

THE AUSTRALIAN PUBLIC SERVICE STRATEGIC COMMISSIONING FRAMEWORK REPORTING WORKBOOK

INSTRUCTIONS	MANDATORY
CLEARANCE REQUIRED	
Cleared by the Chief Operating Officer	YES
Date Cleared	25/06/2024
DEFINING CORE WORK	
RELEVANT JOB FAMILY <i>[One job family per row. Multiple rows can be added for the same job family]</i>	RELEVANT JOB FUNCTION <i>[Optional]</i>
Accounting and Finance	Accounting
Accounting and Finance	Budget, costs and financial analysis
Accounting and Finance	Procurement and contracting
Administration	Executive support
Administration	Facilities and property
Administration	General administrative support
Administration	Operational support

DEFINING CORE WORK

RELEVANT JOB FAMILY <i>[One job family per row. Multiple rows can be added for the same job family]</i>	RELEVANT JOB FUNCTION <i>[Optional]</i>
<i>Communications and Marketing</i>	<i>Creative design</i>
<i>Communications and Marketing</i>	<i>Creative design</i>
<i>Communications and Marketing</i>	<i>Marketing</i>
<i>Communications and Marketing</i>	<i>Multimedia</i>
<i>Communications and Marketing</i>	<i>Multimedia</i>
<i>Communications and Marketing</i>	<i>Public relations and stakeholder management</i>
<i>Communications and Marketing</i>	<i>Public relations and stakeholder management</i>
<i>Communications and Marketing</i>	<i>Writing and editing</i>
<i>Compliance and Regulation</i>	<i>Investigation</i>

DEFINING CORE WORK

RELEVANT JOB FAMILY <i>[One job family per row. Multiple rows can be added for the same job family]</i>	RELEVANT JOB FUNCTION <i>[Optional]</i>
<i>Compliance and Regulation</i>	<i>Investigation</i>
<i>Compliance and Regulation</i>	<i>Regulation / compliance</i>
<i>Compliance and Regulation</i>	<i>Regulation / compliance</i>
<i>Compliance and Regulation</i>	<i>Regulation / compliance</i>
<i>Compliance and Regulation</i>	<i>Regulation / compliance</i>
<i>Data and research</i>	<i>Data and research</i>
<i>Data and research</i>	<i>Data and research</i>
<i>Data and research</i>	<i>Numerical analysis</i>
<i>Data and research</i>	<i>Research</i>

DEFINING CORE WORK

RELEVANT JOB FAMILY <i>[One job family per row. Multiple rows can be added for the same job family]</i>	RELEVANT JOB FUNCTION <i>[Optional]</i>
Human Resources	Human resources operational
Human Resources	Human resources strategic
Human Resources	Work health and safety
Human Resources	Work health and safety
ICT and digital solutions	Service delivery
ICT and digital solutions	Service support
ICT and digital solutions	Service support
ICT and digital solutions	Solutions development
ICT and digital solutions	Solutions development

DEFINING CORE WORK

RELEVANT JOB FAMILY <i>[One job family per row. Multiple rows can be added for the same job family]</i>	RELEVANT JOB FUNCTION <i>[Optional]</i>
<i>ICT and digital solutions</i>	<i>Solutions development</i>
<i>ICT and digital solutions</i>	<i>Solutions implementation</i>
<i>Information and knowledge management</i>	<i>Information governance and knowledge</i>
<i>Intelligence</i>	<i>Security</i>
<i>Legal and parliamentary</i>	<i>Lawyer / legal advisor</i>
<i>Legal and parliamentary</i>	<i>Lawyer / legal advisor</i>
<i>Legal and parliamentary</i>	<i>Lawyer / legal advisor</i>
<i>Legal and parliamentary</i>	<i>Legislation</i>
<i>Legal and parliamentary</i>	<i>Ministerial / cabinet and parliamentary liaison</i>

