

Recruitment Officer, APS Level 4

Position Details

Job Reference Number	979	Title	Recruitment Officer	
Classification	APS Level 4	Division/ Branch	People Services Branch	
Status	On-going Full Time	Section	Remuneration, Recruitment and Entitlements	
Salary Range	\$63,098 – \$69,145 per annum, pro rata		Location	Canberra, ACT
Contact Person	Rebecca Kelly		Contact Number	02 6271 4737
Date Applications Open	16 March 2017	Date Applications Close	30 March 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 People Services Branch is responsible for providing a broad range of services to support the strategic focus of the AEC and the work undertaken in each of the Electoral Divisions. The range of services delivered by the Branch supports the ongoing operational activities of APS employees and staff employed under the Commonwealth Electoral Act 1918 (CEA) to undertake electoral activities and includes payroll, systems and recruitment activities.

The AEC is committed to the APS values of being impartial, committed to service, accountable, respectful and ethical. They are core components of a positive culture, stewardship, high performance, and leadership.

Job Summary

The AEC is seeking an experienced Recruitment Officer to work as part of a small customer focused team. The successful candidate will have experience in a client service environment, be flexible with a can do attitude, possess sound problem solving abilities and preferably have experience working within the APS Recruitment environment.

Our Ideal Candidate

Will have experience in the use of Aurion or similar HRM system and a demonstrated understanding of APS Recruitment and employment conditions, including the capability to demonstrate positive relationships with colleagues and customers.

Duties

As part of a team and in accordance with the corporate objectives of the AEC:

1. Delivery of the recruitment services, including advertising vacancies, actioning recruitment requests, processing selection reports and issuing letters of offer.
2. Providing advice in relation to APS recruitment.
3. Process the on-boarding of new starters including entering their details into the payroll system.
4. Assist in the continuous improvement of recruitment procedures and processes within the team.

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 is a position of trust that requires someone who is an Australian citizen 18 years old or over who is politically sensitive yet neutral with suitability to hold security clearance.

Selection Criteria

The AEC meets and utilises the Integrated Leadership System (ILS), defined by the Australian Public Service Commission. Further information relating to the capabilities for this position can be found at <http://www.apsc.gov.au/learn/ils>

Applicants are asked to frame their statement of claims against the ILS appropriate for level of the role advertised using the selection criteria headings below.

Essential

Communicates clearly

Achieves results in a corporate business support environment

Supports productive working relationships

Displays personal drive and integrity

Order of Merit

An order of merit may be created and utilised within 12 months from the position being advertised.

How to apply

1. Submit an up to date resume
2. Provide a short statement against each of the duties of the position providing details of how you would fulfil the duties of the position. (no longer than 1 page)
2. Describe the steps you take to learn a new system or piece of policy or legislation. (500 words maximum)

Select the Apply button through the employment page on the AEC website
<http://www.aec.gov.au/employment/>

Applications will not be acknowledged upon receipt.