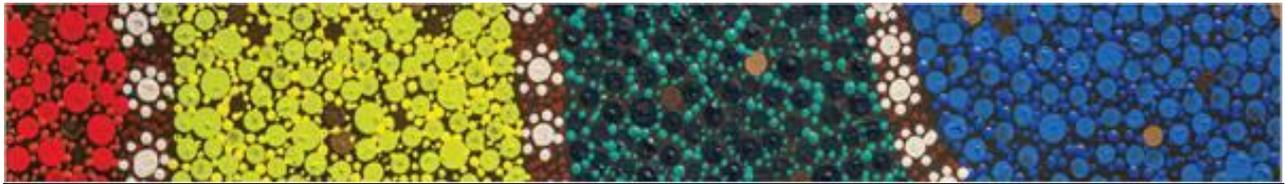


Registrations Officer - Research & Development Tax Incentive (R&DTI)

Position Number	PN42893/AES1-01
Position Title	Registrations Officer - Research & Development Tax Incentive (R&DTI)
APS Classification Range	APS5/6
Location	Melbourne (negotiable)
Division	AusIndustry
Section	Compliance VIC/TAS & Registrations
Security clearance	Baseline Security Clearance needed
About the Role:	
Primary Job Family	Service Delivery
Primary Job Function	Program Delivery
Primary Job Role	Administrative Processing of applications for R&DTI
Role Purpose	The Registration Team is responsible for the administration of the program's registration functions including the approval of applications for registration, withdrawals, revocations, and variations of applications, late applications for registration and reviewing and drafting recommendations for the delegate
Core responsibilities	<ul style="list-style-type: none"> • Company registration processing Research Service Providers' registration and variation processing • Implementation of initiatives to improve program administration and delivery • Processing variations, revocations, withdrawals and extension of time requests • Investigating and actioning escalated matters from the program's group email • providing education and guidance to existing and prospective customers on the program's registration processes
Demonstrated Behaviours	<ul style="list-style-type: none"> • achieves results • displays personal drive and integrity • communicates with influence • supports productive working relationships



About the Candidate:

The successful candidate will be able to provide good examples to show how their knowledge, skills, experience and potential makes them ideal for the job including:

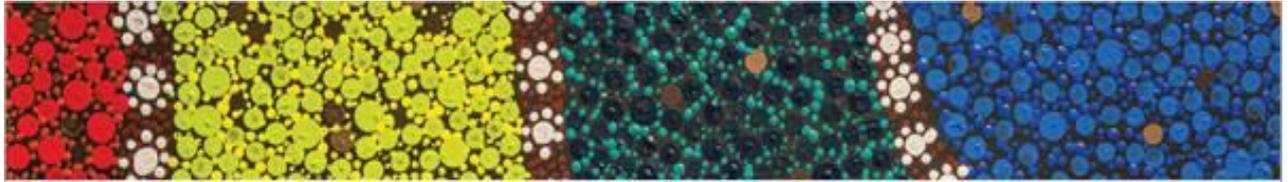
- A high attention to detail in written communications
- Demonstrated ability to able to work through consistent procedures and investigate and action anomalies
- An ability to work consistently in a high turnover, fast paced environment and be a reliable and supportive team member who is flexible to help others in the team as needed.

Preferred knowledge

- proficiency in CRM based systems & DocHub
- background in customer service/service delivery
- background in customer service/service delivery
- a familiarity with working with legislation
- familiarity with DocHub

