



# Position Profile

<b>Classification</b>	Executive Level 2
<b>Position Title</b>	Manager
<b>Reference Number</b>	1006EE
<b>Division</b>	Energy and Environment Division
<b>Location</b>	Canberra, ACT
<b>Security Level</b>	Top Secret

**After reading the selection documentation, should you require more information about this position, please call:**

**Contact Officer:** Josh Cosgrave on (02) 6276 1107 or via email: [josh.cosgrave@ret.gov.au](mailto:josh.cosgrave@ret.gov.au)

## **About the Department**

The Department is the key advisor to Government on policy options for Australia's resources, energy and tourism industries. We liaise closely with the private sector, including major corporations and business associations.

## **About the Division**

For more information about the Division, visit our website at [www.ret.gov.au](http://www.ret.gov.au)

Energy and Environment Division undertakes research and provides policy advice on energy market reform, climate change response (particularly technology transfer), energy security, industrial energy efficiency, international energy matters, renewable energy technology and environment issues that impact portfolio industries. Policy settings for each of these elements have economy-wide consequences.

## **About RET's Values**

The Department is committed to recruiting and retaining our staff by offering challenging and interesting work, competitive terms and conditions of employment and by appreciating and rewarding achievements.

The way we work with each other, and with our stakeholders and customers, is a reflection of our values as a Department and as representatives of the Commonwealth Public Service.

We strive to behave with the highest possible ethics and are committed to the APS Values and Code of Conduct. In particular our staff demonstrate the following values:

- commitment to excellence
- learning from all we have done and applying it to what we will do
- equilibrium between our professional and personal lives
- achievement of our personal and business goals
- resilience as we embrace change

## About the Position

The Manager of the International Energy Security Section will direct a team that develops policies and provides strategic advice on Australia's international energy security interests.

## Main Functions

Under broad direction and within the standards for position at this level, the Section Manager is responsible for:

- managing a team, including recruitment and supervision of staff; budget management; procurement and contract management and project management, to deliver policy analysis and advice and/or a program in relation to the International Energy Security Section;
- high level negotiation and liaison with other Departmental areas, other State and Commonwealth government agencies and/or external, international and foreign government authorities;
- providing expert advice on the implications of policy proposals including any strategies, procedures, or technical concerns;
- project managing key priorities and work streams where required; and
- representing the Department and/or Minister as necessary.

## Selection Criteria

1. Shapes strategic thinking
2. Achieves results
3. Cultivates productive working relationships
4. Exemplifies personal drive and integrity
5. Communicates with influence
6. Willingness to undertake overseas travel
7. Knowledge and/or experience in energy markets is highly desirable

**Closing Date:** 5:00pm AEST on Thursday, 11 March 2010

### How to Apply (Note for Applicant)

Send a concise application that tells why you are the best person for the position. We are particularly interested in how your past experiences and achievements demonstrate what you bring to the job.

Applicants are advised to address all the Selection Criteria by reference to how their skills and experience are relevant to the job description.

Selection may be based on applications and referee reports and interviews may not be conducted.

Please ensure that you complete the Application Cover Sheet.

RET employees must maintain a current and valid security clearance at the level required for the position they occupy. Failure to do so may result in termination of employment. Applicants must also be Australian Citizens.

Conditions of employment are provided in the Department's Collective Agreement. For further job details and 'How to Apply', go to [www.ret.gov.au/Department/Working with Us/vacancies/Pages/vacancies.aspx](http://www.ret.gov.au/Department/Working%20with%20Us/vacancies/Pages/vacancies.aspx) or liaise with the Contact Officer directly.

Applications will not be acknowledged. Your application can be emailed to [recruitment@ret.gov.au](mailto:recruitment@ret.gov.au) or posted to:

Recruitment Officer  
Dept of Resources, Energy and Tourism  
GPO Box 1564  
CANBERRA ACT 2601