



**Parliament of Australia**  
**Parliamentary Budget Office**

Dear Applicant

**Senior Analyst, various branches (vacancy number: PBO51)**  
**Ongoing opportunity**

Thank you for your interest in the Senior Analyst 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 its website: [www.pbo.gov.au](http://www.pbo.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.pbo.gov.au/employment](http://www.pbo.gov.au/employment)

Please note that your application must be submitted by 11:30pm on Sunday, 15 July 2018.

For further information about this role, please contact Lok Potticary on (02) 6277 9552.

Yours faithfully

Karen Williams  
Assistant Parliamentary Budget Officer  
Corporate Strategy Branch



# Applicant information package

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## Job description

<b>Vacancy no:</b>	PBO51	<b>Position title:</b>	Senior Analyst
<b>Location:</b>	Parliament House, ACT	<b>Classification:</b>	Parliamentary Service Level 6
<b>Tenure:</b>	Ongoing	<b>Security clearance:</b>	Negative Vetting Level 1
<b>Salary range:</b>	\$85,842 - \$96,432	<b>Immediate supervisor:</b>	Director

## 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 PBO has three operational 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 *Fiscal Policy Analysis Branch* is responsible for fiscal policy analyses, leading the PBO's research program and coordinating the post-election report of election commitments.

## The Position

The PBO is seeking analysts with an aptitude for quantitative policy analysis to work in various branches of the PBO. As a Senior Analyst, you will use your skills and experience in economic, financial, budget or statistical analysis to (depending on the branch you are allocated to) undertake costings of revenue and expenditure proposals; undertake research into, and prepare analyses of, the budget and fiscal policy settings; and contribute to the PBO's program of research.



## **Duties**

Duties of the position include:

- undertaking costings of revenue and expenditure proposals and draft related explanatory material
- analysing large datasets utilising tools such as SAS and Excel
- building and/or adapting models and frameworks to analyse the budget
- contributing to the preparation of PBO reports, including analysing budget and economic data to provide insights into budget and fiscal policy settings
- providing technical expertise to a PBO branch
- assisting in implementing the PBO's annual work plan.

## **Qualifications and other requirements**

- Successful applicants will have the ability to undertake economic, financial, budget and/or statistical analysis and research, or policy costings.
- Relevant tertiary qualifications are essential.
- The ability to work with utmost discretion and confidentiality is essential.
- A security clearance must be obtained and maintained.
- Knowledge of SAS or similar statistical packages is desirable.



## Selection criteria

**Classification:** Parliamentary Service Level 6

**Vacancy number:** PBO51

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:

[www.aph.gov.au/~media/05%20About%20Parliament/54%20Parliamentary%20Depts/548%20Parliamentary%20Budget%20Office/Employment/Performance%20Management%20Framework.pdf](http://www.aph.gov.au/~media/05%20About%20Parliament/54%20Parliamentary%20Depts/548%20Parliamentary%20Budget%20Office/Employment/Performance%20Management%20Framework.pdf)

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](http://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 **PBO51** : [www.pbo.gov.au/employment](http://www.pbo.gov.au/employment)
- a copy of your current resume (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](mailto:recruitment@pbo.gov.au)

**Closing date for applications:** 11:30pm Sunday, 15 July 2018