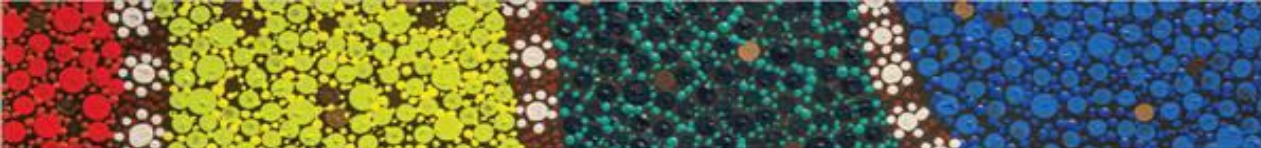
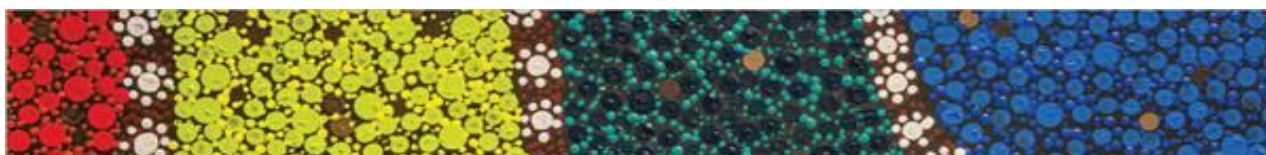


Assistant Account Manager/Grant Program Designer, Business Grants Hub

Position Number	AES3-09
Position Title	Assistant Account Manager / Grant Program designer
APS Classification Range	APS6
Location	Sydney, Melbourne, Brisbane, Canberra (location is negotiable)
Division	Corporate & Digital
Branch	Business Grants Hub
Section	Design and Liaison
Security clearance	Baseline Security Clearance needed
About the Role	
Primary Job Role	Program Management
Role Purpose	<ul style="list-style-type: none">• To manage relationships with policy partners and lead the design of government granting programs in the Business Grants Hub.• To co-design programs with policy partners to be cost effective, fit for purpose, innovative and consistent with whole-of-government and Business Grants Hub frameworks.



Core responsibilities	<p>As an assistant account manager / grant program designer, you will be responsible for managing relationships with policy partners from external agencies.</p> <p>In particular, you will:</p> <ul style="list-style-type: none"> • assist in shaping, influence and negotiate program design with a multi-discipline project team • contribute to early discussions with policy partners around new policy proposals and prepare program costing • draft a range of program documentation including service schedules, guidelines, application forms, grant agreements, web content, system specifications, and • provide input to briefings and reports • work towards key deliverables in order to launch programs on time, in consultation with policy partners, program managers, AusIndustry Finance, AusIndustry Systems, business.gov.au web team, Evaluation Unit, etc. • contribute to improvement of templates and processes.
Demonstrated Behaviours	<ul style="list-style-type: none"> • You are motivated by the opportunity to contribute to improving Australian business growth and have a good understanding of grants management and program design. • You build relationships based on trust and credibility established on the basis of an effective track record. • You are a skilled communicator, showing an understanding of other perspectives and the capacity to represent a sound position with confidence. • You are open to learning, applying contemporary knowledge and creativity to solve problems and guiding others to do the same. • You use sound judgment to make timely, balanced and considered decisions in a high paced environment. • You draw on your personal resilience to manage and adapt to changing circumstances and the ability to adapt, interpret ambiguous information and problem solve to develop solutions. • You have a track record of engaging with and listening to people to accommodate challenges and achieve outcomes. • You demonstrate empathy in your dealings with people from diverse backgrounds.
Preferred knowledge	<ul style="list-style-type: none"> • The ability to monitor emerging issues, identify their implications and respond on the basis of sound judgement and consideration of the broader context



Role specific knowledge	<ul style="list-style-type: none"> • A background of applying Commonwealth Grants Rules and Guidelines and other whole of government frameworks to the design of grants programs • Experience in grant program design, management and delivery including in the application of project management frameworks and guidelines • Experience in using systems such as grants management systems and finance systems.
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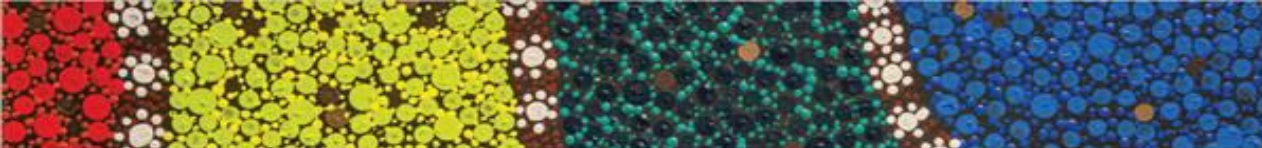
About the Candidate:

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:

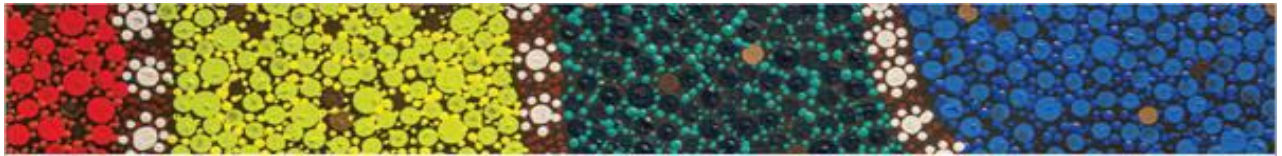
<ul style="list-style-type: none"> • Sound judgment including the ability to think critically about and discriminate between options
<ul style="list-style-type: none"> • Highly developed analytical and problem solving skills including the ability to develop solutions in situations that require considerable interpretation and analysis
<ul style="list-style-type: none"> • Strong organisational skills including the ability to manage and prioritise a high volume of work
<ul style="list-style-type: none"> • Highly developed oral and written communication skills including the ability to negotiate and present a position with authority
<ul style="list-style-type: none"> • High level relationship management skills including the ability to develop effective working relationships and networks and to manage and influence the expectations of key stakeholders.

Background Information and Context

The Organisation:	<p>The Business Grants Hub Branch leads the delivery of programs through the Business Grants Hub, the shared service arrangement for delivery of Commonwealth Grants. The branch is responsible for:</p> <ul style="list-style-type: none"> • Engaging, Designing, Selecting, Establishing and Managing grants in partnership with other Commonwealth departments through the Business Grants Hub. • Maintaining strong relationships with policy agencies to ensure successful delivery of outcomes across government, as well as driving improvements in program delivery and operations • Onboarding and workforce planning for programs delivered through the Business Grants Hub. • Establishing and maintaining constructive relationships with a range of grantees including businesses, councils, not-for-profits, environmental groups and research organisations to ensure delivery of outcomes. • Program reporting and governance.
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<p>The Team & the Role:</p>	<p>The Design and Liaison section</p> <ul style="list-style-type: none"> • manages relationships with policy partners and leads the design of government granting programs in the Business Grants Hub • co-designs funding programs with policy partners to be cost effective, fit-for-purpose, innovative and consistent with whole-of-government and Business Grants Hub frameworks, having regard to risk • communicates the purpose and operations of the Business Grants Hub and the importance of using standard processes, tools and templates • takes a program from first contact with policy partners through to program launch, and hands over to one of our program delivery teams • collects feedback from customers, policy partners and program teams through various mechanisms, including user experience testing, to determine the effectiveness of processes, tools, templates and systems.
<p>The Attractions:</p>	<p>We have a strong focus on delivering quality in a fast-paced environment. We are geographically dispersed, and see this as a strength as it helps us bring diverse perspectives to the work we do.</p>
<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 • 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.

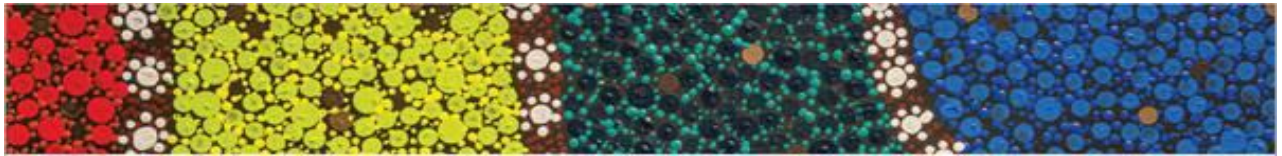
Application are due on Monday 26 April 2021 at 11.55pm (AEST or Sydney Time)

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.

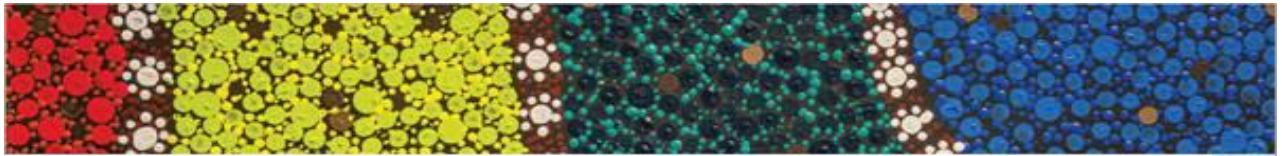
We want to know:

- 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 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

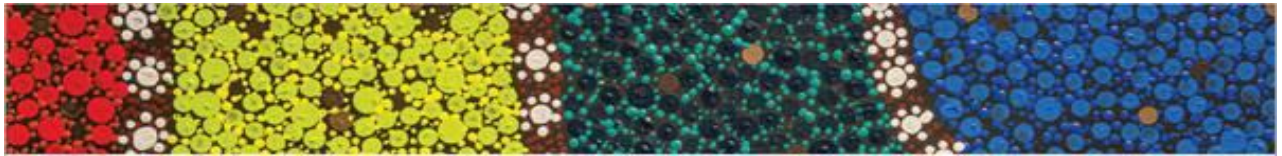
You will need to attach a current CV when you apply for this position.

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](#)