

Assistant Manager, Executive Level 1, Planning and Governance

Our ideal candidate

The person we are looking for will have:

- high-level analytical and problem-solving skills and the ability to provide strategic advice, including to the Executive and senior managers
- proven ability to develop and implement initiatives, including the capability to plan, manage change, improve performance and manage competing priorities
- effective written and oral communication skills with the ability to adapt messages to different audiences and influence stakeholders
- high-level attention to detail
- a team focused attitude with the ability to build positive working relationships within the team, with senior managers and with other key stakeholders
- an understanding of the *Public Governance, Performance and Accountability (PGPA) Act 2013* and the enhanced Commonwealth performance framework.

What you will do

In this role, you will undertake a range of activities to support good governance and well-informed, timely decision making across the department. The primary deliverables of the position include the Corporate Plan and Annual Report; coordination of the Business Planning process and associated Traffic Light Reporting and strategic advice and departmental governance and planning.

The successful candidate would also play a critical role in implementing an integrated business planning approach. This may include:

- ongoing development and implementation of the department's business planning, risk and performance reporting activities
- analysing business information to identify interdependencies and ensure that information is effectively communicated between stakeholders and broader impacts are considered
- preparing briefs, reports and other communications for the Minister, the Executive and senior managers on a range of issues
- providing effective and timely support to the Director and General Manager to deliver section and branch outcomes.

Program and Project Officer, APS Level 5

Our ideal candidate

The successful candidate will demonstrate the following skills and experience including:

- delivery of quality outputs on time within a fast-paced environment
- the ability to thinking critically and strategically, and solve complex problems
- strong written and verbal communication and negotiation
- strong program and/or project management and delivery
- resilience and adaptability in a changing environment.

What you will do

We are looking for an experienced, self-motivated and pro-active program officer who would like to work in a flexible environment and assist in improving program delivery. Utilising your skills and experience, the successful applicant will be involved in a variety of tasks, including:

- analysis, evaluation and review of grant applications
- undertaking day-to-day contract management
- managing and processing reports and associated payments
- maintaining and drafting Standard Operating Procedures and other materials (e.g. presentation materials, reporting templates etc.)
- analysing information to assess risk and determine compliance and make recommendations to the delegate as required
- performing ad hoc tasks within the team and throughout the lifecycle of grant funding rounds.

Reception Officer, APS Level 3

Our ideal candidate

Our ideal candidate will be an enthusiastic self-starter who has good judgement and is organised. You will have experience, or transferrable skills, in providing receptionist support. The successful candidate will:

- be well presented and professional
- have good verbal and written communication
- have good people skills to greet visitors and build productive relationships with internal staff
- have strong Microsoft office and computer skills
- be familiar with audio visual technology (video conferencing).

The role is supervised, however a candidate that takes initiative and does not need constant supervision is highly desired.

What you will do

In this role you will:

- welcome visitors in person or on the telephone and answer or refer inquiries
- maintain security by monitoring a sign-in book and issue security passes
- maintain meeting rooms including set up and pack up
- provide basic ICT support and ensure the equipment is in good working order
- manage incoming and outgoing mail
- order stationery and other supplies such as newspapers, milk, and recycling bins
- manage the fleet vehicle including maintaining the log, advising staff of their obligations when using the car, reporting to fleet management
- arrange for maintenance of office equipment such as photocopiers and shredder
- resolve building and facilities issues
- maintain a safe and clean reception area and general office
- perform other general administrative tasks as required.

There are standard operating procedures to support the functions of the role.