Assistant Directors, Indigenous Electoral Participation Program

(Affirmative Measures – Aboriginal and Torres Strait Islander employment)

Job Reference 2024-413 Multiple

Work Area Communication, Education & Engagement Branch

Location National Office, ACT (outposted may be considered)

Classification Executive Level 1

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

Employment Type Ongoing, Full Time

Contact Kaye Bartlett, kaye.bartlett@aec.gov.au

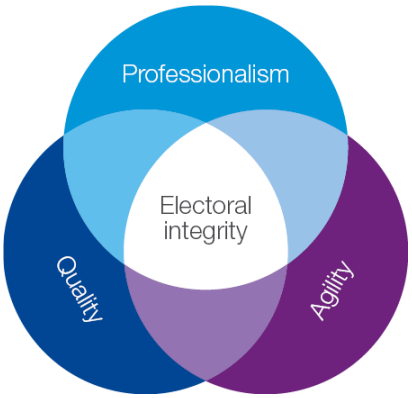
Due Date Wednesday 4 December 2024, 11:59pm AEDT

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

As a team member of the Australian Electoral Commission's (AEC's) Indigenous Electoral Participation Program, you will have a unique opportunity to work with your peers to direct and lead the work we undertake with our community level partners who help us identify and respond to barriers faced in relation to First Nations electoral participation. Our staff contribute to this in different ways and your knowledge and expertise will ultimately help the AEC make Australian elections more accessible for culturally diverse people.

You will use evidence and best practice to create and maintain key resources, support legislative change, and uphold the AEC's commitment to continuous improvement. Additionally, you will play an instrumental role in the Branch Leadership Team, ensuring that our work has a strong strategic focus, shaping a proactive and inquisitive culture within the Branch, and championing a commitment to service design and human-centred outcomes.

The Opportunities

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

The role is responsible for delivering on business outcomes, including taking the lead on business planning and leading the engagement of partners who will help the AEC realise maximum benefits for Indigenous Australians. You will lead and manage a geographically dispersed team and develop and actively manage internal relationships to provide insight which supports decisions related to election services for Indigenous Australians. You will also represent and explain agency views in various forums which will involve travelling, sometimes to remote localities.

To excel you'll have:

Mandatory

- 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.
- Demonstrated knowledge and experience in contributing to the development, implementation and evaluation of agency policy.
- Ability to progress with activities where some ambiguity exists, proactively collaborating with relevant stakeholders to forge strategic outcomes.
- Proven ability 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.
- Demonstrated ability to lead and manage staff when change is a constant, while proactively supporting a positive team culture and developing capabilities, encouraging career development, and embedding professionalism.

Desirable

- You have relevant qualifications in Indigenous studies or community engagement/education.
- You know about or can quickly learn about legislation and programs and policies.

Apply Now

Assistant Directors, Indigenous Electoral Participant Program - 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.

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.

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 check and checks addressing agency specific on political neutrality. Assessments of ongoing 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 poos to fill future similar vacancies.