

Administration Officer, Australian Space Agency

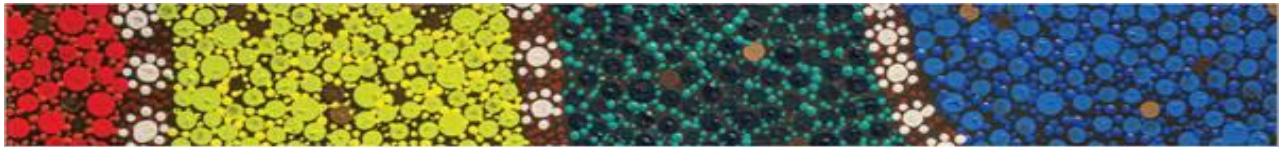
Position Number	AES2-07
Position Title	Administrative Officer
APS Classification Range	APS5
Location	Adelaide
Division	Australian Space Agency
Security clearance	Baseline security clearance required

About the Role:

Primary Job Function	Service Support and Support
Core responsibilities	<ul style="list-style-type: none"> • Support to the executive • Support for event management, customer service and facilities management • Support to the Team Leaders in the Australian Space Discovery Centre
Demonstrated Behaviours	<p>The successful applicant will:</p> <ul style="list-style-type: none"> • understand and support the organisation's vision, mission, values and the business objectives • be able to identify the relationship between the organisational goals and operational tasks • build and sustain positive relationships with team members, stakeholders and clients • take personal responsibility for meeting objectives and progressing work • commit energy and drive to see that goals are achieved.
Preferred knowledge	Executive support, human resources and procurement

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:

- Experience in event and project management
- Capability to multi-task across a large number of tasks and activities
- Experience in executive support
- An interest in communicating on topics relevant to the Australian Space Discovery Centre such as STEM, earth and space science, technology and innovation, education, medicine, and human history and culture; and an enthusiasm for Australia's space sector; and a willingness to learn
- Understanding of/or ability to develop understanding of government processes, particularly in governance policies and procedures, procurement and recruitment



Background Information and Context

The Organisation:

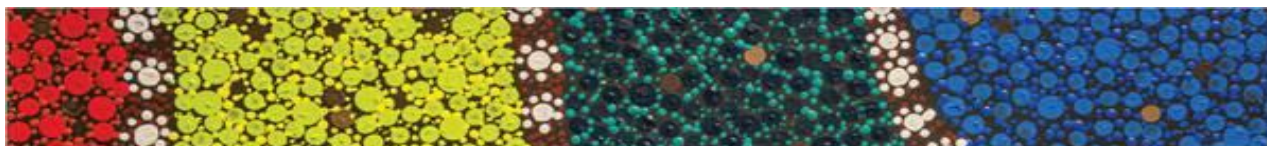
The purpose of the Australian Space Agency (the Agency) is to transform and grow a globally respected Australian space industry that lifts the broader economy, inspires and improves the lives of Australians – underpinned by strong international and national engagement.

The 10 year plan for the Australian space industry is outlined in the [Advancing Space: Australian Civil Space Strategy](#) which outlines four pillars and the seven key priority areas which sets a path to triple size of space economy and create another 20,000 jobs in Australia.

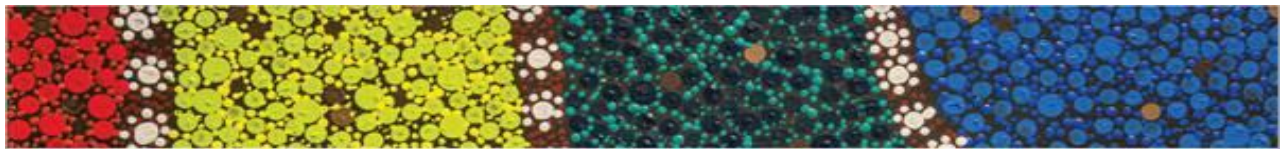
Responsibilities of the Agency include:

- providing national policy and strategic advice on the civil space sector
- coordinating Australia's domestic space sector activities
- leading international space engagement
- supporting the growth of Australia's space industry and the use of space across the broader economy including the Moon to Mars initiative (M2M)
- administering space activities legislation and delivering on our international obligations
- inspiring the Australia community and the next generation of space entrepreneurs.

