



2019-20 SCIENCE POLICY FELLOWSHIP PROGRAM

Host Department Role Descriptions

Host department role descriptions outline the types of work available in each host department through the 2019-20 Science Policy Fellowship Program. Please note that these role descriptions may be updated over the period that applications are open.

Table of Contents

Attorney- General’s Department 2

Department of Communications and the Arts: The Bureau of Communications and Arts Research 4

Department of Defence: Science Strategy and Policy Branch 5

Department of the Environment and Energy (1 of 2): Forests Section 6

Department of the Environment and Energy (2 of 2): Science Partnerships Section 7

Department of Home Affairs: Data Policy 8

Department of Human Services 9

Department of Industry, Innovation and Science (1 of 5): Remediation Policy 10

Department of Industry, Innovation and Science (2 of 5): Spatial Data Policy..... 11

Department of Industry, Innovation and Science (3 of 5): R&D Tax Incentive Compliance
Management and Governance 13

Department of Industry, Innovation and Science (4 of 5): Australian Space Agency 14

Department of Industry, Innovation and Science (5 of 5): Office of Innovation and Science Australia
..... 15

Department of Infrastructure, Regional Development and Cities: The Office of Future Transport
Technology..... 16

Department of Jobs and Small Business: Business Analytics and Operations Branch 17

Department of the Prime Minister and Cabinet: Indigenous Environment Branch..... 19

Department of Social Services: Policy Evaluation Section..... 20

Attorney-General's Department

The purpose of the Attorney-General's Department is to achieve a just and secure society through the maintenance and improvement of Australia's law, justice, security and integrity frameworks.

We support the Attorney-General as First Law Officer to protect and promote the rule of law, to provide strong oversight and accountability and to act as principal legal advisor to government.

The work of the department spans a broad range of legal, policy and program areas that affect the lives of many Australians. More information on our work is available in the Annual Report 2017-18 and Corporate Plan.

We are committed to workplace diversity and aim to create an environment that values and uses the contribution of people from different backgrounds, experiences and perspectives.

Our flexible work environment also allows our people to balance work and personal responsibilities.

Proposed role and work responsibilities

The successful candidate will undertake two six-month placements that contribute to policy development. This may involve engaging with internal and external stakeholders, as well as research, analysis, testing ideas and evaluation. It will involve collaborating within and beyond a team.

The department promotes and engages with innovative approaches to policy development. The candidate may also contribute to helping the broader department explore the use of expert thinking, best practice analysis, and evidence-based approaches to address the growing challenges of policy making in a complex environment.

Description of work areas:

Integrity and Security

This might involve work related to key priorities in the areas of

- Policy stewardship including legal policy design, advice, development of legislation and the implementation of policy interventions in the areas of human rights and anti-discrimination law; information law including privacy, archives and freedom of information; counter-terrorism law; administrative law including automated decision making; integrity including fraud, anti-corruption and foreign influence transparency; protective security and secrecy and non-disclosure obligations.
- Supporting the Attorney-General to administer criminal laws and consider prosecutions requiring his consent.
- Supporting appropriate oversight and accountability of law enforcement and intelligence agencies.
- Supporting the protection of national security information in federal proceedings.
- Leading Australia's engagement with key international forums including:
 - The Un Human Rights Council's Universal Periodic Review and UN human rights treaty bodies for the following treaties: the International Covenant on Civil and Political Rights, the Convention against Torture and Other Cruel, Inhuman or Degrading Treatment or Punishment, Convention on the Rights of the Child and the Convention on the Rights of Persons with Disabilities.
 - Anti-corruption fora under the United Nations Office on Drugs and Crime, APEC and G20, and
 - The OECD Working Group on Bribery.

- Supporting the Attorney-General in his responsibilities for oversight of the Australian Commission for Law Enforcement Integrity, Commonwealth Ombudsman, Commonwealth Director of Public Prosecutions, Inspector-General of Intelligence and Security, Independent National Security Legislation Monitor, National Archives of Australia, Australian Human Rights Commission, and Office of the Australian Information Commissioner.
- Supporting the Attorney-General in his role as member of the National Security Committee of Cabinet.

