

Assistant Divisional Office Manager, APS Level 5

Position Details

Job Reference Number	W00430	Title	Assistant Divisional Office Manager
Classification	APS Level 5	Division/ Branch	Cockburn Larger Working Unit
Status	Non-ongoing/Ongoing, Full Time	Section	WA Operations
Salary Range	\$70,375 - \$77,125	Location	Cockburn, WA
Contact Person	Tracey Elliot	Contact Number	08 9412 6405
Date Applications Open	09 November 2017	Date Applications Close	23 November 2017
Reports to	APS6, Divisional Office Manager	Direct Reports	3

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 immediate vacancy is located at the Cockburn Office which services the Divisions of Brand, Burt, Canning and Fremantle. More information about the Divisions can be found on our website,

www.aec.gov.au. The staffing structure consists of EL 1, APS 6, 5, 4, 3 and 2 positions working as a team to deliver the AEC's program outcomes. Office staffing is supplemented by temporary employees as required. When an election is announced, the staffing expands to many hundreds, with polling officials, temporary office staff and post polling day scrutiny staff – these staff will often only work for the AEC in an election delivery period and require intensive training and effective supervision to undertake their role. The workload also increases substantially from managing day to day business as usual activities to managing high risk and large scale projects with increased media and public scrutiny, short and immutable delivery timeframes, and multiple, interdependent logistical activities.

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

Job Summary

The Assistant Divisional Office Manager (ADOM) is a member of a team providing electoral services for a number of electoral divisions. The primary function of this role is to provide higher level technical support to the Site Manager and form part of the Leadership Team for the site. The ADOM will have responsibility for the planning and delivery of activities associated with one or more of the AEC's enrolment, elections or community services program areas. The ADOM will also perform the statutory role of Divisional Returning Officer (DRO, APS 6) during election periods.

Our Ideal Candidate

The AEC is seeking a motivated and resilient person with demonstrated ability to contribute to organisational outcomes and lead small teams to achieve the AEC outcomes across a number of programs.

The successful candidate will possess a proven record in the administration of major logistical events and the capacity to deliver staff training and community awareness programs. 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

- Access to flexible working conditions
- Competitive remuneration including 15.4% superannuation
- Positive team culture that values initiative and commitment

Duties

APS5 positions have administrative, supervisory and management responsibilities. The ADOM may be required to undertake any or all of the following duties:

1. Provide high level technical advice on complex enrolment and elector enquiries or complaints;
2. Undertake higher level project management activities as directed;

3. Provide a high level of business support and project expertise with the planning, preparation, administration and conduct of elections and referendums;
4. Manage all aspects of the community awareness programs for the work area;
5. Lead a team undertaking a diverse range of roll management and quality assurance activities associated with maintaining accurate Commonwealth electoral rolls;
6. Assist in the management of financial, property and human resources for the office;
7. Undertake the role of Returning Officer for Industrial and Commercial elections as required;
8. Undertake the role of Divisional Returning Officer (including Statutory Delegations) for Federal Elections and referendums; and
9. Conduct, or assist with the conduct of, industrial elections, protected action ballots and fee-for-service elections and ballots as required.

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.

The AEC is undergoing a period of significant organisational change. *The successful applicant will demonstrate in their response to the selection criteria their achievements and abilities to work in an operational setting to deliver outcomes in a highly scrutinised environment over sustained periods with immutable deadlines, which is expected during electoral events.* The applicant will also demonstrate their experience and skills to support change management process and contribute to a high performing team.

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/publications-and-media/current-publications/guide-to-the-ils-aps1-6>.

Essential

Supports strategic direction

- Possesses or can quickly acquire knowledge of Australian electoral processes including electoral legislation and parliamentary systems.
- Demonstrates awareness of broader factors, trends and influences that may impact on the achievement of objectives.
- Assists in the development and implementation of team goals, strategies and work plans.
- Demonstrates ability to think laterally; identifies and implements improved work practices.
- Contributes to the state and divisional office management teams and provides advice for the effective and efficient achievement of business outcomes.

Achieves results

- Demonstrates ability to manage projects, including monitoring, prioritising, evaluating and adjusting milestones as required.
- Demonstrates commitment to achieving quality outcomes and adherence to established election procedures by harnessing individual and team capabilities.
- Takes responsibility for managing own workloads and applies technical and professional knowledge and expertise as required.
- Responds flexibly to change and ensures compliance to deliver timely and quality outcomes.

Supports 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.
- Demonstrates experience in working collaboratively in and operating as an effective team member in small teams.
- Demonstrates ability to lead and manage people and work groups effectively.
- Identifies learning and development opportunities for team members and provides constructive feedback and performance management.

Displays personal drive and integrity

- Operates professionally, ethically and with integrity.
- Shows initiative and is willing to accept responsibility and accountability.
- Ability to model the behaviours required by the APS Values, APS Code of Conduct and the AEC's Leadership Values.

Communicates with influence

- Communicates clearly, concisely and unambiguously to diverse audiences with influence and confidence both verbally and in writing.

- Listens, understands and creates opportunities for input from others.
- 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

WA Class C driver's licence (or Australian equivalent).

Order of Merit

An order of merit list will be created to fill similar Cockburn metropolitan roles in an ongoing and non-ongoing capacity as required 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:

- A current CV that details your work experience in relation to this role;
- A [candidate coversheet](#); and
- A written statement (2 pages maximum) describing how your skills, knowledge, relevant work experience and personal qualities would make you suitable for this role and meet the selection criteria.

Notes

This position will be filled on a Non-ongoing basis for up to 9 months with the possibility of becoming ongoing.