

**Senate Finance and Public Administration Legislation Committee**  
**ANSWERS TO QUESTIONS ON NOTICE**  
**ADDITIONAL BUDGET ESTIMATES 2011-2012**

Prime Minister and Cabinet Portfolio

**Department/Agency:** Australian Public Service Commission

**Outcome/Program:**

**Topic:** Secretary of the Department of Parliamentary Services – ‘request for offer’

**Senator: Faulkner**

**Question reference number:** 73

**Type of question:** Hansard, FPA, P117, 13 February

**Date set by the committee for the return of answer:** Friday, 30 March 2012

**Number of pages:** 2 (23 page attachment)

**Question:**

**Senator FAULKNER:** Is the 'request for offer' that is issued to executive search firms developed within your office?

**Mr Sedgwick:** We put a proposal to the Presiding Officers, which they have accepted.

**Senator FAULKNER:** Is it appropriate that at some stage the committee might be provided with a copy of the request for offer? Perhaps this is not the right stage of the process. I appreciate that might be the case. I would be seeking your guidance on this.

**Mr Sedgwick:** I will take advice on that. I cannot see why not, but I will take advice on it.

**Answer:**

The Request for Offer together with its attachments, including Addenda, setting out the requirements for the role of Secretary Department of Parliamentary Services (DPS), the requirements of the role of Parliamentary Budget Officer and the selection criteria against which applicants will be assessed for the two roles, is attached.

Note that the Commissioner, in his role of Parliamentary Service Commissioner, is also coordinating the selection arrangements for a second Parliamentary Secretary vacancy, being the new office of the Parliamentary Budget Officer. It was decided to utilise the Request for Offer process undertaken in relation to the Secretary DPS role to identify a suitable provider of similar executive search services in relation to the Parliamentary Budget Officer vacancy, and relevant addenda were issued to the executive search agencies involved.

The Request for Offer was directed to selected executive search agencies. Two executive search firms have subsequently been engaged. Futurestep has been engaged to identify candidates and assist in the selection process for the role of Secretary DPS. Executive Intelligence has been engaged to identify candidates and assist in the selection process for the role of Parliamentary Budget Officer.

The draft contract and the draft Deed of Confidentiality have not been attached, as they are merely blank templates of the documents routinely used for this purpose.

**REQUEST FOR OFFER**

**RFO 2012/0099**

**THE COMMONWEALTH OF AUSTRALIA AS REPRESENTED BY THE  
AUSTRALIAN PUBLIC SERVICE COMMISSION  
ABN 99 470 863 260**

**EXECUTIVE SEARCH AND RECRUITMENT SERVICES TO APPOINT THE  
SECRETARY, DEPARTMENT OF PARLIAMENTARY SERVICES**

## **PART A**

### **PROJECT DETAILS**

The Australian Public Service Commission (the Commission) is seeking a consultant to provide executive search and recruitment services to identify potential candidates for the office of Secretary, Department of Parliamentary Services (DPS) in the Australian Parliamentary Service.

#### **1. Background**

The role of Secretary, DPS, will become vacant in April 2012.

The DPS is the key service delivery agency responsible for providing the full range of services to enable the Parliament of Australia to operate effectively.

Services provided are broad ranging, encompassing the management, maintenance and provision of information, security, facilities, visitor services, building maintenance, landscaping, catering, IT network, telecommunications, broadcasting and Hansard services. The Parliamentary Library, headed by the statutory office of Parliamentary Librarian, is another key responsibility of the Department.

The DPS consists of over 800 staff providing these diverse services and the Secretary DPS is responsible for providing effective leadership to this group.

The performance of the DPS is on open display in the services it provides and any deficiencies can leave it open to criticism, placing a high level of personal responsibility on the Secretary for the effective delivery of all the services of the DPS.

The Secretary DPS reports to the Presiding Officers (the Speaker of the House of Representatives and the President of the Senate).

Note that candidates for this office MUST be Australian citizens.

