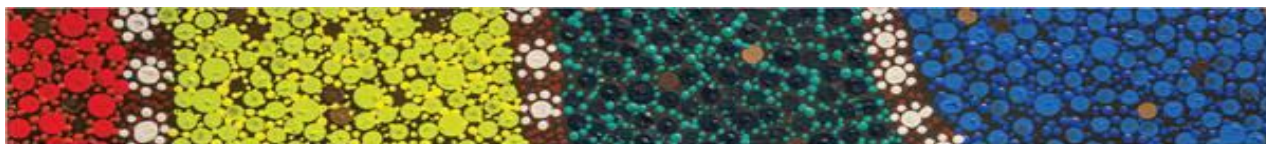
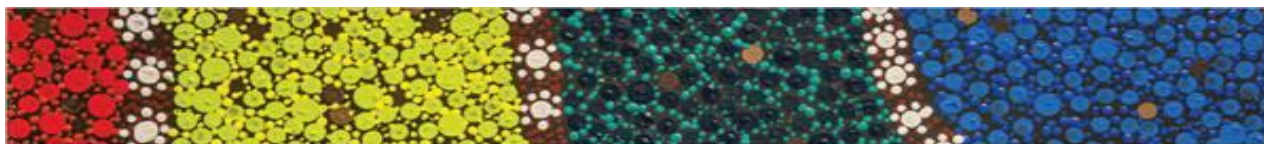


## Program Officer – Network Support, Business Outreach and Engagement

<b>Position Number</b>	CA13450/AES1-02
<b>Position Title</b>	Program Officer - Network Support
<b>APS Classification Range</b>	APS5/6
<b>Location</b>	Flexible location: Sydney, Melbourne, Adelaide, Hobart, Perth OR Brisbane
<b>Division</b>	<b>AusIndustry</b>
<b>Branch</b>	Business Outreach and Engagement
<b>Section</b>	Business Outreach
<b>Security clearance</b>	Baseline Security clearance required for this role
<b>About the Role:</b>	
<b>Primary Job Family</b>	Project and program
<b>Primary Job Function</b>	Public Relations and Stakeholder Management
<b>Primary Job Role</b>	Program Support
<b>Role Purpose</b>	<p>Provide administrative support and coordination for the AusIndustry Outreach Network of 28 Regional Managers and Business Development Managers who are based across 20 metro and regional areas in Australia.</p> <p>The position will develop Standard Operating Procedures, assist in the development of the Outreach Network Performance Framework and coordinate network projects.</p>
<b>Core responsibilities</b>	<ul style="list-style-type: none"> <li>• Develop Standard Operating Procedures for the Outreach Network;</li> <li>• Facilitate the implementation of the Outreach Network Performance Framework developing reporting templates</li> <li>• Proactively build relationships with key internal stakeholders - program management teams, policy colleagues and Outreach Network members;</li> <li>• Coordinate and collate departmental requests for the network's input, coordinate Outreach Network working groups and ad-hoc projects.</li> </ul>

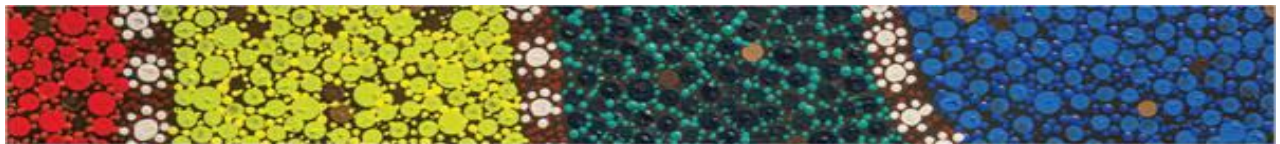


<b>Demonstrated Behaviours</b>	<p><b>Thinks strategically:</b> Understands the work environment and initiates and develops team goals, strategies and work plans. Identifies broader factors, trends and influences that may impact on the team's work objectives.</p> <p><b>Shows judgement:</b> intelligence and common sense: Undertakes objective, systematic analysis and draws accurate conclusions based on evidence. Recognises the links between interconnected issues. Identifies problems and works to resolve them. Thinks laterally, identifies, implements and promotes improved work practices.</p> <p><b>Takes responsibility for managing work projects to achieve result:</b> Sees projects through to completion. Monitors project progress and adjusts plans as required. Commits to achieving quality outcomes and adheres to documentation procedures.</p> <p><b>Nurtures internal and external relationships:</b> Builds and sustains positive relationships with team members, stakeholders and clients. Proactively offers assistance for a mutually beneficial relationship. Anticipates and is responsive to client and stakeholder needs and expectations.</p> <p><b>Communicates clearly:</b> Confidently presents messages in a clear, concise and articulate manner. Focuses on key points and uses appropriate, unambiguous language. Selects the most appropriate medium for conveying information and structures written and oral communication to ensure clarity.</p> <p><b>Listens to, understands and recognised the needs of others:</b> Actively listens to staff, colleagues, clients and stakeholders. Involves others and recognises their contributions. Consults and shares information and ensures others are kept informed of issues. Works collaboratively and operates as an effective team member.</p>
<b>About the Candidate:</b> 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:	
<ul style="list-style-type: none"> <li>Strongly developed relationship management skills including the ability to develop and foster networks and to manage and influence the expectations of key stakeholders</li> </ul>	
<ul style="list-style-type: none"> <li>Developed oral and written communication skills</li> </ul>	
<ul style="list-style-type: none"> <li>A capacity to show a high level of initiative and to remain strongly motivated while working independently</li> </ul>	
<b>Preferred knowledge</b> <ul style="list-style-type: none"> <li>ability to use and be proficient in systems</li> <li>experience proactively building relationships</li> <li>potential to develop knowledge of business needs and available government support</li> <li>ability to take initiative and be self-directed</li> </ul>	



