



Census



Census Engagement Manager (Affirmative), 2021 Census of Population and Housing

- Temporary (casual) positions with variable working hours, including days, evenings and weekends.
- \$53.21 per hour (inclusive of 25% loading), plus superannuation.
- Positions may be offered across all states in a range of locations, including; capital cities, regional and remote areas.
- Contract dates between 11 January 2021 and 31 October 2021.
- Affirmative measure provision.

1. About the Australian Bureau of Statistics (ABS) and the Census

We are Australia's national statistical agency. Our purpose is to understand Australia's social, economic and environmental data needs and inform important decisions about our nation's future.

To learn more about the ABS visit <https://www.abs.gov.au/>.

The Census of Population and Housing (Census) is run every five years and is one of the largest and important collections to count the number of people in Australia. The Census collects information about where we live, age, our culture, religion, income, education, living and housing arrangements. The information is used to make important decisions, such as government funding, input into policy-making and electoral boundaries. The next Census will be held on 10 August 2021. To learn more about the Census visit [here](#).

The ABS has a commitment in providing a culturally safe workplace for Aboriginal and Torres Strait Islander employees and a support network to connect with other Aboriginal and Torres Strait Islander staff.

2. About the role

The Census Engagement Manager (CEM) roles are critical for us to deliver on our commitment to improve the quality and relevance of Census data for all Australians. You will represent the ABS and be its direct link with community groups and key stakeholders.

Census Engagement Managers will be employed in a range of urban, regional and remote locations to raise awareness and generate support for the 2021 Census. It is expected that you will assist to implement Census activities designed to reduce barriers for the public and increase participation in the Census. This may include but not limited to: sourcing staff and coordinating logistics for Census pop up hubs, coordination of Fill in the Form sessions, forming new and nurturing existing relationships with service providers in your area and promoting Census recruitment opportunities.

As a CEM, you will play a key role in maximizing participation in the Census through joining the ABS' existing engagement program and undertaking engagement activities with a range of stakeholders, community groups and members of the general public. You will be confident in tailoring messaging to different audiences, enabling organisations to access and use resources to support their community and carrying out promotional activities in line with the Census public relations campaign and broader ABS objectives. The role is an opportunity to leverage off your networks and to work with your community to ensure their story is heard.

These roles will join an established team of Aboriginal and Torres Strait Islander Engagement Managers and will work alongside a team of people who specialise in engagement with specific population groups and sectors (Homelessness and Culturally and Linguistically Diverse). All CEM roles will focus on connecting the ABS to members of the community and those in hard to count population groups and sectors. For this reason, we require individuals with engagement experience and connections to different sectors and community groups.

At times you will work independently and at other times as part of a wider team. You may be required to recruit, train and manage additional staff to support the Census in your area. Maintaining a record of engagement activities via our ABS Stakeholder Management System is an essential requirement of the position in addition to completing other administration forms (such as timesheets) and other duties as directed.

You will need to have a designated area in your home that is private and secure to set-up a workstation and to securely store equipment and other material required to perform the role. Upon commencement we will provide you with WH&S guidelines to help you complete a self-assessment of your home workstation in accordance with basic ergonomic principles to minimise the risk of pain, discomfort and injury.

You will work flexibly from home and in the field. There may be a requirement to use your own vehicle (if required) to travel agreed distances required to complete your work. The use of vehicle will be discussed at interview as required.

Additional requirements for the Remote Area CEMs:

- Current unrestricted drivers licence.
- Experience in travelling over long distances on unsealed roads to remote communities and towns in a 4WD.
- Overnight and extended stays in remote communities in various types of accommodation.
- Undertake travel in small aircraft.

The ABS expects to fill up to 35 Census Engagement Manager Affirmative Measures roles across Australia.

The filling of this employment opportunity is intended to constitute an affirmative measure under section 8 (1) of the Racial Discrimination Act 1975 and is restricted to Aboriginal and Torres Strait Islander applicants.

3. Your qualities, experience and skills

We are looking for people who can:

- Demonstrated knowledge and understanding of Aboriginal and Torres Strait Islander people and cultures, as well as a demonstrated ability to communicate sensitively and effectively with Aboriginal and Torres Strait Islander people.
- Demonstrate experience working with, or advocating for, Aboriginal and Torres Strait Islander peoples, people experiencing homelessness, people with a disability, youth or the elderly.
- Connect and engage with a range of service providers, communicate effectively and develop strong working relationships.
- Present information to large and small groups of people through public speaking engagement.
- work independently, prioritise work without guidance and can make decisions independently.
- Demonstrate sound local area knowledge and an ability to read and navigate maps.
- Lead and manage a team in a busy, high volume environment operating with tight deadlines.
- Competently use information technology such as devices and web applications.

Please note:

- Cultural competency is highly desirable for this role
- A current First Aid certificate is desirable for this role in regional and remote areas

4. Health and safety

You can use the following checklist to ensure you meet the physical and psychological requirements of this role and could safely perform the following duties:

- Driving to/from an engagement location, during the day or evening in various types of weather and terrain. If your role is in a remote location, you will be required to drive a 4WD.
- Repeatedly getting in and out of a vehicle.
- Carrying Census materials in a satchel, which may include a mobile device and Census forms.
- Lifting boxes of Census materials weighing up to 9kg.
- Working at a home workstation for up to several hours, and taking regular rest breaks.
- Using a desktop computer or tablet and telephone.
- Communicating with resistant stakeholder and respondents.
- If required, undertaking overnight travel. This would involve driving in rural or remote areas.

