



Position Description

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| Position Title | Policy Officer (Building Sector) |
| Employment Type | Ongoing |
| Load | <input type="checkbox"/> Full time <input type="checkbox"/> Part time <input checked="" type="checkbox"/> Either |
| Classification | APS4 |
| Contact Officer Name | Joshua Leach |
| Email | Joshua.Leach@industry.gov.au |
| Phone | 02 6213 6084 |
| Group | Industry Group (Deputy Secretary - David Williamson) |
| Division | Industry Growth Division |
| Branch | Industry Settings Branch |
| Section | Building Sector |
| Reports to | EL2 Manager |
| Location | Canberra, Sydney, Melbourne, Adelaide, Brisbane, Perth Is the location negotiable or can the position be undertaken remotely? <input checked="" type="checkbox"/> Yes <input 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 Industry Growth Division is responsible for both policy and regulatory functions, working strategically to encourage industry capability, competitiveness and innovation efforts. The Division delivers a range of policies and programs focusing on supporting Australian industry to be sustainable, resilient and to grow to their full potential.</p> <p>This is an exciting opportunity to join the Building Sector team. The team is responsible for building policy issues, the Building Ministers Meeting, and reviewing the Disability (Access to Premises – Building) Standards 2010. The team works closely with the Australian Building Codes Board (ABCB), state and territory governments and industry bodies, on regulatory matters and emerging issues in the building sector.</p> |
| About the role | <p>You will gain experience working across a range of policy and regulatory issues affecting the Australian building industry in a high-performing, inclusive and diverse team. Specific duties may include:</p> <ul style="list-style-type: none">• Providing specialist and administrative support to the work area• Undertaking some research work and analysis• Building relationships with internal and external stakeholders. |
| Our ideal candidate | <p>Our ideal candidate brings a can-do attitude to work. They are enthusiastic about learning and applying their skills to achieve goals, making them a motivated and trusted member of the Building Sector team. We welcome candidates who wish to develop their stakeholder engagement and analytical skills, and have an interest in developing an understanding and expertise in</p> |



Australian Government

Department of Industry, Science and Resources

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| | <p>Australian building sector policy and regulatory issues.</p> <p>Our ideal candidate would have:</p> <ul style="list-style-type: none">• the ability to problem-solve and adapt to changes in work priorities• well-developed communication skills (both written and verbal)• the ability to show initiative, to put forward ideas, and identify opportunities to improve and/or streamline work practices• good time management skills• the ability to work cooperatively as part of a team and work independently, as required. <p>We are looking for candidates with transferrable skills. While prior work experience or qualifications related to the building sector are well regarded, they are not required to be successful in this role.</p> |
| 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> |