International

This might involve work related to key priorities in the areas of

- Providing advice to the Attorney-General, other Government Ministers and agencies on international law matters;
- Conducting international litigation and international arbitration on behalf of the Australian Government;
- Developing policy and progressing casework relating to international crime cooperation; and
- Working with international partners to strengthen cooperation and advance law and justice issues.

Department of Communications and the Arts: The Bureau of Communications and Arts Research

Who we are: <https://www.communications.gov.au/who-we-are>

What we do: <https://www.communications.gov.au/what-we-do>

The Department operates in a dynamic portfolio. Rapid technological changes is having profound impacts on Australia's economy and society. The National Broadband Network rollout is continuing towards connection of 8 million premises by 2020, the media landscape is being transformed by new internet-based services, and Australia's arts section is competing for audiences in an increasingly global marketplace as technological innovation opens up new ways to access arts and cultural content. In this environment the Department's Bureau of Communications and Arts Research (the Bureau) plays an important role in delivering rigorous analysis and advice to support informed decision making.

The Bureau of Communications and Arts Research

The Bureau is the Department's in-house economic and statistical research branch. The Bureau provides economic, geospatial and statistics based research, modelling and analysis to support the Department and the Government to deliver on their priorities.

<https://www.communications.gov.au/bureau-communications-arts-research>

Proposed role and work responsibilities

The outputs of the Bureau's work program include published reports, papers and data, which provide an evidence base for policy development and advice, as well as to stimulate informed discussion of the issues affecting the communications and arts sectors. For staff working in the Bureau this can involve:

- Building, testing and using economics models to answer policy-relevant questions across the communications and arts sectors
- Analysing statistical and geospatial data to support economic research and the broader functions of the Department
- Liaising and building relationships with industry experts to improve the quality and relevance of the Bureau's analysis, reporting and future work plan
- Undertaking rigorous economic, and statistical research to forecast future trends in the communications and arts sectors, and the impacts that developments and emerging issues will have on consumers, businesses and the broader community.

This involves examining frontier topics as diverse as the impacts of the next generation mobile broadband, the factors that affect household demand for bandwidth, and the importance of the creative and cultural sectors to the Australian economy.

Candidate's Skills and Experience

Our ideal candidate will demonstrate the ability to gather evidence, draw on relevant facts and perspectives from a wide range of sources to assist in making accurate and timely decisions and recommendations; communication skills that provide clear, concise and readily understood research; the ability to proactively develop productive working relationships; demonstrated experience supporting the preparation of technical/professional reports and experience working with geospatial data and related software applications would be highly regarded.

Department of Defence: Science Strategy and Policy Branch

Proposed work area

Defence Science and Technology — Science Strategy and Policy Branch

About Defence Science and Technology:

Defence Science and Technology (DST) is a world leader in defence science and technology, and is indispensable in developing leading-edge future capabilities for the Australian Defence Force and ensuring Australia's national security. DST leads the Department of Defence's science and technology research and innovation programs to deliver novel science and advanced technologies so that defence can acquire affordable winning capabilities to protect Australia and its national interests. To achieve this, DST:

- Provides scientific and technical support to current defence operations.
- Investigates future technologies for defence and national security applications.
- Ensures Australia is a smart buyer and user of defence equipment.
- Develops new defence and national security capabilities.
- Enhances existing capabilities by increasing performance and safety, and reducing the cost of ownership of defence assets.
- Works collaboratively with academia and industry to support Defence capability needs.
- Works collaboratively with other government agencies to strengthen national security.

About Science Strategy and Policy Branch:

Located within DST Headquarters at Fairbairn (Canberra Airport), Science Strategy and Policy Branch undertakes strategic planning and policy development to provide a strong foundation for the delivery by DST of science and technology that strengthens and future proofs Australia's defence and national security. The Branch is currently leading the development of the next Defence Science and Technology Strategic Plan 2019-2024 and will coordinate the implementation of this plan across DST and Defence. The Branch also develops and reviews policies to guide DST's operations, and works closely with the team implementing the Defence Next Generation Technologies Fund and with the DST Program Office who shape and prioritise DST's research portfolio

Proposed role and work responsibilities

The successful candidate will work as part of the Science Strategy and Policy Branch contributing to a broad range of responsibilities including:

- drafting Ministerial briefs, speeches and talking points
- development of DST's internal policies
- implementation of the Defence Science and Technology Strategic Plan 2019-2024
- formulation of processes for planning and prioritisation of future Defence S&T capabilities
- development of policy and strategy to guide DST's strategic research programs including the Next Generation Technologies Fund and Strategic Research Investment Programs
- supporting DST's senior leadership team within DST, departmental and inter-departmental forums
- collaborating with other elements within Defence to develop and deliver policy and strategy advice and briefs on S&T contributions to Defence Industry and Innovation Programs

Department of the Environment and Energy (1 of 2): Forests Section

Proposed work area

The Forests section is responsible for developing and reviewing the most popular methods for carbon offset projects under the Government's Emissions Reduction Fund (ERF).

