



ADVICE TO APPLICANTS

**District Manager – CMU Operations
(APS Level 6)
ACT Regional Office**

**Temporary (Long Term)
January 2006 to October 2006**

Census Management Unit

Reference number **ACTCMU6**, Oct 2005

Advice to Applicants

Thank you for your interest in the **temporary (long term) District Manager – CMU Operations** positions in the Census Management Unit of the Australian Bureau of Statistics (ABS), ACT Regional Office.

This information kit provides you with some general information about the position, an overview of the structure and operations of the ABS as well as remuneration and conditions of service offered at the ABS.

Applying for vacancies

After reading the attached information, if you believe that you are suitable for this position, you should submit an application which includes **a written statement which addresses the Selection Criteria, your curriculum vitae and a completed Job Application Cover Sheet including the name and contact number of two referees** who can provide comments on your performance against the selection criteria. You may also include in your application any further relevant information you wish to bring to the attention of the selection panel.

If you wish to submit a late application, you will require the contact officer's prior agreement. We will not send acknowledgment of the receipt of your application. Applications, will be accepted up until close of business **Thursday, 3 November 2005**. **Please quote job reference ACTCMU6** and forward to:

**Census Recruitment
ACT Regional Office
PO Box 181
Civic Square ACT 2608.**

Assessing your application

The ABS uses a selection process which follows the merit principle outlined in the *Public Service Act 1999*. The most suitable person will be selected for the position on the basis of the relative capacity of the candidates to achieve outcomes related to the duties of the position.

Your written application will be used by the selection panel to determine a short list of suitable applicants for further assessment. Applicants shortlisted for interview will be notified by phone.

Further Information

More specific information may be obtained from the **contact officer, Alan Masters, (02) 6252 8916**. However, before making contact, please read the information in this kit carefully.

Eligibility Requirements

Citizenship

ABS employees must be Australian citizens. However, in special circumstances with the approval of the Australian Statistician:

- non-Australian citizens with citizenship applications pending could be engaged on the condition of citizenship being attained within two years; or
- permanent residents who have obtained a date of eligibility to apply for citizenship and who state a commitment to gain citizenship, could be engaged with an exemption to the citizenship requirement.

Security and character clearance

Police records, employment history and employment references will be checked prior to engagement.

Remuneration & Employment Conditions

New employees to the ABS will be covered under the ABS Certified Agreement (CA) 2003 - 2006. This document summarises the remuneration and employment conditions which will apply under the CA.

Remuneration

Below are the minimum/maximum salary rates current as at 01 July 2005:

Salary

APS Level 6 \$57,004* \$62,704*

* plus superannuation

Performance Management Scheme

- This scheme encourages discussion and feedback between employees and their supervisors based on a clear statement of job goals and performance expectations;
- All staff will be expected to participate in the ABS Performance Management Scheme.

Recognition and Reward Scheme

- Recognition and rewards are available to work teams and individual staff at all levels and may take the form of cash bonuses (up to 10% of your annual salary) or non-cash benefits;
- This Scheme recognises and rewards exceptional contributions to the ABS work program and focuses on "one-off" achievements.

Leave

A generous package comprising:

- Annual Leave
- Personal/Carer's Leave
- Other Paid Leave (may be granted for any purpose considered reasonable)

Other benefits

- Consultation - The ABS is committed to communicating and consulting with its employees about significant issues.
- Valuing Diversity - The ABS is committed to the principles of fairness, equity and diversity in employment.
- Employee Assistance - employees have access to free and confidential counselling assistance to help them resolve personal and/or work-related problems.
- Training and development.

OVERVIEW OF THE AUSTRALIAN BUREAU OF STATISTICS

The Australian Bureau of Statistics (ABS) is Australia's official statistical agency. The mission of the ABS is to assist and encourage informed decision-making, research and discussion within governments and the community by providing a high quality, objective and responsive national statistical service. It provides statistics on a wide range of economic and social matters, covering government, business and the population in general. It also has an important coordination function with respect to the statistical activities of other official bodies.

The ABS consists of a Central Office in Canberra, and an Office in each Capital City. Currently, some 2,600 full-time staff are employed, about half of which are based in Canberra. The ACT Regional Office is located centrally in Civic at 33-35 Ainslie Avenue, and has about 15 office staff.

The Office is headed by the Regional Director and is formed into two branches, these are:

- Client Statistical and other services
- Census (ACT)

The ABS maintains close contact with its users through a variety of mechanisms, including advisory committees, user groups, outposted statistical officers, conferences and seminars, and day-to-day contact in the course of disseminating data. The Australian Statistician determines which statistics are to be collected, after full discussion with users, clients and the Australian Statistics Advisory Council (ASAC), and makes the results widely available. The independent status of the Australian Statistician is specified in law, and the ABS has always received strong Parliamentary and community support.

In order to provide official statistics, the ABS undertakes a large number of collections ranging from the five yearly Census of Population and Housing, to monthly and quarterly surveys that provide current economic indicators and less frequent collections from industry and households that provide detailed information on specific economic and social issues. The ABS also devotes considerable effort, in close cooperation with Commonwealth, State and Territory administrative agencies, to producing statistics as a by-product of administrative systems. The ABS also tries to ensure that its statistical standards and concepts are applied as widely as possible.

In releasing statistics, the ABS follows long established principles that results should be made available as soon as practicable and should be equally available

to all users. In recognition of the importance of free and ready access to statistics for the community generally, a large core set of statistics is made available through 528 public, technical and tertiary libraries across Australia.

