

# Assistant Director, Executive Level 1

## Position Details

<b>Job Reference Number</b>	984	<b>Title</b>	Assistant Director, Information Services Team
<b>Classification</b>	EL1	<b>Division/ Branch</b>	Information Technology (IT)
<b>Status</b>	Ongoing	<b>Section</b>	Enterprise and IT Governance
<b>Salary Range</b>	\$97,287 - \$109,632	<b>Location</b>	Canberra
<b>Contact Person</b>	Debbie Fortis	<b>Contact Number</b>	02 6271 4787
<b>Date Applications Open</b>	12 October 2017	<b>Date Applications Close</b>	26 October 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 IT Branch comprises of approximately 70 personnel. The Enterprise and IT Governance (E&ITG) section delivers a variety of strategic and corporate functions across the IT Branch and agency, including: contract and vendor management; IT sourcing and procurement; financial management; quality assurance; IT security; and Information Services.

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

## Job Summary

The Assistant Director Information Services, will be responsible for overseeing the Information Services Team. The position also has a critical role, as the Senior Project Manager in driving the implementation of an Electronic Document and Records Management System for the AEC. The role provides advice and assistance to business areas on records management including seeking approval for the destruction of records.

## Our Ideal Candidate

We are looking for an enthusiastic and motivated candidate to lead and manage a small team responsible for providing the AEC with records management advice services and the implementation and management of an EDRMS. The position requires someone who shows judgment and has the ability to negotiate persuasively and lead performance to deliver results in tight timeframes.

## What we can offer the successful candidate

- Positive team culture that values initiative and commitment.
- Opportunity to work in a dynamic team environment.
- Become an integral member of the Australian Public Service.
- Competitive salary with 15.4% super.

## Duties

As part of this role with the AEC, the successful applicant will:

1. Lead and manage a small team tasked with providing high quality records management and recordkeeping services and advice, as well as Mail services to AEC staff.
2. Manage projects of a technical and specialised nature.
3. Co-ordinate the annual information governance reporting as well as other external reporting as required.
4. Provide advice to AEC management and staff on records management and prepare internal reports as required.
5. Provide recordkeeping training and familiarisation for AEC staff, where 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

This position is a position of trust. The occupant must be able to obtain and maintain a baseline level security clearance, or hold a current security clearance of an appropriate level.

## Selection Criteria

Please provide a statement of claims (maximum 2 pages) describing how your skills, knowledge, experience and qualifications would equip you to succeed in this role and meet the below essential selection criteria - it is not necessary to address each individual dot point.

### Essential

#### Shapes strategic thinking

- Inspires a sense of purpose and direction
- Focuses strategically
- Harnesses information and opportunities

#### Achieves results

- Build organisational capability and responsiveness
- Marshalls professional expertise
- Steers and implements changes and deals with uncertainty
- Ensures closure and delivers on intended results

#### Cultivates productive working relationships

- Nurtures internal and external relationships
- 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

#### Communicates with influence

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

## Desirable

Certificate IV in Recordkeeping

## Order of Merit

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

## How to apply

Apply online at: <http://www.aec.gov.au/employment/>

Your application must include the following:

- An up to date resume;
- A candidate coversheet;
- A statement of claims addressing the selection criteria (maximum 2 pages).