

Outline the essential skills and personal qualities required for the role (be specific to assist graduates responding to this question in their EOI)

We are looking for someone with the following skills and personal attributes to join us in the Anti-Corruption and NACC Legislation Section:

- Strong analysis and problem-solving skills
- Excellent written and verbal communication skills
- Flexibility and sound judgement
- Supportive, collaborative team player and the ability and willingness to work with a diverse range of people in an inclusive environment

Outline of the business area

The NACC Legislation Section is responsible for delivering a range of high priority projects, including ensuring the successful establishment of the new National Anti-Corruption Commission (NACC) by mid-2023, following passage of the NACC legislation in November.

Key priorities in early 2023 will include the development of regulations and rules to support the NACC legislation. This will include a range of policy development work and issuing drafting instructions to the Office of Parliamentary Counsel.

From early 2023 we will be running a large stakeholder consultation process involving outreach and the development of a range of guidance and materials, to support our stakeholders to understand the new legal obligations contained in the NACC legislation.

Following establishment of the NACC in mid-2023, our focus will turn to developing a strong and supportive portfolio relationship with the new NACC, and ongoing administration of the NACC legislation.

Our team is also responsible for ongoing work to support the Attorney-General's integrity and transparency role and we are also responsible for providing policy advice on integrity aspects of the Government's APS reform agenda.

Outline of role and what skills a graduate will gain from placement in your area

A graduate placed in our section would have the opportunity to contribute towards one of the top priorities of the department. Depending on the skills and experience of the graduate, tasks could include:

- Preparing briefings and policy papers on a range of anti-corruption and integrity issues
- Supporting the team to prepare drafting instructions for regulations and rules to support the NACC legislation, and preparing related explanatory material
- Setting up and attending stakeholder meetings
- Conducting research into relevant legal and regulatory frameworks
- Developing clear guidelines and communication materials to clearly communicate the new legal framework
- Preparing briefings, speeches and responses to ministerial correspondence on anti-corruption and integrity issues

- Stakeholder engagement and the opportunity to develop relationships with portfolio agencies, government colleagues and civil society
- Supporting the team's work on other integrity issues as required.

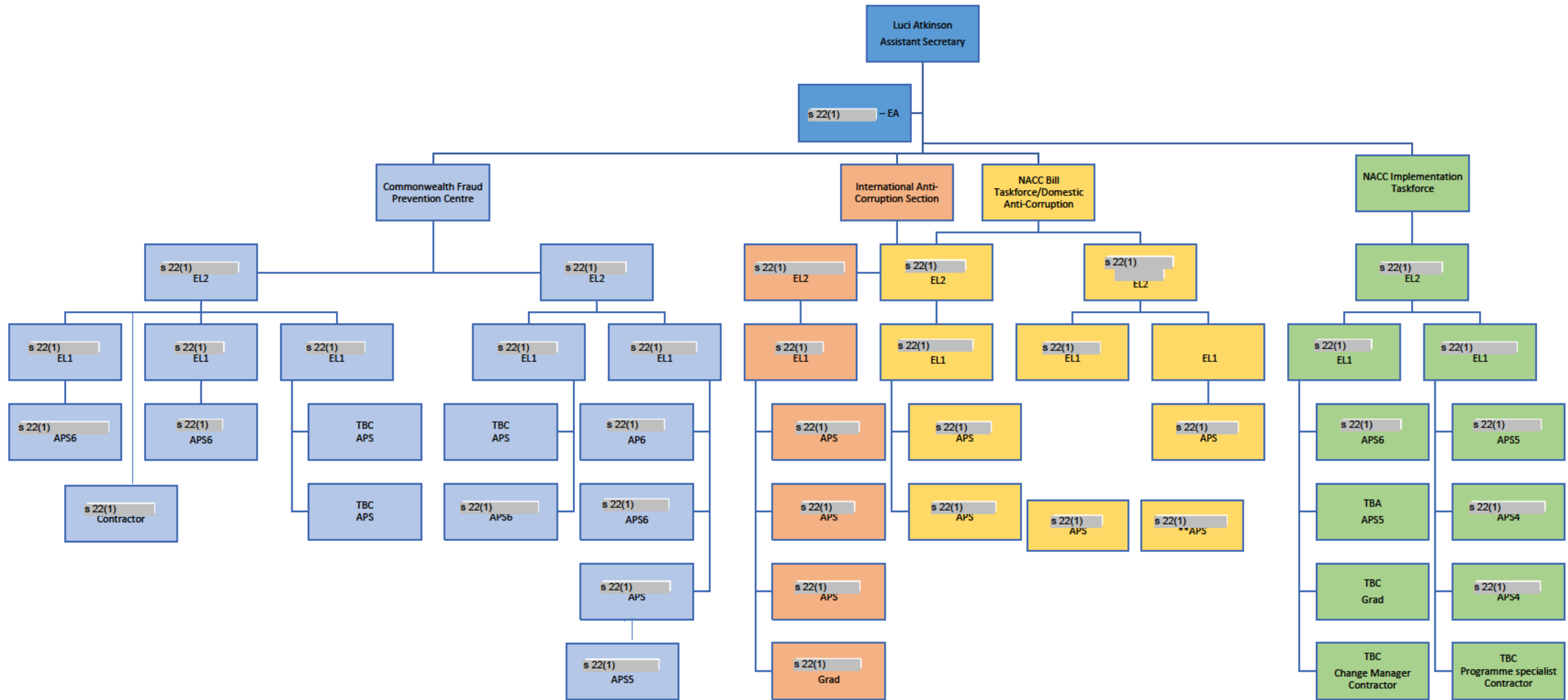
Our section is committed to personal and professional development and the work we are progressing will provide a range of opportunities to develop core skills and capabilities, including:

- Policy development and the opportunity to develop and contribute towards innovative solutions to policy and legal issues
 - Legal analysis and technical skills
 - Communication skills through engagement with stakeholders and preparing written materials
 - Organisational skills
 - The ability to work independently with support and guidance from experienced members of the team on high priority projects
 - Leadership skills through the opportunity to support team members, and to contribute to a respectful and inclusive team culture.

