



Position description and application process

Position details

Job reference	41-2024
Position title	Assistant Directors (EL1) + Graphic Designer (ASP6) – Communications Branch
Classification	EL1 (\$127,925 — \$146,743 per annum) APS6 (\$98,072 – \$118,813 per annum) + attractive employer superannuation
Number of positions	Several
Location	Canberra, ACT and Sydney, NSW
Working arrangements	Full-time or part-time Treasury supports a of range flexible working arrangements.
Job Type	Ongoing or non-ongoing
Eligibility	Employees of the Treasury are required to be Australian citizens and must hold a current security clearance.
Contact officer	Angela Mason Phone: 02 6263 2621 Email: communications@treasury.gov.au
Closing date	Sunday, 19 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. The 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. The 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.

The Treasury provides some of the best opportunities in the public service. The 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.

The 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 Small Business, Housing, Corporate and Law Group

Small Business, Housing, Corporate and Law Group provides advice and enables the delivery of Government and departmental priorities.

The Group is responsible for providing policy advice and delivering programs and regulatory functions to support the growth and resilience of small businesses, as well as advice and analysis on housing-related issues to support the delivery of the Government's housing agenda. The Group also delivers advice and services to the department, portfolio Ministers and agencies, including on information technology, communications, parliamentary services, finance, people management, risk management, legal advice, law design and delivery, legal policy expertise and legislative compliance.

We work collaboratively with all of Treasury, Ministers and their offices, portfolio agencies, other government agencies in all jurisdictions and a range of external stakeholders. Our Group spans several functions across four divisions – Small and Family Business, Housing, Corporate and Law. This means our people have diverse knowledge, background and expertise.

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



About the Positions: Communications Branch

Treasury's Communications Branch is seeking energetic, experienced APS6-EL1 officers to fill several vacancies across four teams.

Communications Branch provides strategic advice, high quality services and products, processes and systems to ensure Treasury effectively communicates with key stakeholders, including ministerial offices. The Branch is also a key delivery partner in the Federal Budget.

You will have:

- demonstrable experience in communications
- strong written and verbal communication skills, including the skill to write using plain language
- the ability to be flexible, agile, work under limited direction and respond constructively to tight deadlines, change and uncertainty
- strong stakeholder management skills, including the ability to confidently brief and advise senior executives and work with ministerial advisers.

Responsibilities of the vacant positions are below. Please get in touch with the contact officer if you have any questions. Please note that each role includes some weekend and after-hours work during peak periods, including for the delivery of events.

Media and Speeches Team

Senior Media Adviser (EL1)

The Media and Speeches team prepares media releases, speeches and op-eds for Treasury portfolio ministers, ensuring a consistent style and tone. The team also provides proofreading and editorial services, ensuring Treasury publications follow government guidelines for plain language, readability and accessibility.

As part of this, the Media team provides strategic media advice and support to the department and ministerial offices. The team handles all daily media handling, monitoring and issues management.


The Senior Media Adviser responsibilities include engaging in the media management work of the team, including developing media-ready content as needed. You will collaborate closely with ministerial staff, Treasury executive and senior managers, as well as the media. You will need excellent relationship skills, a reputation for being responsive, and for showing sound judgment. Note that the Senior Media Adviser also takes part in an on-call media roster.

Digital Delivery Team

Web Publishing Lead (EL1)

Web Content Lead (EL1)

The Digital Delivery team handles the design, strategic management and publishing across Treasury and ministerial websites. The team also provides publishing and maintenance support for agency and smaller Treasury sites, the Federal Budget website, the Treasury



intranet and the Consultation Hub, as well as managing Treasury's email subscription services.

Web Publishing Lead's key functional areas of responsibility:

- Undertake front end updates to the Treasury website, Ministerial sites, Budget website and other websites within the Treasury portfolio as needed with a high standard.
- Provide advice across Treasury, to the Treasury Executive and portfolio Ministerial offices regarding digital content and delivery methods to best fit business requirements.
- Work with the Content Lead and Digital Projects Lead, ensuring the Treasury is meeting accessibility requirements, delivering usable content and presenting digital information according to best practices (including to the DSS 2.0).
- Provide leadership and training to the junior members of the team, manage priorities for the team and ensure delivery of projects.
- Create and maintain procedure and training documentation for the team.

Web Content Lead's key functional areas of responsibility:

- Provide advice across Treasury, to the Treasury Executive and portfolio Ministerial offices regarding digital content and delivery methods to best fit business requirements.
- Work with the Publishing Lead and Digital Projects Lead, ensuring the Treasury is meeting accessibility requirements, delivering usable content and presenting digital information according to best practices (including to the DSS 2.0).
- Develop the strategic approach and lead the development of content across Treasury's external digital communications channels.
- Work across multiple digital platforms to help the department write for the audience and maintain adherence to the Australian Government Style Manual.
- Work well with multiple stakeholders to help them engage and communicate clearly and with purpose.
- Work collaboratively with the web publishing team. From time to time undertake front end updates to the Treasury website, Ministerial sites, Budget website and other websites within the Treasury portfolio.
- Be a Treasury representative within the Government Digital community, stay up to speed with the Digital Service Standard and bring an innovative mindset to the team.

