



## Applicant information pack

### Assistant Director, various Divisions

#### Position details

Vacancy number	PBO71
Position title	Assistant Director, various Divisions
Classification	Parliamentary Executive Level 1
Salary range	\$112,508–\$129,905 per annum + attractive employer superannuation
Location	Parliament House, Canberra, ACT
Tenure	Ongoing
Eligibility	Employees of the Parliamentary Budget Office are required to be Australian citizens.  The position is a security assessed position. The successful applicant will be required to obtain and maintain a Negative Vetting Level 1 security clearance.
Other requirements	Relevant tertiary qualifications are essential.  The successful applicant will have the ability to undertake economic, financial, budget and/or statistical analysis and research, or policy costings.  The successful applicant may be subject to other conditions, such as probation, character or health clearances.
Contact officer	Amanda Bruce, Acting Assistant Parliamentary Budget Officer, Corporate Strategy Branch. Phone: (02) 6277 9520, email: <a href="mailto:Amanda.bruce@pbo.gov.au">Amanda.bruce@pbo.gov.au</a>
Closing date	Wednesday 10 March 2021 at 11.30pm AEST

## About the Office

The Parliamentary Budget Office (PBO) supports the Parliament by providing independent, authoritative and non-partisan analysis of budgetary issues and the fiscal cost of policy proposals. In light of the current fiscal situation, the PBO is in a unique position to support the Parliament and general public at this critical time through analysis that is timely and relevant.

The PBO's role comprises three main elements, which are to:

- enable fiscal impacts to be considered during policy development by providing policy costing and budget analysis services to all parliamentarians

- improve public understanding of budget and fiscal policy issues by conducting and publishing research in these areas
- enhance transparency around election commitments by preparing a post-election report on the budget impacts of the election commitments of parliamentary parties.

## About our ideal candidate and working at the PBO

The PBO values the diverse range of skills and experience of our staff. We seek passionate staff who demonstrate initiative, work with the utmost discretion and confidentiality, and work collaboratively to deliver services to support the Parliament.

The PBO actively encourages applications from:

- people with a disability, Aboriginal and Torres Strait Islander people and people from linguistically diverse backgrounds
- candidates with experience in the private sector, especially with a consulting background in an analytical function
- candidates with public policy experience, including analysis and advice
- candidates with a range of technical backgrounds with proven high-level analytical, research, data and evaluation skills. Current staff have qualifications in economics, commerce, finance, data science, statistics, mathematics, physics and accounting. We are interested in adding new skills to that mix, including data visualisation and project design and delivery.

The PBO has a flexible working environment. Internal and external opportunities for learning and development are promoted, including access to studies assistance to undertake training which directly relates to the PBO's functions and helps staff reach their career development goals.

The PBO is a recognised employer partner with CPA Australia. This recognises that the PBO demonstrates a strong commitment to learning and development and supports the professional development of its accounting and finance employees. If you would like to understand more about what this means for you, please refer to the [Recognised Employer Program](#) information on CPA Australia's website.

The PBO offers attractive salaries and employer superannuation as well as a range of other benefits, including salary packaging.

We are located within the Australian Parliament House. Staff have access to a wide variety of amenities including cafes, on-site childcare, recreational and gym facilities, a post office and bank, and free parking.

## About the roles

The PBO is seeking people with an aptitude for analysis to work in either of the two analytical areas of the PBO (Parliamentarian Costing and Analysis Division and Fiscal Policy Analysis Division).

While successful applicants will be offered roles in an area focused primarily on either undertaking costings of policy proposals (Parliamentarian Costing and Analysis Division) or conducting budget research (Fiscal Policy Analysis Division), the PBO supports mobility within the organisation as part of career development and expects Assistant Directors to undertake work across both of these functions at times in response to peak pressures. There are annual opportunities for rotations and

opportunities to be seconded across areas for particular projects including cross-division projects that provide opportunity for staff to contribute to and lead organisational change, and have significant exposure to the PBO's Executive and agency head.

## Duties

The duties of the position vary across the two analytical Divisions.

The primary focus of Parliamentary Costing and Analysis Division is preparing estimates of the costs of policy proposals for parliamentarians. The duties in the Division include:

- being the lead analyst for the preparation of costings and evaluations of revenue proposals (Revenue Analysis Branch) and expenditure proposals (Program Analysis Branch)
- analysing large datasets using tools such as SAS and Excel
- building and/or adapting models and frameworks to analyse the budget
- applying strong written communication skills to the drafting of costings, costing evaluations and published reports that are accessible to a wide audience
- working across the PBO and with other organisations to obtain data and information to assist with costings, costing evaluations and PBO research reports and to test and communicate our findings
- assisting unit managers with supervising, guiding and mentoring staff and providing leadership to small project teams
- contributing to the preparation of PBO research reports, including analysing budget and economic data to provide insights into budget and fiscal policy settings
- contributing to external engagement activities, including presenting on PBO models and reports.