Position Title	Division	Branch	A brief role description to go to candidates for preferences
Policy officer	Integrity Frameworks Division	Fraud Prevention and Anti-Corruption	The Anti-Corruption and NACC Legislation Section is responsible for delivering a range of high priority projects, including developing the National Anti-Corruption Commission legislation as well as ongoing work to support the Attorney-General's integrity and transparency role. Key priorities of the section include supporting the NACC legislation through debate in Parliament, development of regulations, rules and guidelines to support the NACC legislation, engaging with civil society on the development of a new action plan for the Open Government Partnership and providing legal policy advice on integrity aspects of the Government's APS reform agenda.
Project Officer	Integrity Frameworks Division	Fraud Prevention Anti-Corruption Branch	This is an exciting opportunity to be a part of one of the Government's highest priority initiatives and a major institutional reform for the Commonwealth. The role will have responsibility for a wide variety of activities to support the implementation of the National Anti-Corruption Commission including, liaison with Project managers and Project leads, supporting the governance committees for the implementation programme, developing stakeholder engagement and communication products, developing submissions, ministerial correspondence and other material. the role also provides an opportunity for you to see, experience and be part of the creation of a new organisation.
Policy Officer	Integrity Frameworks Division	Fraud Prevention Anti-Corruption Branch	The Anti-Corruption and NACC Legislation Section is responsible for delivering a range of high priority projects, including developing the National Anti-Corruption Commission legislation as well as ongoing work to support the Attorney-General's integrity and transparency role. Key priorities of the section include supporting the NACC legislation through debate in Parliament, development of regulations, rules and guidelines to support the NACC legislation, engaging with civil society on the development of a new action plan for the Open Government Partnership and providing legal policy advice on integrity aspects of the Government's APS reform agenda. You would have the opportunity to work on a range of different projects and our team has a great supportive culture with a strong focus on development of skills and capabilities.

POSITION TITLE	DIVISION	BRANCH	BRIEF DESCRIPTION OF ROLE
(3x Vacancies) Project Officer	Integrity Frameworks	Fraud Prevention and Anti-Corruption	This is an exciting opportunity to be a part of one of the Government's highest priority initiatives and a major institutional reform for the Commonwealth. It is an expected vacancy which will have responsibility for a wide variety of activities to support the implementation of the NACC including, liaison with Project managers and Project leads, supporting the governance committees for the implementation programme, developing stakeholder engagement and communication products, developing submissions, ministerial correspondence and other material. the role also provides an opportunity for you to see, experience and be part of the creation of a new organisation.
Policy Officer	Integrity Frameworks	Fraud Prevention and Anti-Corruption	The Domestic Anti-Corruption and NACC Legislation Section is responsible for delivering a range of high priority projects, including developing the National Anti-Corruption Commission legislation as well as ongoing work to support the Attorney-General's integrity and transparency role. Key priorities of the section include supporting the NACC legislation through debate in Parliament, development of regulations, rules and guidelines to support the NACC legislation, engaging with civil society on the development of a new action plan for the Open Government Partnership and providing legal policy advice on integrity aspects of the Government's APS reform agenda. Other priority work of the section will include developing a strong and supportive portfolio relationship with the new NACC (once established), and ongoing administration of the NACC legislation.

Fraud Prevention and Anti-Corruption Branch



Position Title	Division	Branch	A brief role description to go to candidates for preferences
Senior Project Officer – NACC Taskforce x5	Integrity Frameworks	Fraud prevention and Anti-Corruption	<p>Establishing a National Anti- Corruption Commission (NACC) is one of Government’s highest priorities. Sitting within the Fraud Prevention and Anti-Corruption Branch, the NACC Taskforce is responsible for delivering this body of work, with roles offering a unique opportunity to contribute to the establishment of a new Government agency that will play a central role in shaping the integrity of the Commonwealth public sector. Roles in the Taskforce are dynamic, fast-paced and diverse, offering candidates the opportunity to deliver in a high-profile environment.</p> <p>As an APS6 in the Taskforce, you will contribute to the implementation of the NACC, including:</p> <ul style="list-style-type: none"> o working closely with the Australian Commission for Law Enforcement Integrity to enable transition to the NACC o oversight and liaison with project leads and teams for the streams of work to implement the NACC o supporting the statutory appointment process for office holders under the NACC legislation o assisting with development of programme and project management strategy and artefacts o lead drafting of submissions, briefs, and correspondence, including liaison with other areas of AGD and externally as required o provide secretariat support for senior Programme and Project governance committees, led by the Secretary and ACLEI Integrity Commissioner. <p>The Taskforce is seeking motivated, resilient, delivery-focussed staff who collaborate well and are able to adapt to evolving priorities and a diverse workload. If this sounds like you, preference the NACC for placement!</p>