The ERF supports Australian businesses, farmers and land managers to take practical actions to reduce emissions. The Government committed \$2.55 billion under the ERF to purchase emissions reductions.

The methods are legislative instruments describing the activities participants can undertake to reduce emissions and providing the rules on estimating and reporting emissions reductions.

The Forests section looks after methods that cover avoided clearing of native vegetation and regenerating or planting forests. We play a lead role in ensuring the integrity of these methods. Projects under these methods represent around \$1 billion of contracted carbon abatement to date, and are of interest globally.

Our work contributes strongly to Australia's abatement task under the Kyoto Protocol and the Paris Agreement. We also contribute to broader domestic and international forest policy.

Our Senior Policy Officer position provides opportunities to apply and develop a mix of technical, policy and legislation skills. It also provides opportunities for applying a science background in translating scientific concepts into legislation. The position involves liaising with other government agencies, the agriculture and forestry sectors and carbon service providers.

Proposed role and work responsibilities

Responsibilities include: developing, monitoring and reviewing vegetation-based methods (and associated guidance and tools); providing policy advice on the role of forests in climate change mitigation and interactions with related policy areas such as forestry and natural resource management; conducting qualitative and quantitative analysis to inform policy; engaging with stakeholders; and preparing briefing, papers and presentations for staff, Senior Executive, the Minister and the independent Emissions Reduction Assurance Committee.

Skills required include: well-developed analytical and problem solving skills applicable to preparing advice on complex technical and policy issues; ability to manage projects to achieve results; ability to communicate clearly and accurately in written and verbal form (including ability to communicate scientific and technical concepts to a range of audiences); and ability to build and sustain relationships and negotiate outcomes.

The team encourages a supportive and collaborative environment, working across levels on wide ranging tasks, and drawing on diverse skill sets.

Department of the Environment and Energy (2 of 2): Science Partnerships Section

Proposed work area

The Science Partnerships Section in the Department of the Environment and Energy performs a science-policy function.

Science is fundamental to the Department's decisions and recommendations. The Department is involved in doing, using and commissioning science across the breadth of the portfolio. The science-policy function will involve collaboration and consultation across the Department and with other stakeholders so as to influence key strategic opportunities to improve the value the Department gets from investment in science and enable strategic engagement in whole-of-government science and innovation policy development activities.

The Science Partnerships Section within the Department of the Environment and Energy is also responsible for management of the \$145 million National Environmental Science Program (NESP), which supports environmental decision-makers to understand, manage and conserve Australia's environment with the best available information, based on world-class science. The successful applicant will have the opportunity to learn about science-policy partnerships through involvement with the six NESP Hubs. This may involve assessment of research plans and annual reports and attendance at steering committee meetings.

Proposed role and work responsibilities

The Science Partnerships team is seeking an APS6 to join their Science Policy team at this exciting time. This will be an opportunity to help set the strategic direction of the Department's science policy engagement and undertake real and tangible actions so as to improve the way in which the Department of the Environment and Energy engages with the science policy agenda.

Department of Home Affairs: Data Policy

Proposed work area

The Data Division within the Intelligence & Capability Group is responsible for the Home Affairs data strategy, data and information policies, and the development of data capabilities and services ranging from routine reporting through to artificial intelligence tools.

The Data Policy section is responsible for taking a leading role in the development and realisation of the Department's Data Strategy. This includes priming the portfolio for the era of 'big data' through the development of proactive and future focused policies to address challenges such as artificial intelligence, information sharing across government and public domains, and engagement across government to influence the Government's approach to data.

Proposed Role

The Data Division is seeking a candidate to take a principle role in the development of the Department's policies regarding Big Data and Artificial Intelligence capabilities. The successful candidate will be required to apply relevant subject matter expertise and strong writing skills to develop robust and forward-focused policies to position the Department to influence internal and Commonwealth strategies and technological programs within the data and AI domains.

