SharePoint Developer, IT Applications Development

Job Reference: 2026-212 10261

Work Area: Platforms and Application Development Branch, Information Technology Services Division

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

Classification: APS Level 6

Security Clearance: Negative Vetting 1

Salary Range: $99,734 - $111,701 plus 15.4% superannuation

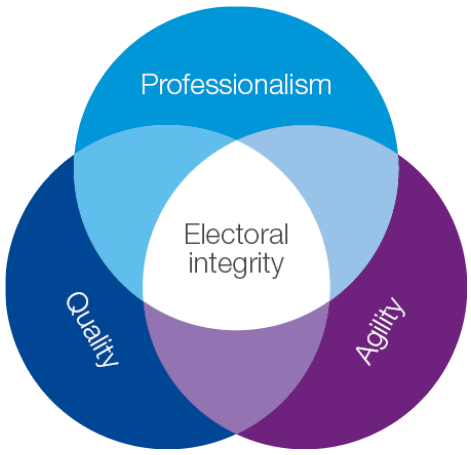
Employment Type: Ongoing, Full Time

Contact: Huy Le, huy.le@aec.gov.au

Due Date: Sunday 22 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
- 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 Information Technology Services Division (ITSD) is responsible for delivering robust ICT capabilities, maintaining election-ready systems, and progressing an ambitious ICT transformation and modernisation agenda.

ITSD leads and supports a range of AEC projects and programs, including the Election Systems Modernisation Program (Indigo Program) and the Funding and Disclosure (FAD) Reform Program.

The Platforms and Application Development Branch (PaAD) is responsible for the support, enhancement and modernisation of the AEC's enterprise and election-critical applications. The branch delivers capabilities across application development, integration, data, cloud services, operational support and modern engineering practices.

PaAD operates across multiple technology domains to ensure AEC systems remain stable, secure, scalable and aligned with evolving electoral, legislative and organisational requirements. The branch works closely with business areas to uplift platforms, replace legacy systems, support application lifecycle management and drive continuous improvement across ICT delivery.

The Opportunity

The Australian Electoral Commission is seeking a SharePoint Developer to join the AEC’s IT Applications Development Section. This is an exciting opportunity to join the AEC and contribute to work that has a direct impact on Australia's democratic processes.

The SharePoint Developer supports the SharePoint team in the design, development, administration and ongoing maintenance of the AEC's SharePoint environment. The role is responsible for delivering both out-of-the-box and customised SharePoint solutions that meet business needs while ensuring the platform remains secure, reliable and fit for purpose.

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 experience designing and developing business solutions using SharePoint, including the creation of custom components with SharePoint Framework (SPFx) and integration with enterprise systems.
- Experience administering and maintaining SharePoint environments, including site collections, security configurations, governance and platform best-practice standards.
- Ability to provide technical support, guidance and user training to enable effective adoption and use of SharePoint capabilities.
- Demonstrated success collaborating with multidisciplinary ICT teams to deliver integrated solutions that meet organisational and business requirements.
- Experience analysing complex issues and contributing to project delivery, planning, reporting and the coordination of ICT initiatives.
- Ability to provide accurate specialist advice, guidance and reporting in relation to SharePoint and broader team responsibilities.
- Demonstrated stakeholder engagement skills, with experience developing productive relationships and working collaboratively to achieve business outcomes.
- Ability to exercise sound judgement and communicate decisions effectively, applying relevant legislation, policies, procedures and best-practice principles.

Desirable

- Demonstrated experience delivering ICT projects within a government environment.

How to Apply

You will need to provide the following:

- An up-to-date resume (maximum two pages).
- A two-page pitch outlining how your skills, knowledge, experience and qualifications make you the ideal candidate for this role.

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

SharePoint Developer, IT Applications Development - Vacancy Details – Aurion

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 Negative Vetting 1 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.