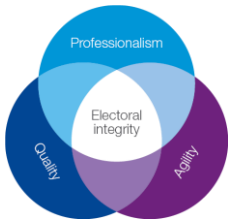


# Senior Engagement Officer, APS 6

## Position Details

<b>Job Reference Number</b>	10193	<b>Title</b>	Senior Engagement Officer
<b>Classification</b>	APS 6	<b>Division/ Branch</b>	National Office
<b>Status</b>	Ongoing, Full Time	<b>Section</b>	International Services
<b>Salary Range</b>	\$79,460 - \$89,059	<b>Location</b>	Canberra, ACT
<b>Contact Person</b>	Sarah Gowty	<b>Contact Number</b>	(02) 62714 485
<b>Date Applications Open</b>	21 December 2017	<b>Date Applications Close</b>	11 January 2018

## Agency Purpose



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

### The AEC's values and commitments

The AEC values and commitments are an essential component of our operating environment and frame how AEC staff work. The AEC's focus is on electoral integrity through the values of **quality**, **agility** and **professionalism**.

## Locations

The AEC is geographically diverse with a [National Office](#) in Canberra, a [State Office](#) in each state capital and a Northern Territory Office in Darwin. Each state is divided into electoral divisions (there are 150 across Australia), which may alter in accordance with changes to the distribution of electoral boundaries.

## Work Environment

The International Services Section ensures the agency satisfies its legislative obligations under section 7(1)(fa) of the *Commonwealth Electoral Act 1918 (Cth)* to provide assistance to authorities of foreign countries or organisations in matters relating to elections and referendums.

Please see the Senior Engagement Officer position description below.

The AEC is committed to the APS values of being impartial, committed to service, accountable, respectful and ethical.

## 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.*

## Selection Criteria

Applicants are required to provide responses to the selection criteria along with ensuring they meet the essential requirements of the position. The following selection criteria will be used throughout the selection process to determine an applicant's suitability for the advertised position:

### Supports/Shapes strategic direction

- identifies broader factors, trends and influences that may impact on the achievement of work objectives
- develops teams goals, strategies and work plans, thinks laterally and identifies and implements improved work practices
- contributes to the state and divisional office management team and provides sound advice for the effective and efficient achievement of business outcomes

### Achieves results

- manages projects, including monitoring, prioritisation and adjusting milestones as required, and reviewing outcomes
- applies technical and professional knowledge and expertise to manage a discreet business unit
- makes effective use of individual and team capabilities to achieve work outcome.

### Supports/Cultivates productive working relationships

- builds and sustains positive relationships with a network of key people internally and externally, including other areas across government
- works collaboratively and operates as an effective team leader
- leads and manages people and work groups effectively
- provides regular constructive feedback and manages performance

### Displays personal drive and integrity

- operates professionally, ethically and with integrity
- accepts responsibility and accountability
- commits to and models the behaviours required by the APS Values and APS Code of Conduct
- promotes/encourages professional development and continued learning for self and staff

### Communicates with influence

- uses written and verbal communication that is clear and concise
- listens, understands and creates opportunities for input from others
- delivers effective training and presentations to a broad range of stakeholders, adapting style to suit the audience

- negotiates persuasively with a clear understanding of key issues and resolves issues promptly

## Order of Merit

An order of merit may be created and utilised within 12 months from the position being advertised.

## How to apply

All applications must be submitted online at: <http://www.aec.gov.au/employment/> prior to the closing date.

Your application must include the following:

- An up to date resume
- A candidate coversheet
- A two page statement of claims addressing the selection criteria

# Position Description – Senior Engagement Officer, International Services

## Position Details

<b>Position Number</b>	10193	<b>Branch/State</b>	ACT
<b>Classification</b>	APS 6	<b>Location</b>	National Office
<b>Status</b>	Ongoing	<b>Date Last Modified</b>	06/12/2017
<b>Legislative basis</b>	APS	<b>Direct Reports: BAU</b>	0
<b>Reports To</b>	Director, International Services r	<b>Direct Reports: Deployment</b>	0
<b>APS Family</b>	Strategic Policy	<b>APS Function</b>	Strategic policy
<b>APS Role</b>	International and Stakeholder Agreements and negotiation	<b>APS Job Code</b>	280101

### Purpose of the role

The Senior Engagement Officer, supports the day to day management of matters of the section including election and referendum assistance to foreign countries or organisations, support on democratic reform agendas, particularly in developing democracies and program management, including managing international deployments.

The role is responsible for undertaking work that is moderately complex to complex and/or sensitive in nature, under limited direction, utilising expertise and knowledge within the above area. Participating in section planning for short term tasks and contributing to strategic planning for longer term initiatives also forms part of this role.

