

# Director IT Development - Executive Level 2

## Candidate information pack

Title:	Director, IT Development
Classification:	Executive Level 2
Employment Status:	Ongoing, full time
Position No:	NP
Office:	Corporate Services Branch
Reporting to:	General Manager, Corporate Services, SES Band 1
Salary:	\$122,371 - \$147,323
Security Clearance:	Negative Vetting Level 1
Mandatory Qualification	Relevant tertiary qualification and industry accreditation or equivalent
Probation Period:	6 months (if new engagement to APS)
Contact Officer:	Stephen Campbell ph: 6120 1409 Stephen.Campbell@opc.gov.au
Closing date	Midnight Sunday, 29 November 2020

## **How to apply**

### ***Content of applications***

Your application should consist of the following:

- (a) an Application Responses covering letter of no more than 2 pages outlining your suitability for the role (see below for more details);
- (b) employment history/cv;
- (c) job application coversheet located at the end of this information pack;
- (d) details of your academic qualifications, if applicable (tertiary);
- (e) names and contact details of two referees who are prepared to provide a reference for you;
- (f) documents evidencing your qualifications, and your Australian citizenship, if applicable.

### ***Where to send applications***

You may send your application to the Recruitment Officer at OPC by email, post or fax. 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	<b>jobs@opc.gov.au</b> (Your application, including any supporting documents, must be an attachment in Microsoft Word, RTF or PDF format.)
Postal address	Office of Parliamentary Counsel Locked Bag 30 Kingston, ACT 2604
Fax no.	(02) 6120 1403

### ***Closing date for applications***

The closing date for applications is: Midnight on Sunday, 29 November 2020.

### ***Extension of closing date for applications***

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.

### ***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 Stephen Campbell on (02) 6120 1409, or send in a request to **jobs@opc.gov.au**.

Are you seeking challenging and interesting work? OPC can offer you this, with a participative work environment. You will have the opportunity to contribute to OPC's wider corporate performance working across many aspects of the business.

You will be able to work in a well-respected small agency that values its people. We provide a friendly and flexible workplace offering competitive working conditions.

## 1. Duty Statement

As a member of a small team, the successful candidate will:

- a) Drive and influence the agencies direction to establish a methodology for in house software development, developing strategies to transition and upskill staff.
- b) Lead the Development Operations team related planning, including maintenance of relevant policies, risk management plans, budget, and operating procedures.
- c) Lead and develop the Development Operations team to ensure a well-informed, productive, motivated, flexible and efficient working group.
- d) Prepare and conduct training sessions to lead staff on technology matters.
- e) Work individually and as part of a team on the technical delivery of projects.

**Immediate supervisor:** General Manager, Corporate Services

### ***Our ideal candidate***

Reporting to the General Manager Corporate Services and working closely with the Director Technology, this position is responsible for the development of bespoke systems and processes used in the management and preparation of legislative drafting and publishing. These systems and processes support the scheduling and allocation of the legislative work program, including capacity planning, costing, and the automation of legislative compliance checks.

Working as part of a small team you will be responsible for transforming the development platform, including defining a development methodology and outlining a strategy for transitioning outdated systems and databases, along with providing support and capability development for the team.

You will have:

- (a) High level software development and programming skills covering complex customisation of Microsoft Office applications including Microsoft Word and Access using Visual Basic Applications.
- (b) A clear understanding of all aspects of the software development lifecycle and the ability to manage the development of in-house applications. This includes project coordination, undertake business analysis and liaise with other developers and ICT staff (infrastructure and system support teams).

- (c) Demonstrated experience in C#, VB.NET, .NET Framework/.NET core, WPF (good understanding of MVVM), familiarity with .NET Office Interop API – especially Word object model, WinForms, SQL, Entity Framework, LINQd for incorporation with products such as: Microsoft Word; Access; Outlook; Excel; Windows 2010 environment (note the office will be transitioning to Office 2019); TRIM; and Microsoft Windows compatible hardware and custom built applications.
- (d) Well-developed written and oral communication skills, including the ability to provide technical advice to management on IT matters and formulate and write IT plans, policies and procedures.
- (e) Demonstrated ability to manage team members against competing priorities to produce quality and timely outcomes.
- (f) Relevant tertiary qualifications and industry accreditation or equivalent.

## **Application Response**

(maximum limit is 2 pages)

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?