The role will require the occupant to undertake research on the impacts of data and AI technologies on the ongoing development of operational practices, the delivery of efficiencies, risk management, the prioritisation of resources, and the legal implications of developing and implementing these technologies within the Australian legislative framework. In addition, the role requires the ability to communicate these concepts through the development of written advice and briefings for varying audiences types, and representing the Department in Government forums and communities of practice.

Candidates for this role should have a mixture of the following:

- tertiary qualification(s) in a relevant discipline;
- a strong knowledge of contemporary data and information theories and practices;
- a high-level understanding of artificial intelligence and machine learning technologies; and
- strong writing skills for a range of purposes including non-technical audiences.

NV1 security clearance is required.

Department of Human Services

The Australian Government Department of Human Services delivers payments and associated services on behalf of partner agencies; and provides related advice to government on social welfare, health and child support service delivery policy.

The department delivers payments and services to almost every Australian. It delivers:

- Centrelink payments and services for seniors, job seekers, families, carers, parents, students, people with disability, Aboriginal and Torres Strait Islander people, people from culturally and linguistically diverse backgrounds, people living overseas, and people who need support at times of major change, including following natural disasters
- aged care payments to services funded under the Aged Care Act 1997, including residential care, home care and flexible care services
- health payments and services such as Medicare, the Pharmaceutical Benefits Scheme, digital health information, the Private Health Insurance Rebate, the Australian Immunisation Register, the National Bowel Cancer Screening Register, the Australian Organ Donor Register, and related services for veterans and their spouses and dependants
- Child Support services for separated parents to provide financial support for their children
- other services, including the Tasmanian Freight Equalisation Scheme and the whole-of-government myGov service.

The department is working with partner agencies to embed the citizen experience more centrally into policy design thinking with the aim of achieving more tailored and efficient delivery of services.

Proposed work area:

There are opportunities to work in a range of divisions in the department including Service Delivery Operations Group, Integrity and Information Group and Corporate Enabling Group.

More information on the work of the department including the [2017- 2018 Annual Report](#) and programs can be viewed on the [Department of Human Services](#) website.

Possible work responsibilities:

Successful candidates will have the opportunity to contribute to the development of evidence-based policy, be involved with policy development processes and contribute to the delivery of programs.

Duties are likely to include drafting policies, reports, briefing papers and Ministerial correspondence, contributing to framework development, conducting research and data analysis, management of specialist services, and internal/external stakeholder management.

Department of Industry, Innovation and Science (1 of 5):

Remediation Policy

Please note that up to three positions are available in the Department of Industry, Innovation and Science. Successful candidates will be placed in one of the roles outlined here.

Remediation Policy Section, Northern Australia and Major Projects Division

Remediation Policy Section in the Northern Australia and Major Projects (NAMP) Division welcomes the opportunity to host a scientist as part of the 2019-20 Science Policy Fellow program. NAMP Division promotes the economic development of Australia, especially northern Australia, and ensures major projects are facilitated and managed over their lifecycle.

Remediation Policy Section has two primary activities. Firstly, managing the [policy and regulatory framework](#) concerning environmental requirements for the Ranger uranium mine in the Northern Territory (NT). As uranium processing at Ranger comes to an end after 40 years, the Section is making changes to the regulatory framework to sharpen its focus on rehabilitation objectives, and is advising Minister Canavan on a range of first-time rehabilitation decisions for Ranger.

Secondly, the Section administers a [National Partnership Agreement](#) with the NT Government to develop a comprehensive strategy and capital works proposal to rehabilitate the former Rum Jungle mine site in the NT. The Section supports a Senior Executive Governance Board for the Rum Jungle project, and is working in close partnership with the NT Government to develop a Detailed Business Case to inform further Commonwealth investment to rehabilitate the site.

Candidate skills and experience

Remediation Policy Section seeks candidates from *Environmental Science* or *Environmental Engineering* fields. Additional experience in *Geochemistry* and *Biodiversity* would also be favourable. The candidate will use their relevant science skills to directly influence ministerial decisions, shape policy frameworks, and assess various environmental rehabilitation matters across both the Section's Ranger and Rum Jungle work.

