



Australian Government

Department of Industry, Science and Resources

Salary

\$ 91444 to \$ 99167

Opportunity Type

Full-Time

Opportunity Status

Ongoing;Non-Ongoing

Opportunity Employment Type

Specified Term

Opportunity Employment Type Details

Non-ongoing roles may be offered for an initial period up to 18 months with the possibility of extension

APS Classification

APS Level 6

Closing Date

14/08/2023

Job Category

Evaluation, Audit

Office Arrangement

Flexible

Department of Industry, Science and Resources (DISR)

Multiple Opportunities - Senior Titles Officers

Melbourne VIC,Perth WA

About the department

The department plays a key role in the Australian Government's agenda to create jobs and build a stronger, more resilient and competitive economy. Our work builds on Australia's existing strengths, supports businesses to grow, and drives new opportunities for long-term productivity growth and prosperity. The success of the department helps Australia recover from the economic consequences of COVID19 and adapt to its ongoing effects. Through our work, we support the government's economic recovery plan and help to deliver a better future for all Australians.

About the National Offshore Petroleum Titles Administrator

Under the Offshore Petroleum and Greenhouse Gas and Storage Act (OPGGGS Act), the National Offshore Petroleum Titles Administrator (NOPTA) administers titles and data management for offshore petroleum and greenhouse gas (GHG) storage titles in Australian Commonwealth waters.

At NOPTA we value innovation and encourage creativity. We strive for continuous improvement and have a unique and supportive environment where communication, collaboration and respect are at the forefront of everything we do. Join our team at NOPTA and experience a range of positive and inclusive benefits, such as:

- A values-based culture
- Strong support for diversity and inclusion
- Generous and flexible leave provisions
- Opportunities to develop and diversify your skills
- Role autonomy
- Individual and team-based work with a focus on outcomes

About the team

The work of the GHG and Petroleum Development Titles teams has a strong regulatory and legislative basis, requiring team members to interpret legislation relating to petroleum and GHG storage, and apply it in conducting day-to-day administrative activities and

assessing applications. Titles related applications are technical in nature and team members work closely with technical experts within NOPTA to draft assessment reports in plain English for non-technical readers.

The Titles teams in NOPTA have four core functions:

1. Undertake assessment of offshore petroleum and greenhouse gas storage titles (titles) applications, in accordance with the OPGGS Act and associated regulations and guidelines.
2. Maintain an accurate and up to date register of titles utilising the National Electronic Approvals Tracking System.
3. Act as the point of contact between industry and government on offshore petroleum and greenhouse gas storage titles applications.
4. Provide guidance to industry on matters pertaining to compliance with the offshore petroleum regulatory framework.

GHG titles provide rights to titleholders to explore and develop GHG storage formations and injection sites suitable for storing GHG substances The GHG storage process involves:

- capturing carbon dioxide (or other greenhouse gases) from industrial processes
- condensing the carbon dioxide into a liquid form for transportation
- transporting the liquid carbon dioxide to a suitable location
- injecting and permanently storing the liquid carbon dioxide in an underground geological formation, where the liquid is trapped within the geological formation.

Our ideal candidate

We are seeking high performing candidates who are looking for a challenging and rewarding opportunity to fill APS6 positions in our GHG and Petroleum Development Titles teams. The positions will be based in the Perth or Melbourne Office, with remote engagements from alternative locations within Australia considered.

Our ideal candidates are enthusiastic, and willing to step-up to the challenge of being part of an innovative organisation. They will have skills and experience in line with the APSC [Work level standards](#) for an APS Level 6 position, and be able to demonstrate the following:

- Experience assessing applications against legislation and policy criteria, and in accordance with procedures, to form recommendations for decision makers.
- Experience interpreting and applying legislation, policy, procedures and guidelines in an administrative or regulatory context.
- Experience writing assessment reports in plain English for non-technical audiences.
- Effective stakeholder engagement skills.
- The ability to solve complex problems and provide clear and accurate advice.
- The ability to initiate and implement continuous improvement using sound judgement.
- The ability to work constructively under limited direction.
- A history of successfully managing and coordinating projects or project activities.

Successful candidates will hold tertiary qualifications in a relevant discipline or have the ability to demonstrate commensurate experience.

Our department has a commitment to inclusion and diversity, with an ambition of being the best possible place to work. This reflects the importance we place on our people and on creating a workplace culture where each and every one of us is valued and respected for our contribution. Our ideal candidate adds to this culture and our workplace in their own way.

The key duties of the position include:

You will support the relevant team manager to ensure NOPTA meets their legislative and corporate obligations in relation to offshore petroleum development and greenhouse gas storage titles administration, including but not limited to the following key responsibilities:

- Process and assess complex titles applications against legislation and policy criteria in accordance with legislative requirements and procedures.
- Implement application outcome decisions in a timely manner and in accordance with legislative requirements and procedures.
- Maintain the registers of offshore petroleum and greenhouse gas storage titles.
- Identify and implement continuous improvement of day-to-day operations and manage continuous improvement projects.
- Attend stakeholder meetings and conferences, including preparation of briefs and taking minutes.
- Assist with the supervision, mentoring and training of team members.
- Respond to enquiries from individuals and external agencies, based on agreed policy, legislation and procedures.

- Collaborate with other government agencies and regulators.

Eligibility

To be eligible for employment in the APS and the department, candidates must be Australian Citizens.

Positions require a Baseline security clearance and successful candidates will be required to obtain and maintain a clearance at this level.

Notes

The current vacancies are ongoing positions.

A merit pool may be established and used to fill future vacancies within 18 months from the date the vacancy was first advertised in the Gazette.

This vacancy is based in either our Perth or Melbourne office, although flexible or remote work arrangements may be considered. Please reach out to the contact officer to discuss this further.

For further information about this job, please click on **Apply Now** to visit the department's Current Vacancies page.

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. For more information visit: <https://www.apsc.gov.au/recruitability>. This initiative/program is only applicable where the successful applicant will be employed under the Public Service Act 1999. Similar conditions may apply when employed under other Acts. For clarification please contact the advertising agency.

Contact Officer

Jagath Munasinghe

Contact Phone

03 8199 0322

Agency Employment Act

PS Act 1999

Website

[Department of Industry, Science and Resources \(DISR\)](#)

Position Number

513608

Vacancy Number

VN-0727573

Getting to know the Department of Industry, Science and Resources (DISR)

The department's Enterprise Agreement and policies provide for a flexible working environment to assist staff balance their work and home life. Staff and managers work together to balance the operating needs of the department with the needs of the individual. Options may include full time/part time working arrangements, working from home or other arrangements.

Our employees say they recommend our department as a good place to work. Our workplace is one that encourages and supports all employees to have a sense of belonging and a culture that allows them to bring their authentic selves to work every day.

Our reconciliation vision supports a workforce with opportunities and career pathways for Aboriginal and Torres Strait Islander peoples. The vision allows them to feel empowered and helps to ensure that the department and broader community can benefit from the knowledge and experience of Australia's First Peoples.

We encourage applications from people of all ages, abilities, nationalities and backgrounds including Aboriginal and/or Torres Strait Islander people, mature age, culturally and linguistically diverse people, people of the LGBTIQ+ community and people with disability.

The department wants to give candidates the opportunity to demonstrate their full potential during a recruitment process. We encourage candidates who require any adjustments or support as part of the recruitment process to reach out and discuss them with the job's contact officer. Candidates are also welcome to contact our Inclusion team at inclusion@industry.gov.au for a confidential discussion if you identify from any of these diverse backgrounds and would like to discuss how we can support you.

[Learn More](#)