



**POSITION PROFILE: Director, Business Applications Development, Executive Level 2**

**Role type:** Ongoing, full time

**Position No:**

**Classification:** Executive Level 2

**Salary:** \$127,190 - \$153,124

**Security Clearance:** Ability to obtain and maintain a Negative Vetting Level 1 clearance.

**Location:**

Level 4, PWC Building

28 Sydney Avenue

Forrest ACT 2603

**Contact:**

Name: Stephen Campbell

Position: General Manager, Corporate Services

Ph: (02) 6120 1409

Email: stephen.campbell@opc.gov.au

**Closing date and time:** 11:59pm, Sunday, 23 April 2023

**Reports to:** General Manager, Corporate Services

**Direct reports:** 3

**Team size:** 4

**The Role:** This position requires the ability to lead a small team of developers, providing technical advice and support to staff and senior management on a wide range of technology related issues.

**Our Workplace:** OPC is a Commonwealth government agency established under the *Parliamentary Counsel Act 1970*. OPC is the Commonwealth's principal provider of professional legislative drafting and publishing services. OPC delivers timely, high quality drafting and advisory services for Commonwealth legislation, prepares compilations of Commonwealth legislation as amended and publishes laws and instruments on behalf of more than 70 agencies. OPC also provides comprehensive, free access to Commonwealth legislation and related material through the Federal Register of Legislation website. OPC has approximately 110 staff.

**Director, Business Applications Development, Executive Level 2  
Corporate Services**

**Our ideal candidate**

As the Director of the Business Applications Development Team (Development Operations), you will be an experienced and empathic leader, inspiring a sense of purpose in your specialised team, with a track record of providing strategic advice, managing complexity and risk. Reporting directly to the General Manager Corporate Services and Chief Information Officer, you will have a proven ability to lead continuous improvement, change and innovation.

You are someone who has strong leadership capabilities who can manage technical ICT teams and coordinate projects and deliverables within a defined program of work.

As the Director, Business Applications team you will:

- Have experience leading a small ICT software development team, along with strong knowledge and understanding of software development.
- Have the ability to take initiatives supporting core business within a challenging and dynamic environment.
- Have the ability to direct, manage and influence the design, build and maintenance of in-house bespoke applications.
- Have exceptional project management capabilities to lead a transformation agenda.
- Be a skilful communicator and relationship-builder, adaptable to change and able to instil trust with stakeholders.

**Key responsibilities**

- Lead and develop the team to develop business insights to identify key opportunities to reduce risk and improve business practices
- Manage the delivery of ICT projects to schedule and within budget
- Contribute to the development of ICT strategy, governance and modernisation
- Stay up-to-date with the latest industry trends and technologies to recommend and integrate up-to-date technologies into existing software .
- Contribute to the identification and implementation of contemporary software development practice improvements, including leading quality assurance and post implementation reviews.
- Provide advice to senior management.
- Support the development of technical and user documentation and



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### POSITION PROFILE: Director, Business Applications Development

#### The team

Our small team of highly experienced and knowledgeable developers:

- a) Manage the development lifecycle and undertake complex programming for large and highly customised in-house applications. This includes research, design, development, implementation and support of new and existing legacy applications, typically developed in VB, and VB.NET for Microsoft Word, Access, Outlook, Excel and SQL server.
- b) Manage and maintain the ongoing development of ICT systems supporting the legislative program of the Government. This includes an in-depth knowledge of how applications function, how they integrate with each other, and how they can be utilised to streamline the functions of the office.
- c) Provide a high level of technical advice and support to staff and senior management on in-house developed software issues for a Microsoft Windows based client/server environment.
- d) Develop user documentation and conduct training sessions for internal and external users in the use of equipment and software products.
- e) Maintain professional knowledge and continue to develop knowledge and expertise in relation to software development practices.

#### Upcoming projects you might be involved in

The office is commencing a significant program of projects initiative for the redevelopment and replacement of legacy drafting and publishing tools. These legacy in-house built applications have served us well, however these systems over time have become complex and difficult to maintain. Replacement solutions are required to better align with current business and technology requirements now and into the future. Considering the business criticality and importance of these systems, the program will be supported with governance structures, and resources, to improve the likelihood of success for this important work.

#### Eligibility qualifications/ Knowledge required

The following qualifications, experience, and knowledge are highly regarded:

- a) Strong knowledge and understanding of software development
- b) Change and project management



# Australian Government

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### Selection Criteria

In applying for this role, we do not require you to address specific criteria. We require you to outline in a maximum of **2 pages**:

- (a) Why do you want this specific role?
- (b) What specific skills and experience can you bring as they relate to the role specific requirements?

