

## Tasmanian Electoral Commission

### Operations Manager – Statement of Duties

#### Objective

This position contributes to the efficient operation of the Tasmanian Electoral Commission by planning and managing operations associated with the conduct of electoral events.

#### Duties

- Responsible for the planning and implementation of electoral event operations.
- Manage, develop, and provide leadership to operational staff.
- Manage the development and provision of electoral procedures, materials, and training.
- Liaise with operational stakeholders on the conduct of elections.
- Manage procurement of election resources and contractual arrangements with contractors for critical election productions.

#### Level of responsibility

The occupant is responsible for:

- making a significant contribution to the development and implementation of electoral operations and is expected to develop and achieve standards to support the Commission's business objectives.
- providing adequate instruction, information, supervision, and training for the operations team, depending on the nature of their work.
- appropriately and effectively managing staff including but not limited to the conduct of performance discussions and implementation of agreed outcomes, in accordance with Departmental policies and the Performance Management Strategy.
- 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.
- conducting work in a safe manner such that it does not put yourself or others at risk.
- complying with any reasonable instruction contained in WHS policies, procedures and instructions and report hazards, near misses and incidents to your supervisors.
- our values are that we act with Integrity, Respect and Accountability and our workplaces are Inclusive and Collaborative. You are responsible for contributing to our values based workplace culture, leading your team in a values based manner, ensuring your team uphold the values and role modelling the values.

## **Direction and supervision received**

The occupant is self-directed with respect to day-to-day decision making and in the utilisation of resources, undertaking tasks with limited supervision provided by the Deputy Electoral Commissioner.

## **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.

1. Demonstrated highly developed project management experience in an operations or logistics environment.
2. Highly developed communication and interpersonal skills including the proven ability to motivate, consult, negotiate, resolve conflict, develop staff and work with a broad range of clients and stakeholders.
3. The ability to quickly acquire a sound knowledge and understanding of electoral systems, processes, and legislation. The ability to read and follow legislation and develop procedures.
4. High level strategic, conceptual, research, analytical and creative problem-solving skills.
5. Well-developed managerial and leadership skills including an ability to manage a small team in the effective delivery of services leading to the achievement of organisational outcomes.

## **Essential requirements**

- Political neutrality
- Current driver's licence

## **Desirable requirements**

- Nil

## Position Summary

<b>Title</b>	Operations Manager
<b>Number</b>	355892
<b>Award</b>	Tasmanian State Service Award
<b>Classification</b>	General Stream Band 6
<b>Division</b>	Tasmanian Electoral Commission
<b>Full Time Equivalent</b>	1.0 FTE
<b>Output Group</b>	Tasmanian Electoral Commission
<b>Branch</b>	Operations
<b>Supervisor</b>	Deputy Electoral Commissioner
<b>Direct Reports</b>	3 (this number will increase significantly during elections)
<b>Location</b>	Moonah
<b>Position category and funding</b>	Permanent position. Cost code: Subject to change.