

Administrative Officer, APS level 5

Position Details

Job Reference Number	2066	Title	Administrative Officer
Classification	APS 5	Division/ Branch	Election Planning, Policy and Operations
Status	Non-ongoing / Ongoing, Full Time	Section	Election Policy and Procedures
Salary Range	\$70,375 - \$77,125	Location	National Office, Canberra, ACT
Contact Person	Fiona Codd	Contact Number	02 6271 4606
Date Applications Open	14 September 2017	Date Applications Close	28 September 2017

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

Election Planning, Policy and Operations is responsible for:

- The delivery of a range of national logistical activities and voter services

- The management of election related systems
- The development and maintenance of nationally available election planning aids and training programs.

The Election Policy and Procedures Section manages a range of election related policies, procedures and supporting products. It also manages branch coordination and executive support functions including governance, reporting, ministerial and parliamentary. The team provides flexible support and undertakes projects as required for the Assistant Commissioner.

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

Job Summary

The Administrative Officer will provide superior support across the branch including executive support to the Assistant Commissioner. The successful candidate will work with other branch coordination staff and directors to provide assistance and support to a range of tasks and projects occurring across the branch as required.

Due to the nature of this position in providing ongoing support within a busy branch, the position is preferred as a full time role only.

Our Ideal Candidate

The candidates will have strong experience in administration and executive support roles. The candidates should have the ability to work independently and flexibly and be responsive where there are changing demands. The candidate should also have the capability to deal with both the routine and ad hoc matters that may be required and work under pressure to tight timeframes. Experience with reporting and tracking progress of deliverables, improving administrative functions and dealing with correspondence and responding to stakeholder requests are all desirable. Effective communication and discretion is critical.

Duties

Undertake a range of tasks for the branch in particular:

1. perform administrative duties to assist the Assistant Commissioner and branch as required including managing calendars, coordinating meetings and making travel arrangements;
2. maintain general administrative records for the branch, including travel, salaries, general expenditure, accounts, credit card and Cabcharge records;
3. provide research and operational support to the Assistant Commissioner and branch directors as required;
4. respond to requests for assistance and offer support and advice to branch staff on a wide range of administrative, process and governance matters;

5. undertake less complex projects and prepare associated reports, correspondence, briefing material and presentations;
6. Assist with quality assurance checks of various documentation across the branch;
7. Liaise with internal staff at all levels; and
8. maintain a safe work environment by taking all reasonable steps to ensure compliance with work health and safety requirements.

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

These position are 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

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 ILS capabilities for this level as well as addressing the Technical Expertise requirements below.

Essential

Technical Expertise

- Competent with Microsoft tools e.g. Calendars, Excel, PowerPoint
- Ability to write and quality assure material being submitted to executive members
- Experience with reporting and tracking systems
- Ability to review and drive improvement with internal branch processes
- Ability to communicate with a variety of stakeholders

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

Notes

This position will be filled on a Non-ongoing basis for up to 12 months with the possibility of becoming ongoing.