

# Assistant Director, IT Solutions

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**Job Reference:** 2025-031 10100

**Work Area:** Enterprise Digital Delivery Branch

**Location:** National Office, ACT

**Classification:** Executive Level 1

**Salary Range** \$113,821- \$128,264 plus 15.4% superannuation

**Employment Type:** Ongoing, Full Time

**Contact:** Sean Gobbie, sean.gobbie@aec.gov.au

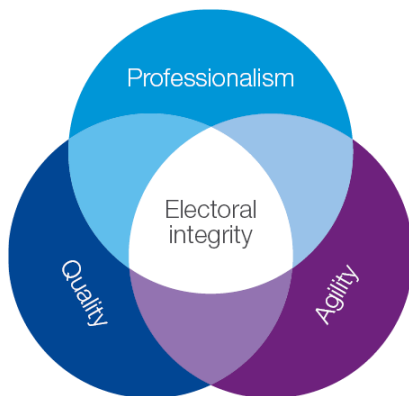
**Due Date:** Wednesday 19 February 2025, 11:59pm AEDT

## 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

The Enterprise Digital Delivery Branch delivers Information, Communication and Technology services to the AEC and is divided into three sections: IT Solutions, ICT Testing and Assurance and IT Integration. ICT services are delivered through a select sourcing model, with a mixture of in-house and outsourced resources.

The EDD Branch is committed to building the agency's information technology capability by providing resilient, modern and secure systems informed by data and insights, and to upskill teams to develop innovative new products and services.

The AEC is committed to the APS values of being impartial, committed to service, accountable, respectful and ethical.

## The Opportunity

The Assistant Director manages a team of developers supporting the day-to-day matters relating to the development, maintenance, enhancement, and support of applications within the IT Solutions Section of the EDD Branch. This includes participating in section planning and aligning longer-term plans with agency goals and objectives. The role is responsible for undertaking very complex and/or sensitive work, under broad direction, utilizing expertise across a range of activities relating to the design of software applications. Additionally, this role will be a contributor and advisor to the architectural design decisions made by Branch leadership.

Key position responsibilities include leading and managing a team to ensure high-quality outputs, building team capability to maintain a high level of expertise, encouraging continuous improvement, and promoting the health and well-being of all team members. In collaboration with the branch leadership team, the Assistant Director will direct and prioritize the AEC's IT workplan to ensure that resources are appropriately allocated and efficiently managed. They will also work with other teams in the work area to investigate and resolve complex issues with the operation of an application.

The role involves making and communicating decisions using professional judgment, evaluating risks in the context of a complex and changing environment. Ensuring deadlines are consistently met and maintaining a high standard of technical and design documentation is crucial. The Assistant Director will manage client relationships and work in line with project budgets, be responsible for project progress reporting, and ensure compliance with governance processes. Providing guidance, mentoring, and capability development to all direct reports is also a key responsibility.

Furthermore, the Assistant Director will contribute to doctrine, election preparation, and delivery activities in accordance with the election readiness framework, according to individual accountabilities and responsibilities. They may also perform additional duties or assume responsibility for functions as directed from time to time.

## To excel you'll have:

- Detailed knowledge of and experience in Software Development Life Cycle and demonstrated ability in the management of software solutions
- Demonstrated ability to lead and manage staff while developing capabilities, encouraging career development and embedding professionalism.
- Sound knowledge and experience in successfully managing and delivering results within time restraints and with competing priorities.
- Proven ability to communicate with influence, negotiate outcomes and manage complex stakeholder relationships, including across a geographically dispersed network.
- Proven conceptual and analytical abilities with sound knowledge of change management practices and techniques to enable innovation.
- Demonstrated personal drive and integrity whilst achieving results within legislative and budget parameters.

## Apply now

### [Assistant Director, IT Solutions - Vacancy Details –AEC Jobs](#)

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.

## 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 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](#).

## 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 who are found suitable but not offered a position may be placed in a merit pool for up to 18 months from the date of advertisement. The AEC and other APS agencies may use merit pools to fill future similar vacancies.