The candidate can expect to gain skills, knowledge and experience in the following areas: understanding the role(s) of government in environmental regulation; judging minimum effective regulation; balancing government intervention with commercial considerations; general project management and governance disciplines; Aboriginal Land arrangements; working in partnership with the Northern Territory Government; general writing skills for ministerial decisions.

Department of Industry, Innovation and Science (2 of 5):

Spatial Data Policy

Please note that up to three positions are available in the Department of Industry, Innovation and Science. Successful candidates will be placed in one of the roles outlined here.

[Spatial Data Policy section, Economics & Analytical Services Division](#)

Spatial data (or location-based data) includes administrative boundaries, elevation and depth, geocoded addressing, imagery, land cover and land use, land parcel and property, place names, positioning, transport, and water.

Access to high-value spatial data at the national level can help drive innovation in the economy. Spatial data underpins key economic activities and adds value to products and services used in a range of sectors including transport, agriculture, finance, and government.

Spatial information and intelligence is becoming increasingly important to the services that citizens consume every day. No longer used just for mapping and visualisation, it is now being integrated seamlessly with other data to drive the analytics and modelling that underpins decision making and policy development.

[Spatial Data Policy section](#)

The Spatial Data Policy section is one of three sections within the Data Management and Analytical Branch, which is part of the Economics and Analytical Services Division.

The Spatial Data Policy section works collaboratively with key stakeholders including industry, researchers and government agencies to deliver spatial data policy outcomes for Australia. The current key frameworks outlining agreed spatial data priorities are the 2026 Agenda – Spatial Industry Transformation and Growth Agenda and the Foundation Spatial Data Framework.

The Spatial Data Policy section provides strategic advice to the Government about spatial data priorities in alignment with other key agendas including the public data, digital economy, smart cities and innovation agendas.

Key policy drivers include ensuring:

- End users have access to high-value foundation spatial data and capabilities at the national level.
- Australia's National Spatial Data Infrastructure (NSDI) is fit for future purposes (NSDI is a "national framework for linking users with providers of spatial information [...] comprises the people, policies and technologies necessary to enable the use of spatially referenced data through all levels of government, the private sector, non-profit organisations and academia").

Key priorities:

- Review and determine priorities for Australia's future NSDI. Consult to determine the future requirements of end users with regard to access and use of national level spatial data; the needs of government agencies; whether there is a need to reform any existing functions or entities; and whether any safeguards or regulations are required.

Other areas of responsibility:

- Providing secretariat support to ANZLIC – the Spatial Information Council, which is a cross-jurisdictional group of senior officials that develops and influences policies and strategies for maximising access to and use of spatial information. ANZLIC provides leadership on collaboration and sharing solutions to common spatial data matters and to achieve a standardised and

harmonised approach for foundation spatial data within jurisdictions and at the national level. ANZLIC's Foundation Spatial Data Framework (FSDF) provides a common reference for access to foundation spatial data.

- Managing PSMA Australia Limited (PSMA) Commonwealth Shareholder responsibilities. PSMA is an unlisted public company owned by the Commonwealth, State and Territory Governments that collates, transforms and delivers jurisdictional location data as authoritative national datasets.
- Managing the agreement between the Commonwealth and PSMA to make PSMA's Geocoded National Address File (G-NAF) openly available via data.gov.au. The G-NAF is Australia's authoritative geocoded address file containing more than 13 million Australian physical address records.

The role

The role includes assisting the Spatial Data Policy section in reviewing and determining priorities for Australia's future NSDI. This will involve extensive consultation with stakeholders to determine the priorities and identify options. This will also involve preparing briefings and making recommendations to the Government.

Specific duties include, but are not limited to:

- undertaking research and analysis and preparing sound policy advice and briefing on spatial data issues, policy, and strategy for executives and the Government to a high standard and on time
- managing stakeholder and client relations, both internal and external to the department
- supporting secretariat functions and briefings related to ANZLIC
- implementing open data policies by facilitating access to high-value spatial data at the national level.

Our ideal candidate

Our ideal candidate will have demonstrated:

- high level written and oral communication skills and experience
- strong conceptual and analytical skills for policy development and advice
- project management skills and experience with demonstrated successful outcomes.