#### **2. Our requirement**

The Commission is seeking to engage a consultant to:

- Review and enhance job documentation to ensure a broad appeal, including advice on remuneration, terms and conditions of employment.
- Agree and manage a go to market strategy.
- Identify suitable and available individuals who wish to be considered for appointment to the office of Secretary DPS.
- Provide full CVs and supporting documentation for identified candidates. 'Supporting documentation' could include written statements of claims against the selection criteria (see attachments) written by the identified candidates and/or prepared by the executive search agency on their behalf.
- Provide support to the selection committee in documenting its considerations, including drafting the selection report, individual assessments against the selection criteria, and transcription of oral referee reports.

- Prepare the draft report in approved format and support the defined selection process.
- Support negotiations with the preferred candidate and employing authority.

### 3. Provider skills and capabilities

The Commission will require the successful provider to have a detailed understanding of executive search and senior executive recruitment processes.

This work is time critical and the scale of the work requires a significant commitment from the consultant over a short timeframe. The work will commence in late February 2012 and will involve an intensive period of work for approximately four weeks. Consultants must be confident they can deliver within these parameters before submitting a proposal.

Providers are required to submit the name, position and contact details for two referees for whom the provider has delivered similar work.

### 4. Specific Position Details

<b>Level of position</b>	
Secretary Department of Parliamentary Services Australian Parliamentary Service	This is a statutory office established under the <i>Parliamentary Service Act 1999</i> .  The appointment will be for a term of five years.
<b>Anticipated commencement date</b>	
As soon as possible. The position will be substantially vacant in April 2012.	
<b>Location of position</b>	
Parliament House, Canberra, ACT	

### Position Details

Statutory appointment for five years; appointment is made by the Presiding Officers, who must have received a report on the vacancy from the Parliamentary Service Commissioner, under the *Parliamentary Service Act 1999*.

It is possible for an incumbent Secretary to be considered for reappointment at the end of their five year term. Note that on this occasion, the role is substantively vacant.

### Security Details

Top Secret. Candidates must be Australian citizens. The DPS will undertake necessary steps to secure the required security clearance should the successful candidate not possess the required level of clearance. In that circumstance, the candidate will be required to first secure Negative Vetting 1 clearance (Secret), to be followed up with the attainment of Negative Vetting 2 clearance (Top Secret).

Further position details can be found at:

- Attachment A – Secretary DPS- Information
- Attachment B – Secretary DPS – Press Advertisement

Additional Agency details can be found at:

- Annual reports of the DPS can be found at [www.aph.gov.au](http://www.aph.gov.au)

## 5. Contractual and Intellectual Property arrangements

A contract will be put in place essentially in the form of the sample contract draft at Attachment C. The final contract will include a detailed scope of work.

Intellectual property and all data generated by the instrument will be owned by the Australian Public Service Commission on behalf of the Commonwealth of Australia as described in Attachment C. Confidential data will also be protected and handled in accordance with the provisions of Attachments C and D.

### Conditions for participation

The Conditions for Participation are:

- a) The provider and subcontractors must not be bankrupt or insolvent.
- b) The provider and its subcontractors must not be named as not complying with the *Equal Opportunity for Women in the Workplace Act 1999*
- c) The provider and its subcontractors must not be named on the list of persons and entities designated as terrorists under the Charter of United Nations (Anti-Terrorism Measures) Regulations 2001.

### Provider Profile

The provider must detail:

- full legal name.
- Australian Business Number (ABN)
- the business entity type, for example: sole trader, company, partnership, association, a trust etc.
- the business entity registration date.
- the trading or business name.
- particulars of any material claim or judgment against the provider.
- the details of the ownership structure of the business entity.
- the details of any pending investigation of any of the entities or persons nominated in this proposal of which such entity or person actual notice has.

The Commission reserves the right to perform security, probity, risk assessment and financial checks it considers necessary in relation to the provider. Each provider agrees to provide, at its cost, all reasonable assistance to the Commission in this regard.

