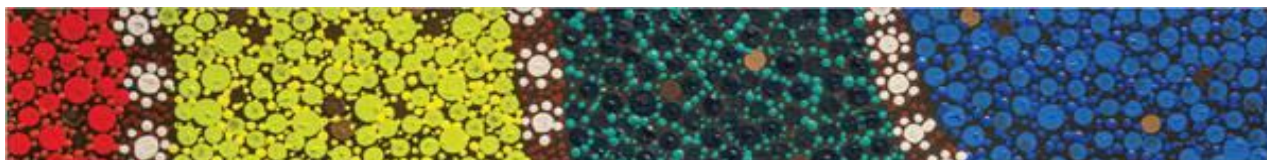


Program Strategy & Policy Officer

Position Number	40583/AES1-04
Position Title	Program Strategy and Policy Officer
APS Classification Range	APS6
Location	Canberra - Negotiable
Division	AusIndustry
Branch	Entrepreneurs' Program
Section	Program Strategy and Policy
Security clearance	Baseline Security Clearance needed

About the Role:

Primary Job Role	Strategic Policy Advice and Development
Role Purpose	<p>The Entrepreneurs Program and Strategy team performs a wide range of responsibilities to support management and administration of the program, including:</p> <ul style="list-style-type: none"> • Driving program strategy and providing advice and input into policy development processes to support achieving identified policy objectives. • Managing strategic governance arrangements to support achievement of program outcomes, including secretariat services and coordination. • Overseeing digital strategy, program evaluation, reporting and data management across the program. <p>We work with people all across Australia, ranging from policy, program management and delivery, data, evaluation and digital teams internally to private sector delivery partners and expert facilitators that are helping businesses to build their capability every day.</p>
Core responsibilities	<p>As Program Strategy and Policy Officer you will report to the Assistant Manager, Program Strategy and Policy to undertake complex work under broad direction.</p> <p>You will work as part of a team to deliver a range of co-ordination and support services to assist in and inform the successful delivery of the Entrepreneurs' Programme, ranging from:</p> <ul style="list-style-type: none"> • Responding to ad hoc requests from Minister's Office and Departmental Exec • Input into policy development and cabinet processes and implementation as needed • Assistance with Branch and ministerial coordination support (Briefing / Correspondence / Estimates / etc)

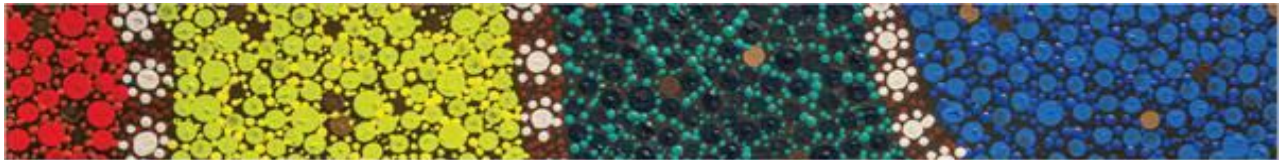


	<p>Business intelligence engagement with private sector delivery partners & facilitators</p> <ul style="list-style-type: none"> Supporting digital strategy, data and evaluation work as required.
Demonstrated Behaviours	<ul style="list-style-type: none"> Strong analytical thinking skills including the capacity to identify options and propose solutions A high level of attention to detail and A systematic approach to completing tasks Strong organisational skills including the ability to produce results requiring A quick turnaround Highly developed oral and written communication skills Good stakeholder management skills including the ability to consult, influence and persuade A collaborative, co-operative approach to working as part of A team The ability to work independently, showing initiative and drive.
Preferred knowledge	<ul style="list-style-type: none"> Strong analytical thinking skills including the capacity to identify options and propose solutions A high level of attention to detail and a systematic approach to completing tasks Strong organisational skills including the ability to produce results requiring a quick turnaround Highly developed oral and written communication skills Good stakeholder management skills including the ability to consult, influence and persuade A collaborative, co-operative approach to working as part of a team The ability to work independently, showing initiative and drive Background in contributing to briefing, policy development and drafting A broad knowledge of industry policy A background in managing coordination processes in a policy or program environment

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:

<ul style="list-style-type: none"> Strong analytical thinking skills including the capacity to identify options and propose solutions
<ul style="list-style-type: none"> A high level of attention to detail and a systematic approach to completing tasks
<ul style="list-style-type: none"> Highly developed oral and written communication skills
<ul style="list-style-type: none"> Good stakeholder management skills including the ability to consult, influence and persuade
<ul style="list-style-type: none"> Strong organisational skills including the ability to produce results requiring a quick turnaround
<ul style="list-style-type: none"> A collaborative, co-operative approach to working as part of a team



Background Information and Context

The Organisation:

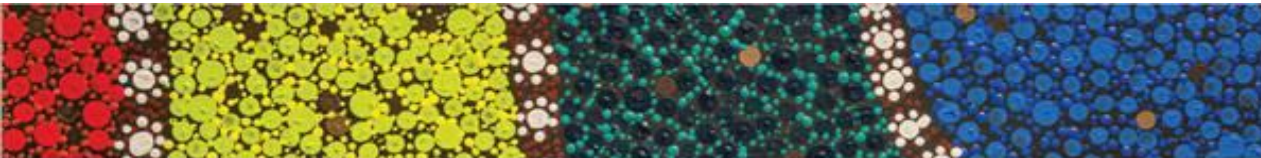
The AusIndustry Division actively and directly supports Australian businesses to grow and transform for the benefit of all Australians. The Division helps its customers become strong and self-reliant Australian businesses that are competitive in a national and global environment.

