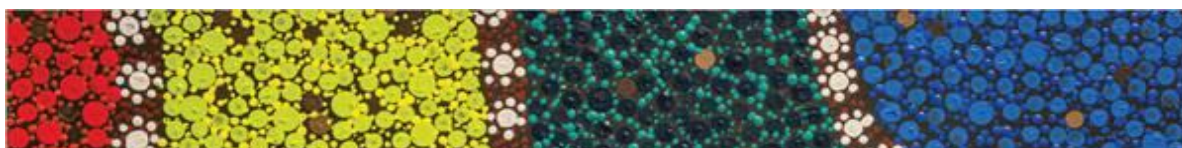
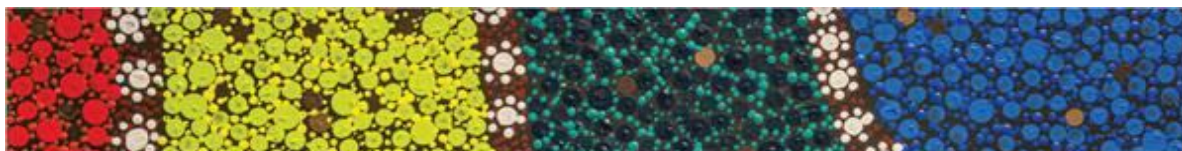


Policy Officer - Electricity Division – 3 positions

Position Number	AES6-19
Position Title	Policy Officer – 3 positions
APS Classification Range	APS5/6
Location	Canberra
Division	Electricity
Section	Multiple
Security clearance	Baseline
About the Role:	
Primary Job Role	Strategic Policy Advice and Development
Role Purpose	<p>The Electricity Division undertakes many activities to support an affordable, reliable and secure energy system, including advising the Ministers office and liaising with other government agencies, peak and market bodies. The division's responsibilities include policy oversight of wholesale and retail electricity markets including energy equity, future (post-2025) market design, electricity transmission, emergency management, Snowy Hydro Ltd including Snowy 2.0, the Regional and Remote Communities Reliability Fund, and the Renewable Energy Target under the Renewable Energy (Electricity) Act 2000.</p> <p>The Division delivers national energy market reforms by supporting the Minister for Energy and Emissions Reduction at the Energy National Cabinet Reform Committee and the Energy Ministers' Meeting. The Division also provides secretariat support to the two Committees, and supports Ministerial governance and oversight of the national energy market bodies: the Energy Security Board, the Australian Energy Market Commission, the Australian Energy Market Operator, and the Australian Energy Regulator.</p>
Core responsibilities	<p>To support the Division to achieve its goals, the core responsibility of these roles involve providing accurate, timely and relevant information to inform decision makers and policy. In doing this, a high level of stakeholder engagement, communication and attention to detail is essential. Successful candidates may also have the opportunity to develop skills in research, data and analysis, legislative development and/or program management.</p>

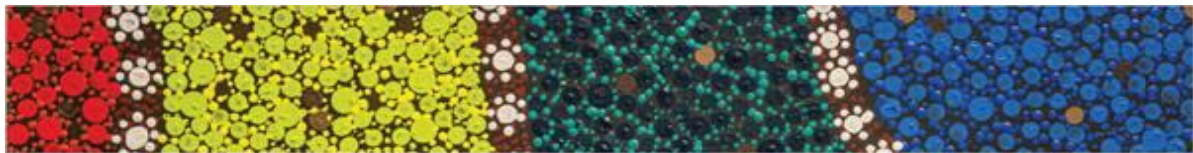


Demonstrated Behaviours APS Integrated Leadership System	<ul style="list-style-type: none"> • Supports strategic direction • Achieves Results • Supports productive working relationships • Displays personal drive and integrity • Communicates with influence
Preferred knowledge	<p>Candidates with one of the below are strongly encouraged to apply:</p> <ul style="list-style-type: none"> • skills in research and data analysis • background in economics, engineering or legal services • experience in policy development and implementation • experience or qualifications in project management • skills in stakeholder management
Role specific knowledge	<p>No role specific knowledge required. An interest or experience in electricity would be advantageous.</p>
About the Candidate: <p>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:</p>	
<p>Have strong organisational and time management skills, with an ability to use initiative, work under minimal supervision, manage competing priorities and contribute positively in a team environment.</p>	
<p>Strong analysis and strategic thinking skills</p>	
<p>Strong communication skills</p>	
<p>Ability to build strong working relationships with internal and external stakeholders</p>	
<p>Understanding of government processes.</p>	
<p>Experience or interest in electricity markets.</p>	



