

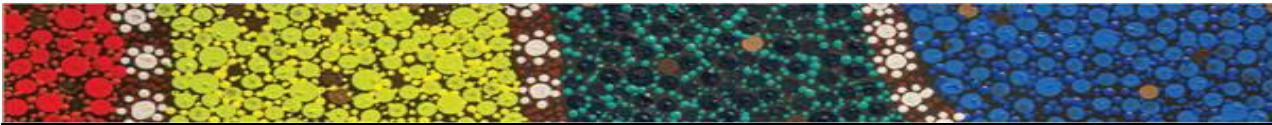
## Administration and Business Management Officer Climate Active Team – International Climate & Technology

<b>Position Number</b>	AES 29-03
<b>Position Title</b>	Administration and Business Management Officer
<b>APS Classification Range</b>	APS4/5/6
<b>Location</b>	Canberra (location negotiable)
<b>Division</b>	International Climate and Technology Division
<b>Branch</b>	Climate Active
<b>Section</b>	Climate Active Team
<b>Ongoing/ Non-Ongoing</b>	Ongoing
<b>Security clearance</b>	Baseline

### About the Role:

<b>Primary Job Family</b>	Administration
<b>Primary Job Function</b>	Business Support
<b>Primary Job Role</b>	Business Management
<b>Role Purpose</b>	To provide resource management and business support to operational functions of the Climate Active Team.

<b>Core responsibilities</b>	<ul style="list-style-type: none"> <li>• Manage competing priorities; be flexible, adaptable and able to shift between tasks seamlessly</li> <li>• Effectively communicate, both written and verbally, to various audiences; both simple and complex matters; excellent stakeholder management skills</li> <li>• Undertake, and prepare, reporting for internal and external stakeholders; knowledge of data management</li> <li>• Excellent problem solving skills and a keen eye for detail</li> <li>• Budget and contract management</li> <li>• Sound knowledge of budget and contract management</li> <li>• Willingness to learn new skills and gain technical knowledge (i.e. carbon accounting)</li> </ul>
<b>Demonstrated Behaviours</b>	<ul style="list-style-type: none"> <li>• Managing projects, including conducting procurement processes</li> <li>• Engaging with stakeholders in the development of solutions in facing complex problems</li> <li>• Writing reports and delivering/presenting recommendations</li> <li>• Stakeholder engagement</li> <li>• Managing procurements and contract management including relationship with suppliers</li> </ul>



## 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 how they:

- Demonstrate or can quickly develop high level planning and organisational skills
- Communicate effectively both written and verbally, to various audiences; both simple and complex matters
- Engage effectively with stakeholders
- Demonstrate or can quickly develop a sound knowledge of budget management, contract management and departmental corporate obligations in a government context
- Have a willingness to learn new skills and gain technical knowledge (i.e. carbon accounting)

## Preferred knowledge

- Qualifications or experience in risk/compliance, preparing and delivering training, business management, legal and/or certification or program schemes, would be highly desirable but are not essential

## Background Information and Context:

The Organisation:	<p>Our department is delivering a significant agenda on behalf of the Australian Government and Australia across a broad portfolio, spanning:</p> <ul style="list-style-type: none"> <li>• science and industry</li> <li>• resources and northern Australia</li> <li>• emissions reductions and clean energy</li> <li>• energy markets</li> <li>• small and family business</li> </ul>
The Team & the Role:	<p>Climate Active is Australia's leading initiative for voluntary action on climate change. It's a unique partnership underpinned by government, driven by members and activated by consumers. Climate Active represents Australia's collective effort to measure, reduce, and offset carbon emissions. It enables individuals, businesses and government to work together to protect our climate now and for the future.</p> <p>Our team maintains the voluntary Climate Active Carbon Neutral Standard (<a href="https://www.industry.gov.au/regulations-and-standards/climate-active">https://www.industry.gov.au/regulations-and-standards/climate-active</a>). Certification is awarded to businesses and organisations that have credibly reached a state of carbon neutrality. The Climate Active trade mark identifies organisations that have undertaken this rigorous journey to be carbon neutral.</p> <p>Climate Active manages over 250 certifications spread across most sectors of the economy and our membership base is growing rapidly. Our network of members includes energy providers, airlines, banks, art galleries, councils, wineries, zoos, hotels, architects, universities and schools.</p>
The Attractions:	<p>Climate Active is administered by a dynamic and collaborative team with expertise in program and policy development, strategic communications, businesses engagement, international offset markets, carbon accounting and business thinking.</p> <p>Climate Active sits within the International Climate and Technology Division which provides policy, program and technical support to the Australian Government on climate change.</p>

