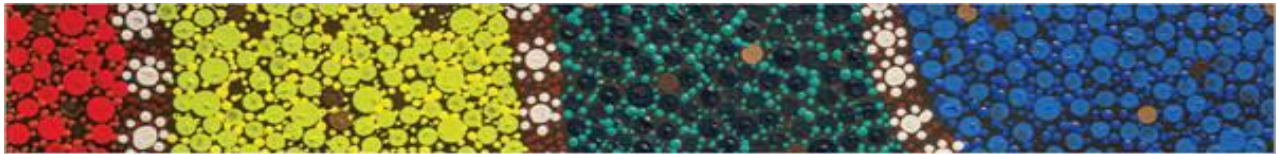


Program Onboarding Officer

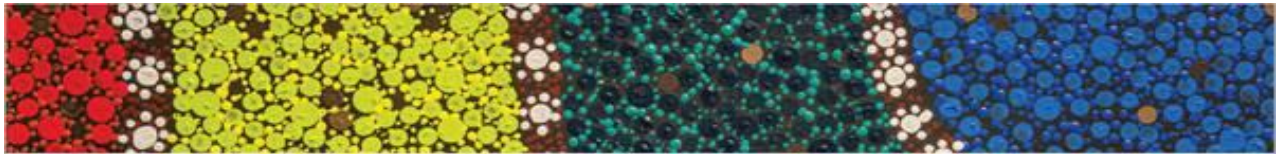
Position Number	AES3-10
Position Title	Program Onboarding Officer
APS Classification Range	APS6
Location	Canberra (negotiable)
Division	Chief Financial Officer Group
Branch	Business Grants Hub
Section	Systems and Support
Security clearance	Baseline

About the Role:

Primary Job Function	Research
Primary Job Role	Business Analyst
Role Purpose	Translating grant documentation into technical information to support system configuration.
Core responsibilities	<ul style="list-style-type: none"> • Translate grant designs into technical information for the IT team to support system configuration and the development of technical specifications; • collaborate with the IT team to communicate an understanding of business needs and required outcomes; • undertake user acceptance testing to ensure that it aligns with user needs and system capabilities; • document feedback received from users and developers, drawing on this information to identify patterns and trends and to recommend areas of improvement; • develop and maintain relevant technical knowledge in order to support the provision of quality advice and expertise; • support and mentor other members of the team to develop their capability, build a positive productive culture, and facilitate the production of high-quality work.
Demonstrated Behaviours	The role requires an ability to show judgement, intelligence and common sense; take responsibility for managing work to achieve results; listen to, understand and recognise the needs of others; a commitment to action, shares learnings and supports others; listens, understands and adapts to audiences.

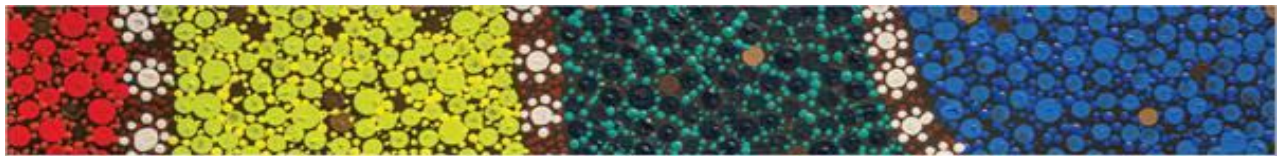


Preferred knowledge	<ul style="list-style-type: none"> • The ability to work independently and proactively to progress own work • Strong organisational skills including the ability to deliver high quality outcomes on time in the context of competing priorities • Well-developed analytical skills and evidence-based approach to solving problems • Well-developed oral and written communication skills including the ability to translate technical information clearly into plain English • Good interpersonal skills including the ability to negotiate and resolve problems for customers
Role specific knowledge	<ul style="list-style-type: none"> • Ability to translate business needs into technical requirements • a strong understanding of the processes and methods used to develop IT products and solutions • extensive experience of guiding IT projects by working between IT and the end user.
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"> • Demonstrated experience in defining business needs and translating these into technical IT requirements 	
<ul style="list-style-type: none"> • Experience of guiding IT projects by working between IT and end users 	
<ul style="list-style-type: none"> • Effective organisational skills and ability to successfully manage multiple demands in a high-pressure environment 	
<ul style="list-style-type: none"> • High level stakeholder engagement and relationship management skills 	
<ul style="list-style-type: none"> • Demonstrated resilience and ability to work through changing circumstances 	
<ul style="list-style-type: none"> • Good interpersonal skills including the ability to negotiate and resolve problems for customers 	