You are:

- a highly skilled professional who is enthusiastic, motivated and committed to delivering high quality outcomes
- a strong team player and can also work independently using your initiative to achieve outcomes
- able to prepare complex and sound advice to a high standard and can work effectively under pressure and in a dynamic environment
- able to use your people and communication skills to build relationships and networks with stakeholders that you draw on to help develop options and deliver priorities.

Qualifications in earth sciences, computational sciences and mathematics, or engineering are desirable but not essential.

Department of Industry, Innovation and Science (3 of 5): R&D Tax Incentive Compliance Management and Governance

Please note that up to three positions are available in the Department of Industry, Innovation and Science. Successful candidates will be placed in one of the roles outlined here.

R&D Tax Incentive Compliance Management and Governance, AusIndustry

The R&D Tax Incentive (R&DTI) is the government's largest innovation support program and the largest program administered by the department.

The R&DTI Compliance Management and Governance section is responsible for assisting businesses to comply with obligations under the program. One emerging way of achieving this is through the use of behavioural economics to help identify and address otherwise hidden psychological obstacles that might affect the choices of business and service providers. Behavioural economics offers a potential tool to influence this behaviour and well-designed communication and strategies incorporating behavioural insights can be effective in improving compliance.

In the absence of a dedicated behavioural economics unit in the department, the R&DTI team is working with experts from PM&C's Behavioural Economics Team of Australia (BETA) to implement behavioural insights and identify areas for future interventions.

Given the origins of behavioural economics in the behavioural sciences, there would be value in having someone from a related field (psychology, sociology etc) join the team to contribute to program wide behavioural economics projects. Key skills of interest would be an understanding of cognitive biases and heuristics that drive decision-making, as well as an understanding of research methods and experimental design processes, in particular data analytical skills for evaluation purposes.

While behavioural economics is the core focus of the team, we also hold responsibilities for and may ask for assistance in:

- enabling agenda setting and strategic participation of the R&D Incentives Committee – the program's key decision-making body (with the support of others and the Secretariat); and
- managing escalated stakeholder contact, including ministerial correspondence.

Department of Industry, Innovation and Science (4 of 5): Australian Space Agency

Please note that up to three positions are available in the Department of Industry, Innovation and Science. Successful candidates will be placed in one of the roles outlined here.

Australian Space Agency

The Australian Space Agency (the Agency) was established by the Australian Government as an ongoing entity on 1 July 2018. It was established to put in place a long term structure to support the growth and transformation of Australia's space industry. The establishment the Agency, which is a whole-of-government body, aligns with the Government's emphasis for Australia to build on its niche industry capabilities and strategically develop new commercial opportunities to compete in the global space economy.

As part of the 2018-19 Budget, the Australian Government announced an investment of \$41 million over four years for the ongoing operations of the Australian Space Agency, of which \$15 million is dedicated to fostering international space partnerships and opening the door for our businesses to compete in the global space economy.

The Agency's purpose is to transform and grow a globally respected Australian space industry that lifts the broader economy, inspires and improves the lives of Australians – underpinned by strong international and national engagement.

The Agency is the front door for Australia's international engagement on civil space and operates as the national priority setting mechanism for the civil space sector. The Agency ensures that Australia's civil space activities contribute to productivity and employment across the Australian economy, secure new knowledge and capability, and inspire all Australians.

Role and work responsibilities

As the Agency is nimble and small, there is the opportunity to gain experience across all areas of the Agency. The main areas will be in the National and International Engagement team as well as the Strategy and Policy team.

The National and International Engagement team works with business, industry associations, state government and occasionally with international stakeholders to achieve outcomes for the space industry. The selected candidate would need to demonstrate capability and confidence in communicating with external stakeholders, creating briefs and participating in the writing of international memoranda of understanding, statements of intent with businesses, attending meetings with internal and external representatives and providing advice on future strategies for the Agency.

The Strategy and Policy team is responsible for setting the policy direction of the Agency and ensuring that the outcomes of Government decisions through various cabinet processes are met and implemented. A key focus is setting the Agency's strategic agenda going forward. As the Agency is still new, there is significant work in ensuring that the national civil priorities are aligned tightly with longer term strategies for the Agency to ensure that the broader space industry grows.

Department of Industry, Innovation and Science (5 of 5): Office of Innovation and Science Australia

Please note that up to three positions are available in the Department of Industry, Innovation and Science. Successful candidates will be placed in one of the roles outlined here.

