

Program Implementation Manager

- VPS Grade 5.1
- Ongoing full-time position
- Are you a community engagement and program management specialist? Do you enjoy working with a diverse team who are driven to make a difference? Can you improve processes and support others to learn about project management?

About the VEC

The VEC's core purpose is to deliver high quality, accessible electoral services with innovation, integrity and independence, allowing all Victorians to actively participate in their democracy.

With Victorian voters being the primary stakeholders, considerable effort is made by the VEC to inform and engage electors as voters and candidates, providing accessible voting services and ensuring electors know how to cast a formal vote.

Apply now to make a meaningful contribution to the democratic process.

About the role

Reporting directly to the Manager, Education and Inclusion, you will support the development and delivery of electoral engagement projects. Your objective is to improve inclusion and address the needs of diverse communities across Victoria.

This role is an opportunity to apply your outstanding project and people management skills.

You will be responsible for:

- managing a small team of employees, with a focus on building their project management skills
- ensuring community engagement and co-design principles are embedded into program planning, delivery and evaluation
- supporting collaboration across branches within the VEC and with external stakeholders
- improving the inclusion of those traditionally under-represented in the electoral process.

About the team

The Program Implementation Manager sits within the Education and Inclusion Team, who aim to ensure inclusion and participation of all Victorians. In particular, there is a focus on groups who are traditionally under-represented in the electoral process, including:

- Aboriginal and Torres Strait Islander communities
- young people
- people experiencing homelessness
- people living with disabilities
- culturally and linguistically diverse communities.

What you'll bring to the role

You will have excellent team management skills and an in-depth understanding of community engagement and working with diverse communities.

You will bring your knowledge and experience in project management to support team members to deliver projects on time and within budget.

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

Why the VEC is a great place to work

We are a high performing workplace and constantly innovating to improve our service delivery across Victoria. We offer a supportive environment that encourages professional development and provides opportunities to broaden your experience through internal working groups and committees.

We have wellbeing programs and initiatives that promote a culture of positive wellbeing, including an Employee Assistance Program and a social club.

We are committed to diversity and inclusion in our workplaces with the people we employ, and at the ballot box with the people we serve. 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 e-mail hr@vec.vic.gov.au

We encourage Aboriginal and Torres Strait Islander people to apply.

How to apply

Applications should be lodged online via the Victorian government careers website: <https://jobs.careers.vic.gov.au/jobs/VG-224>. The VEC can only accept applications lodged via Victorian Government Careers website.

All applicants must submit:

- a current CV
- responses to Key Selection Criteria 4.1 - 4.6 from the position description.

Please note this role requires a satisfactory character clearance, including a National Police Check and valid Working with Children Check.

Applications close at 11:59pm on 12 September 2019.

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.