



Australian Government

**Department of Industry,
Science and Resources**

Position Description

Position Title	Administration 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	Chanel Mills
Email	chanel.mills@industry.gov.au
Phone	02 6243 7351
Division	Chief Information Officer Group
Branch	Digital Strategy and Cyber Security
Section	Data Projects
Reports to	EL1 Assistant Manager
Location	Canberra
	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	<p>The Data Projects section within the Chief Information Officer Group (CIOG), is responsible for delivering technology projects and programs related to data and to energy emissions.</p> <p>Key priorities in the section are:</p> <ul style="list-style-type: none">• The Energy and Emissions Data Program that aims to provide a new Data Management and Analytics (DMA) Platform which will incorporate energy, emissions and climate change data alongside the existing business, industry and program data.• The Petroleum Statistics Information Management System (PSIMS) Modernisation project is a New Policy Proposal (NPP) funded initiative aiming to modernise the existing system and streamline reporting processes and data management, while improving the quality and detail of the industry data that is reported to government.
About the role	<p>As an Administration Support Officer, in the Data Projects Section, you'll work within a dynamic environment and apply your administrative expertise and knowledge of Microsoft Office products to support the delivery of the section's priorities.</p>
Our ideal candidate	<p>Our ideal candidate will:</p> <ul style="list-style-type: none">• Demonstrate experience in a varied administrative support role but also be eager to learn.• Be an effective communicator• Have good organisational skills and a keen eye for detail



Australian Government

Department of Industry, Science and Resources

	<ul style="list-style-type: none">• Have strong stakeholder engagement skills and be able to collaborate with peers and business areas across the CIOG and the broader department• Be able to work in a flexible, agile and adaptable environment• Be able to use the Microsoft suite of applications• Have a basic understanding of the Change Management principles (desirable skill, not essential).
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>