



## Job Description

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Title:	Assistant Director
Classification:	Executive Level 1
Security Clearance:	Baseline
Location:	Canberra

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## Agency Overview

The Commonwealth Grants Commission (CGC) provides advice to the Australian Government on the distribution of GST revenue among the states and territories. We are a small independent agency operating under the *Commonwealth Grants Commission Act 1973*. Our work supports a key part of Australia's federal financial relations.

The CGC consists of:

- a Commission comprising a part-time Chairperson 3 part-time Members, appointed by the Governor-General
- around 35 CGC staff, who provide support and advice to the Commission.

Our workplace is small and friendly, and our modern office is located in Canberra city. We are committed to flexible work practices, including the option to work remotely for some of the work week. We have predictable workflows that support a healthy work-life balance. We are committed to developing staff and will support you to deepen and broaden your skills.

## Job Context

As an Assistant Director, you will use your skills and experience (for example, in economic or statistical analysis) to research state and territory fiscal policies to inform the Commission's assessments of state fiscal capacities. You will use your leadership skills to support directors to manage projects and meet team objectives. You will harness your strong interpersonal and communication skills to build productive relationships and explain complex issues clearly. Depending on your particular skill set, the role may focus more on undertaking detailed data collection and analysis or using your strong writing skills to communicate the Commission's work.

## Job Purpose

Under limited direction, you will be required to:

1. Undertake complex research and analysis of the underlying influences on state spending and revenue raising.
2. Identify, collect and analyse data to quantify differences between states in service delivery costs and revenue raising capacities.
3. Write reports for the Commission and external stakeholders, including state treasuries.
4. Engage with Commonwealth, state and territory government agencies and data providers.
5. Maintain positive relationships with internal and external stakeholders and collaborate with senior management to implement agency priorities.

6. Manage the work performance and development of junior team members.
7. Other duties as directed.

## **Selection Criteria**

The CGC will consider applications based on the Australian Public Service Integrated Leadership System (ILS), your ability to perform the duties of the position at the level required, and your potential contribution to the CGC. The successful candidate will have an interest in Commonwealth-state financial relations.

You will be required to complete a CGC application coversheet, including contact details for 2 referees (one must be your current supervisor), and provide a copy of your resume and a pitch of no more than 800 words setting out why you are an outstanding candidate for this role.

Your pitch should include relevant achievements, highlighting the behaviours that have contributed to your success. It should also show us: how you meet ILS criteria at the EL1 level; your capability to perform the duties of this position; and how you would contribute to the culture and performance of the CGC.

## **Additional Information**

This is a Designated Security Assessed Position (DSAP) at Baseline. The successful applicant must be an Australian Citizen capable of obtaining and maintaining a security clearance at this level. A loss of security clearance may result in termination of employment.

## **Qualifications/Experience**

Tertiary qualifications in economics, statistics, data science, social science or a related field and/or equivalent work experience (highly desirable)

Microsoft Office suite – Word, Excel, PowerPoint, Teams etc. (highly desirable)