



Position Description

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| Position Title | Senior Policy Officer |
| Position Number | 41096 |
| Employment Type | Ongoing |
| Load | <input checked="" type="checkbox"/> Full time <input type="checkbox"/> Part time <input type="checkbox"/> Either |
| Classification | APS6 |
| Contact Officer Name | Joshua Leach |
| Email | Joshua.Leach@industry.gov.au |
| Phone | 02 6213 6084 |
| Group | Industry Group |
| Division | Industry Growth Division |
| Branch | Industry Settings Branch |
| Section | Building Sector |
| Reports to | EL2 Manager |
| Location | Canberra, Sydney, Melbourne, Adelaide, Perth, Brisbane |
| | 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>The Industry Growth Division is responsible for both policy and regulatory functions, working strategically to encourage industry capability, competitiveness and innovation efforts. The Division delivers a range of policies and programs focusing on supporting Australian industry to be sustainable, resilient and to grow to their full potential.</p> <p>This is an exciting opportunity to join the Building Sector team. The team is responsible for building policy issues, the Building Ministers Meeting, and reviewing the Disability (Access to Premises – Building) Standards 2010. The team works closely with the Australian Building Codes Board (ABCB), state and territory governments and industry bodies, on regulatory matters and emerging issues in the building sector.</p> |
| About the role | <p>As a Senior Policy Officer, you will develop a strong understanding of the key issues affecting the Australian building industry, gain experience in the development and implementation of new policies, and be able to work autonomously on tasks that are complex in nature.</p> <p>Specific duties will include:</p> <ul style="list-style-type: none">• Providing secretariat services for the Building Ministers Meeting including organising meetings, managing group email boxes and developing and distributing meeting papers, agendas and minutes |



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| | <ul style="list-style-type: none">• Undertaking research and analysis to support complex policy development, implementation and evaluation• Producing high-quality work, including written materials such as briefs, correspondence, committee papers, communiques and reports• Developing and maintaining strong working relationships, particularly with other Commonwealth agencies, state and territory governments, industry representatives, and the private sector• Representing the Division to influence whole-of-government issues relating to the building sector. |
| Our ideal candidate | <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. We are looking for someone with:</p> <ul style="list-style-type: none">• A proven ability to work as part of a team, show initiative, and learn and apply new skills• Excellent stakeholder management skills, with experience liaising constructively with a range of internal and external stakeholders such as Commonwealth, state and territory governments, industry representatives and the private sector• Strong organisational skills, including an ability to work effectively in a dynamic environment, manage competing priorities and meet tight timeframes• Strong written and oral communication skills, including an ability to undertake research and analysis, and distil and communicate advice• Sound judgement in problem solving and thinking critically about issues. <p>While prior work experience or qualifications related to the building sector are well regarded, they are not required to be successful in this role.</p> |
| 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</p> |



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| | <p>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> |
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