



Australian Government

Salary

\$ 83213 to \$ 88865

Opportunity Type

Full-Time;Part-Time

Opportunity Status

Ongoing;Non-Ongoing

Opportunity Employment Type

Specified Term

APS Classification

APS Level 5

Closing Date

16/11/2023

Job Category

Policy

Department of Social Services

APS 5 -Redress Officer

📍 Batemans Bay NSW

A Redress Officer is responsible for managing aspects of the end-to-end process for applications under the National Redress Scheme. A Redress Officer working at the APS 5 level would generally be required to undertake work that is moderately complex in nature and operate under limited direction. You will have exposure to sensitive material and may have exposure to difficult issues that could require liaising with a range of internal stakeholders.

Additional information regarding positions within Redress Group

Staff within Redress may have direct or indirect contact with details of child sexual abuse in applications or over the phone. Candidates should consider their capacity to manage the risks associated with working with this content on a day-to-day basis.

As part of working on the Scheme, you will be required to declare any conflicts of interest in relation to the Scheme, upon commencement and then regular reviews while working on the Scheme.

The Group is committed to the wellbeing of staff. Due to the sensitive nature of the content, a dedicated wellbeing program is available to all staff. Participation in training and wellbeing programs may be compulsory for some roles.

The key duties of the position include:

- apply the *National Redress Scheme for Institutional Child Sexual Abuse Act 2018*, and relevant policies, procedures and guidelines to prepare documentation
- conduct detailed research and analysis to correctly associate participating institution/s and identify non participating institutions
- prepare complex request for information packages
- collect and validate information from participating institutions
- keep accurate and comprehensive records (including report writing, case notes, and official records)
- work independently, with high attention to detail, to meet individual and team targets
- maintain knowledge of the scheme processes and contribute to continuous development
- develop and maintain stakeholder relationships.

Eligibility

To be eligible for employment with Department of Social Services (the department), you must be an Australian citizen. An applicant's suitability for employment with the Department will be assessed

through a pre-employment screening process. This will include an identity and criminal history background check.

Eligibility to obtain an Australian Government Security Clearance:
The suitable applicant must also obtain and maintain a security clearance conducted by the Australian Government Security Vetting Agency (AGSVA).

Notes

Applicants also must be able to establish their background as checkable to be considered eligible for a security clearance. Any gaps or periods of time spent overseas for 12 or more months (cumulative) that cannot be verified by an Australian referee is deemed uncheckable, rendering the applicant ineligible for a security clearance. Background history must cover 5 / 10 years (Baseline / Negative Vet 1 or Negative Vet 2) of employment, education, residential, criminal history and anything else specified by the AGSVA. The suitable applicant must be willing to disclose all relevant and required information to fulfil this process.

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

Briony Penrose

Contact Phone

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Agency Employment Act

PS Act 1999

Website

[Department of Social Services](#)

Position Number

EXT-2023-1084

Vacancy Number

VN-0731928

Getting to know the Department of Social Services

The Department of Social Services (DSS) develops policies and delivers programs that support the lifetime wellbeing of Australians and their families. Our vision is to achieve the best health, wellbeing and safety of all Australians. Our people are critical in delivering the key priorities of DSS. We are seeking candidates that reflect our cultural values of curious, contestability, courage and collaboration.

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