



Parliament of Australia
Parliamentary Budget Office

Dear Applicant

Director, various branches (vacancy number: PBO48)

Ongoing opportunity

Thank you for your interest in the Director position in the Parliamentary Budget Office (PBO).

The role of the PBO is to inform the Parliament by providing independent and non-partisan analysis of the budget cycle, fiscal policy and the financial implications of proposals. Further information about the PBO is available on our website: www.cbo.gov.au

To assist you with your application for this vacancy, this information package includes:

- a copy of the position's job description and selection criteria
- other application information, including an outline of how to prepare your application.

The job application cover sheet, which must be completed and attached to your application, is located at the top of the PBO employment web page: www.cbo.gov.au/employment

Please note that your application must be submitted by 11:30pm on Sunday 26 November 2017.

For further information about this role, please contact Gareth Tunks on (02) 6277 9550.

Yours faithfully

Karen Williams
Assistant Parliamentary Budget Officer
Corporate Strategy Branch



Applicant information package

Job description

Vacancy no:	PBO48	Position title:	Director
Location:	Parliament House, ACT	Classification:	Parliamentary Executive Level 2
Tenure:	Ongoing	Security clearance:	Negative Vetting Level 1
Salary range:	\$125,690–\$149,734	Immediate supervisor:	SES Band 1

The Parliamentary Budget Office

The role of the PBO is to inform the Parliament by providing independent and non-partisan analysis of the budget cycle, fiscal policy and the financial implications of proposals. The PBO's functions include: preparing budget analyses and policy costings on request by Senators and Members; preparing submissions to inquiries of Parliamentary Committees and, at its own initiative, conducting and publishing research on the budget and fiscal policy settings.

The Budget Analysis Division has two branches:

- The *Revenue Analysis Branch* is responsible for costings and analysis of tax revenue and certain aspects of the tax and transfer system.
- The *Program Analysis Branch* is responsible for preparing analyses of budget expenditures and undertaking costings of expenditure proposals.

The Position

The PBO is seeking an experienced economic and/or financial analyst to work in the Budget Analysis Division of the PBO. As a Director, you will be responsible for leading a unit undertaking economic, financial, budget or statistical analysis to estimate the fiscal cost of revenue and/or expenditure proposals; undertake research into, and prepare analyses of, the budget and fiscal policy settings; and contribute to the PBO's research program.

You will also be responsible for managing the unit to deliver high quality output in an environment of competing priorities, ensuring appropriate work processes are followed, identifying areas for improvement in the operation of the Unit/Branch/Division and contributing to the strategic direction of the Budget Analysis Division. You will build and maintain networks with stakeholders, including Government agencies and staff in parliamentarians' offices.



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Duties

Duties of the position include:

- providing operational leadership and technical expertise to a PBO work unit
- leading and undertaking costings of policy proposals
- contributing to the development of PBO organisational systems and work processes
- representing the PBO as required, including engaging with other agencies
- other duties as directed by the Parliamentary Budget Officer or managers.

Qualifications and other requirements

- The successful applicant will have experience in preparing policy costings and/or undertaking economic, financial, budget and/or statistical analyses and research. A good knowledge of the structure of the Commonwealth budget and a strong understanding of the drivers of Commonwealth revenues and/or expenditures is highly desirable.
- Relevant tertiary qualifications are essential.
- The ability to work with utmost discretion and confidentiality is essential.
- The ability to lead a team undertaking microsimulation modelling is essential.
- Knowledge of SAS or similar statistical packages is desirable.
- A security clearance must be obtained and maintained.



Selection criteria

Classification: Parliamentary Executive Level 2

Vacancy number: PBO48

The following are the criteria against which selection for this vacancy will be made. Your referees will also be asked to address these criteria when providing a referee report.

Applicants are required to address each selection criterion and limit their total response to the selection criteria to a maximum of two pages.

Selection criteria

1. written and oral communication
2. output management
3. people skills
4. conceptual and analytical skills
5. judgement
6. leadership
7. quantitative skills, including the ability to undertake analysis of budget-related issues, such as the use and development of financial and economic models in the preparation of policy costings.

Criteria one to six are based on the PBO's Non-SES Capability Framework. More detail on each criterion and what is expected at this classification is available at:

<http://www.aph.gov.au/~/media/05%20About%20Parliament/54%20Parliamentary%20Depts/548%20Parliamentary%20Budget%20Office/Employment/Non-SES%20capability%20framework.pdf?la=en>

Where the criteria are general, applicants will be expected to demonstrate how they would apply these skills to the requirements of the job as described.

If you are unfamiliar with addressing selection criteria, please refer to the Australian Public Service Commission's fact sheet about applying for jobs which may be useful:

www.apsc.gov.au/publications-and-media/current-publications/cracking-the-code/factsheet5



Applicant information

General advice to applicants

Employees in all parliamentary departments are employed under the *Parliamentary Service Act 1999*.

Section 22 of the *Parliamentary Service Act 1999* requires that engagement of a Parliamentary Service employee may be subject to a range of conditions including probation, citizenship, qualifications, security and character clearances and health clearances.

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), 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 the Recruitment Adviser on (02) 6277 9523.

Section 26 of the *Parliamentary Service Act 1999* provides for mobility between the Australian Public Service and the Parliamentary Service.

Security assessment

The position is a security assessed position. The successful applicant will be required to obtain (and maintain) an appropriate security clearance.

How to apply

Your application for this position must include:

- a completed PBO job application cover sheet referencing vacancy number **PBO48**: www.pbo.gov.au/employment
- a copy of your current curriculum vitae (maximum of two pages)
- your statement of claims against the selection criteria (maximum of two pages).

Applicants who are selected for interview must be able to provide at least two suitable referees, one of which should be a current supervisor.

Applications should be forwarded by email to: recruitment@pbo.gov.au

Closing date for applications: 11:30pm Sunday, 26 November 2017