### How to Apply

Your application should consist of the following:

- (a) coversheet - on pages 4 and 5;
- (b) a covering letter addressing the selection criteria outlined above;
- (c) employment history/CV;
- (d) names and contact details of two referees including your current direct supervisor;
- (e) if you were not an Australian citizen at birth, evidence of your Australian citizenship.

Please send your completed application to the Recruitment Officer at OPC by email or post.

Email **jobs@opc.gov.au** (it is preferable that you submit your application and any supporting documents in PDF format.)

Postal address Office of Parliamentary Counsel  
Locked Bag 30  
Kingston, ACT 2604

**Closing Date:** The closing date for applications is **11:45pm, Sunday 23 April 2023**



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**Office of Parliamentary Counsel**

**COVERSHEET**

**Position applied for:**

Job title/classification: **Director, Business Applications Development - EL2**

How did you learn ☐ PS Gazette / APSjobs website ☐ OPC website  
about this position? ☐ seek.com ☐ Other .....

**Personal Details:**

Title: ☐ Mr ☐ Mrs ☐ Ms ☐ Miss ☐ Dr ☐ Other .....

Given name/s: \_\_\_\_\_ Last Name: \_\_\_\_\_

Phone: (H) \_\_\_\_\_ (W) \_\_\_\_\_ Mobile: \_\_\_\_\_

Email (optional): \_\_\_\_\_

Postal address: \_\_\_\_\_

**Are you a member of any of the following equity groups—please indicate which ones(s):**

☐ Aboriginal or Torres Strait Islander ☐ Non-English speaking background ☐ Person with a disability

**Nationality:**

Are you an Australian Citizen? ☐ Yes ☐ No

If no: do you have permanent resident status? ☐ Yes ☐ No

have you applied for Australian citizenship? ☐ Yes ☐ No

**RecruitAbility Scheme: (more info on page 2)**

Do you identify yourself as a person with a disability? ☐ Yes ☐ No / prefer not to specify

If you identify yourself as a person with a disability, would you like to opt into the RecruitAbility Scheme? ☐ Yes ☐ No

**Current employment details:**

Employer: \_\_\_\_\_

Job title/position held: \_\_\_\_\_

Employee of the APS? ☐ Yes ☐ No ☐ Ongoing ☐ Non-ongoing

APS Classification: \_\_\_\_\_ AGS No: \_\_\_\_\_

Do you hold a current security clearance? ☐ Yes ☐ No Level: \_\_\_\_\_

Have you received a redundancy benefit from an APS agency, the Parliamentary Service Department or the Murray-Darling Basin Commission and your redundancy benefit period has not yet elapsed? ☐ Yes ☐ No

**Qualifications:**

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_



# Australian Government

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### RecruitAbility Scheme

RecruitAbility applies to this vacancy. Under the RecruitAbility scheme you will be invited to participate in further assessment activity for the vacancy if you choose to apply under the scheme; declare you have a disability; and meet the minimum requirements for the job.

Further information can be found in the following link:

<https://www.apsc.gov.au/working-aps/diversity-and-inclusion/disability/recruitability/recruitability-scheme-guide-applicants>

### ***Additional Requirements (optional)***

I require special arrangements to be made for interview / assessment:

☐ Yes

☐

No

When I am asked to attend an assessment event or interview, I will welcome your support for me to participate equitably by arranging the following adjustments:

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# Australian Government

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### Remuneration and other conditions

#### ***Salary***

Annual Salary: \$127,190 - \$153,124

#### ***Superannuation***

OPC offers eligible new employees superannuation choice, in line with the requirements of the *Superannuation Guarantee (Administration) Act 1992*.

If you have a preserved benefit in either the Commonwealth Superannuation Scheme or the Public Sector Superannuation defined benefit Scheme, you should declare it to OPC, and seek guidance from Comsuper, before accepting an offer of employment. The telephone number for Comsuper is 13 23 66.

#### ***Terms and conditions of employment***

OPC staff are covered by the Office of Parliamentary Counsel Enterprise Agreement 2016-2019 and the *Public Service (Subsection 24(1)—OPC Non-SES Employees) Determination 2018*. A copy of the Agreement and Determination can be viewed on our website.

#### ***Accessing information***

Information about OPC and advertised positions is available on OPC's website at [www.opc.gov.au](http://www.opc.gov.au). If you require further information after obtaining the selection documentation, you can contact Stephen Campbell on (02) 6120 1409, or send your request to [jobs@opc.gov.au](mailto:jobs@opc.gov.au).



