

Temporary Mobility: Team Leaders, Contingent DRO Program

Job Reference: 2024-198 Multiple

Work Area: State Operations

Location: Multiple Locations, Australia-wide

Classification: APS Level 6

Employment Type: Non-ongoing, Full Time

Contact: Surge Recruitment Team, (02) 6271 4730 or SurgeRecruitment@aec.gov.au

Due Date: Sunday 1 September 2024, 11:59pm AEST

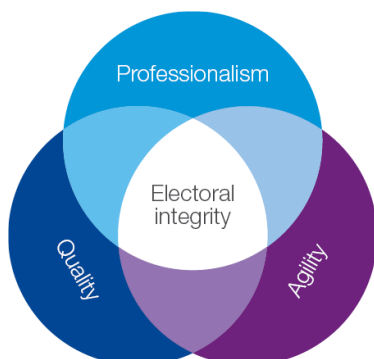
The AEC

We run elections and referendums.

A federal election is one of the nation's largest, most complex and most scrutinised peacetime logistical events. It has tens of millions of moving parts and happens every three years or so on an unknown date. It takes a lot of detailed planning and this work contributes positively to Australian democracy, culminating in landmark events in the national consciousness.

In between elections there can be by-elections and/or referendums, there will be industrial elections and ballots, we maintain the electoral roll, we help draw electoral boundaries, we administer the financial disclosure scheme and much more.

It's complex, challenging and rewarding – and the Australian Electoral Commission (AEC) is the independent statutory authority established by the Australian Federal Government to perform this crucial work.



Our strategic focus of electoral integrity is achieved through our values of *Quality, Agility and Professionalism*. *These aren't just words to us – we live these values in order to continue to deliver trusted electoral event results for Australian voters.*

What we offer

We understand the importance of balancing your work and personal life. We help our employees with this through a range of flexible working options and ensuring a supported environment. To assist our people, the AEC provides a suite of comprehensive and holistic employee assistance and wellbeing programs.

We offer our people career development through a range of learning and development opportunities and a study assistance program.

We want our workforce to reflect the diversity of the Australian community. We have supportive diversity networks across the agency. We value the unique qualities, attributes, skills and experiences held by our people.

As an AEC employee you will receive 20 days annual leave per year, access to purchased leave, a paid Christmas/new year shutdown period, and competitive pay and conditions including 15.4% superannuation contributions.

To find out more about the AEC and what we have to offer visit the [AEC website](#).

The Team

The Contingent Divisional Returning Officer (CDRO) Program is seeking to create a pool of Team Leaders for deployment nationwide to support the successful delivery of an upcoming electoral event.

You will be joining a network of Team Leaders and Assistant Team Leaders across the country, responsible for managing your work unit to ensure the proper conduct of the electoral event. You will work closely with our State Office, National Office and the other States and Territories.

A Team Leader typically leads a team of around 2–10 staff members. The team size increases significantly during an electoral event to accommodate the temporary election workforce. During the delivery of the election, the Team Leader will undertake the legislative responsibilities of the Divisional Returning Officer (DRO) for a [federal electoral division](#) and will work to ensure that the division delivers an election result with transparency and integrity.

At the AEC you will develop strong connections with colleagues and supportive networks, as we all work to deliver an impartial and independent electoral system with high integrity.

The Opportunities

The AEC's CDRO Program has multiple opportunities and are looking for agile, energetic and results-driven government employees who can lead and manage divisional election event planning, delivery, and evaluation. You will join a leadership team committed to learning and self-development and responsible for building technical capability and fostering career development of its people.

Under the direction of the Assistant Director, Operations, you will contribute to the development of team objectives for short term tasks and strategic planning for longer-term

initiatives, including setting priorities for the work area, maintaining team cohesion, and ensuring quality of outputs for the work area. Successful candidates will be self-motivated team players who have the ability to work well in a fast-paced environment and whilst under pressure.

Working in a high-pressure environment, this position requires a highly organised individual with the ability to prioritise and manage multiple tasks efficiently. You will work independently under limited guidance while adhering to internal processes.

As a Team Leader of the CDRO Program, the standard working week is 37.5 hours, however you will be required to:

- work extended hours including weekends and evenings, to manage key election projects with fixed deadlines during an election event period.
- have the flexibility to travel, sometimes on short notice, to cover any urgent divisional operational needs.
- move between operational, logistical coordination and project-based roles, as required.