Background Information and Context

The Organisation:	<p>Electricity in Australia is undergoing a significant transition. The traditional system of electricity only being generated by large powers stations and then a one way transmission directly to people's homes will soon be of the past. Electricity is now also being provided by more sources including from renewables which are based in many different locations, including from people's homes. This changing generation mix requires a rethink in how electricity is transmitted, new laws and markets, and actions to address the gaps in back up generation (such as when renewables are not available). The Electricity Division undertakes activities to support an affordable, reliable and secure energy system for all Australians.</p>
The Team & the Role: I	<p>We have a range of roles within the Division available for filling. Generally, you can expect to be involved in the following duties:</p> <ul style="list-style-type: none"> • coordinating and drafting papers, briefing, correspondence and other products for senior executive and the Minister on energy policy • analysing energy market trends, issues and policies • designing and implementing programs • progressing legislative reforms • establishing and maintaining effective relationships with key stakeholders internally and externally to foster effective collaboration and delivery of outcomes
The Attractions:	<p>Roles in the Division are high profile, interesting and fast paced, providing staff with opportunities to learn new skills, build new working relationships and work in a dynamic, fun environment. Our teams are flexible and collaborative, often providing additional support and expertise to other teams' work within the Department. We put a strong focus on the wellbeing of our staff and provide flexible working conditions to support a healthy work life balance.</p>
Links to additional information on the role or division	<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.

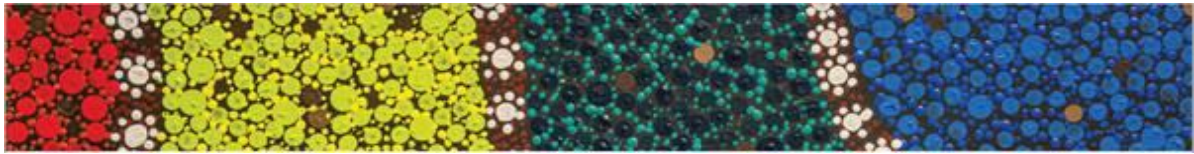
Application are due on Monday 26 April 2021 at 11.55pm (AEST or Sydney Time)

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.

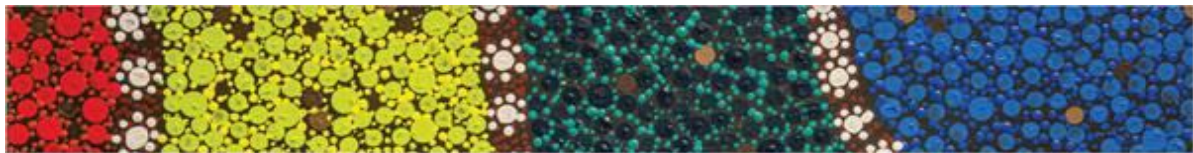
We want to know:

- 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

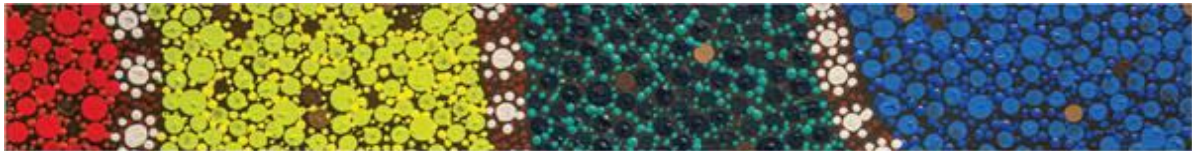
You will need to attach a current CV when you apply for this position.

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](#)