APS Level 5 Vacancies			
Position Title	Division	Branch	Paragraph explaining the role to be included in the advertisement
Policy officer	Integrity Frameworks Division	Fraud Prevention and Anti-Corruption Branch	The Domestic Anti-Corruption and NACC Legislation Section is responsible for delivering a range of high priority projects, including developing the National Anti-Corruption Commission legislation as well as ongoing work to support the Attorney-General's integrity and transparency role. Key priorities of the section include supporting the NACC legislation through debate in Parliament, development of regulations, rules and guidelines to support the NACC legislation, engaging with civil society on the development of a new action plan for the Open Government Partnership and providing legal policy advice on integrity aspects of the Government's APS reform agenda. Other priority work of the section will include developing a strong and supportive portfolio relationship with the new NACC (once established), and ongoing administration of the NACC legislation.
Project Officer	Integrity Frameworks Division	Fraud Prevention and Anti-Corruption Branch	This is an exciting opportunity to be a part of one of the Government's highest priority initiatives and a major institutional reform for the Commonwealth. It is an expected vacancy which will have responsibility for a wide variety of activities to support the implementation of the NACC including, liaison with Project managers and Project leads, supporting the governance committees for the implementation programme, developing stakeholder engagement and communication products, developing submissions, ministerial correspondence and other material. The role also provides an opportunity for you to see, experience and be part of the creation of a new organisation.
Project Officer	Integrity Frameworks Division	Fraud Prevention and Anti-Corruption Branch	This is an exciting opportunity to be a part of one of the Government's highest priority initiatives and a major institutional reform for the Commonwealth. It is an expected vacancy which will have responsibility for a wide variety of activities to support the implementation of the NACC including, liaison with Project managers and Project leads, supporting the governance committees for the implementation programme, developing stakeholder engagement and communication products, developing submissions, ministerial correspondence and other material. The role also provides an opportunity for you to see, experience and be part of the creation of a new organisation.
Project Officer	Integrity Frameworks Division	Fraud Prevention and Anti-Corruption Branch	This is an exciting opportunity to be a part of one of the Government's highest priority initiatives and a major institutional reform for the Commonwealth. It is an expected vacancy which will have responsibility for a wide variety of activities to support the implementation of the NACC including, liaison with Project managers and Project leads, supporting the governance committees for the implementation programme, developing stakeholder engagement and communication products, developing submissions, ministerial correspondence and other material. The role also provides an opportunity for you to see, experience and be part of the creation of a new organisation.

Australian Public Service (APS) Level 6 Vacancies

GROUP	BRANCH	POSITION TITLE	BRIEF PARAGRAPH EXPLAINING THE ROLE (To be included in the advertisement)
Integrity & International	Fraud Prevention & Anti-Corruption Branch	Senior Project Officer	This is an exciting opportunity to be part of one of the Australian Government's highest priority initiatives and a major institutional reform for the Commonwealth. You will undertake a wide variety of activities to support the implementation of the National Anti-Corruption Commission. Drawing on programme implementation methodology you will work closely with Project Managers and Project Leads to undertake project activities including project schedule, budget and scope monitoring, identification and analysis of risks and issues, secretariat for executive governance committees, support stakeholder engagement and communications, and parliamentary submissions, respond to ministerial correspondence and other material. This role will also provide an opportunity for you to see, experience and be part of the creation of a new organisation. Opportunities also exist for short term (6-months) non-ongoing roles.

From: [Job Opportunities](#)
To: [\[AGD EL1\]; \[APS 6 - AGD\]](#)
Cc: [s 22\(1\)](#); [Dawson, Bridie](#); [Job Opportunities](#)
Subject: Priority AGD Surge Opportunity [SEC=OFFICIAL]
Date: Thursday, 5 January 2023 5:00:57 PM
Attachments: [image001.png](#)

OFFICIAL

Priority AGD surge workforce

We have an exciting opportunity to be part of government and departmental priority work, especially for those seeking at level or acting experience prior to applying for the upcoming APS6 and EL1 talent pipelines.

We are seeking expressions of interest for APS Level 6 and Executive Level 1 positions within the National Anti-Corruption Commission (NACC) Taskforce. The initial period is 8 weeks with possible extension, subject to negotiation with your current supervisor.

A principle for action in the department's new Workforce Strategy is to build our workforce capabilities. This can be achieved by supporting internal job mobility through these types of surge requests, where you can experience a short term move in the department to work on an exciting departmental priority.

National Anti-Corruption Commission Taskforce:

The Government has committed to the establishment of the NACC in July 2023 as one of its highest priorities.

The NACC Taskforce works closely with the Australian Commission for Law Enforcement Integrity (ACLEI) and is responsible for:

- Providing advice to Government on the design and establishment of the NACC, including policy, legislation, and implementation through programme comprising numerous streams of work.
- Engaging across government and with external stakeholders, to ensure the NACC is integrated with the broader Commonwealth integrity framework, and reflects best-practice
- Implementation of key projects including:
 - Establishing the NACC's ICT platform
 - Managing the appointment of new Statutory Office Holders including Commissioner and Deputy Commissioners
 - Establishing the new facilities for the NACC
 - Stakeholder Engagement across agencies who will fall under the jurisdiction of the NACC legislation
 - Recruitment of new personnel for the NACC.

