



Applicant information pack: Office Manager and Executive Assistant (EA)

Position details

Vacancy number	PBO77
Position title	Office manager and Executive Assistant (EA), Corporate Strategy Branch
Classification	Parliamentary Service Level 5
Salary range	\$79,267 – \$86,957 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	The successful applicant may be subject to other conditions, such as probation, character or health clearances.
Contact officer	Amanda Bruce, Assistant Parliamentary Budget Officer, Corporate Strategy Branch Phone: 02 6277 9520, email: amanda.bruce@pbo.gov.au
Closing date	Sunday, 15 August 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 role

The PBO is seeking an individual with high level communication and organisational skills to work in the Office of the Parliamentary Budget Officer, reporting to the Senior Executive Assistant. Working across the whole agency, you will engage with staff of all levels and have a flexible and proactive approach to getting things done.

As Office Manager and Executive Assistant you will:

- provide executive and administrative support services to the seven members of the PBO Executive,
- perform PBO's administration and office support activities, and
- provide back-up support to the Senior Executive Assistant to the Parliamentary Budget Officer, as required.

In the year ahead, particular focus areas for the PBO will be supporting the implementation of a significant ICT project, involving the upgrade of key systems and applications which will affect all PBO staff, and supporting the organisation to prepare for the upcoming general election surge period.

Duties

Duties of the position include:

Support the Executive including:

- Manage Senior Executive diaries, including meeting preparation tasks as required,
- Preparation and quality assurance of correspondence and documents
- Coordinating and assisting work flow management (including task tracking and assisting to ensure tasks are completed according to priority and deadlines)
- Provide back-up support to the Executive Assistant to the Parliamentary Budget Officer and the Corporate Support Officers in the branch, as required

- Coordinate Senate Estimates preparation and briefing folders, as well as responses to Questions on Notice

Support the PBO's financial function including:

- Management of simple procurement and accounts payable processes including raising purchase orders and processing invoices through an outsourced provider
- Issue cab charge vouchers and maintain the cab charge register
- Prepare credit card acquittals for the PBO's credit card holders
- Prepare travel request documentation, make bookings and prepare travel diary acquittals for PBO employees following return from official travel
- Manage stationery orders and maintain corporate registers

Other administrative support including:

- Assistance with general coordination functions across the organisation, providing strong support to critical tasks of the work areas as required
- Secretariat support as required for internal and external committees and meetings
- General office support activities as directed by the Parliamentary Budget Officer or managers.
- Identify and record relevant documents in relation to the duties above in the PBO's electronic document and records management system.

Qualifications and other requirements

- Successful applicants will have strong record keeping practices and client focus, high level communication and organisation skills and the ability to prioritise and manage a wide variety of tasks with limited direction
- The ability to work with utmost discretion and confidentiality is essential
- Demonstrated experience in standard office applications including Word, Outlook, Excel and Powerpoint is essential
- Experience with an electronic document and records management system, or with SharePoint will be highly regarded
- 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 (max. 1200 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 PBO77: 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 1200 words, referencing the [APSC's ILS](#), 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. supports strategic direction
2. achieves results
3. supports productive working relationships
4. displays 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.

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.