Senior Engagement Officer, Indigenous Electoral Participation Program – Affirmative Measures

Job Reference: 2026-121 15058

Work Area: Communication, Education & Engagement Branch, Service Delivery Group

Location: Adelaide, SA

Classification: APS Level 6

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

Employment Type: Ongoing, Full Time

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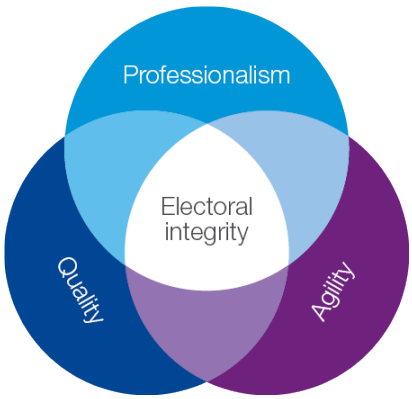
Due Date: Monday, 24 August 2026, 11:59pm AEST

The AEC

We run elections and referendums.

A federal election is one of the nation's largest, most complex and most scrutinised peacetime logistical events. It has tens of millions of moving parts and happens every three years or so on an unknown date. It takes a lot of detailed planning, and this work contributes positively to Australian democracy, culminating in landmark events in the national consciousness.

In between elections there can be by-elections and/or referendums, there will be industrial elections and ballots, we maintain the electoral roll, we help draw electoral boundaries, we administer the financial disclosure scheme and much more.



It's complex, challenging and rewarding – and the Australian Electoral Commission (AEC) is the independent statutory authority established by the Australian Federal Government to perform this crucial work.

Our strategic focus of electoral integrity is achieved through our values of *Quality, Agility and Professionalism. These aren't just words to us – we live these values in order to continue to deliver trusted electoral event results for Australian voters.*

What we offer

We understand the importance of balancing your work and personal life. We help our employees with this through a range of flexible working options and ensuring a supported environment. To assist our people, the AEC provides a suite of comprehensive and holistic employee assistance and wellbeing programs.

We offer our people career development through a range of learning and development opportunities and a study assistance program.

We want our workforce to reflect the diversity of the Australian community. We have supportive diversity networks across the agency. We value the unique qualities, attributes, skills and experiences held by our people.

As an AEC employee you will have access to purchased leave, a paid Christmas/New year shutdown period, competitive pay and conditions including a generous 15.4% superannuation contribution, access to the Employee Assistance Program for you and your family and free annual flu vaccination program.

The Team

As a member of the Australian Electoral Commission's (AEC's) Indigenous Electoral Participation Program, you will have a unique opportunity to work collaboratively with colleagues to lead and influence initiatives that identify and address barriers to First Nations electoral participation.

Our team works in partnership with Aboriginal and Torres Strait Islander communities to improve access to electoral services and strengthen participation in Australia's democratic processes. Through your knowledge, expertise and leadership, you will help the AEC deliver more accessible, inclusive and culturally responsive electoral services.

You will use evidence, insights and best practice to develop and maintain key resources, support legislative and policy development, and contribute to the AEC's commitment to continuous improvement. As a member of the Branch Leadership Team, you will help shape strategic priorities, foster a proactive and curious culture, and champion service design and human-centred approaches that improve outcomes for the communities we serve.

The Opportunity

This is an Affirmative Measures position designated for Aboriginal and Torres Strait Islander people. Accordingly, this vacancy is open only to Aboriginal and Torres Strait Islander applicants.

In this role, you will lead and manage Community Electoral Participation Officers and other community-based staff, supporting a culturally diverse and geographically dispersed team, operating across multiple communities and language groups. You will manage contracts and partnerships, including monitoring contractual deliverables, managing risks, ensuring compliance, and supporting the achievement of program outcomes.

You will build and maintain effective relationships with a broad range of stakeholders, represent the agency in a variety of forums, and communicate the AEC's position on complex issues. The role requires occasional travel, including to regional and remote locations.

To excel you'll have:

- Extensive experience building and sustaining relationships with Aboriginal and Torres Strait Islander communities, ensuring Indigenous voices and perspectives are central to the design and delivery of our work.

- Demonstrated ability to communicate genuinely and respectfully with Aboriginal and/or Torres Strait Islander people, building trust and rapport through authentic engagement, openness and consistent leadership behaviours.
- Demonstrated ability to lead through change and deliver outcomes in a complex and evolving environment, including experience in contract management or the ability to quickly acquire and apply contract management skills.
- Demonstrated experience as a strong people leader, effectively managing a diverse and geographically dispersed workforce by supporting performance, capability and development through coaching, guidance, knowledge sharing and constructive feedback, while fostering an inclusive, collaborative and high-performing culture.
- Strong written and verbal communication skills including the ability to tailor messages and information for a variety of audiences of varying seniority and in a culturally appropriate manner.
- Demonstrated organisational, problem-solving and risk management skills, including the ability to identify issues, develop practical solutions and communicate outcomes effectively.
- Demonstrated experience managing agreements and partnerships of varying complexity, including identifying and managing risks, maintaining stakeholder relationships, and completing performance reporting and financial acquittals.

Desirable

- Relevant qualifications in Indigenous Studies, Community Engagement, Education, Public Policy or a related discipline.
- Knowledge of, or the ability to quickly acquire knowledge of, relevant legislation, government programs and public policy frameworks.

Apply now

Senior Engagement Officer, Indigenous Electoral Participation Program – Affirmative Measures - Vacancy Details – Aurion

The AEC is committed to creating a diverse environment and is proud to be an equal opportunity employer.

You will need to provide:

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

All applications for this role must be submitted through the AEC jobs portal link listed above prior to the closing date.

Affirmative Measures - Aboriginal and Torres Strait Islander employment

The Affirmative Measures - Aboriginal and Torres Strait Islander employment process is open only to Aboriginal or Torres Strait Islander people who meet the criteria below.

To be eligible to apply for this role, you must:

- be of Aboriginal and/or Torres Strait Islander descent or identify as Aboriginal and/or Torres Strait Islander
- be accepted by community as being Aboriginal and/or Torres Strait Islander

Confirmation of Aboriginal and/or Torres Strait Islander heritage will only be required from candidates who are found suitable at the end of the process.

The AEC will consider allowances in some circumstances, however evidence of Aboriginal and/or Torres Strait Islander status is likely to include the following:

- a letter signed by the Chairperson of an incorporated Indigenous organisation confirming that the applicant is recognised as an Aboriginal and/or Torres Strait Islander person, or
- a confirmation of Aboriginal and/or Torres Strait Islander descent document executed by an Indigenous organisation.

Note: The need to provide confirmation of Aboriginal and/or Torres Strait Islander heritage is not required as part of the application process. Confirmation will be requested prior to the onboarding 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 a disability and opt into the scheme; you are required to declare you have 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.

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.

Politically Sensitive Position

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

Some positions may require an applicant to gain and maintain a security clearance in addition to pre-employment screening.

This position requires candidates to obtain and hold a Baseline security clearance.

Pre employment screening includes a check on police records, identity checks and political neutrality checks. Assessments to uphold suitability form part of all positions at the AEC.

For more information, please see the *Australian Government Protective Security Policy Framework*.

Merit Pool

Candidates deemed 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.