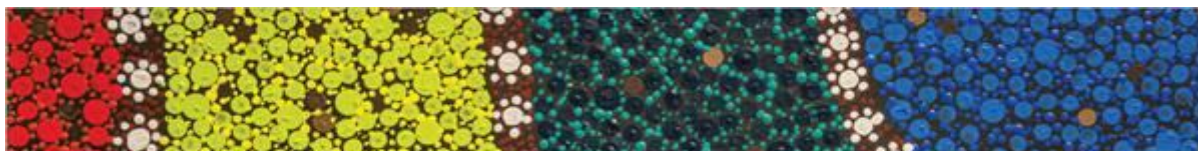
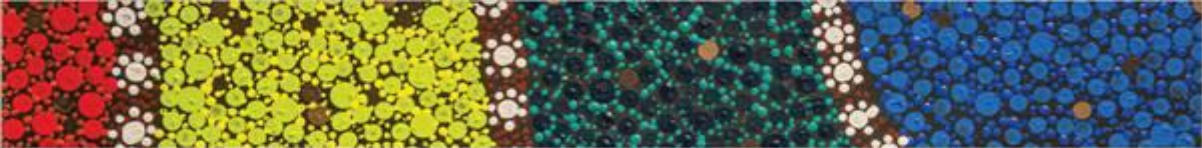


Senior Policy Officers and Assistant Directors – multiple positions Office of Northern Australia

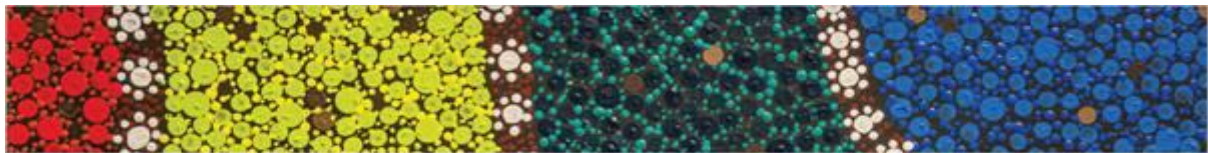
Position Number	AES11-27
Position Title	Senior Policy Officers and Assistant Directors – multiple positions
APS Classification	APS6 & EL1 positions
Location	Preference for Darwin, Cairns, Townsville with Canberra and Perth considered
Division	Northern Australia & Major Projects, Office of Northern Australia
Branch	Office of Northern Australia
Security clearance	<i>Baseline</i>
About the Role:	
Primary Job Role	Senior Policy Officers and Assistant Directors
Role Purpose	Strategic engagement planning for the Office of Northern Australia to ensure pan-northern engagement meets the needs of the organisation and stakeholders, aligned with the priority sectors for northern economic growth.
Core responsibilities	<ul style="list-style-type: none"> To communicate, collaborate and negotiate effectively with a wide range of stakeholders, including internally across the department and externally across the Australian Government, jurisdictions and industry sectors. To apply strong analytical, research and writing skills for all roles and be able to confidently communicate progress and outcomes occurring within the whole-of-government northern Australia economic development agenda.
Demonstrated Behaviours	<p>We require strong analytical, research and writing skills for all roles and the ability to confidently communicate progress and outcomes occurring within the whole-of-government northern Australia economic development agenda.</p> <p>The ability to remain adaptable and resilient when working in an environment that is fast paced, varied and susceptible to change, including working remotely from team members will be critical. Experience managing staff is highly desirable.</p> <p>We encourage applications from diverse backgrounds and experience relating to northern Australia and economic development.</p> <p>We strongly believe that diversity of experience, perspectives, and background will lead to a better environment for our employees and better outcomes for Australia.</p>
APS Integrated Leadership System	APS Integrated Leadership System



Role specific knowledge	To be considered for a role with ONA, you will understand the challenges faced in northern Australia and the economic development needs of the north.
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:	
Ability to lead a range of written material, such as regular reports to Ministers and departmental executive, correspondence, ministerial briefs and submissions to parliamentary inquires across a range of economic policy topics and initiatives.	
Have high-level written and verbal skills, attention to detail and sound judgement.	
Support the development of innovative engagement mapping tools.	
Be adaptable, resilient and solutions focused in a fast paced environment where staff are geographically dispersed.	
Having personal drive and the ability to adapt to changing priorities to deliver outcomes to a high standard under pressure and exercise sound judgement in strategically handling complex and sensitive work.	
Ability to provide guidance and support for APS staff in the team	
Background Information and Context	
The Organisation:	<p>The Office of Northern Australia (ONA) is a branch in the Northern Australia and Major Projects Division in the Department of Industry, Science, Energy and Resources. The department drives growth and job creation for a more prosperous Australia, by facilitating economic transformation and boosting business entrepreneurialism.</p> <p>The ONA coordinates the implementation of northern Australia policy, including the Our North, Our Future: White Paper on Developing Northern Australia, which sets out key policies and measures to drive growth in the north. ONA also provides policy advice, manages stakeholder engagement across the north, coordinates operational support for the Northern Australia Infrastructure Facility and facilitates governance structures related to northern Australia.</p>



