



Position Description

Position Title	Policy Officer
Employment Type	Ongoing
Load	<input checked="" type="checkbox"/> Full time <input type="checkbox"/> Part time <input type="checkbox"/> Either
Classification	APS5
Contact Officer Name	Nicholas Mortimer
Email	nicholas.mortimer@industry.gov.au
Phone	0416 625 145
Division	Strategic Policy Division
Branch	Strategic Policy Branch
Reports to	EL1 Assistant Manager
Location	Canberra
	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 Strategic Policy Division works to drive better policy outcomes across a diverse portfolio to achieve the department's vision of supporting economic growth and job creation for all Australians.</p> <p>We work on a wide range of issues and support the department to build compelling narratives and deliver effective policy, regulatory and budget strategies. The Portfolio Strategy Teams lead engagement on cross-cutting policy, such as innovation, regulation, skills and workforce and Indigenous affairs.</p> <p>We do this by building strong internal relationships, promoting inter-agency collaboration and trust, investing in policy capability to be more effective and forward looking, and recognising opportunities to align effort to departmental, portfolio and whole of government priorities.</p>
About the role	<p>In this role you will:</p> <ul style="list-style-type: none">• Help embed strategic thinking as part of policy making across the portfolio• Influence external agency policy development and advance the portfolio's strategic interests• Engage with stakeholders to identify common issues and support proactive efforts to understand and solve problems such as regulatory barriers to business growth• Contribute to internal and whole of government processes such as the Federal Budget• Analyse the impacts of whole of government policy and priorities (such as skills, infrastructure and regulation) and coordinate engagement with areas across the portfolio to drive thinking on cross-cutting policy issues and initiatives



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	<ul style="list-style-type: none">• Deliver timely and high quality written and verbal briefing, reporting and analysis on issues both within and outside the department's policy remit• Support strategic discussions and engagements with departmental Executives• Lead and manage staff as required to deliver these activities.
Our ideal candidate	<p>All Portfolio Strategy Team members lead and contribute to projects that strengthen the department's ability to deliver collaborative, informed, influential and innovative policy advice and solutions.</p> <p>Our ideal candidate:</p> <ul style="list-style-type: none">• Thinks strategically, has strong conceptual skills and is able to quickly understand and provide advice on a range of policy and governance issues• Applies judgement and has the ability to recognise and make links between connected issues• Engages research and analysis skills to inform policy advice and has excellent written and oral communication skills• Demonstrates strong organisation and coordination skills and works effectively under pressure to manage conflicting priorities• Builds workplace relationships to support collaboration, and works through complex policy issues with colleagues to influence outcomes• Exercises initiative and acts with integrity to deliver results.
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-</p>



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[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.