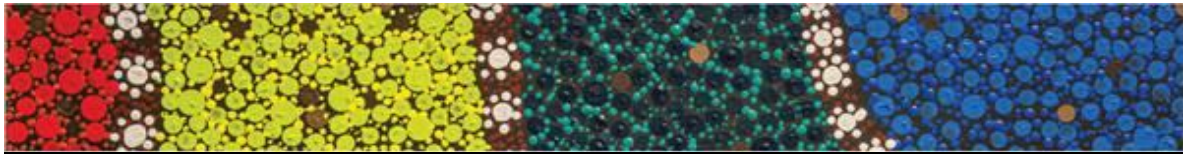


## Senior Policy Officer or Assistant Manager, Remediation Policy Section

<b>Position Number</b>	AES11-28
<b>Position Title</b>	Senior Policy Officer or Assistant Manager
<b>APS Classifications</b>	APS5/6/EL1
<b>Location</b>	Canberra or Darwin
<b>Division</b>	<b>Northern Australia &amp; Major Projects</b>
<b>Branch</b>	Major Projects
<b>Section</b>	Remediation Policy Section
<b>Security clearance</b>	Baseline
<b>About the Role:</b>	
<b>Primary Job Role</b>	Project Support
<b>Role Purpose</b>	To support Remediation Policy Section to manage risks and maintain the safety of human health and the environment on three projects arising from historical Australian Government actions. By doing this, we support leading practice rehabilitation of the former Rum Jungle and Ranger mine sites and effective environmental stewardship of Maralinga.
<b>Core responsibilities</b>	Manage the department's briefing, identification of risks and opportunities, development of options and stakeholder engagement in relation to the Ranger, Rum Jungle or Maralinga projects.
<b>Demonstrated Behaviours</b>	Ability to think strategically and engage with and assess different risks and opportunities (e.g. regional and northern Australia's development, environmental protection). Ability to work independently and manage competing timelines. Ability to engage with a range of stakeholders with different interests (e.g. local government, other Commonwealth agencies, land councils, environmental groups).
<b>APS Integrated Leadership System</b>	<a href="#">APS Integrated Leadership System</a>



<b>Preferred knowledge</b>	<ul style="list-style-type: none"> <li>• Proficiency in writing clearly and persuasively for a range of audiences</li> <li>• Experience in assessing technical proposals or developing risk, assurance or project management plans</li> <li>• Ability or interest in engaging with legislation and frameworks for decision-making</li> <li>• Experience in managing or working on projects which involve navigating uncertainty and adaptive management</li> </ul>
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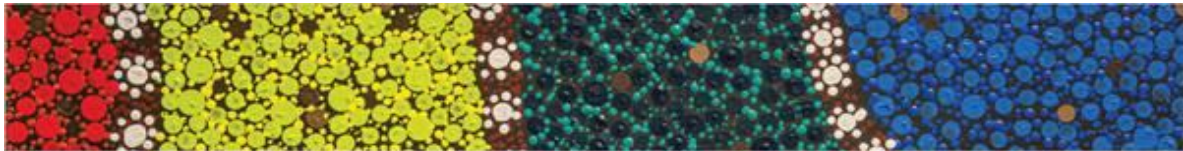
**About the Candidate:**

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:

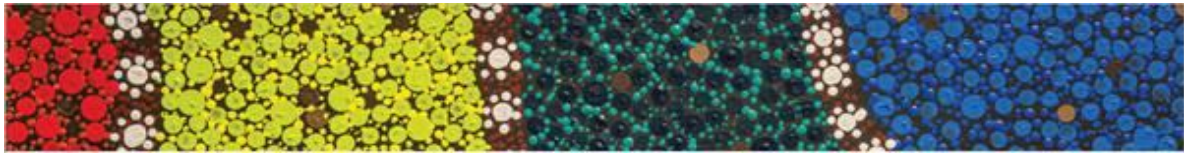
- Critical thinking skills and the ability to engage with risk
- Ability to manage competing priorities and develop own work plan and scope
- Solutions-focused and an ability to develop and assess proposals that balance social, environmental and financial implications
- Ability to engage with a diverse range of stakeholders

