

Secretariat, International Engagement

Job Reference: 2024-232 16372

Work Area: International Engagement, Deputy Electoral Commissioner Group

Location: National Office, ACT

Classification: APS Level 6

Salary Range: \$91,140 - \$102,152 plus 15.4% superannuation

Employment Type: Non-ongoing, Full Time

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Due Date: Sunday, 4 August 2024, 11:59pm AEST

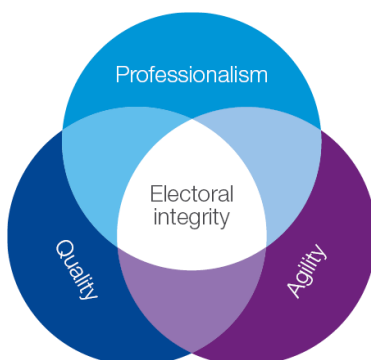
The AEC

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 receive 20 days annual leave per year, access to purchased leave, a paid Christmas/new year shutdown period, and competitive pay and conditions including 15.4% superannuation contributions.

We are conveniently located in Canberra's city centre, situated close to public transport, gyms, restaurants, and retail shops.

The Team

The International Engagement (IE) section provides a broad range of services to support the AEC's international programs.

IE works in partnership with electoral management bodies (EMBs) in the Indo-Pacific region, supporting them to deliver elections and building their technical capacity. The AEC is committed to assisting EMBs in our region as part of our broader remit to defend democracy. Section 7(1)(fa) of the *Commonwealth Electoral Act 1918* directs the AEC to provide international assistance in matters relating to elections and referendums.

The AEC's electoral assistance programs are built on requests for assistance from partner EMBs and are funded by the Department of Foreign Affairs and Trade (DFAT) through Australia's international development program.

The section is also the Secretariat for both the Pacific Islands, Australia, and New Zealand Electoral Administrators (PIANZEA) Network and the Building Resources in Democracy, Governance and Elections (BRIDGE) partnership.

The Opportunity

The role will be responsible for performing the PIANZEA Network Secretariat and the BRIDGE Secretariat functions. It will also support the day-to-day management of the AEC's international engagement, including program management associated with the provision of election and referendum assistance to developing democracies.

The role is responsible for undertaking work that is moderately complex and/or sensitive in nature, under limited direction. Participating in section planning for short term tasks and contributing to strategic planning for longer term initiatives also forms part of this role. On occasion work outside of standard business hours, or additional duties at the time of an electoral event, will be a required component of the role.

BRIDGE

[BRIDGE](#) is the most comprehensive curriculum and workshop package available to build the capacity of electoral administrators, and stakeholders in the electoral process, in all regions of the world. The AEC plays a central role as [one of five BRIDGE Partner organisations](#) and hosting the BRIDGE Secretariat. The BRIDGE Secretariat is the central coordination point for BRIDGE globally and provides support and advice to anyone interested in conducting BRIDGE programs.

PIANZEA

The PIANZEA Network is an association of EMBs in the Pacific that come together to share information and provide mutual assistance in support of elections. Seventeen EMBs are full members of the PIANZEA Network. The AEC manages and coordinates the PIANZEA Network Support Program and provides Secretariat functions for the Network.

To excel you'll have:

- Experience in the design, development and customisation of the BRIDGE program, or a similar adult module learning program, in an international setting.
- Experience in working with international development organisations or in an international engagement role.
- Demonstrated stakeholder engagement skills, including the ability to work collaboratively to achieve outcomes in cross-cultural and cross-agency environments.
- Knowledge and experience working in secretariat support, international engagement, training, learning and development, and/or education fields.
- Effective verbal and written communication skills including advanced minute-taking skills.
- Sound organisational skills, motivation, and flexibility, to successfully set priorities and deliver quality results in a timely manner.
- Demonstrated personal integrity and commitment to working within legislative, program and policy parameters.

Desirable

- Relevant tertiary qualifications in international relations, international development, public administration, training, learning and development, or education fields and/or practical experience working in these areas.

- Knowledge of, or ability to quickly gain knowledge of, Australian electoral law, practice and Commonwealth Resource Framework.

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.

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](#).

Talent Pool

Candidates who are found suitable but not offered a position may be placed in a talent pool for up to 18 months from the date of advertisement. The AEC may use talent pools to fill future vacancies.