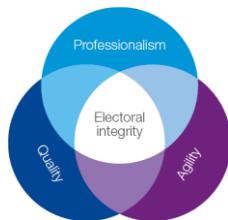


# Assistant Director – Industrial Relations, EL1

Position Details			
Job Reference Number	10141	Title	Assistant Director – Industrial Relations
Classification	EL1	Division/ Branch	Corporate Services
Status	Ongoing	Section	Industrial Relations
Salary Range	\$99,233 - \$111,825	Location	Canberra, ACT
Contact Person	Jonathon Nicholl	Contact Number	(02) 6271 4680
Date Applications Open	21 December 2017	Date Applications Close	31 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 Corporate Services Branch (CSB) is responsible for providing a broad range of services to support the strategic focus of the AEC and the work undertaken across the AEC and its implementation in the business environment. It does this by partnering with senior managers across the network providing advice and practical assistance to progress organisation-wide change initiatives and to support electoral events.

CSB has approximately 65 staff over five sections; People, Security and Integrity, People Services, Election Workforce and Systems , CFO and Resource Management and Financial Management, within which the vacancy sits. The People, Security and Integrity Section includes Security, People and Place (ASA), IT Security – Systems and Operations (ITSA) and People, Performance and Integrity.

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

## Selection Criteria

Applicants are required to provide responses to the selection criteria along with ensuring they meet the essential requirements of the position. The following selection criteria will be used throughout the selection process to determine an applicant's suitability for the advertised position:

### Shapes strategic thinking

- Inspires a sense of purpose and direction
- Focuses strategically
- Harnesses information and opportunities
- Shows judgement, intelligence and commonsense

### Achieves results

- Builds organisational capability and responsiveness
- Marshals professional expertise
- Steers and implements change and deals with uncertainty
- Ensures closure and delivers on intended results

### Cultivates productive working relationships

- Nurtures internal and external relationships
- Facilitates cooperation and partnerships
- Values individual differences and diversity
- Guides, mentors and develops people

### Exemplifies personal drive and integrity

- Demonstrates public service professionalism and probity
- Engages with risk and shows personal courage
- Commits to action
- Displays resilience
- Demonstrates self-awareness and a commitment to personal development

### Communicates with influence

- Communicates clearly
- Listens, understands and adapts to audience
- Negotiates persuasively

## Order of Merit

An order of merit may be created and utilised to fill similar vacancies 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

# Position Description

Position Details			
<b>Position Number</b>	10141	<b>Branch/State</b>	National Office
<b>Classification</b>	Executive Level 1	<b>Location</b>	Canberra
<b>Status</b>	Ongoing	<b>Date Last Modified</b>	17/11/2017
<b>Legislative basis</b>	APS	<b>Direct Reports: BAU</b>	0
<b>Reports To</b>	Assistant Commissioner, Corporate Services	<b>Direct Reports: Electoral Events</b>	0
<b>APS Family</b>	Human Resources	<b>APS Function</b>	Human Resource Strategic
<b>APS Role</b>	Industrial Relations	<b>APS Job Code</b>	210103

## Purpose of the role

The Assistant Director, Industrial Relations manages the day to day matters relating to industrial relations within the Corporate Services Branch, the role will also participate in branch planning and aligning longer term plans with agency goals and objectives.

The role is responsible for undertaking very complex and/or sensitive work, under broad direction, utilising expertise across a range of activities relating to the provision of advice and guidance across all aspects of Industrial Relations within the agency.

## Key position responsibilities

- Provide the Agency with best practice information and strategies relating to strategic people management, people development and contemporary people practices in relation to industrial relations.
- Provide analysis and judgement on complex issues and make significant contribution to the management, preparation and coordination of policy formulation and/or project management.
- May be required to lead and manage a team to ensure high quality outputs, including building team capability to maintain a high level of expertise and encouraging career development.
- Develop and actively manage key internal and external relationships, including collaborating

with key stakeholders to identify opportunities, achieve outcomes and facilitate cooperation. In addition to representing and explaining agency views in various forums.

- Provide high quality and timely advice internally and externally, including guidance and reporting to Branch leadership and the Senior Executive cohort including, Executive Leadership Team in relation to section/Branch functional responsibilities.
- Communicate and make decisions using professional judgement, evaluating risks and in the context of a complex and changing environment.
- Contribute to doctrine, election preparation and delivery activities in accordance with the election readiness framework, according to individual accountabilities and responsibilities.
- Perform additional duties or assume responsibility of functions as directed by the Management from time to time.

### Additional responsibilities during an Electoral Event

- A greater focus on the Temporary Election Workforce may occur during an Electoral Event

### Key organisational accountabilities

- Adherence to the:
  - APS Values and Code of Conduct;
  - AEC Values and Commitments; and
  - Ballot Paper Principles.
- Maintain currency and validity of essential qualifications, which may include mandatory continuing professional development.
- Complete learning and development relevant to role or classification as a required or directed, from time to time.
- Be familiar with, abide by and promote all AEC work health and safety frameworks, policies and procedures, including but not limited to:
  - Health, Safety and Wellbeing Policy;
  - WHS Due Diligence Framework;
  - Fatigue Management and Prevention Policy; and
  - Rehabilitation management system (RMS).
- Abide by and promote the:
  - Commonwealth Resource Management Framework and Procurement Framework; and
  - AEC related frameworks, instructions, policies and procedures.

## Key relationships/stakeholders – internal and external

- |          |  |
|----------|--|
| Internal | <ul style="list-style-type: none"><li>• Executive Leadership Team</li><li>• SES Cohort, including Assistant Commissioners and State Managers/AEO</li><li>• Corporate Services Branch</li><li>• All Staff</li></ul> |
| External | <ul style="list-style-type: none"><li>• Australian Public Service Commission</li><li>• Fair Work Commission</li></ul>  |

### *Delegations*

This position may have powers or functions conferred by the Australian Electoral Commission or the Electoral Commissioner under legislation or instrument.

This may include but is not limited to the *Commonwealth Electoral Act 1918* (Cth), *Public Governance, Performance and Accountability Act 2013* (Cth), *Public Service Act 1999* (Cth), *Work, Health and Safety Act 2011* (Cth) and AEC Enterprise Agreement 2016-19.

## Essential Requirements

### **Security Clearance**

- Baseline
- Character clearance, including a police check.

### **Qualifications, Skills and Experience**

#### *Mandatory*

- In depth knowledge and experience developing and implementing people management initiatives, policies and procedures in the industrial relations arena.
- Sound knowledge and experience in successfully managing and delivering results within time restraints and with competing priorities.
- Proven ability to communicate with influence, negotiate outcomes and manage complex stakeholder relationships, including across a geographically dispersed network.
- Proven conceptual and analytical abilities with sound knowledge of change management practices and techniques to enable innovation.
- Demonstrated ability to lead and manage staff while developing capabilities, encouraging career development and embedding professionalism.
- Demonstrated personal drive and integrity whilst achieving results within legislative and budget parameters.

#### *Desirable*

- Tertiary qualification in Human Resources or similar field and/or at least 3 years knowledge

and experience working in a human resources environment.

- Knowledge of, or ability to, quickly gain knowledge of Australian electoral law and practice.
- Demonstrated knowledge of the Commonwealth frameworks, including Resource Management

**Other Requirements**

- Political neutrality
- Australian citizen

**Licence**

- Not Applicable