Office of Innovation and Science Australia

The Office of Innovation and Science Australia (OISA), supporting independent statutory board, Innovation and Science Australia (ISA).

ISA is responsible for providing independent, evidence-based and actionable advice to Government and advocating for Australia's Innovation, Science and Research system. ISA's work is guided by its Australia 2030: Prosperity through innovation Strategic Plan, which was published in January 2018 and responded to by the Government in May 2018. The focus of OISA's activities in early-2019 will be on continuing to advocate for recommendations in the 2030 Strategic Plan, and supporting the innovation system impact work within the office.

Role and work responsibilities

The Fellow would work with both the OISA Innovation System Impact team and the Policy and Operations team. Responsibilities may include:

- research and policy analysis, including drafting briefing, correspondence and other key documents.
- data interpretation and analysis
- stakeholder engagement across Departmental and external stakeholder groups
- managing key communication channels and implementing key activities as outlined in the ISA Communications Strategy
- research, briefing, and input to speaking notes for the ISA Chair/Board and CEO on whole of government matters impacting on innovation, science and research.

Research projects may consider innovation system strengths, weaknesses and performance, for example:

- Innovation skills and education requirements
- Balancing system needs for both domestic skill development and skilled migration
- Research and Development (R&D) performance
- Measures to improve research and industry linkages and translation
- Investigating barriers to business investment in R&D including sector specific analysis and recommendations
- Supporting greater transparency in business expenditure on R&D by helping to publish the R&D spend of the top ASX 200 companies in Australia.
- Innovation in government and public sector reform
- Encouraging "Challenge" or "mission" based innovation in Australia
- Measures to improve business access to finance and international markets.

The ideal candidate's skills and experience

- Strong research, and analysis skills
- Capacity to develop good arguments and solutions based on sound evidence.
- Strong stakeholder engagement and communication skills.

Department of Infrastructure, Regional Development and Cities: The Office of Future Transport Technology

The Office of Future Transport Technology (the Office) works on a range of transport technology policy issues, including policy and regulatory frameworks for the commercial deployment of higher level automated vehicles.

The work of the Office involves the intersection of technology with a range of social policy issues, including: road safety; the relationships between infrastructure needs and emerging technologies: the use of data and privacy issues: and community perceptions of new technologies.

This is a dynamic and fast moving policy area. The subject matter has a high public visibility and involves working closely with Ministers and the Parliament, international stakeholders, other Commonwealth portfolios, state and territory governments and with various industry groups.

Proposed role and work responsibilities

This is an opportunity to develop core public service policy skills through research, analysis, writing for government to a variety of audiences, consulting with stakeholders and contributing solutions to complex and future-focused policy problems.

The fellow may be involved in work on a range of transport technology policy issues, including policy frameworks for the commercial deployment of higher level automated vehicles, and the development of a framework to support the deployment of Cooperative Intelligent Transport Systems (known as C-ITS).

The fellow may also be involved in coordinating the Department's participation in the iMove Cooperative Research Centre (CRC). The iMove CRC is a consortium of forty-four industry, government, and research partners engaged in a 10-year effort to improve Australia's transport systems through collaborative research and development projects.

Candidate's Skills and Experience

We are seeking a motivated and innovative fellow to assist in progressing the work of the Office.

Key attributes include the ability to analyse information from a multiple sources and develop and present policy arguments to a range of audiences and in multiple formats. The role is suited to those with strong analytical, interpersonal and written skills.

Technical expertise in transport technologies, including engineering, communications or cyber security technologies may be beneficial. A broad range of candidate backgrounds would be considered.

Department of Jobs and Small Business: Business Analytics and Operations Branch

The Department of Jobs and Small Business is exploring the application of Artificial Intelligence and Machine Learning to assist the delivery of targeted digital employment services for all Australians.

The field of ML and AI is exploding due to the advent of big data and the need for analytical insights in real time from data that has become multimodal and heterogeneous (such as videos, text, images, social interactions and comments). AI has become part of our everyday lives, from self-driving autonomous cars, mobile banking and machine translation services to virtual private assistants and creating personalised content. AI as a technology or a system helps emulate human behaviour typically by learning, appearing to understand complex content, but understanding the components and/or process for delivering AI capabilities is not as straightforward. Machine learning helps build models and algorithms to process large amounts of data and learn on its own, with minimal supervision assisting with building AI-based systems.