If you have expertise in relation to one or more of the areas identified below, we want to hear from you:

- Programme and/or project management, governance, risk management, and implementation
- Enabling Services, including recruitment, procurement, stakeholder engagement and communications, including product development
- Whole of government decision-making processes, like Cabinet, Budget, Executive Council or other parliamentary processes.

How to apply:

If you wish to express interest in this opportunity, please apply [here](#) by 11:30pm Monday 16

January 2023.

s 22(1) – Director NACC Implementation would be very happy to speak with you if you have any questions about the roles (s 22(1) @ag.gov.au or s 22(1)).

Regards

s 22(1)

[Redacted]

A/g Director

Recruitment & Employment Programs | Human Resources

P: s 22(1)

E: s 22(1) @ag.gov.au

HR Assist - for all your HR enquiries

Contact: (02) 6141 6111 or xx.xxxxxx@xx.xxx.xx

2586 Indigenous signature block NEW (2)



OFFICIAL



Australian Government
 Attorney-General's Department

Vacancy Information Kit

Position Details	
Reference Number	0105/22_IIG/IS-EXT
Job Title	Policy Officer / Legal Officer; Assistant Director / Senior Legal Officer; Director / Principal Legal Officer
Classification	APS Level 4 to Executive Level 2
Type	Ongoing/Temporary movement at level or higher duties will be considered for up to 12 months
Location	Barton, ACT (elsewhere with approval)
Status	Full-time/Part-time
Security Clearance	Ability to obtain and maintain a Baseline security clearance
Closing Date	11:30pm AEST – Monday June 6 2022

About us

The Attorney-General's Department delivers programs and policies to maintain and improve Australia's law and justice framework, and to facilitate jobs growth through policies that promote fair, productive, flexible and safe workplaces. Through the Australian Government Solicitor, we also provide legal services to the Commonwealth, including legal advice and representation.

The department's Key Activities:

1: Provide legal services and policy advice and oversee legal services across government

We deliver high-quality legal services, provide high-quality policy advice and oversee the effective and efficient provision of legal services to the Australian Government and its entities. We do this to ensure that decisions are based in law, to strengthen policy outcomes and to manage legal risk. We represent the Australian Government in constitutional and other disputes and assist it in resolving and managing significant and sensitive matters. We manage international dispute resolution on behalf of the Australian Government.

2: Manage casework

We undertake casework relating to international crime cooperation, federal offenders, international family law, private international law and complaints under the United Nations human rights conventions in order to support Australia's law and justice frameworks.

3: Administer and advise on legal and policy frameworks

We design, implement, maintain, evaluate and reform legal and policy frameworks to improve outcomes for people in Australia in relation to rights, justice, security, integrity and workplaces. We ensure access to fair and affordable institutions and mechanisms that promote accountability and the rule of law.

4: Administer and implement programs and services

We administer and implement programs and services that improve access to justice for vulnerable people, provide financial assistance to workers whose entitlements have not been paid as a result of liquidation or bankruptcy and promote the safety, wellbeing and productivity of people at work. We also deliver programs that support international regional partners to develop law and justice sectors and effective policy and legal frameworks for their country.

5: Establish and support royal commissions and other bodies

We establish and provide support to royal commissions and other bodies to assist them to commence their enquiries in a timely manner consistent with their terms of reference to uphold the rule of law and provide strong oversight, transparency and accountability in matters of public importance. We work with royal commissions and other bodies to provide the information and evidence they need from the government to conduct their inquiries.

Through these key activities, we contribute to Australia being a prosperous, fair and cohesive nation.

The department operates in a diverse and complex environment to address challenging issues. We have a highly-skilled and engaged workforce involved in policy development and implementation and program administration. The department also has a large number of practicing lawyers, mainly within the Australian Government Solicitor Group within the department.

Our future success is dependent on a workforce that is agile, diverse, outward looking, engages more effectively with risk, and responds flexibly to our changing environment.

Central to the department meeting its strategic priorities and objectives is a capable, engaged and flexible workforce which can perform and excel in a complex and changing environment. By investing in the development of our people, we aim to improve our productivity and enhance our ability to deliver high quality advice and outcomes.

Our Opportunities

The Attorney-General's Portfolio covers legal, social and economic policy and delivery at the heart of government; driving Australia's industrial relations, legal policy, justice and public sector integrity agenda.

We are seeking highly motivated and enthusiastic staff to fill a number of vacancies across the APS 4 to EL2 level (including the option of ongoing and non-ongoing roles (12 months) in the National Anti-Corruption Commission Taskforce and the Fraud Prevention and Anti-Corruption Branch.

Ongoing positions may be offered as a result of this process. Non-ongoing position(s) may be offered for a specified term of up to 12 months.

The department is committed to having a flexible and inclusive workplace and recognises and values the diversity of the wider Australia community. 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.

We seek people who bring external ideas, diverse experience, and global perspectives, and are willing to explore innovative ways of working. People who work for us will display leadership at all levels, apply information effectively in order to solve problems, and work collaboratively to achieve outcomes. We are looking for officers with broad skills in legal, policy, event management or governance/implementation, with the final spread of positions to be determined based on the candidate field.