While at work, you must exercise duty of care by:

- Taking reasonable care for your own health and safety.

- Taking reasonable care that your actions or omissions do not adversely affect the health and safety of others.
- Adhering to your allocated check in and check out procedures whilst conducting field work.
- Complying, so far as you are reasonably able to, with any reasonable instruction given by the ABS to allow the ABS to comply with Work Health and Safety laws.

The ABS is committed to providing a safe and healthy work environment for its workers and to make every effort, where reasonably practicable, to eliminate or minimise risks associated with ABS operations, including risks relating to COVID-19. The ABS is monitoring the rapidly changing COVID-19 environment and actively managing safety measures in field work and for field staff consistent with Government advice. Current information will be provided to candidates at the appropriate time of employment. This will include guidance for workers regarding appropriate social distancing, hygiene and any other applicable guidance whilst working for the ABS. Should it be necessary, the ABS may advise you to cease face to face engagement and/or conduct engagement via video conferencing.

5. Eligibility and positions requirements

To be eligible for this position you must meet the requirements listed below:

Citizenship	It is a general expectation that employees of the Australian Public Service (APS) are Australian citizens. In some circumstances this can be waived.
Confirmation of Heritage	Successful applicants will be required to confirm their Aboriginality or Torres Strait Islander Heritage.
Health & Character Checks	Undergo pre-employment checks, which may include a police records check and health clearance.
Age	All candidates for the Census temporary roles must be over the age of eighteen at the time of employment
Location	Willing and able to travel and work alone in regional and remote areas, if required.
Storage	Have a safe, weatherproof and lockable area in your residence.

These positions are only open to Aboriginal and/or Torres Strait Islander people. Eligible applicants are persons:

- Of Aboriginal and/or Torres Strait Islander descent; and
- Who identify as Aboriginal and/or Torres Strait Islander; and
- Who are accepted by their community as being Aboriginal and/or Torres Strait Islander.

If you are someone with disability we strongly encourage you to apply.

6. Training

You must be available to attend face to face training and also complete a range of online training modules prior to commencing work in the field.

Training will cover all aspects of your role, including assisting with the development of your engagement plan, becoming familiar with the IT systems you will be using and understanding the work health and safety considerations

Training will be scheduled throughout January 2021 and may include travel depending on your location. There may be additional training sessions with key strategy teams to assist in the completion of specific tasks, should you need to undertake them.

7. Hours and availability

To be eligible for the role you must be available for the entire contract period.

The availability requirements for Census Engagement Managers will depend on the geographical area; some positions require full time availability, while others will require part time availability. The contact person will be able to provide further information for your area(s).

There will be some flexibility in your working hours however to be successful in this role you may need to work a mix of weekdays and weekends between 8:00am to 8:00pm.

8. Employment conditions

The terms and conditions of your employment are in accordance with the Collective Determination 2020/01. Key to note are that:

- You will be paid a loading of 25% on top of the base hourly rate, in lieu of paid leave and payment for public holidays (where you are not rostered to work).
- When travelling to attend training or other work-related activities deemed necessary you will receive a travel allowance.
- When using your personal vehicle for approved work purposes, you will receive a motor vehicle allowance. Your vehicle will need to be roadworthy, registered and insured.

9. Reasonable adjustments

Reasonable adjustments are available such as access, equipment, practical support or material in other formats. We will ask you at each assessment stage if you need a reasonable adjustment or you can contact National Recruitment Unit on 1800 249 583 or recruitment@abs.gov.au.

10. How you will be assessed

Assessment for these roles will include: written application, resume, interview (in person, via video or tele conference) and reference checks (phone, written or online).

You will be notified at each stage of the recruitment process via email. Please ensure you are monitoring your email regularly for any updates or notifications.

This process will create a merit pool that may be used to fill subsequent vacancies and other similar roles available for the 2021 Census.

11. How to apply

To apply, use the link to complete the application form. Along with your current resume and referee details you will be asked to respond to the following question:

Provide an example of your experience working with or advocating for people experiencing homelessness, Aboriginal and Torres Strait Islander peoples, culturally and linguistically diverse (CaLD), people with a disability, youth or the elderly.

Describe an important or challenging project where you lead or worked within a team and other key stakeholders to achieve a significant outcome.

TIP: Successful candidates are most likely to use the majority of the word limit.

12. Key dates and contact information

Indicative Key Dates and selection process stages:

Step	Date
Applications open	08 October 2020
Applications close	05 November 2020
Panel short-listing	From 05 November 2020
Interviews* (may be conducted via phone, video or in person)	From 09 November 2020
Referee reports	From mid November 2020
Applicants advised of outcome	20 November 2020
Successful applicant commences	11 January 2021

* Interviews may not be required for all people found suitable at application stage.

Note:

For further information about this position, please contact either:

- Bud Walker – Assistant Director – Centre for Aboriginal and Torres Strait Islander Statistics
08 8943 2106 or bud.walker@abs.gov.au

For any other query, please contact National Recruitment on 1800 249 583 or email recruitment@abs.gov.au.

Applications close at **11:30PM AEDT** on **5 November 2020** and late applications will not be accepted.