



**Vacant Position: Senior Community Education Officer, Level 5**  
**Branch: Enrolment and Community Education**  
**Position Number: WAEC0014**

**WHO ARE WE?**

The Western Australian Electoral Commission is an independent statutory agency responsible for conducting a wide range of elections, maintaining the State's electoral database and providing electoral education and information services. We also support the Electoral Distribution Commissioners when they convene to review the State's electoral districts and boundaries.

The Commission is an outward looking customer driven organisation that increasingly applies technology and digital data in order to meet our service obligations. We pride ourselves on developing effective relationships with our stakeholders.

**OTHER CONDITIONS AND ELIGIBILITY**

Prospective employees of the Commission will be required to obtain a National Police Certificate.

The successful applicant will be required to sign a Declaration of Neutrality and Declaration of Confidentiality forms indicating that they have no active or official connection with any political party and will maintain the necessary confidentiality to ensure the integrity of the Commission.

**SUBSTANTIVE EQUALITY STATEMENT**

The WA Electoral Commission promotes flexible work options and is an equal employment opportunity employer. We encourage Aboriginal Australians, young people, people with disabilities, people from culturally diverse backgrounds and women, to apply for positions with our agency.

**TO APPLY**

Applicants are required to apply online and need to submit a written application consisting of a comprehensive Curriculum Vitae (CV) or resume and a brief covering letter not exceeding two pages, relating your skills and experience to the requirements of the position as outlined in the Job Description Form. This Job Application Package includes the *Job Application Information*, the *Job Description (Selection Criteria)* and the *Application Form*. All work related requirements listed in the Job Description Form may be assessed during the selection process. Addressing the selection criteria is the most important part of your application.

Applications must be received at the Commission's head office by the deadline. Late applications cannot be accepted. The lodgement of a pro forma application prior to the closing date and the forwarding of additional information after the closing date will not be accepted.



## **JOB APPLICATION INFORMATION**

Any person may apply for a vacancy except public sector employees who accepted a voluntary severance package are ineligible for the period of the severance and leave payments.

For a fixed term appointment within the public sector, you must have documentary evidence of your entitlement to live and work in Australia for the period of the contract.

The following information is provided to assist you in your application for the advertised vacancy.

## **OUR RECRUITMENT AND SELECTION PROCESS**

We aim to be fair and equitable in our recruitment decisions. Decisions will be made on the basis of merit, equity and probity and in accordance with legislative requirements, Equal Opportunity policies and the Employment Standard, which include the following compliance requirements in regard to merit, equity, interest and transparency:

- A proper assessment matches an applicant's skills, knowledge and abilities with the work-related requirements of the job and the outcomes sought by the public sector body, which may include diversity.
- The process is open, competitive and free of bias, unlawful discrimination, nepotism or patronage.
- Decisions about an employee's secondment or transfer take account of the employee's interests and the work related requirements of the relevant public sector body.
- Decisions are transparent and capable of review.

Key steps in our recruitment process are:

- selection panel assesses applications and invites the most competitive applicants for interview
- interviews are conducted
- referee reports may be obtained for preferred applicants
- selection report prepared and approved by the Electoral Commissioner
- applicants notified
- claim for breach of compliance requirement period
- if no claim for a breach of compliance requirement is submitted, successful applicant is confirmed.

## **YOUR APPLICATION**

Your written application is very important as it may be the sole basis on which an assessment is made for interview.

Applications should include the following so the Selection Panel has sufficient information to assess your claims:

### **Application for Advertised Vacancy Form**

Please complete the enclosed form.



### **Selection Criteria**

This is the most important part of your application. The selection criteria demonstrate your experience, knowledge, skills and qualifications relevant to the position and each point listed in the selection criteria must be addressed to ensure that you are considered for an interview. Compile a written statement of no more than two pages addressing each selection criterion by outlining your knowledge, skills and abilities in relation to this position. The selection criteria are stated in the Job Description Form. Applicants who demonstrate that they meet all essential and desirable criteria are most competitive in comparison with other applicants and will be interviewed.

### **Curriculum Vitae**

Your curriculum vitae should comprise a resume of personal particulars and an outline of your work history and academic career. Your curriculum vitae should provide the following information:

- personal details such as place of residence, contact telephone numbers, residency status
- your academic and/or professional training
- affiliation to professional bodies etc. if applicable
- a brief description of work experience, documented from the most recent to the least recent
- describe achievements or accomplishments relevant to the position e.g. reports released for public distribution, publications, etc.