National Anti-Corruption Commission (NACC) Taskforce

The Government has committed to the establishment of a National Anti-Corruption Commission as one of its highest priorities. To ensure a connected, seamless process for establishing the NACC, the department is creating a Taskforce to lead this important work. The Taskforce will work closely with the Australian Commission for Law Enforcement Integrity (ACLEI) and will be responsible for:

- Providing advice to Government on the design and establishment of the NACC, including policy, legislation, and implementation arrangements
- Consulting across government and with external stakeholders, to ensure the design of the NACC is integrated with the broader Commonwealth integrity framework, and reflects best-practice
- Developing the project management approach, budget proposal, regulatory impact statement and other governance and supporting material to facilitate a smooth Cabinet consideration process, and
- Working closely with the Department of Finance and ACLEI to operationalise the NACC beyond passage of legislation.

Fraud Prevention and Anti-Corruption Branch

The Anti-Corruption Section in the Fraud Prevention and Anti-Corruption Branch is responsible for a wide range of work, including:

- Policy, legislative and implementation projects to improve the public sector's capacity to identify, detect and prevent corruption, and broader integrity policies
- Shaping the international anti-corruption environment, including as co-chair of the G20 Anti-Corruption Working Group (G20 ACWG), and engaging in the Conference of State Parties to the United Nations Convention Against Corruption in September 2022
- Supporting our portfolio agency – ACLEI, including working closely to respond to emerging policy issues, and administering the *Law Enforcement Integrity Commissioner Act 2006*, and
- Strengthening counter fraud arrangements across the Australian Government through the Commonwealth Fraud Prevention Centre, and administering the Commonwealth Fraud Control Framework.

Who are we looking for?

We are seeking candidates who can work flexibly across the team's functions, or with specialist expertise in relation to one or more of the areas identified below:

- Developing and implementing major legislative or policy reform projects, ensuring alignment with the Government's directions and priorities
- Setting up new bodies, including coordinating across a range of HR, Facilities and Financial Management requirements
- Analysis of legislative and policy frameworks across government to inform the development of policy proposals
- Anti-corruption, fraud control, integrity or oversight policy or practice
- Project management, governance, risk management, and implementation.

If you have the following attributes, we want to hear from you:

- Experience working collaboratively as part of a positive, supportive and inclusive team, including in high pressure periods
- A proven track record of providing strategic policy advice to senior executives, the Attorney-General and ministers on complex policy and matters
- A track record of delivery within time-pressured, high profile environments
- A passion for developing and maintaining positive relationships with key external stakeholders
- Effective, excellent communication skills and the demonstrated ability to collaborate with officers and stakeholders both within and outside the department, and
- Ability to work flexibly across subject matters as required, including picking up complex topics at short notice.

Please refer to the [AGD Performance Expectations](#) for more detail on expectations based on the level of role being applied for.

The range and nature of work within the Attorney-General's Department requires a workforce that reflects our diverse society and the department provides a number of support mechanisms for employees.

As an AGD employee, you will:

- Be part of an inclusive and diverse work environment
- receive a generous starting salary and work conditions
- benefit from supportive learning and development
- be supported by a range of active networks including the Indigenous Employee Network, the Celebrating Ability Network, the Women's Network, the Pride Network and the Cultural and Linguistically Diverse Network.

To see further information regarding our support for our employees, please see our [Workplace Diversity Page](#).

The selection process may entail

AGD uses a range of assessment processes to assist us in selecting suitable applicants. We uphold the Merit Principle and our processes are designed to select the best available person for the job.

1.	Submit	Complete and submit your resume, referees and statement of claims (max. 1 page).
2.	Shortlist	We will assess your written application using the relevant AGD Performance Expectations .
3.	Interview	If your application is found successful, you can come to an interview either in person or via telephone or video.
4.	Work Sample Test	In addition to an interview, you will need to complete a work sample test (a practical exercise designed to replicate a real-life work environment) either in person or remotely.
5.	Referees	We will contact at least one of your referees to help us determine if you are suitable for the roles.
6.	Process complete	When the process is over, we will let you know the outcome via email. A number of positions will be filled immediately. However, we will also create a merit pool and use this to fill future vacancies over the next 18 months.

Are you eligible to apply?

To be eligible for employment at the Attorney-General's Department applicants must be Australian citizens.

Applicants offered employment will be required to successfully undergo a police record check and be able to obtain and maintain a security clearance at a Baseline level. The successful applicant must be willing to disclose all relevant and required information.

Successful applicants engaged into the APS will be subject to a probation period.

For staff working predominantly on international anti-corruption priorities, some international travel and work outside of standard hours will be required to attend international conferences and bilateral meetings with international stakeholders. The team is conscious of managing rest and recuperation for staff involved in these meetings, consistent with the Department's Enterprise Agreement and applicable Employee Relations Advices.

How to apply

Applications must be completed using the [online recruitment system](#). If you are experiencing difficulties lodging your application, please contact our Recruitment Team by email HR.Assist@ag.gov.au or phone (02) 6141 6111.

For further information about the role please contact:	
Name	Cassie Woods and Christopher McDermott
Email	Cassie.woods@ag.gov.au or Christopher.Mcdermott@ag.gov.au
Phone	02 5122 4324 or 02 6141 2565

Applications close at 11:30pm AEST on Monday 6 June 2022.

