

# Statement of Duties

## Tasmanian Electoral Commission

### Education and Engagement Coordinator

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#### Objective

The Education and Engagement Coordinator is responsible for driving greater awareness, understanding and engagement in electoral processes across Tasmania, with a focus on those in our community who traditionally face barriers to participation. The Education and Engagement Coordinator ensures that targeted programs empower and inform all Tasmanians about democratic processes and civic engagement.

#### Duties

- Initiate, develop, and maintain collaborative and consultative relationships with communities of interest, including teachers and young people, people living with a disability, culturally and linguistically diverse communities, and individuals with low literacy to promote civic engagement and electoral understanding.
- Conduct in-depth research and consultation to identify opportunities, priorities, and best practices for community and curriculum-based learning around electoral processes.
- Design, implement, and evaluate targeted TEC education and engagement programs, projects, and resource materials, applying relevant principles for community and classroom learning.
- Lead the development and implementation of complex education and engagement strategies, ensuring alignment with best practices in community education.
- Provide expert advice to internal and external stakeholders on innovative approaches to civic education, ensuring alignment with democratic principles and inclusive practices.
- Gather feedback on education and engagement initiatives to allow continuous improvement with the aim of increasing civic engagement and electoral understanding.
- Represent the organisation in stakeholder consultations and engagement forums, ensuring alignment with the TEC's strategic objectives.
- Collaborate with team members and external stakeholders, receiving input as needed to ensure program relevance and effectiveness. Share specialised knowledge with internal and external stakeholders to support the implementation of innovative strategies in community education and stakeholder engagement.
- Work collaboratively and in consultation with the Accessibility and Inclusion Coordinator to achieve strategic outcomes and workplans.

#### Level of responsibility

- Exercise a high degree of independence in planning, organising and prioritising work to achieve service delivery objectives that comply with established guidelines

and timeframes aligned with the strategic focus of the Communications and Engagement strategy of the TEC.

- Manage sensitive and politically complex issues, balancing stakeholder needs with organisational goals to deliver effective outcomes.
- Ensure the effective utilisation of resources, systems, and processes to achieve program and service delivery excellence.
- Conducting work in a safe manner that does not put yourself or others at risk, including to comply with reasonable instructions contained in WHS policies and procedures; reporting hazards, near misses and incidents.
- Participating in the development and improvement of safety initiatives and safeguarding practices for children and vulnerable people (including to attend relevant child safety and wellbeing training provided by the Department).
- Upholding and championing the values of Integrity, Respect and Accountability, and actively contributing to making our workplaces Inclusive and Collaborative.
- Upholding and championing the Department's commitment to the safety and wellbeing of children and young people; actively participating in and contributing to our rights-based approach to care; meeting all obligations under the Child Safety and Wellbeing Policy, Professional Conduct Policy, and other Departmental child safety policies and complying with mandatory reporting obligations.

## **Direction and supervision received**

- Under the supervision of the Communications Manager, operate within established frameworks, exercising initiative and flexibility to adapt solutions to evolving community and organisational needs.
- Work with a high degree of initiative, judgement, discretion, and self-direction to deliver project outcomes, with guidance and input primarily on strategic priorities, alignment with TEC objectives and complex decision-making.

## **Selection criteria**

1. Demonstrated ability to build and maintain strong collaborative relationships with diverse stakeholders, including proven experience in achieving successful outcomes through partnerships and cooperative approaches.
2. Proven expertise in designing and implementing innovative projects, programs, and resources to achieve targeted learning outcomes that align with organisational objectives.
3. Demonstrated ability to conduct effective consultation and research, including experience in identifying needs and analysing data to inform well-targeted and practical education and engagement initiatives.
4. Strong self-management skills, including the ability to manage competing priorities and deliver results within tight timeframes.
5. Highly developed written and verbal communication skills and experience in leveraging technology and digital tools to promote the TEC's education and engagement strategy.

6. Knowledge of the role and functions of the Electoral Commission or the demonstrated ability to quickly acquire the level of knowledge and understanding required.
7. Demonstrated adherence to a high standard of professional principles to ensure honesty and integrity in decision making in all situations.

## **Essential requirements**

- Current Tasmanian Registration to Work with Vulnerable People (Registration Status – Employment)
- Political neutrality

## **Desirable requirements**

- Nil

## **Pre-employment Checks**

The Head of State Service has determined that the person nominated for this vacancy is to satisfy a pre-employment check before taking up the appointment, promotion or transfer.

The following checks are to be conducted:

1. Pre-employment checks
  - Arson and fire setting
  - Violent crimes and crimes against the person
  - Sex-related offences
  - Drug and alcohol related offences
  - Crimes involving dishonesty
  - Crimes involving deception
  - Making false declarations
  - Malicious damage and destruction to property
  - Serious traffic offences
  - Crimes against public order or relating to the Administration of Law and Justice
  - Crimes against Executive or the Legislative Power
  - Crimes involving Conspiracy
2. Disciplinary action in previous employment.
3. Identification check.

## Position summary

<b>Title</b>	Education and Engagement Coordinator
<b>Number</b>	358035
<b>Award</b>	Tasmanian State Service Award
<b>Classification</b>	General Stream Band 5
<b>Division</b>	Tasmanian Electoral Commission
<b>Full-time equivalent</b>	1.0 FTE
<b>Output Group</b>	Tasmanian Electoral Commission
<b>Branch</b>	Elections and Engagement Directorate
<b>Supervisor</b>	Manager Communications
<b>Direct reports</b>	Nil
<b>Location</b>	Moonah
<b>Position category and funding</b>	Permanent position. Cost code: R085(35%), R086 (35%), T137 (30%)

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Last reviewed: 16 January 2025