

# Register Specialist and Production Coordinator

- **VPS Grade 3.2**
- **12 month fixed term contract**
- **Are you a quick learner with an eye for detail? Do you want to play a key role in preparing the electoral roll for the upcoming state election?**

## **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.

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

The Register Specialist and Production Coordinator position is located within the Electoral Enrolment Branch. The Electoral Enrolment Branch is responsible for the maintenance of the register of electors for Victoria, electoral boundary analysis and the preparation of electoral rolls.

## **About the Role**

Reporting to the Enrolment Capability Manager, you will play a key role in preparing the electoral roll for the 2018 state election as well as supporting the VEC's local government representation and subdivision review program in 2019.

You will be responsible for:

- production of electoral rolls and reports from VEC systems according to legislative timelines
- contributing to business process improvement within the branch
- coordinating with external stakeholders
- working collaboratively with other coordinators in the branch to deliver the VEC's enrolment programs. Eligible VPS employees may take this position as a secondment if desired.

## **The successful applicant**

You will have experience in using complex computer systems and are able to learn new things quickly. You are able to follow procedures to a high level of accuracy and recommend ways to improve them.

The VEC's core values drive the way we work to achieve our vision. We are looking for somebody who can model our five values of: Independence, Accountability, Respect, Collaboration and Innovation.

## **How to apply**

- Applications should be lodged online via <https://jobs.careers.vic.gov.au/jobs/VG-177-2018>. 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-177-2018>.

**Applications close at 11:59pm on Wednesday 18 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.