

Policy Officer, Strategic Policy Division - Portfolio & Budget Strategy

Position Number	42629/AES14-34
Position Title	Policy Officer / Senior Policy Officer
APS Classification Range	APS5/6
Location	Industry House, Canberra
Division	Strategic Policy
Branch	Strategic Policy
Section	Portfolio and Budget Strategy - Industry and Science
Security clearance	Baseline

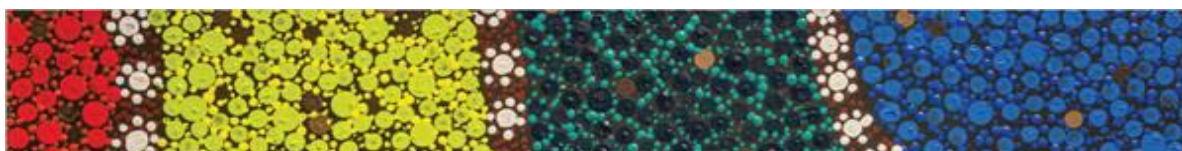
About the Role:

Primary Job Role	Strategic Policy Advice and Development
Role Purpose	The Policy Officer will work in the main on cross-Government issues, developing and communicating departmental positions on key submissions and seeking views across the department to inform our advice to ministers.
Core responsibilities	You will build and maintain a strong understanding of the Government's priority agendas, and our department's contribution to them, by supporting the team in the preparation of briefings for Cabinet and inter-departmental committee meetings. The candidate will develop their briefing and research abilities by assisting the team in the drafting of briefs for cabinet meetings and drafting the department's response to cabinet submissions.
Demonstrated Behaviours APS Integrated Leadership System	The job will require the candidate to develop skills to produce high quality written material in short time frames and operate under pressure.

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:

- Demonstrated ability to think strategically
- Ability to manage competing priorities in tight timeframes



<ul style="list-style-type: none"> • Ability to gather and prioritise information from a variety of sources and distil into succinct advice
<ul style="list-style-type: none"> • Demonstrated interpersonal and communications skills
<ul style="list-style-type: none"> • Experience with Government processes and the preparation of briefing
<ul style="list-style-type: none"> • Experience working in a highly flexible team

Preferred knowledge	<ul style="list-style-type: none"> • proficiency in writing and communication complex messaging • ability to quickly adapt to changing work priorities • aptitude for strategic thinking and gathering information • understanding of Government processes
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Background Information and Context

The Team & the Role:	<p>The Portfolio and Budget Strategy (Industry and Science) team works on a wide range of policy and strategic issues across the department, providing advice to the departmental Executive and Ministers.</p> <p>We help shape, articulate and prosecute the strategic direction of the portfolio to increase the influence and impact of our policy and program suite in delivering outcomes for Australians.</p> <p>We work with the Strategic Policy Committee and Corporate Division to shape the portfolio's priorities and forward plan, and support the Budget cycle working on corporate planning documents, IGBs, Budget/MYEFO submissions, etc., and we also hold the pen on sections of the portfolio's Budget Cabinet submissions and Portfolio Budget Statements articulating our strategy.</p>
The Attractions:	<p>The work of this section is interesting, fast moving and strategic in focus. It lies consistently at the core of what's happening strategically across the whole department.</p> <p>We work closely with the Executive and Ministers Offices, and with a large number of policy Divisions, giving us a broad overview of everything the portfolio does.</p> <p>It is an exciting place to work, providing our people with a great combination of skills and corporate knowledge - which makes this one of the most sought after sections in which to work across the department.</p>

 <p>Links relevant to the role for further information</p>	<p>About the Department of Industry Science Energy & Resources</p> <p>DISER Org Chart</p> <p>Salary Ranges - Enterprise Agreement</p>
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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.

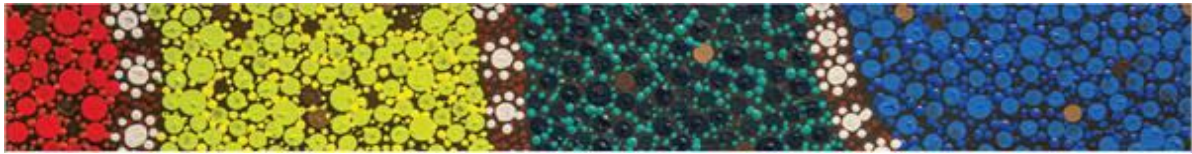
Application are due on Monday 26 April 2021 at 11.55pm (AEST or Sydney Time)

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.

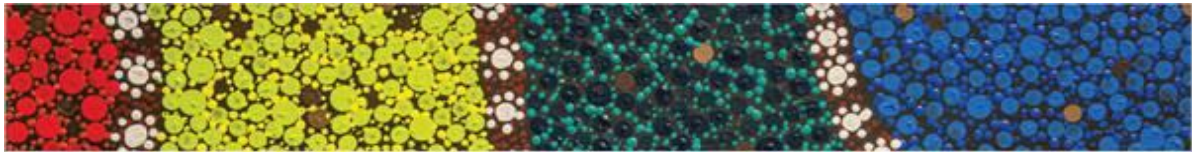
We want to know:

- 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

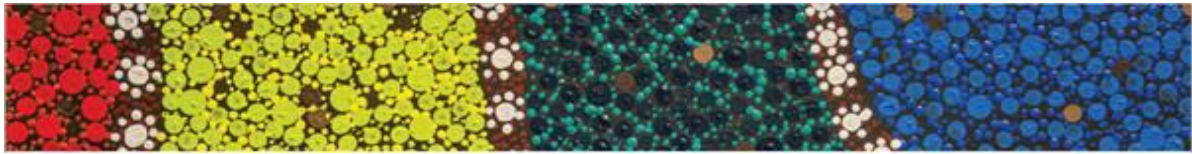
You will need to attach a current CV when you apply for this position.

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](#)