

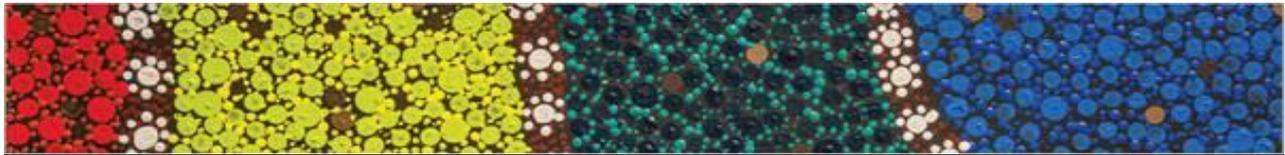
Program Officer, Science Programs, AusIndustry

Position Number	AES1-03
Position Title	Program Officer
APS Classification Range	APS5/6
Location	Canberra
Division	AusIndustry
Branch	Portfolio Program Delivery
Section	Science Programs
Security clearance	Baseline Security Clearance needed

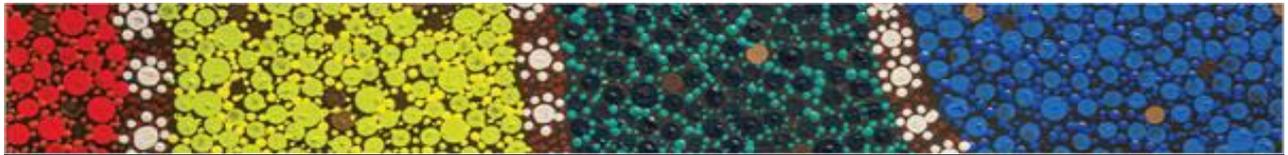
About the Role:

Primary Job Role	Program Support
Role Purpose	To provide high quality program management and delivery services to policy partners and collaborate with a wide range of internal and external parties.

Core responsibilities	<p>Key competencies:</p> <ul style="list-style-type: none"> • An understanding of and ability to apply processes and guidelines in a project, grants or financial management environment. • An understanding of basic financial management including the ability to understand financial statements and spreadsheets. • Strong analytical thinking skills including the capacity to identify and evaluate options, benefits and risks to identify and propose solutions. • Strong organisational skills including the ability to deliver high quality outcomes on time. • A high level of attention to detail and an ability to review detailed information and maintain accurate records. • Highly developed oral and written communication skills including the ability to explain technical information clearly and concisely to others. • Strong customer service skills and the ability to resolve problems and negotiate solutions with project or program stakeholders. • A collaborative, co-operative approach to working as part of a team. • The ability to work independently, showing initiative and drive.
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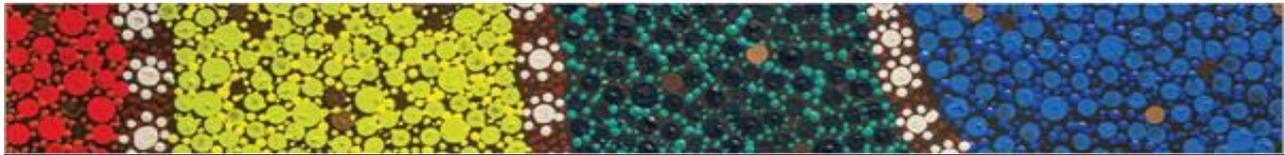
	<p>Key Relationships: Regional Managers; Divisional stakeholders including the Delivery team, Communications team, Grant and Systems Support and contact centre; Departmental stakeholders including the Finance team and Legal team; Departmental Liaison Officers and advisers in Ministers’ Offices; Applicants to the Department’s programs and grant recipients.</p>
<p>Demonstrated Behaviours</p>	<p>Personal Attributes:</p> <ul style="list-style-type: none"> • You are motivated by the opportunity to contribute to improving Australian business growth and have an understanding of and interest in Australian Small and Medium Enterprises (SMEs) and community and other organisations, or the ability to quickly gain this knowledge; • You can work independently and show initiative but also enjoy working collaboratively within a team environment; • You are an effective communicator with a strong focus on providing a responsive customer service and you have a record of assisting a diverse range of customers to resolve problems; • You are comfortable working in an environment that demands a high level of attention to detail and an adherence to accuracy; • You are open to learning, applying contemporary knowledge and creativity to solve problems and generate solutions; • You use sound judgment to make timely, well informed decisions, and you have the integrity needed to adhere to standards and requirements; • You draw on your personal resilience to work through changing circumstances and to manage competing demands; • You have a track record of engaging with and listening to people to understand their perspective and assist them to achieve outcomes; You demonstrate empathy in your dealings with people from diverse backgrounds.
<p>Preferred knowledge</p>	<ul style="list-style-type: none"> • Experience in the administration of grants and in applying Commonwealth grants rules and guidelines is highly desirable. • Experience in program management and delivery including in the application of project management frameworks and guidelines. • Experience in contract management and negotiation. • Experience in using information management systems such as document and grants management systems or financial management systems



About the Candidate:

