

Business Analyst

Job Reference 2022-046 10204

Work Area Digital Technology Branch

Location National Office, ACT

Classification APS 5

Salary Range \$76,863 - \$84,236 plus 15.4% superannuation

Employment Type Ongoing, Full Time

Contact Hayden Turner, (02) 6271 4701

Due Date Tuesday 26 April 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 where our employee's individuality and contributions are valued. We understand the importance of balancing your work and personal life commitments to achieve optimal health and wellbeing. We help our employees with this through our suite of flexible working options and providing our people with supportive and comprehensive employee assistance and wellbeing programs.

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 and a study assistance program.

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

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

The Team

We are a collaborative and driven team of professionals focused on delivering a range of ICT services to the agency including infrastructure, application development and digital communications. ICT services are delivered through a select sourcing model, with a mixture of in-house and outsourced resources.

The IT Infrastructure Section is a part of the Digital Technology Branch committed to build the AEC's information technology by providing resilient, modern and secure systems and to upskill teams to develop innovative new products and services.

The Opportunity

The role of a Business Analyst is to focus on supporting and maintaining the AEC's business outcomes via engagement with stakeholders, vendor engagement, maintaining technical documentation and reporting.

This also includes compilation of requirements and specifications from stakeholders, vendors and other sections of the Digital Technology branch to deliver positive outcomes for the day-to-day matters relating to the management and support of AEC infrastructure systems

This is an exciting opportunity to make a significant contribution to the delivery of electoral events and day-to-day operations through an improved maturity of AEC's systems.

The role reports to the Data and Communications team leader. You will be responsible for undertaking very complex and/or sensitive work, under broad direction, utilising expertise across a range of activities relating to IT Service Management related activities.

This will include maintaining both on-premises and cloud-based AEC systems documentation, capturing future state designs for submission to the relevant AEC governance committees and boards, supporting and maintain the AEC's business outcomes via engagement with stakeholders and vendors and contributing to the documentation of AEC systems and the re-architecture of platforms and migration projects to move AEC systems to cloud.

To excel you'll have:

- Demonstrated knowledge and experience in engaging with stakeholders or vendors, documenting ICT systems in an enterprise sized ICT environment and risk management principles and processes.

- Sound knowledge and experience in successfully managing and delivering results within time restraints and with competing priorities.
- Ability to communicate with influence and maintain stakeholder relationships.
- Proven ability in gathering, validating and documenting business requirements, and conceptual and analytical abilities
- Demonstrated personal drive and integrity whilst achieving results within legislative and budget parameters.

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.

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 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.

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.

Security requirement

Australian Citizenship is generally required in order to obtain a security clearance. For more information, see [Section 11.4 of the Personnel security guidelines](#), part of the [Australian Government Protective Security Policy Framework](#).

You will need to undertake a character clearance and police check and required to obtain and hold a NV1 security clearance.

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.