DEFINING CORE WORK

RELEVANT JOB FAMILY <i>[One job family per row. Multiple rows can be added for the same job family]</i>	RELEVANT JOB FUNCTION <i>[Optional]</i>
<i>Monitoring and audit</i>	<i>Audit</i>
<i>Monitoring and audit</i>	<i>Risk</i>
<i>Policy</i>	<i>Governance</i>
<i>Policy</i>	<i>Governance</i>
<i>Policy</i>	<i>Policy design</i>
<i>Policy</i>	<i>Policy design</i>
<i>Policy</i>	<i>Policy design</i>
<i>Policy</i>	<i>Policy design</i>
<i>Portfolio Program and Project Management</i>	<i>Design</i>

DEFINING CORE WORK

RELEVANT JOB FAMILY <i>[One job family per row. Multiple rows can be added for the same job family]</i>	RELEVANT JOB FUNCTION <i>[Optional]</i>
<i>Portfolio Program and Project Management</i>	<i>Design</i>
<i>Portfolio Program and Project Management</i>	<i>Evaluation</i>
<i>Portfolio Program and Project Management</i>	<i>Evaluation</i>
<i>Portfolio Program and Project Management</i>	<i>Evaluation</i>
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<i>Portfolio Program and Project Management</i>	<i>Evaluation</i>
<i>Portfolio Program and Project Management</i>	<i>Evaluation</i>

DEFINING CORE WORK

RELEVANT JOB FAMILY <i>[One job family per row. Multiple rows can be added for the same job family]</i>	RELEVANT JOB FUNCTION <i>[Optional]</i>
<i>Portfolio Program and Project Management</i>	<i>Program</i>
<i>Portfolio Program and Project Management</i>	<i>Program</i>
<i>Portfolio Program and Project Management</i>	<i>Project</i>
<i>Portfolio Program and Project Management</i>	<i>Project</i>
<i>Portfolio Program and Project Management</i>	<i>Project</i>
<i>Senior Executive</i>	<i>Chief executive / statutory office holder</i>
<i>Senior Executive</i>	<i>Strategic leadership</i>
<i>Service delivery</i>	<i>Customer advice and support</i>
<i>Service delivery</i>	<i>Program delivery</i>

DEFINING CORE WORK

RELEVANT JOB FAMILY <i>[One job family per row. Multiple rows can be added for the same job family]</i>	RELEVANT JOB FUNCTION <i>[Optional]</i>
<i>Service delivery</i>	<i>Training</i>
<i>Service delivery</i>	

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)
<i>APS-wide: Developing cabinet submissions once they are in a Cabinet classified environment, and drafting cabinet submission recommendations at any stage of policy development</i>	<i>Policy</i>	<i>Policy design</i>
<i>APS-wide: Drafting legislation and regulation</i>	<i>Legal and parliamentary</i>	<i>Legislation</i>
<i>APS-wide: Leading policy formulation</i>	<i>Policy</i>	<i>Policy design</i>
<i>APS-wide: Roles on the agency's executive team</i>	<i>Senior Executive</i>	<i>Strategic leadership</i>
<i>APS-wide: Undertaking procurement and managing contracts</i>	<i>Accounting and Finance</i>	<i>Procurement and contracting</i>
<i>APS-wide: Standard cost benefit analysis (excluding major capital, infrastructure, complex IT and secure assets such as defence)</i>	<i>Accounting and Finance</i>	<i>Budget, costs and financial analysis</i>
<i>APS-wide: Delivering programs</i>	<i>Service delivery</i>	<i>Program delivery</i>
<i>APS-wide: Managing grants</i>	<i>Service delivery</i>	<i>Program delivery</i>
Financial Statements	Accounting and Finance	Accounting
Internal and External budget management; management reporting	Accounting and Finance	Budget, costs and financial analysis
Provides expert advice, guidance and support to staff about procurement activities and systems. This includes setting internal policies and processes, reviewing procurement documentation and contractual arrangements or associated variations to help ensure compliance with the procurement framework.	Accounting and Finance	Procurement and contracting
Supporting the Exec, managing workflow and information sharing; includes EA's	Administration	Executive support
Management of commercial properties, remote offices and staff housing. This includes: managing the WoAG Property Services Provider; lease management; MOU management; end to end internal project management of office fits or housing refurbishments / upgrades, and accommodation management.	Administration	Facilities and property
Secretariat, policy administration, taskforce support	Administration	General administrative support
Corporate help desk support; Grants Management; business support; reporting; corporate planning and annual reporting	Administration	Operational support
Web publishing and design; stakeholder management associated with design jobs.	Communications and Marketing	Creative design
Graphic design	Communications and Marketing	Creative design
Strategic communication for policy and program.	Communications and Marketing	Marketing
Multimedia Production	Communications and Marketing	Multimedia
Filming, photography, post-production editing.	Communications and Marketing	Multimedia
Media Management: Speechwriting, media monitoring, relationship management.	Communications and Marketing	Public relations and stakeholder management
Tailored stakeholder consultations	Communications and Marketing	Public relations and stakeholder management
Web content creation and publication; Maintain internal and external websites following internal policy guidelines and web accessibility guidelines; editing corporate documents; strategic and internal communications	Communications and Marketing	Writing and editing
Advice for staff, appropriate referral and integrity reporting for the Executive. Undertaking investigations and preparing prosecution briefs	Compliance and Regulation	Investigation
Fraud investigations	Compliance and Regulation	Investigation
Oversight of framework and reporting; financial governance; centralised briefing; GOG compliance with PGPA Act and CGRGs; Guidance and advice to ensure staff maintain the integrity of both the NIAA and the IAS Grant processes; reviews of the of the IAS across the grant lifecycle; undertaking reviews of employment payments with the aim of strengthening grant management controls; management of whole township leasing in line with statutory obligations	Compliance and Regulation	Regulation / compliance
Drafting key documents on fraud control	Compliance and Regulation	Regulation / compliance
Compliance case management	Compliance and Regulation	Regulation / compliance

