

Assistant Director, Specialist Indigenous Communication

Job Reference 2022-070 14274

Work Area Communications Section, Electoral Integrity and Communications Branch

Location National Office, ACT

Classification Executive Level 1

Salary Range \$106,255- \$119,739 plus 15.4% superannuation

Employment Type Ongoing, Full-Time

Contact Bernadette O'Meara, (02) 6271 4415

Due Date Sunday 10 July 2022, 11:59pm AEST

The AEC

The Australian Electoral Commission (AEC) is an independent statutory authority established by the Australian Federal Government.

Our role is to maintain an impartial and independent electoral system for eligible voters through active electoral roll management, efficient delivery of polling services, and targeted education and public awareness programs.



Our values and commitments are the cornerstone of our operating environment and how we work.

Our strategic focus of electoral integrity is achieved through our values of *Quality, Agility and Professionalism*.

What we offer

The AEC is an inclusive and flexible workplace that values your individuality and contributions. We understand the importance of balancing your work and personal life commitments for optimal health and wellbeing. We help our employees with this through flexible working options and supportive and comprehensive employee assistance and wellbeing programs.

We believe in continuous learning and professional development to help you achieve your career goals, offering a range of learning and development opportunities and a study assistance program.

You can also enjoy 15.4% superannuation contributions, 20 days annual leave per year and paid Christmas closedown.

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

The Team

If you're passionate about Australia's democracy, and bringing your communication expertise to support First Nations peoples and communities – we have the job for you!

You will join a collaborative and driven team of communications professionals working to deliver national and targeted communication and advertising campaigns, activities to support awareness and participation in electoral events and the broader electoral system, among all Australians. This includes focused activities on specialist audiences including Aboriginal and Torres Strait Islander people.

The Communications Section is a part of the Electoral Integrity and Communications Branch. In the lead up to and during an electoral event you'll deliver critical activities in a high-pressured environment, working with an expanded team.

While the team is based in National Office in Canberra, applicants from across Australia working from an AEC state/territory office will be considered.

The Opportunity

As Assistant Director you will drive the strategic development and delivery of the AEC's external communication approach to enhance Indigenous Australians electoral participation.

You will collaborate with colleagues in communication and community engagement areas of the AEC on targeted communication activities to increase electoral awareness and participation by Indigenous Australians. Your role will include activities in the area of strategic communications, campaign, public relations and community/stakeholder outreach.

You're the right person if you're able to draw on your experience in delivering communication strategies and campaigns, including to diverse and specialist audiences, to help people enrol and vote.

The Assistant Director is a leadership role, and your knowledge and expertise will play an important part in contributing to the participation of Aboriginal and Torres Strait Islander people in Australian elections. Indigenous Candidates are strongly encouraged to apply.

It's an exciting opportunity for a creative and skilled communication professional to use their experience working with a talented small team on some of the largest and most impactful campaigns around.

To excel you'll have:

- An understanding of Aboriginal and Torres Strait Islander culture, experiences, and communication preferences, to deliver culturally appropriate communication activities.
- Demonstrated ability to plan, implement and evaluate a culturally appropriate and accessible communications strategy to Aboriginal and Torres Strait Islander people.
- Proven experience and demonstrated knowledge in strategic communications development and delivery, including campaigns.
- Demonstrated ability to work independently, within a team and under broad direction in a fast-paced environment.
- The ability to communicate to manage stakeholder relationships and to negotiate outcomes, including across geographically dispersed locations.
- Demonstrated good judgement, the ability to think strategically on complex issues and provide analysis to identify and drive change when it's needed
- Strong project management skills – including the ability to multitask, meet deadlines, and build relationships with business areas and external suppliers

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 (one or two pages maximum)
- A two-page pitch outlining how your skills, knowledge, experience, and qualifications make you the best person for this opportunity.

You may be required to undertake psychometric testing as part of this recruitment process.

Identified Position

This position is Identified which signifies that the role has a strong involvement in issues relating to Aboriginal and Torres Strait Islander peoples.

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 a 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 at <http://www.citizenship.gov.au>.

COVID-19 Vaccination Policy

Applicants are required to meet the conditions of the AEC's COVID-19 Vaccination Policy which outlines that all AEC staff must have received their recommended primary (general population) dosage of any Approved Vaccine at that time, or have an exemption approved by an AEC Delegate. Currently, primary doses means you have had two doses of an approved vaccine. However if you are required under state or territory guidelines to have a booster vaccination to perform particular duties, you will be required to have additional dose(s) when eligible.

The Federal Government recommendations on primary doses may change over time and the recommendations of that time will apply as the AEC definition.

Security requirement

You will need to undertake a character clearance and police check. You may also be required to obtain a hold a security clearance depending on business requirements.

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](#).

Politically sensitive position

Any person who is, and is seen to be active in political affairs, and intends to publicly carry on this activity, may compromise the strict neutrality of the AEC and cannot be considered.

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 will use talent pools to fill future vacancies.