

Project Officer, NSW Operations

Job Reference: 2024-430 11516

Work Area: NSW State Office

Location: Haymarket, NSW

Classification: APS Level 5

Salary Range: \$82,336 - \$90,234 plus 15.4% superannuation.

Employment Type: Non-ongoing, Full Time

Contact: Peter Vecchio, (02) 8201 4188

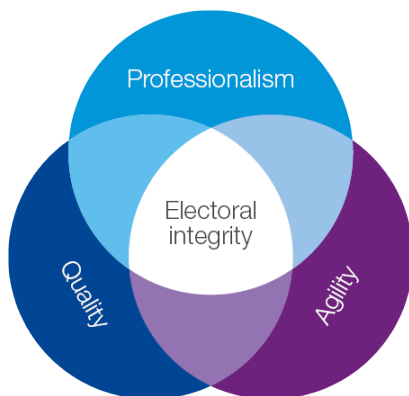
Due Date: Wednesday 22 January 2025, 11:59pm AEDT

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.

We are conveniently located in Sydney's CBD, situated close to public transport, gyms, restaurants and retail shops.

The Team

You will join a high-performing, collaborative team that leads, enables and motivates staff to administer, prepare for and deliver electoral events.

The New South Wales/Australian Capital Territory (NSW/ACT) State and divisional offices take a professional and dynamic approach to achieve high-quality, internationally recognised standards for electoral event delivery.

Reporting to the Senior Project Officer, the Project Officer is responsible for delivering a number of tasks critical to the delivery of a federal election including supporting election delivery staff in their work. This is a cohesive and high performing team that has a significant focus on effective communication with other business areas across the AEC to achieve key objectives.

The Opportunity

We are looking for an agile, energetic, self-motivated and results driven Project Officer to deliver large-scale projects relating to election and referendum planning, delivery and evaluation. You will need to be a self-starter able to work under pressure with limited guidance but also comfortable working in a team environment.

You will need to be flexible, organised, goal-oriented, able to clearly communicate results and focused on delivering high quality outcomes within strict timeframes lead by the Senior Project Officer. You will deliver projects focussed materials and logistics functions and will assist in the day-to-day management of matters relating to corporate governance and election readiness functions of the State.

During an electoral event, the officers will support the delivery of state office election projects by supporting small teams to deliver moderately complex to complex and/or sensitive work, under limited

direction, utilising expertise and knowledge to support the delivery of corporate, compliance and governance functions, election events and project outcomes.

To excel you'll have:

- Demonstrated ability to provide administrative support, accurately record project progression and complete tasks within strict timeframes.
- Ability to conduct research and analysis as required and reach evidence-based conclusions to assist in the management, preparation and coordination of procedures and delivery of projects.
- Proven ability to remain positive and respond to increased levels of pressure in a calm manner, while achieving goals within tight timeframes and responding to competing and changing priorities.
- Demonstrated ability to maintain key internal and external relationships, including liaising with stakeholders on project or operational issues, and responding to stakeholder needs and expectations.
- Experience in project management activities, including managing resources, budgets, and reporting, while ensuring project tasks are delivered on time and meet the needs of the end user.
- Ability to manage staff to increase capability and encourage success in a collaborative work environment.

Desirable

- Familiarity with legislative and regulatory frameworks and requirements, including the Public Governance, Performance and Accountability Act and Commonwealth Electoral Act.
- Intermediate Microsoft Excel skills.
- Drivers Licence.

Apply Now

[Project Officer, NSW Operations – 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 [Personnel Security Policy](#) under 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.