



# Candidate Information Pack

Regulatory, Program Delivery  
and Governance Stream

APS Level 4





Position Information	
<b>Classification and Salary Range</b>	APS Level 4 - \$85,745 - \$90,465 plus 15.4% superannuation
<b>Location</b>	The agency is based in Canberra.  The agency supports and promotes flexible working, including fully remote work outside of the Canberra region. Reasonable travel to our Canberra office may be expected.
<b>Security Clearance</b>	Baseline
<b>Position Type</b>	The preferred outcome is Ongoing employment. All roles are full time; however, part time employment is available upon negotiation.  Depending on business needs, some opportunities may be offered on a non-ongoing basis. Where possible, these appointments will be for up to two years; otherwise, they will initially be offered for 12 months, with the possibility of extension.

## About Us

**Do you want to make a real contribution to Australia's emissions reduction goals, renewable energy uptake and biodiversity?**

At the Clean Energy Regulator, you're signing up for a challenging and rewarding workplace. All our work is connected to measuring, managing, reducing or offsetting carbon emissions, protecting our natural environments and increasing the safe use of clean energy in Australia.

## The Agency

**There are a range of perks working at our agency.**

We are inclusive and agile, with staff at all levels being part of conversations with the senior executive and being offered the opportunity to experience different types of work.

We offer flexible working arrangements and competitive salary packaging. Work-life balance is important to us – we are committed to keeping you energised and committed in your role and our purpose.

### Our People

We say hello in the elevator and go above and beyond to help each other in our day-to-day work. If you're a collaborator, passionate about the environment and love to innovate, you'll fit right in!

We pride ourselves on our diverse and inclusive workplace. If you're Aboriginal or Torres Strait Islander peoples, living with disability, LGBTQIA+ people, culturally diverse or a mature age worker, we encourage you to apply.



## Our Role and Functions

The agency is undergoing a period of significant change and growth, with new responsibilities and expanded scope of schemes, such as the Cheaper Home Batteries initiative, Guarantee of Origin scheme and the Nature Repair Market. The agency has also been appointed as the preferred regulator for distributed energy products, also known as consumer energy resources.

With a variety of roles on offer we are searching for candidates who can demonstrate capability in a variety of different areas.

Information about all the schemes we administer, as well as our publications, can be found on [our website](#).

### Scheme Operations Division

Our Scheme Operations Division enables entry and participation in the schemes administered by the agency. Staff assess applications and make statutory decisions on client scheme entitlements. The division works collaboratively across the agency to ensure efficient and effective administration of all schemes.

### Scheme Support Division

The Scheme Support Division supports the agency to resolve complex issues, advocate for legislative and policy change, screen and monitor client behaviour, address serious non-compliance and improve operational efficiency and effectiveness.

### Consumer energy national technical regulatory scheme

The consumer energy national technical regulatory scheme is a new function within the agency, providing national leadership in the establishment, maintenance, and enforcement of technical requirements for Distributed Energy Resources (DER), also referred to as Consumer Energy Resources. This function will support a secure, efficient, and consumer-focused energy system by ensuring DER technologies are interoperable and effectively integrated into the electricity system. It will also enable innovation, reduce unnecessary regulatory burden, and promote equitable outcomes for consumers.

## Current Opportunities

There are current, immediate vacancies available within the Renewable Energy Target (RET) branch, within the Product Guarantee of Origin section in the NGER and Safeguard branch and within the Soil, Agriculture and Savannah section in the Australian Carbon Credit Units scheme (ACCU).

The RET branch has a focus on renewable energy systems ranging from utility to household scale. The roles in this area vary from technical, such as electrical engineering to scheme administration, operational and compliance focused positions. The branch is fast paced and every day brings a new challenge.

The Product Guarantee of Origin (PGO) section administers the PGO scheme which verifies the emissions intensity of low-emissions products including hydrogen, biomethane and green metals. The section will also co-administer the Hydrogen Production Tax Incentive with the ATO from 2027.

The ACCU scheme supports emissions reduction and carbon sequestration across a range of sectors, including land, agriculture, energy, waste and industry. Roles in this area may involve applying legislation and method requirements, supporting scheme administration, and contributing to policy, process and operational improvements.



There are anticipated needs within the consumer energy national technical regulatory scheme and other roles within the Australia Carbon Credit Units scheme (ACCU).

## Role Responsibilities and Duties

As an APS Level 4 you will be expected to undertake tasks of moderate complexity and work under general direction. You will be capable of managing your own workflow and may provide specialist or general support to the function of the business area. Many roles require contact with stakeholders, and you will be expected to be able to communicate clearly and provide advice. You will have the ability to undertake research of legislation and policy documents and provide simple analysis of these documents.