As part of your application you will need to provide:

- your current résumé
- the names and contact details of at least two referees, one of whom should be a current supervisor
- a short statement of claims (max. one page) outlining your interest in a role(s), how you meeting the [AGD Performance Expectations](#) and role requirements and why you would be a good fit.

If you have any questions regarding the recruitment process or require any reasonable adjustments, please speak to HR Assist on HR.Assist@ag.gov.au or phone (02) 6141 6111 (Option 2).

How to prepare your statement of claims

Your statement should be succinct and showcase your skills, knowledge, experience and qualifications. We want to understand how your personal attributes can add value to a role within the department.

You should ensure examples relate to the [AGD Performance Expectations](#).

This is your opportunity to provide examples that tell us how you have used your skills. While it is preferred that work examples are used in your statement, you can also use examples from study or community experiences.

When you include an example, you should clearly explain:

- the situation or problem
- your personal role in the task
- the methods you used
- any barriers you were able to overcome
- the outcome.

Other tips include:

- Ensure examples relate to the [AGD Performance Expectations](#).
- Use active language such as 'I lead...' or 'I developed...' rather than 'my team...'
- Always back up your claims. For example, instead of writing 'I have excellent negotiation skills', write 'I demonstrated excellent negotiation skills when I ...'
- You may wish to include why you want to work in the department.

You will need to attach a résumé to your application prior to submitting. Your résumé should not be more than three pages.

RecruitAbility scheme

The **RecruitAbility** scheme applies to this vacancy. The Attorney-General's Department is committed to supporting the employment and career development of people with disability.

Our participation in the APS RecruitAbility scheme means we will progress an applicant with disability to a further stage in the recruitment process, where they opt into the scheme and meet the minimum requirements.

For more information on the RecruitAbility scheme please follow this link: [APSC Recruitability scheme guide applicants](#).



Offers and the merit pool

At the end of the recruitment process, a merit pool of suitable candidates will be created. Those found suitable will be advised that they have been placed in the pool. This is not an offer of employment and not all candidates selected for inclusion in the merit pool may ultimately receive an offer of employment.

The merit pool is valid for 18 months from the date the process was advertised. The merit pool will be used throughout the 18 months to fill similar positions in the event positions become vacant.

Please let us know if at any stage you no longer wish to remain in the merit pool.

How we will communicate with you

All advice and communication will be sent to applicants via email. Please ensure the email address you register with is correct as this will be used to provide you updates for all the vacancies you apply for.

We strongly recommend that you use a personal email address rather than your work email address to ensure you don't miss updates and invitations to participate. Additionally, please regularly check your junk or spam folders for the same reason.

The recruitment process will not be modified to accommodate non-receipt of emails.



An Australian Government Initiative



For help with making or receiving relay calls, contact the **NRS Helpdesk**:

- Phone: 1800 555 660
- Fax: 1800 555 690
- SMS 0416 001 350
- Email: helpdesk@relayservice.com.au
- Online: [Online form](#).

The NRS Helpdesk operates from 8 am to 6 pm, Eastern Standard Time.

Find out more about relay calls and the other communication options for people who are deaf or have a hearing or speech impairment from [Accesshub](#).

Feedback

The department is able to provide feedback to candidates who participate in any of the assessment stages.

To request feedback please email HR.Assist@ag.gov.au.

[My Tickets](#) 2

P S 22(1)

Buy ICT Public Beta

[Home](#)

[Opportunities](#)

[Guidance](#)

[Reuse](#)

[Buy](#)

[Support](#)

[Dashboard](#)

[Contact](#)

[Home](#) > [Buy](#) > [Digital Marketplace](#) > RFQ - ICT Labour Hire - DM-16660

[← Return to Overview \(?id=overview&panel=cbb1ec15db617b0031d7413b3a96190b&sys_id=8468b9e71b0b5110cb3a64ab274bcbb3\)](#)

Digital Marketplace

Program Manager and Change Manager/Communication Manager

RFQ type

ICT Labour Hire

RFQ ID

DM-16660

RFQ published date

Monday, 21 November 2022

Deadline for asking questions

Tuesday, 22 November 2022 • 11:59pm, Canberra time

RFQ closing date

Tuesday, 29 November 2022 • 11:59pm, Canberra time

Buyer

Attorney-General's Department

Buyer contact

No contact details reported. Please direct questions through the 'Question and Answers' portion of the RFQ process.

Requirements

Program Manager

The department is seeking a Programme Manager to support the establishment of the National Anti-Corruption Commission (NACC). The successful candidate will be responsible for:

- Assisting with the oversight of the programme of work, including through supporting relevant governance bodies
- Developing and maintaining programme documentation, including planning, design and reporting documents.
- Providing advice and assurance in relation to programme management standards – including reviewing project level reports.
- Working with project managers to monitor the implementation programme, escalating risks issues and opportunities to the relevant governance bodies
- Developing and maintaining the programme master schedule.

Desired skills:

- Highly developed communication skills, including the ability to tailor communication and communication styles, including to Senior level stakeholders and governance groups
- Strong ability to collaborate with a diverse range of colleagues and stakeholders, including technical specialists.
- High level organisational skills, self-drive and initiative.
- Strong ability to manage competing priorities in a changing environment.

Experience:

- Demonstrated experience (5+ years) in programme management, preferably under the Managing Successful Programmes methodology.
- Experience working with multiple project managers and managing project interdependencies, risks and issues.
- Experience leading agile, multi-disciplinary teams to deliver on Government priorities and programs.