In conjunction with the Australian Public Service (APS) Code of Conduct and Values, the Agency has specific values that guide how we conduct our business both internally and externally. It is expected that all staff of the Agency closely identify and embrace these values.



<p>The Team & the Role:</p>	<p>The successful candidate will support the Operations Assistant Manager with executive support, facility management, property, merchandise management and event management as well as supporting the Manager of the Australian Space Discovery Centre to deliver a quality visitor experience.</p> <p>These tasks include:</p> <ul style="list-style-type: none"> • supporting the Team Leaders in the Australian Space Discovery Centre • ordering and accepting deliveries logging and following up on jobs to property/IT for the facility and the staff • monitoring and updating the merchandise database for the Adelaide and Canberra Offices coordinating, setting up and packing up for high profile meetings and events • staffing the reception desk • operating a pop-up retail shop, • minor cleaning and maintenance <p>This Role will also require a Working with Children Check.</p>
<p>The Attractions:</p>	<ul style="list-style-type: none"> • Be part of an exciting new industry in Australia; • Work with colleagues in teams which contribute to national and global technology development; • Work in a place where staff empowerment is a key value; • Have the coolest work email address your.name@space.gov.au
<p>Links to additional information about the role or division</p>	<ul style="list-style-type: none"> • About the Department of Industry Science Energy & Resources • DISER Org Chart • Australian Space Agency • 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.

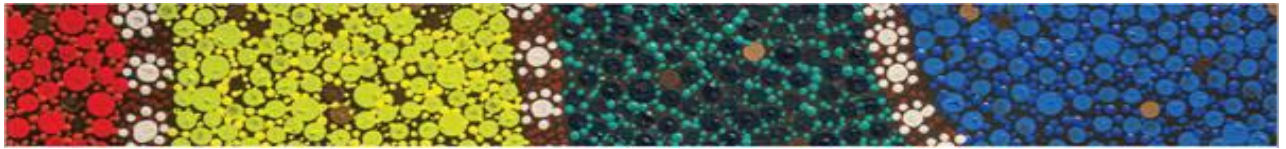
Application are due on Monday 26 April 2021 at 11.55pm (AEST or Sydney Time)

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.

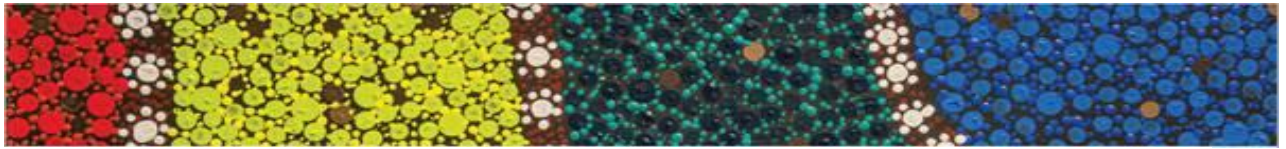
We want to know:

- 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 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

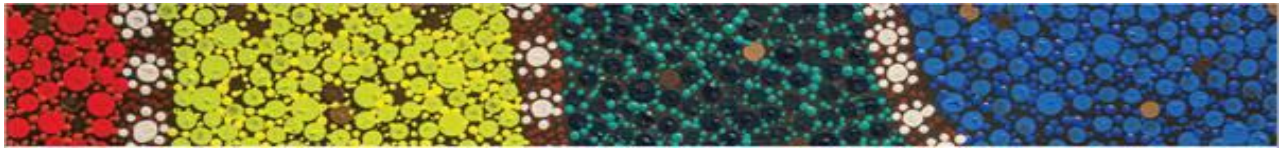
You will need to attach a current CV when you apply for this position.

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 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](#)