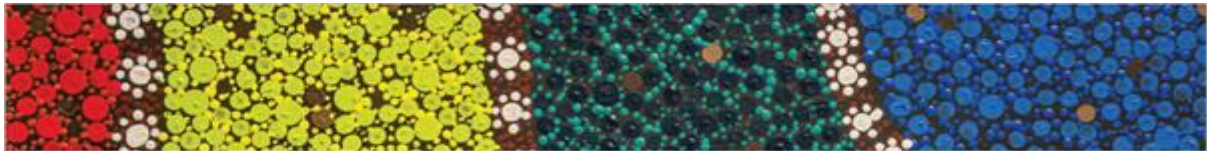
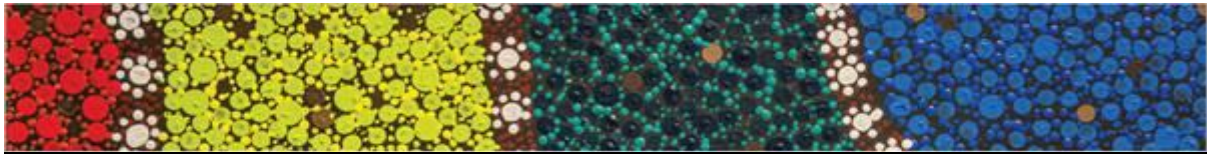


Administration and Policy Support Officer, International Climate & Technology Division

Position Number	AES8-21
Position Title	Administration and Policy Support Officer
APS Classification Range	APS4/5
Location	Canberra (flexible working arrangements available)
Division	International Climate & Technology
Branch	International Climate
Section	Low Emissions Technology Strategy Section
Security clearance	Baseline
About the Role:	
Primary Job Role	Secretariat, Project Support & Policy Development
Role Purpose	The Administration and Policy Support Officer will help manage secretariat responsibilities for the Technology Investment Advisory council, including organising meeting briefs, agendas and meeting papers.
Core responsibilities	<ul style="list-style-type: none"> • Oversee and coordinate a range of written materials, including meeting briefs, talking points, speeches and presentations. • Assist in the development of media and communications material, including for websites and social media. • Assist in the management of secretariat responsibilities for the Technology Investment Advisory Council. • Manage procurement, working with internal stakeholders and following Department guidelines. • Apply your organisational know-how to support the team to manage meetings with a range of stakeholders. • Conduct research as needed to support low emissions technology policy development. • Assist with administrative tasks including maintaining contact lists and record management, and managing the Technology Investment Roadmap inbox.
Demonstrated Behaviours APS Integrated Leadership System	<ul style="list-style-type: none"> • Enjoy working collaboratively and operate as an effective team member. • Have emotional intelligence and resilience • Thrive in a dynamic, fast-paced environment and be a highly motivated self-starter.

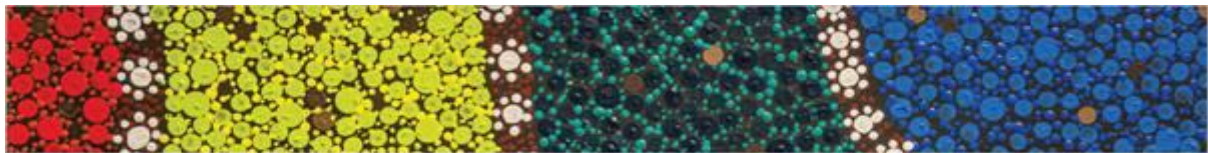


Preferred knowledge	<ul style="list-style-type: none"> • Training in, or knowledge of, low emissions technology and/or climate change mitigation is an advantage, but not essential. • Have emotional intelligence and resilience.
About the Candidate: The successful candidate will be able to provide good examples to show how their knowledge, skills, experience and potential makes them ideal for the job including:	
Have strong organisational skills and demonstrated time management capabilities.	
Thrive in a dynamic, fast-paced environment and be a highly motivated self-starter.	
Demonstrate strong verbal and written communication skills, with the ability to understand new issues quickly and prepare written material to a high standard while working under pressure.	
Possess strong collaboration skills to interact with a wide range of stakeholders.	
Be competent in the use of – or able to quickly gain competency in – computer systems and communication tools, including a variety of video conferencing technologies.	
Enjoy working collaboratively and operate as an effective team member.	