Change Manager/Communication Manager

The department is seeking an experienced Change and Communication Manager to support the establishment of the NACC. The successful candidate will be responsible for:

- Developing and supporting development of stakeholder analysis products, change management plans, communication plans and communications products – based on an accepted standard (Prosci/ADKAR etc).
- Driving, maintaining and monitoring the achievement of those plans.

Desired skills:

- Highly developed communication skills, including the ability to communicate complex concepts to a broad audience.
- Sound judgement, problem-solving skills and initiative.
- Developed ability to understand stakeholder concerns.
- Strong personal drive and commitment to delivering quality outcomes.

Experience:

- Demonstrated experience (5+ years) in change management and communications.
- Experience leading the development of change management and communications plans to support the delivery of Government priorities.

Estimated start date

Monday, 05 December 2022

Initial contract duration

12 months

Extension term

12 months

Number of extensions

1

Location of work

ACT

Working arrangements

Onsite and working from home arrangement can be discussed at interview.

Security clearance

Must be able to obtain Baseline

Maximum number of candidates per seller

4

Maximum hourly rate

\$0.00 per hour, including GST

Documents

No documents attached

Criteria

Essential criteria

1.

Programme Manager: • Demonstrated experience (5+ years) in programme management, preferably under the Managing Successful Programmes methodology. • Experience working with multiple project managers and managing project interdependencies, risks and issues. • Highly developed communication skills, including the ability to tailor communication and communication styles, including to Senior level stakeholders and governance groups • Experience leading agile, multi-disciplinary teams to deliver on Government priorities and programs. • Highly developed communication skills, including the ability to tailor communication and communication styles, including to Senior level stakeholders and governance groups • Strong ability to

collaborate with a diverse range of colleagues and stakeholders, including technicians. • High level organisational skills, self-drive and initiative. • Strong ability to manage competing priorities in a changing environment.

2.

Change Manager/Communication Manager: • Demonstrated experience (5+ years) in change management and communications. • Experience leading the development of Change management and communications plans and products to support the delivery of Government priorities. • Highly developed communication skills, including the ability to communicate complex concepts to a broad audience, considering the needs and interests of different stakeholders. • Sound judgement, problem-solving skills and initiative. • Strong personal drive and commitment to delivering quality outcomes and motivated to continually identify new solutions.

Desirable criteria

1.

Change Manager/Communication Manager: • Change management and communication experience in a law enforcement or national security context is desirable but not essential.

What to submit

For each candidate, you must include:

- start date
- hourly rate
- responses to selection criteria
- resumés
- references
- interview

Contract

The buyer has chosen to use the ICT Labour Hire template, as provided by the DTA.

[Comprehensive terms \(/sys_attachment.do?sys_id=515ab9641b9f815064f3a68b274bcb25\)](/sys_attachment.do?sys_id=515ab9641b9f815064f3a68b274bcb25) apply.

Please find the document including the terms and conditions attached below.

[20220823 ICT Labour Hire work order \(4\).docx \(/sys_attachment.do?](/sys_attachment.do?sys_id=9d40b9eddbdb9910ee66bd16f496198b)

 [sys_id=9d40b9eddbdb9910ee66bd16f496198b\)](/sys_attachment.do?sys_id=9d40b9eddbdb9910ee66bd16f496198b)

79.06 KB

Questions and answers

Question

22 November 2022, 4:23 PM

Is it possible for the 2 named candidates for each of the roles to share responsibilities during the 12 month period to enable an optimised delivery approach e.g. stand-up of the program and then execution (the latter might be a more junior resource for example). This would also provide contingency for holidays, illness etc.

Answer

24 November 2022, 8:28 AM

Apologies - we have updated the number of candidates to one for each of the roles.

Question

22 November 2022, 10:20 AM

What is the maximum SC responses in WORDS per criteria?

Answer

24 November 2022, 8:16 AM

Concise responses are preferred. You may address all criteria in a single summary if preferred.

Question

22 November 2022, 1:09 PM

Hi Team, could we submit a 1.5 to 2 page summary addressing all criteria as part of the application? Thanks.

Answer

24 November 2022, 8:15 AM

Yes

Question

22 November 2022, 1:44 PM

Will successful TSPV candidates lose their TSPV?

Answer

24 November 2022, 8:15 AM

A Top Secret Positive Vetting (TSPV) clearance is valid for up to 7 years. The TSPV holder will not lose their clearance if their clearance is sponsored at a lower level during this time, the TSPV clearance will go 'dormant' and can be reactivated.

Question

22 November 2022, 6:08 PM

How we will get the detail information on our submitted quotes till date, Thanks in advance for considering our request

Answer

24 November 2022, 8:12 AM

We would be grateful if you could re-state your question. Unfortunately, we have not understood what you are asking. Thank you in anticipation.

Question

22 November 2022, 6:09 PM

Is this role strictly business programme or will it include a hybrid of business and ICT requirements?

Answer

22 November 2022, 6:20 PM

There is an ICT Project under the broader implementation Programme. Some experience with ICT may be desirable but is not essential.

Question

22 November 2022, 5:43 PM

Do you want the selection criteria to be responded to individually or as a summary?

Answer

22 November 2022, 5:45 PM

A summary is preferable rather than responding to criteria individually.

