# Position Description

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| Title: | Design Lead |
| Classification: | VPS Grade 4 |
| Branch: | Event Strategy and Delivery |
| Reports to: | Print and Design Product Manager |
| Position number: | TBC |
| Location: | Level 11, 530 Collins Street, Melbourne  On occasion, some Victorian Electoral Commission (VEC) positions may be required to travel to country Victoria and there may be periods of overnight stays. |
| Date created: | October 2023 |
| Last reviewed: | February 2024 |

1. POSITION STATEMENT

Reporting to the Print and Design Production Manager, the Design Lead is responsible for driving the implementation of design standards and provides specialist support to the team of Designers. Subsequently, this role is a key support in ensuring the outputs of the team are unified and delivered to a consistently high standard.

The Design Lead applies their knowledge and skill by supporting complex design projects and initiatives. This includes development of concept proposals, evaluation and reporting, presentations, creative briefs and business cases.

1. OUR BRANCH

Event Strategy and Delivery is responsible for the end-to-end management of election operations for State, local government, and fee-for-service elections.

More specifically, the Event Strategy and Delivery branch is responsible for:

* management and delivery of election events
* management of the register of electors to ensure Victorians enrol and maintain their enrolment details
* production of accurate electoral roll and mapping products
* large-scale and time critical projects including election infrastructure, computer and voting services and compulsory voting enforcement
* the recruitment, appointment, training, and support of election staff
* the development of procedures, manuals, handbooks, forms and online learning products for election staff and candidates
* Election delivery strategy, continuous improvement, and policies
* establishing and monitoring election integrity measures
* the logistical management of electoral resources to all electoral venues
* providing support to panels conducting electoral structure and boundary reviews.

The Branch also contributes to the consideration and development of electoral regulation.

1. about us

At the Victorian Electoral Commission (VEC) we are all about electoral integrity.

We are the independent and neutral umpire responsible for making sure all electoral participants play by the rules. This is paramount as the rules are there to ensure fair, accessible, and well-managed elections, and the delivery of results that can be trusted. We look after Victorian State elections, local government elections and some commercial elections. We also police political donations.

Our best asset is our people. We attract bright minds and people who want to make a significant social contribution. Diversity and inclusion are not only important in our election delivery, but in our workforce too. We appreciate what every person brings to the table.

We offer a safe, modern, and accessible workplace and a hybrid working environment, which is predominantly 2 days in the office each week. Some additional days in the office may be required during operational peaks. Setting our employees up for success is a priority, as is the health and wellbeing of our people.

Elections are exciting and lively, and we are open to the challenge of a changing environment. During major election events or key programs of work, some extra hours may be required but know you will be helping to safeguard Victoria’s democracy.

1. DIVERSITY AND INCLUSION

We are creating a workplace to mirror our ethos of everyone being equal at the ballot box. When it comes to our people, we:

* focus on ability - not disability - and will make reasonable adjustments wherever requested
* are committed to reconciliation and self-determination for Aboriginal and Torres Strait Islander people
* welcome individuals who weren't born here, speak English as a second language, and practice different faiths. We also respect and welcome people who express their gender, sex, and sexuality in different ways
* consider that people with more life experience have a lot of wisdom to offer.

1. ACCOUNTABILITIES
   1. Support with driving future change in the design and development of products to support the VEC’s business requirements.
   2. Contribute towards user-based and best practice research that will support development of improvements to the design and production of election products or services.
   3. Drive the creation of products and outcomes through conducting a design process, from problem analysis through to delivery and implementation.
   4. Provide specialist support to a small team of designers responsible for the development and delivery of election products and ballot material, ensuring outcomes are delivered to a high standard.
   5. Provide feedback to the team and facilitate critiques with the aim of unifying outputs and ensuring they are always delivered to a consistently high quality.
   6. Coordinate the planning, preparation and implementation of procedures, processes and system enhancements relating to the production of ballot materials, election products, and other designed or printed matter produced by the team.
   7. Support with evaluation of election product design, including measuring and reporting on their effectiveness and tracking the impact of changes.
   8. Contribute towards the planning and initiation of projects including development of business cases, project plans and transitioning project deliverables into creative briefs for the team.
   9. Proactively communicate and support collaboration with internal business units in relation to establishing requirements and implementation of changes to the VEC’s products.
   10. Assist in the tendering and selection of key service providers.
   11. Support communication with suppliers in relation to production requirements and assessment of their performance against contract specifications.
   12. Lead projects relating to the design and delivery of election products and ballot material, including tracking progress and identifying, monitoring and reporting on issues.
   13. Lead artwork creation and quality assurance activities for ballot material and election products.
   14. Champion the implementation of the VEC’s branding and design standards across public-facing deliverables.
   15. Manage and appraise the performance of staff and provide counsel and feedback to ensure organisational and personal development objectives are achieved.
   16. Maintain a safe working environment for employees without risk which includes providing information, instruction and supervision to employees to enable them to work safely, monitoring the performance of the VEC and Branch Health & Safety objectives, and implementing appropriate actions to ensure the objectives are achieved.
   17. Actively support and promote the objectives of the Branch and demonstrate the VEC’s Values.
   18. Understand and observe the VEC code of conduct, VEC policies, guidelines and procedures, and risk standard procedures.
   19. Other duties as requested.
2. KEY SELECTION CRITERIA

