



Position Description

Position Title	Assistant Manager
Employment Type	Ongoing
Load	<input checked="" type="checkbox"/> Full time <input type="checkbox"/> Part time <input type="checkbox"/> Either
Classification	Executive Level 1
Contact Officer Name	Nicholas Mortimer
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Phone	0416 625 145
Division	Strategic Policy Division
Branch	Trade and International Branch
Reports to	EL2 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 Trade and International Branch gives strategic direction to the department's international engagement efforts both bilaterally and in relevant multilateral forums, with a view to enhancing Australia's trade competitiveness.</p> <p>We work on:</p> <ul style="list-style-type: none">• Trade facilitation efforts, including on international standards and conformance policy• Trade policy outcomes through our engagement in free trade negotiations• Australia's anti-dumping policy• Trade programs including tariff concession programs and industry tariff policy. <p>We support our officers working in diplomatic missions overseas and incoming and outgoing ministerial travel programs.</p>
About the role	<p>In this role you will:</p> <ul style="list-style-type: none">• Supervise, lead and mentor more junior officers in the team• Influence the development and implementation of policy objectives and outcomes relevant to the section's responsibilities and in line with strategic objectives• Apply honed written and verbal communication skills to write briefs, talking points and other documents as required for internal and external use• Develop and leverage positive working relationships with a broad range of internal and external stakeholders to support policy development and implementation



Australian Government

Department of Industry, Science and Resources

	<ul style="list-style-type: none">• Represent the team’s interests in meetings or at other events as required.
Our ideal candidate	<p>Our ideal candidate will:</p> <ul style="list-style-type: none">• Deliver dynamic, outcomes-oriented work, and have experience or interest in international policy to help deliver on the department’s international engagement agenda• Have with a strong appreciation for Australia’s global interests and objectives with strong written and verbal communication skills• Develop and sustain strong and productive networks within and across organisations.
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> <p>Depending on the role, the successful applicant may be required to obtain and maintain a clearance at NV1 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>