### **Referees**

Referees may be contacted to assist the selection panel in reaching the final selection decision. Please provide the name and contact details for two work-related referees, nominating at least one current or recent line manager. The selection panel will not contact any referees not listed without your permission. If you have difficulty in supplying referees, or would prefer the panel to contact them only after an interview, please advise us accordingly.

Referees only comment on questions which relate directly to the selection criteria and the applicant's merit, diligence, experience and good conduct.

### **GENERAL INFORMATION**

Keep a copy of your application. It will be useful for reference should you be short listed for interview.

### **THE INTERVIEW PROCESS**

Interviews will be conducted with the most competitive applicants. The following information may assist you if you are selected for an interview:

#### **Interview Preparation**

Where possible, the selection panel will give you a minimum of three days' notice before your interview. The questions asked in the interview will always relate to the selection criteria for the position, and each applicant interviewed will be asked the same questions. Focus on your past experiences in relation to that criteria.

Re-read the job description and think of examples of situations where you have applied the relevant skills and abilities.



If you have relevant reports or documents you have prepared which provide examples of your skills and abilities present these at the interview or provide the panel with a copy.

### **The Interview**

Never assume that a panel member knows your suitability for the position.

Do not feel compelled to answer questions immediately.

Always ask for clarification on a question if you do not understand the question or are unsure of the information the panel is seeking.

Feel free to ask the panel any question relevant to the position or the organisation.

At the end of the interview, you will have the opportunity to add further information relating to an interview question or tell the panel why you are the best person for the position.

### **ENQUIRIES**

Please contact Human Resources for further information about the recruitment process.

### **POLITICAL NEUTRALITY and CONFIDENTIALITY**

The successful applicant will be required to sign a statement in accordance with section 15A of the Electoral Act 1907 declaring that they have no active or official connection with any political party or candidate and a confidentiality form to ensure the integrity of the Commission's activities.



## WESTERN AUSTRALIAN Electoral Commission

### Job Description Form

#### 1. Position Identification

<b>POSITION TITLE</b>	Senior Community Education Officer
<b>CLASSIFICATION</b>	Level 5
<b>POSITION NUMBER</b>	WAEC0014
<b>BRANCH/SECTION</b>	Community Education
<b>LOCATION</b>	West Perth
<b>EFFECTIVE DATE</b>	18 February 2020

#### 2. Reporting Relationships

<b>NUMBER OF POSITIONS SUPERVISED</b>	2-5 (includes Casual Presenters)
<b>MANAGER POSITION TITLE</b>	Director – Enrolment, Education & Distribution
<b>MANAGER CLASSIFICATION/LEVEL</b>	Level 8
<b>MANAGER POSITION NUMBER</b>	WAEC0052

#### 3. Certification

The details contained in this document are an accurate statement of the position's responsibilities and requirements.

<b>BRANCH MANAGER</b>	<b>ELECTORAL COMMISSIONER</b>

#### 4. Role

Manages the Electoral Education Centre (EEC) and undertakes the planning, implementation, and evaluation of community awareness and education programs, including content creation and review to meet target audience outcomes. Delivers presentations to a wide variety of student and adult groups. Liaises and negotiates with key stakeholders in order to enhance Centre programs. Develops and maintains EEC online content.

## 5. Key Result Areas and Duties

### **Community Education**

Responsible for the planning, development, implementation, presentation delivery and evaluation of community awareness and education programs, information strategies and projects.

Ensures that school-based programs align with relevant curriculum outcomes and that other activities are well integrated with the Branch and Commission's strategic directions in relation to community education and public information.

Monitors and reports on the effectiveness and impact of community awareness and education programs.

Liases and negotiates with key stakeholders and continually looks for new and improved ways to maximise community education outcomes.

Develops outreach programs and online content for those who do not or cannot visit the Centre.

In consultation with the Communications Officer and Public Affairs Officer prepares information and promotional material to encourage enrolment and increased awareness of voting procedures and other electoral matters.

Liases, as necessary, with management, staff, the Australian Electoral Commission, education institutions, Parliament and community groups in the preparation and delivery of education programs.

### **Centre Management and Operation**

Manages the day to day operations of the Electoral Education Centre.

Prepares and delivers presentations, products and exhibits to the public, schools and community groups on electoral matters.

In collaboration with other Commission staff, designs and develops displays, materials, documents and publications on electoral matters for use at the Electoral Education Centre and ensures that they remain relevant and up to date.

### **Staff Management**

Manages and supervises educational and support staff involved in the delivery of community awareness programs.

