Senior Engagement Officer, Indigenous Electoral Participation Program

(Affirmative Measures – Aboriginal and Torres Strait Islander employment)

Job Reference 2024-169 12839

Work Area Indigenous Electoral Participation Program

Location Darwin Office, NT

Classification APS Level 6

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

Employment Type Ongoing, Full Time

Contact Yona Mackay, yona.mackay@aec.gov.au

Due Date Sunday 2 June 2024, 11:59pm AEST

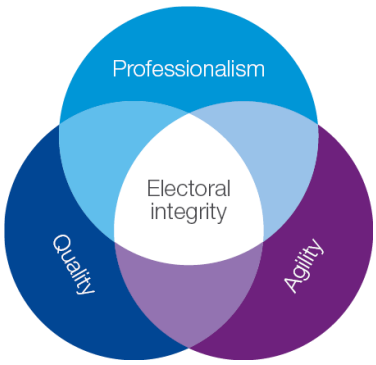
The AEC

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

The AEC is an inclusive and flexible workplace where your individuality and contributions are valued. 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.

We understand the importance of balancing your work and personal life commitments to achieve good health and wellbeing. We also provide flexible working options along with employee assistance and wellbeing programs.

The AEC believes in continuous learning and professional development. You will be supported in achieving your career goals through a range of learning and development opportunities and a study assistance program.

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.

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 Opportunity

You will play an important part in supporting Aboriginal and Torres Strait Islander people in Australian elections. You will be involved in every aspect of how culturally appropriate electoral services are planned, developed, and delivered in Northern Territory.

Your knowledge and expertise will help the IEPP to succeed in making Australian elections more accessible for First Nations people. You will be involved in ensuring culturally appropriate electoral services are planned, developed, and delivered in Northern Territory, while helping to build and grow important partnerships for the AEC with, State Government agencies, Community based organisations and other local partners.

To excel you'll have:

- Experience in delivering voter education sessions and enrolment activities.
- Ability to provide community engagement reports after each community visit to support AEC's monitoring and evaluation of outcomes.
- Experience in procurement of partners in Technology One and invoice payments.
- Experience in program management and engagement of Community Electoral Participation Officer's (CEPO) staff members in the IEPP team.
- Demonstrating ability in relationship management, to effectively communicate with CEPO staff members, government agencies and community organisations.

- Understanding of local challenges to electoral participation, liaising with partners to arrange meetings with communities.
- Experience in building and maintaining stakeholder relationships, both internal and external.
- Ability to develop other staff members with skills and expand their experience, while 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.

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.

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.*

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.