

Tasmanian Electoral Commission

Director Elections and Engagement

Statement of Duties

Objective

Lead the Elections and Engagement directorate ensuring the efficient, effective and compliant delivery of electoral events, communications and the education and engagement of candidates, voters and the broader community. The position ensures training across the organisation and innovation and operational improvement through oversight of the election training lab. The position sets the annual directorate workplan aligned to the strategic and annual plan of the Tasmanian Electoral Commission (TEC). The position will contribute significantly to legislated objectives and has the ability to influence the performance of staff across the TEC.

Duties

- Deliver outcomes from the Communications, Education and Engagement; Training, and Election and Electoral events teams; and set the annual directorate workplan aligned to the strategic and annual plan of the TEC.
- Provide leadership, direction and management for the development, delivery, implementation and review of strategic projects that support the high-level achievement of the TEC's functions, strategic direction and operational priorities.
- Directly lead the directorate teams through:
 - setting and monitoring the team's strategic direction and workload in line with the TEC's strategic and operational plans.
 - guiding and coaching individual staff based on the agreed policies and procedures of the TEC and with an approach of constant improvement.
 - monitoring and implementing the team's standard operating procedures to ensure a high standard of outcome and regulatory compliance in relation to electoral events.
 - ensuring that output is efficient, effective and in accordance with the highest ethical and professional standards.
- Assist in enhancing the public and professional profile of the TEC through ensuring:
 - the smooth running of election and election events.
 - effective external communication, education and engagement.
 - the delivery of improvement focused internal training programs.

- the identification and management of improvements in communications, engagement or operations.
 - election and engagement processes which support access and inclusion.
 - providing assistance to the Elections and Engagement directorate to develop and deliver relevant education and engagement initiatives.
- The incumbent can expect to be allocated duties, not specifically mentioned in this document, that are within the capacity, qualifications and experience normally expected from persons occupying positions at this classification level.

Level of responsibility

The occupant is responsible for:

- The management and delivery of the work and outcomes required of the Communications Education and Engagement; Training; and Elections and Electoral Events teams and the management of associated resources.
- Operating as a senior member of the TEC team, and providing leadership and direction to other members of the TEC, actively participating in the management of the TEC, and supporting the development and implementation of policies, practices, initiatives and strategies.
- Periodically reviewing the work area with your supervisors to assess the WHS aspects of the work done. Review hazard and incident reports, ensuring timely follow up and close out of actions. Overview the risk assessment processes for their activities.
- Ensuring efficient and effective management of work health, wellbeing and safety for the areas of responsibility in accordance with the WHS requirements in the WHS Act.

Direction and supervision received

- Under the broad direction of the Deputy Electoral Commissioner, lead the Elections and Engagement directorate and undertake designated tasks with a high degree of independence, autonomy and initiative, and ensure the delivery of outputs on time and at a very high quality.

Selection criteria

The following specific selection criteria must be addressed by candidates by describing their relevant personal and professional skills and abilities; qualifications, training, and competencies; past achievements; and potential for development. The position objective and duties can also be used to assist in addressing the selection criteria.

- I. Demonstrated ability to lead, motivate and manage teams to achieve a high standard of performance in the delivery of communications, education, training and electoral events.

2. Proven ability to ensure high quality outcomes in operations, logistics and project management.
3. Proven ability to ensure high quality outcomes through internal and external communications, engagement and education.
4. Highly developed written communication skills, demonstrated through the preparation of complex and sensitive reports.
5. Significant experience and demonstrated ability to build relationships, communicate, advise, consult, and negotiate with a range of stakeholders at all levels of an organisation.
6. Be able to demonstrate an understanding of the WHS legislation and the responsibilities of managers.

Essential requirements

- Political neutrality

Desirable requirements

- Nil

Position Summary

Title	Director Elections and Engagement
Number	357934
Award	Tasmanian State Service Award
Classification	General Stream Band 8
Division	Tasmanian Electoral Commission
Full Time Equivalent	1.0 FTE
Output Group	Tasmanian Electoral Commission
Branch	Elections and Engagement
Supervisor	Deputy Electoral Commissioner
Direct Reports	3
Location	Moonah
Position category and funding	Cost Codes A038 / R085 / R086 / T137