



Census Support (EL1/APS6), Operations Management or Project Management Officer (APS6), Affirmative Measures

- **Location: Darwin**
- **Affirmative Measures**
- **\$81,196 - \$115,316 (plus 15.4% superannuation and allowances)**

If you're looking for a rewarding challenge, in a role that will help shape Australia for the next five years making a real difference for you, your family and community, you have found it!

The Australian Bureau of Statistics (ABS) 2021 Census of Population and Housing is currently seeking highly motivated Aboriginal and Torres Strait Islander people with strong communication and stakeholder engagement skills to join our Remote Operations Management team.

We are committed to increasing the number of Aboriginal and Torres Strait Islander people in our workforce. Consequently, this process is only open to Aboriginal and Torres Strait Islander people.

The Remote Operations Management team value individuals who demonstrate initiative in problem solving, and work as part of a local team to deliver operational outcomes often in time critical circumstances. This is a fast paced and pro-active environment, requiring team members to multi task, be flexible and adaptable. Tasks include stakeholder management, planning and coordination of activities.

Your skills will allow you to shape culturally appropriate procedures that will increase the support of Aboriginal and Torres Strait Islander Census field staff. You will also have opportunity to work closely with Darwin based Engagement Managers from the ABS Centre of Aboriginal and Torres Strait Islander Statistics who are responsible for maintaining ongoing relationships with communities.

The filling of this employment opportunity is intended to constitute an affirmative measure under section 8 (1) of the Racial Discrimination Act 1975 and is restricted to Aboriginal and Torres Strait Islander applicants.

Census Support (APS6 and EL1)

The role is responsible for leading, managing and undertaking the day to day tasks across the following roles:

- Travel coordination
- Logistics
- Asset and Fleet Management
- Work Health and Safety

In this role you will liaise and communicate with a wide range of important internal and external stakeholders, specifically this will include:

- Prepare, review and deliver training to internal stakeholders
- Develop relationships with a range of internal and external stakeholders to delivery critical functions to support field operations
- Work closely with operational teams to coordinate and action travel requests
- Manage credit cards and financial transactions
- Work closely with internal and external stakeholders to develop logistical plans for delivery and collection of consignments to remote locations
- Manage and coordinate all aspects of fleet vehicles
- Manage WHS reporting and escalations processes
- Contact Centre queue management and scheduling
- Staff management.

Operations Management (APS6)

The role is responsible for leading, managing and undertaking the day to day tasks across the following roles:

- Operational Intelligence
- Quality Assurance
- Issues and Crisis Management
- Budgeting

- Program Reporting
- Evaluation coordination

In this role you will liaise and communicate with a wide range of important internal and external stakeholders, specifically this will include:

- Prepare, review and deliver training to internal stakeholders
- Review, manage and deliver operational intelligence reports for use by a range of internal stakeholders
- Develop relationships with a range of internal and external stakeholders to delivery critical functions to support field operations
- Develop and manage a range of responses using the issues and crisis management framework
- Work closely with operational teams to coordinate and action quality assurance processes
- Manage issues that may impact achievement of project objectives, including identifying, analysing, treating and monitoring risks, and assessing risk management outcomes
- Manage the quality within projects, including determining quality requirements, implementing quality control and assurance processes, and using review and evaluation to make improvements in current and future projects
- Recruit, train and manage a quality assurance field team to travel to remote areas and review field work
- Develop, review and manage a range of financial reports for internal stakeholders
- Develop and coordinate an evaluation framework and template
- Staff management.

Your qualities, experience and skills

To excel you will:

- Have the ability to remain positive and respond to pressure in a calm manner
- Commit energy and drive to see goals and outcomes are achieved
- Strong communication capability and experience in developing effective stakeholder relationships
- Lead and manage a team, often under pressure and in time critical situation (applicable to EL1 and APS6 roles)
- Be a self-starter and work autonomously, but also part of a wider team and a strong commitment to working harmoniously with a team to achieve positive outcomes
- Be accountable
- Be flexible and adaptive in an ever changing and complex operational environment.

How to apply:

To apply, complete an online application form through our ABS Careers Portal.

You will need to upload your current resume, provide referee details, evidence that you are an Aboriginal and/or Torres Strait Islander person and respond to the targeted selection question.

Applications close 11:30 PM AEDT, Thursday 10th December 2020.

Late applications will not be accepted.

[WEB LINK](#)