### Insurance

The Commission requires a minimum\* of:

Public Liability - \$10m

Professional Indemnity - \$5m

Workers Compensation – as required by law

\* Expressed in Australian dollars

## 6. Agency Representatives for the RFO or Contract

**Name: Penny Weir - RFO**

**Title/Branch:** General Manager, Employment Frameworks Division

**Email:** [penny.weir@apsc.gov.au](mailto:penny.weir@apsc.gov.au)

**Name: Owen Livermore - RFO**

**Title/Branch:** Group Manager, Employment Policy Group

**Email:** [owen.livermore@apsc.gov.au](mailto:owen.livermore@apsc.gov.au)

**Name: Natalie Modric - Contract**

**Title/Branch:** Assistant Director, Employment Policy Group

**Email:** [natalie.modric@apsc.gov.au](mailto:natalie.modric@apsc.gov.au)

All queries must be forwarded to the relevant contact person via email only.

## 7. Request for Offer responses

In responding to this request providers are required to provide information on costs, availability, and details of specified personnel available to undertake the work. Given the confidential nature of the work, the provider will be required to sign the Deed of Confidentiality which is Attachment D.

## 8. Fees

A Total Cost (fixed cost) for all work described in Deliverables, is to be provided in Australian dollars, GST Inclusive.

This information should be as detailed as possible to allow comparison with other proposals. All costs are to be included.

## 9. Lodgement Of Proposals

Responses to this invitation must be lodged with the Commission by:

**4.00pm Australian Capital Territory local time**  
(ie 1600hrs Australian Eastern Daylight Time - GMT +11)  
**on Friday 10 February 2012.**

Responses must be emailed to [owen.livermore@apsc.gov.au](mailto:owen.livermore@apsc.gov.au)

When lodging your proposal please include 'RFO 2012/0099' in the subject field. Upon lodgement of your proposal you will receive a confirmation email. If you do not receive a confirmation email please contact the Commission's nominated contact officer prior to the proposal deadline.

Only proposals submitted using the supplied proposal format in Part B will be considered. Your attention is drawn to Part B, Section 7, which identifies specific areas which must be addressed.

Late submissions will not be accepted.

## 10. Evaluation of Proposals

In seeking services from providers, the Commission is seeking a solution that offers best value for money as determined by the Commission.

In assessing proposals, the Commission has established a set of criteria which they will be measured against. The criteria are not in any order and are not weighted.

**Australian Public Service Commission  
RFO 2012/0099**

Unsuccessful providers will be advised in writing.

**Evaluation criteria**

	<b>Technical capability</b>
C1	Ability to identify appropriate individuals with relevant claims for this position.
C2	Demonstrated capacity and knowledge to undertake executive search at the most senior APS levels.
	<b>Flexibility</b>
C3	Capacity to complete the task within the required timeframe.
C4	Ability to work in collaboration with Australian Public Service Commission staff in Canberra and other stakeholders.
	<b>Personnel</b>
C5	Suitability and availability of consultant/s.
	<b>Cost</b>
C6	Total cost of the work.

**11. Evaluation Process**

The proposals responding to this RFO will be evaluated by a panel chaired by Commission staff. The panel will undertake the following process in selecting the appropriate provider:

1. The panel will check that all proposals have addressed all aspects of the proposal format as specified. Those proposals that are incomplete will be omitted at this point.
2. The panel will evaluate value for money against the selection criteria specified.
3. The panel may seek presentations from all or some providers.
4. The panel may contact referees or any other party to validate claims made in the proposal or to seek additional information.

**12. Proposed Timetable**

The RFO process and consultancy work include several key milestones which are listed below:

<b>Activity</b>	<b>Date - 2012</b>
Request for Offer issued	1 February
Submissions Close	10 February (16:00 AEDT)
Contract Commencement Date	29 February
Contract Completion Date	31 March

The deliverables are time-critical.

**13. Termination And Increase or Reduction**

The Commission may at any time by notice terminate this RFO or increase or reduce the scope of the services immediately.

