

# Director - People Security and Integrity, EL2

## Position Details

<b>Job Reference Number</b>	10163	<b>Title</b>	Director – People Security and Integrity
<b>Classification</b>	EL2	<b>Division/ Branch</b>	Corporate Services Branch
<b>Status</b>	Ongoing	<b>Section</b>	People Integrity and Security
<b>Salary Range</b>	\$117,320 - \$137,753	<b>Location</b>	Canberra, ACT
<b>Contact Person</b>	Jonathan Nicholl	<b>Contact Number</b>	(02) 6271 4680
<b>Date Applications Open</b>	21 December 2017	<b>Date Applications Close</b>	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>	10163	<b>Branch/State</b>	National Office
<b>Classification</b>	Executive Level 2	<b>Location</b>	Canberra
<b>Status</b>	Ongoing	<b>Date Last Modified</b>	19/11/2017
<b>Legislative basis</b>	APS	<b>Direct Reports: BAU</b>	2
<b>Reports To</b>	Assistant Commissioner, Corporate Services Branch	<b>Direct Reports: Electoral Events</b>	2
<b>APS Family</b>	Intelligence	<b>APS Function</b>	Intelligence Analysis
<b>APS Role</b>	Human Intelligence	<b>APS Job Code</b>	170106

## Purpose of the role

The Director, People, Security and Integrity will lead and manage a multidisciplinary section responsible for the provision of high quality advice and assistance on Security (People and Place) and People Performance and Integrity functions to all areas of the agency. This includes the development and maintenance of agency wide people and security (people and place) strategies and plans.

The role is responsible for undertaking work with a high level of complexity and sensitivity, utilising specialist, professional and/or technical knowledge and significant judgement to provide strategic and operational advice and guidance on security, people performance and integrity matters.

### Key position responsibilities

- Manage and lead a service orientated multidisciplinary team responsible for a range of functions including, the conduct of investigations and reviews in relation to employee complaints, misconduct and performance and manage the Agency Security Advisor (ASA) functions ensuring high quality, timely and client focused outputs, while ensuring that the section maintains a high level of expertise.
- Ensure obligations imposed on the agency through the Enterprise Agreement and applicable legislation, including but not limited to the *Fair Work Act 2009* (Cth), *Public Service Act 1999* (Cth), *Safety, Rehabilitation and Compensation Act 1988* (Cth) and *Work, Health and Safety Act 2011* (Cth) are satisfied and compliant governance arrangements, policies and frameworks are in place.

- Develop evaluate and maintain strategic policy for the agency in relation to People Security and Integrity functions ensuring they are implemented effectively and in line with best practice.
- Prepare complex correspondence, papers, briefings and reports on functional responsibilities, including investigations, identified workforce issues, and innovative solutions to reducing people management costs.
- Oversee and or/manage investigations regarding employee performance and integrity, including the selection and contract management of external providers.
- Provide high level analysis of issues and make significant contribution to the management, preparation and coordination of complex inputs to policy formulation and/or project management.
- Develop and manage key strategic internal and external relationships, this may include promoting, representing and negotiating on behalf of the AEC in various forums.
- Provide high quality and timely advice, guidance and reporting to Branch leadership and the Senior Executive cohort including, Executive Leadership Team and the Electoral Commissioner in relation to section/Branch functional responsibilities.
- Make and communicate decisions using professional judgement, factoring in risks and being sensitive to the context.
- 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 from time to time.

### Additional responsibilities during an Electoral Event

- The volume of requests for advice and matters, along with the urgency to resolve matters, will increase significantly prior to and during both electoral and referendum events.
- Support Programme and project areas where required.

### 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>• Legal and Procurement Branch;</li><li>• IT Branch; and</li><li>• Corporate Services Branch</li></ul>  |
| External | <ul style="list-style-type: none"><li>• Other APS Agencies, including Australian Public Service Commission, Fair Work Commission, Comcare, Attorney General’s Department, Australian federal Police and Australian Security Intelligence Organisation</li><li>• External Investigation Providers</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

- Level 1 - Negative Vetting (NV1)
- Character clearance, including a police check.

#### Qualifications, Skills and Experience

##### Mandatory

- Demonstrated knowledge and experience in the APS employment framework and Australian

Government Protective Security Policy Framework (PSPF).

- Extensive understanding of relevant HR legislation, policies and procedures and the ability to apply this knowledge in the workplace.
- Extensive knowledge and experience in successfully leading and delivering results under scrutiny and within time restraints, with competing priorities.
- Proven ability to communicate with influence, negotiate strategic outcomes and manage strategic stakeholder relationships, including across a geographically dispersed network.
- Proven strategic 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 and embedding professionalism.
- Demonstrated personal drive and integrity whilst achieving results within legislative and budget parameters.

*Desirable*

- Tertiary qualifications in human resources and/or investigations or equivalent experience in the field.
- 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