The duties across all roles will include:

- Have a sound general knowledge of the role and functions of the agency and an understanding of how these relate to a specific work area.
- Understanding the impact of the work area on strategic, political or operational outcomes for the agency/program.
- Have a basic understanding of relevant legislation and policy frameworks and be able to apply them in day-to-day work.
- Contribute positively to strategic planning and decision making within the work area.
- Apply judgement, knowledge and limited discretion in interpreting and applying legislation, instructions, guidelines and procedures.
- Perform research and analysis activities and report on findings.
- Identify issues and contribute to the resolution of issues and problems.
- Liaise with internal and external stakeholders on simple to moderately complex operational and administrative matters.
- Resolve simple to moderately complex enquiries from stakeholders and provide information and advice as a representative of the work area.

Specific roles and responsibilities will be discussed with candidates as they progress through the recruitment process. If an offer of employment is made to you, you will receive the detailed duties for the specific role being offered.

## Key Capabilities and Attributes

We are seeking candidates who demonstrate some of or all our core capabilities:

- Building Relationships
- Developing Self and Others
- Managing Risk
- Applying Legislation and Policy
- Delivering Results
- Leveraging Insights

In addition to these core capabilities, you will also have some of or all the following personal attributes:

- Ability to work in changing and emerging environments, following new processes and guidance
- A strong sense of accountability and public purpose
- A willingness to learn and apply new concepts, technologies and systems



- Ability to work effectively as part of a team through being collaborative and respectful
- Demonstrates APS Values, integrity and a stakeholder aware mindset

Tertiary qualifications are not required for these roles, however qualifications in or progress towards the following would be advantageous:

- Engineering, electric or general
- Public policy, law and government
- Science, environmental or general
- Commerce and economics

## Application Questions

In your application you will be asked to respond to each of the following questions in a maximum of 200 words per response. These questions are based on the six core capabilities listed above. Your responses should be in the **Situation, Task, Action and Result (STAR)** format.

If you feel you can't fully address all the elements of the question, please still apply! We are looking for candidates across a broad spectrum and will consider candidates who can demonstrate capability and/or transferable skills in the majority of the core capabilities.

Provide an example of when you have worked collaboratively with a colleague or customer to resolve an issue or solve a problem. Include the approach you took and how you escalated if needed.

Provide an example of a time when you received feedback and needed to adjust your approach. Include what you learned, how you applied guidance, and how you maintained professionalism and resilience.

Provide an example where you identified a risk or issue in your work. Include what actions you took, what records you kept, and when/how you escalated.

Provide an example where you applied a section of legislation, or a policy/procedure, to answer a question. Include how you found and followed the guidance and interpreted into plain English.

Provide an example where you delivered routine work accurately and on time while managing competing priorities. Include how you followed standard procedure and sought help or escalated.

Provide an example where you collected, checked or organised information/data to support a decision. Include how you followed governance requirements, and how you communicated your findings.

In your application you will have the opportunity to express if you would prefer roles focused on emissions reduction and sequestration, such as those in the NGER, PGO or ACCU schemes, or roles focused on energy systems, such as those in the RET and consumer energy national technical regulatory scheme. If you do not have a preference that is fine – you will be considered for roles across all schemes.



## How to Apply

**Applications close 11.30pm AEST on Sunday, 5 July 2026.**

Applications are to be submitted using our careers portal, accessed via the Clean Energy Regulator's [Careers](#) webpage.

Your application will include:

- Your Resume or CV, of a maximum of three pages.
- The contact details for two referees.
- A response of a maximum of 200 words to each application question
  - » Your responses should be written in the STAR method to demonstrate your experience.
  - » [Cracking the Code](#) is a useful resource for information on how to apply for jobs in the Australian Public Service.
- Your role preferences, if applicable

If you are experiencing any technical difficulties lodging your application, please contact our Recruitment Team at [recruitment@cer.gov.au](mailto:recruitment@cer.gov.au) or call (02) 6159 3223.

## Use of Artificial Intelligence in Recruitment

The agency has published an [artificial intelligence transparency statement](#) outlining how the agency uses and manages artificial intelligence (AI).

The agency does not use AI to assess a candidate's suitability; however, AI may be used to assist with the productivity of the selection process, including but not limited to summarising applications, transcribing interviews and generating selection reports.

Our expectation of candidates is that use of generative AI in the writing of your application will be responsible and focus on elements such as grammar checks, summarising information or structuring your response. Generative AI should not be used to misrepresent your experience; we encourage you to emphasise your authenticity and personal reflections in your application.