Question

22 November 2022, 4:23 PM

1. Can you please confirm the approx. time requirement for each of the 2 roles over the 12 month period i.e. are they full time or part time?

Answer

22 November 2022, 5:45 PM

both roles are full time

Question

22 November 2022, 4:15 PM

Hello, If a candidate wishes to be considered for both roles, we would just submit the one candidate and fill out both selection criteria. Is this correct? Thanks

Answer

22 November 2022, 5:44 PM

This is correct. To avoid any confusion please make it clear that the candidate is being submitted for both roles.

Question

22 November 2022, 2:07 PM

Hi As the role is hybrid, if the candidate is based in Sydney and travelling to Canberra , will the expenses be covered ?

Answer

22 November 2022, 5:43 PM

If the successful candidate were Sydney based, there would be no specific requirement for travel to Canberra. Any travel would be negotiated with the candidate and reasonable travel costs covered.

Question

22 November 2022, 10:36 AM

Good morning, would you consider a candidate who is available part - time till April 2023?

Answer

22 November 2022, 10:45 AM

The roles are both full time

Question

22 November 2022, 8:49 AM

Will part-time hours be considered?

Answer

22 November 2022, 10:45 AM

The roles are fulltime

Question

22 November 2022, 9:34 AM

What APS equivalent are both roles advertised at? You answered EL in a previous answer, but I cannot see whether the roles are for an EL1 or EL2 equivalent?

Answer

22 November 2022, 9:41 AM

they are not APS style roles - we are looking for professionally qualified Programme Manager and Change/Communications Manager.

Question

22 November 2022, 9:12 AM

UPDATED QUESTION AND ANSWER - How many candidates can be put forward for the roles?

Answer

22 November 2022, 9:12 AM

A total of two candidates can be put forward. Preferably one for each role. Two candidates put forward for one of the roles will also be accepted.

Question

22 November 2022, 9:12 AM

UPDATED QUESTION AND ANSWER - How many candidates can be put forward for the roles?

Answer

22 November 2022, 9:12 AM

A total of two candidates can be put forward. Preferably one for each role. Two candidates put forward for one of the roles will also be accepted.

Question

21 November 2022, 9:18 PM

Your answer to the first question (how many candidates can we submit) was that you welcome up to two candidates for each of the two roles. The submission portal however only allows up to two candidates. Can this be changed to up to 4?

Answer

22 November 2022, 8:30 AM

Apologies - we will adjust the number to four.

Question

21 November 2022, 7:02 PM

Will an application be considered if the seller only provides a resource for one of the positions being advertised?

Answer

22 November 2022, 8:30 AM

Yes - the two roles can be looked at as independent though we have advertised them together.

Question

21 November 2022, 6:48 PM

Your answer to the previous question states you'll accept up to two candidates for each role - but the roles have been published together, with a limit of 2 applicants over all.

Answer

22 November 2022, 8:29 AM

Two candidates can be submitted per role

Question

21 November 2022, 6:17 PM

We have 2 slots for this role. Can you please clarify again, how many can we submit for each of the 2 roles ?

Answer

22 November 2022, 8:28 AM

Two candidates can be submitted per role

Question

21 November 2022, 5:46 PM

Is this role a non-ongoing or labour-hire role?

Answer

22 November 2022, 8:28 AM

It is a labour-hire role

Question

21 November 2022, 5:46 PM

Please could you let us know what the APS level/equivalent?

Answer

22 November 2022, 8:27 AM

What we are looking for is EL equivalent at minimum.

Question

21 November 2022, 11:45 PM

Will part-time hours be considered?

Answer

22 November 2022, 10:45 AM

The roles are fulltime

Question

21 November 2022, 5:18 PM

Will interstate candidates need to travel to ACT office ? If yes, what will be the travel frequency ?

Answer

21 November 2022, 5:20 PM

There is no specific requirement for travel to the ACT, any travel would be negotiated with the candidate on the job as needed.

Question

21 November 2022, 4:52 PM

Will dept. be fine with an applicant who can start in Jan, 2023 ?

Answer

21 November 2022, 5:10 PM

Candidates would ideally be available as soon as possible.

Question

21 November 2022, 5:05 PM

Could you please suggest the APS level or EL!

Answer

21 November 2022, 5:10 PM

The Department is looking for experienced professional Programme Manager and Change/Communications Manager.

Question

21 November 2022, 5:06 PM

Hi department, will you consider Interstate candidates for this role?

Answer

21 November 2022, 5:08 PM

Interstate candidates will be considered

Question

21 November 2022, 4:43 PM

Hi Team, These two are different jobs? If so, how many candidates can we submit!

Answer

21 November 2022, 4:46 PM

We welcome up to two candidates for each of the two roles.

An initiative of the Digital Transformation Agency
More projects > (<https://www.dta.gov.au/our-projects>)

Need help? Email ICTprocurement@dta.gov.au (mailto:ICTprocurement@dta.gov.au) or call +61 2 6120 8705

[Contact Us](#) [About \(\)](#) [Accessibility](#) [Privacy](#) [Disclaimer and copyright](#)

© Commonwealth of Australia 2021

The DTA acknowledges Traditional Owners of Country throughout Australia and recognises the continuing connection to lands, waters and communities. We pay our respect to Aboriginal and Torres Strait Islander cultures; and to Elders both past and present