



## Position Description

<b>Position Title</b>	Assistant Manager
<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>	EL1
<b>Contact Officer Name</b>	Joanne Nathan
<b>Email</b>	<a href="mailto:Joanne.nathan@industry.gov.au">Joanne.nathan@industry.gov.au</a>
<b>Phone</b>	02 6243 7818
<b>Division</b>	Climate Change Division
<b>Branch</b>	Emissions Reduction Branch
<b>Section</b>	Emissions Reduction Fund Governance and Policy
<b>Reports to</b>	EL2 Manager
<b>Location</b>	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>
<b>About the team</b>	<p>The Emissions Reduction Branch works collaboratively within the department and across agencies and other departments to develop and implement policies to reduce emissions in the land sector and deliver improvements to the Emissions Reduction Fund (ERF), a central element of the Government's climate change policies. In joining the branch, the successful applicants will be part of a small, supportive, and collaborative division.</p> <p>The ERF and Governance team develops policy for the Emissions Reduction Fund and supports the Clean Energy Regulator. The Emissions Reduction Fund is a statutory scheme that incentivises activities that sequester or reduce emissions. The team works collaboratively across the department, with industry and the Clean Energy Regulator to ensure that the scheme has high integrity and operates effectively.</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>The successful candidate will have the opportunity to innovate, design and implement emissions reduction policy. The role involves consultation with internal and external stakeholders, across government, industry, and the broader Australian public.</p> <p>In this role you will :</p>



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	<ul style="list-style-type: none"><li>• Undertake qualitative and quantitative analysis to inform government policy</li><li>• Provide advice to the Government on the policy settings and operation of the Emissions Reduction Fund</li><li>• Engage with stakeholders across the department and with other government agencies, industry representatives and land managers</li><li>• Prepare briefing, papers and presentations for staff, the Senior Executive, the Minister and the independent Emissions Reduction Assurance Committee</li><li>• Design and manage projects aiming at improving the operation of the Emissions Reduction Fund</li><li>• Manage consultancies and contracts, including developing Approach to Market proposals and grant guidelines in consultation with the Business Grants Hub.</li><li>• The successful candidate may also supervise a small sub-team within the section to deliver on the team's priorities.</li></ul>
<b>Our ideal candidate</b>	<p>Our ideal candidate will:</p> <ul style="list-style-type: none"><li>• be able to resolve complex and sensitive policy and technical issues</li><li>• be able to make decisions and provide advice based on sound judgement, risk evaluation, high level analytical and problem-solving skills, your own expertise, and an awareness of the broader environment</li><li>• have excellent written and verbal communication skills, and be able to explain technical and complex issues in plain English</li><li>• be able to develop and build relationships, work collaboratively and negotiate outcomes with internal and external stakeholders</li><li>• have experience managing, developing, and supporting staff</li><li>• have experience managing strategic direction and competing priorities to achieve timely results</li><li>• hold a tertiary qualification in a relevant discipline, or commensurate qualifications and experience.</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>



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<b>Security Clearance</b>	This position requires a Baseline security clearance. The successful applicant will be provided with information regarding obtaining and maintaining a clearance at this level.
<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> <p>Resources including level comparisons, level specific profiles and self-assessment tools are available on the APSC website <a href="https://www.apsc.gov.au/working-aps/aps-employees-and-managers/classifications/integrated-leadership-system-ils/ils-resources-profiles-comparatives-and-self-assessment">https://www.apsc.gov.au/working-aps/aps-employees-and-managers/classifications/integrated-leadership-system-ils/ils-resources-profiles-comparatives-and-self-assessment</a></p> <p>Please ensure you consider all capabilities and behaviours relevant to this position's Classification when completing your application.</p>