

# Administration Assistants, ACT Operations

## Temporary Employment Opportunities – Expression of Interest

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**Job Reference** 2024-238 APS1-EOI-ACT

**Work Area:** ACT Operations

**Location:** Multiple Locations, ACT

**Classification:** APS Level 1

**Salary Range** \$26.67 per hour plus 25% casual loading

**Employment Type** Casual, Part Time (with the possibility of Full-Time hours)

**Contact:** [recruitment@aec.gov.au](mailto:recruitment@aec.gov.au), (02) 6271 4730.

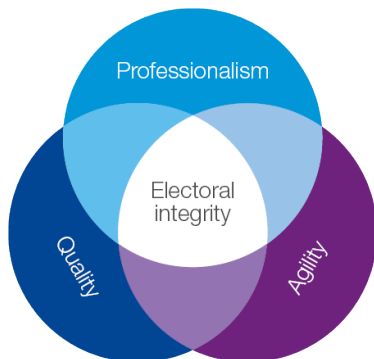
### The AEC

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

The AEC is an inclusive and flexible workplace where our employee's individuality and contributions are valued. 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 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.

The AEC believes in continuous learning and professional development to assist you in achieving your career goals, offering our people a range of learning and development opportunities.

## The Opportunities

The AEC relies on a large workforce of Administration Assistants to help complete the significant volume of work required in maintaining an accurate electoral roll and to plan and deliver electoral events.

Duties performed include:

- administration work
- data entry
- operational planning
- office support and materials handling
- public engagement tasks

These roles are located all around Australia, as we are hiring for all 151 federal electoral divisions with around 300+ jobs available nationally. These roles will be located across a variety of locations, including all major Australian cities and many regional areas. Working environments will vary dependent on the location, but may range from small offices, larger regional working offices, state offices and warehouse environments.

If you believe you have the ability to thrive in a fast paced but rewarding generalist office role, we are keen to hear from you. No prior work experience is required for these roles, and we strongly encourage tertiary students and people from diverse backgrounds to apply.

While you will have the flexibility in terms of your availability, as we approach an electoral event there will be significantly more work available, which may include full time hours, working on select weekends or a potential for overtime work. These office roles will take on more operational responsibilities in helping to deliver the event and is critical in providing support to our temporary election event workforce employees.

## To excel you'll have:

- Strong customer service skills, willingness to assist internal AEC staff, members of the public, and other external stakeholders.
- Ability to undertake data entry and office administrative tasks, with a high attention to detail.
- Ability to work effectively with a positive attitude and resilience in a team environment.
- Organisational skills with the ability to multi-task and prioritise responsibilities to meet deadlines.
- Ability to accurately follow and perform work to established processes and procedures.
- Sound written and verbal communication skills, with the ability to respond to emails from a variety of customers and stakeholders.
- Basic computer literacy with experience in using Microsoft Office software suite; any Microsoft Excel proficiency will be highly regarded.

## 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 300 words pitch, outlining how your skills, knowledge and experience make you suitable for these roles.

**Note:** This is an expression of interest and there are no guarantees of employment. The AEC will assess and contact applicants as per operational requirements when delivering an electoral event.

Expression of interest should be submitted through the above link 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 may require candidates, depending on the tasks and duties being performed, to obtain and hold a Baseline 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](#).