



## Position Description

<b>Position Title</b>	Senior Policy Officer
<b>Employment Type</b>	Ongoing
<b>Load</b>	<input type="checkbox"/> Full time <input type="checkbox"/> Part time <input checked="" type="checkbox"/> Either
<b>Classification</b>	APS6
<b>Contact Officer Name</b>	Norelle Laucher
<b>Email</b>	norelle.laucher@industry.gov.au
<b>Phone</b>	02 6243 7369
<b>Group</b>	Energy and Resources
<b>Division</b>	Oil and Gas
<b>Branch</b>	Offshore Resources
<b>Section</b>	Regulatory Reform Team
<b>Reports to</b>	EL2 Manager
<b>Location</b>	Canberra, Adelaide  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>
<b>About the team</b>	<p>The Regulatory Reform team manages legal, regulatory, stakeholder engagement and communications matters, as well as progression of reforms and improvements to maintain the effective and leading practice nature of the offshore petroleum and greenhouse gas storage regulatory regime. The team works closely with policy teams in Offshore Resources Branch, as well as engaging and consulting with a range of stakeholders including regulators, industry and the Office of Parliamentary Counsel.</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>
<b>About the role</b>	<p>There are a number of forthcoming legislative and regulatory reform processes, including implementation of reviews into Australia's offshore decommissioning framework and offshore safety framework, and remakes of sunseting regulations under the <i>Offshore Petroleum and Greenhouse Gas Storage Act 2006</i>.</p> <p>Your key duties will be to:</p> <ul style="list-style-type: none"><li>• Assist in the preparation of drafting instructions and associated explanatory documentation for Bills and regulations</li></ul>



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	<ul style="list-style-type: none"><li>• Assist in the progression of bills and legislative instruments, working together with drafters at the Office of Parliamentary Counsel</li><li>• Conduct research and analysis to assist in resolving a range of legal and regulatory issues, including providing internal views on matters of statutory interpretation, and collaborating with policy areas and regulators to identify issues and assist in developing solutions.</li></ul>
<b>Our ideal candidate</b>	<p>Our ideal candidate is enthusiastic about applying their skills and working with colleagues to achieve goals, making them a motivated and trusted member of the Building Sector team.</p> <p>We are looking for someone with:</p> <ul style="list-style-type: none"><li>• experience developing legislation and understanding of the legislative process</li><li>• experience in working on complex issues, undertaking analyses and preparing advice</li><li>• Ability to be flexible and be creative</li><li>• strong written communication skills</li><li>• strong verbal communication skills to effectively liaise and engage with a broad range of stakeholders, including industry, government agencies and research organisations</li><li>• the ability to work in a dynamic environment and manage competing priorities to effectively meet tight timeframes and deadlines</li><li>• a demonstrated ability to work productively both in a team and independently.</li></ul>
<b>Eligibility</b>	<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"><li>• letter from a Disability Employment Service or jobactive provider</li><li>• letter from a secondary or tertiary institution disability services unit in relation to a recent student.</li></ul> <p>If the above documents are not available, a statutory declaration from the applicant can be accepted.</p>
<b>Security Clearance</b>	<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>
<b>Application Notes</b>	<p>The APSCs <a href="#">Integrated Leadership System</a> (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>



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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>

Please ensure you consider all capabilities and behaviours relevant to this position's Classification when completing your application.