

# Paralegal, APS Level 4

## Position Details

<b>Job Reference Number</b>	2407	<b>Title</b>	Paralegal
<b>Classification</b>	APS 4	<b>Division/ Branch</b>	Legal and Procurement Branch
<b>Status</b>	Ongoing	<b>Section</b>	Electoral Authorisation Section
<b>Salary Range</b>	\$63,098 - \$69,145	<b>Location</b>	Canberra, ACT
<b>Contact Person</b>	Paul Pirani	<b>Contact Number</b>	(02) 6271 4474
<b>Date Applications Open</b>	23 November 2017	<b>Date Applications Close</b>	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

## Position Details

<b>Position Number</b>	2407	<b>Branch/State</b>	National Office
<b>Classification</b>	APS 4, Paralegal	<b>Location</b>	Canberra
<b>Status</b>	Ongoing	<b>Date Last Modified</b>	09/11/2017
<b>Legislative basis</b>	APS	<b>Direct Reports: BAU</b>	0
<b>Reports To</b>	Principal Government Lawyer, Electoral Authorisations	<b>Direct Reports: Electoral Events</b>	0
<b>APS Family</b>	Legal and Parliamentary	<b>APS Function</b>	Lawyer/Legal Advisor
<b>APS Role</b>	Legal Administration	<b>APS Job Code</b>	180203

### Purpose of the role

This role will primarily work with the Electoral Authorisation Section to support the administration of the authorisations requirements contained in the *Commonwealth Electoral Act 1918* and the *Referendum (Machinery Provisions) Act 1984*.

The Paralegal will work under general direction and undertake moderately complex research, analysis and provide legal administrative support to inform complaints, investigations and briefing required under the authorisation requirements. Liaising with internal and external stakeholders and maintaining confidentiality will be essential.

### Key position responsibilities

- Undertake moderately complex research and analysis into a variety of matters, including providing reports on findings to senior branch members.
- Assist lawyers and investigator in dealing with complaints and investigations, including briefing external lawyers and other relevant stakeholders.
- Review all incoming correspondence for the Electoral Authorisation Section, determine action required, prioritise and co-ordinate responses.
- Maintain all documents, including electronic documents and records in respect to the authorisation requirements, ensuring accurate and appropriate storage and filing in order to ensure compliance with relevant legislation.
- Assist senior branch members with project work by providing administrative, research and

document writing support.

- Provide general legal administrative support and assistance to the lawyers within the remainder of the branch, this may extend but is not limited to the litigation and Freedom of Information matters.
- Build rapport and maintain relationships within the Branch and with external stakeholders.
- Contributes to 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

- Nil

### 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"><li>• Legal and Procurement Branch</li><li>• Disclosure, Assurance and Engagement Branch</li></ul> |
| External | <ul style="list-style-type: none"><li>• Legal Services providers</li><li>• Other Commonwealth Agencies.</li></ul>                    |

## *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*, *Public Governance, Performance and Accountability Act 2013*, *Public Service Act 1999*, *Work, Health and Safety Act 2011* and AEC Enterprise Agreement 2016-19.

## Essential Requirements

### **Security Clearance**

- Baseline
- Character clearance, including a police check.

### **Qualifications, Skills and Experience**

#### *Mandatory*

- Ability to conduct legal research from a variety of sources and analyse results.
- Effective communication skills, with high level interpersonal and liaison skills.
- Sound administrative and organisational skills and the ability to identify and implement improvements to administration practices and procedures.
- Demonstrates self-awareness, self-management and the ability to work effectively as an individual and/or team member.
- Knowledge and ability in providing administrative support to the team, with a strong focus on attention to detail and accuracy.
- Ability to apply judgement, respond flexibly to changing demands, and exercise discretion when handling sensitive and/or confidential material.

#### *Desirable*

- Knowledge and experience working within a legal environment.

### **Other Requirements**

- Political neutrality
- Australian citizen

### **Licence**

- Not applicable