



Applicant information pack

Corporate Support Officer, Corporate Strategy Branch

Position details

Vacancy number	PBO64
Position title	Corporate Support Officer, Corporate Strategy Branch
Classification	Parliamentary Service Level 5
Salary range	\$77,712–\$85,251 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	Tara Stellati, Assistant Director Corporate Strategy Branch Phone: 02 6277 9522, email: tara.stellati@pbo.gov.au
Closing date	Monday, 9 March 2020 at 11.30pm AEDT

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:

- continuing to drive the project to implement new arrangements for the PBO's ICT systems, website and data analytics software
- implementing changes arising from the updated Protective Security Policy Framework
- commencing activity for the PBO's next round of remuneration arrangements,
- refreshing the PBO's suite of finance and human resources policies.

About the role

The PBO is seeking a dynamic and motivated individual with high level communication and organisation skills to be a Corporate Support Officer in the Corporate Strategy Branch. Reporting to an Assistant Director, you will deliver administration activities associated with human resources (HR) functions including in relation to recruitment, onboarding and staff cessations. You will also coordinate the administration of the PBO's electronic document management system, its workflow management system and its e-learning platform. The Corporate Support Officer also provides support for other functions in the branch, including communications, web and report publishing, as required.

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.

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

Duties

Duties of the position include:

- delivering operational HR administration activities, including supporting recruitment processes, staff onboarding, cessations and movements, and liaising with the PBO's outsourced payroll provider
- assisting with administration of the electronic records management system including quality assurance and reporting activities
- assisting with administration of learning and development functions, including e-learning
- secretariat of the PBO's Health and Safety Committee and delivery of work health and safety activities as required (for example less complex case management)
- assisting with the development of HR policies and procedures, forms and templates
- providing back-up support for communications, web and report publishing functions
- providing back-up support for the Administrative Support Officer in the branch, as required
- contributing to the development of PBO organisational systems and work processes
- 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 a strong electronic record keeping ethos and client focus, high level communication and organisational skills and ability to prioritise and manage a wide variety of tasks.
- The ability to work with utmost discretion and confidentiality is essential
- Knowledge of, and experience with, formatting Microsoft Word documents and attention to detail are also essential.
- Knowledge of Adobe Creative Suite products and web content management system(s) is desirable.
- 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 PBO's Non-SES Capability Framework .
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 helen.seisun@pbo.gov.au by the closing date and time and must include:

- a completed PBO job application cover sheet referencing vacancy number PBO64: 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 PBO's Non-SES Capability Framework, 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 written and oral communication
- 2 output management
- 3 people skills
- 4 conceptual and analytical skills
- 5 judgement
- 6 leadership

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 [Non-SES Capability Framework](#) 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 helen.seisun@pbo.gov.au, 02 6277 9516 or amanda.bruce@pbo.gov.au, 02 6277 9523.