



Position description and application process

Position details

Job reference	48-2024
Position title	EL1 Assistant Director (Centre for Population)
Classification	Executive Level 1: (\$127,925 - \$146,743 per annum) + attractive employer superannuation
Number of positions	One
Location	Canberra, ACT
Working arrangements	Full-time / Part-time / Job share Treasury supports a range of flexible working arrangements.
Job Type	Ongoing
Eligibility	Employees of the Treasury are required to be Australian citizens and must hold a current security clearance or successfully complete a clearance prior to commencement.
Contact officer	Kerrie Bremner Phone: 02 6263 2314 Email: Kerrie.Bremner@Treasury.gov.au
Closing date	Monday, 27 May 2024 at 11:30pm AEST



About The Treasury

The Treasury is a flexible, dynamic and diverse workplace with offices in Canberra, Sydney, Melbourne and Perth. Treasury supports workplace diversity and values the contribution of people from diverse backgrounds. We encourage applications from Aboriginal and/or Torres Strait Islander peoples, people with disability, people with cultural and linguistic diversity, and LGBTIQ people. Treasury is committed to achieving gender equality and, in particular, supporting diversity in our senior leadership.

The Treasury is a respected and influential central economic agency. We provide advice and analysis to the Australian Government on a broad range of economic, fiscal, structural, financial and tax policy issues. We also monitor global economic conditions to make sure Australia is well placed to respond to emerging trends.

Treasury provides some of the best opportunities in the public service. Treasury presents a challenging and rewarding career with the opportunity to contribute substantially to Government policy that affects all Australians. The Treasury's staff are drawn from many professions representing diversity in experience and skills. We seek passionate staff who will work collaboratively to deliver the ideas and advice that will help Australia meet the challenges of the coming years.

Treasury offers attractive salaries and employer superannuation as well as a range of other benefits, including generous leave entitlements, salary packaging and a closedown period over the Christmas holiday. For further information please refer to our [Employment Conditions page](#).

About Fiscal Group

Fiscal Group aims to achieve sound and effective fiscal outcomes and to influence policy outcomes across Government. We focus both on short term and emerging priorities, as well as deep, systemic and structural policy issues.

Fiscal Group is responsible for producing the Budget and Intergenerational Report, and maintaining strong relationships with the states and territories, including making timely and accurate payments to states and territories.

In our central agency role, Fiscal Group develops and delivers high-quality advice on spending arrangements and policies across Government, taking a whole-of-economy perspective, with the aim of influencing policy outcomes to the benefit of all Australians.

We value knowledge, expertise and diverse perspectives, and seek to work collaboratively across Treasury, the public service, and with a wide range of stakeholders outside Government to ensure our advice is as well informed as possible.

Please refer to the [Treasury Organisational Chart](#) for further information.



About the Centre for Population

The Centre for Population provides advice and analysis on the size and distribution of Australia's population. To better understand how the population is changing and the implications, the Australian Government established the Centre in 2019. The Centre's objectives are to: engage and collaborate, enrich the evidence base, and inform policy.

To meet these objectives, the Centre produces data analysis, population forecasts and new research, which are regularly published on population.gov.au. This includes the Centre's flagship annual publication, the Population Statement, which provides analysis of recent population data and projections of Australia's future population.

About the Role

We are seeking an experienced analyst to contribute to the Centre for Population's demographic forecasts, and analysis, with a focus on migration. The successful candidate will bring experience and skills in demographic analysis and/or modelling, with strong written and verbal communication skills, sound judgement and the ability to work collaboratively with others.

The **Assistant Director (Centre for Population)** will have a range of responsibilities, including:

- Undertaking modelling and data analysis, and the preparation of related forecasts and/or reports.
- Developing and refining forecasting techniques and models, whilst adhering to strong quality assurance and peer review processes, and ensuring models and procedures are clearly set out and well documented.
- Preparing briefing and presentations on population and migration related issues including Ministerial Submissions, Cabinet Submissions, published reports, notes and briefs for the executive and various internal and external stakeholders.
- Supporting the development and implementation of work / project plans. Driving the team's advancement in the use of best practice filing, storage and archiving systems, quality assurance protocols, and documentation.
- Supervision and development of junior staff.
- Contributing to the broader objectives of the Group and the Department.

Desirable Qualifications / Experience

Our ideal candidate will have:

- Experience and/or related qualifications in demographic and migration modelling and an understanding of related policy and data sources.

- Highly developed critical thinking skills to utilise multiple data sources and related information to distil key issues.
- Excellent data analytical skills, modelling and/or forecasting experience, proficient in excel, and experience in a programming language preferably R or SAS.
- Strong written and verbal communication skills
- The ability to work in a high-pressure environment, supporting a team with high workloads.
- Demonstrated planning and organisational skills, including ability to meet deadlines with competing priorities and delivering work to a high standard with good attention to detail.

