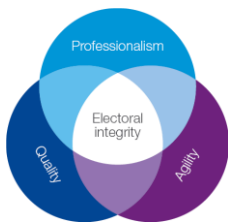


# Divisional Office Clerk, APS Level 3

Position Details			
Job Reference Number	V00054	Title	Divisional Office Clerk
Classification	APS 3	Division/ Branch	Division of Goldstein
Status	Ongoing	Section	Operations
Salary Range	\$57,745 - \$63,282	Location	Moorabbin, VIC
Contact Person	Robyn Whitney	Contact Number	(03) 9285 7179
Date Applications Open	4 January 2018	Date Applications Close	18 January 2018

## 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 Division of Goldstein is currently located in Sandringham but will move to a new premises in Moorabbin in mid-2018. The move will bring together the divisions of Goldstein, Hotham and Isaacs to create a large work unit. Current staffing in the Sandringham office consists of the Divisional Office Manager (APS 6), the Divisional Office Clerk (APS 3) and a part-time Divisional Office

Assistant (APS 2) working as a team across the program outcomes. However, with the colocation of three divisions in Moorabbin a larger team will be established comprising 3 Divisional Office Managers (APS6), 3 Divisional Office Clerks (APS 3) and 3 part-time Divisional Office Assistants (APS 2).

Office staffing is supplemented by temporary employees as required and is managed remotely by an Operations Manager from the Victorian State Office located in Melbourne.

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

## Job Summary

The position is a full-time ongoing position.

The Divisional Office Clerk's primary role is to assist with the planning and preparation for electoral events, undertaking a diverse range of electoral activities; maintenance of the Commonwealth electoral roll and assisting with public information. The APS 3 is responsible for the planning and preparation of a number of key projects during an electoral event and for leading a team of staff to deliver these projects effectively.

This position, at the direction of the Divisional Office Manager will assist with other duties as required including Industrial and Fee for Service elections and non-election workloads

## Our Ideal Candidate

The AEC is seeking a motivated and resilient person with the 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 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 Divisional Office Clerk will assist with:

1. Diverse electoral activities including the maintenance of Commonwealth electoral rolls and the planning, arrangement and conduct of elections and referendums.

2. The preparation of routine correspondence reports and returns concerning the operation of the Division and use of automated systems.
3. The planning, preparation and delivery of public information and education programs.
4. The engagement, training, supervision and payment of temporary staff for the conduct of electoral events.
5. Maintenance of a safe working environment by taking all reasonable steps to ensure compliance with Work Place Health and Safety requirements.
6. Take the lead role in planning, preparing and delivering a number of critical projects and teams during an electoral event including the engagement, training, supervision and payment of temporary staff.

## 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. (No more than 400 words per criteria)

### Essential

#### Supports strategic direction

- Understands and supports the AEC's vision, mission and business objectives.
- Understands the work environment and contributes to team goals.
- Harnesses information and opportunities.

#### Achieves results

- Commits to achieving quality outcomes and adheres to established procedures.
- Takes responsibility for managing own workloads and responds positively and flexibly to change particularly during times of pressure and electoral events.

#### Supports productive working relationships

- Builds and sustains positive relationships with team members and customers.
- Shares information and works collaboratively with team members.
- Values individual differences and diversity.

## Displays personal drive and integrity

- Operates professionally, ethically and with integrity.
- Adhere to the behaviours required by the APS Values, APS Code of Conduct and the AEC's Leadership Values.
- Takes personal responsibility for accurate completion of work.
- Remains positive and responds to pressure in a calm manner.

## Communicates with influence

- Presents information in a clear and articulate manner.
- Listens, considers different ideas and discusses issues thoughtfully.
- Negotiates confidently.
- A clear understanding of key issues and resolves issues promptly

## Desirable

A current driver's licence.

## 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 two page statement of claims addressing the selection criteria