Facilities Officer, Property and Facilities Management

Job Reference: 2026-214 10105

Work Area: Finance, Property and Portfolio Management Branch, Corporate Services Division

Location: National Office, ACT

Classification: APS Level 5

Security Clearance: Baseline

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

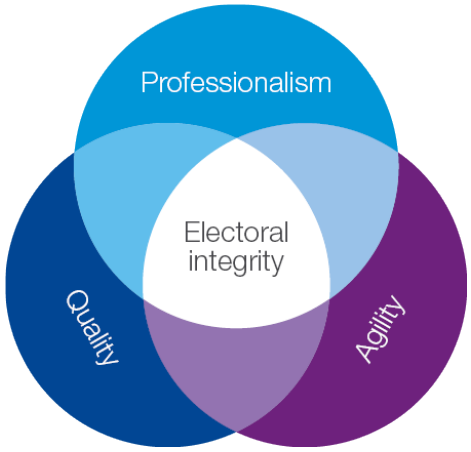
Employment Type: Ongoing, Full Time

Contact: Kristy McPhillips, kristy.mcphillips@aec.gov.au

Due Date: Thursday 26 November 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

We are committed to building a workforce that reflects the diversity of the Australian community and encourage applications from people of all backgrounds.
Reasonable adjustments are available throughout the recruitment process and during employment.

About the Team

The AEC manages a diverse property portfolio of more than 60 premises, ranging from shopfront offices to warehouses that support a nationally dispersed network and workforce. The portfolio actively scales up or down to respond to our operational needs on both a long and short-term basis.

The Property Management and Facilities Team is responsible for maintaining all AEC offices nationally, including the provision of facility management services. This includes:

- Contributing to the management of work orders.
- Maintaining AEC property portfolio infrastructure.
- Working with our external property providers.
- Ensuring compliance with Commonwealth property policy requirements, including implementing environmental and sustainable practices.

The Opportunity

This is an exciting opportunity to join the AEC and contribute to work that has a direct impact on Australia's democratic processes.

The AEC is seeking a Facilities Management Officer who can work collaboratively, take initiative and deliver outcomes. The role is responsible for supporting the delivery of facilities management services across the AEC property portfolio, including coordinating maintenance, contractor engagement and operational activities in line with relevant frameworks, policies and procedures. The role is based in Canberra.

The role involves undertaking work that requires sound judgement and initiative under limited direction. The ideal candidate will apply their knowledge across facilities management, contractor coordination and property operations to support the effective delivery of services and ensure compliance with legislative and organisational requirements.

The Facilities Management team forms part of the National Property function and works closely with Leasing and Capital Works teams to support the planning and delivery of safe, functional and value-for-money property outcomes across the AEC's portfolio.

To excel you'll have:

We are seeking a motivated and capable professional who can demonstrate the skills, knowledge and experience required to perform successfully in this role, including:

- Demonstrated ability to coordinate and track day-to-day facilities operations, including maintenance requests across a property portfolio.

- Experience in building and maintaining effective relationships with internal and external stakeholders, including regular liaison with property service providers or similar stakeholders.
- Ability to communicate effectively and collaborate with colleagues, business areas and external stakeholders, including through negotiation and stakeholder engagement.
- Ability to maintain professionalism and exercise sound judgement when working under pressure.
- Demonstrated experience managing competing priorities and adapting to changing business needs while maintaining quality outcomes.
- Ability to research and analyse issues, communicate findings clearly, and support the coordination of property management and maintenance activities.

Desirable

- Relevant qualifications and/or experience in a similar role, discipline or operational environment.

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 (where required).
- 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 to the role requirements.
- Answer the following application questions and include on the same document following your pitch.

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.

Application 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 applicant pitch. Applicants should include their applicant pitch first, followed by their responses to the application questions.

Application Questions

1. Do you have experience working in Facilities Management? (Yes/No + short response)

   If yes, briefly describe your experience and the types of enquiries or stakeholders you supported (maximum 100 words).

2. Have you processed work orders through a Property Service Provider? (Yes/No)
3. Do you have experience communicating with stakeholders to provide advice, resolve enquiries or coordinate outcomes? (Yes/No + short response)

   If yes, briefly describe your experience and the types of enquiries or stakeholders you supported (maximum 100 words).

Applications must be submitted through the below link - AEC Jobs Portal before the closing date:

Facilities Officer, Property and Facilities Management - 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.