



Australian Government

Department of the Prime Minister and Cabinet

# Senior Economist/Senior Adviser

Reference: PMC/2022/106



# Senior Economist/Senior Adviser

Multiple positions available

**Classification level:** Executive Level 2

**Group / Division / Branch / Section:** PMC - Domestic Policy / The Office for Women / Women's Economic Security

**Employment Type:** Ongoing & Non-ongoing up to 18 months

**Base Location:** Barton, ACT

**Flexible work:** Flexible working arrangements will be considered

**Security Clearance requirements:** Baseline Vetting (Protected)

## Do you want to make a real contribution to the success of Australia?

Whether your passion lies with matters of priority to the Government's policy agenda, or whether you are motivated by providing exceptional governance and corporate functions to provide enabling support to our Department and the Governments operation – PM&C has a role for you.

## What we do

PM&C delivers influential and independent advice to improve the lives of all Australians.

- We serve the Prime Minister – who is invested in all areas of policy and delivery as leader of the Australian Government.
- We support the Cabinet – as a focal point of government decision-making.
- We assist our Secretary – who has a stewardship role as Head of the Australian Public Service (APS).

PM&C will be focused on the following Australian Government's priorities over the next four years:

1. Growing our economy, income and creating jobs
2. Vibrant and resilient regions
3. Strengthening families and communities
4. Advancing Australia's international interests and enhancing national security
5. Governing well
6. Preparing well to respond to critical issues

We add value to the Australian Government's agenda by:

- Influencing what matters, promoting a whole-of-government and whole-of-nation perspective, supporting good government and leading through partnership.
- Bringing experts together – from across and beyond the public service – to work on matters of priority for the Prime Minister and the Cabinet, including through critical taskforces.
- Enabling strategic policy work and over-the-horizon scanning on the big issues and prioritising capacity to contribute to the forward policy agenda in the context of day-to-day pressures.

We enable these outcomes through the delivery of exceptional and well-coordinated governance and corporate services for PM&C and our shared corporate services clients.

To deliver on our strategic priorities we strive to achieve excellence in all that we do. We do this through:

- Judgement – we are strategic, discerning and adaptable,
- Excellence – we are knowledgeable, persuasive and committed,
- Collaboration – we are consultative, responsive and supportive.

You can learn more about PM&C in our [Corporate Plan](#).

## Our organisational structure

PM&C operates in four main Groups:

- Domestic Policy Group
- National Security and International Policy Group
- Governance Group
- Chief Operating Officer (COO) Group

Find out more about [Who We Are](#).

## Our people and culture

PM&C is a great place to work, we are proud to offer a flexible, safe and inclusive workplace with competitive employment conditions for non-SES under our [PM&C Enterprise Agreement 2021-24](#), or for SES under individual employment determinations.

A job at PM&C offers:

- a respectful, inclusive and safe workplace where you are supported to perform at your best,
- attractive remuneration package including generous employer superannuation contributions and allowances (this may include relocation assistance where relevant),
- support for mutually beneficial flexible work arrangements, such as part time work, working from home or remotely, where operational requirements allow,
- relocation assistance considered for candidates relocating to Canberra to accept a position with PM&C,
- exciting and fulfilling work at the heart of government, contributing to improving the lives of all Australians, with career investment and on the job development and networking opportunities difficult to match elsewhere,
- the opportunity to work with visionary and experienced leaders who encourage and support you to achieve your career ambitions, and
- modern, activity-based offices and digitally enabled work environment to increase communication, collaboration and innovation.

For more information on conditions and benefits see [What we Offer](#).

## The opportunity

The Women's Economic Security Branch in the Office for Women is a growing team with multiple opportunities for experienced leaders with an interest in driving Australia's gender equality priorities and advancing women's economic security at a national level.

The roles are fast-paced, dynamic and present an exciting opportunity to shape national policies and programs. The roles are unique in their scope, with the opportunity to work across and bring together a broad suite of policy areas and portfolios, including social services, housing, health, education, employment, business and industry, environment and climate, and migration. Your work will contribute to gender equality, which will benefit all Australians and the economy as a whole.

There are two roles available within the Women's Economic Security Branch.

### **Senior Economist/Senior Adviser, Workforce Participation Section**

This role will focus on women's workforce participation, secure and quality employment, closing the gender pay gap, giving women more choice and flexibility around work and care, and supporting women's financial wellbeing and retirement outcomes. The successful applicant will build the Office for Women's capability in and understanding of economics, provide intellectual leadership and translate strategic vision into policy and advice.

### **Senior Adviser, Industry, Skills and Leadership Section**

This role provides the opportunity to shape policy and programs on women's economic security with a focus on leadership, women in STEM, skills and training and policies designed for women at different stages of their lives and careers. This role is responsible for driving the implementation of the Government's Review of the Workplace Gender Equality Act 2012.

