



Field Manager

- Temporary (casual) position with working hours across days, evenings and weekends.
- Work locations across all parts of the country, including in Major Cities and Regional Areas of Australia.
- \$36.90 per hour (inclusive of 25% loading), plus superannuation.
- Contract dates between 6 May 2021 and 3 October 2021.
- Training dates between 6 – 8 May 2021 (Online), 10-23 May 2021 (virtual classroom training), 1-14 July 2021 (online and virtual classroom training).

About the Australian Bureau of Statistics

We are Australia's national statistical agency. We aim to understand Australia's data needs to inform important decisions about our nation's future.

To learn more about the ABS visit [here](#).

About the Census

The Census of Population and Housing (Census) is run every five years and is one of the largest and most important collections to count the number of people and houses in Australia. The Census collects information about where we live, age, our culture, religion, income, education, living and housing arrangements. The information is used to make important decisions, such as government funding, input into policy-making and electoral boundaries.

The next Census will be held on 10 August 2021. To learn more about the Census visit [here](#).

About the role

As a Field Manager (FM), you will lead and manage a team of up to twelve Census Field Officers in your geographical location. You will be required to complete 'Train the trainer' training prior to facilitating Census Field Officer training in your area. In addition, you will also assist with the recruitment and engagement activities of Census Establishment Officers to facilitate the enumeration of establishments and non-private dwellings such as hotels, hospitals and nursing homes.

In your role you will be required to:

- Undertake online training between 6-8 May 2021, and virtual classroom training between 10-23 May and again between 1-14 July 2021.
- Receive a bulk delivery of Census materials at your home, ensuring they are securely stored in your home at all times.
- Familiarise yourself with your allocated work area noting any work health or safety issues.
- Deliver Census materials to, and collect Census materials from households for secure return to the ABS.
- Visit households which have been escalated to you for action and encourage the household to participate.
- Conduct assisted interviews with people who request help to complete their Census form.
- Use your own electronic device (smart phone or tablet) to record your activities in the field. Please refer to the Eligibility and Position Requirements section of this document.
- Assist with the recruitment of Field Officers within your allocated work area.

- Promote Census participation and answer questions from the public about the Census.
- Monitor and manage Field Officer workload progress.
- Support Field Officers and Mobile Field Representatives with procedural and on the ground support.
- Assist with the recruitment and engagement activities of Census Establishment Officers to facilitate the enumeration of establishments and non-private dwellings (e.g. hotels, hospitals, nursing homes, etc).
- Use your own vehicle to travel to work areas.
- Engage with secure apartment building managers to arrange access for Field Officers.
- Communicate regularly with the centralised Field Operations Management team about issues and enumeration progress in your work area.
- Review and complete administration forms (such as timesheets) and other duties as directed.

Your qualities, experience and skills

Experience or demonstrated knowledge in:

- Customer service or working with the public
- Lead and manage a team to achieve results within specified timeframes
- Facilitate training and provide on the ground support to team members
- Communication and presenting information to groups
- Having a good attitude and willingness to help others and support the community
- Good attention to detail and a keen eye for accuracy
- Implementing processes in accordance with ABS procedures
- Local area knowledge and an ability to read and navigate maps
- Ability to work flexibly in a busy environment
- Ability to undertake essential duties of the role

Eligibility and position requirements

To be eligible for this position you must meet the requirements listed below:

- **Australian citizenship – You must be an Australian Citizen or have the legal right to work in Australia. Evidence will be required during pre-employment screening. Preference will be given to Australian citizens.**
- Undergo pre-employment checks, which may include a police records check and health clearance
- Hold and maintain a valid Australian driver's license for the duration of your employment
- Any vehicle used for your field work must be registered and comprehensively insured
- Have a safe and lockable area in your residence to store Census materials
- **Have a mobile device (such as smart phone or tablet) with reliable internet connection. See technological requirements below for details.**
- Have access to a printer or printing facilities

You must also be able to meet the physical requirements of your role and safely perform the following duties:

- Driving during the day and at night (varying types of weather conditions and terrain)
- Repeatedly getting in and out of a vehicle
- Walking around the workload area during the day and at night in varying types of weather conditions over long periods of time which may include negotiating steep, uneven and/or slippery terrain, several flights of stairs and unexpected obstacles
- Lift cartons of Census materials weighing up to 9kg
- Use desktop computer or mobile device (such as a smart phone or tablet)

You must also be able to meet the following technological requirements to perform your role. You:

- must also have access to a computer or tablet with internet connection to complete your online training and monitor and manage the work progress of your Field Staff
- must have a mobile device for work in the field
- must be comfortable using this device to enter data into ABS applications as part of your role
- must have a reliable mobile internet connection
- must have SIM-based incoming voice call capability (i.e. have a phone number)
- must not have a device that has been rooted/jailbroken
- should be either an Apple or Android device. Other devices may not support Census field work applications.
 - If Android, the operating system must be Android 8 (Oreo) or higher
 - If Apple, the operating system must be iOS 13.1 or higher

Training

You must be available to complete online training and attend virtual classroom training prior to commencing work in the field. Training will cover all aspects of your role, including use of technology, systems you will be using, monitoring and managing your field staff and work health and safety considerations.

Hours and availability

The total hours of work (including, training, admin, field work, communication with the office and evaluation activities) will be variable across the contract period, depending on the workload. You will be required to work a mix of weekdays between 8.30am – 8:30pm, and weekends between 9:30am to 8:30pm.

Due to the nature of the work, these roles are generally not suited to those already working full-time.

Health and safety

The ABS is committed to providing a safe and healthy work environment for its workers and to make every effort, where reasonably practicable, to eliminate or minimise risks associated with ABS operations, including risks relating to COVID-19. This commitment includes Field Staff who will have face-to-face interactions with the public as part of their role.

We strongly encourage potential candidates to consider the job description and the essential duties of the role and whether it suits your individual circumstances and health when deciding to apply for the role.

Employment conditions

The terms and conditions of your employment are in accordance with the Collective Determination 2020-01. Key parts to note are that:

- You will be paid a loading of 25% on top of the hourly rate, in lieu of paid leave and payment for public holidays (where you are not rostered to work).
- When travelling to attend training or other Census work-related activities deemed necessary you will receive a travel allowance.
- When using your personal vehicle for approved Census work purposes, you will receive a Motor Vehicle Allowance.

Your area of workload distribution

You will generally be allocated work within a reasonable distance from your residential address. In metropolitan areas, workloads can be spread over a number of suburbs, whereas in rural areas the workloads are more widely dispersed. Proximity to a suitable work area will be considered when selecting applicants.

Recruitment selection process

- Online application form
- Game based assessment
- Video interview
- Phone interview
- Reference checks
- Pre-employment check
- Contract

Note: Job offers are pending the outcomes of pre-employment checks.

How to apply

For further information about this position or to apply, www.censusjobs.adecco.com.au

For any other query, please contact Adecco Census Recruitment Team on 1300 233 445 or email enquiries@censusjobs.adecco.com.au