



# Job Description

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Title:	Corporate Services Officer
Classification:	APS6
Security Clearance:	Baseline
Location:	Canberra

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## Overview

The Commonwealth Grants Commission (CGC) provides advice to the Australian Government on the distribution of GST revenue to state and territory governments. We are a small independent agency operating under the Commonwealth Grants Commission Act 1973.

The CGC consists of:

- a Commission, which makes decisions about how to measure states' relative fiscal capacities according to the principle of horizontal fiscal equalisation and
- CGC staff, who provide support and advice to the Commission through rigorous research and analysis.

Our workplace is small and friendly, with predictable workflows that support a healthy work-life balance. The CGC's work is a key plank of Australia's federal financial relations, with a direct impact on Australians' wellbeing.

## Job Context

The Corporate Services Officer plays a key enabling role in support of Human Resources (HR), Information Communications and Technology (ICT), Finance and Executive Support functions (including property, legal, risk and security) and delivery of associated activities and outcomes.

The CGC is looking for a motivated, collaborative and organised individual with emotional intelligence, well developed interpersonal skills, and a proven ability to build positive relationships across all levels, both internally and externally. You will have experience working in a corporate and/or executive support environment, with an understanding of the challenges and opportunities in a small independent agency.

## Job Purpose

This position will require you to:

1. Undertake a broad range of Corporate Services functions (HR, ICT, Finance and Executive Support), including administrative and logistics support, secretariat, coordination, travel, records management, office resource management
2. Assist with the development and implementation of best practice Corporate Services policies and services
3. Lead and manage projects (as required)
4. Establish, manage and maintain positive internal and external relationships and
5. Contribute to CGC strategy and culture.

## **Selection Criteria**

The CGC will consider applications based on the [Australian Public Service Integrated Leadership System \(ILS\)](#), your ability to perform the duties of a particular position at the level required, and your potential contribution to the Corporate Services team and more broadly the CGC. An understanding of contemporary public sector corporate services practices and requirements is preferred.

You'll be required to complete a CGC application coversheet, including contact details for two referees (one must be your current manager/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 APS6 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 at Baseline level. The successful applicant must be an Australian citizen capable of obtaining and maintaining a security clearance at this level.

## **Qualifications/Experience**

Tertiary or VET qualifications in HR/ICT/Finance/Business or related field and/or equivalent work experience (highly desirable).

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

Microsoft Teams (desirable).