Complimentary copies of ABS publications are provided to members of parliament and to major news media organisations. The principal results from these publications are highlighted daily in the print and electronic media.

More information about the ABS can be found on our homepage:

<http://www.abs.gov.au>

ABS Job Vacancy - ACT

District Manager – CMU Operations (APS Level 6), Ref. ACTCMU6, Several Positions, Closing Date: 3 November 2005

Branch: Census (ACT) Branch

Section: Census Management Unit

SubSection:

Vacancy Type: Temporary (Long Term)

From January 2006 till October 2006

** This vacancy is not restricted **

About the ABS:

We assist and encourage informed decision making, research and discussion within governments and the community, by providing a high quality, objective and responsive national statistical service.

About the Area:

The role of the Census of Population and Housing is to accurately measure the number and key characteristics of people in Australia on Census night. The ABS conducts a Census every five years with the next one scheduled for 8 August 2006.

The objective of the ACT Census Management Unit is to ensure the complete enumeration of all dwellings and persons in the ACT and surrounding NSW region for the 2006 Census, using established collection procedures, in a secure and cost effective manner. The

CMU will manage the ACT and regions field operations for the 2006 Census.

About the Job:

This position will:

- undertake a team manager role in the 2006 Census;
- oversee the recruitment and training of field staff and provide ongoing support, to ensure the effective management of census operations in their area;
- apply quality assurance processes to ensure the quality of the data collected;
- contribute to the implementation of strategies to ensure the complete enumeration of the general population, and specific population groups (such as the ethnic community) and undertake associated promotion activities, and
- resolve routine and complex enquiries.

It is essential that the occupant of the position has a flexible approach to work, and an ability to respond and manage urgent incidents or emerging issues. In

addition, he or she may be required to work extended hours during peak periods, including some weekend work.

Selection Criteria

1. Demonstrated ability to lead and manage a team, who are supervising and supporting staff working in the field.

- align team work practices and priorities with ABS strategic directions and Census enumeration plans
- contribute to best practice and change
- motivate, guide and mentor team members and field staff
- improve individual and team performance and facilitate learning
- model desirable personal attributes including self-direction, reliability, approachability and flexibility
- build a culture which values participation, diversity and health and safety

2. Proven project management skills, including the ability to manage within tight deadlines to achieve required outcomes.

- understand client needs and focus on outcomes
- plan, organise and control projects
- assess and mitigate risk
- plan for and achieve results
- use resources effectively

3. Excellent problem solving skills, and the capacity to apply these to statistical, technological and operational challenges.

- research, analyse and exercise sound judgement
- develop innovative solutions to problems
- ability to become expert in Census procedures
- implement and evaluate new systems and processes
- develop and apply appropriate quality assurance methods
- understand and apply relevant legislation, policies and frameworks
- provide input to policy development and corporate directions

4. Demonstrated ability to communicate effectively with a wide range of audiences.

- speak and write with clarity
- prepare reports and correspondence
- deliver effective training courses
- pitch communications appropriately to the medium and the audience
- represent the ABS professionally and build partnerships
- present complex information and assure understanding
- negotiate, facilitate and resolve conflict
- In addition, applicants must hold a current driver's licence and be able to be absent from home for periods up to 5 days if required.

Selection Arrangements:

The most suitable person will be selected for this position on the basis of the relative capacity of the candidates to achieve outcomes related to the duties. Interviews will not necessarily be conducted as part of this selection exercise. Written applications should include a statement which addresses the selection criteria, a resume outlining relevant work experience, and the name and contact number of two referees.

Applications will not be acknowledged on receipt.

Contact Officer: Alan Masters **Phone:** (02) 6252 8916
AUSTRALIAN BUREAU OF STATISTICS – ACT Regional Office



Australian Capital Territory CANDIDATE DETAILS

Classification : APS Level 6

Information from Committee:

Position : Several

Salary Range : \$ 57,004 - \$ 62,704

Title : District Managers
(Non-ongoing position January to October 2006)

Branch: Census Management Unit

PERSONAL DETAILS

Surname:

Given Names:

Address for correspondence

Work Phone No.: _____

Home Phone No.: _____

Email address :

Alternate Contact No.: _____

EMPLOYMENT DETAILS

Are you an Australian citizen? YES ☐ NO ☐

If not, supply date of application for citizenship _____

Are you currently permanently employed by the Australian Public Service?

YES ☐ NO ☐

Have you received a redundancy package from the APS within the previous 12 months?

YES ☐ NO ☐

If yes please state date of redundancy and name of employer_____.

Please indicate any days/periods when you will not be available for interview within the six weeks after applications close: _____.

EEO DETAILS

GENDER : ☐ Male ☐ Female

Do you wish to identify as a member of any of the following EEO groups?

- ☐ Aboriginal and Torres Strait Islander
☐ Non-English Speaking Background
☐ Person with a disability

Are there any special circumstances or requirements that you wish the selection committee to take into consideration?

REFEREE DETAILS

PRIMARY REFEREES

Referee 1 : Name: _____ Contact number: _____

Organisation: _____

Relationship to candidate: _____

Names of any other referees (no report required at this stage)

Referee name: _____ Contact number: _____

Referee name: _____ Contact number: _____

ATTACHMENTS

- ☐ Statement of Claims against Work Related Qualities
☐ Employment History
☐ Other Supporting Documentation

Signature _____ Date