



Parliamentary Budget Officer

The Parliamentary Budget Office (PBO) is seeking suitably qualified leaders to apply for the role of Parliamentary Budget Officer. This is a unique and critical role in the parliamentary system.

As the Parliamentary Budget Officer, you will be head of the PBO. The PBO improves transparency around fiscal and budget policy issues and provides confidential costing services to all parliamentarians. As such, you will be responsible for informing the Parliament by providing independent and non-partisan analysis of the budget cycle, fiscal policy and the financial implications of proposals. Key responsibilities in this role include:

- responding to requests made by Senators, Members and parliamentary committees for costings of policy proposals or for analysis of matters relating to the budget,
- publishing a report after every election that provides transparency around the fiscal impact of the election commitments of major parties, and
- conducting and publishing research that enhances the public understanding of the budget and fiscal policy settings.

This is a challenging opportunity for a strong senior executive leader who has extensive experience in public policy, fiscal policy, economic analysis and the Commonwealth budget framework. You will have demonstrated high level leadership and strategic capability within a complex and sensitive environment.

You will have high levels of integrity, credibility and accountability in undertaking your statutory responsibilities to the Australian Parliament. You will bring proven high profile stakeholder management experience in the public, private and international sectors. You will have the ability to build and maintain strong working relationships and high levels of trust with Senators, Members, parliamentary committees, other Commonwealth agencies and external stakeholders. You will be a highly effective communicator and collaborator who brings responsiveness and independence to the advice provided on the financial implications of policies.

The Parliamentary Budget Officer is a full time statutory office holder appointed for a term of four years and is eligible for reappointment in accordance with the *Parliamentary Service Act 1999*. Remuneration is determined by the [Remuneration Tribunal](#) and the position is based in Parliament House, Canberra, ACT.

Candidates must be Australian citizens, or otherwise eligible to work in the Australian Parliamentary Service, and must be able to obtain and maintain a Negative Vetting 2 security clearance.

The contact officer for this position is:

Callie Zorzi

Group Manager | Integrity, Performance and Employment Policy | Australian Public Service Commission
ph: +61 26202 3845 | e: callie.zorzi@apsc.gov.au

The application pack for the position is available on the PBO's website: www.pbo.gov.au/employment.

The closing date for applications has been extended to 11.30pm, Sunday 31 May 2020. (Note: the previous closing date was 3 April 2020).



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Application Pack

About the Parliamentary Budget Office

The Parliamentary Budget Office (PBO) was established 23 July 2012 under the *Parliamentary Service Act 1999* (PS Act). It is an independent institution of the Australian Parliament that improves transparency around fiscal and budget policy issues and provides confidential costing services to all parliamentarians.

The PBO's organisational structure consists of three areas:

- Budget Analysis Division, responsible for preparation of budget analyses and policy costings
- Fiscal Policy Analysis Division, responsible for leading the PBO's self-initiated research program and coordinating the post-election report of election commitments
- Corporate Strategy Branch, responsible for developing and implementing the PBO's corporate strategies and policies, managing the delivery of the PBO's corporate services, and meeting the PBO's compliance obligations.

The PBO has resourcing for approximately 44 full time equivalent staff that are employed under the PS Act.

The PBO operates within the PS Act, Appropriation (Parliamentary Departments) Act and the legislative framework of Commonwealth executive departments and agencies. The PBO receives its funding through the Appropriation (Parliamentary Departments) Acts and has a limited special appropriation established under Section 64D of the PS Act.

The PBO is subject to scrutiny by the Finance and Public Administration Committee, which considers its estimates. It is also subject to examination annually by the Auditor-General, and continuously throughout the year by a contract internal auditor. The Joint Committee of Public Accounts and Audit (JCPAA) also plays an oversight role in relation to the PBO's resourcing and must be consulted in the preparation of the PBO's annual work plan.

The PBO is located in Parliament House, Canberra. Further information about the PBO can be found at www.pbo.gov.au.

The role of the Parliamentary Budget Officer

The Parliamentary Budget Officer is the head of the PBO and is responsible for three core functions set out in the PS Act: policy costings and budget analysis, election commitment reporting and research. The Parliamentary Budget Officer is the agency head of the PBO and sets its strategic direction within a complex, sensitive and dynamic environment. This is a unique and critical role in the parliamentary system.

Policy costings and budget analysis

- Provide all parliamentarians with access to advice on the financial implications of their policy proposals, based on the policy specifications they provide. Outside of the caretaker period for an election, parliamentarians may submit requests for policy costings on a confidential basis, in which case both the request and our response are kept in confidence.
- Provide parliamentarians with access to information relating to the budget, which may be provided on a confidential basis regardless of when the request is made.
- Respond to requests for assistance from parliamentary committees on issues within the PBO's statutory mandate.

Research

- Publish research focussed on the fiscal sustainability of the Australian Government budget, particularly over the medium term.
- Improve budget transparency and promote a better public understanding of the budget and fiscal policy settings through the PBO's publications.

Election commitment report

- Publish a report after every general election that presents the budget impacts of each of the election commitments of the major parliamentary parties, including their aggregate impact on the fiscal position. Minor parties may choose to opt in to have their election commitments included in this report. The publication of this report serves an important role in encouraging parliamentary parties to announce fully costed election commitments and publish their fiscal position prior to polling day.

The Parliamentary Budget Officer is not subject to direction by the Presiding Officers - the President of the Senate and the Speaker of the House of Representatives - in relation to the performance of these statutory functions.

The Parliamentary Budget Officer exercises the powers of a secretary of a department, is responsible for managing the PBO and must advise the Presiding Officers in matters relating to the operation and administration of the PBO.

Appointment

The Parliamentary Budget Officer is appointed by the Presiding Officers with the approval of the JCPAA.

The Parliamentary Budget Officer is a full time statutory office holder appointed for a term of four years and is eligible for reappointment, but must not hold office for a total of more than eight years.

Remuneration

The Parliamentary Budget Officer's remuneration is determined by the [Remuneration Tribunal](#). The total annual remuneration package is presently \$443,390.

Security clearance and citizenship requirements

To be eligible to apply for the role of Parliamentary Budget Officer, the successful candidate is required to:

- obtain (and maintain) a Negative Vetting Level 2 security clearance,
- be an Australian Citizen or, in limited circumstances, in the process of obtaining it, and
- be subject to checks on character, health, police and other matters as part of the pre-appointment appointment process.

How to apply

Qualified candidates who possess the necessary skills, abilities and attributes required to undertake to the role of Parliamentary Budget Officer, as outlined in the job advertisement, are invited to submit an application.

The deadline for applications has been extended to 11.30pm, Sunday 31 May 2020 (note: previous deadline was 3 April 2020) and applications must be submitted to callie.zorzi@apsc.gov.au. Late applications may not be accepted. Applications for the position must include the following:

Personal details	Full name, address, contact telephone numbers, email address and nationality and citizenship details.
Resume	<ul style="list-style-type: none">• Including employment history (ie dates and details of positions held)• Details of education and professional training and qualifications• Any other relevant information such as offices held in professional bodies.
Response to the role	Candidates are asked to respond to the job advertisement, to a maximum of two pages, taking into account relevant experience and expertise in current and past roles.
Referees	Full contact details of two referees. Please note that referees may be contacted at any time during the process and prior to consultation with the candidate. The Presiding Officers reserve the right to seek reports on the suitability of candidates from experts in the relevant field, other than those nominated by the candidate.
Contact Officer	Callie Zorzi Group Manager Integrity, Performance and Employment Policy Australian Public Service Commission Telephone: +61 26202 3845 Email: callie.zorzi@apsc.gov.au