	
Links for further information	<a href="#">About the Department of Industry Science Energy &amp; Resources</a> <a href="#">DISER Org Chart</a>

## 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.

**Applications close on Friday 7 May 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.

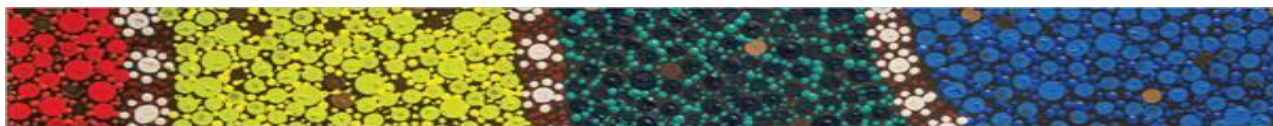
## SUBMITTING YOUR APPLICATION:

Application Closing date & time:	Friday 7 May 2021 at 11.55pm (AEST or Sydney Time)
Email your application to:	Email address: <a href="mailto:talent@aes.org.au">talent@aes.org.au</a>
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.

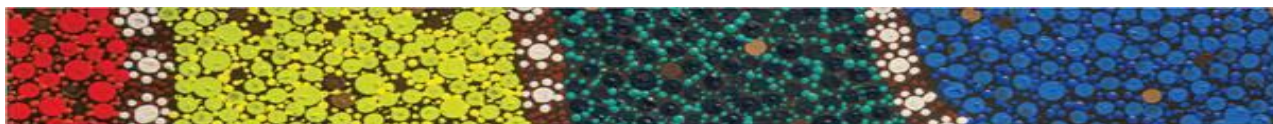
Try not to duplicate information that can already be found in your CV, but do highlight any specific examples or achievements that will demonstrate your ability to perform the role.

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:

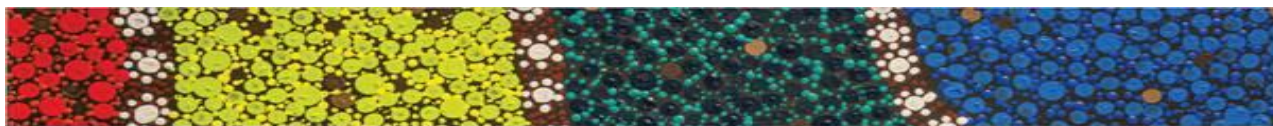
- ☐ **Pitch document – up to 2 pages**
- ☐ **Updated CV with current contact details**
- ☐ **Details of two referees – (one should be your current supervisor/or most recent supervisor)**

If you are invited to an interview and are the recommended applicant, you will be required to:

- ☐ **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.***

## RecruitAbility scheme

Please also advise if you wish to opt-in to the [RecruitAbility](#) scheme.

Recruitability is an Australian Public Service-wide initiative that offers applicants with a disability the opportunity to progress to the interview stage of our recruitment process if you meet the minimum requirements of the job.

If you wish to opt-in to the Recruitability Scheme please let us know by emailing [talent@aes.org.au](mailto:talent@aes.org.au)

For more information about Recruitability please visit <https://www.apsc.gov.au/working-aps/diversity-and-inclusion/disability/recruitability/recruitability-scheme-guide-applicants>.

## 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](#)