**PART B**

**PROPOSAL FORMAT**

Consultants are asked to prepare their proposal in twelve (12) clearly numbered sections using the following guide.

<b>Section 1</b>	<b>COVER PAGE</b>	<ul style="list-style-type: none"> <li>• Title</li> <li>• Reference number <b>RFO 2012/0099</b></li> <li>• Contact officer</li> <li>• Lodgement address &amp; date</li> <li>• Consulting firm</li> </ul>
<b>Section 2</b>	<b>CONTACT DETAILS</b> <i>Please provide information for the person who will be the primary point of contact during the RFO process.</i>	<ul style="list-style-type: none"> <li>• Name</li> <li>• Position</li> <li>• Level of authority</li> <li>• Phone numbers</li> <li>• Fax</li> <li>• Email</li> <li>• Postal</li> <li>• Contact hours</li> </ul>
<b>Section 3</b>	<b>THE CONDITIONS FOR PARTICIPATION</b> <i>Please acknowledge that your organisation meets the conditions listed.</i>	<ul style="list-style-type: none"> <li>• The provider and subcontractors must not be bankrupt or insolvent.</li> <li>• The provider and its subcontractors must not be named as not complying with the <i>Equal Opportunity for Women in the Workplace Act 1999</i></li> <li>• The provider and its subcontractors must not be named on the list of persons and entities designated as terrorists under the Charter of United Nations (Anti-Terrorism Measures) Regulations 2001.</li> </ul>
<b>Section 4</b>	<b>PROVIDER PROFILE</b> <i>Please note: if you have previously provided this information to the Commission and the details have not changed, please indicate when and for what purpose this information was provided.</i>	<ul style="list-style-type: none"> <li>• Full legal name.</li> <li>• Australian Business Number (ABN)</li> <li>• The business entity type, for example: sole trader, company, partnership, association, a trust etc</li> <li>• The business entity registration date.</li> <li>• The trading or business name</li> <li>• Particulars of any material claim or judgment against the provider</li> <li>• The details of the ownership structure of the business entity</li> <li>• The details of any pending investigation of any of the entities or persons nominated in this proposal of which such entity or person actual notice has.</li> </ul>
<b>Section 5</b>	<b>INSURANCE*</b> <i>Public Liability - \$10m Professional Indemnity - \$5m Workers Compensation – as</i>	<ul style="list-style-type: none"> <li>• Details of insurance cover held</li> <li>• Public Liability</li> <li>• Professional Indemnity</li> <li>• Workers' Compensation</li> </ul>

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	<p><i>required by law</i> * Expressed in Australian dollars</p> <p><i>Please note: if you have previously provided this information to the Commission and the details have not changed, please indicate when and for what purpose this information was provided.</i></p>	
<b>Section 6</b>	<p><b>OUTLINE OF THE PROPOSAL</b> <i>Please provide an outline of your proposal, highlighting key areas of knowledge and pre-existing expertise your company has.</i></p>	
<b>Section 7</b>	<p><b>DETAILED PROPOSAL</b> <i>Describe your demonstrated capability and experience against each selection criterion:</i></p> <p style="padding-left: 40px;"><b>Technical capability</b> C1 C2</p> <p style="padding-left: 40px;"><b>Flexibility</b> C3 C4</p> <p style="padding-left: 40px;"><b>Personnel</b> C5</p>	
<b>Section 8</b>	<p><b>PERSONNEL (C5 Contd)</b> <i>Provide details for each individual to be involved in the project, including the lead consultant.</i></p>	<ul style="list-style-type: none"> <li>• Name</li> <li>• Position</li> <li>• Proposed role</li> <li>• Relevant Experience</li> </ul>
<b>Section 9</b>	<p><b>FEES (C6)</b> <i>A Total Cost (fixed cost) for all work. This information should be as detailed as possible to allow comparison with other proposals. All costs are to be included. If no costs are included, it will be assumed that no additional costs apply. GST?</i></p>	
<b>Section 10</b>	<p><b>OTHER INFORMATION</b> <i>Please include any further information that will assist in the evaluation of your proposal.</i></p>	
<b>Section</b>	<b>REFEREES</b>	<ul style="list-style-type: none"> <li>• Name</li> </ul>

