



Australian Research Council (ARC)

APS4 – Project Support Officers

Classification	APS Level 4	Job Reference No.	ARC22-057
Branch	Various	Section	Various
Location	Majura Park, Canberra Airport	Employment Type	Ongoing/Non-Ongoing*
Salary	\$69,900 - \$73,868	Work arrangement	Full time / Part-time
<p>*These positions may be offered as non-ongoing or ongoing.</p> <p>If the position is offered as non-ongoing, this will be for a specified term of up to 18 months, with the possibility of extension up to three years. Should a non-ongoing position become ongoing, then a merit list established through this selection process may be used to fill the vacancy on an ongoing basis.</p>			
Closing date	11:59pm, Thursday, 25 August 2022	Agency Information	www.arc.gov.au
Contact Officer	ARC HR Team, (02) 6287 6632, ARC-HRTeam@arc.gov.au		
Eligibility Requirements	<ul style="list-style-type: none"> • Must be an Australia citizen • Undergo ID verification check • Undergo a Police Check 		
Qualifications	No mandatory qualifications needed, although experience in a similar position within an APS environment would be highly desirable.		
How to apply	<p>Write a pitch and tell us why you are the right person for the job. We want to know why you are interested in the role, what you can bring to the ARC, and how your skills, knowledge, experience, and qualifications are applicable to the role. In a nutshell – why should we hire you? (Maximum Words: 500).</p> <p>Your application must include a Job Application Cover Form, written pitch and your resume.</p> <p>Please consider the APS Work Level Standards when submitting your application.</p>		

About the Positions

The ARC is seeking high performing and talented individuals with a cross section of skills, experience, and qualifications to apply for several opportunities across our agency. We are looking for people who have personal drive and are willing to engage with our stakeholders, question the status quo of processes and help shape our Agency's direction for the future.

We are interested to hear from people who have skills and experience both inside and outside of government to help us with our vision.

Our agency has vacancies to fill immediately, with additional anticipated vacancies in the next 18 months.

Vacancies are available across the following areas:

- Communications, Media, and Stakeholder Management
- Corporate Services Support
- Data analysis
- Executive Assistants/Branch Coordination
- Information, Communication and Technology (ICT)
- Parliamentary and Ministerial Support
- Policy Development and Implementation

- Program Evaluation
- Program and Grants Management
- Compliance and Risk
- Secretariat Support
- Strategy, Corporate Reporting & Governance

Duties and Tasks

Duties may include:

- Support our strategic leaders in a program, policy, or engagement space (depending on the role), contributing to its delivery
- Responding flexibly to a changing environment, displaying willingness to adapt to meet evolving organisational needs and capably managing competing demands
- Working collaboratively, understanding different perspectives, and engaging proactively with stakeholders by finding common ground and demonstrating a clear understanding of their issues and challenges
- Undertaking secretariat and administrative support work, demonstrating initiative, high level organisational skills, the ability to prioritise tasks and manage workflows and professionalism in dealing with senior stakeholders.

Required Skills and Knowledge

Our ideal candidates will be:

- strategic thinkers - contribute to the development of plans, strategies, and team goals, while identifying any issues that may affect the objective
- strong communicators - ability to provide advice in a clear, concise, and articulate manner. Listen to others ensuring their views are considered and discussed
- a good technical aptitude – the candidate will have a good understanding of emerging technologies and have a genuine interest in how they can be applied
- skilled in using data – ability to analyse and present data that is supportive of agency objectives
- strong collaborators - actively build and sustain working relationships with internal and external stakeholders. Recognise different working styles of individuals and include this in agency objectives
- skilled organisers – demonstrated flexibility with workloads taking into account competing and changing priorities
- motivated individuals - who are team orientated, have energy and determination to succeed, show initiative, exercise judgement and can set and achieve objectives
- engaged – be able to support and engage, be flexible and agile to meet immediate needs and future challenges
- well informed – an understanding of the Australian higher education research sector or have the ability to acquire the required knowledge.

Our Ideal Candidate

You have good interpersonal skills, utilising a friendly and professional manner to engage effectively with stakeholders. You are a motivated individual with a strong work ethic. You are very well organised, strategically focussed and continually seeks improvement in processes, challenging the notion of the ‘status quo’.

You adapt flexibly to change and remain calm under pressure to meet tight deadlines. You demonstrate sound judgement and exercise initiative. You are an excellent communicator who can motivate staff and build a high performing culture.

You will be a supportive team member who can work well independently, flexibly, and can apply feedback and show personal drive. You will display professionalism and embody the ARC and APS values and the APS Code of Conduct to all stakeholders.

Diversity and Inclusion

We welcome applications from candidates with diverse backgrounds including but not limited to; Aboriginal and Torres Strait Islander peoples, people who identify as LGBTIQ+, people with a disability, and people from a culturally and linguistically diverse background.

The ARC expects all staff to understand workplace diversity, workplace participation, a safe working environment and access and equity principles, and to promote these principles in the development and implementation of policies and programs.

For further information about our Agency and what we offer, please refer to the [ARC Website](#)