Senior Data and AI Governance Officer & Data and AI Support Officer - Information, Data and AI Section

Job Reference: 2026-221 Multiple

Work Area: Technology, Data and Cyber Security Branch

Location: National Office, ACT (Outposted may be considered)

Classification: APS Level 5 and APS Level 6

Security Clearance: Baseline

Salary Range: APS 5, $88,834 - $96,848 plus 15.4% superannuation

APS 6, $99,734 - $111,701 plus 15.4% superannuation

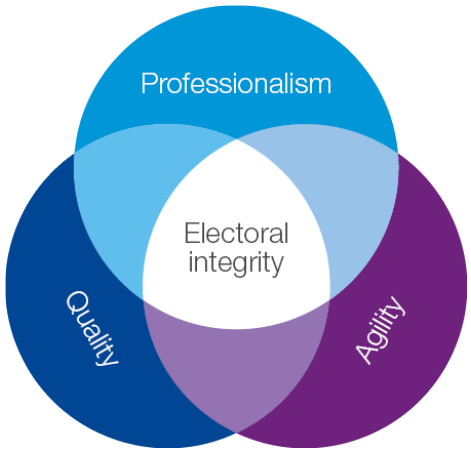
Employment Type: Ongoing, Full Time

Contact: Robbie Ryan, robbie.ryan@aec.gov.au

Due Date: Sunday 6 December 2026, 11:59pm AEDT

The Work we do

Working at the Australian Electoral Commission (AEC) means contributing to the delivery and integrity of Australia's democratic processes. In this role, you will help deliver outcomes that uphold electoral integrity and maintain public trust in Australia's electoral system.



The AEC is an independent statutory authority responsible for delivering federal elections, by-elections and referendums, and for maintaining the electoral roll. Our work is central to Australia's democracy and includes large-scale, high-profile operations conducted under significant public scrutiny.

Between electoral events, the AEC undertakes a broad range of activities including electoral roll management, industrial elections, electoral boundary redistributions, and the administration of political funding and disclosure schemes.

Our work is guided by our values of *Quality, Agility and Professionalism*, which underpin how we operate and enable us to deliver trusted outcomes for all Australians.

What we offer at the AEC

At the AEC, we support our people to perform at their best while maintaining a healthy work–life balance. We offer a supportive, inclusive workplace and a range of benefits, including:

- Flexible working arrangements
- A collaborative and inclusive workplace culture

- Career development and learning opportunities
- Study assistance and professional development support
- Career pathways across a national organisation
- Competitive salary and conditions, including 15.4% superannuation
- Purchased leave options (Ongoing employees only)
- Paid Christmas and New Year shutdown
- Employee Assistance Program (EAP) for employees and their families
- Annual influenza vaccination program

Reasonable adjustments are available throughout the recruitment process and during employment.

We are conveniently located in Canberra's city centre, situated close to public transport, gyms, restaurants and retail shops.

About the Team

The Data and AI Governance team sits within the Information, Data and AI Section, in the Technology, Data and Cyber Security Branch. The team strengthens the management of data and enables the responsible use of artificial intelligence (AI) across the AEC, supporting effective decision-making, electoral integrity and public trust in the AEC's delivery of Australia's democratic processes.

The team develops and implements strategy, policy, governance and capability initiatives that uplift organisational maturity, support effective decision-making and maintain public trust. It is custodian of key data and AI doctrine, including the AEC's AI Enablement Strategy, AI Use Policy, AI Transparency Statement, Data Governance Framework, data management guidance and the data asset register. The team coordinates the AEC's AI Working Group and Data Community of Practice and delivers initiatives to uplift data and AI literacy across the agency.

The team works closely with business owners, data stewards, data custodians and specialist enabling teams, including technical enablement teams, information management, cyber security, privacy and legal, to implement governance arrangements, build organisational capability and respond to emerging data and AI issues. It monitors whole-of-government data and AI directions, assesses their implications for the AEC and coordinates the agency's participation in cross-government initiatives.