Background Information and Context

<p>The Team & the Role:</p>	<p>The Research & Development Tax Incentive is the Australian Government’s flagship program for encouraging businesses to conduct research and development activities by providing an offset for some of the costs they put into eligible research and development. The Department jointly administers the R&D Tax Incentive with the Australian Taxation Office (ATO). The Department manages the registration and eligibility of R&D activities, and the ATO manages the rules on eligible entities and expenditure.</p> <p>The ideal candidate will be meticulous and thorough with a high attention to detail, and be able to work through consistent procedures and investigate and action anomalies. They will be able to work consistently in a high turnover, fast paced environment and be a reliable and supportive team member who is flexible to help others in the team as needed.</p>
<p>The Attractions:</p>	<p>The Registrations Team has the first contact with companies that register for the Research & Development Tax Incentive. We help companies to access the program and manage their registrations. While it is essentially a customer service role, it requires understanding of processes and associated legislation, so it is very interesting. In this role you will be rewarded with a sense of accomplishment each day and an opportunity to have an impact on continuous improvement, while having fun with a friendly team. There is also exposure to the work in other areas of the program delivery, program management and policy development of the Research & Development Tax Incentive.</p>
<p>Links to more information about the role or division</p>	<ul style="list-style-type: none"> • About the Department of Industry Science Energy & Resources • DISER Org Chart • R&DTI Program • Enterprise Agreement (Salary Ranges)



HOW TO APPLY FOR THIS POSITION

Thank you for your interest in applying for this position with the Department of Industry, Science, Energy and Resource.

The Aboriginal Employment Strategy (AES) is supporting the Department to recruit for this position along with a large number of positions nationally that are part of an Affirmative Measure – Indigenous.

What this means is that **only Australian Aboriginal and Torres Strait Islander people can apply for these roles**. It is a strategy that is used to create specific employment opportunities for Aboriginal and Torres Strait Islander people. It is also a strategy to increase the number of First Nations Australian people employed by the Australian Public Service.

You must also be an Australian Citizen.

We have prepared some helpful information below to support you to prepare and complete the application.

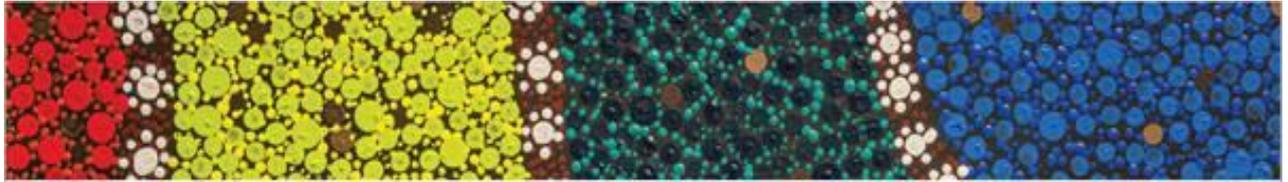
Application are due on Monday 26 April 2021 at 11.55pm (AEST or Sydney Time)

Key information is contained in this information pack about Department of Industry, Science, Energy and Resources including a detailed Position Description for this role. Please read all of the attached information before completing your application.

SUBMITTING YOUR APPLICATION:

Application Closing date & time:	Monday 26 April 2021 at 11.55pm (AEST or Sydney Time)
Email your application to:	Email address: talent@aes.org.au
Subject heading in email:	Quote the Job position number and job title

Extensions may be granted for extraordinary circumstances, but this is at the discretion of the recruitment team.



Acknowledgment of Applications

We will confirm receipt of your application by a return email to your email address. Please make sure you check your emails regularly as this will be the address that we communicate with you on in relation to your application. We may also contact you via phone, so please ensure your contact details are up to date on your CV.

When will I hear back about my application?

People are selected for Australian Public Service jobs on the basis of merit, which means we look carefully for evidence of your skills, abilities and experience and how well you fit the job requirements, compared with other applicants. This ensures the best applicant is selected for the job. This comparison may be based on your CV, a written application, an interview and/or other assessment methods. Because of this, the recruitment process may take longer for APS jobs than other jobs.

When applying for an APS job, you can ask the contact person about the expected timeframe on receiving notification regarding the outcome of your application.

TIPS FOR PREPARING YOUR APPLICATION

How to prepare your Pitch

You will need to prepare and attach a 2 page Pitch when you apply for this position.

What is a pitch?

