



## Australian Research Council (ARC)

### Senior Project Officers

<b>Classification</b>	APS 6 (Bulk Round)	<b>Job Reference No.</b>	ARC22-013
<b>Branch</b>	Various	<b>Section</b>	Various
<b>Location</b>	Majura Park, Canberra Airport	<b>Employment Type</b>	Ongoing/Non ongoing
<b>Salary</b>	\$84,076 - \$93,895	<b>Work arrangement</b>	Full time / Part-time
<b>Closing date</b>	11:59pm, Sunday 20 March 2022	<b>Agency Information</b>	<a href="http://www.arc.gov.au">www.arc.gov.au</a>
<b>Contact Officer</b>	ARC HR Team, (02) 6287 6632, <a href="mailto:ARC-HRTeam@arc.gov.au">ARC-HRTeam@arc.gov.au</a>		
<b>Eligibility Requirements</b>	<ul style="list-style-type: none"><li>• Must be an Australia citizen</li><li>• Undergo ID verification check</li><li>• Undergo a Police Check</li><li>• Currently holds a Commonwealth security clearance to Baseline level or have the ability to obtain and hold a clearance at the Baseline level.</li></ul>		
<b>Qualifications</b>	No mandatory qualifications needed, although experience in a similar position within an APS environment would be highly desirable.		
<b>How to apply</b>	<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? (<b>Maximum Words: 500</b>).</p> <p>Your application must include a Job Application Cover Form, written pitch and your resume.</p> <p>Please consider the <a href="#">APS Work Level Standards</a> 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:

- Policy development and implementation
- Data analysis
- Program Evaluation
- Communications, Media and Stakeholder Management
- Corporate Services Support
- Parliamentary and Ministerial Support
- Program and Grants Management
- Regulation, 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.
- Lead a team of individuals to achieve deliverables and grow employee capabilities.
- 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.
- Providing high quality advice to Directors and Senior Leadership regarding the work of the team, including preparing highly complex written briefings and reports, drafting Ministerial briefs and providing input to parliamentary requests.

## Required Skills and Knowledge

Our ideal candidates will be:

- strategic thinkers - with demonstrated experience using their research and analytical skills to contribute to policy development, evaluation and problem solving
- strong communicators - who can articulate and write about complex information clearly and succinctly, and recommend courses of action based on sound judgement, expertise and knowledge
- skilled in using data – with demonstrated experience in analysing and presenting data that is critical for policy development
- strong collaborators - with demonstrated interpersonal skills to develop and maintain productive working relationships with a range of internal and external stakeholders
- skilled organisers - with demonstrated ability to manage projects and workloads with competing and changing priorities
- motivated individuals - who are team orientated, have energy and determination to succeed, show initiative, exercise judgement and are able to set and achieve objectives
- engaged – be able to support and engage, be flexible and agile to meet immediate needs and future challenges
- well informed - sufficient knowledge of the Australian higher education research sector or have the ability to acquire the required knowledge.

## Our Ideal Candidate

You have highly developed 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 and people manager 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.

**For further information about our Agency and what we offer, please refer to the [ARC Website](http://www.arc.gov.au)**