Conducting examinations and special administrations	Compliance and Regulation	<i>Regulation / compliance</i>
Data to support the implementation of the CAP, time limited taskforce; workforce data analysts; collation, custody and management of CDP and other program data; analysis of grants front door; geospatial analysis; monitoring and data governance; general analysts	Data and research	<i>Data and research</i>
Analysis of risk data and acquittals data	Data and research	<i>Data and research</i>
Data collection, research and analysis to inform policy, program and service improvement.	Data and research	<i>Numerical analysis</i>
Data collection, research and analysis to inform policy, program and service design, delivery and improvement. Includes impact analysis and supporting research	Data and research	<i>Research</i>
HR advisers (Recruitment, L&D, Inclusion/Diversity, conditions, HR strategy, EA)	Human Resources	<i>Human resources operational</i>
HR Business Partners and HR Managers (e.g., recruitment, L&D, diversity, conditions, code of conduct investigations, strategies)	Human Resources	<i>Human resources strategic</i>
Case management and early intervention support for internal staff	Human Resources	<i>Work health and safety</i>
Providing expert WHS advice to the Agency. This includes designing, facilitating, promoting and embedding safe systems of work and healthy workplaces, through consultation and risk management.	Human Resources	<i>Work health and safety</i>
Business owner of relevant systems to support grants policies	ICT and digital solutions	<i>Service delivery</i>
Help with CRM, Fusion	ICT and digital solutions	<i>Service support</i>
Providing system support to internal and external users.	ICT and digital solutions	<i>Service support</i>
Reform of CDP requires ICT Builds and working across DEWR, SA	ICT and digital solutions	<i>Solutions development</i>
Development of CRM, Fusion, SharePoint, Data Lake and Qlik. Development of One Network implementation approach	ICT and digital solutions	<i>Solutions development</i>
Developing Power BI reports	ICT and digital solutions	<i>Solutions development</i>
Implementation of CRM, Fusion, SharePoint, Data Lake and Qlik. Implementation of One Network.	ICT and digital solutions	<i>Solutions implementation</i>
Grants Administration Manual on the Intranet	Information and knowledge management	<i>Information governance and knowledge</i>
Providing technical security advice to the Agency, including setting internal policies and processes to ensure compliance with PSPF (both physical and personnel security). Managing and processing personnel security functions.	Intelligence	<i>Security</i>
Legislation program; LLO; ExCo; PID; Privacy; FOI. Also providing legal advice regarding the interpretation and application of the CATSI Act	Legal and parliamentary	<i>Lawyer / legal advisor</i>
Advising (Commercial)	Legal and parliamentary	<i>Lawyer / legal advisor</i>
Privacy (PIA)	Legal and parliamentary	<i>Lawyer / legal advisor</i>
Legal advice on policy and program parameters - particularly we use external provider as a probity partner.	Legal and parliamentary	<i>Legislation</i>
All MAPS function including DLOs; drafting min corro	Legal and parliamentary	<i>Ministerial / cabinet and parliamentary liaison</i>
Coordinating internal and external audits of the Agency risk areas and Audit and Risk Committee (ARC)	Monitoring and audit	<i>Audit</i>
Risk management relating to NIAA employment programs and projects, CDP Risk Assessment Framework; overall custodians of the NIAA's corporate risk processes, including assisting with risk assessments and meeting risk obligations	Monitoring and audit	<i>Risk</i>
CtG National Agreement Governance; Policy responsibility for the CATSI Act; Indigenous Funding Policy; SOG policy, SOC Policy, Data Governance, Data Policy; coordination of 15 portfolio bodies; strategic policy; committeemen membership and oversight	Policy	<i>Governance</i>
Support administration and functions under Aboriginal Land Rights (Northern Territory) Act 1976 and Native Title Act 1993.	Policy	<i>Governance</i>
Strategic policy, program delivery, stakeholder engagement. Includes policy development and influencing policy development in	Policy	<i>Policy design</i>
Policy design and advice including Cabinet submissions and First Nations Impact.	Policy	<i>Policy design</i>
Policy responsibility for the Aboriginal Land and Waters (Jervis Bay Territory) Act 1986.	Policy	<i>Policy design</i>
Reviewing and developing policy, and drafting materials to reflect the policy position	Policy	<i>Policy design</i>
Strategic and operational project and program design, includes internal projects.	Portfolio Program and Project Management	<i>Design</i>
Place-based co-design related to program management	Portfolio Program and Project Management	<i>Design</i>
Critical analysis and implementation plan monitoring & reporting for CtG and evaluation of internal strategic insights work	Portfolio Program and Project Management	<i>Evaluation</i>
Evaluation of Government programs	Portfolio Program and Project Management	<i>Evaluation</i>