## Employment Offers and Merit Pool

If you are successful through this recruitment process, you may receive an offer of employment or be added to a merit pool.

A merit pool is open for up to 18 months, and you may receive offers for similar roles where there is alignment with the capabilities of this position. Merit pools may also be shared to other APS agencies who have a similar capability need. Throughout the period that the merit pool is open, the Clean Energy Regulator may contact you to reconfirm your interest in roles with the agency. Please let us know if your circumstances change and you no longer wish to remain in the merit pool.

The [Australian Public Service Commission \(APSC\) has more information](#) around how merit pools are used within the Australian Public Service.



## Recruitment Stages

This recruitment will have several stages. It is expected that the overall process will take eight to twelve weeks from closing of applications to the job matching stage. Offers of employment may be staggered depending on the needs of the agency. We are partnering with Chandler Macleod to assist with the administration.

### Stage One: Application

Candidates will submit their application as outlined above through the eRecruit system. Applications must be submitted by the closing date and time – late applications will not be accepted. We encourage you to complete your application as early as possible.

### Stage Two: Shortlisting

Applications will be reviewed by Chandler Macleod, and the final shortlist will be confirmed by the agency.

Written responses will be assessed against the key capabilities, and resumes reviewed for transferable capabilities from education and prior experience. We are looking for candidates who can demonstrate they hold a majority of the desired capabilities, with the potential to grow in the capabilities they may not have fully demonstrated.

Not all applications will progress at this stage, and you will be notified in due course of your outcome. We regret that we will not be able to provide detailed feedback to candidates who are not successful at this stage of the recruitment process.

### Stage Three: Psychometric Testing

Prior to interview candidates will be invited to complete a psychometric test to assist the agency in ensuring a diverse mix of skills and traits.

### Stage Four: Panel Interview

Shortlisted candidates will be invited to an online panel interview using Microsoft Teams. Interviews will be scheduled for twenty minutes in length and consist of four questions. Interview questions will be provided to the candidates via email 10 minutes prior to the interview commencing.

### Stage Five: Referee Checks

Candidates who are successful at interview will have a minimum of one referee contacted. You will be able to advise in your application if there are sensitivities in contacting your referees. Referees will not be contacted prior to this stage.

### Stage Six: Merit Pool and Notification

Candidates who are successful at interview and referee check will be placed in the merit pool and notified of their outcome. Candidates who have not been successful at interview will also be notified of their outcome and provided with an opportunity to seek feedback.

### Stage Seven: Job Matching and Job Fit Discussions

The Recruitment team and section managers will review the resumes, and individual assessments to determine which candidates are the best fit for the immediate vacancies. You may be contacted for an informal job fit conversation prior to an offer of employment being made.

### Stage Eight: Initial Offers

Following job matching and job fit conversations candidates will be made an offer of employment. The offer will contain the specifics of the role you are being offered.

Not all candidates will be made an initial offer – if an offer is not made at this time you will remain in the merit pool for consideration for future roles.



## General Eligibility Information

The Clean Energy Regulator employs under the [Public Service Act 1999](#). Key eligibility and associated legal requirements are outlined below.

### Citizenship

The [Public Service Act 1999](#) requires all people joining the Australian Public Service to be Australian citizens. You will be asked to declare your citizenship status as part of the application process.

### Security and Character Checks

We will conduct pre-employment checks before we offer you employment. For us to do this, you will be required to supply certified copies of identity documents.

It is a condition of employment with the Clean Energy Regulator that you can obtain and maintain a security clearance at a baseline level. If you are offered a role and do not already hold a security clearance at or above this level, you will need to undertake the security clearance process before you can commence employment. Any employment offer will be contingent upon obtaining this clearance.

The security clearance process uses the [myID app](#) and it is recommended to set this up this as you proceed through the recruitment process in preparation for if an offer of employment is made.

Further information about conditions of employment at Clean Energy Regulator can be found in the [Clean Energy Regulator Enterprise Agreement 2024-2027](#).

## Probation

Probation means a period during which your performance is assessed before your employment as an APS employee is confirmed. If an offer of employment is made you may be subject to a probation period of six months, and this will be specified within your formal offer of employment.

For further information on working for the Clean Energy Regulator including our employment terms and conditions please refer to our [Careers webpage](#).

For further information, please telephone or email the contact officer listed:

Contact Officer	
Name	Chandler Macleod
Phone	1800 242 560
Email	<a href="mailto:CER.Recruitment@chandlermacleod.com">CER.Recruitment@chandlermacleod.com</a>