

Internal Communication Officer, APS5

Position Details

Job Reference Number	2385	Title	Internal Communication Officer
Classification	APS5	Division/ Branch	Education and Communications Branch
Status	Non-ongoing, full time (until 24 December 2018)	Section	Communication Services
Salary Range	\$70,375 - \$77,125	Location	Canberra, ACT
Contact Person	Carrie Campbell	Contact Number	(02) 6271 4627
Date Applications Open	7 September 2017	Date Applications Close	21 September 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 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, which may alter in accordance with changes to the distribution of electoral boundaries.

Work environment

The Education and Communications Branch, located in the national office in Canberra, is responsible for the AEC's education and public awareness program which is aimed at delivering public awareness and education activities to help Australians to understand and fulfil their electoral rights and responsibilities.

The Internal Communication team, within the Communication Services Section, 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 team delivers a range of internal and external design and publishing services to support strategic priorities and projects.

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

Duties

Under limited supervision:

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

There may be a requirement to maintain a security clearance or satisfy a character check.

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 the statement of claims (1000 word maximum) around the ILS capabilities for this level.

Desirable

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

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 to the AEC online at <http://www.aec.gov.au/Employment/> by the closing date.

To apply, please provide:

1. A completed job application cover sheet (available at <http://www.aec.gov.au/Employment/>).
2. A current CV that details your qualifications and work experience in relation to this role.
3. A written statement of claims (1000 word maximum) demonstrating how your abilities, relevant work experience and personal qualities relate to this position.

Contact

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