When framing your response please be aware that OPC has identified the following as key capabilities expected:

- (a) Experience providing a strategic and practical application level of ICT professionalism and technical expertise.
- (b) Practical hands on technical experience in maintaining and supporting ICT application development.
- (c) Well-developed project and change management, along with business analysis skills and capabilities.
- (d) Highly developed oral and written communication skills including analytical, negotiation and engagement skills.
- (e) Ability to work within, as well as lead and supervise, a team with competing priorities to produce quality and timely outcomes.

Note: You are not required to address these capabilities specifically, however your response should be framed with these in mind.

## **2. Remuneration and other conditions**

### ***Salary***

Annual Salary: \$122,371 - \$147,323

### ***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.

### 3. 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.

**If you would like to opt into the RecruitAbility Scheme, please complete the section below.**

Do you identify yourself as a person with a disability?  Yes  No  Prefer not to specify

Would you like to opt into the RecruitAbility Scheme?  Yes  No

If you declare that you have a disability and opt into the RecruitAbility Scheme, you will be invited to participate in the next stage in the assessment process as long as you meet the eligibility criteria and minimum requirements for this position.

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

I require special arrangements to be made for interview / assessment  Yes  No

Please detail any special requirements you may have if you are asked to attend an assessment event or interview:

## **4. About OPC**

The Office of Parliamentary Counsel (OPC) is the legislative drafting and publishing agency for the Commonwealth of Australia. We deliver high quality services for the drafting of Bills and subordinate legislation. We publish Commonwealth laws and instruments through the Federal Register of Legislation website. We also offer a range of training courses on the legislative and drafting processes.

OPC is a capable and well respected agency, offering staff a range of interesting and challenging work experiences. Whether it be in the preparation of legislation, editorial, publishing, training or corporate administration tasks in IT, Finance and Human Resources, OPC staff are valued and empowered to fulfil their potential. We encourage a culture that supports diversity, inclusion and respect, and welcome people from a range of backgrounds, skills, experiences, and perspectives.

OPC is an Australian Commonwealth government agency established under the *Parliamentary Counsel Act 1970*. OPC is structured around 3 statutory appointments, headed by the First Parliamentary Counsel (FPC), with support from 2 Second Parliamentary Counsel. OPC has around 100 staff employed under the *Public Service Act 1999*.

### ***Location***

OPC is located at Level 4, PWC Building, 28 Sydney Avenue, Forrest, Canberra ACT.

### ***A participative work environment***

OPC has a number of committees providing for communication between management and staff representatives, and for staff to be involved, in relation to operational and other matters.

### ***About the section***

The Information Technology section of our Corporate Services Branch is divided into two small teams, IT Support (technology infrastructure and user support) and IT Development (application development and application support). Together the teams provide a complete IT service for the organisation. This ranges from strategic planning for IT modernisation and future-readiness, client training, business application development and support, systems hardware and software procurement, maintenance and disposal, system administration and help desk services.

### ***About the role***

This position requires the ability to work closely with the Director Technology, along with all IT staff in developing and delivering the ICT Strategic Plan.

This position requires the ability to guide and influence senior management; with an ability to provide technical insight and direction on ICT application development for business solutions required to support the operations of OPC.

A knowledge of ICT innovations, trends, and software development practices as it affects OPC technology and related ICT systems are key to success.



## **5. Some general Australian Public Service (APS) matters**

### ***Eligibility/Other Requirements***

#### **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.

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.

## **6. 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 making a report to the First Parliamentary Counsel.

### ***Interviews***

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.

Before 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 and can be sent to you on request.

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. In addition you may be asked to do a practical test.

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 First Parliamentary Counsel about the applicant the committee considers is the best person for the job. If First Parliamentary Counsel 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.

## **7. Other information**

### ***Website***

Our website is [www.opc.gov.au](http://www.opc.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 legislative drafting work and the nature of the work done by OPC). These documents are available on our website or can be sent to you on request.

1. OPC Annual Report
2. OPC's drafting services: A guide for clients
3. Office of Parliamentary Counsel Enterprise Agreement 2016-2019
4. *Public Service (Subsection 24(1)—OPC Non-SES Employees) Determination 2018*
5. Performance Management Program for Assistant Drafters
6. the Federal Register of Legislation website ([www.legislation.gov.au](http://www.legislation.gov.au))

## 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.
- (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.



**Position applied for:**

Job title/classification: \_\_\_\_\_

How did you learn about this position?  PS Gazette / APSjobs website  OPC website  
 Canberra Times  seek.com  
 The Weekend Australian  Other .....  
 Financial Review .....

**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

**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: \_\_\_\_\_