**Background Information and Context**

The Organisation:	<p>The Remediation Policy Section oversees the policies and activities concerning rehabilitation of lands where past Government actions have led to the need to manage indemnities and financial risk exposure, or maintain safe environmental conditions. The section is responsible for the regulatory framework for the Ranger uranium mine in the NT, is working with the NT Government to rehabilitate the former Rum Jungle mine site, and is implementing funding arrangements for care and maintenance of the former atomic weapons testing site at Maralinga in remote SA.</p>
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<p>The Team &amp; the Role:</p>	<p>In any given day, we:</p> <ul style="list-style-type: none"> <li>• review and pursue changes to Ranger's regulatory framework to ensure this framework supports and incentivises the mine operator to complete rehabilitation to the highest standard</li> <li>• engage with all three projects' Traditional Owners to understand their aspirations for the lands' land use</li> <li>• review and implement new project management, risk or assurance arrangements to minimise risks and liabilities on the Commonwealth and support appropriate decision-making</li> <li>• negotiate new funding and governance arrangements to support appropriate oversight and execution of significant, capital intensive rehabilitation programs.</li> </ul>
<p>The Attractions:</p>	<p>Remediation Policy Section performs a combination of project and policy roles. The work we do each day is diverse. Our oversight of the Ranger, Rum Jungle and Maralinga projects also means we have the opportunity to engage with and respond directly to local communities about their concerns and aspirations. This is a privilege. Our work is interesting but also challenging, and there's lots of space and opportunity to put your mark on these projects (they last for decades, if not forever, after all). We welcome new ideas and challenging the old ways of doing things.</p>
<p>Links to provide additional information about the Department &amp; Division</p>	<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> <li>• <a href="#">Ranger Uranium Mine information</a></li> <li>• <a href="#">Rum Jungle Uranium Mine information</a></li> <li>• <a href="#">Maralinga Test Site information</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.

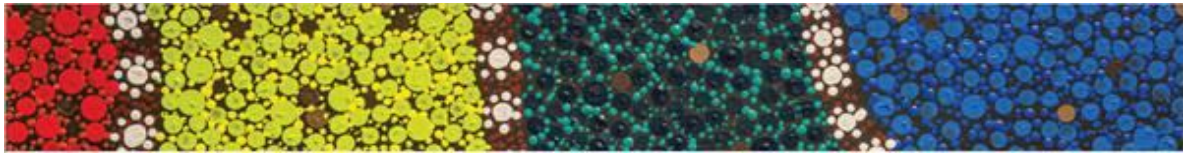
**Application are due on Monday 26 April 2021 at 11.55pm (AEST or Sydney Time)**

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.

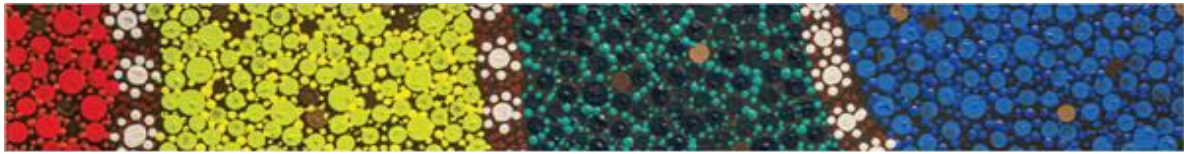
We want to know:

- 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 shame, 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

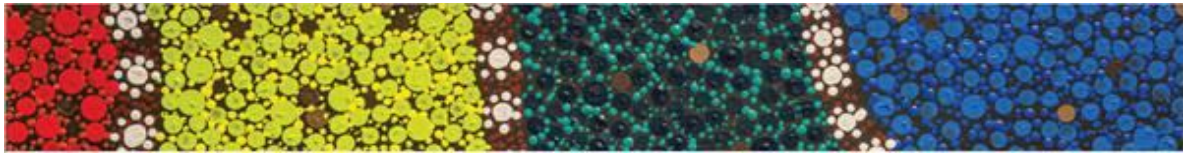
You will need to attach a current CV when you apply for this position.

### 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](#)