

**Australian Electoral Commission
Position Description – Electoral Commissioner**

1. Overview

The AEC is the Australian Government agency responsible for providing Australians with an independent electoral service that meets their needs and enhances their understanding of and participation in the electoral process.

The AEC is responsible for the conduct of federal parliamentary elections, referendums and certain other elections including for industrial organisations; management of the Commonwealth electoral roll; conducting education programmes on the electoral process; providing advice and assistance on electoral matters in Australia and overseas; ensuring compliance with financial disclosure requirements; and supporting electoral redistributions.

Seven processes uniquely identify the AEC:

- preparing for, conducting and reviewing elections;
- managing electoral rolls as used by the Commonwealth, State and Local Governments;
- industrial elections and protected action ballots;
- educating and informing the community about participating in the electoral process;
- providing advice and assistance on electoral matters in Australia and overseas;
- ensuring that political parties and others comply with financial disclosure requirements; and
- supporting electoral redistributions.

2. Role of Electoral Commissioner

As Electoral Commissioner and Chief Executive Officer, you will assume overall responsibility for the governance, leadership, management and strategic direction of this high profile statutory authority.

3. Responsibilities

The successful candidate will have demonstrated leadership capacity and strong strategic management experience and will be a highly skilled administrator, with a proven record in senior management, including resource and financial management. The appointee will represent the Commission both in Australia and internationally and will be expected to have a demonstrated capacity for impartiality. The AEC must observe strict neutrality in the election processes it conducts. The Electoral Commissioner must be, and must be seen to be, similarly neutral.

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Conditions: Appointment is for a period of up to seven years. The successful candidate will be eligible for reappointment. The appointment will be made under the Commonwealth Electoral Act 1918 by the Governor-General. A prospective nominee will be required to give assurances regarding potential conflicts of interest and personal financial affairs.

4. Key Selection Criteria

The core Australian Public Service Commission merit-based criteria for agency head positions apply to this position. Candidates are asked to respond to each cluster of criteria. Candidates should outline their relevant experience at a senior level, using examples where relevant to illustrate their experience.

Shapes Strategic Thinking

- Inspires a Sense of Purpose and Direction
- Strategic Focus
- Ability to Recognise Opportunities, Harness Information
- Shows Judgement, Intelligence and Common sense

Achieves Results

- Organisational Capability
- Professional Expertise
- Implements Change
- Ability to Clarify Ambiguities
- Closure and Delivery

Exemplifies Personal Drive and Integrity

- Professionalism and Probity
- Risk-taking and Personal Courage
- Action Orientation
- Resilience
- Self Awareness
- Commitment to Personal Development

Cultivates Productive Working Relationships

- Nurtures Internal and External Relationships
- Facilitates Co-operation and Partnerships
- Values Differences and Diversity
- Guide, Mentor and Develop People

Communicates with Influence

- Communicates Clearly
- Listens, Understands and Adapts to Different Audiences
- Negotiates Persuasively

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5. Experience and Qualifications

The appointee will be expected to have:

- a demonstrated record of achievement as a leader and manager, preferably gained in a large, complex and operationally devolved organisation;
- a demonstrated understanding of the structure and operations of government;
- advocacy and negotiation skills of a very high order; and
- a demonstrated capacity for impartiality and a personal reputation for maintaining the highest ethical standards.

To be eligible for appointment, candidates must be Australian citizens.

APPLICATIONS

If further information is required please contact Mark Lelliott 03 8102 4010.

Please forward applications to mark.elliott@ewkp.com or in writing to:

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