



Position Description

Position Title	Data and Compliance Officer
Employment Type	Ongoing
Load	<input type="checkbox"/> Full time <input type="checkbox"/> Part time <input checked="" type="checkbox"/> Either
Classification	APS 5
Contact Officer Name	Miranda Lello
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Phone	(02) 68437284
Division	Oil and Gas
Branch	Liquid Fuels
Section	Fuel Security Implementation and Compliance
Reports to	SESB1 General Manager
Location	Any location in Australia 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>In the Liquid Fuels Branch you will work on reforms which will improve Australia's fuel security, prepare us to meet the challenges of the energy transition, and improve the quality of Australia's fuel to achieve better health and environmental outcomes and facilitate new vehicle technologies. The Branch is in the process of setting up new regulatory functions and improving and streamlining existing regulatory functions, while continuing to deliver on the Australian Government's fuel security package and existing legislative frameworks. Alongside this, the Branch is building our analytical and policy advice role in relation to the fuel market, fuel security and fuel quality in the context of a changing global energy system.</p> <p>Applicants should be aware that this role is in a function affected by Machinery of Government changes. This means that while initially, you will undertake work as a Department of Industry, Science and Resources employee, the position may later be moved to the newly established Department of Climate Change, Energy, the Environment and Water (DCCEEW). More specific guidance on this will be provided to the successful applicant, prior to finalising the selection.</p>
About the role	<p>Depending on your skill set, we are looking to fill the following roles:</p> <ul style="list-style-type: none">• Compliance Assessment: management of compliance processes and compliance investigations, and application of compliance assessment and decision making in line with best practice regulation frameworks• Data Analysis: analysis of petroleum and other fuels reporting datasets to support data driven decision making and regulation.



Australian Government

Department of Industry, Science and Resources

Our ideal candidate	<p>As a multi-disciplinary branch, we welcome a wide range of skillsets including but not limited to strategic policy, data analysis, communications, law, regulatory assessment, compliance and enforcement, and governance. Our ideal candidate will:</p> <ul style="list-style-type: none">• Be self-motivated, with a track record of taking responsibility and delivering results• Have well-developed research, analysis, and problem-solving skills• Demonstrate strong teamwork and communication skills and the ability to build and maintain productive working relationships within and outside the team and with industry stakeholders.• Have advanced critical thinking skills• Work strategically by engaging with stakeholders and exploring innovative alternatives to solving problems• Work independently with support from executive level staff in the team• Have the capability to analyse and interpret data.
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>