

# Senior Government Lawyer, EL1

## Position Details

<b>Job Reference Number</b>	102	<b>Title</b>	Senior Government Lawyer
<b>Classification</b>	EL1	<b>Division/ Branch</b>	Legal and Procurement Branch
<b>Status</b>	Ongoing, Full Time	<b>Section</b>	Legal Services
<b>Salary Range</b>	\$102,409 – \$111,825	<b>Location</b>	Canberra, ACT
<b>Contact Person</b>	Leanne Bowen	<b>Contact Number</b>	6271 4662
<b>Date Applications Open</b>	25 January 2018	<b>Date Applications Close</b>	8 February 2018

## 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 Legal Services and Procurement branch is responsible for providing the full range of legal services and procurement advice within the AEC

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

## Job Summary

Provide legal advice and assistance on a broad range of matters as a member of a small legal team. The incumbent will be expected to work autonomously but under the general direction and guidance of the Director and Chief Legal Officer.

## 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

The successful applicant will be required to:

- Prepare high quality and timely legal advice on a range of Commonwealth legislation including the *Commonwealth Electoral Act 1918* and the *Referendum (Machinery Provisions) Act 1984*;
  - Provide advice and assistance on workplace relations and work health and safety matters;
- Provide advice on administrative law package with particular emphasis on information management including FOI and privacy matters;
  - Prepare requests for advice from external providers of legal advice;
- Prepare a wide range of legal documents including instruments;
  - Manage the development and passage of legislation and regulations;
  - Manage litigation processes including instructing external lawyers and Counsel;
  - Understanding of the legal, policy and political environment in which Commonwealth officers work and the independent nature of the AEC.
  - Communicate and make decisions using professional judgement, factoring in risks and being sensitive to the context.
  - Prepare briefs and other documentation for the Special Minister of State and the AEC Executive;
  - Provide comments on AEC internal policy documents and publications;
- 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

- 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:
  - Model litigant and Legal Services Directions requirements;
  - Commonwealth Resource Management Framework and Procurement Framework; and
  - AEC related frameworks, instructions, policies and procedures.

## Key relationships/stakeholders – internal and external

### Internal

- Executive Leadership Team
- Director, Legal Services
- Chief Legal Services
- Internal Clients

### External

- Parliament
- External Legal Service Providers
- Other Commonwealth agencies eg: Department of Finance

## 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

Applicants are asked to frame their statement of claims around the selection criteria headings – it is not necessary to address each individual dot point.

### **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**

#### *Mandatory*

- Admission as a legal practitioner however described, of the High Court or the Supreme Court of a State or Territory of Australia.
- The incumbent must possess, or be eligible to obtain, an ACT practising certificate.
- Demonstrated ability to effectively work in a client focussed environment and manage external legal services providers;
- Demonstrated ability to provide high quality advice and assistance on complex legal issues, in particular issues relating to public law, statutory interpretation, legislative development, and litigation;

- Demonstrated ability to provide high quality legal advice in relation to financial, procurement and workplace relations obligations applying to the Australian Government;
- Demonstrated ability to set priorities, meet deadlines and work effectively under pressure with minimal supervision.

#### *Desirable*

- Demonstrated high-level expertise and knowledge of political and legislative processes.

#### **Other Requirements**

- Political neutrality
- Australian citizen

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