

Senior Government Lawyer, Electoral Authorisation, Executive Level 1

Position Details

Job Reference Number	2405 & 2406	Title	Senior Government Lawyer
Classification	EL1	Division/ Branch	Legal and Procurement Branch
Status	Ongoing	Section	Electoral Authorisation Section
Salary Range	\$100,401 - \$109,632	Location	Canberra, ACT
Contact Person	Paul Pirani	Contact Number	(02) 6271 4474
Date Applications Open	23 November 2017	Date Applications Close	7 December 2017

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 Electoral Authorisation section implements and manages the ongoing administration of the authorisation requirements contained in the *Commonwealth Electoral Act 1918* and the *Referendum*

(Machinery Provisions) Act 1984. The authorisation requirements are to promote free and informed voting at elections and referendums by allowing voters to know who is communicating matters and ensuring the accountability of persons participating in public debate. Please see the [title] position description below.

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

What we can offer the successful candidate

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

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:

Shapes strategic thinking

- Inspires a sense of purpose and direction
- Focuses strategically
- Harnesses information and opportunities
- Shows judgement, intelligence and commonsense

Achieves results

- Builds organisational capability and responsiveness
- Marshals professional expertise
- Steers and implements change and deals with uncertainty
- Ensures closure and delivers on intended results

Cultivates productive working relationships

- Nurtures internal and external relationships
- Facilitates cooperation and partnerships
- Values individual differences and diversity
- 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
- Demonstrates self-awareness and a commitment to personal development

Communicates with influence

- Communicates clearly
- Listens, understands and adapts to audience
- Negotiates persuasively

Order of Merit

An order of merit may be created and utilised to fill similar vacancies 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 Government Lawyer, Electoral Authorisation

Position Details

Position Number	2405 & 2406	Branch/State	National Office
Classification	Senior Government Lawyer	Location	Canberra
Status	Ongoing	Date Last Modified	09/11/2017
Legislative basis	APS	Direct Reports BAU	0
Reports To	Principal Government Lawyer, Electoral Authorisations	Direct Reports Electoral Events	0
APS Family	Legal and Parliamentary	APS Function	Lawyer/legal Advisor
APS Role	Lawyer	APS Job Code	180201

Purpose of the role

The Senior Government Lawyer, Electoral Authorisation manages the day to day matters relating to the ongoing administration of the authorisation requirements contained in the *Commonwealth Electoral Act 1918 (Cth)* and the *Referendum (Machinery Provisions) Act 1984 (Cth)*.

The role is responsible for, under broad direction, undertaking very complex and/or sensitive legal advice and investigative work under the *Regulatory Powers (Standard Provisions) Act 2014 (Cth)*, including liaising with both internal and external stakeholders.

Key position responsibilities

- Provide client focused high quality legal advice on the electoral authorisation requirements within agreed timeframes, that apply to electoral and referendum communications, including instructing external legal service providers and Counsel on matters, as required.
- Conduct investigations and exercise statutory powers to require the provision of information and to seek injunctions to prevent threatened and continuing contraventions of the authorisation requirements. This will include liaising with clients and a range of stakeholders in respect to enforcement action and reporting outcomes.
- Support the Principal Government Lawyer, Electoral Authorisations in developing, implementing and managing the processes, procedures and systems for the receipt and management (including resolution) of complaints from the public and stakeholders, as well as educating key stakeholders regarding the new requirements.

- Provide analysis and judgement on complex issues and make significant contribution to the management, preparation and coordination of policy formulation and/or project management.
- May be required to lead and manage a team to ensure high quality outputs, including building team capability to maintain a high level of expertise and encouraging career development.
- Develop and actively manage key internal and external relationships, including collaborating with key stakeholders to identify opportunities, achieve outcomes and facilitate cooperation. In addition to representing and explaining agency views in various forums.
- Provide high quality and timely advice internally and externally, including guidance and reporting to Branch leadership and the Senior Executive cohort including, Executive Leadership Team in relation to section/Branch functional responsibilities.
- Communicate and make decisions using professional judgement, evaluating risks and in the context of a complex and changing environment.
- 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 by the Management from time to time.

Additional responsibilities during an Electoral Event

- The volume of complaints and requests for advice, along with the urgency to resolve matters will increase significantly during both electoral and referendum events.

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 | <ul style="list-style-type: none">• Executive Leadership Team• Legal and Procurement Branch• SES Cohort, including State Managers/AEO's Disclosure, Assurance and Engagement Branch |
| External | <ul style="list-style-type: none">• Registered political parties and candidates• Broadcaster / Carriage Service Providers• External Legal Service Providers• Other Commonwealth agencies, e.g. ACMA. |

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

- Baseline
- Character clearance, including a police check.

Qualifications, Skills and Experience

Mandatory

- Relevant legal qualifications including admission as a legal practitioner however described, of the High Court or the Supreme Court of a State or Territory of Australia.
- Three years or more post admission work knowledge and experience providing legal services.
- Demonstrated ability to undertake research and analysis of complex issues and apply sound judgement to provide professional advice and outcomes within a civil penalty regime.
- Sound knowledge and experience in successfully managing and delivering results within time restraints and with competing priorities.
- Proven ability to communicate with influence, negotiate outcomes and manage complex client / stakeholder relationships, including across a geographically dispersed network.
- Proven conceptual and analytical abilities with sound knowledge of change management practices and techniques to enable innovation.

- Demonstrated personal drive and integrity whilst achieving results within legislative and budget parameters.

Desirable

- Knowledge and experience in relation to administering a civil penalty regime under the *Regulatory Powers (Standard Provisions) Act 2014 (Cth)*.
- Knowledge and experience in the conduct of sensitive and/or complex investigations.
- Demonstrated knowledge of the Commonwealth Frameworks, including Resource Management.
- Ability to developing capabilities within a team, encouraging career development and embedding professionalism.

Other Requirements

- Political neutrality
- Australian citizen

Licence

- Not Applicable