

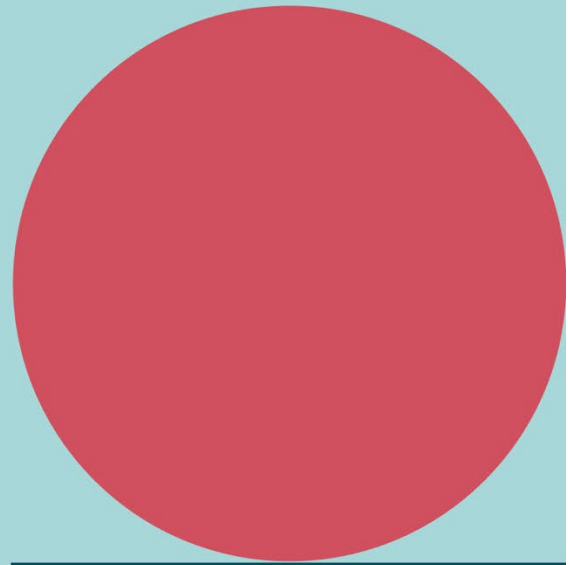


Australian Government
Office of Parliamentary Counsel

Candidate Information Pack

Data Cleansing and
Acquisition Project Officer -
APS Level 5

October 2024



Title:	Data Cleansing and Acquisition Project Officer
Classification:	APS Level 5
Employment Type:	Ongoing - Full time/Part time
Duration:	Permanent
Position:	5129
Salary:	\$86,294-\$91,509
Location:	Forrest, ACT
Security Clearance:	Ability to obtain and maintain a Baseline security clearance
Reports to:	Senior Publishing Officer, Publications
Contact Officer:	Aasha Swift

About the Agency

The Office of Parliamentary Counsel (OPC) drafts Bills for the Commonwealth government, and a significant proportion of Commonwealth legislative instruments, delivering timely, high quality drafting. We also provide comprehensive, free access to Commonwealth legislation through the Federal Register of Legislation website, preparing compilations of Commonwealth legislation, and registering Commonwealth Acts and instruments. OPC is a Commonwealth government agency established under the *Parliamentary Counsel Act 1970*.

OPC has three business areas:

1. Drafting
2. Publishing
3. Corporate Services

About the section/team

The main functions of the Publications group are to provide publishing services through the preparation, assessment and registration of legislation and other relevant documents on the Federal Register of Legislation (www.legislation.gov.au), to provide editorial services for draft legislation, and to liaise with key government stakeholders to manage certain parliamentary processes. There are approximately 40 staff in the Publications group.

About the role

This role is a specialist, technical role within a project team working on creating point-in-time versions of historical legislation and other projects to improve the data of the Federal Register of Legislation. Our ideal candidate is someone with sound experience with the compilation of Commonwealth legislation, including the compilation of older legislation. You will understand the lifecycle of legislation including the ability to interpret commencement information. You will have exceptional problem solving skills that you will apply to complex compilation issues. You will be friendly, open to learning, willing to develop

new skills and keen to apply them to a variety of tasks. You will be willing to share your knowledge and train less experienced staff. You will have sound computer skills, excellent verbal and written communication skills, and an exceptional level of attention to detail. You will be a highly motivated team player, who is client focussed, flexible and resilient. Some of the Publications group functions may occasionally be required to be performed outside normal working hours.

Position duties

This position is part of a project team undertaking data cleansing and acquisition projects of Commonwealth legislation for publication on the Federal Register of Legislation.

Capabilities/skills required

Important skills needed for this role are:

- analytical and problem-solving skills;
- oral and written communication skills;
- interpersonal and team participation skills;
- judgement;
- learning skills and development potential; and
- an interest in the processes of government.

Eligibility requirements

To be suitable for this role, you will have:

- Well-developed administrative support skills, including a high level of word processing and data entry skills; a sound knowledge of Microsoft Office products, in particular Word; and attention to detail.
- Well-developed written and oral communication skills including a sound knowledge of English grammar, usage, spelling and punctuation; the ability to liaise with internal and external stakeholders effectively and to communicate clearly and effectively with clients.
- The ability to contribute new ideas and maximise the benefits of change, including the identification of opportunities to improve the efficiency of business processes.
- Well-developed organisational skills.
- An ability to train other staff in the duties of the position.
- An excellent knowledge of legislative processes and structures, a highly developed ability to read and understand legislation and the ability to undertake technical research and analysis relating to legislative queries;

- The ability to communicate with influence and confidence, and to facilitate co-operation.

The *Public Service Act 1999* requires all people joining the APS to be Australian citizens.

How to Apply

To apply for this position, candidates are asked to submit:

- the coversheet - on page 7;
- a covering letter of no more than 1 page - refer to pages 3 and 4 for the eligibility requirements;
- employment history/CV;
- names and contact details of two referees who are prepared to provide a reference for you;
- if you were not an Australian citizen at birth, evidence of your Australian citizenship.

Submitting your application

You may send your application to the Recruitment Officer at OPC by email or post. Please ensure that you have attached the Job Application Coversheet which is available at the back of this information pack and is also located on OPC's website.

Email: jobs@opc.gov.au (PDF format is preferred)

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

Applications close for this vacancy at 11.55pm on Wednesday, 9 October 2024.

Late Applications

Please note that the selection committee has a discretion to accept late applications. If you cannot forward your application by the closing date, you should ask the contact officer, preferably in writing, before the closing date, whether a late application would be accepted by the selection committee.

Process

You will be required to complete an online test, and if selected for interview, a proficiency exercise before the interview.



RecruitAbility Scheme

OPC is committed to supporting the employment and career development of people with disability. Our participation in the APS RecruitAbility scheme means you will be progressed to further assessment if you declare you have a disability, opt into the scheme and meet the minimum requirements for the position.

How do I opt into the RecruitAbility scheme?

Please indicate in your application if you wish to opt into the RecruitAbility scheme.

Reasonable adjustments

We provide reasonable adjustments such as access, equipment or other practical support at relevant stages of the recruitment process.

Further details about the RecruitAbility scheme please go to the Australian Public Service Commission, A Guide for applicants.

Diversity and Inclusion

OPC is committed to being a diverse and inclusive workplace that represents and best serves the Australian community. OPC welcomes applications from all eligible candidates. Candidates who are Aboriginal and/or Torres Strait Islander, come from a diverse cultural or linguistic background, identify as non-binary, or have a disability are encouraged to apply.

What we offer

Training

- New recruits in OPC are trained through a formal induction program and on-the-job training.

Lifestyle benefits

OPC offers a working environment that recognises the need to balance work and personal life. The health and wellbeing of our employees is our first priority and some of the benefits available to our employees include:

- Access to flexible working hours, personal/carer's leave, parental leave and part-time work;
- Reimbursement for eye tests, prescription spectacles and for health and fitness assessments;
- Employee Assistance Program (EAP) for staff and their immediate families.

Working in the APS

The Australian Public Service (APS) Values guide us through our working lives, setting expectations for shared behaviour that keep our workplace harmonious and productive. The APS Values are also a promise to the people of Australia that we can be trusted to act with integrity, in their service and in accordance with the APS Code of Conduct. The APS Values articulate the parliament's expectations of public servants in terms of performance and standards of behaviour. The principles of good public administration are embodied in the APS Values. For more information on working in the APS and the APS Values, please visit the [Working in the APS page](#).

Position applied for:

Job title/classification: APS Level 5, Data Cleansing and Acquisition Project Officer, Publications Group, OPC

How did you learn about this position? PS Gazette / APSjobs website OPC website 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:

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: _____