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<b>11</b>	<i>Please include the name and contact details of 2 referees for similar projects.</i>	<ul style="list-style-type: none"><li>• Title</li><li>• Firm</li><li>• Phone</li><li>• Fax</li><li>• Email</li></ul>
		<ul style="list-style-type: none"><li>• Name</li><li>• Title</li><li>• Firm</li><li>• Phone</li><li>• Fax</li><li>• Email</li></ul>
<b>Section 12</b>	<b>ELECTRONIC DECLARATION</b> <i>Please be advised that your response must be sent electronically by a Senior Executive within your company via email.</i>	

**SECRETARY DPS - INFORMATION**

[separate attachment]

## Parliament of Australia

### SECRETARY, DEPARTMENT OF PARLIAMENTARY SERVICES

#### General information for applicants

The Department of Parliamentary Services (DPS) works closely with the two Chamber departments (the Department of the House of Representatives and the Department of the Senate) to support the operations of the Australian Parliament. The services provided are broad ranging, encompassing the management, maintenance and provision of information, security, facilities, visitor services, building maintenance, landscaping, catering, IT network, telecommunications, broadcasting and Hansard services. The Parliamentary Library, headed by the statutory office of Parliamentary Librarian, is another key responsibility of the Department.

The workforce providing this range of services is large and diverse and the Secretary of the Department will need to be able to provide strategic leadership across all areas of the Department.

The Presiding Officers (the President of the Senate and the Speaker of the House of Representatives) jointly administer the Department. The Secretary is responsible to the Presiding Officers for the efficient operation of the Department.

#### Selection criteria

In addition to your CV, applications should relate your claims for this role against the following selection criteria:

- Demonstrates high level leadership and vision
  - *sets a strategic vision and inspires others to achieve this*
  - *strong strategic and analytical skills*
  - *innovative in dealing with issues*
  - *articulates a clear direction for all areas of the Department*
- Manages large and/or complex operations
  - *capacity to foster innovative approaches to service delivery and to build a strong client orientation*
  - *achieves results within the context of the needs of the Parliament*
  - *strong people management skills*
  - *strong financial management skills, ensuring efficient, effective and ethical use of resources*
  - *understanding of and commitment to quality organisational governance*
- Works with others to meet objectives
  - *highly developed stakeholder relationship management skills*
  - *operates collaboratively with others to meet the Department's objectives*
  - *cultivates productive relationships*
  - *listens to people and values different perspectives*
- High level of judgement
- Demonstrates a high standard of professional and personal integrity and capacity to promote these in an organisation.

Candidates should be Australian citizens and must be able to satisfy required security clearances.

A range of information, including Annual Reports, can be accessed on the Department's website <http://www.aph.gov.au/DPS/index.htm>.

Further information regarding the position, including remuneration and conditions of employment, can be obtained from [name/contact details of executive search firm, to be engaged before advertising placed].

Applications should be forwarded to:

**IN-CONFIDENCE**  
**"SECRETARY DPS - APPLICATION"**  
**Mr Stephen Sedgwick**  
**Parliamentary Service Commissioner**  
**Australian Public Service Commission**  
**16 Furzer Street**  
**PHILLIP ACT 2606**

Applications close **XX February 2012**

**SECRETARY DPS – PRESS ADVERTISEMENT**

[separate attachment]

**DRAFT PRESS AD**

**Parliament of Australia**

**Australian Parliamentary Service**

**SECRETARY, DEPARTMENT OF PARLIAMENTARY SERVICES**

The role of Secretary of the Department of Parliamentary Services (DPS) offers a challenging and rewarding opportunity for an experienced leader and excellent communicator able to manage service delivery across a broad range of areas, as well as the ability to lead a large and diverse workforce.