Both roles will be expected to lead high-performing and collaborative policy teams.

You will also have the opportunity to apply your subject matter expertise in economics and/or gender equality to build capability across the Australian Public Service in gender impact analysis at all stages of policy development and evaluation.

A merit pool may be established and used to fill the same of similar vacancies for 18 months from the date of advertising.

## Our ideal candidate

Our ideal candidates are highly motivated leaders with policy or program experience and strategic vision. The candidate will be able to demonstrate:

- a strong interest in and passion for gender equality and improving the economic security of women in Australia,
- the ability to manage a high-performing team in a fast-paced and high-profile environment,
- strategic judgement with demonstrated experience providing advice to ministers, senior executives or senior management

- excellent written and oral communication skills, and an ability to communicate complex and technical concepts succinctly,
- strong interpersonal skills and ability to collaborate with and lead teams with different skillsets and views,
- initiative, resilience, and ability to manage competing and changing priorities,
- ability to contribute to a positive work environment, and
- formal qualifications or experience in economics, social policy, women's policy, finance, business, social work, gender studies, behavioural studies, law, psychology.

Applicants are required to provide a one-page pitch outlining your skills, knowledge and experience and why you should be considered for the position, and a resume. Please identify your preferred role.

## Eligibility

Under section 22(8) of the [Public Service Act 1999](#), employees must be Australian citizens to be employed in the Australian Public Service (APS) unless the Agency Head has agreed otherwise, in writing. At PM&C to be eligible for this position you should be an Australian Citizen at the [closing date of application](#), unless exceptional circumstances apply (see below FAQs for more details).

The successful candidate must be able to obtain and maintain a Baseline Vetting (Protected) level security clearance, or hold a current security clearance of an appropriate level.

The successful candidate will be assessed through our pre-employment screening checks, such as an Australian Criminal History Check, and will normally be subject to a six-month probation period if new to the APS or has not yet completed their probation period elsewhere in the APS.

## How to Apply

Submit an online application through the [PM&C Current Opportunities](#) by 11:30pm AEST on Sunday, 29 May 2022.

As part of your application you will need to provide:

- Your resume (normally three pages maximum)
- A 'one page pitch' telling us how your skills, knowledge, experience and qualifications make you the best person for the job and to perform at the relevant classification level.

You are encouraged to refer to 'The Opportunity' and 'Our Ideal Candidate' sections of this Candidate Pack and the relevant classification level of the [PM&C Performance Model](#) or [SES Performance Model](#) to assist you in drafting your one page pitch. For SES vacancies we also encourage you to consider the [role of the SES in the Australian Public Service](#).

## Who to Contact

For more information about the role and/or to discuss any reasonable adjustments you may require as part of the recruitment process, the Contact officer is Jen Tan on (02) 6228 6939 or at [jen.tan@pmc.gov.au](mailto:jen.tan@pmc.gov.au).

If you experience any difficulties accessing or submitting your online application or reaching the Contact officer, please contact HR Help on (02) 6271 6000 (option 2) or [HR@Help.pmc.gov.au](mailto:HR@Help.pmc.gov.au).

## FREQUENTLY ASKED QUESTIONS

### What should I include in my resume?

The quality of your resume creates the vital first impression we have of you. As a minimum, you should ensure that you include the following elements:

- **Personal details** –your name, contact email address and phone number.
- **Education / qualifications** –details of education and qualifications that relate to the job you are applying for.
- **Skills and work experience** – relevant work experience and the main responsibilities and achievements. Organise your employment history in chronological order, starting with the most recent, and indicate actual dates of employment.
- **Other relevant professional experience** – if relevant, briefly mention any extra-curricular activities, interests or volunteer/community work and highlight what you gained from that experience and how it may apply at PM&C.

**Layout tips** – The standard resume length is between two to three pages maximum. Use an easy to read font and a simple, easy to read format.

### What should I include in my one page pitch?

Your one page pitch is a chance to tell us why you are the right person for the job and what you will bring to the role. We want to know why you want to work at PM&C, why you are interested in the role, how you can add value to the role, and how your skills, knowledge, experience and qualifications are applicable. In a nutshell – why should we hire you?

Try not to duplicate information that can already be found in your resume, but do highlight any specific examples or achievements that will demonstrate your ability to perform the role.

We also encourage you to consider the [PM&C Corporate Plan](#) and [PM&C Performance Model](#) when drafting your response so that you get a sense of PM&C's role and what behaviours and characteristics are required at each classification level at PM&C.

