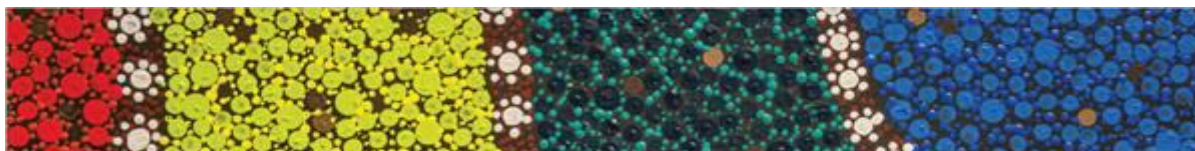
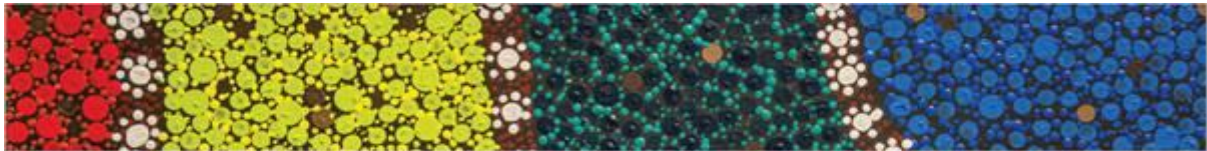


## Finance and Coordination Officer Strategy & Stakeholder Engagement

<b>Position Number</b>	AES7-20
<b>Position Title</b>	Finance and Coordination Officer
<b>APS Classification Range</b>	APS5/6
<b>Location</b>	Canberra
<b>Division</b>	Gas Taskforce
<b>Branch</b>	Gas Taskforce
<b>Section</b>	Strategy and Stakeholder Engagement
<b>Security clearance</b>	Baseline
<b>About the Role</b>	
<b>Primary Job Role</b>	Administrative Support
<b>Role Purpose</b>	<p>The key tasks will be to assist the Gas Strategy and Stakeholder Engagement team with budgetary tasks, which include the following:</p> <ul style="list-style-type: none"> <li>• Ensuring financial spreadsheets are current. Invoice management including processing invoices, liaising with suppliers to ensure payment of invoice and entering details into Expense8</li> <li>• Run financial reports</li> <li>• Assist the Division in Procurement documentation</li> <li>• Assist in End of financial year processes</li> <li>• Manage Monthly Reporting</li> <li>• Assist in Forecasting</li> <li>• Assist in the coordination or preparation of whole of taskforce requests, such as ministerial briefs, Senate Estimates, FOI requests</li> <li>• Assist in secretariat duties for stakeholder forums.</li> </ul>



<b>Demonstrated Behaviours</b>	<ul style="list-style-type: none"> <li>• Confidently presents messages in a clear, concise and articular manner.</li> <li>• Builds and sustains positive relationships with team members and stakeholders.</li> <li>• Demonstrates self-awareness and a commitment to personal development.</li> <li>• Commits to achieving quality outcomes and adheres to documentation procedures.</li> <li>• Takes personal responsibility for meeting objectives and progressing work.</li> <li>• Draws on information from diverse sources and uses experience to analyse what information is important and how it should be used.</li> </ul>
<b>APS Integrated Leadership System</b>	APS Integrated Leadership System
<b>Preferred knowledge</b>	<ul style="list-style-type: none"> <li>• Demonstrated experience in finance</li> <li>• Experience with spreadsheets</li> <li>• Understanding of government processes</li> </ul>
<b>About the Candidate:</b> 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 demonstrated experience in Finance	
Have strong organisational and time management skills, with an ability to use initiative and work under minimal supervision.	
Have experience in one (or more) of the following: <ul style="list-style-type: none"> <li>• Excel Spreadsheets</li> <li>• Tech One Finance System</li> </ul>	
Understanding of government processes	



## Background Information and Context

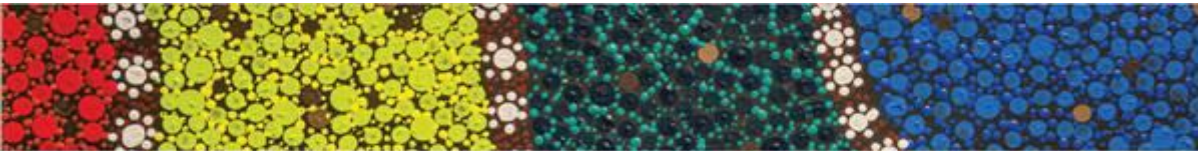
### The Organisation:

The Gas Taskforce's work is central to delivering the Government's objective of ensuring households and businesses have access to affordable, reliable, secure and sustainable energy supply.

