

# Project Officer / Enrolment Supervisor, APS Level 4

## Position Details

<b>Job Reference Number</b>	Q00101, Q00111, Q00118	<b>Title</b>	Project Officer / Enrolment Supervisor
<b>Classification</b>	APS 4	<b>Division/ Branch</b>	Beenleigh LWU North Lakes LWU Gold Coast LWU
<b>Status</b>	Ongoing, Full Time	<b>Section</b>	Operations
<b>Salary Range</b>	\$63,098 - \$69,145	<b>Location</b>	Beenleigh, North Lakes, Gold Coast, QLD
<b>Contact Persons</b>	Beenleigh – Adrian Warrington-Crisan North Lakes – Gloria Gillespie Gold Coast – Trisha Bonamy	<b>Contact Number</b>	Beenleigh – (07) 3834 3443 North Lakes – (07) 3049 2111 Gold Coast – (07) 5635 9901
<b>Date Applications Open</b>	21 September 2017	<b>Date Applications Close</b>	05 October 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

The AEC has sites throughout Queensland and Northern Territory. Multi divisional sites are located at Maroochydore, North Lakes, Ipswich, Brisbane City, Beenleigh, Gold Coast and Darwin. Each

multi divisional site structure comprises a Manager (APS 6), and a number of staff ranging from APS 2 to APS 5 levels.

Single division sites are located at Toowoomba, Dalby, Mt Isa, Maryborough, Bundaberg, Gladstone, Rockhampton, Mackay, Townsville and Cairns. Each single division site consists of a Manager (APS 6), the Divisional Office Clerk (APS 3) and a part-time Divisional Office Assistant (APS 2). Office Staffing is supplemented by temporary employees as required and is managed remotely by an Operations Manager from the Queensland State Office located in Brisbane.

When an election is announced, staffing rapidly expands to deliver this significant logistical event. Managing high risk and large scale projects with increased pressure, media, public scrutiny, short timeframes, and multiple logistical activities that are dependent on each other are some aspects of a Federal Election. Tasks during the Election period are likely to require an increase in working hours with increased pressure, media and public scrutiny, short timeframes, and multiple logistical activities that are dependent on each other.

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

## Job Summary

The APS 4 position can cover roles such as Project Officer or Enrolment Supervisor dependent on the need of the site. A versatile person is required to undertake a range of more complex and challenging activities such as election project planning or enrolment and election management tasks. The position reports to the Office Manager. If fulfilling the role of an Enrolment Supervisor, the APS 4 can provide first line supervision to a small team whose main function in non-election periods is to process enrolment forms and to provide quality assurance of the electoral roll. An Enrolment Supervisor will also complete more complex enrolment transactions and develop the expertise to deliver enrolment related training. If fulfilling the role as Project Officer, you would undertake projects and activities on behalf of the Site Manager and will be responsible for key election related activities.

## Our Ideal Candidate

The AEC is seeking a motivated and resilient person with demonstrated ability to contribute to organisational outcomes and work collaboratively within a small team.

The successful candidate will possess a proven record in general administrative tasks, project management, team leadership, computer skills, including good data entry skills, and have the capacity to deliver staff training. A demonstrated commitment to building sustainable relationships with internal and external stakeholders whilst working collaboratively with peers and staff is also required.

## What we can offer the successful candidate

- Positive team culture that values initiative and commitment
- Become an integral member of the APS
- Competitive salary with 15.4% super

## Duties

The main duties of the Project Officer/Enrolment Supervisor are:

1. Assume responsibility for daily oversight of enrolment related activities, quality assurance checking of enrolment functions, management of special category elector enrolments and related project work;
2. Identify, investigate and report on more complex enrolment cases and manage more complex elector enquiries. Interpret and apply legislation in accordance with endorsed policies and procedures;
3. Undertake first line supervisory functions for a small team. Provide training in the use of the Roll Management System and other programs relevant to the Commonwealth Electoral Roll;
4. Plan and undertake key election related tasks & undertake the role of Returning Officer for Industrial and Commercial elections; and
5. Assist with the provision of electoral services through participation in public awareness, education and roll stimulation activities.

## 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

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

- Understands and supports the AEC's core business and objectives;
- Understands the work environment, including knowledge of Workplace Diversity, Workplace Participation and OH&S principles and practices;
- Ability to think strategically, identify trends and influences that may impact on the achievement of business plans and work objectives.

#### Achieves results

- Demonstrated commitment to achieving quality outcomes and adherence to established election procedures, including the ability to undertake investigations, analyse and evaluate information;
- Ability to undertake a diverse range of administrative duties, analyse and interpret financial

- data, knowledge of the use of software programs and automated business systems;
- Ability to take responsibility for managing own workloads, responding positively and flexibly to change, work efficiently and accurately, meet deadlines, work well under pressure and respond to the challenge of election periods;
- Demonstrated organisational and management support skills, and experience in planning and implementing election projects to completion.

### **Supports/Cultivates productive working relationships**

- Capacity to build and sustain positive relationships with colleagues and customers and ability to establish and effectively maintain both internal and external stakeholder networks;
- Skill in sharing information and working collaboratively with team members, including ability to convey knowledge to others, train and supervise ongoing, temporary and contract staff;
- Demonstrated experience in working collaboratively in and operating as an effective team member in small teams.

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

- Demonstrated initiative, versatility, professional and ethical conduct;
- Willingness to use initiative, accept responsibility, accountability, challenges and new opportunities;
- Ability to apply the behaviours required by the APS values and the APS code of conduct.

### **Communicates with influence**

- Sound written and oral communication skills and an ability to prepare reports and present information in a clear and concise manner to diverse audiences, including the ability to read interpret and present financial information;
- Capacity to consider different ideas, discuss issues thoughtfully and negotiate confidently;
- Proven ability to maintain confidential and sensitive information;
- Capability to deliver effective presentations on electoral education to a broad range of stakeholders.

### **Desirable**

- A motor vehicle driver's license.

### **Order of Merit**

An order of merit may be created and utilised within 12 months from the position being advertised for similar roles in Queensland.

### **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 submission describing how your skills, knowledge, experience and qualifications would make you suitable for this role and meet the selection criteria.

Please ensure you refer to the work level standards and integrated leadership system (ILS). Your response should include recent relevant examples and achievements, and demonstrates your abilities at the appropriate ILS level. Your response should be sufficiently comprehensive to assist the Selection Panel in assessing your skills, abilities and experience for the role.

Further information relating to the leadership capabilities for this position can be found at <http://www.apsc.gov.au/learn/frameworks-and-guidelines/ils>