### Key position responsibilities

- Assist to ensure the agency satisfies its legislative obligations under section 7(1)(fa) of the *Commonwealth Electoral Act 1918 (Cth)* to provide assistance to authorities of foreign countries or organisations in matters relating to elections and referendums. In doing so, deliver strategic support, advice, consultation on election delivery and democratic reform agendas of other countries.
- Maintain partnerships with other Australian Government Departments, national and international organisations and partner international election bodies regarding electoral matters.
- Contribute and perform matters relating to electoral support programs implemented by the AEC, funded under the Twinning programs, including deployment of AEC staff on international postings and maintenance of governance arrangements to support program

accountability, compliance, risk and reporting.

- Support the agency satisfy its obligations in respect to the Building Resources in Democracy, Governance and Elections (BRIDGE) program.
- Perform secretariat services to the Pacific Islands, Australia and New Zealand Electoral Administrators (PIANZEA) Network, including ensuring all action items are monitored and completed.
- Provide analysis on complex issues and contribute to the management, preparation and coordination of policy formulation and/or project management.
- May be required to supervise a team to ensure high quality outputs, including the development of team members at lower classifications, building team capacity and encouraging career development.
- Develop and support key internal and external relationships, including managing stakeholders to achieve work area and agency goals. In addition, represent the agency by promoting its interests in various forums.
- Provide accurate specialist advice, guidance and reporting on team functional responsibilities.
- Make and communicate decisions using good judgement, expertise and knowledge, governed by legislation, regulations, best practice principles or relevant operating instructions and procedures.
- Contribute to doctrine, election preparation and delivery activities in accordance with the election readiness framework, according to individual accountabilities and responsibilities.
- Perform additional duties or assume responsibility of functions as directed from time to time.

### Additional responsibilities during an Electoral Event

- Contribute to work with international delegations attending an electoral event or referendum conducted by the agency.

### Key organisational accountabilities

- Adherence to the:
  - APS Values and Code of Conduct;
  - AEC Values and Commitments; and
  - Ballot Paper Principles.
- Maintain currency and validity of essential qualifications, which may include mandatory continuing professional development.
- Complete learning and development relevant to role or classification as a required or directed, from time to time.
- Be familiar with, abide by and promote all AEC work health and safety frameworks, policies

and procedures, including but not limited to:

- Health, Safety and Wellbeing Policy;
  - WHS Due Diligence Framework;
  - Fatigue Management and Prevention Policy; and
  - Rehabilitation management system (RMS).
- Abide by and promote the:
    - Commonwealth Resource Management Framework and Procurement Framework; and
    - AEC related frameworks, instructions, policies and procedures.

## Key relationships/stakeholders – internal and external

Internal                      Learning Coordination Unit  
  Corporate Services Branch

External                      Department of Foreign Affairs and Trade (DFAT)  
  The United Nations Electoral Assistance Division  
  The International Foundation for Electoral Systems  
  The International Institute for Democracy and Electoral Assistance  
  Other International Electoral Bodies.

## Delegations

This position may have powers or functions conferred by the Australian Electoral Commission or the Electoral Commissioner under legislation or instrument.

This may include but is not limited to the *Commonwealth Electoral Act 1918 (Cth)*, *Public Governance, Performance and Accountability Act 2013 (Cth)*, *Public Service Act 1999 (Cth)*, *Work, Health and Safety Act 2011 (Cth)* and AEC Enterprise Agreement 2016-19.

## Essential Requirements

### Security Clearance

- Level 1 - Negative Vetting (NV1)
- Character clearance, including a police check.

### Qualifications, Skills and Experience

#### *Mandatory*

- Proven ability to engage and communicate effectively whilst anticipating stakeholder needs and expectations across a diverse international network.
- Knowledge and experience in successfully setting priorities and delivering quality results on time and on budget in a project / program context.
- Proven analytical abilities with the ability to propose and facilitate change and contribute to business improvement strategies.
- Demonstrated ability to supervise staff, including staff on temporary international deployments

while developing capabilities and embedding professionalism.

- Demonstrated personal integrity whilst achieving results within legislative, program and policy parameters.

*Desirable*

- Relevant tertiary qualifications in international services, public administration or similar.
- Knowledge of, or ability to, quickly gain knowledge of Australian electoral law and practice.
- Knowledge of, or ability to, quickly gain knowledge of the Commonwealth Resource Framework.

**Other Requirements**

- Political neutrality
- Australian citizen
- International travel and the ability to obtain visas may be required. If so, performance of this role will be required outside of standard business hours, from time to time.

**Licence**

- A Driver's License is required.