Duties of the CDRO include but are not limited to:

- leading and managing divisional office staff and resources to deliver client services, including electoral roll maintenance.
- developing staff capabilities, including identifying and addressing skills gaps and training needs.
- planning and project management of significant and large-scale electoral events in accordance with nationally mandated timeframes and implement AEC strategic direction including effective change management.
- ensuring compliance with legislation, policies and procedures and delivering of complex logistics in strict timeframes with high political interest.
- responding to public enquiries, including escalated complex inquiries relating to both enrolment and electoral matters more broadly.
- setting priorities, overseeing electoral roll integrity, and providing guidance on complex enrolment transactions.
- making decisions, delegating tasks, solving problems, managing stakeholders, and contributing to policy improvements.

You will undertake 2 weeks of in person/online or hybrid training from early-September 2024. Once completed you will be deployed between 3 to 6 month period in various parts of the country unless requirements are within your jurisdiction.

To excel you will have demonstrated ability to:

- **work with others** - building team spirit, listening and communicating proactively, and recognising the contribution of others.
- **lead and supervise** – delegating effectively, providing clear direction, motivating, and empowering others to support the expanding workforce requirements seamlessly and efficiently.
- **prioritise and remain agile** – assess tasks, manage competing priorities and keeping to schedules and deadlines in a fast-paced environment.
- **adhere to principles and values** – always demonstrating integrity and upholding ethics and values.

Desirable skills and experience include:

- experience in planning and organising major logistical events - managing time effectively and identifying and organising resources to achieve results.
- ability to adapt and respond to changing circumstances, dealing with ambiguity, and making positive use of opportunities it presents.
- ability to consistently deliver results and achieve project goals, working in a systematic, methodical, and orderly way while monitoring and maintaining high standards for quality.
- a demonstrated ability to work autonomously and a strong commitment to working harmoniously within a team to achieve positive results and support the AEC's strategic direction.

Apply Now

Note: This temporary mobility opportunity is open to current ongoing APS and state government employees only. Applications will be assessed as received.

Submit your application via the [AEC's Job Portal](#).

Within your application, you will need to provide:

- an up-to-date resume (two pages maximum); and
- a one-page pitch (500 words maximum) outlining how your skills, knowledge, experience, and qualifications make you the best person for this opportunity. Your one page pitch should be uploaded to the 'cover letter' section when submitting your application via the [AEC's Job Portal](#).

You may be required to undertake psychometric testing as part of this recruitment process.

Ongoing APS employees between APS Level 4 and Executive Level 1 will be considered for opportunities via secondment or temporary section 26 transfers. Deployment opportunities will be subject to release approvals by your Home Agency. Please ensure that pre-approval from your Home Agency delegate is sought during the application process to avoid potential delays during the selection and engagement process. The [APS Mobility Framework](#) offers practical advice for employees considering a temporary move.

Current State Government employees will be considered for non-ongoing (temporary) opportunities.

The AEC is committed to creating a diverse environment and is proud to be an equal opportunity employer.

RecruitAbility

This scheme aims to attract and develop applicants with disability and facilitate cultural changes in selection panels and agency recruitment.

If you are a person living with a disability and opt into the scheme; you are required to declare you have disability; and must meet the minimum requirements of this vacancy. Once these requirements are met, you are advanced to a further stage in the selection process. Merit remains the basis for engagement and promotion.

You do not need to provide further information about your disability.

For further information visit the [APSC website](#).

Australian Citizenship

All positions in the AEC require employees to be Australian citizens and is a condition of engagement.

Information on Australian citizenship including how to obtain evidence of Australian citizenship is available from the [Department of Home Affairs](#).

Politically Sensitive Position

It is an inherent requirement of employment at the AEC that employees must be, and must be seen to be, impartial and politically neutral. Any person who is active in political affairs or referendum issues, may compromise the strict neutrality of the AEC and will be ineligible for employment with the AEC. This requirement is outlined in the AEC Enterprise Agreement and Political Neutrality Policy.

Security Requirements

Some positions may require an applicant to gain and maintain a security clearance in addition to pre-employment screening.

Pre employment screening includes a check on police records, identity check and checks addressing agency specific on political neutrality. Assessments of ongoing suitability form part of all positions at the AEC.

For more information, please see the [Personnel Security Policy](#) under the [Australian Government Protective Security Policy Framework](#).

Talent Pool

Candidates who are found suitable but not offered a position may be placed in a talent pool for up to 18 months from the date of advertisement. The AEC may use talent pools to fill future vacancies.