

AECCC Media Officer

Job Reference 2021-1063 13419

Work Area AEC Command Centre

Location Canberra, ACT

Classification APS 6

Salary Range \$83,497 - \$93,584 plus 15.4% superannuation

Employment Type Ongoing, Full Time

Contact Evan Ekin-Smyth (02 6271 4419)

Due Date Sunday 31 October 2021, 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*.

The AEC Command Centre (AECCC) is a new facility and an integral part of the AEC's day-to-day service delivery with three operational modes – Watch Mode, Election Mode and Incident Mode. The AECCC provides a dedicated physical and digital space to bring people together in order to provide the right information to the right people at the right time to support centrally led and nationally consistent service delivery. The Command Centre and Operational Model will deliver trusted and independent oversight and decision-making support to AEC functions and ensure the integrity of all operations.

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

The Command Centre is a newly built and fit-out facility within our centrally located Canberra Office. It is a state-of-the-art, purpose-built Centre focused on providing support to the Agency in the delivering on electoral integrity for the Nation.

This position sits within the AEC's Media and Digital Engagement Section who are responsible for monitoring, analysing and responding to media and social media coverage and engagement related to election processes. The Team manages AEC media releases, fields media enquiries, creates digital information products and provides briefing notes to AEC spokespeople, among many other things.

This position works closely with the Principal Media Advisor for the AEC and the Command Centre Watch Keeper.

The opportunity

This is an opportunity to be a part of something huge and revolutionary for the AEC. The Centre is of great importance to the AEC's daily operation and provides an experienced Media Officer with an opportunity to play a legitimately impactful role within the agency. It is an opportunity to use your media nous to inform important decisions and protect the reputation of Australia's electoral system.

Responsibilities of the role include, but are not limited to:

- Undertaking research and help with the preparation of documentation and activities regarding pertinent media issues. This may include issues briefing notes, media releases, media enquiries, media training of AEC Spokespeople, and other related activities.

- Providing media advice and proactively inform the Watch Keeper of trends.
- Providing advice and considerations alongside the intelligence and information provided to support the Watch Commander.
- Assisting with the management of proactive media engagement initiatives.
- Compiling reporting upon request to ensure that all media activities are captured.
- Assisting in the projection of media monitoring information up on to the large digital screens.
- Maintaining situational awareness of the election and/or incident/crisis.

The Media Officer operates within the Media and Digital Engagement Section of the newly-formed Electoral Integrity & Communications Branch but will be located in the AECCC on a rotational basis (including during an Election Mode and Incident and Crisis Management Mode) and report to the Watch Keeper during that time.

To excel you'll have:

- A willingness to work outside of standard business hours as required during Election Mode
- Knowledge and experience of Canberra and Australia wide media.
- A communications or other qualification relevant to public relations.
- Knowledge and experience in successfully completing allocated tasks, accepting stated importance of tasks and to a compliant standard while delivering results within competing timeframes and priorities.
- Community management skills within a complex media environment, demonstrating resilience and calm when dealing with complaints or a challenging situation.
- Analytical abilities with the ability to obtain accurate conclusions and apply innovative initiatives to address any issues that arise during the Election period.

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>.

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 baseline.

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.