Technical expertise

* 1. Advanced theoretical knowledge and technical skills, including demonstrated ability to apply relevant design methodologies, theory and best practice principles in a functional capacity.
  2. Advanced computing skills including demonstrated experience with Microsoft Office and Adobe Creative Cloud.

Key skills/abilities

* 1. Highly developed conceptual and analytical skills with the ability to discover and define complex problems to develop effective design concepts.
  2. Strong critical thinking and problem-solving skills with the ability to develop and assess multiple design concepts in search of the best possible outcome.
  3. Exceptional attention to detail and written communication skills, with the ability to deliver work that is grammatically correct and error-free, including project plans, briefs, procedures, presentations, and reports.
  4. Highly developed interpersonal skills with the ability to communicate and negotiate with internal and external stakeholders, ability to adjust communication style to varying audiences.
  5. Demonstrated people management skills, with the ability to lead and motivate a team through establishing expectations and providing clear direction for the successful completion of deliverables.
  6. Demonstrated planning and organisational skills including the ability to coordinate tasks, set priorities and lead projects to successful completion with limited supervision under tight deadlines.

1. pre-employment checks

As safe keepers of democracy, our people are expected to be beyond reproach. Consequently, we require all applicants to undertake a National Police Check and maintain a Working with Children Check (where applicable). Employment will be conditional upon a satisfactory outcome.

A National Police Check and an Australian Entitlement to Work Check is required for all VEC positions. These checks require identification documents - either a passport or birth certificate.

If you are the preferred applicant for a position, you will also need to complete a Disclosure of Political Activities form. Your appointment will be made subject to satisfactory completion and assessment of this form. Please read further information about the process at [Disclosure of political activities | Victorian Electoral Commission (vec.vic.gov.au)](https://www.vec.vic.gov.au/work-with-us/disclosure-of-political-activities).

1. OTHER RELEVANT INFORMATION

* The position is employed pursuant to the *Victorian Public Service Enterprise Agreement 2020.*
* Applicants who have been previously employed within the Victorian Public Sector must be asked whether they accepted a Voluntary Departure Package (VDP). There is a general prohibition on any form of re-employment of a former public servant who has accepted a VDP for a period of three years following receipt of the package.
* A re-employment restriction of one year applies to all recipients of an Early Retirement Scheme package from the VPS.
* You need to disclose any pre-existing illness or injury that you know about which could be reasonably foreseen to be affected by the described work duties. Pursuant to section 41 of the *Workplace Injury Rehabilitation and Compensation Act 2013*, failure to disclose such a condition will mean that if employed, you will not be paid compensation for that condition.
* The VEC requires declarations and personal information relevant to your employment. The collection and handling of this information will be consistent with the requirements of the *Privacy and Data Protection Act 2014*.
* You must comply with the Code of Conduct for Victorian Public Sector Employees of Special Bodies.
* The VEC must act in a completely impartial way in all its activities, operations, and dealings with stakeholders. Employees must undertake not to engage in any behaviour that would bring into question the independence or impartiality of the VEC in undertaking its various functions. In accordance with section 17A of the *Electoral Act 2002*, the VEC will ask successful applicants for disclosure of specific political activities that could compromise the perceived independence of the organisation.
* The VEC is a smoke free environment.
* The VEC is a Child Safe organisation committed to the health, wellbeing and safety of children and young people. This commitment is taken seriously, and employees are expected to be cognisant of, and act consistently with, the VEC’s expectations about child safe principles and behaviours.

1. FURTHER INFORMATION

Please visit [Why work with us](https://www.vec.vic.gov.au/work-with-us/why-work-with-us) for more information on:

* Organisational vision and values
* Flexible working arrangements
* The Victorian Public Service (VPS) code of conduct
* Safety and wellbeing
* Our commitment to the safety and wellbeing of children