

# Manager, Recruitment and Staff Capability

- Melbourne CBD location
- VPS Grade 5.2 - \$105,277 per annum plus superannuation (effective from 1 July 2018)
- Full-time, ongoing

**Apply your volume recruitment and training expertise to help the VEC deliver key electoral events.**

## **About the VEC**

The Victorian Electoral Commission (VEC) conducts State and local council elections and is responsible for promoting public awareness and understanding of electoral issues in the Victorian community.

The VEC's vision is all Victorians actively participating in their democracy. Apply now to make a meaningful contribution to the democratic process.

## **About the Role**

We have a unique opportunity for a recruitment and staff capability specialist to join the VEC to play a significant role in helping us deliver key electoral events.

You will be responsible for:

- recruitment, appointment, training and support
- debriefing and administrative functions for the VEC's Senior Election Officials (SEOs) and other election officials
- developing modern training methodologies to maximise the learning and development of election officials
- a small team that increases in size during major electoral events.

This role requires the ability to work both autonomously and in groups, as well as leading and managing staff and taking the lead role in projects.

## **Why the VEC is a great place to work**

We provide a values driven workplace culture with a passion for excellence and innovation in the services we provide. We offer a supportive environment that encourages professional development and provide opportunities to broaden your experience through internal working groups and committees across VEC branches.

We aim to create a workplace that is inclusive, equitable, and safe for all.

We understand that candidates may need adjustments in the recruitment process and/or workplace. For any questions or request for accommodations, please email [hr@vec.vic.gov.au](mailto:hr@vec.vic.gov.au)

**We encourage Aboriginal and Torres Strait Islander people to apply.**

## **How to apply**

- Applications should be lodged online via <https://jobs.careers.vic.gov.au/jobs/VG-022>. The VEC can only accept applications lodged via Victorian Government Careers website.
- All applicants must submit:
- a current CV and
- an Application Form, including responses to Key Selection Criteria (KSC) listed in the Application Form on <https://jobs.careers.vic.gov.au/jobs/VG-022>.

**Applications close 11:59pm on Sunday 15 July 2018.**

The VEC is an equal opportunity employer\*.

\* In accordance with Section 17A of the Electoral Act 2002, the VEC may ask applicants for disclosure of specific political activities that could compromise the perceived independence of the organisation. Please read the Disclosure of Political Activities Fact Sheet before applying.