# Position description and application process

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| Position details | |
| Job reference | 107-2021 |
| Position title | Assistant Directors (EL1) and Policy Analysts (APS Levels 4, 5 and 6) |
| Classification | APS Level 4 ($70,842-$74,548 per annum) + attractive employer superannuation  APS Level 5 ($79,648 - $84,748 per annum) + attractive employer superannuation  APS Level 6 ($89,846 - $94,944 per annum) + attractive employer superannuation  Executive Level 1 ($117,195 - $134,435 per annum) + attractive employer superannuation |
| Number of positions | Several |
| Location | Canberra, Sydney, Melbourne |
| Working arrangements | Full‑time / Part‑time / Job share  Treasury supports a of range flexible working arrangements. |
| Job Type | Ongoing or non‑ongoing for a specified term.  Non‑ongoing opportunities will be offered for a specified term for up to three years. |
| 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 | Anna Schneider Rumble  Phone: 02 6263 3852  Email: anna.schneiderrumble@treasury.gov.au |
| Contact Officer (Financial Advisers Standards Unit) | Nerida Cole  Phone: 02 6263 2205  Email: nerida.cole@treasury.gov.au |
| Closing date | Sunday, 24 October 2021 at 11:30pm AEDT |

## 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.

## About Markets Group

Markets Group promotes well‑functioning markets that contribute to consumer and investor confidence. Well‑functioning markets are central to the sustainable growth of the Australian economy and the wellbeing of the Australian community.

The work of Markets Group embraces policy processes and reforms that safeguard the public interest in consumer protection, remove impediments to competition in product and services markets and promote a stable, efficient and competitive financial system, an efficient retirement income system that delivers strong member outcomes, and sound corporate practices and conduct.

Markets Group has strong relationships with business and consumer advocacy groups and maintains close working relations with the relevant regulatory agencies.

The group comprises of the Financial System Division, Market Conduct Division, Retirement, Advice and Investment Division, Australian Government Actuary and the Takeovers Panel.

## About the Division

Retirement, Advice and Investment Division (RAID) provides policy and legislative advice to Government on initiatives to improve Australians’ financial security and raise retirement standards. Our work involves cross-cutting issues spanning Treasury’s priorities including in relation to taxation policy, government expenditure on pensions, and the regulation of financial services.

We embrace diversity and are continuously striving to create an inclusive and productive workplace that empowers every staff member to bring their whole self to work. This includes dismantling barriers due to cultural background, disability, gender or other factors and seeking out diversity of thought and skills.

## About the Roles

Treasury’s Retirement, Advice and Investment Division (RAID) is looking for talented, team-orientated, and highly motivated staff to fill a number of Analyst, Senior Analyst, and Assistant Director positions (at APS 4, APS5, APS6 and EL1 levels).

### What you will do

Successful candidates in these roles may be involved in:

* conducting research and analysis and providing advice to Treasury Ministers on matters relevant to the work of a unit or project team;
* assisting in the preparation of reports, briefings to Treasury Ministers, submissions to Cabinet, speeches, replies to parliamentary questions and other correspondence;
* implementing reforms, including through drafting consultation papers, undertaking regulatory assessments, and assisting with Treasury’s Law Division to develop legislation;
* engaging with internal and external stakeholders; and
* undertaking other duties as required.

There are also a number of roles (at each of the APS 4,5,6 and EL1 levels) in the Financial Advisors Standards Unit which is responsible for winding up the existing Financial Adviser Standards and Ethics Authority and taking on that function within Treasury, which will involve setting the education and training standards for financial advisers in Australia.

### Our ideal candidates

In performing their roles, **APS4, APS5 and APS6 Policy Analysts** are expected to be able to:

* think critically: assess the implications of economic and policy reforms and develop cogent insights as a basis for policy advice;
* engage effectively: build and maintain relationships with internal and external stakeholders, including regulators, advocacy groups, corporations and industry bodies;
* navigate strategic context: understand the policy landscape, identify opportunities and show good judgement;
* deliver results: deliver timely and high-quality outcomes that influence policy makers and effectively implement the Government’s decisions; and
* show leadership: be proactive, innovative and inclusive.

Successful **Assistant Director (EL1)** applicants will also need to:

* build team capability through coaching others, providing performance feedback, conflict resolution and encouraging career development
* recommend strategic directions for their unit, and effectively manage competing priorities when achieving outcomes
* work collaboratively with the Director to build team capability and deliver on team outcomes
* act as the Director on occasion.

### Desirable Qualifications and Experience

* Ideally, we are looking for candidates with Tertiary qualifications for the APS 4 roles, 18 months of relevant work experience for APS5 roles and three years’ relevant work experience for APS6 roles. For roles at the Assistant Director (EL1) level, we are looking for candidates with five years of relevant work experience.
* Experience in one or more of the following will be particularly well-regarded:

– Government policy development and analysis

– Legislative development and/or implementation

– Regulatory experience

– Relevant private sector experience

* Knowledge and interest in retirement incomes, the financial system and services, corporations, consumer or competition policy, related data and digital policy, relevant legal and regulatory frameworks and regulators, and knowledge of government will also be well-regarded.

Tertiary qualification(s) in a relevant field, including, but not limited to, economics, law, commerce, finance, public policy, and/or mathematics.

For the roles in **Financial Advisers Standards Unit** we are particularly interested in people with skills in project management, analysis and problem solving, data management, customer experience and administrative work and/or educational standards setting. Experience in the higher education system or professional standards setting is highly valued. Tertiary qualifications and experience in education, commerce, business, economics, law or financial advice are relevant and experience in the higher education system or professional standards setting will be highly regarded.

## 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](https://legacy.apsc.gov.au/aps-merit-principle) and our processes are designed to select the right people for our roles.

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| What are the steps? | |
| Apply | Complete and submit your ‘pitch’ — see below (max. 750 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).](https://legacy.apsc.gov.au/integrated-leadership-system-ils-0) |
| Interview | Shortlisted applicants will be invited to attend an interview. Interviews may be held in person, by phone or video (Webex) |
| 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](http://careers.tspace.gov.au/cw/en/listing/). 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](mailto: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](https://legacy.apsc.gov.au/integrated-leadership-system-ils-0), detailing your relevant skills and experience against the position requirement.

### Pitch

Please prepare a ‘pitch’ of no more than 750 words to describe how your skills and experience would contribute to the position(s) within the Treasury. Please ensure you refer to the [ILS](https://legacy.apsc.gov.au/integrated-leadership-system-ils-0) 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](https://legacy.apsc.gov.au/ils-resources-profiles-comparatives-and-self-assessment) 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](mailto: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.

### Workplace Diversity

[Treasury’s Inclusion and Diversity Strategy 2019-2021](https://treasury.gov.au/node/4456) 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 Disability 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 LGBTQI+ 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](https://www.apsc.gov.au/working-aps/diversity-and-inclusion/disability/recruitability-0).

### Reasonable adjustments

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

To assist you, we may provide:

* additional time to complete assessments
* an interpreter
* accessible computer hardware and software

Please contact the Recruitment and Secondments Team to discuss what options may be available to best suit you.