Engagement Officers, Indigenous Electoral Participation Program

Job Reference: 2024-408 Multiple

Work Area: Indigenous Electoral Participation Program

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

Classification: APS Level 4, APS Level 5

Salary Range: $73,821 - $80,896

$82,336 - $90,234 plus 15.4% superannuation.

Employment Type: Non-ongoing, Full Time

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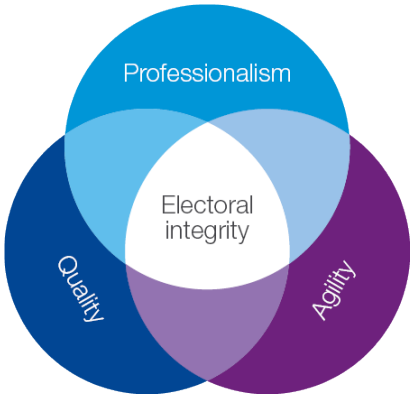
Due Date: Wednesday 4 December 2024, 11:59pm AEDT

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

You will join the Indigenous Electoral Participation Program (IEPP) team. A team of enthusiastic and passionate people who are committed to ensuring eligible Aboriginal and Torres Strait Islander people can actively participate in our democracy. The team supports these opportunities by promoting in communities, enrolment to vote, voting during electoral events and opportunities to work during an electoral event.

The Opportunities

This is an identified Position. Indigenous Candidates are strongly encouraged to apply

Candidates must have an understanding of the issues affecting Aboriginal and Torres Strait Islander peoples and proven culturally appropriate engagement and communication skills.

The role is responsible for supporting our team leads to engage with partners who help the AEC realise maximum benefits for Indigenous Australians. You will represent and explain agency views in various forums which will involve travelling, sometimes to remote localities and you will collaborate and maintain relationships both internally and externally.

To excel you'll have:

- An understanding of the issues affecting Aboriginal and/or Torres Strait Islander peoples.
- An ability to communicate sensitively and effectively with Aboriginal and/or Torres Strait Islander people.
- Good written and verbal communication skills including the ability to tailor messages and information for a variety of audiences of varying seniority.
- Organised, with strong ability to contribute to activities, including attention to detail and delivering results.
- Ability to identify problems and work to resolve them.
- A strong commitment to working harmoniously within a team to achieve positive results.

Desirable

- Relevant qualifications in Indigenous studies or community engagement/education.

- Knowledge or the ability to learn about legislation and programs and policies.

Additional criteria for APS Level 5

- Ability to build and maintain stakeholder relationships, both internal and external.
- Developing team skills and experience, developing other staff members, giving advice and guidance on their responsibilities.

Apply Now

http://www.aec.gov.au/employment/

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 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.

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.