<p>The Team & the Role:</p>	<p>All roles advertised require strong communication, collaboration and negotiating skills in order to interact with a wide range of stakeholders, including internally across the department and externally across the Australian Government, jurisdictions and industry sectors.</p> <ul style="list-style-type: none"> • You will need to be a driven, high performing individual who can effectively and confidently work in a geographically dispersed team. • Your ability to understand new issues quickly, think strategically and analytically, be self-directed, and apply sound judgment will be among your strengths. • We require strong analytical, research and writing skills for all roles and the ability to confidently communicate progress and outcomes occurring within the whole-of-government northern Australia economic development agenda.
<p>The Attractions:</p>	<ul style="list-style-type: none"> • We encourage applications from diverse backgrounds and experience relating to northern Australia and economic development. • We strongly believe that diversity of experience, perspectives, and background will lead to a better environment for our employees and better outcomes for Australia. • You will lead a variety of briefing requests such as meeting and policy briefs, question time briefs, respond to correspondence on a wide range of topics relevant to northern Australia, develop evidence-based case studies, research and analyse data to support evidence-based decision making, develop media releases, speeches, and other external communications products that support the northern agenda. • You will develop and maintain a professional network across government, industry sectors and economic development organisations to maintain currency and inform northern policy. • Our team is welcoming, collaborative and inclusive. • Our employment conditions include subsidised gym memberships after a qualifying period.
<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 • Enterprise Agreement (Salary Ranges) • Office of Northern Australia • Our North Our Future White Paper - Progress Update



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.

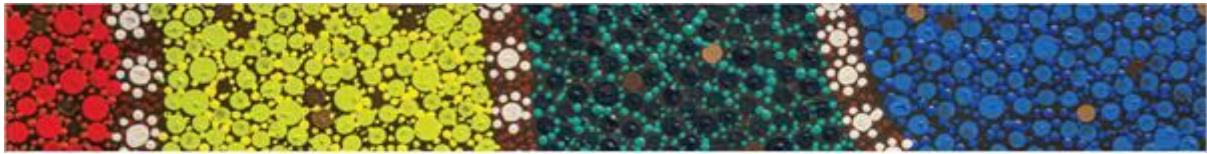
Application are due on Monday 26 April 2021 at 11.55pm (AEST or Sydney Time)

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.

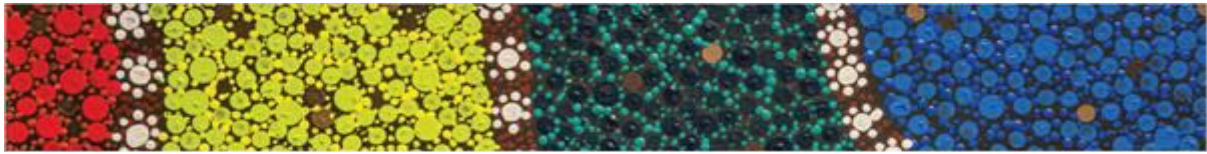
We want to know:

- 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

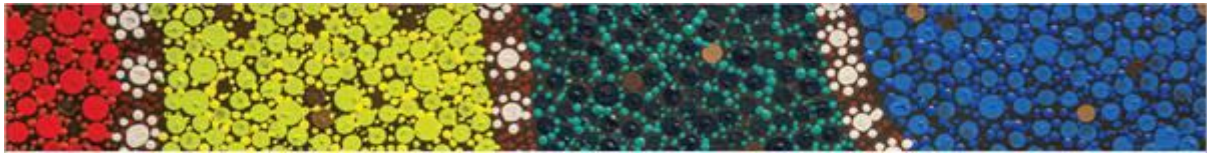
You will need to attach a current CV when you apply for this position.

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](#)