

Assistant Director, Indigenous Electoral Participation Program

Job Reference 2021-825 13386

Work Area Community and International Engagement Section

Location Canberra, ACT

Classification Executive Level 1

Salary Range \$104,274 - \$117,506 plus 15.4% superannuation

Employment Type Ongoing, Full Time

Contact Rachel Allen, (02) 6271 4485

Due Date Sunday 3 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*.

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.

The team

You will join the Community and International Engagement Section and work with the Indigenous Electoral Participation Program (IEPP). The team includes 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 Community and International Engagement Section is also responsible for working with other members of the community who may experience barriers to electoral participation such as people with a disability, people from culturally and linguistically diverse backgrounds, young people, people without a fixed address and people in prison.

The opportunity

You will play an important part in building a bigger voice for Aboriginal and Torres Strait Islander people in Australian elections.

As the Assistant Director, you will manage a range of national projects and programs in relation to the IEPP. You will work with the AEC's IEPP network to deliver culturally appropriate electoral services for Aboriginal and Torres Strait Islander people nationally. You will contribute to Section planning and aligning longer term plans with agency goals and objectives. You will work closely with government and community organisations.

The Assistant Director is a leadership role. Your knowledge and expertise will help the IEPP to succeed in making Australian elections more accessible for culturally diverse people.

This is an Identified Position. Indigenous Candidates are strongly encouraged to apply.

To excel you'll have:

- 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
- be able to analyse information to identify how things can be done better. You can drive change when it's needed and think strategically
- be able to guide and lead a small team
- be able to demonstrate your ability to work independently and have a strong commitment to working within a team to achieve positive results and support the AEC's strategic direction.

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.

As part of this process you may be required to undergo psychometric testing.

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](#).

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.