

# Senior Government Lawyer, EL1

## Position Details

<b>Job Reference Number</b>	2202	<b>Title</b>	Senior Government Lawyer
<b>Classification</b>	EL1	<b>Division/ Branch</b>	Legal and Procurement Branch
<b>Status</b>	Non-ongoing, Full Time	<b>Section</b>	Commercial Law and Procurement
<b>Salary Range</b>	\$100,401 - \$109,632	<b>Location</b>	Canberra, ACT
<b>Contact Person</b>	Kimberley Baillie	<b>Contact Number</b>	02 6271 4642
<b>Date Applications Open</b>	14 September 2017	<b>Date Applications Close</b>	26 September 2017
<b>Reports to</b>	EL 2, Director	<b>Direct Reports</b>	1

## 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 Commercial Law and Procurement Section is part of the Legal and Procurement Branch and comprise of 7 other staff providing commercial law and procurement support to the AEC nationally.

The vacancy is located in National Office in Canberra.

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

## Job Summary

The AEC is seeking an enthusiastic and motivated commercial lawyer to join the Commercial Law and Procurement Section.

This role includes the provision of high quality and timely oral and written advice primarily relating to commercial law matters and other procurement activities undertaken by the AEC, including in relation to the conduct of elections and referenda and the provision of international electoral services.

Other duties will include legal interpretation and advice relating to the AEC's procurement, contracting, public service, financial and workplace relations' frameworks. The successful applicant will also be expected to assist in the development and promotion of legal awareness within the AEC.

Applicants will be expected to have an understanding of the legal, policy and political environment in which Commonwealth officers work and the independent nature of the AEC. The ability to effectively manage external legal service providers and maintain good working relationships with clients of the Branch are important requirements for this position.

## Our Ideal Candidate

Our ideal candidate is an experienced commercial lawyer who works with a high level of independence on legal matters. The successful candidate will have a proven ability to work flexibly to manage client priorities, and be able to respond quickly to change in a dynamic environment. The successful candidate will possess excellent stakeholder relationship management, and oral and written communication skills, as well as the ability to negotiate and liaise with stakeholders.

## What we can offer the successful candidate

This position offers the successful candidate a unique opportunity to contribute to the Australian Electoral system by applying their professional knowledge and expertise.

## Duties

Under the supervision of the Director, Commercial Law and Procurement, and as part of the Commercial Law and Procurement Section, the successful applicant will be required to:

1. Provide high quality and timely advice to the AEC on commercial law and procurement matters;
2. Draft and provide advice on contracts and tender documents in compliance with Australian Government legal and policy obligations;
3. Contribute to the development of Branch policies, processes, guidelines and templates; and
4. Maintain effective working relationships with clients and other stakeholders of the Section, Branch and AEC.

## 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

This position is a position of trust. The occupant must be able to obtain and maintain a baseline level security clearance, or hold a current security clearance of an appropriate level.

## Selection Criteria

Please provide a statement of claims describing how your skills, knowledge, experience and qualifications would make you suitable for this role and meet the selection criteria - it is not necessary to address each individual dot point.

The AEC uses the Integrated Leadership System (ILS) as defined by the Australian Public Service Commission, for selection of staff at this level. Further information relating to the leadership capabilities for this position can be found at <http://www.apsc.gov.au/learn/frameworks-and-guidelines/ils>

## Essential

### Shapes strategic direction

- inspires a sense of purpose and direction
- focusses strategically
- harnesses information and opportunities; and
- shows judgement, intelligence and common-sense

### Achieves results

- builds organisational capability and responsiveness
- marshals professional expertise
- steers and implements change and deals with uncertainty; and
- ensures closure and delivers on intended results

### Cultivates productive working relationships

- promotes a strong client focus
- nurtures internal and external relationships
- facilitates co-operation and partnerships
- values individual differences and diversity; and
- guides, mentors and develops people

### Exemplifies personal drive and integrity

- demonstrates public service professionalism and probity
- engages with risk and shows personal courage
- commits to action
- displays resilience; and
- demonstrates self-awareness and a commitment to personal development

### **Communicates with influence**

- adapt verbal and written communication style to different audiences and purposes
- communicate clearly
- listens, understand and adapt to an audience; and
- negotiate persuasively.

### **Qualifications**

- admitted as a legal practitioner, however described, of the High Court or the Supreme Court of a State or Territory of Australia (**Mandatory**).
- Demonstrated high-level expertise and knowledge of the PGPA legislation, Commonwealth Procurement Rules and associated policy documents.

### **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 statement of claims addressing the selection criteria

### **Notes**

This is an expected temporary vacancy for a period of up to 12 months.