

TYPE OF WORK Describe your agency's core work (free text) (mandatory)	TYPE OF WORK Relevant job family (One job family per row. Multiple rows can be added for the same job family) (mandatory)	TYPE OF WORK Main job function if known (non-mandatory)
APS-wide: Developing cabinet submissions once they are in a Cabinet classified environment, and drafting cabinet submission recommendations at any stage of policy development	Policy	Policy design
APS-wide: Drafting legislation and regulation	Legal and parliamentary	Legislation
APS-wide: Leading policy formulation	Policy	Policy design
APS-wide: Roles on the agency's executive team	Senior Executive	Strategic leadership
APS-wide: Undertaking procurement and managing contracts	Accounting and Finance	Procurement and contracting
APS-wide: Standard cost benefit analysis (excluding major capital, infrastructure, complex IT and secure assets such as defence)	Accounting and Finance	Budget, costs and financial analysis
APS-wide: Delivering programs	Service delivery	Program delivery
APS-wide: Managing grants	Service delivery	Program delivery
Managing the stakeholder relationships and engagement to enable implementation of the Government's economic and fiscal agenda.	Communications and Marketing	Public relations and stakeholder
Administering regulatory frameworks, standards and functions. Managing, monitoring and assessing compliance, and decision making in line with regulation frameworks, standards and appropriate legislation.	Compliance and Regulation	Regulation / compliance
Undertaking economic modelling, analysis and forecasting. Analysing datasets and monitoring economic indicators, researching and conducting trend analysis, designing and applying statistical and mathematical principles and techniques, and/or predicting	Data and research	Numerical analysis
Planning, organising, directing, controlling and coordinating research and development activities, and gathering and analysing data in a systemic way, researching topics and theories.	Data and research	Data and research
Designing, organising, participating in and carrying out research and testing with users of government services or products, developing a deep understanding of the users and their experiences with services/products to inform policy, program and service design,	Data and research	Research
Providing expertise and advice on law, law design and delivery, and legislative frameworks to inform effective policy development and implementation.	Legal and parliamentary	Legislation
Undertaking support activities to facilitate the delivery of legislative program.	Legal and parliamentary	Legal coordinator
Providing economic policy advice, underpinned by analysis, contextual awareness and stakeholder consultation. Performing economic research and analysis. Developing and analysing policies guiding the design, implementation and modification of government	Policy	Policy design
Delivering economic and reform programs through planning and undertaking the management, coordination or administration of a specific programs of work, including liaison with key stakeholders.	Portfolio Program and Project	Program
Conducting, facilitating and translating research that informs policy and initiatives, to ensure they are underpinned by evidence, and are rigorously evaluated.	Portfolio Program and Project	Evaluation
Driving technical policy and product design development from a user experience, user interface, and usability standpoint. Providing direction and recommendations on design and development execution of product/service.	Portfolio Program and Project	Design
Undertaking and administering accounting, finance and budget management services for the department.	Accounting and Finance	
Performing liaison, administration, coordination and organisational tasks in support of Senior Executives.	Administration	Executive support
Providing and administering property and facilities services for the department.	Administration	Facilities and property
Undertaking and administering communications and public relations services for the department including creative design, event management, digital media, digital delivery, media production and speech writing.	Communications and Marketing	
Undertaking and administering human resources and payroll services for the department.	Human Resources	
Undertaking and administering Information Technology services and digital solutions and communications services for the department.	ICT and digital solutions	
Undertaking and administering information management and governance services for the department.	Information and knowledge	
Undertaking and administering security management and cyber security services for the department.	Intelligence	Security
Undertaking, coordinating and administering Ministerial/Cabinet and Parliamentary support and liaison services for the department.	Legal and parliamentary	Ministerial / cabinet and parliamentary
Undertaking and administering risk management, fraud prevention, and assurance services for the department.	Monitoring and audit	Risk
Providing and supporting organisational governance administration, corporate planning and performance reporting services for the department and manages portfolio appointment and governance.	Policy	Governance

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