

# Temporary Employment Register – Educators

Position Details				
<b>Job Reference Number</b>	Temporary Employment Register – Educators		<b>Title</b>	Educator
<b>Classification</b>	APS Level 4	<b>Division/ Branch</b>	Education & Communications branch	
<b>Status</b>	Casual	<b>Section</b>	Education and Community Engagement Section	
<b>Salary Range</b>	\$63,098 – \$69,145 per annum, pro rata		<b>Location</b>	Parkes ACT
<b>Contact Person</b>	Jenny Pettigrove		<b>Contact Number</b>	02 6141 1501
<b>Date Applications Open</b>	23 Feb 2017		<b>Date Applications Close</b>	22 Feb 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 Education and Communication Branch delivers programs that educate and inform the community about electoral rights and responsibilities, including in-school programs, community workshops, advertising campaigns, market research and web publishing. It has a program objective to inform Australians through the provision of information and education services on electoral

matters.

The Education and Community Engagement team is located within the Parliamentary Triangle in the Senate Wing of Old Parliament House.

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

## Job Summary

The AEC is looking for dynamic presenters to engage and inspire students to discover Australia's federal electoral system. Educators at the National Electoral Education Centre deliver programs to over 80,000 school students and community groups who visit the site annually. Program participants are predominately primary and high school groups. The centre also runs programs for university students, community groups, and international visitors.

Educators conduct 90 minute onsite programs on Australia's democracy, federal electoral system and referendums. Programs include running an election, engaging students in an exhibition space and facilitating group discussions.

The NEEC's standard operating hours are 8.00am to 5.45pm Monday to Friday. However, at peak times during school terms the centre may operate from 7:30 am to 6.15 pm. Intermittent and Irregular employees will be rostered 4 weeks in advance based on school bookings.

## Our Ideal Candidate

Will be an engaging presenter who has the ability to connect with a diverse range of audiences and deliver complex information in a clear way.

## What we can offer the successful candidate

The NEEC is located in the historic Old Parliament House building situated within the parliamentary triangle. Educators work out of newly renovated learning spaces designed specifically to engage and encourage visitors to actively participate in our democracy.

## Duties

1. Present education sessions about the federal electoral system to a variety of audiences including primary and secondary students, university students and community groups.
  - a. Educators conduct up to three 90 minute programs per day, involving periods of standing, speaking and active engagement with students.
  - b. Educators deliver complex information in a clear and engaging way and tailor presentations to meet audience needs.
2. As directed, undertake administrative duties to support the operation of the Education and Community Engagement section, including collating materials for mail out, organising meetings/events and data entry.
3. Working as part of the Education and Community Engagement team, assist with the development, implementation and evaluation of innovative, electoral education programs and resource materials.

## 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

**Security requirement** - Engagement is subject to the AEC being satisfied that the applicant is of suitable character to be employed in the Australian Public Service (APS). Applicants are required to consent to undergo a check by the Australian Federal Police and be deemed suitable under the ACT legislation for Working with Vulnerable People.

**Working with Vulnerable People Registration** – The successful applicant must secure and maintain certification within two months of commencement.

## Your Application

Your application will be placed on the Education Temporary Employment Register. This is a register only and not all applications submitted will result in an offer of employment. Applications are considered only as vacancies arise. Applications will be kept on file until February 2018. Applications will need to be resubmitted after this if you wish to remain on the Education Temporary Employment Register.

## Application Details

Your application must include:

- A completed [Job Application Cover Sheet](#)
- Cover letter outlining your suitability to the role
- Resume outlining your career history, qualifications and including contact details for at least two recent referees.

## How to apply

Apply online at <http://www.aec.gov.au/employment/> or post to:

Education Temporary Employment Register  
National Electoral Education Centre  
Locked Bag 4007  
Canberra ACT 2601

Applications will not be acknowledged upon receipt.