

Job description



AEC
Australian Electoral Commission

Job reference no.	Temporary Employment Register –Educators	Title	Educator
Classification	APS Level 4	Branch/Division	Education & Communications Branch
Status	Irregular and Intermittent	Section	Education and Community Engagement Section
Supervisor	Manager National Electoral Education Centre	Location	Parkes ACT
Contact person	Helen McHugh	Contact number	02 6141 1522

One APS Career... Thousands of Opportunities

The Australian Electoral Commission is responsible for conducting federal elections and referendums, maintaining the Commonwealth electoral roll and providing electoral information and education to the Australian public. The AEC conducts other elections on a fee for service basis and for registered industrial organisations, in accordance with the Fair Work Act 2009. The AEC may provide assistance with the conduct of foreign elections and referendums as approved by the Minister for Foreign Affairs and Trade. Further information on the functions of the AEC is located on the AEC website.

Our priority is the delivery of electoral events with high-integrity. We implement the Parliament's directives on electoral policy as embodied in the legislation.

We have three primary outcomes for which we are funded, namely:

1. Voter entitlement for Australians and support for electoral events and redistributions through maintaining an accurate and up-to-date electoral roll;
2. Access to an impartial and independent electoral system for Australians through the provision of election services; and
3. Informed Australians through the provision of information services on electoral matters.

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. They are core components of a positive culture, stewardship, high performance, and leadership.

**AEC**

Australian Electoral Commission

Job summary

The AEC is looking for dynamic educators to engage and inspire students to discover Australia's federal electoral system. Educators at the National Electoral Education Centre deliver programs to over 85,000 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.

Remuneration

\$61,260 – \$67,131 per annum (pro-rata)

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.

Diversity and Inclusion

The AEC encourages applications from the diverse Australian community including Aboriginal and Torres Strait Islander people and people with a disability, people of all ages and those from culturally and linguistically diverse backgrounds.

We will accommodate all requests for reasonable adjustment for people with disabilities to assist in the application process and if successful, the inherent requirements of the position. If you have an individual requirement that needs to be accommodated in order to participate in an interview, please indicate this on your application cover sheet or advise the contact officer.

Eligibility

Employment with the National Electoral Education Centre is subject to the following conditions:-

- **Citizenship** –applicants must be an Australian Citizen.
- **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** - 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 till the 31st of Dec 2016. Applications will need to be resubmitted in 2017 if you wish to remain on the Education Temporary Employment Register.

Application details

Your application must include:

- A completed 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.

Submission

Please submit applications electronically to educatorjobs@aec.gov.au or post to:

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

Applications will not be acknowledged upon receipt.