



Director Election Operations

Division/Directorate:	Electoral Strategy and Reform Electoral Operations
Position Number:	10017
Classification:	Class 1
Position Type	SES, Fixed-Term Contract, Full Time
Location:	Perth
Leadership Context:	Multiple Area Leader
Award/Agreement:	Public Service Award and Public Service and Government Officers General Agreement 2024 or any subsequent replacements.

Our Purpose: Safeguarding trust in democracy

The WAEC is entrusted with safeguarding one of the State's most important public assets: trust in democracy. Our team delivers impartial, independent, and secure elections and referenda, maintains the electoral roll, regulates aspects of the electoral framework, and leads civic education and community engagement. We strive for integrity, professionalism, and innovation in everything we do, ensuring every Western Australian can be confident in the fairness and security of their electoral system.

Overview of the Directorate

The Electoral Operations directorate leads the planning and delivery of the Commission's electoral services. It brings together operational capability, workforce mobilisation, stakeholder engagement and election readiness to ensure secure, efficient and high-quality delivery of electoral events, including State, Local Government and Non-Parliamentary elections.

Overall purpose of the role

The Director Election Operations is accountable for the end-to-end delivery of State, Local Government and non-parliamentary elections, ensuring integrity, security and public confidence. Reporting to the Deputy Electoral Commissioner, the Director leads operational capability and long-term electoral preparedness, overseeing the planning

and delivery of major cyclical events, workforce mobilisation and critical stakeholder relationships. The role drives continuous improvement and innovation, so election delivery reflects contemporary best practice, responds to emerging risk and upholds the integrity of Western Australia's democratic processes.

Key Responsibilities

Strategic Leadership

- Leads election service delivery strategy aligned to Commission priorities and legislative requirements.
- Develops plans to meet current and emerging electoral requirements; briefs the Electoral Commissioner and executive as required.
- Provides strategic service delivery advice to the Electoral Commissioner and executive, including feasibility, contracts and risk.
- Applies high-level judgement to resolve complex, ambiguous and high-risk issues; makes timely, defensible decisions.
- Leads service delivery evaluations and analyses electoral operations trends and issues to inform planning and continuous improvement.
- Applies judgement to analyse complex issues and resolve problems within legislative, policy and organisational frameworks.

Resource Management

- Provides strategic leadership and advice through multidisciplinary teams delivering election planning, enrolment, election delivery, and geospatial/data analytics.
- Leads Electoral Operations directorate to deliver professional services with strong governance, risk management, performance reporting, and effective engagement.
- Builds a service-focused culture in line with legislative requirements.
- Implements strategies and tools to monitor and evaluate service delivery, including risk, contingency, change and quality management.
- Drives a culture of continuous learning through the implementation of workforce planning strategies to build workforce capability and capacity to meet current performance expectations and future operational requirements.
- Manages human, financial, physical, technology and information resources to optimise performance, value and outcomes.
- Promotes a safe, inclusive and values-led workplace; strengthens resource allocation through technology and continuous improvement.

Stakeholder Management

- Builds and sustains effective stakeholder relationships across the Commission, all levels of government and the public sector to support organisational objectives.
- Represents the Commission in senior forums and inter-jurisdictional committees (including ECANZ) to shape initiatives and advance Western Australia's interests.

Corporate Responsibilities

- Leads the identification, escalation and mitigation of election-related risks to safeguard service integrity and continuity.
- Leads the development and implementation of service deliver requirements, including identifying risks and presenting options and mitigating strategies.
- Reviews and improves policies, procedures, governance and reporting frameworks to strengthen delivery and management.
- Monitors and reports on electoral service delivery, addressing emerging issues to achieve outcomes.
- Contributes to the leadership team to progress corporate objectives and deliver priority projects.
- Leads in line with corporate policies and ensures compliance with the Public Sector Code of Ethics.
- Models and embeds the Commission's values, codes of conduct, and leadership expectations, shaping organisational culture and capability.

Other

- Offers support in time of high pressure and engages in activities to maintain morale.
- Works flexibly and may undertake various roles and different activities to meet the needs of the Directorate.
- Examines own performance, regularly seeks feedback from others, and proactively identifies related learning opportunities to extend skills and experience. Reflects on own behaviour and recognises the impact on others.
- Demonstrate the Leadership Expectations within the context of [Multiple Area Leader](#).

Selection Criteria

The following criteria are to be read together with the Key Result Areas and considered in the leadership context of [Multiple Area Leader](#).