The team operates in a dynamic, fast-paced and rapidly evolving environment, navigating emerging risks and uncertainty. Success in the role requires a skilled, motivated and adaptable professional who brings initiative, sound judgement and a positive response to change. Team members bring complementary strengths and work flexibly across data and AI priorities as organisational needs evolve.

The Opportunities

These are opportunities to contribute to a growing and strategically important area of work, helping shape practical approaches to data governance and the responsible use of AI across the AEC. You will work on varied and emerging issues, collaborating with stakeholders across the organisation to translate evolving requirements into practical outcomes.

We are recruiting at two classification levels within the Data and AI Governance team. Both roles offer exposure to a broad range of data and AI priorities and the opportunity to contribute to nationally significant

work in an evolving area. You will be supported by experienced colleagues and have access to professional development opportunities that will help you develop your data and AI knowledge and grow your career within the APS.

APS Level 6 — Senior Data and AI Governance Officer

As a Senior Data and AI Governance Officer, you will play an important role in translating the AEC's data and AI priorities into practical governance arrangements and organisational outcomes. Working as part of a collaborative team, you will work under limited direction to support strategic priorities and deliver complex outcomes across data and AI governance. You will take end-to-end responsibility for allocated work items, lead stakeholder engagement, and produce high-quality doctrine and executive-ready outputs that translate strategic priorities into practical outcomes.

Drawing on a working understanding of contemporary AI technologies, concepts and their associated risks and controls, you will develop and review frameworks, instructions and guidance, coordinate risk and maturity assessments, contribute to assurance reviews, and develop and deliver data and AI literacy initiatives.

This will require the ability to understand and communicate technical considerations, including how AI systems use data, the capabilities and limitations of AI, and the implications of AI technologies for governance, assurance, security, privacy and information management. Where staff are assigned, you will supervise and develop them by setting clear expectations, providing constructive feedback and building capability.

APS Level 5 — Data and AI Support Officer

As a Data and AI Support Officer, you will play an important role in supporting the effective delivery of the AEC's data and AI governance priorities. Working as part of a collaborative team, you will undertake moderately complex coordination, research, analysis and drafting activities across data and AI priorities under limited direction.

Success in the role requires a skilled, motivated and adaptable professional who brings initiative, sound judgement and a positive response to change. You will coordinate support requests and queries, provide secretariat services, support assurance and risk assessment processes, and help maintain data and AI registers and reporting.

You will support Community of Practice activities and data and AI literacy initiatives, contribute to the development of doctrine and governance papers, and identify practical improvements to the team's processes.

To excel you'll have:

We are seeking motivated and capable professionals who can demonstrate the skills, knowledge and experience required to perform successfully in these roles, including:

APS Level 6 — Senior Data and AI Governance Officer

- Demonstrated ability to deliver complex work under limited direction, taking end-to-end responsibility for allocated work, managing competing priorities and delivering high-quality outcomes.
- Strong written communication skills, including the ability to develop clear, evidence-based executive correspondence, policy, frameworks, instructions or guidance.

- Ability to assess evidence, interpret requirements, constructively challenge assumptions and develop practical options and recommendations to support decision-making.
- Strong stakeholder engagement and facilitation skills, including the ability to collaborate, negotiate and resolve differing perspectives.
- Sound judgement and professionalism, including making decisions within agreed authority, managing risks and escalating sensitive, complex or unresolved matters.
- Ability to contribute effectively within a team, take initiative and adapt to changing priorities and uncertainty, including supervising and developing staff where assigned.
- Experience in strategy, policy, governance, risk, assurance, organisational capability or a related discipline, with the ability to develop and apply knowledge across data and AI governance.

