

Engagement Officer, Indigenous Electoral Participation Program

Job Reference 2021-1094 12085

Work Area Indigenous Electoral Participation Program

Location Melbourne Office

Classification APS5

Salary Range \$75,430 - \$82,665 plus 15.4% superannuation

Employment Type Ongoing full time

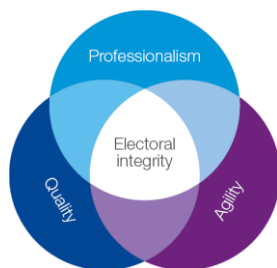
Contact Natalie Amiel, (02) 6271 4541

Due Date Sunday 14 November 2021, 11:59pm AEST

The AEC

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

- conducting electoral events, including federal elections, by-elections and referendums, and industrial elections
- ensuring confidence in the Commonwealth Electoral Roll
- regulating political party registrations and financial disclosure
- supporting electoral redistributions
- undertaking public electoral awareness activities including targeted community engagement to support electoral participation of our First Nations people.



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 your individuality and contributions are valued. 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.

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



Please Note: As of 1 December 2021, the payrates for AEC workers employed under the AEC Enterprise Agreement 2016-2019, will be increasing by 1.9% as per the new Section 24(1) Determination. You can find more information on the 24(1) Determination [here](#).

This position is located in the Melbourne CBD, situated close to public transport, gyms, restaurants and retail shops.

The team

You will join the Indigenous Electoral Participation Program (IEPP) team. A team of enthusiastic and passionate people who are committed to ensuring Aboriginal and Torres Strait Islander people have a bigger voice in elections through promoting:

- Enrolling to vote
- Voting
- Opportunities to work at the election.

The opportunity

You will play an important part in building a bigger voice for 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 VIC and TAS.

Your knowledge and expertise will help the IEPP to succeed in making Australian elections more accessible for First Nations people.

To excel you:

- understand the challenges and opportunities First Nations people experience
- know how to communicate in a culturally safe, culturally appropriate way and can work with team members, business areas and external stakeholders at all levels
- know how to involve First Nations people when working with Aboriginal and Torres Strait Islander communities; and/or providing government services and strategies
- can analyse information to identify how things can be done better. You can drive change when it's needed

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 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>.

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 12 months from the date of advertisement. The AEC will use talent pools to fill future vacancies.