



Position Description

Position Title	Senior Policy 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	Tom McEwin
Email	thomas.mcewin@industry.gov.au
Phone	02 6102 8109
Division	National Measurement Institute
Branch	Legal Metrology Branch
Section	Measurement Law Review
Reports to	EL1 Assistant Manager
Location	Canberra – neg. for Perth, Melbourne, Sydney, Adelaide, Brisbane 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	The National Measurement Institute (NMI) is the Australian Government’s national authority on measurement. We play an important role in the Australian economy by leading, maintaining and regulating Australia’s measurement system. We deliver world-class measurement products, advice and client services and administer the regulatory framework for measurement. Our national measurement standards are recognised internationally, and we work to enhance and maintain these standards.
About the role	<p>You will primarily support the development of the new measurement legislation. You will also provide support for other key Measurement Law Review work packages, including governance and implementation. Reporting to the Assistant Manager, you will:</p> <ul style="list-style-type: none">• Conduct a variety of research and analysis tasks, including analysis of current legislation and mapping of provisions required under government’s preferred reform option.• Support the delivery of MLR outcomes with minimal direction, using both initiative and judgement to assist preparing drafting instructions to brief the Office of Parliamentary Counsel• Contribute to workshops with other teams to confirm the preferred drafting approach for implementing proposed reforms• Develop case studies and briefing material to support internal consideration and clearance of policy decisions• Provide advice on reform options that considers broad government policy in the context of preparing drafting instructions



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	<ul style="list-style-type: none">• Lead the team’s Agile activities, providing project management support to the MLR Director and motivating team members• Negotiate confidently and foster productive working relationships with internal and external stakeholders (including consulting on issues that may arise during drafting).• Provide support for other work as needed, such as stakeholder engagement, costings, Ministerial and executive briefings and responding to requests for input from other teams.
Our ideal candidate	<p>Our Ideal candidate:</p> <ul style="list-style-type: none">• Is a strong communicator that can convey complex technical concepts to various audiences, both in writing and when speaking• Is collaborative and works well with others• Has high level analytical and problem-solving skills• Is adaptable in a changing environment• Understands the current measurement legislation and the reform options, or has the ability to quickly develop this knowledge• Understands the statutory, regulatory and policy frameworks relevant to legal metrology or has the ability to quickly acquire this knowledge• Has a background working with legislation (for example, developing, implementing or enforcing legislation).
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.