Desirable

- Relevant qualifications or professional certifications in data, AI, governance or a related discipline.
- Demonstrated experience operating within a complex ICT environment in the Australian Government context.
- Understanding of and experience in the application of AI and/or data ethics.
- Understanding of and experience in the application of Australian Government AI policy and standards (e.g. DTA AI Technical Standard).
- Understanding of and experience in the application of data management standards (e.g. DAMA).
- Experience using data and/or AI governance software (e.g. Microsoft Purview).

APS Level 5 — Data and AI Support Officer

- Demonstrated ability to deliver moderately complex work under limited direction, manage competing priorities and take responsibility for accurate and timely outcomes.
- Clear written and verbal communication skills, including the ability to draft correspondence, papers, minutes and reports, and explain information in plain language.
- Research and analytical skills, including the ability to assess information, apply policy and guidance, identify issues and draw evidence-based conclusions for review.
- Effective collaboration and stakeholder engagement skills, including listening to stakeholder needs, coordinating contributions, following up actions and drawing on specialist expertise.
- Sound judgement and professionalism, including making decisions within agreed authority, recognising risks and seeking guidance or escalating complex, sensitive or unresolved matters.
- Strong organisational skills and attention to detail, including maintaining accurate records, coordinating meetings and workflows, and using digital tools effectively.
- Ability to take initiative, respond flexibly to changing priorities and uncertainty, and learn and apply governance concepts across both data and AI.

Desirable:

- Experience in business support, project coordination, secretariat services, governance, policy support or a related area in the Australian Government context.
- Familiarity with data governance, responsible use of AI, or relevant Australian Government policies.
- Experience using collaboration and information management tools to maintain registers, coordinate contributions and support reporting.
- Experience preparing concise summaries, visual information resources or learning materials, or supporting communities of practice.

Assessment Process

The assessment process for this vacancy may include one or more of the following:

- Application questions.
- Assessment of your resume and supporting documentation.
- Applicant pitch.
- Interviews.
- Referee reports.
- Work samples or other assessment activities.

Candidates who progress through the recruitment process will be assessed against the requirements of the role and may be required to demonstrate and verify the claims made in their application.

How to Apply

To apply for this position, you must provide:

- An up-to-date resume (maximum two pages).
- A one-page pitch (maximum one A4 page in 11-point font) outlining how your skills, knowledge, experience and qualifications align with the role requirements.
- Your pitch should clearly identify the role for which you are applying.
- Responses to the application questions.

The one-page limit applies to the pitch only. Responses to the application questions should be provided on subsequent pages and comply with the stated response limits.

You may apply for only one of the two advertised roles. Please clearly identify your chosen role and classification in your pitch and respond only to the application questions for that role.

Application Questions

As part of your application, you are required to respond to the application questions outlined below. Your responses will be considered alongside your resume and any other information requested as part of the recruitment process.

The questions have been designed to assess skills, knowledge, experience, qualifications and other requirements relevant to the role. Applicants should respond directly to each question and comply with any stated word limits.

As the AEC Jobs Portal only allows applicants to upload a resume and one supporting document, responses to the application questions must be included in the same document as your pitch. Applicants should include their pitch first, followed by their responses to the application questions.

Please respond only to the questions for your chosen role:

APS Level 6 — Senior Data and AI Governance Officer

Question 1 (Yes/No + supporting example, maximum 100 words)

Do you have experience developing strategy, policy, frameworks or standard operating procedures for senior executive clearance?

If yes, provide a brief example describing the type of work, your role and the outcome (maximum 100 words).

Question 2 (Yes/No + supporting example, maximum 100 words)

Do you have experience coordinating or undertaking risk, assurance or maturity assessments involving multiple business or technical teams?

If yes, provide a brief example describing the type of work, your role and the outcome (maximum 100 words).

Question 3 (Yes/No only)

Do you have experience leading stakeholder engagement activities, including developing presentations and facilitating discussions?

Question 4 (Yes/No only)

Are you able and willing to respond in a positive and flexible manner to change and uncertainty?

