

- **Melbourne CBD location**
- **VPS Grade 5.1 - \$93,867 – \$103,719 per annum plus superannuation**
- **Full-time, fixed-term to April 2019**
- **Immediate start**

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 maintains the Register of Electors for the State of Victoria.

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

About the role

The Senior Advisor, Enrolment is required to champion the development of effective and robust procedural frameworks across the Electoral Enrolment Branch, monitor regulatory compliance within the VEC's enrolment operations and procedures, and manage complex activities, investigations, projects and programs. The Senior Advisor, Enrolment also leads the business support function within the Electoral Enrolment Branch.

The role is full-time, fixed-term to 12 April 2019, and subject to the successful completion of a probationary period (if applicable).

About the Electoral Enrolment Branch

The Electoral Enrolment Branch is responsible for the management of the enrolment register and programs that ensure Victorians enrol and maintain their enrolment details, the production of accurate electoral rolls and mapping products when required for State and local government elections, and overseeing the conduct of the VEC's electoral representation review and boundary modelling activities. The Electoral Enrolment Branch also manages phone and email enquiries from the public.

The successful applicant

You will have extensive experience capturing, analysing and troubleshooting complex and/or sensitive issues on compliance. Your compliance focus will be complemented by creative and strategic thinking. You will be comfortable partnering with stakeholders at all levels to find effective, long-term solutions.

You will have project management experience, including leading and mentoring project teams, managing competing priorities, and engaging, consulting and negotiating with decision makers, contractors and customers.

Your recent experience will involve working within a tightly regulated, time-critical operational environment.

How to apply

Applications must be lodged online at careers.vic.gov.au.

All applicants **must** submit a current CV and address the Key Selection Criteria contained in the position description by completing the Application Form [here](#).

Applications close at 11.59 pm on Sunday 25 March 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.