



Applicant information pack

Assistant Director, Governance and Reporting, Corporate Strategy Branch (Maternity leave cover)

Position details

Vacancy number	PBO72
Position title	Assistant Director, Corporate Strategy Branch
Classification	Parliamentary Executive Level 1
Salary range	\$112,508–\$129,905 per annum + attractive employer superannuation
Location	Parliament House, Canberra, ACT
Tenure	Non-ongoing (Maternity leave cover)
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 have and maintain a Negative Vetting Level 1 security clearance.
Other requirements	A strong background in governance and reporting. Relevant tertiary qualifications are essential. 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: amanda.bruce@pbo.gov.au
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.

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.

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 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 actively encourages applications from people with a disability, Aboriginal and Torres Strait Islander people and people from linguistically diverse backgrounds.

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 Corporate Strategy Branch

The Corporate Strategy Branch is a small team, responsible for developing and implementing the PBO's corporate strategies and policies, managing the delivery of the PBO's corporate services and meeting compliance obligations.

The Branch delivers strategic advice and high quality services and support to the PBO across the corporate spectrum. This includes areas such as finance, human resources, governance, risk, audit, ICT, communications, information management and security.

The PBO's payroll and financial transaction services are outsourced to the Department of the Senate. ICT and physical security services are provided by the Department of Parliamentary Services.

In the year ahead, particular focus areas for the Branch will be:

- supporting the implementation of a significant ICT project, involving the upgrade of key systems and applications which will affect all PBO staff,
- supporting the organisation to prepare for the upcoming general election surge period, refreshing the PBO's suite of corporate, finance and human resources policies.

About the role

The PBO is seeking a dynamic and motivated individual to be an Assistant Director in the Corporate Strategy Branch. The successful candidate will have deep experience in governance and reporting. In addition, you will have the ability to deliver high quality outputs and advice across one or more other corporate areas including finance, human resources and audit.

You will be an experienced team leader able to lead and coach staff to deliver high quality outcomes across all priority areas. As the Corporate Strategy Branch is a small team with responsibility for a broad range of functions, the successful applicant will be able to work flexibly and collaboratively and will have strong stakeholder engagement and communication skills to support and deliver the PBO's corporate functions, including the management of outsourced services.

The PBO supports mobility within the organisation as part of career development and expects Assistant Directors to undertake work across a number of corporate functions at times in response to peak pressures.

Duties

Duties of the position include:

- developing corporate policies and procedures and other complex papers as required including the Portfolio Budget Statement, Annual Report and Corporate Plan
- providing advice to the Executive regarding the performance of the PBO
- coordinating risk management activities, such as risk assessments and risk monitoring and other governance activities
- preparing compliance reporting to external agencies
- developing corporate policies, procedures and other complex papers as required
- assisting in managing the provision of corporate services by outsourced providers
- assisting in implementing the PBO's and Corporate Strategy Branch's annual work plans
- other duties as directed.

Qualifications and other requirements

Successful applicants will have experience in delivering governance and reporting.

Relevant tertiary qualifications are highly desirable.

The ability to work with utmost discretion and confidentiality is essential.

A security clearance must be obtained and maintained.

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 Australian Public Service Commission's (APSC) Integrated Leadership System (ILS) .
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 by the closing date and time and must include:

- a completed PBO job application cover sheet referencing vacancy number PBO72: 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 Australian Public Service Commission'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 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. 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.