The DPS works closely with the Department of the House of Representatives and the Department of the Senate to support the operations of the Australian Parliament. The services provided are broad ranging, encompassing the management, maintenance and provision of information, security, facilities, visitor services, building maintenance, landscaping, catering, IT network, telecommunications, broadcasting and Hansard services. The Parliamentary Library, headed by the statutory office of Parliamentary Librarian, is another key responsibility of the Department.

The workforce of over 800 providing this range of services is diverse and the Secretary will need to be able to provide strategic leadership across all areas.

The Presiding Officers (the President of the Senate and the Speaker of the House of Representatives) jointly administer the Department. The Secretary is responsible to the Presiding Officers for the efficient operation of the Department.

The successful candidate should possess extensive senior experience in service delivery; exceptional strategic leadership capacities and the ability to lead and inspire a diverse workforce to achieve wide-ranging goals; excellent stakeholder relationship management abilities; and well developed strategic and analytical skills. An understanding of the role and operations of Parliament in Australia's federal system is also important.

This is a security assessed position and candidates must be Australian citizens and must be able to satisfy required security clearances.

Further information regarding the position, including remuneration and conditions of employment, can be obtained from [name/contact details of executive search firm, to be engaged before advertising placed].

Applications should be forwarded to:

**IN-CONFIDENCE**  
**"SECRETARY DPS - APPLICATION"**  
**Mr Stephen Sedgwick**  
**Parliamentary Service Commissioner**  
**Australian Public Service Commission**  
**16 Furzer Street**  
**PHILLIP ACT 2606**

Applications close **XX February 2012**

**Australian Public Service Commission  
RFO 2012/0099**

**Attachment C**

**SAMPLE CONTRACT**

[separate attachment]

**SAMPLE DEED OF CONFIDENTIALITY**

[separate attachment]

## ADDENDA 1

### RFO 2012/0099 – EXECUTIVE SEARCH AND RECRUITMENT SERVICES TO APPOINT THE SECRETARY, DEPARTMENT OF PARLIAMENTARY SERVICES

- 1 An additional executive search and recruitment service is sought for Agency Head, Parliamentary Budget Office (PBO). Providers are encouraged to submit a separate proposal for this role, in the same format as the RFO for the executive search and recruitment service for the Secretary, Department of Parliamentary Services. Providers may choose to submit a proposal for one or both of the positions.

The relevant press ad and general information for applicants for the PBO role are at Attachment E and F.

- 2 Given the additional service sought, the closing date and time for lodgement of proposals has been extended to 4 pm Sunday 12 February 2012.
- 3 A revised timetable is enclosed at Attachment G.
- 4 Salary information for the positions:
  - Salaries for the heads of Parliamentary Departments are determined by the Presiding Officers, who must have sought the advice of the Remuneration Tribunal in reaching their decision.
  - Secretary, Department Parliamentary Services: The salary paid to the current Secretary DPS is a salary of \$268,000 with a total remuneration package of \$371,190, which also applies to the heads of the other existing Parliamentary Departments (Department of the Senate and Department of the House of Representatives).
  - Agency Head, Parliamentary Budget Office: The Parliamentary Budget Officer is a new office and as such the Presiding Officers have not yet determined its remuneration.

Parliament of Australia

Australian Parliamentary Service

**AGENCY HEAD - PARLIAMENTARY BUDGET OFFICE**

The agency head role of Parliamentary Budget Officer leads the Parliamentary Budget Office (PBO). This role offers a challenging and rewarding opportunity for an experienced leader and excellent communicator. The challenge is to build and lead a discrete function providing independent and non-partisan policy costings and advice relating to the budget, analysis of fiscal policy settings and the financial implications of proposals to individual Senators and Members of the House of Representatives.

The PBO is a new function introduced to ensure that non-partisan advice of the highest quality on budget matters is available to all Parliamentarians.

The PBO is a department in the Australian Parliamentary Service. The Parliamentary Budget Officer and the staff of the PBO require extensive knowledge, expertise and experience, particularly in the area of Government finance and public policy, in order to undertake the assigned functions of providing advice and analysis of budgetary related matters to Parliamentarians.

