

JOB AND PERSON SPECIFICATIONS

Position Title:	Facilities and CPC Manager
Position No:	TBA
Classification Level:	ASO6
Type of Appointment:	Temporary term up to February 2027
Branch:	To be confirmed
Date Updated:	June 2025

JOB SPECIFICATION

ROLE SUMMARY

The Facilities and CPC Manager is responsible for managing the Central Processing Centre (CPC) and coordinating and supporting access to services (electricity, cleaning, security) for key ECSA election facilities and locations (i.e. CPC, returning offices and polling places) for the 2026 State, First Nations Voice Election and Local Government Periodic Elections. The CPC co-locates critical service delivery functions including declaration vote management, polling place ICT setup, warehousing, transport and logistics operations, scrutiny and count activities and vote processing activities.

The Facilities and CPC Manager is responsible to a Project or Functional Manager and will work and collaborate with operational teams located at the CPC and more broadly with functional teams across ECSA. The position may be responsible for the supervision of ongoing, temporary or casual employees allocated to assist with project delivery.

KEY RESPONSIBILITIES

- Lead the day-to day facility and site management of the CPC ensuring all critical service delivery functions have the required infrastructure to operate to optimal efficiency.
- Lead and manage the engagement of electricity, cleaning, security, water, rubbish removal and associated services for identified ECSA locations.
- Coordinating external contractors and/or agents to undertake CPC facility maintenance as required.
- Ensure compliance with and coordinate all work health and safety related activities for the CPC, including but not limited to fire safety components, first aid arrangements, WHS procedures, and evacuation plans.
- Managing and coordinating security procedures and responding to emergency callouts to maintain a secure and safe environment at all times.
- Work closely with operational project managers and external service providers to manage assets and facilities effectively.

- Driving a clean, safe and efficient working environment.
- Resolve facility related issues in a timely manner.
- Preparation of a comprehensive induction booklet for all CPC staff and ensuring all site visitors and staff are inducted in a timely manner.
- Oversee the sign-in/sign-out procedures for all site visitors and staff.
- Determine quantities of equipment, furniture, stationery, kitchen and toilet amenities and arrange initial purchase/hire and that regular stocks are ordered and available.
- Participate and contribute to projects, tasks and activities as required.

AGENCY RESPONSIBILITIES

- Contribute to effective election management and the provision of best practice electoral services by investigating opportunities to enhance operations and assuming responsibility for specific state and local government electoral projects and agency projects.
- Demonstrate appropriate and professional workplace behaviours that are in-line with the Code of Ethics for the South Australian Public Sector.
- Maintain a commitment to EEO, Diversity and Ethical Conduct according to the principles of the Public Sector Act 2009.
- Contribute to a safe and healthy work environment by taking reasonable care to protect your own and others' health and safety at work by having a knowledge of, and complying with, legislation and ECSA policies and procedures related to the Work Health and Safety Act 2012 (SA).
- Utilise resources and information in a responsible and accountable manner and comply with all Public Sector and ECSA financial, procurement, IT and HR policies and procedures.
- Actively participate in ECSA's Performance Management and Development Program.
- Uphold the values of ECSA as reflected in the Strategic Plan.
- Adhere to quality service standards to ensure objectives of ECSA's Customer Service Charter are fulfilled.
- Keep accurate and complete records of business activities in accordance with the State Records Act 1997.

You may be lawfully directed to perform any duties that a person with your qualifications, skills and abilities would reasonably be expected to perform.

SPECIAL CONDITIONS

- In order not to compromise the strict neutrality of the Commission, no person who is active in political affairs or intends to carry on this activity may be an employee.
- Employment is dependent upon a National Police Certificate clearance that the Commission finds satisfactory.
- Extensive out of normal working hours duty may be required during the period of an election.

- ECSA staff will be required to work collaboratively with both internal and external staff, contractors, and service providers to ensure smooth operations of ECSA functions, in particular during election events.
- The incumbent will require a current driver's licence.
- Some interstate and intrastate travel may be required.

PERSON SPECIFICATION

ESSENTIAL REQUIREMENTS

Qualifications

- Nil

Personal Abilities, Aptitudes, Skills

- Strong communication and interpersonal skills including ability to liaise with a wide range of people from diverse backgrounds and at all levels.
- Demonstrated ability to successfully manage multiple concurrent work programs, dealing with competing priorities, multiple stakeholders, unplanned change and meeting immutable deadlines.
- Demonstrated ability to work independently, as well as collaboratively as a member of a team, under broad direction, to determine priorities, organise workloads, and manage high volumes of quality work within tight timeframes.
- Ability to exercise initiative, sound professional judgement and adaptability to respond to changing circumstances and priorities.
- Proven ability to work collaboratively in a team environment, contribute to and encourage a culture of teamwork, service delivery excellence and a shared responsibility for achieving results.

Experience

- Significant demonstrated experience in facilities management.
- Proven experience in leading and supervising a range of employees in the delivery of project tasks and activities to achieve agreed outcomes.
- Experience in writing instructional material and procedures.
- Experience managing work health and safety activities and compliance with legislation and codes of practice.

Knowledge

- Nil

DESIRABLE CHARACTERISTICS

Qualifications

- None specified.

Personal Abilities, Aptitudes, Skills

- None specified

Experience

- None specified

Knowledge

- None specified.

Reviewed and approved by Deputy Electoral Commissioner:			
Accepted by Employee:			/ /

Name

Signature

Date