

Enrolment Supervisor, APS Level 4

Position Details

Job Reference Number	V000626	Title	Enrolment Supervisor
Classification	APS 4	Division/ Branch	Braybrook Area Office
Status	Ongoing	Section	Operations
Salary Range	\$64,360 - \$70,528	Location	Braybrook, VIC
Contact Person	Mark Porritt	Contact Number	(03) 9362 0049
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 Braybrook Area Office consists of the Divisional Office Manager (APS 6), Divisional Office Assistant Manager (APS 5), Enrolment Supervisor (APS 4) Divisional Office Clerk (APS 3 and two 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 Enrolment Supervisor works closely with the Divisional Office Manager and the Assistant Divisional Office Manager to develop and manage the Divisional team to meet program outcomes.

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

Job Summary

The Enrolment Supervisor works closely with the Divisional Office Managers and the Assistant Divisional Office Manager to develop and manage the Divisional team to meet program outcomes.

- **Non-Election Period**

In the two non-election years, the focus is firmly on enrolment and comprehensive election planning and other on-going projects leading up to the announcement of the election. The Enrolment Supervisor actively train and mentor staff to ensure they are undertaking their work according to legislation, policy and procedure whilst also making a broader contribution to the review and refinement of internal policies and procedures.

- **Election Period**

When an election is announced, the workload for all divisional staff increases substantially for a period of 8 – 12 weeks. The Enrolment Supervisor is responsible for managing projects during the election as advised by the Divisional office Manager, some of these projects may be high risk and large scale projects involving pressure to complete work within short and immutable timeframes, public and media scrutiny and multiple logistical activities that are dependent on each other.

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.

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

As a member of a small team, the Enrolment Supervisor will be responsible for:

1. Supervising the workload management and processing of the enrolment in the work area.
2. Supervising the processing and maintenance of special categories enrolments and registers
3. Assisting senior staff with the planning and implementation of key election projects, including development, leading and delivery and reviewing of selected projects in line with AEC

requirements and election preparation cycles.

4. Interpreting and applying legislation so as to provide technical advice on complex enrolment and elector enquiries to senior staff.
5. Assisting the Leadership team in the staff development program for the site including the training of election staff.
6. Applying project management skills to complete specific goals within set timeframes as directed by the Divisional Office Manager.
7. Undertaking the role of Returning officer for Industrial and Commercial elections as required.
8. Coordinating the administrative, financial and human resources processes in the work area within delegated responsibility.

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