Australian Government

Department of Industry, Science and Resources

Position Description

Position Title	Administrative Officer
Employment Type	Ongoing
Load	☐ Full time ☐ Part time ☒ Either
Classification	APS 4
Contact Officer Name	Rebecca Gillett
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Phone	02 6243 7355
Division	Chief Information Officer (CIO) Group
Branch	Digital Strategy and Cyber Security
Section	Business and Governance
Reports to	EL1 Assistant Manager
Location	Canberra
	Is the location negotiable or can the position be undertaken remotely? ☐ Yes ☒ No *The department supports flexible working arrangements and staff can apply to work a mix of hours from home and office locations each week.*
About the team	The Business and Governance team is a dynamic, fast-paced team in the Chief Information Officer (CIO) Group that works to centralise finance, supplier management, and workforce capability related activities for CIOG , working closely with our colleagues within the Chief Operations Officer (COO) Group and Chief Financial Officer (CFO) Group. The team ensures CIOG meets key deadlines, has business processes that are fit for our purpose, creates value and improves productivity.

About the role	In this role you will gain a broader understanding from a whole team level of CIO Business and Governance through:
	
	 • Providing assistance across different functions within the team by:
	    o uploading contracts and delegate request forms for ICT sourcing
	    o undertaking data entry and quality assurance
	    o managing finance and recruitment data
	 • Managing documents in the department's record management system DocHub
	 • Managing workload through a busy inbox, including responding to general enquires, actioning requests and escalating work as appropriate.

Our ideal candidate	Our ideal candidate would have: • Good stakeholder engagement skills • Sound written and verbal communication skills • Strong organisational abilities and excellent interpersonal skills

	• The ability to follow direction, as well as the ability to self-manage work • The ability to build productive relationships with colleagues and be a strong team player • The ability to work effectively under pressure and to tight deadlines.
Eligibility	To be eligible for employment in the APS and the department, applicants must be Australian Citizens. 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. 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: • 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. If the above documents are not available, a statutory declaration from the applicant can be accepted.
Security Clearance	This position requires a Baseline security clearance. The successful applicant will be provided with information regarding obtaining and maintaining a clearance at this level.
Application Notes	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. 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 Please ensure you consider all capabilities and behaviours relevant to this position's Classification when completing your application.