The Entrepreneurs' Programme:

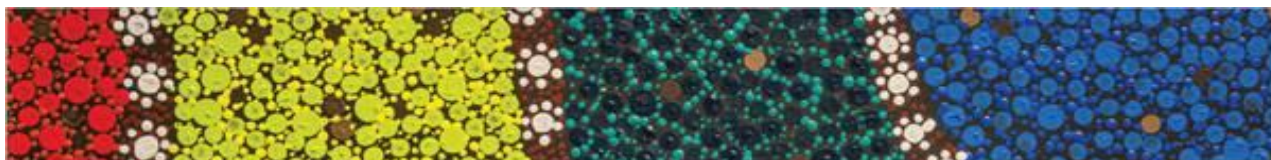
- delivers advice and grants to enable high-potential small and medium businesses to strengthen, grow, innovate and commercialise nationally and globally.
- works to improve business outcomes for clients, benefits the broader economy, as well as regions, sectors and communities.

The program helps businesses:

- To grow by understanding their potential and how to reach it.
- And researchers to innovate by building productive and collaborative relationships.
- With new-to-market opportunities to commercialise successfully into global markets.
- To rebuild from economic instability and strengthen their capabilities and resilience into the future.



<p>The Team & the Role:</p>	<p>The Entrepreneurs Program and Strategy team performs a wide range of responsibilities to support management and administration of the program, including:</p> <ul style="list-style-type: none"> • Driving program strategy and providing advice and input into policy development processes to support achieving identified policy objectives. • Managing strategic governance arrangements to support achievement of program outcomes, including secretariat services and coordination. • Overseeing digital strategy, program evaluation, reporting and data management across the program. <p>We work with people all across Australia, ranging from policy, program management and delivery, data, evaluation and digital teams internally to private sector delivery partners and expert facilitators that are helping businesses to build their capability every day.</p> <p>As Program Strategy and Policy Officer you will report to the Assistant Manager, Program Strategy and Policy to undertake complex work under broad direction. You will work as part of a team to deliver a range of co-ordination and support services to assist in and inform the successful delivery of the Entrepreneurs' Programme, ranging from:</p> <ul style="list-style-type: none"> • Responding to ad hoc requests from Minister's Office and Departmental Executive • Input into policy development and cabinet processes and implementation as needed • Assistance with Branch and ministerial coordination support (Briefing / Correspondence / Estimates / etc) • Business intelligence engagement with private sector delivery partners and facilitators • Supporting digital strategy, data and evaluation work as required.
<p>The Attractions:</p>	<p>This job will enable the applicant to develop a broad skillset including stakeholder management, digital, data and evaluation skills, strategic thinking, and clear and persuasive communication skills. We are also a friendly and supportive team, and work with people all across Australia, ranging from policy, program management and delivery, data, evaluation and digital teams internally to private sector delivery partners and expert facilitators that are helping businesses to build their capability every day.</p> <p>Working within the AusIndustry Division will also provide an overarching view of the range of programs that the department delivers and how the Government works with the private sector to support industry, research organisations and businesses to facilitate economic development opportunities, create jobs and drive investment. It will also provide an opportunity to see and contribute towards driving strategy and policy work for EP and support its implementation.</p>
<p>Links to provide additional information about the Department & Division</p>	<ul style="list-style-type: none"> • About the Department of Industry Science Energy & Resources • DISER Org Chart • Entrepreneurs' 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.

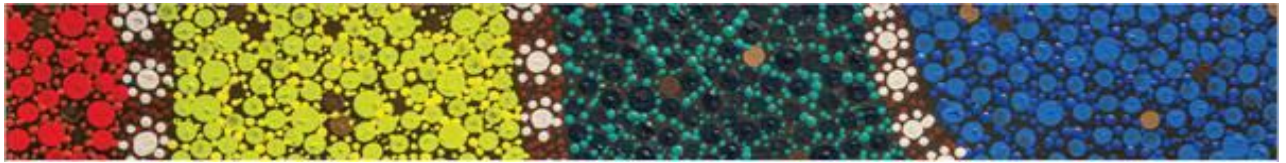
Application are due on Monday 26 April 2021 at 11.55pm (AEST or Sydney Time)

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.

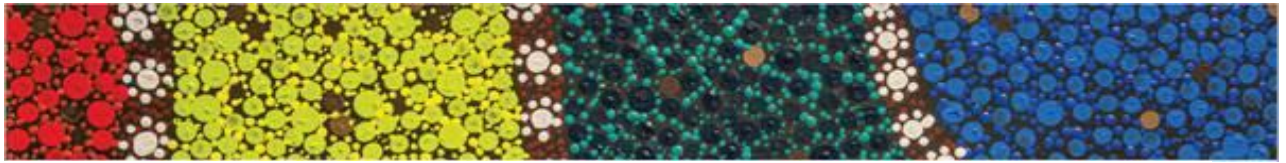
We want to know:

- 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

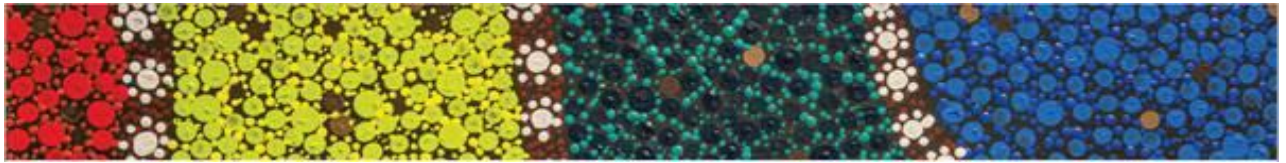
You will need to attach a current CV when you apply for this position.

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](#)