



Position Description

Position Title	Senior Program Delivery Officer
Employment Type	Ongoing
Load	<input checked="" type="checkbox"/> Full time <input type="checkbox"/> Part time <input type="checkbox"/> Either
Classification	APS6
Contact Officer Name	Susan King
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Division	AusIndustry
Branch	Portfolio Program and Delivery/ Entrepreneur's Programme
Reports to	Susan King
Location	Canberra, Sydney, Melbourne, Brisbane, Adelaide , 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>AusIndustry delivers business programs and targeted advice to support businesses and other organisations to improve and grow. We have an extensive business reach through business.gov.au, a dedicated contact centre for all business enquiries across government and a national network of frontline staff who work directly with business. We are a recognised brand in the market for providing business support services and work closely with other departments, State, Territory and Local governments, along with industry, to ensure business support is targeted and promoted to the right businesses at the right time.</p> <p>The Portfolio Program Delivery (PPD) branch translates policies into program guidelines and implements these policies as programs on behalf of departmental policy partners. Program design and program management elements of the branch work with departmental policy partners to understand the desired outcomes and develop programs that deliver these outcomes while also taking industry needs, preferences and experiences into account. The branch administers programs in line with requirements and guidance outlined in Guidelines and Frameworks managed by the Department of Finance and the division's Performance and Governance Section.</p> <p>The Entrepreneur's Programme Branch delivers advice, networking and grants to support Australian Small and Medium Enterprises to build their capability to grow, innovate and commercialise nationally and globally. The Programme provides a suite of services tailored to</p>



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	<p>help them achieve their vision and grow. These services are provided through a dedicated, national network of over 170 free, independent, expert facilitators.</p>
About the role	<p>Senior Program Officers assist in the development, delivery and management of public-facing government programs, in co-operation with multiple groups of internal and external stakeholders. You should be able to work with independence, subject to limited direction against established priorities, practices, and methodologies to deliver quality outcomes.</p> <p>You will work as part of a team to deliver on the relevant work program and:</p> <ul style="list-style-type: none">• have responsibility for the management, coordination and delivery of a grants program in accordance with guidelines, performance standards, governance and quality frameworks (under the guidance of an EL1 Program Manager)• work as a member of a small to medium sized, geographically dispersed team, to contribute to improvement initiatives and to the development of a positive and collaborative culture that facilitates the production of high-quality work• work with staff across AusIndustry and policy partners to inform the design of programs and the development of program documentation, guidelines, processes and forms to be used in the promotion, management and administration of grant programs• liaise with potential applicants, applicants and grantees providing them with timely, accurate and clear advice on programs, application processes, guidelines and requirements.• triage, allocate and coordinate Freedom of Information Requests.
Our ideal candidate	<ul style="list-style-type: none">• Our ideal candidate would work well within a team and have the capability to contribute to AusIndustry being a centre of excellence for the delivery of programs and services.• You should be:• able to work independently and show initiative but also enjoy working collaboratively within a team environment• an effective communicator with a strong focus on providing responsive stakeholder engagement• experienced in leading the implementation of a program/service or project• a strong, customer-focused client relationship manager.• able to show good judgement, think analytically, strategically and logically, and be comfortable upward-managing issues and possible solutions• comfortable working in an environment that demands a high level of attention to detail and an adherence to accuracy.



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	<ul style="list-style-type: none">You do not need to be an expert in Program Delivery – we will provide formal training and on-the-job opportunities to learn. For some roles though, understanding of energy systems, economics, policy, programs, legislation or regulation, project or financial management, or data analytics would be an advantage. Relevant work and other experience (such as volunteering, committee representation), tertiary qualifications and micro-credentials will also be taken into consideration.
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 providerletter 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>