



Dear Applicant

Parliamentary Executive Level 1—Assistant Director, Procurement

1 Thank you for your interest in the position of Parliamentary Executive Level 1—Assistant Director, Procurement. The attached information package may help you in preparing your application.

2 The information package includes information about the department, a copy of the duty statement and selection criteria and a Job Application Cover Sheet, which must be completed and attached to your application. Your application should set out your claims by reference to the selection criteria.

3 Your application will be accepted by e-mail, post or fax; details on where to send your application are provided in the enclosed package. Please note that applications close on 20 November 2009.

4 For further information about this position, please contact Robyn Kealey, Director, Procurement 02 6277 5077.

Yours faithfully

Karen Greening
Director
HR Services

Information pack— PEL1—Assistant Director Procurement

Department of Parliamentary Services

1 The Department of Parliamentary Services (DPS) is a service department that supports the work of the Federal Parliament

2 DPS has around 800 staff and an annual budget of around \$120 million. It is the principal support agency for the operations of Parliament House—a building where more than 3,500 people work on sitting days and which nearly one million visitors visit each year. As well as its responsibility for the building, DPS provides Hansard and broadcasting services for the Parliament, and ICT, library and research services to members of Parliament, parliamentary committees, and other building occupants.

3 The Presiding Officers (the President of the Senate and the Speaker of the House of Representatives) jointly administer the Department. The Secretary of the Department is responsible to the Presiding Officers for the Department's efficient operation.

General Advice to Applicants

4 Employment opportunities in the Parliamentary Service are open to all Australian citizens and may be subject to a range of conditions including:

- (a) a requirement for a probationary period;
- (b) security and character clearances; and
- (c) a health clearance.

5 Section 22 of the Parliamentary Service Act 1999 requires that employees of the Parliamentary Service are generally required to be Australian citizens. However, if you are not an Australian citizen you may be considered for engagement on the condition that you are able to gain Australian Citizenship within a specified time. Failure to obtain citizenship within the timeframe could lead to termination of engagement.

6 There are restrictions on the employment of people who have received a redundancy. If you have accepted a redundancy benefit, within the previous 12 months, from a Commonwealth employer (including the Parliamentary Service and the Australian Public Service), you cannot be employed by DPS until your exclusion period (the number of weeks for which you received a redundancy benefit) has expired. If you fall within this category please contact the Recruitment Adviser on telephone number (02) 6277 5200 to discuss your eligibility.

7 The *Parliamentary Service Act 1999* provides for mobility between the Australian Public Service and the Parliamentary Service.

Conditions of employment and salary

8 Conditions of employment and rates of pay for non-SES DPS staff are specified in:

- (a) the *Department of Parliamentary Services Union Collective Agreement 2008-2011*;
- (b) the *Parliamentary Service Act 1999*;
- (c) Parliamentary Service Determinations; and
- (d) Parliamentary Service Commissioner's Directions.

Superannuation

9 Employees may be required to make superannuation contributions under the *Superannuation Act 1976*, the *Superannuation Act 1990*, or the *Superannuation Act 2005*, whichever is applicable. In addition DPS will pay an employer contribution rate as determined by the relevant fund.

Relocation Expenses

10 Reimbursement of relocation costs may be considered for interstate applicants. This would include reasonable removal expenses and other costs associated with moving family and personal and household effects to Canberra.

How to apply

11 Applications, quoting the relevant reference number, should be sent:

- (a) by email to dps.recruitment@aph.gov.au
- (b) by mail to The Recruitment Adviser, DPS, Parliament House, PO Box 6000, CANBERRA ACT 2600; or
- (c) by fax to 02 6277 3950.

12 Your application should include a CV, and should be framed by reference to the selection criteria. However, the application does not need to address all elements of the selection criteria in detail. Instead, you should **briefly** identify one or two examples of your experience or skills that are relevant to each of the criteria (the same experiences may be relevant to more than one of the criteria). If you are selected for interview, you will then be expected to provide more information at interview about how your experience and skills enable you to satisfy the criteria.