Background Information and Context

<p>The Organisation:</p>	<p>The Department of Industry, Science, Energy and Resources is responsible for the delivery of Commonwealth Grant and Incentive Programs across Government. The delivery of these programs is undertaken as part of the Business Grants Hub – a whole-of-government shared services initiative that is streamlining Commonwealth grants administration.</p> <p>The Business Grants Hub branch is responsible for establishment and management of grants in partnership with other Commonwealth departments. Working closely with policy agencies to ensure successful delivery of outcomes across government, as well as driving improvements in program delivery and operations.</p>
<p>The Team & the Role:</p>	<p>The Systems and Support team is responsible for leading the development of grants management and other enabling systems from a business perspective and providing support to users. The on-boarding section within the team is responsible for developing tailored program specifications, undertaking configuration testing and providing advice on system implementation capability to ensure program applications are streamlined and easy to navigate.</p>
<p>The Attractions:</p>	<p>We work in a fast-paced environment to deliver quality outcome and the work is extremely rewarding: the team is a nexus between system users and technical teams working collaboratively to provide critical enabling support to deliver grants to customers. The team has good working relationships and has a strong focus on staff mentoring and development, providing staff with opportunities for career development.</p>
<p>Links to additional information about the Department, division or role</p>	<ul style="list-style-type: none"> • Business Grants Hub Service Offer • 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.

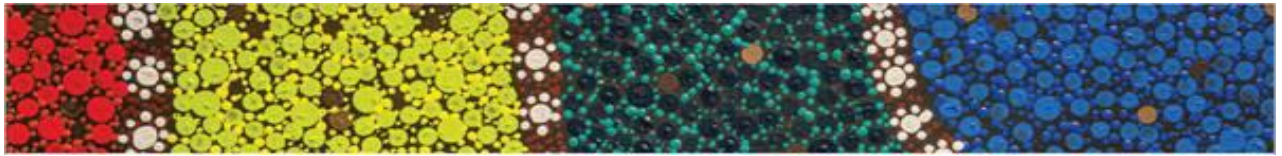
Application are due on Monday 26 April 2021 at 11.55pm (AEST or Sydney Time)

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.

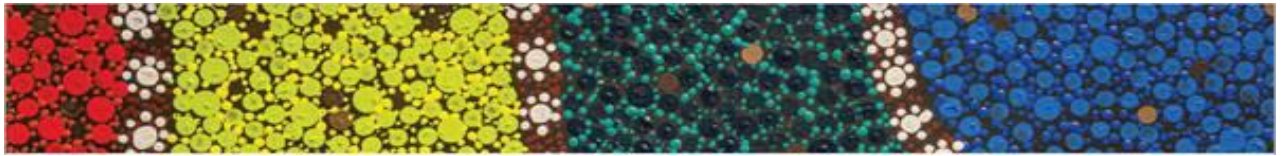
We want to know:

- 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

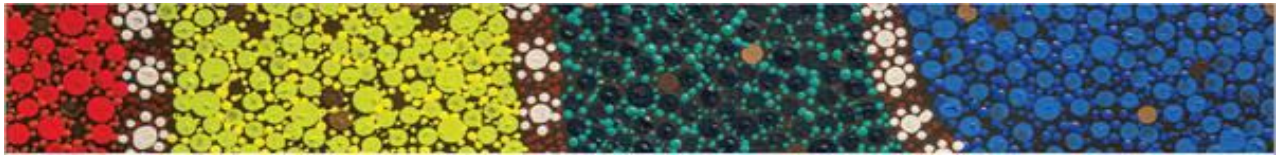
You will need to attach a current CV when you apply for this position.

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](#)