



Position Description

Position Title	Coordination Support Officer
Employment Type	Ongoing
Load	<input type="checkbox"/> Full time <input type="checkbox"/> Part time <input checked="" type="checkbox"/> Either
Classification	APS4
Contact Officer Name	Tania MacDonald
Email	tania.macdonald@industry.gov.au
Phone	02 6102 8455
Division	Chief Finance Officer Group
Branch	Business Grants Hub
Section	Scheduling & Workforce Planning team
Reports to	EL2 Manager
Location	Melbourne
	Is the location negotiable or can the position be undertaken remotely? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <i>The department supports flexible working arrangements and staff can apply to work a mix of hours from home and office locations each week.</i>
About the team	The Scheduling and Workforce Planning team works with a broad range of stakeholders to schedule and on-board new grant opportunities to the Business Grants Hub. We work with several large datasets and collect/collate information from stakeholders and systems across the department to provide insights on the on-boarding operations and workforce capacity.
About the role	<p>The Scheduling and Workforce Planning team is looking for someone to assist with:</p> <ul style="list-style-type: none">• Regular reporting tasks involving the use of Excel and Power BI• Document and inbox management• Gathering and organising data from a number of internal systems and documents• Preparing/submitting system requests for on-boarding new grants and ensuring they are actioned by the responsible areas within the required timeframe• Ensuring program schedules and team datasets are accurately maintained and kept up to date.
Our ideal candidate	<p>Our ideal candidate will have:</p> <ul style="list-style-type: none">• Coordination and organisational skills• Time and task management skills• Flexibility to adapt to changing priorities• Good communication• Good attention to detail• Proficiency in Excel and comfort working with large data tables.



Australian Government

Department of Industry, Science and Resources

Eligibility	<p>To be eligible for employment in the APS and the department, applicants must be Australian Citizens.</p> <p>The filling of this vacancy is intended to constitute an affirmative measure under Section 33 of the Australian Public Service Commissioner's Directions 2022. This vacancy is open only to people with disability.</p> <p>Successful applicants are required to provide evidence to confirm they are a person with disability. Evidence of disability is not to include information about the type of disability. Suitable evidence of a disability would be a certificate or letter from a registered medical practitioner. The following documents would also be acceptable:</p> <ul style="list-style-type: none">• letter from a Disability Employment Service or jobactive provider• letter from a secondary or tertiary institution disability services unit in relation to a recent student. <p>If the above documents are not available, a statutory declaration from the applicant can be accepted.</p>
Security Clearance	<p>This position requires a Baseline security clearance. The successful applicant will be provided with information regarding obtaining and maintaining a clearance at this level.</p>
Application Notes	<p>The APSCs Integrated leadership System (ILS) provides descriptions of the capabilities and behaviours that are expected at each classification level; from APS1 to SESB3. There are differences across the levels with each level becoming the foundation for the levels above.</p> <p>Resources including level comparisons, level specific profiles and self-assessment tools are available on the APSC website https://www.apsc.gov.au/working-aps/aps-employees-and-managers/classifications/integrated-leadership-system-ils/ils-resources-profiles-comparatives-and-self-assessment</p> <p>Please ensure you consider all capabilities and behaviours relevant to this position's Classification when completing your application.</p>