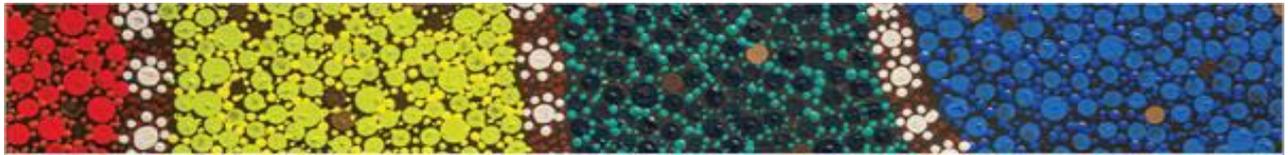
The successful candidate will be able to provide good examples to show how their knowledge, skills, experience and potential makes them ideal for the job including:

- Strong organisational skills including the ability to deliver high quality outcomes on time.
- A high level of attention to detail and an ability to review detailed information and maintain accurate records.
- Strong customer service skills and the ability to resolve problems and negotiate solutions with project or program stakeholders.
- A collaborative, co-operative approach to working as part of a team and the ability to work independently showing initiative and drive.
- Experience in program management and delivery including in the application of project management frameworks and guidelines.



Background Information and Context

<p>The Organisation:</p>	<p>The Portfolio Programs and Delivery Branch implements the Government’s policy intent through our programs and services with a focus on innovation across its Portfolio’s policy responsibilities, including Science, Digital, Energy, Resources, Small Business, Manufacturing, Advanced Technology, Commercialisation, Trade and Space. We also provide design and evaluation services for policy clients of the Business Grants Hub branch.</p>
<p>The Team & the Role:</p>	<p>The Science Programs section implements the Government’s science agenda through a number of grants programs and ad hoc grants, such as the Inspiring Australia – Science Engagement Programme, (including, Prime Minister’s Prizes for Science, Targeted Science Communication and National Science Week, Maker Projects, and Women in STEM Ambassador), Square Kilometre Array, the Antarctic Science Collaboration Initiative, the Australia-India Science Research Fund, the Australia-China Science Research Fund and Global Innovation Linkages. The team works in partnership with policy partners through all phases of policy implementation from design to delivery and closure, to achieve policy and program outcomes.</p> <p>As a Program Officer you will undertake complex work under the direction of an APS6 and/or EL1 supervisor. You will work as a member of a geographically dispersed team.</p>
<p>The Attractions:</p>	<p>You will join a close-knit team operating under the supervision of managers dedicated to cultivating a successful team environment with a supportive and flexible workplace culture. These roles offer the opportunity for career growth for those who are willing to work hard and contribute to the collective work and culture successes of the section and its priorities.</p>
<p>Links to additional information about the Department & Division</p>	<ul style="list-style-type: none"> • About the Department of Industry Science Energy & Resources • DISER Org Chart • 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.

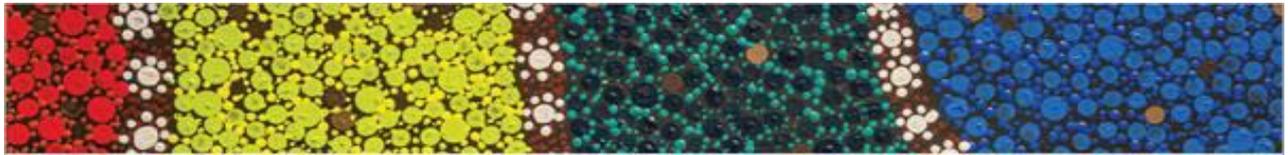
Application are due on Monday 26 April 2021 at 11.55pm (AEST or Sydney Time)

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.

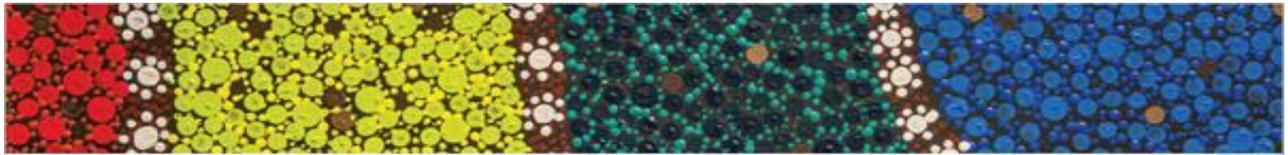
We want to know:

- 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

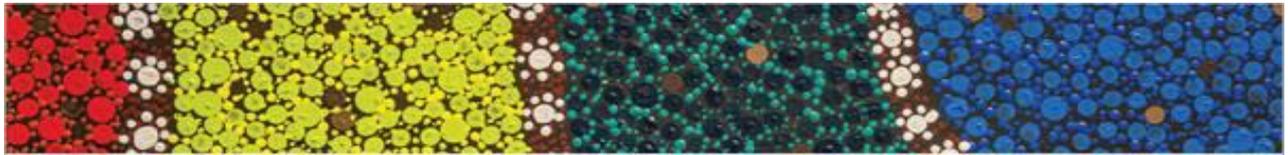
You will need to attach a current CV when you apply for this position.

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](#)