13 If you are unfamiliar with addressing selection criteria, the link below to the Australian Public Service Commission's fact sheet will provide useful information -

<http://www.apsc.gov.au/publications07/crackingthecodefactsheet5.htm>

14 Applications must be submitted by close of business Friday, 20 November 2009.



Duty Statement

Classification:	Parliamentary Executive Level 1
Position No.:	30300
Local Title:	Assistant Director, Procurement
Branch:	Chief Finance Officer
Section:	Procurement
Immediate supervisor:	Parliamentary Executive Level 2 (Director)
Security assessment:	Protected

Under broad direction, undertake duties in accordance with the agreed standards for Parliamentary Executive Level 1. The duties may include, but are not limited to, some or all of the following:

- 1 Managing activities in the Procurement section, which provides specialist advice to departmental officials, develops tendering and contract documents, manages and conducts tender processes and undertakes policy and reporting activities.
 - 2 Provide policy, administrative or technical advice.
 - 3 Prepare research papers, submissions and plans on policy, administrative or technical issues.
 - 4 Provide service delivery or corporate support functions, including project work and policy development.
 - 5 Liaise and negotiate with other areas of the organisation and other organisations.
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Duties representing highest function:	1
Reviewed and approved by Assistant Secretary:	CFO Branch
Date:	23 October 2009



Selection Criteria

Classification:	Parliamentary Executive Level 1
Position No.:	30300
Local Title:	PEL 1—Assistant Director, Procurement

- 1 Shapes strategic thinking:
Inspires a sense of purpose and direction
Focuses strategically
Harnesses information and opportunities
Shows judgement, intelligence and commonsense
- 2 Achieves results:
Builds organisational capability and responsiveness
Marshals professional expertise
Steers and implements change and deals with uncertainty
Ensures closure and delivers on intended results
- 3 Cultivates productive working relationships:
Nurtures internal and external relationships
Facilitates cooperation and partnerships
Values individual differences and diversity
Guides, mentors and develops people
- 4 Exemplifies personal drive and integrity:
Demonstrates professionalism and probity
Engages with risk and shows personal courage
Commits to action
Displays resilience
Demonstrates self-awareness and a commitment to personal development
- 5 Communicates with influence:
Communicates clearly (orally and in writing)
Listens, understands and adapts to audience
Negotiates persuasively
- 6 Practical experience in managing projects and drafting contract documents.
Practical experience in conducting complex procurement activity including broad exposure to procurement types including construction (fit outs and logistics), engineering, telecommunications and IT.
Practical experience in policy and procurement governance commensurate with the level of the position.
- 7 Sound knowledge of and extensive experience in complex contemporary tendering and contracting disciplines.
Thorough knowledge and understanding of Commonwealth procurement policies, practices, guidelines and procedures, particularly as they pertain to the parliamentary environment

Note: The first 5 generic selection criteria are taken from the APSC integrated leadership system. Applicants will be expected to demonstrate how they would apply these skills to the requirements of the job as described. The APSC ILS Leadership Pathway (<http://www.apsc.gov.au/ils/index.html>) identifies and describes leadership capabilities at the EL1 and EL2 and other levels.

Eligibility/other requirements	Relevant tertiary qualifications or a Diploma/Certificate IV in Government (Statement of Attainment in Procurement) or equivalent would be an advantage
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Employees of DPS are required to be able, and to be seen to be able, to provide professional advice and services to all Senators and Members without favour or prejudice.

Reviewed and approved by Secretary:	CFO Branch
Date:	23 October 2009

Please complete the application cover sheet and attach it to the front of your application.

The application coversheet is available on the DPS employment website -

<http://www.aph.gov.au/dps/employment.htm>

Please quote "JO360" at the top of the application coversheet.