The Parliamentary Budget Officer an independent officer of the Parliament as laid down in the *Parliamentary Service Act 1999*, as amended.

The successful candidate should possess extensive senior experience in public policy, policy costings or similar work; exceptional strategic leadership capacities and the ability to lead and inspire a small workforce of approximately 30 staff to fulfil a very specific range of functions; excellent stakeholder relationship management abilities; high integrity and credibility; and well developed strategic and analytical skills. An understanding of the Commonwealth budget and the role and operations of Parliament in Australia's federal system is also important.

This is a security assessed position and candidates must be Australian citizens and must be able to satisfy required security clearances.

Further information regarding the position, including selection criteria, can be obtained from [name/contact details of executive search firm, to be engaged before advertising placed].

Applications should be forwarded to:

**IN-CONFIDENCE**  
**"PARLIAMENTARY BUDGET OFFICER - APPLICATION"**  
**Mr Stephen Sedgwick**  
**Parliamentary Service Commissioner**  
**Australian Public Service Commission**  
**16 Furzer Street**  
**PHILLIP ACT 2606**

Applications close cob **XX March 2012**

## Attachment F

### AGENCY HEAD PARLIAMENTARY BUDGET OFFICE

### PARLIAMENTARY BUDGET OFFICER

#### General information for applicants

The Parliamentary Budget Office (PBO) is a new agency established in the Australian Parliamentary Service. The Parliamentary Budget Officer is the agency head, an independent officer of the Australian Parliament.

The Parliamentary Budget Officer's primary role is to inform Senators and Members of the House of Representatives by providing independent and non-partisan policy costings and advice relating to the budget, analysis of fiscal policy settings and the financial implications of proposals.

The responsibilities of the Parliamentary Budget Officer are significant and extensive. They are set out in the *Parliamentary Service Amendment (Parliamentary Budget Office) Act 2012* and include:

- Ongoing high-level liaison and interaction with, and the provision of high-quality confidential advice and analysis to Parliamentarians about a vast range of budget-related issues, noting that the Parliamentary Budget Officer has specific statutory responsibilities for the provision of information during an election period.
- Ongoing high-level consultation and engagement with senior officials in both the public and private sectors including the negotiation of access to quality information and the maintenance of high standards of data accuracy and security.
- Establishing operational policies, principles and processes for the provision of high-quality, independent and non-partisan advice to a broad range of stakeholders, including developing a theoretical basis for the preparation of policy costings and establishing procedures for the exchange and analysis of highly sensitive and confidential information.
- Establishing a coherent organisational culture that promotes the mission of the PBO, managing a staffing base of approximately 30 employees and overseeing all functions associated with the administration of the PBO as a Parliamentary department under the *Parliamentary Service Act 1999*

It is anticipated that the Parliamentary Budget Officer will have a very public profile and be challenged to operate in a non-partisan manner in a highly scrutinised and contestable environment. To be successful, the Parliamentary Budget Officer will need to establish an organisation that develops a sustained reputation for the provision of clear, independent authoritative advice on budget matters.

The PBO will be located in Parliament House, Canberra.

The Presiding Officers (the President of the Senate and the Speaker of the House of Representatives) are responsible for making an appointment to the role of Parliamentary Budget Officer.

The appointment will be for a term of four years.

The Parliamentary Budget Officer is in all respects an independent officer of the Parliament and is not subject to direction on the performance of his or her functions.

However, it should be noted that under the legislation, the Joint Committee of Public Accounts and Audit has a number of duties in respect of the Parliamentary Budget Office, including the following:

- (a) to consider work plans for the Parliamentary Budget Office;
- b) to consider draft estimates for the Parliamentary Budget Office;
- (c) to make recommendations to both Houses of Parliament, and to the Presiding Officers, on draft estimates referred to in paragraph (b);
- (d) to consider:
  - (i) the operations of the Parliamentary Budget Office; and
  - (ii) the resources of the Parliamentary Budget Office, including funding, staff and information technology;
- (e) to report to both Houses of the Parliament on any matter arising out of the Committee's consideration of the matters referred to in paragraph (d), or on any other matter relating to the Parliamentary Budget Officer's functions and powers, that the Committee considers should be drawn to the attention of the Parliament.

