Financial Disclosure Scheme. The position is critical in managing day to day operations, ensuring that the AEC's obligations under Part XI and Part XX of the Electoral Act are met.

Duties

1. Undertake as part of a team, financial disclosure operations including analysis of financial disclosure returns;
2. As part of a team, administer party registration, maintenance and reviews of entitlement to registration;
3. Engage positively with internal and external stakeholders including political parties, associated entities, donors, third parties and candidates;
4. Draft briefings, reports and correspondence;
5. Assist in managing IT systems used by the Disclosure and Party Registration team; and
6. Undertake analysis and research as directed.

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

This position is a position of trust. The occupant must be able to obtain and maintain a baseline level security clearance, or hold a current security clearance of an appropriate level.

Selection Criteria

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>.

Applicants are asked to frame their statement of claims around the selection criteria headings – it is not necessary to address each individual dot point.

Essential

Supports/Shapes strategic direction

- Identifies broader factors, trends and influences that may impact on the team's work objectives.
- Undertakes objective, systematic analysis and draws accurate conclusions based on evidence.

Achieves results

- Makes effective use of individual and team capabilities and negotiates responsibility for work outcomes.
- Responds in a positive and flexible manner to change and uncertainty, sharing information with others and encourages cooperation in coping with change.

Communicates with influence

- Selects the most appropriate medium for conveying information, and structures written and oral communication to ensure clarity.
- Listens carefully to others and checks to ensure their views have been understood.

Supports productive working relationships

- Builds and sustains positive relationships with team members, colleagues, stakeholders and clients, providing courteous, prompt and professional service.
- Operates as an effective member of the team, working collaboratively, sharing information, skills and experience with other team members.
- Recognises the different working styles of individuals, and factors this into the management of people and tasks.

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.
- Challenges issues constructively, and justifies own position when challenged.
- Remains positive and responds to pressure in a calm manner.

Desirable

- Demonstrated ability to interpret and administer legislation.

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.

Your application must include the following:

- An up to date resume
- A candidate coversheet
- A statement of claims addressing the selection criteria