



Position Description

Position Title	Data Quality/Entry Officer
Employment Type	Ongoing
Load	<input checked="" type="checkbox"/> Full time <input type="checkbox"/> Part time <input type="checkbox"/> Either
Classification	APS 4
Contact Officer Name	Caroline Albany
Email	caroline.albany@nopta.gov.au
Phone	08 6424 5366
Division	Oil and Gas
Branch	National Offshore Petroleum Titles Administrator (NOPTA)
Section	Technology, Information and Geospatial Support (TIGS)
Reports to	EL1 Assistant Manager
Location	Perth 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 Technology, Information and Geospatial Support (TIGS) team administer and maintain the National Offshore Petroleum Titles Administrator (NOPTA). This includes NOPTA's ICT infrastructure and systems, Information Management and GIS services to ensure that strategic and day-to-day business requirements are met.</p> <p>NOPTA's ICT infrastructure and systems encompass NOPTA's ICT network, website, and bespoke systems, including the National Electronic Approvals Tracking System (NEATS).</p>
About the role	<p>In this role you will:</p> <ul style="list-style-type: none">• Quality review older electronic documents for information that is missing, incorrect or outdated• Research company history, including the tracking of company history via ASIC and other available sources• Populate Excel spreadsheets• Under the direction of TIGS Manager, liaise with Titles Administration Team to assist with data analysis.
Our ideal candidate	<p>Our ideal candidate would have:</p> <ul style="list-style-type: none">• Experience and skills in the collation of data and information from various internal and external sources• Data and information quality analysis skills• Research skills, including the use of ASIC and other relevant websites for information• Experience with data entry and Excel spreadsheets



Australian Government
**Department of Industry,
Science and Resources**

	<ul style="list-style-type: none">• A high level of attention to detail.
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>