Essential:

- Extensive leadership experience in large scale electoral operations and successful election delivery.
- Extensive experience in shaping and directing complex strategic initiatives and service delivery, with a demonstrated record of achieving high impact outcomes through the effective leadership of others.
- Extensive experience interpreting legislation and/or regulations and applying critical, conceptual and analytical thinking to develop solutions to complex problems and make evidence-based decisions.
- Demonstrated multi-area leadership in designing and overseeing governance systems, exercising sound judgement in risk identification, and driving organisation-wide improvement initiatives that strengthen service delivery assurance.
- Demonstrated capacity to cultivate and influence high-value relationships at senior levels, fostering collaboration, shaping strategic outcomes, and leading teams with clarity, purpose and accountability.
- Exceptional communication, interpersonal and negotiation capabilities, with the presence and credibility to engage effectively across all levels and convey complex information with precision and impact.

Desirable:

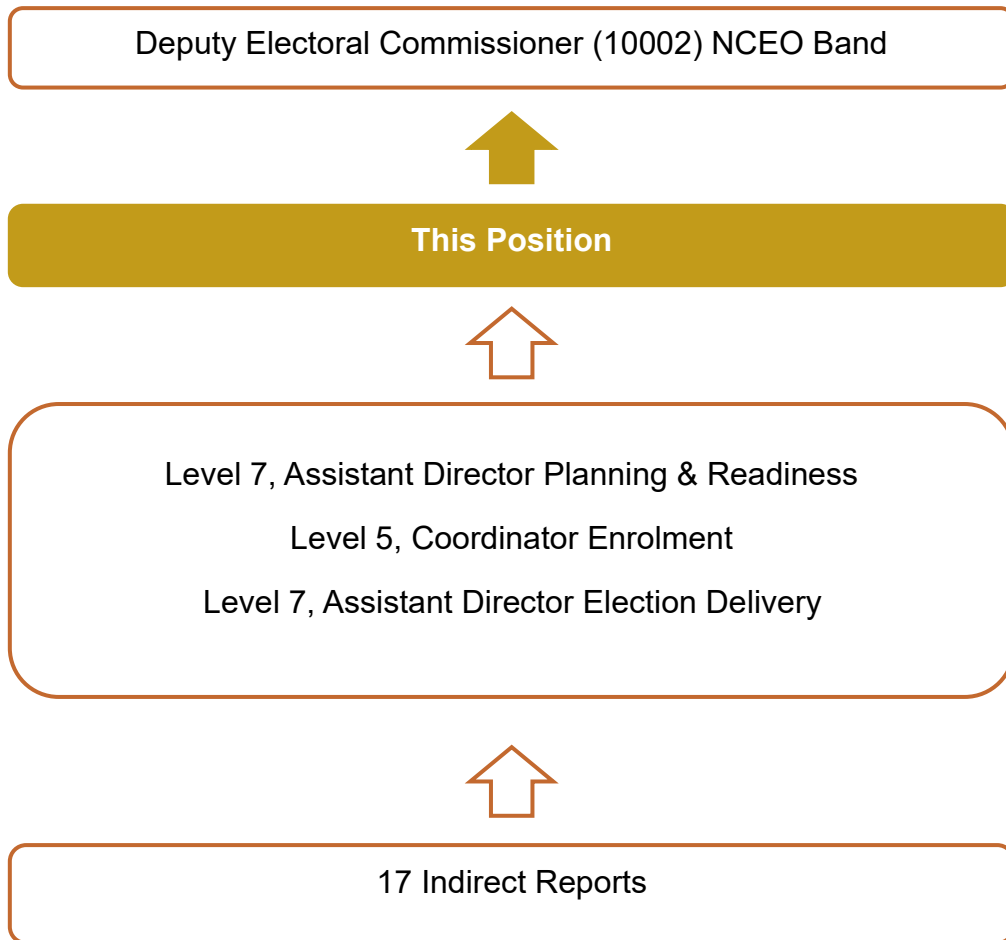
- Knowledge of WA electoral legislation and processes relating to election operations.
- Tertiary qualifications in a relevant discipline.

Building Leadership Impact

We believe all our people are leaders. We consider leadership to be critical to the success of the Commission and, to support this, we have adopted [Leadership Expectations](#), which provides a common understanding of the mindsets and expected behaviours required of all our employees and the public sector.

The leadership context for this role is [Multiple Area Leader](#). It is essential you demonstrate the expected behaviours in the context of the role.

Reporting Relationships



Certification

The details contained in this document are an accurate statement of the position's responsibilities and requirements.

Electoral Commissioner