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## Office of Parliamentary Counsel

### Some general Australian Public Service (APS) matters

#### *Eligibility for employment in the APS*

##### **General**

Your employment is subject to you meeting the required standards relating to character and background checking. The relevant checks will be done within the first three months of employment.

##### **Australian citizenship**

An Agency Head may only engage a person who is not an Australian citizen as an APS employee if the Agency Head considers it appropriate to do so. If you are selected for interview and you are not an Australian citizen, you must let the selection committee know.

OPC's policy is that jobs in OPC will be filled by people who are Australian citizens, or certain non-citizens who intend to become Australian citizens.

First Parliamentary Counsel (FPC) may consider it appropriate to employ a non-citizen, as an ongoing or non-ongoing employee, if the non-citizen is a permanent resident and the non-citizen:

- (f) is an outstanding applicant for the position; or
- (g) is the only person found suitable for the position; or
- (h) if several positions are being filled—is suitable for one of the positions and the number of positions exceeds the number of citizens who have been found suitable.

If OPC engages a non-citizen who is a permanent resident, the person's engagement is conditional upon becoming an Australian citizen within a specified time after commencing employment in OPC. Normally the specified time is 6 months, however, FPC will consider the circumstances of the non-citizen, and the person's eligibility for Australian citizenship, when determining the specified time in which the person is to become an Australian citizen.

A person who, while not a permanent resident, has a right to live and work indefinitely in Australia, may also be engaged in the circumstances set out above. If OPC engages such a person, the person's engagement is conditional upon becoming a permanent resident within a specified time after commencing employment in OPC and becoming an Australian citizen within a specified time after becoming a permanent resident. FPC will consider the circumstances of the non-citizen, and the person's eligibility for permanent residency and Australian citizenship, when determining the specified time in which the person is to become a permanent resident and an Australian citizen.

##### **If you have recently received a redundancy payment**

There is a prohibition (exceptional circumstances can apply) on the engagement as an ongoing APS employee of a person who has received a redundancy benefit from the APS or the Parliamentary Service Department and whose redundancy benefit period has not elapsed. If you have received a redundancy benefit that may fit the criteria above, include the information in your application.



## **Security clearances**

OPC staff have access to material that is classified in the interests of national security or is otherwise sensitive. Your employment is subject to you obtaining a security clearance to the Negative Vetting Level 1 within the first 6 months of employment. The contact officer can give you information about how this is done.

## ***Probation***

Engagement of an APS employee is usually made on probation. Employment on probation enables your conduct and work to be assessed to determine your suitability for continued employment.

## ***APS Values, Employment Principles and Code of Conduct***

The APS Values and APS Employment Principles, contained in sections 10 and 10A of the *Public Service Act 1999*, are important to the way in which all staff perform their work in OPC. The APS Values, APS Employment Principles and the Code of Conduct (contained in section 13 of the *Public Service Act 1999*) are not simply aspirational statements of intent. All APS employees are required to uphold the APS Values and APS Employment Principles and comply with the Code of Conduct. A copy of the APS Values, APS Employment Principles and the Code of Conduct is attached to this document.

The APS Values are designed to:

- (i) provide the philosophical underpinning for the APS; and
- (j) reflect public expectations of the relationship between public servants and the Government, the Parliament and the Australian community; and
- (k) articulate the culture and operating ethos of the APS.

## ***An equal opportunity employer***

The Australian Public Service values and promotes equal employment opportunity, and the filling of a vacant position within OPC will be determined solely on the basis of merit.

## ***Diversity in the workplace***

The Australian Public Service values and promotes Workplace Diversity.

Workplace Diversity requires that people from diverse backgrounds are not disadvantaged in competing for Australian Public Service careers. It also recognises the positive contribution that a diverse workforce can make to organisational effectiveness.

## ***Smoke-free workplace***

OPC promotes a smoke-free workplace.





## **What happens after you apply**

### ***The selection committee***

The selection process will be conducted by a committee made up of two or three members. The committee is responsible for advertising the position, conducting the selection process and presenting a selection report to the First Parliamentary Counsel (FPC).

### ***Testing and interviews***

After submitting your application, you may be asked to complete a test.

If you are selected for an interview, you will be given a couple of days' notice before you are required to attend the interview. If you are unable to attend the interview at the scheduled time, it may be possible to organise another time.

In preparation for the interview, you should familiarise yourself with OPC's work. You can do this by obtaining a copy of our Annual Report and *OPC's drafting services: A guide for clients*. Both are available on our website [www.opc.gov.au](http://www.opc.gov.au). You may also be interested in viewing the Federal Register of Legislation ([www.legislation.gov.au](http://www.legislation.gov.au)).