### **Selection criteria**

In addition to your CV, applications should relate your claims for this role against the following selection criteria:

- Demonstrates high level leadership and vision
  - *sets a strategic vision and inspires others to achieve this*
  - *strong strategic and analytical skills*
  - *strong people management skills*
  - *innovative in dealing with issues*
  - *articulates a clear direction for all areas of the PBO*
- Financial analytical skills
  - *Extensive experience in public policy, costings or related financial analysis*
  - *Relevant tertiary qualifications*
  - *A good understanding of the Commonwealth's budget*
- Capacity to manage a complex financial analysis function
  - *capacity to foster innovative approaches and to build a strong client orientation*

- *achieves results within the context of the needs of the Members of Parliament and Senators*
- *strong financial management skills, ensuring efficient, effective and ethical use of resources*
- *understanding of and commitment to quality organisational governance in a public policy environment*
- Works with others to meet objectives
  - *highly developed stakeholder relationship management skills*
  - *operates collaboratively with others to meet the Department's objectives*
  - *cultivates productive relationships*
  - *listens to people and values different perspectives*
- High level of judgement
- Demonstrates a high standard of professional and personal integrity and capacity to promote these in an organisation.

The Parliamentary Budget Officer and the staff of the PBO will require extensive knowledge, expertise and experience, particularly in the area of Government finance and public policy, in order to undertake the assigned functions of providing policy costings advice and analysis of budgetary related matters to the Parliament.

The report of the Joint Parliamentary Committee on the Parliamentary Budget Office can be accessed at <http://www.aph.gov.au/house/committee/jscpbo/report.htm>. The legislative provisions amending the *Parliamentary Service Act 1999* to establish the PBO and the Parliamentary Budget Officer are contained in the *Parliamentary Service Amendment (Parliamentary Budget Office) Act 2012* which can be accessed at [http://www.comlaw.gov.au/Details/C2011A00170/Html/Text#\\_Toc309908411](http://www.comlaw.gov.au/Details/C2011A00170/Html/Text#_Toc309908411), which. The relevant sections that have been inserted are sections 64A to 64XF inclusive.

Candidates should be Australian citizens and must be able to satisfy required security clearances.

Applications should be forwarded to:

**IN-CONFIDENCE**  
**“PARLIAMENTARY BUDGET OFFICER - APPLICATION”**  
**Mr Stephen Sedgwick**  
**Parliamentary Service Commissioner**  
**Australian Public Service Commission**  
**16 Furzer Street**  
**PHILLIP ACT 2606**

Applications close cob **XX March 2012**

## REVISED TIMETABLE

Activity	Date - 2012 All times are AEDT	
Request for Offer issued	1 February	Wed
Submissions Close	12 February (16:00)	Fri
Submissions opened	13 February (09:00)	Mon
Evaluations complete	14 February (12:00)	Tues
Recommendation to delegate	15 February (12:00)	Wed
Delegate approves	15 February	Wed
Contract issued	17 February	Fri
Meeting & Contract signed – both parties	20 February	Mon
Contract Commencement Date	20 February	Mon
Gazette Ad lodgement close off	21 February (11:00)	Tues
Advice re marketing etc	23 February	Thurs
Gazette Ad appears	23 February	Thurs
Press Ad lodgement close off	27 February (11:00)	Mon
Press Ads appear	3 March	Sat
Applications close	12 March (23:00)	Mon
Shortlisting completed	15 March	Thurs
<b>Interviews</b>	<b>w/c 19 March</b>	<b>Mon</b>
Referees contacted	Progressively as needed	
Selection report drafted	26 March	Mon
Recommendation to POs	30 March	Fri