## Background Information and Context

The Organisation:	<p>AusIndustry supports businesses to grow, diversify and thrive through a range of government programs and services. We connect business with the right advice, networks, opportunities and funding to help them to grow, innovate and scale.</p> <p>We can help businesses:</p> <ul style="list-style-type: none"> <li>• Become stronger and more resilient</li> <li>• Develop and commercialise ideas and new products</li> <li>• Reach new domestic and international markets</li> <li>• Connect with support available across all levels of government.</li> </ul>
The Team & the Role:	<p>The AusIndustry Outreach Network is connected to regions, communities and industries and is the department's front-line, face-to-face service offering with offices in every state and territory, in our capital cities and regional areas. The on the ground presence helps to foster strong collaborative relationships with local, state and federal government agencies, and offers a personalised business liaison function that takes into account regional conditions. They facilitate easy access to information and assistance across all levels of government by providing an advisory and referral service that aims to streamline a business's interaction with government.</p> <p>AusIndustry's network of Regional Managers, Business Development Managers listen to the needs of business and take a holistic approach to support them to address their individual challenges. Fostering sustainable businesses leads to economic growth and job creation.</p> <p>This powerful conduit to business and the community generates a rich source of business intelligence, used to both enhance current programs and services and inform future policy.</p> <p>This role will work directly with the Outreach Network providing them coordination and support, leading projects and developing relationships with our internal stakeholders.</p>
The Attractions:	<p>The successful candidate will be working with a diversified network across 20 regional and metro locations across Australia. There will be the opportunity to travel to these regions and learn about the government programs and support available to Australian businesses. They will have exposure to a range of sectors and businesses who are innovating, scaling and growing. The Outreach Network of which the candidate will work closely with are warm, friendly and collaborative individuals who work across a diversified network and would welcome any new team member and assist them in their new role.</p>
Links relevant to the role for further information	<ul style="list-style-type: none"> <li>• <a href="#">About the Department of Industry Science Energy &amp; Resources</a></li> <li>• <a href="#">DISER Org Chart</a></li> <li>• <a href="#">Enterprise Agreement (Salary Ranges)</a></li> </ul>



## 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.

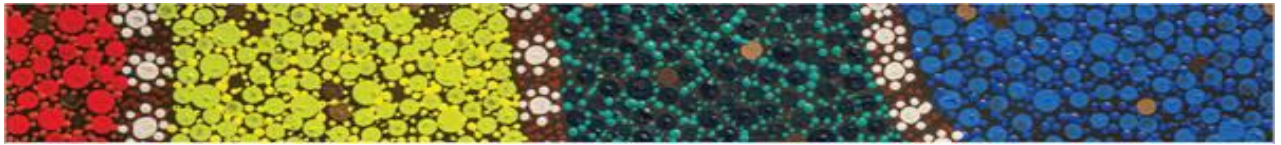
**Application are due on Monday 26 April 2021 at 11.55pm (AEST or Sydney Time)**

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:

<b>Application Closing date &amp; time:</b>	<b>Monday 26 April 2021 at 11.55pm (AEST or Sydney Time)</b>
<b>Email your application to:</b>	Email address: <a href="mailto:talent@aes.org.au">talent@aes.org.au</a>
<b>Subject heading in email:</b>	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:

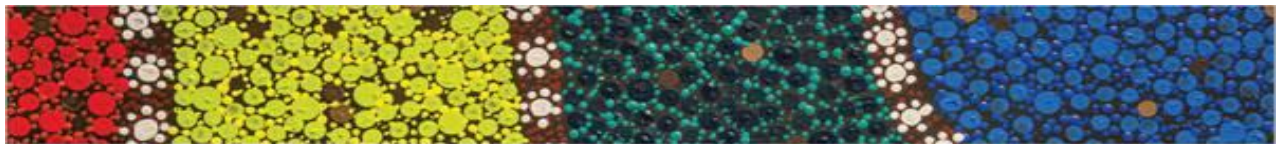
- why you want to work for us,
- why you are interested in this role,
- what you can offer, and
- how your skills, knowledge, experience and qualifications are applicable to the job.

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

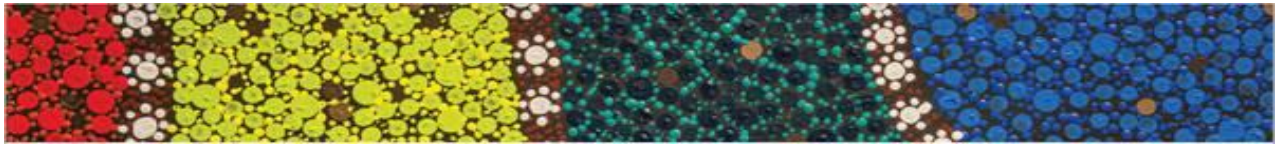
You will need to attach a current CV when you apply for this position.

### 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](mailto: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](#)