The Department is recently embarking on a journey to build AI-based systems through ideation and trials in partnership with private sector data science start-ups. The opportunity is to evaluate the success, or otherwise, of these early attempts. More importantly, there is greenfields opportunity to keep what works and how to operationalise these budding capabilities into the delivery of employment services today.

Integration, deployment and monitoring are essential aspects to provide for continuous feedback once the models are in production. The challenge is to deploy and operationalise at scale. The Department is open to admitting a suitably skilled Science Policy Fellow to develop the Department's capability in overcoming these challenges.

Proposed work area

The Department of Jobs and Small Business is responsible for national policies and programs that help Australians find and keep employment and work in safe, fair and productive workplaces. Our vision is More Jobs. Great Workplaces. We encourage and welcome applications from people with disability, Aboriginal and Torres Strait Islander peoples, LGBTIQ+ people, people from culturally and linguistically diverse backgrounds and mature age people.

Employment Systems Group is responsible for the development and support of technology systems in support of Australian Government employment services programmes, such as jobactive, Disability Employment Services (DES) and Community Development Programme (CDP). We deliver innovative technology solutions to assist job seekers to search and find jobs including Employment Services System, Australian JobSearch, Job Outlook, Labour Market Information Portal, and a growing number of mobile applications.

We work in close partnership with a wide range of agencies across government such as Department of Human Services, Department of Social Services, and Department of Prime Minister and Cabinet. We also actively support relevant employment service providers with data and technology systems throughout the country.

The Science Policy Fellow will be working with the appropriate data and systems teams in the Employment Systems Group in accordance with the available opportunities.

Proposed role and work responsibilities

- Develop an understanding of the current employment services delivery model

- Ideation of possible avenues to test and trial a more digital and targeted service delivery model for job seekers
- Build an evaluation framework to assess the suitability of current and future AI and ML trials undertaken by the Department
- Develop pragmatic recommendations to operationalise the lessons learnt ('what works') of current and future AI and ML trials
- Contribute to the Future Roadmap of Employment Systems as we drive towards a digital service delivery model for the year 2020

Department of the Prime Minister and Cabinet: Indigenous Environment Branch

The Indigenous Environment Branch is responsible for the successful Indigenous Rangers and Indigenous Protected Area programs. The Branch also provides policy advice to the Minister and IAG Executive on a wide variety of environmental and sustainable resource issues impacting Aboriginal and Torres Strait Islander Australians. The Branch engages with a wide range of external stakeholders across Commonwealth and State government agencies, Indigenous groups and with non government organisations.

You will work in a small policy team delivering high quality advice on environmental and heritage issues that have an impact on Indigenous stakeholders and communities. You will be required to undertake complex tasks under limited direction and with reasonable autonomy and accountability. You will use your initiative and judgement in interpreting policy problems. You will be involved in the development of new policies and programs where required and evaluation of current initiatives.

Your role will require sound writing, analytical and strategic skills, strong communication and liaison skills and a capacity to develop policy development skills. You will also need, or be able to develop, a good understanding of issues that affect Aboriginal and Torres Strait Islander Australians and knowledge and/or experience in environmental issues.

Department of Social Services: Policy Evaluation Section

Proposed work area

The Policy Evaluation Section is a centralised area of evaluation expertise within the Policy Office. The section provides evaluation readiness services, procurement services, project management of external independent evaluations, and strategic evaluation advice across the Department of Social Services. Through the Community Grants Hub the Policy Evaluation Section also provides these services to other Commonwealth agencies.

The purpose of the Policy Evaluation Section is to provide high-quality evaluation services, build capacity, and work collaboratively with policy areas to support the Department of Social Services' mission to improve the wellbeing of individuals and families in Australian communities.

Proposed role and work responsibilities

The science fellow will assist with evaluation activities undertaken by the Policy Evaluation Section including developing policy options for future evaluations, input into briefings for the Executive and Minister, data and statistical investigations and coordination activities. These activities include:

- process and procurement of centralised evaluation activities;
- developing program logics, theories of change, performance frameworks;
- effective project and program management;
- writing and liaison skills across the department; and
- developing an understanding of whole-of-agency (and whole-of-government) outcomes.