



Australian Government

Department of Education

Salary

\$ 79036 to \$ 84525

Opportunity Type

Full-Time;Part-Time

Opportunity Status

Ongoing;Non-Ongoing

Opportunity Employment Type

Specified Term

APS Classification

APS Level 4

Closing Date

11/09/2024

Job Category

Policy,
Programme Management

Department of Education

Policy and Program Officers (APS4)

📍 Adelaide SA, Brisbane QLD, Canberra ACT, Darwin NT, Hobart TAS, Melbourne VIC, Perth WA, Sydney NSW

Joining the Early Learning Programs and Youth Division at the Department of Education is an opportunity to work in a dynamic priority area of Government, ensuring quality early childhood education and care (ECEC), and leading national policy reform alongside State and Territory Governments.

As a Policy or Program Officer (APS4), you will be part of a forward-thinking team doing meaningful and interesting policy development and program delivery work.

The key duties of the position include:

In this role, you will be responsible for the following:

- Performing research and analysis activities, and reporting on findings.
- Preparing draft policy documentation for review by senior staff.
- Building rapport with key stakeholders and maintaining relationships.
- Drafting replies to straightforward policy queries.
- Contributing new ideas to the work area including the identification of opportunities to improve the efficiency of business processes.
- Identifying issues and contributing to the resolution of issues and problems.

Eligibility

Employment at the Department of Education is subject to conditions prescribed within the Public Service Act 1999 including:

- **Citizenship:** Under section 22(8) of the Public Service Act 1999, employees must be Australian citizens to be employed in the APS unless the Agency delegate has agreed, in writing.
- **Security Clearance:** This is a designated security assessed position. The successful candidate will have the ability to obtain and maintain the required security clearance.

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

Lil Malauulu

Contact Phone

(02) 6121 5188

Agency Employment Act

PS Act 1999

Website

[Department of Education](#)

Position Number

24/1432

Vacancy Number

VN-0747512

Getting to know the Department of Education

The Department of Education contributes to Australia's economic prosperity and social wellbeing by creating opportunities and driving better outcomes through access to quality education and learning.

A strong early childhood education system built around early learning and child care gives children the best start in life—supporting them to build social and behavioural skills to help prepare them to transition to school.

For parents and carers, affordable child care enables them to participate in the workforce, pursue further education or other opportunities to contribute to their community — bolstering the social wellbeing and economic prosperity of the nation.

As children continue their journey through school, access to quality education creates the foundation for a bright future – it opens a world of possibilities and equips children and young people with the skills, knowledge, and career advice to prepare them for further work or study to fulfil their dreams.

An affordable, and accessible higher education sector allows Australians and international students to pursue their passion in life or reskill for the jobs of the future. A strong higher education and research sector in step with national priority areas provides people with an opportunity to choose a career path that addresses skill shortages or the challenges of the future including, clean energy, advanced manufacturing, health, and education.

Through education and learning, we change lives, create opportunities, and support Australia's economic success and social wellbeing.

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