Design and implement performance monitoring of NIAA employment programs, project and trials.	Portfolio Program and Project Management	<i>Evaluation</i>
Program evaluation	Portfolio Program and Project Management	<i>Evaluation</i>
Grant Activity Reviews (GARs) - coordinating strength-based reviews of IAS Grants to identify and implement learnings and capability improvements across both the NIAA and grant recipients	Portfolio Program and Project Management	<i>Evaluation</i>
Evaluation of programs	Portfolio Program and Project Management	<i>Evaluation</i>
Reviewing or evaluating programs	Portfolio Program and Project Management	<i>Evaluation</i>
The Branch manages access and use of Program 1.6 through the GM (as Delegate). Funds are generally administered by other program areas in the Agency.	Portfolio Program and Project Management	<i>Evaluation</i>
Program management, including administration and implementation of programs and being the policy design leads. Includes grants programs	Portfolio Program and Project Management	<i>Program</i>
ABA and Native Title funding administration	Portfolio Program and Project Management	<i>Program</i>
Time-limited project (e.g., taskforces); project documentation and development.	Portfolio Program and Project Management	<i>Project</i>
Plan and implement specific projects and trials relating to NIAA employment programs	Portfolio Program and Project Management	<i>Project</i>
Project managing an IT system build	Portfolio Program and Project Management	<i>Project</i>
CEO, Statutory Office holders and Registrars	Senior Executive	<i>Chief executive / statutory office holder</i>
All SES positions	Senior Executive	<i>Strategic leadership</i>
Grants Front Door help desk; design phase; manage phase; front line advice and guidance.	Service delivery	<i>Customer advice and support</i>
Engagement with stakeholders in relation to program administered by the NIAA ; service delivery; training on service delivery	Service delivery	<i>Program delivery</i>
Delivering training to corporations, directors and other stakeholders	Service delivery	<i>Training</i>
Time limited redress scheme (program). Includes assessing applications and delivering personal acknowledgments.	Service delivery	<i>Program delivery</i>