



Parliamentary Budget Office Secondment Program

About the Parliamentary Budget Office

The Parliamentary Budget Office (PBO) commenced operations on 23 July 2012 and is one of four parliamentary departments supporting the Australian Parliament.

The purpose of the PBO is to inform the Parliament by providing independent and non-partisan analysis of the budget cycle, fiscal policy and the financial implications of proposals.

In particular, the PBO aims to help level the playing field for all parliamentarians by providing access to costing and budget analysis services, and enhance the transparency and public understanding of the budget and fiscal policy settings.

The PBO has two operational divisions:

- Budget Analysis Division—responsible for preparing budget analyses and policy costings
- Fiscal Policy Analysis Division—responsible for fiscal policy analyses, leading the PBO's self-initiated work program and coordinating the post-election report of election commitments.

The PBO is located in Parliament House, Canberra ACT.

The PBO secondment program

The PBO's secondment program is aimed at officers from the Australian Public Service (APS) Level 5 to Executive Level 1 (or equivalent) classifications who have strong quantitative analysis skills and an aptitude for economic and financial modelling across a range of areas.

The PBO secondment program has the following objectives:

- to enhance the PBO's capacity to undertake its statutory functions
- to develop strong working relationships with other Commonwealth agencies and increase their awareness of the role and functions of the PBO.

Participants in the secondment program can expect to be involved in costing and analytical work across a wide range of policy areas and have the opportunity to gain and share knowledge and skills in specific areas relevant to both the PBO and the participant's home agency.

Placements to the PBO may be for a period of between six to 12 months.

Required skills and experience

Placements are most relevant to those with experience in economic, financial, budget or statistical analysis, to perform tasks such as:

- undertaking costings of revenue and expenditure proposals and drafting related explanatory material
- undertaking research into a wide variety of budgetary and fiscal policy matters
- analysing large datasets utilising tools such as SAS and Excel
- analysing budget and economic data to provide insights into budget and fiscal policy settings

- building and/or adapting models and frameworks to analyse the budget
- contributing to the preparation of PBO reports
- providing technical expertise to a PBO branch
- assisting in implementing the PBO's annual work plan.

Timing

Opportunities to participate in the program exist year round, however a greater number of placements may become available during the lead-up to a general election.

Training/development

Program participants will have the opportunity to engage in learning and development activities which will include specific topics and skills deemed relevant to, and that support, the participant's placement. This can include inter-agency courses, technical training in applications such as SAS, and participation in internal seminars which provide in-depth briefings on topical issues and/or skills sharing.

Salary and conditions

The participant will continue to be an employee of their home agency and, as such, conditions of service and salary will continue to be administered and covered by the participant's home agency.

For participants from interstate locations, the PBO may pay an agreed amount to the participant's home agency to disperse to the participant for certain relocation costs.

Once determined, these costs and conditions will be agreed to in a Memorandum of Understanding (MoU) between the two agencies.

Leave arrangements will also be covered under the MoU with the home agency.

Security clearance

A security clearance is required. The PBO will recognise security clearances granted by the Australian Government Security Vetting Agency.

Code of Conduct

Participants will be expected to comply with the Parliamentary Service Code of Conduct, Parliamentary Service Employment Principles, Parliamentary Service Values and the provisions relating to confidentiality under s64V of the [Parliamentary Service Act 1999](#).

If an APS employee is seconded to the PBO, they remain an APS employee. They continue to be fully bound by the APS Values, APS Employment Principles and Code of Conduct and are considered to be on duty. The home agency head retains all the powers and responsibilities of an employer, eg in relation to the employee's conduct, rights of review and so on, in relation to that employee.¹

Performance assessment

Performance feedback can be undertaken during the placement to support the home agency's performance processes; these arrangements will be detailed in the MoU.

¹ For more information see <http://www.apsc.gov.au/managing-in-the-aps/recruitment-and-selection/applying-for-jobs/secondments>

How to apply

Commonwealth employees interested in being considered for a placement in the PBO secondment program should first discuss the program with their manager and the senior officer responsible for such employment-related matters in their home agency.

If support from the home agency is provided, and the senior officer would like to progress the application of the interested employee, the senior officer should contact the PBO and provide brief details about the potential dates for the proposed placement and the skills, knowledge and experience of the participant.

A copy of the participant's resume and a statement of support from the participant's supervisor will also be required to progress a proposed placement.

Contacts

For further information, contact PBO recruitment via email to recruitment@pbo.gov.au or on (02) 6277 9523.