Provides support to staff including managing their performance and addressing their development needs.

### **Branch Support**

As a member of the Enrolment & Community Education Branch, contributes to the overall objectives of the Branch and participates in the Branch's planning processes.

Works flexibly and may undertake various roles and different activities to meet the needs of the Branch.

### **Other Duties**

Performs other duties, including leading election projects, as required.

## 6. Requirements of the Position (or Selection Criteria)

### ESSENTIAL:

- Considerable experience in the development and evaluation of education and/or community awareness programs.
  - Excellent verbal and written communication skills including the ability to produce educational materials and deliver effective presentations to a range of audiences.
  - Demonstrated skills and attributes to lead others, contribute effectively as a team member and build and maintain positive relationships with a diverse range of stakeholders.
  - Instructing experience with school students or within an adult learning environment.
  - The ability to analyse problems, conduct research and develop innovative solutions.
- \* Unless otherwise stated in the Job Description Form, all positions within the WA Electoral Commission require the occupant to be able to use a PC and have a working knowledge of Microsoft Office software.

### DESIRABLE:

- Tertiary qualifications in a relevant field such as education or training.
- Knowledge and understanding of electoral processes.

## 7. Appointment Details

<b>INDUSTRIAL AGREEMENT/AWARD</b>	Public Service Award and Public Service and Government Officers CSA General Agreement 2019 or subsequent replacements.
<b>SPECIAL CONDITIONS</b>	Nil
<b>ALLOWANCES</b>	Nil
<b>ACCOMMODATION</b>	Not applicable
<b>SPECIALISED EQUIPMENT OPERATED</b>	Not applicable

Registered

Human Resources Officer

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**APPLICATION FOR VACANCY**

**VACANCY**

<b>TITLE: SENIOR COMMUNITY OFFICER</b>	
<b>POSITION No: WAEC0014</b>	<b>CLASSIFICATION LEVEL: 5</b>

**PERSONAL DETAILS**

SURNAME (BLOCK LETTERS)	<input type="checkbox"/> Mr	<input type="checkbox"/> Miss	<input type="checkbox"/> Dr
	<input type="checkbox"/> Ms	<input type="checkbox"/> Mrs	
OTHER NAMES			
ADDRESS			
POSTCODE			
TELEPHONE PRIVATE	BUSINESS	EXT.	

**PERMANENT RESIDENCY**

(Permanent Residency is a pre-requisite for appointment to the permanent staff)

Are you an Australian permanent resident?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
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**ADDRESS FOR NOTIFICATION**

Telephone/Ext.
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**ACADEMIC DETAILS**

1. Attach copies of results completed and current courses.
2. If qualifications obtained from educational institution outside Australia please provide an assessment of your qualifications.

CURRENT COURSE	
COMPLETED COURSES	DATE COURSE COMPLETED

**EMPLOYMENT DETAILS**

**CURRENT**

Date commenced	Position	Name of employer
Are you a public sector employee? <input type="checkbox"/> YES <input type="checkbox"/> NO If 'YES' please answer the following questions		
What type of employment status do you have? PERMANENT <input type="checkbox"/> CONTRACT <input type="checkbox"/>		



Length of service		Years
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**REFERENCES** Names, contact addresses and telephone numbers of two employment referees (if applicable)

SURNAME (BLOCK OTHER NAMES LETTERS)	
CONTACT ADDRESS (9.00AM - 5.00PM)	TELEPHONE/EXT.
SURNAME (BLOCK OTHER NAMES LETTERS)	
CONTACT ADDRESS (9.00AM - 5.00PM)	TELEPHONE/EXT.

**SUPPLEMENTARY DETAILS**

**HEALTH**

Applicants who have a health condition are invited to discuss its relevance or otherwise to their prospects for employment with the interviewing officer.

To the best of your knowledge and belief are you of sound health?

YES       NO      if 'NO' please give details \_\_\_\_\_

**CONVICTIONS**

A criminal record does not necessarily disqualify an applicant. If rejection of your application is considered solely because of a criminal record you will be given the opportunity to discuss the matter fully before a final decision is made.

Have you ever been convicted of any offence in any court, or are you currently the subject of any charge pending before any court?

NO       YES      If 'YES' please give details \_\_\_\_\_

I declare the above statements to be true in all respects. I acknowledge that any statement which is found to be false or deliberately misleading will make me, if employed, liable for dismissal.

SIGNATURE OF APPLICANT

/      /

DATE

**Additional information in support of the application should be added to the application form.**