Strategic Communication and Events Team

Strategic Communication Lead (EL1)

Events Lead (EL1)

The Strategic Communication and Events team manages external and internal communications for Treasury, including social media, as well as the planning and delivery of government, ministerial and internal events. The team develops creative, evidence-based communication plans, content and events to engage internal and external audiences.

Strategic Communication Lead's key functional areas of responsibility:

- Develop and implement creative, evidence-based, multi-channel and measurable communication projects that support Treasury's policy or program objectives.
- Research, write, design, and edit creative content for a variety of external and internal communication activities.
- Transform complex policy into contemporary, relevant, informative, and accessible content.
- Work collaboratively with the internal communication, external communication and events leads to ensure content is written for the audience, in plain language, and adheres to the Style Manual and DSS 2.0.
- Develop and maintain strong relationships with business areas and provide high quality and timely advice on content that will support their business objectives.
- Assist the team with the delivery and planning of events in peak periods including the Budget lock-ups, whole of department briefings and events, and virtual events.
- Take a leadership role in a small team, supporting both colleagues and junior staff to develop in their role.

Events Lead's key functional areas of responsibility:

- Develop and deliver effective and efficient events that support the Treasury's policy or program objectives.
- Build and maintain strong working relationships with the Treasury portfolio Ministers and their offices, the departmental Executive and policy divisions and provide forthright advice, recommendations and support.
- Plan and deliver high-quality events including the annual Budget lock-ups, whole of department briefings and events, stakeholder forums, conferences and virtual events.
- Lead project management of Budget-related events with a good understanding of the Whole of Government Budget process.
- Effectively project manage events from development through to implementation and evaluation, collaborating with other team members as required.
- Ensure competing priorities are managed to a high standard, proactively progress work, respond flexibly to change and identify, resolve and communicate issues as they arise.
- Take a leadership role in a small team, supporting both colleagues and junior staff to develop in their role.


Creative Services Team

Graphic Designer (APS6)

The Creative Services team is responsible for the department's brand strategy and provides graphic design, photography, animation, video and document production services for internal and external communication channels, as well as online and printed publications (including the Federal Budget).

The Graphic Designer's functional areas of responsibility:

- Work closely with all areas of the Communications Branch to design and deliver high quality solutions for social media (animations and web ready graphics), internal



communications products (digital signage, intranet graphics), websites, publications and infographics for both internal and external audiences.

- Develop and maintain Microsoft Office publishing standards and templates and contribute to the development of publishing resources. Includes troubleshooting and maintenance of Microsoft publishing tools, formatting checks and quality control.
- Ensure quality control is upheld and compliance with Australian Government branding and Accessibility requirements.
- Work collaboratively across the organisation at all levels, including the executive and ministerial offices as required
- Liaise with and coordinate external suppliers (including contractors and consultants) and internal resources ensuring timely project delivery.
- Consult, assist and advise on graphic design and publishing standards and requirements as needed.
- Provide high-level creative advice and solution design, including participation in key meetings.
- Maintain an up-to-date understanding of the design and publishing industries.
- Contribute to the development of and maintenance of corporate branding practices, includes advising staff accordingly.

The Graphic Designer will have relevant tertiary qualifications and/or a minimum of 4 years professional experience in graphic design and highly developed skills (both technical and conceptual) with the ability to translate designs and concepts across a variety of media. The Graphic Designer will be highly skilled in both the Adobe Creative Suite and Microsoft Office Suite, have experience in developing and working with branding standards and guidelines, experience in website and digital design, including the ability to work with developers and video production and animation.

Please note: Applicants for the APS6 Graphic Designer role will be required to provide **a copy of their current creative portfolio**, in addition to the regular application process. If a portfolio is not able to be uploaded through the portal due to size constraints, we ask that candidates please email ([just the portfolio](#)) to recruitment@treasury.gov.au

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.

Application stages

Application stages	
Apply	Complete and submit your 'pitch' — see below (max. 750 words), and a resume of no more than two pages. Please also clearly say which role you are applying for.

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 virtually via MTeams.
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 **one-page** words to describe how your skills and experience would contribute to the position(s) within the Treasury. Please ensure you refer to the [ILS](#) and the position requirements when preparing this 'pitch'.

Portfolio (Graphic Designer role only)

If applying for the Graphic Designer position, please also provide a copy of your current creative portfolio.

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 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](#).

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.