### I am not an Australian Citizen, can I apply for a vacancy with PM&C?

It is normally a requirement for anyone who is employed by PM&C to be an Australian Citizen. Section 22(8) of the [Public Service Act 1999](#), specifies that people must be Australian citizens to be employed in the Australian Public Service (APS) unless the Agency Head has agreed otherwise, in writing.

To be eligible to apply for a vacancy at PM&C you must normally be an Australian Citizen at the closing date of application. This is to reduce potential delays in finalising outcomes for vacancies and to reduce the risk of ineligible employees being considered for roles they are not able to be employed in.

There may however be some exceptional circumstances where non Australian Citizen's may apply, such as an individual who will have their Australian Citizenship confirmed in the days or weeks preceding the closing date of application but before a formal employment offer is made. In these circumstances the candidate should liaise with the Contact Officer of the vacancy to discuss their individual circumstances and confirm whether their application can be accepted.

## How will my application be assessed?

Your application will be assessed on your ability to demonstrate that you can perform the role, as described in the job advertisement and in line with the relevant classification level. If your application is shortlisted you will be progressed to a second phase of assessment.

We may use a variety of techniques to assess candidates. This may include one or more of the following:

- Phone, face to face and video interviews (formal and informal)
- Work sample tests
- Psychometric testing (personality, motivation and cognitive abilities)
- Group assessment centres

Your referees may also be contacted at any stage of the assessment process to validate your claims. We ask for a current supervisor wherever possible as your primary referee. We encourage you to advise them you have applied for a role at PM&C to avoid surprises.

## I require reasonable adjustments during the recruitment process or at work. What do I need to do?

As part of the online application form, within the Workplace Diversity section, you can provide details about what reasonable adjustments you may need. Please keep in touch with the Contact Officer throughout each phase for any additional or emerging needs for reasonable adjustment. Where possible, these adjustments will be met. Reasonable adjustments are not limited to people with disability, for example reasonable adjustments may be made for anybody experiencing or recovering from illness or injury and people affected by family and domestic violence.

If you are offered a role at PM&C, we will work with you to make reasonable adjustments so that you can perform at your best at work.

## How are selection decisions made?

In line with the APS Employment Principles in section 10A of the [Public Service Act 1999](#) (the Act), the APS makes decisions relating to engagement and promotion based on merit.

A decision to engage or promote a person is based on merit if:

- all eligible members of the community are given a reasonable opportunity to apply
- an assessment is made of the relative suitability of candidates, using a competitive selection process



- the assessment is based on the relationship between the candidates' work-related qualities and the qualities genuinely required to perform the relevant duties
- the assessment focuses on the relative capacity of candidates to achieve outcomes related to the relevant duties

If you are selected as the successful candidate – you will be contacted with a job offer and to discuss things such as salary, security clearances and start date, flexible work and relocation (where relevant) as well as being asked to complete any relevant new starter paperwork.

If you are not offered a role – it doesn't mean that it was determined that you can't do the job, it just means that someone else demonstrated that they have stronger claims at this time. You can ask for feedback to help you improve your chances in the future.

## What is a merit pool?

In some cases, when you are notified that you didn't get the job you may be placed in a Merit pool. This is great news as it means that you may be considered for similar roles in the Department or APS as they become available over the next 18 months from when the date the job was advertised.

## What does flexible work look like at PM&C?

Flexible work is a broad term used to describe a variety of different arrangements about how, when and where work is performed. PM&C supports mutually beneficial flexible work arrangements which suit operational requirements. Arrangements may be consistent and regular, such as part time work, working from home a couple of days each week or remotely from another location; or more ad hoc such as varying work attendance times or occasional home based work. Consideration is given to all flexible work requests, approval is not limited to an employee's classification level or caring responsibilities.

## What are PM&C's salary and conditions?

Non-SES salary rates (APS 1-EL2) are set out in [PM&C Non-SES Salary and Allowance Rates](#). These are adjusted annually on 2 August in line with the Wage Price Index – private sector adjustment (for the most recently released June quarter). The next salary increase will be 1.9% on 2 August 2022.

For SES salaries refer to the relevant job advertisement and speak with the Contact Officer.

For more information see ['What we offer'](#).

## Does PM&C pay relocation costs?

Relocation assistance will be considered for candidates relocating to Canberra to accept a position with PM&C. Relocation assistance may include, for example:

- removal and storage of household goods and personal effects while in temporary accommodation and then the move to your permanent accommodation

- relocation of motor vehicles, or payment of a motor vehicle allowance, where it is cost effective for the employee to drive
- kennelling and/or transporting pets
- car travel costs

OR

- Domestic airfares for Graduates not travelling by car, and
- Taxi transfers.

Relocation assistance is approved on a case by case basis following a formal job offer.