The primary focus of Fiscal Policy Analysis Division is conducting quantitative analysis and publishing research papers on budget and fiscal policy matters. The duties in Fiscal Policy Analysis Division include:

- being the lead analyst for the preparation of several PBO research reports each year, including building and/or adapting models and frameworks to analyse the budget
- applying strong written communication skills to the drafting of published reports that are accessible to a wide audience
- contributing your technical expertise and understanding of the budget and fiscal policy matters to help shape and deliver the research program
- assisting unit managers with supervising, guiding and mentoring staff and providing leadership to small project teams
- working across the PBO and with other organisations to obtain data, test and communicate the findings of our research, and enhance our understanding of the budget
- contributing to external engagement activities, including presenting on research papers
- undertaking costings of revenue and expenditure proposals as required with appropriate training to respond to periods of elevated demand for costings from parliamentarians.

# Application process

The PBO uses a range of assessment options and processes to assist in selecting suitably qualified and experienced applicants, to select the right people for our roles.

## What are the steps?

1	Apply	Complete and submit your 'two page pitch' – see below (maximum of 1,200 words) and a resume of no more than three pages.
2	Shortlist	Applicants will be assessed on their written application using the selection criteria in the <a href="#">Australian Public Service Commission's (APSC) Integrated Leadership System (ILS)</a> .
3	Interview	Shortlisted applicants will be invited to attend an interview. This may also include skills testing.
4	Referees	Referees may be contacted for further assessment of suitability.
5	Process complete	After the delegate has approved the process, a merit pool may be established. All applicants will be notified of the outcome of the process.

## How to apply

Your application should be lodged by email to [hr@pbo.gov.au](mailto:hr@pbo.gov.au) by the closing date and time and must include:

- a completed PBO job application cover sheet referencing vacancy number PBO71: [http://www.aph.gov.au/About\\_Parliament/Employment/Parliamentary\\_Budget\\_Office](http://www.aph.gov.au/About_Parliament/Employment/Parliamentary_Budget_Office)
- your resume (maximum of three pages)
- your 'two page pitch' of no more than 1,200 words, referencing the [APSC's ILS](#), and describing how your skills and experience would contribute to the position within the PBO.

## Selection criteria

Applicants will be assessed against the following criteria:

- 1 shapes strategic direction
- 2 achieves results
- 3 cultivates productive working relationships
- 4 exemplifies personal drive and integrity
- 5 communicates with influence.

## How to write your 'two page pitch'

Your pitch is your opportunity to tell us why you are the right fit for this position.

Tell us why you want to work for us, and why you are interested in the advertised role. We want to know how your skills and experience would contribute to the role and the work of the PBO. Make sure to highlight relevant examples and accomplishments that demonstrate your ability to perform the role.

Your pitch should be written in an easy to read font and simple, consistent format. Subheadings are acceptable should you wish to use them. Please consider the position requirements and the relevant profile in the [ILS](#) when framing your pitch and avoid duplicating information that can be found in your resume.

## Our employment framework

Employees in all parliamentary departments are employed under the *Parliamentary Service Act 1999*. All PBO non-SES employees are engaged under common law agreements.

If you have accepted a redundancy benefit within the previous 36 weeks from a Commonwealth employer (including the Parliamentary Service and the Australian Public Service (APS)), you cannot be employed by the PBO until your exclusion period (the number of weeks for which you received a redundancy benefit) has expired. If you would like to discuss your eligibility, please contact us.

Section 26 of the *Parliamentary Service Act 1999* provides for mobility between the Parliamentary Service and the APS. In particular, this ensures full transferability of leave balances and superannuation arrangements. Further information on movement between the Parliamentary Service and the APS can be found on the APSC's website at <https://www.apsc.gov.au/movement-between-parliamentary-service-and-aps>.

## How to contact us

For information about the advertised position, please direct enquiries to the contact officer listed on page 1 of this document.

For all other recruitment questions or information, you can contact our recruitment team on [hr@pbo.gov.au](mailto:hr@pbo.gov.au) or call 02 6277 9515.

## Privacy notice

This statement sets out the Parliamentary Budget Office's (PBO) approach to collecting, using, storing and disclosing personal information. The PBO collects personal information such as:

- information provided in application forms (including documentation such as curricula vitae (CVs) and cover letters), including name, address, email, education level, and visa information, and information provided during the interview process
- information provided for PBO employee records, including bank account details, superannuation and taxation details, and security clearance information.

In addition to information obtained directly from individuals, the PBO may also obtain information about prospective employees from: recruitment agencies, named referees, academic and professional bodies (for verifying academic and professional qualifications), criminal record checks, and credit reference checks; and publicly available websites, including social media.

The PBO may collect this personal information in a variety of ways, including via email, over the phone or in hardcopy.

The PBO discloses data to outsourced service providers for the purposes of those organisations providing information and communications technology (ICT), security, financial and payroll services to the PBO. These outsourced providers include the Department of the Senate and the Department of Parliamentary Services. The PBO does not transfer or disclose personal information of employees, or prospective employees, overseas.

For more information about how the PBO handles personal information, the PBO's Privacy Policy can be obtained from the Privacy Officer, by emailing [hr@pbo.gov.au](mailto:hr@pbo.gov.au). The PBO Privacy Policy also contains information about how to make a request for access to, or correction of, personal information held by the PBO, as well as who to contact for privacy enquires or complaints.