Background Information and Context

<p>The Organisation:</p>	<p>The Low Emissions Technology Strategy Team is responsible for implementing Australia's Technology Investment Roadmap, and developing annual Low Emissions Technology Statements as part of the Roadmap process. These statements prioritise low emissions technologies that can deliver the strongest economic and emissions reduction outcomes for Australia.</p> <p>Developing these high-level policies requires the team to engage extensively with a diverse group of industry, government, research and community stakeholders. The team also supports the Technology Investment Advisory Council, chaired by Dr Alan Finkel and comprising industry, finance and research leaders, supporting their regular meetings with the Minister for Energy and Emissions Reductions.</p> <p>The team leads Australia's engagement in Mission Innovation, the Clean Energy Ministerial and the Leadership Group for Industry Transition – international forums to accelerate the deployment, and cost reduction of low emissions technologies.</p>
<p>The Team & the Role:</p>	<p>This role will include a range of administrative and policy support functions to assist the Government's delivery of the second Low Emissions Technology Statement. The candidate will work with the team to prepare and deliver stakeholder engagement, media and communication materials, and procurement management as part of the delivery of the second Low Emissions Technology Statement.</p> <p>In addition to assisting with the team's core function – delivering the second Statement – the candidate may also be required to assist in managing Australia's engagement and representation at international forums, including Mission Innovation, the Clean Energy Ministerial, and the Leadership Group for Industry Transition.</p>
<p>Link to additional information on 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.

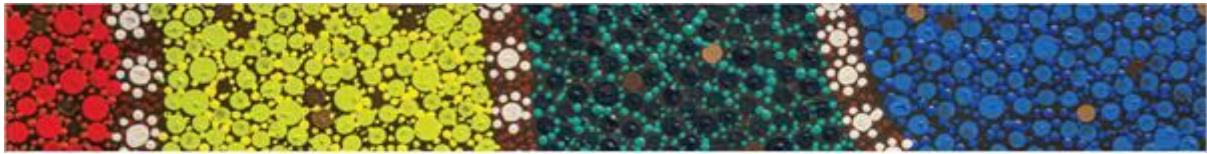
Application are due on Monday 26 April 2021 at 11.55pm (AEST or Sydney Time)

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.

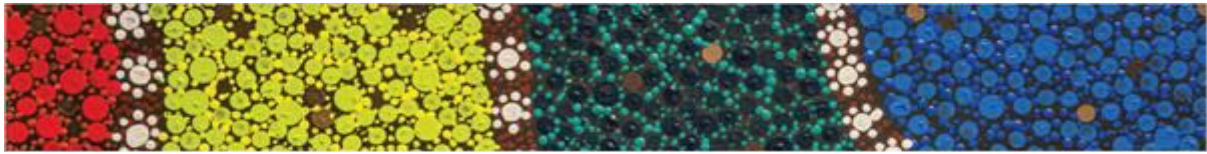
We want to know:

- 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

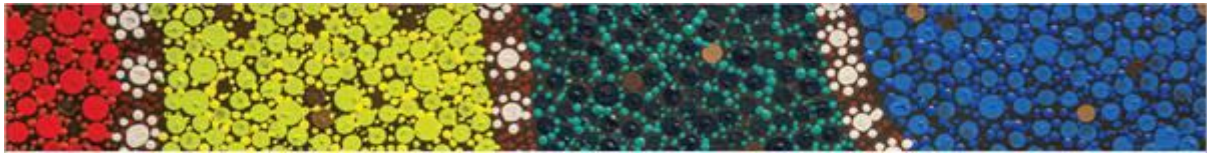
You will need to attach a current CV when you apply for this position.

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](#)