At the interview, you will be asked questions relating to the functions of the job and your skills, knowledge and experience. You can prepare for the interview by thinking about questions that may be asked by the selection committee and how you could answer them.

It is important that you are able to talk about the skills, knowledge and experience on which you have based your application. The selection committee makes its decision on referee reports and on material presented by you in your written application and at the interview. It is up to you to convince the selection committee that you are the best person for the job.

At the interview, you will be given the chance to ask questions about the job. Questions about general conditions of employment (salary, leave, etc.) can also be asked at the interview. You can find a summary of the conditions of employment on our website, and a copy can be sent to you on request.

The selection committee may contact persons you have named as referees, and other persons whom it thinks are appropriate, to assist it in making a decision, to confirm its impressions of you or to confirm information provided by you.

### ***The committee's recommendation***

After all the applicants who were selected for interview have been interviewed, the selection committee will make a recommendation to FPC about the applicant the committee considers is the best person for the job. If FPC approves the committee's recommendation, an offer of employment or promotion will be made to the recommended applicant. If the offer is accepted, all other applicants will be advised that they were unsuccessful in applying for the job. If the recommended applicant does not accept the job, other applicants who were ranked as suitable may be offered the job in order of ranking.



# Australian Government

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### Other information

#### Websites

Our website is [www.opc.gov.au](http://www.opc.gov.au).

The Federal Register of Legislation's website is [www.legislation.gov.au](http://www.legislation.gov.au).

#### 24-hour answering machine

You may ring (02) 6120 1470 to leave a message.

#### Other documents you may want to look at

Below is a list of other documents that you may wish to have a look at in deciding whether to apply and how to frame your application (especially if you are unfamiliar with the nature of the work done by OPC). These documents are available on our website.

1. OPC Annual Report
2. Office of Parliamentary Counsel Enterprise Agreement 2016-2019
3. *Public Service (Subsection 24(1)—OPC Non-SES Employees) Determination 2018*

#### Applying for Jobs in the Australian Public Service

The Australian Public Service Commission (APSC) provides information about joining the APS, including guidance on [Applying for jobs](#). You may wish to visit their [website](#) for additional information.



## APS Values

The APS Values are as follows:

- (l) **Committed to service**—The APS is professional, objective, innovative and efficient, and works collaboratively to achieve the best results for the Australian community and the Government.
- (m) **Ethical**—The APS demonstrates leadership, is trustworthy, and acts with integrity, in all that it does.
- (n) **Respectful**—The APS respects all people, including their rights and their heritage.
- (o) **Accountable**—The APS is open and accountable to the Australian community under the law and within the framework of Ministerial responsibility.
- (p) **Impartial**—The APS is apolitical and provides the Government with advice that is frank, honest, timely and based on the best available evidence.

## APS Employment Principles

The APS is a career-based public service that:

- (q) makes fair employment decisions with a fair system of review; and
- (r) recognises that the usual basis for engagement is as an ongoing APS employee; and
- (s) makes decisions relating to engagement and promotion that are based on merit; and
- (t) requires effective performance from each employee; and
- (u) provides flexible, safe and rewarding workplaces where communication, consultation, cooperation and input from employees on matters that affect their workplaces are valued; and
- (v) provides workplaces that are free from discrimination, patronage and favouritism; and
- (w) recognises the diversity of the Australian community and fosters diversity in the workplace.

## The APS Code of Conduct

The Code of Conduct requires that an APS employee must:

- (1) behave honestly and with integrity in connection with APS employment.
- (2) act with care and diligence in connection with APS employment.
- (3) when acting in connection with APS employment, treat everyone with respect and courtesy, and without harassment.



## Australian Government

### Office of Parliamentary Counsel

- (4) when acting in connection with APS employment, comply with all applicable Australian laws.
- (5) comply with any lawful and reasonable direction given by someone in the employee's Agency who has authority to give the direction.
- (6) maintain appropriate confidentiality about dealings that the employee has with any Minister or Minister's member of staff.
- (7) disclose, and take reasonable steps to avoid, any conflict of interest (real or apparent) in connection with APS employment.
- (8) use Commonwealth resources in a proper manner.
- (9) not provide false or misleading information in response to a request for information that is made for official purposes in connection with the employee's APS employment.
- (10) not make improper use of:
  - (a) inside information; or
  - (b) the employee's duties, status, power or authority; in order to gain, or seek to gain, a benefit or advantage for the employee or for any other person.
- (11) at all times behave in a way that upholds the APS Values and Employment Principles, and the integrity and good reputation of the employee's Agency and the APS.
- (12) while on duty overseas, at all times behave in a way that upholds the good reputation of Australia.
- (13) comply with any other conduct requirement that is prescribed by the regulations.