



Australian Government

Office of Parliamentary Counsel

POSITION PROFILE: Business Services Section - APS 5

Role type: Ongoing, full time or part-time

Position No:

Classification: APS 5

Salary: \$80,558 - \$85,426

Security Clearance: Ability to obtain and maintain a Baseline level clearance.

Location:

Level 4, PWC Building
28 Sydney Avenue
Forrest ACT 2603

Contact:

Name: Melissa McDonald

Position: Director, Business Operations

Ph: (02) 6120 1398

Email: Melissa.McDonald@opc.gov.au

Closing date and time: 11.59 pm, Sunday 27 November 2022

Reports to: Senior Business Services Officer

Direct reports: 0

Team size: 7

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.

Business Services Officer, APS 5 Corporate Services Group

The Position

This position is part of the Business Services Team within the Business Operations Section. This position supports the Team to effectively maintain the operational output of the Business Services Team. The Team provides property, security, facilities management and administration management advice and support to staff and senior management on a wide range of Business Services-related issues.

The section

The Business Operations Section of our Corporate Services Group consists of two small teams: the Business Services Team and the Executive Support Team. Together, these teams support the Business Operations for the OPC, both at the strategic and operational levels. As well as managing all elements of property, protective security and facilities management for the OPC, the Section also supports OPC Senior Executive with high-level administrative support and governance.

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Key Responsibilities

As Business Services officer, you will:

- Manages OPC's library holdings, including liaising with external stakeholders and training staff, as required.
- Undertakes the annual asset stocktake for the OPC.
- Support the Senior Business Services Officer
 - In providing training to staff in OPC systems, including intranet content site authors.
 - In the effective delivery of the Business Services Team functions.
 - with the day-to-day operations of OPC's security functions, including the processing of security clearances and the development of security passes.
 - to administer OPC's external training courses.
- Facilities management (including the management of the car park arrangements, maintenance schedule, simple procurements, escorting contractors, etc.).
- Provides back-up support to the Executive Services team and to other teams within broader Corporate Services, as required.

In addition to above duties, Business Services team also provides back-up support to the Executive Services team and to other teams within broader Corporate Services, as required.

Technical Capabilities

- Some knowledge of security, facilities or property management and/or records management will be advantageous, but it is not essential.

Selection Criteria

In applying for this role, we do not require you to address specific criteria. We require you to provide a one-page pitch, detailing why you are suitable for the position. The pitch should also address the position requirements. Please limit your response to no more than 750 words.

How to Apply

Your application should consist of the following:

- (a) coversheet - Attachment A on pages 4 and 5;
- (b) a one page pitch as 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 **11.59 pm, Sunday 27 November 2022.**

COVER SHEET

Position applied for:

Job title/classification: Business Services Section

How did you learn about this position? PS Gazette / APSjobs website OPC website
 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
- Prefer not to answer
- Are there any reasonable adjustments that you may require during the recruitment process?

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

Declaration:

Have you, ever been found by your current, or a previous employer, to have breached the APS Code of Conduct as set out in section 13 of the Public Service Act *Mandatory

Yes No

Are you currently the subject of an investigation into a suspected breach of the APS Code of Conduct by your current department/agency? *Mandatory

Yes No

Have you ever been the subject of an investigation by another Agency into a suspected breach of the APS Code of Conduct that was not finalised at the time your employment in that Agency ended? *Mandatory

Yes No

I declare that the information I have provided is true and correct. I declare that this application is a true reflection of my skills and experience. I understand and agree that giving false or misleading information is an offence and may lead to disqualification from the selection process, or termination of my employment if I am the successful candidate. *Mandatory

Yes

Signature of Applicant: _____ Date: _____



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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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Remuneration and other conditions

Salary

Annual Salary:

APS5- \$80,558 - \$85,426

APS6: \$87,010 - \$99,950

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. If you require further information after obtaining the selection documentation, you can contact Contact Officer Melissa McDonald on (02) 6120 1398, or send your request to jobs@opc.gov.au.



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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 Baseline Level 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 an online speed, accuracy and checking skills 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. You may also be interested in viewing the Federal Register of Legislation (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.



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Other information

Websites

Our website is www.opc.gov.au.

The Federal Register of Legislation's website is 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.



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- (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.