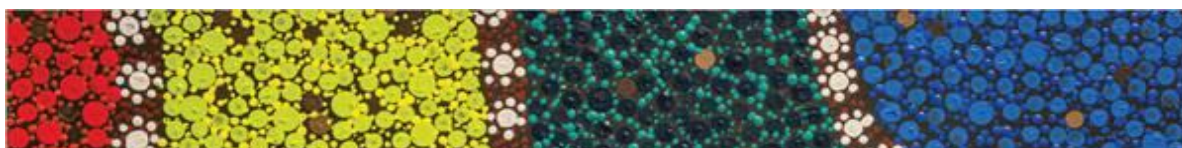
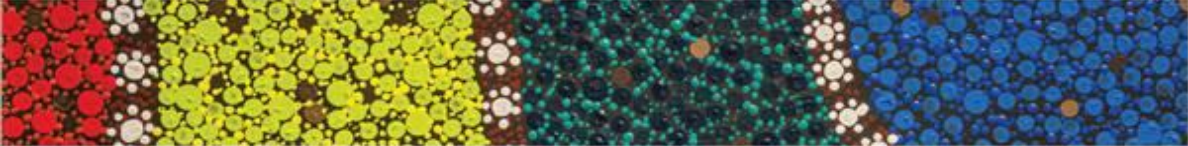


Parliamentary Services Officer Strategic Policy Division

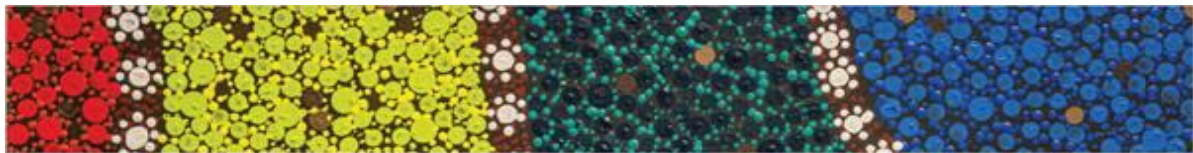
Position Number	AES14-33
Position Title	Parliamentary Services Officer
APS Classification Range	APS3/4
Location	Canberra
Division	Strategic Policy
Branch	Strategic Policy
Section	Parliamentary Services
Security clearance	Baseline
Licences	Driver's Licence required
About the Role:	
Primary Job Role	Ministerial and Parliamentary Support
Role Purpose	The Parliamentary Services Team (PST) provides a variety of parliamentary services. We facilitate the workflow of ministerial correspondence, organise the portfolio's attendance at Senate Estimates, provide administration and other support for the Parliamentary Document Management System (PDMS), and manage other related functions including Question Time Briefs (QTB), parliamentary inquiries and questions on notice.
Core responsibilities	<ul style="list-style-type: none"> • Registering ministerial correspondence in a timely fashion, including accurately assigning it to the appropriate contact for action; • Contributing to team tasks including preparation for Senate Estimates, various types of questions on notice, QTBs, parliamentary inquiries and inter-departmental referrals; • Manage and respond to enquiries via telephone, email and written correspondence; • Drafting and maintaining departmental parliamentary procedures; • Courier documents to and from Parliament House; and • Other tasks as required.



Demonstrated Behaviours APS Integrated Leadership System	<ul style="list-style-type: none"> • Nurtures internal and external relationships • Shows judgement, intelligence and common sense • Communicates clearly • Negotiates confidently • Shares learning and supports others • Responds positively to change
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"> • The ability to establish and maintain productive working relationships with stakeholders including ministerial offices, line areas across the department and portfolio and external contacts 	
<ul style="list-style-type: none"> • Excellent organisational and problem-solving skills with keen attention-to-detail 	
<ul style="list-style-type: none"> • Excellent verbal and written communication skills including the ability to analyse and comprehend others' communication styles and standards 	
<ul style="list-style-type: none"> • Adaptability and a willingness to embrace a fast-paced work environment 	
<ul style="list-style-type: none"> • Demonstrated judgement to identify priorities and risks, and how changes in the broader work environment may impact on team objectives 	
Preferred knowledge	<ul style="list-style-type: none"> • A pro-active attitude that focusses on solutions; • A willingness to learn and contribute to an enthusiastic, supportive team culture dedicated to continuous improvement. • Familiarity with PDMS would be an advantage (but is not essential).
Background Information and Context	
The Organisation:	The Department of Industry, Science, Energy and Resources drives economic growth and job creation for all Australians. Strategic Policy Division plays an important and varied role within this space, and has three separate Branches all response for key aspects of service delivery.
The Team & the Role:	The Ministerial Liaison Office (MLO), which includes the Parliamentary Service Team, provides advice, support and liaison, and is responsible for managing the day-to-day parliamentary operations, between the department, portfolio agencies and our Ministers' offices (MO).



<p>■ ■ The Attractions:</p>	<p>The Parliamentary Services Team works in a fast-paced environment, providing essential services for the portfolio. There is constant stakeholder liaison combined with a proactive approach to helping each other and supporting the overall provision of parliamentary services to our Ministers' offices, the Department's Executive and portfolio agencies. Staff have access to cross-portfolio material and are frequently called upon to give guidance and advice on matters of importance.</p>
<p>Links relevant to the role for further information</p>	<p>About the Department of Industry Science Energy & Resources DISER Org Chart Salary Ranges - Enterprise Agreement</p>



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.

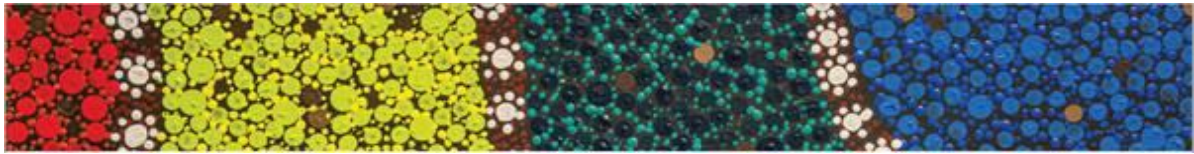
Application are due on Monday 26 April 2021 at 11.55pm (AEST or Sydney Time)

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.

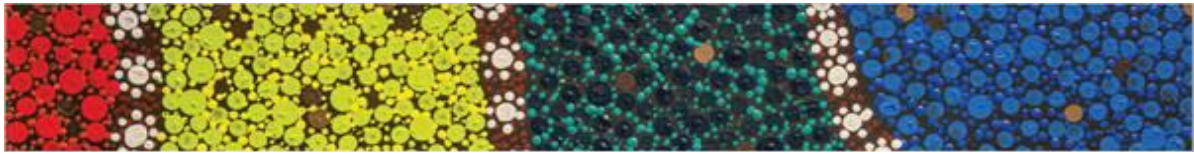
We want to know:

- 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

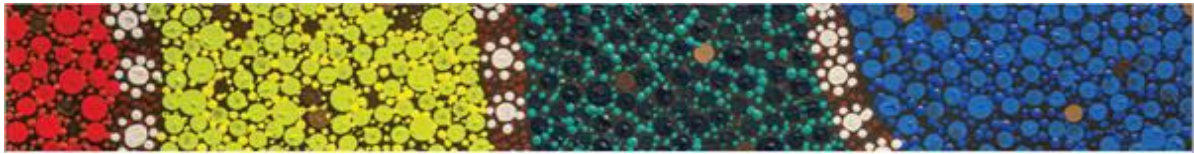
You will need to attach a current CV when you apply for this position.

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](#)