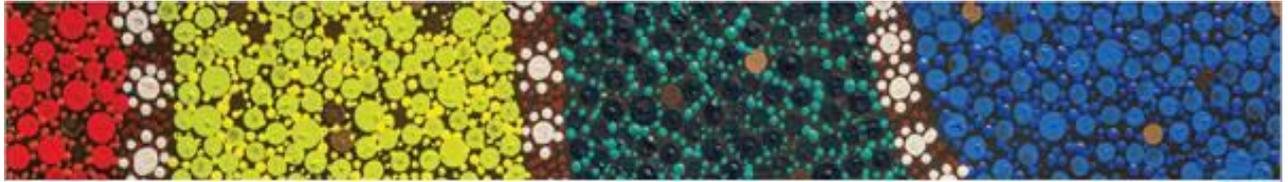
Your pitch is your chance to tell the Department why you are the right person for the job.

We want to know:

- why you want to work for us,
- why you are interested in this role,
- what you can offer, and
- how your skills, knowledge, experience and qualifications are applicable to the job.

Tell us why we should hire you! Don't be shy, showcase yourself to us!

We also care about how your personal qualities add value to the role. Tell us about you.



Try not to duplicate information that can already be found in your CV, but do highlight any specific examples or achievements that will demonstrate your ability to perform the role.

Provide relevant examples from your work, study or community roles. It is important to provide evidence to back up your claims that you can do something. Where possible use actual, specific examples of what you have done, how well you did it, what you achieved, and how it relates to the requirements of the job.

Be clear and to the point. Use plain English.

Read over your final draft and check for grammar, spelling and punctuation.

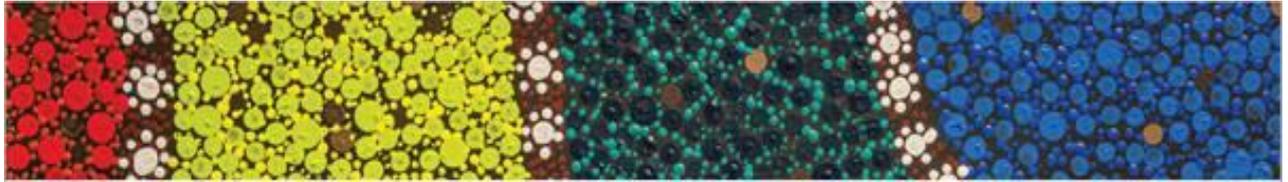
Remember to stick to the page limit. Two (2) pages in total for your pitch.

How to prepare your CV

You will need to attach a current CV when you apply for this position.

Your CV should include:

- **Employment History:** List all employment beginning with your current or most recent employer, together with start and finish dates of positions held and a brief summary of responsibilities and achievements.
- **Further Work Related Activities:** Provide details of any other activities which may relate to the position to support your application such as volunteer experience.
- **Education and Qualifications:** List all relevant education undertaken. Include: the name of the institution, dates attended and the qualification achieved. If you are invited to participate in an interview, you will be required to present the original or certified copies of your qualification/s.
- **Referees:** Provide the names, position titles and telephone numbers of two referees who can provide information about how you meet the requirements of the position. It is preferable that one of your referees is your current supervisor. Please obtain permission from your referees before you nominate them.



APPLICATION CHECKLIST:

- Pitch document – up to 2 pages
- Updated CV with current contact details
- Details of two referees – (one should be your current supervisor/or most recent supervisor)

If you are invited to an interview and are the recommended applicant, you will be required to:

- Provide confirmation of Aboriginal and/or Torres Strait Islander descent.

If you are unsure of what evidence you will be required to submit, please contact us and we can discuss the many options that are accepted.

- Obtain and maintain a security clearance at the required level.

A security clearance involves pre-employment and background checks. Some jobs require a security clearance because of the type of issues or information dealt with in the job. The timeframe for starting a job may be longer, depending on the level of security clearance required. Don't let your current level of clearance, or the fact that you don't have one, deter you from applying. This will occur at the end of the recruitment process.

Further Information or Support

If you require further information regarding the position or advice in relation to the application process, please contact Jamie Hardy on telephone number (02) 8571 0999 or email at talent@aes.org.au before the closing date. **We are here to help in anyway.**

Further reading

If you would like to read more about the Department, its commitment to First Nations Employment and Reconciliation here are some other key documents.

[Click here to read the Reconciliation Action Plan](#)

[Click here to read the Aboriginal and Torres Strait Islander Employment Strategy](#)