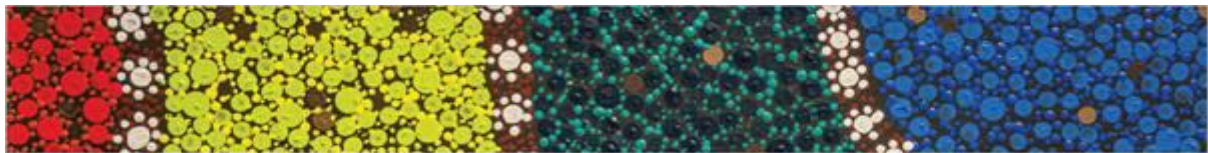
We are implementing a number of high-profile measures under the Government's Gas-Fired Recovery (GFR) that focus on strengthening gas infrastructure planning and delivering market reforms. We have a range of interesting projects underway, including developing an inaugural National Gas Infrastructure Plan (NGIP), commissioning a Gas Market Model, delivering options to boost the Wallumbilla Hub, undertaking major reforms to the national gas regulatory framework, and implementing a range of further initiatives to empower gas consumers. Our people collaborate on major projects and work closely together in the key areas of Gas Markets, Modelling and Analysis, Gas Policy and Regulation. Our day-to-day work includes researching organisations, delivering briefs, analysing markets, developing policy advice and liaising with a range of external and internal stakeholders.

We deliver policy reforms through the Government and the Energy National Cabinet Reform Committee and work closely with our state and territory government counterparts and industry stakeholders to deliver key initiatives.

The Gas Strategy and Stakeholder Engagement Team is responsible for leading the development of budget measures and GFR narrative, overall project and budget management and reporting, providing oversight of materials for stakeholders and media/standard words, establishing and convening stakeholder forums required for consultation including the NGIP steering committee and coordination and briefing for the Taskforce.



<p>The Team &amp; the Role:</p>	<p>Our departmental supplier budget is currently \$13.5m. The following are some of the types of tasks that will happen:</p> <ul style="list-style-type: none"> <li>• Arrange payment of invoices;</li> <li>• Assist team members in completing documentation for procurements;</li> <li>• Keeping track of all procurements/invoice payments in central contract register</li> <li>• Assist in Monthly reporting</li> <li>• Assist in March Soft Close and End of Financial year processes</li> <li>• Other whole of taskforce coordination tasks include preparing FOI requests and Ministerial briefs.</li> </ul>
<p>The Attractions:</p>	<p>Working in the Gas Taskforce represents an opportunity to focus on a high profile and interesting policy area that frequently receives media attention. Due to the fast paced work, the taskforce often works together on projects and staff members are given the opportunity to work on many different projects. Experience in a taskforce will show others that you are proficient under pressure and tight timeframes and are able to navigate a complex policy area.</p>
<p>Links to additional information about the role or division</p>	<ul style="list-style-type: none"> <li>• <a href="#">About the Department of Industry Science Energy &amp; Resources</a></li> <li>• <a href="#">DISER Org Chart</a></li> <li>• <a href="#">Enterprise Agreement (Salary Ranges)</a></li> </ul>



## 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.

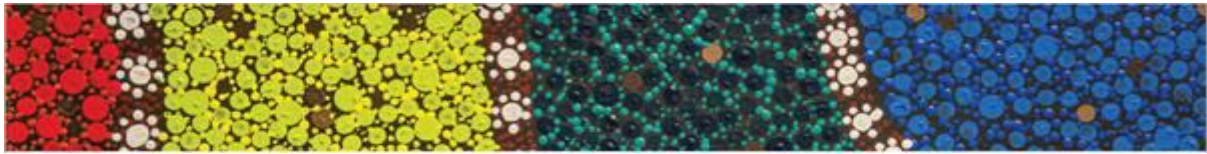
**Application are due on Monday 26 April 2021 at 11.55pm (AEST or Sydney Time)**

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:

<b>Application Closing date &amp; time:</b>	<b>Monday 26 April 2021 at 11.55pm (AEST or Sydney Time)</b>
<b>Email your application to:</b>	Email address: <a href="mailto:talent@aes.org.au">talent@aes.org.au</a>
<b>Subject heading in email:</b>	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:

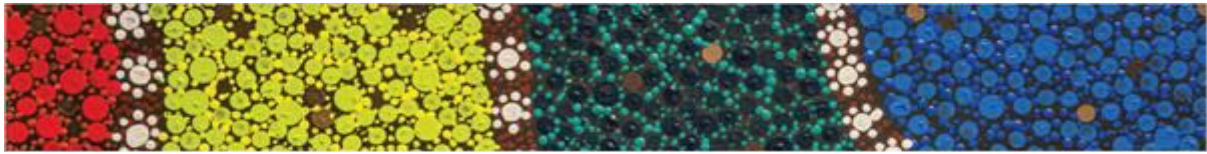
- why you want to work for us,
- why you are interested in this role,
- what you can offer, and
- how your skills, knowledge, experience and qualifications are applicable to the job.

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

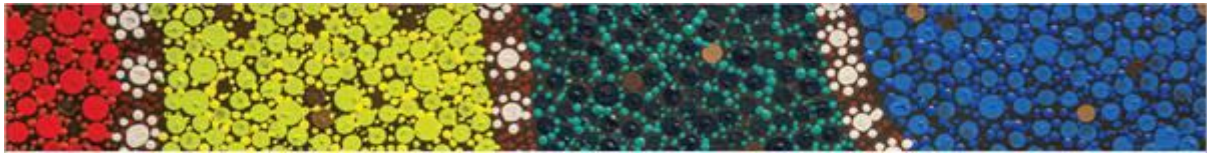
You will need to attach a current CV when you apply for this position.

### 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](mailto: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](#)