Question 5 (Yes/No only)

Are you able and willing to learn and apply governance concepts and relevant standards across both data and AI?

APS Level 5 — Data and AI Support Officer

Question 1 (Yes/No + supporting example, maximum 100 words)

Do you have experience providing secretariat, coordination or business support services in a government or professional environment?

If yes, provide a brief example describing the type of work, your role and the outcome (maximum 100 words).

Question 2 (Yes/No only)

Do you have experience collating information and drafting documentation to support decision-making or reporting?

Question 3 (Yes/No only)

Are you able and willing to respond in a positive and flexible manner to change and uncertainty?

Question 4 (Yes/No only)

Are you able and willing to learn and apply governance concepts and relevant standards across both data and AI?

Applications must be submitted through the AEC Jobs Portal before the closing date.

Senior Data and AI Governance Officer/Data and AI Support Officer - Vacancy Details – Aurion

Assessment of Applications

The AEC may assess applications progressively against the requirements outlined in this advertisement, including any mandatory eligibility requirements, qualifications, licences, registrations, application instructions, applicant pitch requirements and application questions.

To be considered for this role, applicants must provide all information requested and demonstrate how they meet the requirements of the position. Applications that do not address the advertised requirements, comply with stated instructions or provide the requested documentation may not progress further in the recruitment process.

RecruitAbility

This scheme aims to attract and develop applicants with disability and also facilitate cultural changes in selection panels and agency recruitment.

If you are a person living with disability and opt into the scheme; you are required to declare you have a disability; and must meet the minimum requirements of this vacancy. Once these requirements are met, you are advanced to a further stage in the selection process. Merit remains the basis for engagement and promotion.

You do not need to provide further information about your disability.

For further information visit the APSC website.

Artificial Intelligence

Use of Artificial Intelligence (AI) tools in the recruitment process.

The AEC may use the AI tool 'Microsoft Copilot Chat' for low-risk administrative purposes. All outputs are reviewed and approved by a human and will not influence selection decisions. The AEC may use AI for drafting and refining recruitment documentation and general administrative support. The AEC will not use AI in any assessment or decision-making, including screening, shortlisting, or evaluating candidates. Candidate personal information will not be entered into AI tools, and AI transcription will not be used.

The AEC also sets clear expectations for candidate use of AI tools in accordance with the APSC Guide to managing candidate use of AI in recruitment. Candidates may use AI tools to assist with drafting application

materials, such as resumes and pitches, provided all content is an accurate and truthful reflection of their own skills, experience, and capabilities in line with the APSC Principles for candidate use of AI in recruitment. AI must not be used in any written assessments, work samples, or during interviews (including real-time responses). Candidates may be required to discuss, verify, or demonstrate the claims made in their application as part of the assessment process.

Eligibility Requirements

Australian Citizenship

All positions in the AEC require employees to be Australian citizens and is a condition of engagement.

Information on Australian citizenship including how to obtain evidence of Australian citizenship is available from the Department of Home Affairs.

Political Neutrality

It is an inherent requirement of employment at the AEC that employees must be, and must be seen to be, impartial and politically neutral. Any person who is active in political affairs or referendum issues, may compromise the strict neutrality of the AEC and will be ineligible for employment with the AEC. This requirement is outlined in the AEC Enterprise Agreement and Political Neutrality Policy.

Security Requirements

Successful applicants may be required to undergo pre-employment screening and obtain and maintain an Australian Government security clearance.

This position requires a Baseline security clearance.

Pre-employment screening may include:

- National Police check
- Identity verification
- Political neutrality assessment
- Assessments to uphold suitability form part of all positions at the AEC

Further information is available through the *Australian Government Protective Security Policy Framework*.

Merit Pool

Candidates found suitable but not offered a position may be placed in a merit pool for up to 18 months from the advertisement date. The AEC will retain any merit pool created from this vacancy for an initial period of 6 months to fill similar vacancies before making it available to other APS agencies.