



Position Profile

Classification	Executive Level 1
Position Title	Policy Officer
Reference Number	1008TD
Division	Tourism Division
Location	Canberra, ACT
Security Level	Protected

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

Contact Officer: Nicholas Dowie on (02) 6243 7166 or via email: nicholas.dowie@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

Tourism contributes significantly to the Australian economy and plays a key part in the development of regional and rural areas. Tourism Division develops and implements Australian Government policy relating to the tourism sector and contributes to the development of a stronger, sustainable and internationally competitive Australian tourism industry. The Division works closely with industry stakeholders and Australian and State/Territory government partners to remove impediments to Australian Tourism reaching its full potential.

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 Tourism Division within the Department of Resources, Energy and Tourism develops and implements Australian Government policy relating to the tourism sector and contributes to the development of a stronger, sustainable and internationally competitive Australian tourism industry. The successful applicants will undertake a range of tasks including contributing to the development and implementation of policy, project management, coordination within the Division and externally, and managing staff as needed.

Main Functions

The successful applicants will undertake a varied and challenging workload managing tourism related projects and/or addressing the impacts on tourism of a range of issues. This may involve research, analysis and policy advice, liaison with industry representatives and organisations, and the preparation of Ministerial briefs and correspondence.

The main functions of the role include:

- contributing to policy development, implementation and review;
- managing and administering projects;
- liaising with and supporting working relationships with the tourism industry and other government organisations;
- preparing briefing material, submissions, presentations, and responses to Ministerial correspondence; and
- coordinating and supporting secretarial and other internal processes.

Selection Criteria

1. Shapes strategic direction
2. Achieves results
3. Cultivates productive working relationships
4. Exemplifies personal drive and integrity
5. Communicates with influence

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 or posted to:

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