Application Process

The Treasury uses a range of assessment options and processes to assist in selecting suitably qualified and experienced applicants. We uphold the [Merit Principle](#) and our processes are designed to select the right people for our roles.

What are the steps?

Apply	Complete and submit your 'pitch' — see below (max. 1000 words), and a resume of no more than two pages.
Shortlist	Applicants for this process will be assessed on their written application using the Integrated Leadership System (ILS) .
Interview	Shortlisted applicants will be invited to attend an interview. Interviews may be held in person, by phone or video (MSTeams).
Referees	Referees may be contacted for further assessment of suitability.
Process Complete	After the delegate has approved the process, a merit pool may be established. All applicants will be notified of their outcome.

How to apply

Your application should be lodged electronically through our online recruitment system located at [Treasury Careers](#). If you do not have internet access or are experiencing any difficulties lodging your application, please contact the Recruitment Team through (02) 6263 2222 (Option 3) or recruitment@treasury.gov.au.

As part of your application you will need to provide:

- if possible, the name and contact details of at least one referee;

- your current resume of no more than two pages; and
- your 'pitch', referencing the [ILS](#), detailing your relevant skills and experience against the position requirement.

Pitch

Please prepare a 'pitch' of no more than 1000 words to describe how your skills and experience would contribute to the position within the Treasury. Please ensure you refer to the [ILS](#) and the position requirements when preparing this 'pitch'.

How to write your 'pitch'

Your pitch is your opportunity to tell us why you are the right fit for a position with the Treasury.

Tell us why you want to work for us, and why you are interested in the advertised role(s). We want to know how your skills and experience would contribute to the role and the work of the Treasury. Make sure to highlight relevant examples and accomplishments that demonstrate your ability to perform the role.

Your pitch should be written in an easy to read font and simple, consistent format. Subheadings are acceptable should you wish to use them. Please frame your pitch against the position requirement and the relevant [ILS Profile](#) and avoid duplicating information that can be found elsewhere in your application i.e. your resume.

Communication from Treasury

Please ensure the contact information you supply is up to date. Your e-mail address will be used for any further communication. If you are selected for an interview, you will be contacted by phone or email.

If at any stage you are unavailable for further contact, for example you are travelling; please notify recruitment@treasury.gov.au as soon as possible.

You can update your contact details or withdraw your application at any time through the online recruitment system.

Working at Treasury

Our [Mental Wellbeing Strategy – Healthy minds](#) is reflective of our evolving wellbeing journey and is focused on managing identified risks and prevent harm through boosting wellbeing, intervening early and supporting recovery. We aim to build a shared aspiration of positive mental health and demonstrate clear commitment to strengthening a positive mental health culture.

Flexible Work Policy – We are proud to be a department that recognises the benefits of offering flexibility in attracting and retaining a high quality, diverse and engaged workforce to ensure we can deliver on Treasury's purpose.

Workplace Diversity

[Treasury's Inclusion and Diversity Strategy 2019-2021](#) clearly articulates our vision, priorities and plan for the next two years. There are a number of employee networks and diversity committees within the Treasury that drive inclusion and diversity. Networks provide direct support to employees through their events and advice. They also act as a key consultation point and contribute to work that increases diversity awareness and capability.

Treasury has a number of self-managed staff networks including:

- Culturally and Linguistically Diverse (CALD) Network
- Pride@Treasury Network
- Reconciliation Action Plan (RAP) Committee
- Progressing Women Initiative (PWi) Groups
- Treasury Accessibility and Inclusion Network

We aim to create a workplace, which is fair, safe, and inclusive of all people regardless of their sexual orientation, gender identity or intersex status. This is achieved by developing an inclusive workplace, where employees are supportive and accepting of their colleagues and diversity is celebrated.

We aim to foster a workplace environment and culture where the LGBTIQ+ community is visible and all employees can bring their whole self to work without the need to edit behaviour and without fear of bias or intimidation.

RecruitAbility

RecruitAbility is a scheme that aims to attract applicants with disability. Applicants who opt in to the scheme and meet the minimum requirements of the role are advanced to a further stage in the selection process. Merit remains the basis for engagement and promotion.

If you identify as a person with a disability, you can 'opt in' for RecruitAbility on the application form.

Further information on RecruitAbility is available on the [Australian Public Service Commission's website](#).

Reasonable adjustments

We can provide equipment or support to help you submit your application, attend an interview or complete an assessment task.

To assist you, we may provide:

- alternative application submission methods - email your application/pitch with job reference number details to: recruitment@treasury.gov.au
- additional time to submit your application or complete assessment tasks
- an interpreter

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- accessible computer hardware and software

To find out more about reasonable adjustment you can contact the nominated contact officer listed in the advertisement or the Treasury Recruitment Team to determine the best approach.

Further Information

Please contact the Treasury Recruitment Team on (02) 6263 2222 (Option 3) or email: recruitment@treasury.gov.au.