

APS Level 6, Internal Communication Officer

Position Details

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| Job Reference Number | 946 | Title | Internal Communication Officer |
| Classification | APS Level 6 | Division/ Branch | Education and Communications Branch |
| Status | Non-ongoing (until 31 December 2017) with the possibility of being made ongoing after this date | Section | Communication Services |
| Salary Range | \$77,902 – \$87,313 per annum | Location | Canberra, ACT |
| Contact Person | Carrie Campbell | Contact Number | 02 6271 4627 |
| Date Applications Open | 16 March 2017 | Date Applications Close | 30 March 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 AEC is committed to the APS values of being impartial, committed to service, accountable, respectful and ethical. They are core components of a positive culture, stewardship, high performance, and leadership.

The Education and Communications Branch is responsible for the AEC's education and public awareness program which is aimed at increasing awareness of enrolment and voting rights, responsibilities and procedures.

The Internal Communications team manages and delivers the AEC's internal communication channels, provides advice and assistance to business areas on internal communication matters and undertakes specific projects as required.

Job Summary

The Internal Communication Officer is responsible for the development and implementation of internal communication strategies to support AEC strategic priorities, federal elections and major agency projects. The successful applicant will also be responsible for the day-to-day publication of written information through established corporate channels and providing communication advice and support to AEC business areas.

Duties

1. Manage the AEC's internal communication inbox, including facilitating publication of information and news items to the intranet.
2. Develop and implement internal communication strategies to support the implementation of new programs, policies and projects.
3. Build and maintain effective networks and relationships with officers at all levels of the AEC.
4. Support business areas to effectively communicate with AEC staff through established corporate communication channels.
5. Write and edit a range of internal communication materials, including articles, key documents, web content, presentations and other materials to support internal stakeholders.
6. Support internal communication team election preparation activities.
7. Contribute to continuous improvement within the team by managing core evaluation activities and implementing improved work practices and processes.
8. Support the Assistant Directors and Directors as required.

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 is a position of trust that requires someone who is an Australian citizen 18 years old or over who is politically sensitive yet neutral with suitability to hold security clearance.

Selection Criteria

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>

Applicants are asked to frame their statement of claims around the selection criteria headings – it is not necessary to address each individual dot point). An up-to-date resume should also be provided. If you require assistance with your application, please do not hesitate to contact AEC Recruitment Services on 02 6271 4730.

Essential

1. Supports strategic direction

- Supports shared purpose and direction
- Thinks strategically
- Harnesses information and opportunities
- Shows judgement, intelligence and commonsense

2. Achieves results

- Identifies and uses resources wisely
- Applies and builds professional expertise
- Responds positively to change
- Takes responsibility for managing work projects to achieve results

3. Supports productive working relationships

- Nurtures internal and external relationships
- Listens to, and understands and recognises, the needs of others
- Values individual differences and diversity
- Shares learning and supports others

4. Displays personal drive and integrity

- Demonstrates public service professionalism and probity
- Engages with risk and shows personal courage
- Commits to action
- Promotes and adopts a positive and balanced approach to work
- Demonstrates self awareness and a commitment to personal development

5. Communicates with influence

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

Desirable

- A degree in communications, public relations, journalism or marketing from an Australian tertiary institution.

Order of Merit

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

Contact

For further information regarding this position please contact the Assistant Director, Internal Communication, Carrie Campbell on 02 6271 4627.