



Australian Government
Clean Energy Regulator

CLEAN
ENERGY
REGULATOR

Clean Energy Regulator

Corporate Branch

APS5 – HR Officer Recruitment

Candidate information pack



Work with us

The work you will do at the Clean Energy Regulator will be challenging, rewarding and meaningful. You will use your skills and expertise along with an innovative approach to ensure our recruitment function supports the work of the agency now and into the future.

As a smaller agency, you will have greater access to the senior executive which translates to involvement in decision making, opportunities to experience different work and active development.

Our people are committed to workplace diversity and we aim to create an environment that values and utilises the contribution of people from different genders, backgrounds, experiences and perspectives.

The diversity of our staff is important to us. We encourage applications from Aboriginal and Torres Strait Islander (ATSI) People, people with a disability, people from diverse cultural and linguistic backgrounds and mature age workers.

About the work you will be doing

Our recruitment function is important to ensure we are recruiting the right people at the right time with the right skills. You will work with a team that is constantly innovating to ensure we can continue to attract the best talent for the Clean Energy Regulator.

You will have the opportunity to

- enhance our processes and procedures through continual improvement practices.
- contribute to our entry level programs (Graduate, Traineeship, University).
- engage with staff at all levels across the agency.
- find solutions to problems and be involved in the fix.
- get exposure to interesting work and learn other HR functions to support your career path.

The work you undertake will contribute greatly to the Clean Energy Regulator's purpose to accelerate carbon abatement for Australia.

About the role

APS5 – HR Officer Recruitment

Employment type: <ul style="list-style-type: none">• Full-time• Ongoing	Classification levels: <ul style="list-style-type: none">• APS5 - \$79,904 to \$83,933
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General Duties of the role will include but are not limited to:

- As a recruitment specialist and working under limited guidance of the Senior HR Officer, you will:
 - » Manage incoming correspondence, actioning or allocating requests as required, while ensuring response time KPIs are met.
 - » Undertake the administrative functions of the recruitment and selection processes with a high level of accuracy, such as

- › Processing the advertising within our eRecruit system
- › Administration of our eRecruit system
- › Weekly recruitment reporting to agency managers
- › Compiling letters of offer
- › Progressing onboarding activities
- › Providing training to hiring managers or other staff as required
- » Respond to moderately complex enquiries to our staff and candidates ensuring that advice is legislatively accurate.
- » Support hiring managers with recruitment and selection strategies.
- Building and maintaining productive working relationships with our internal and external stakeholders.
- Proactively support the Recruitment team with continuous improvement activities and meeting milestone projects.
- Working collaboratively with all teams within the HR, Security and Facilities section to achieve our goals.

Qualifications and Experience

Essential

- Previous HR experience (with a particular emphasis on Recruitment)
- Attention to detail
- Time management and prioritisation skills
- Ability to analyse and make decisions
- Excellent communication skills with a positive customer service driven approach.

Desirable

- Qualifications in HR or related discipline
- Working knowledge of our HR systems (Aurion 11; eRecruit; Learnhub)

Capabilities and aptitudes

The ideal candidates will possess the following capabilities and aptitudes. Refer to Appendix A for further insights into our Agency’s capabilities.



Core capability

Applying legislation and policy

Delivering results

Leveraging insights

Building relationships

Developing self and others

Managing risk



Human Resources
capability

HR Service Management

Recruitment



Aptitudes

Working collaboratively

Discipline and judgement

Working with agility

Creative and future minded

About the Clean Energy Regulator

We are an economic regulator responsible for administering legislation to reduce carbon emissions and increase the use of clean energy.

The Clean Energy Regulator has administrative responsibilities for the:

- National Greenhouse and Energy Reporting Scheme, under the *National Greenhouse and Energy Reporting Act 2007*
- Emissions Reduction Fund, under the *Carbon Credits (Carbon Farming Initiative) Act 2011*
- Renewable Energy Target, under the *Renewable Energy (Electricity) Act 2000*, and
- Australian National Registry of Emissions Units, under the *Australian National Registry of Emissions Units Act 2011*.

Our purpose is to accelerate carbon abatement for Australia.

We work with our stakeholders and clients including Australian Government departments and agencies, industry bodies, liable entities and the community to provide regulatory services of the highest standard.

Corporate Services Branch

The Corporate Branch is responsible for delivering enabling services that support the effective and efficient operation of the agency and facilitates the agency's compliance with legislation, policies and guidelines as a non-corporate Commonwealth entity.

The branch complements the scheme-focus of other agency divisions by providing digital services for internal and client-facing systems and facilitating strategic communications and client engagement through the agency's website and contact centre. In addition, the Branch supports efficient resource management and corporate accountability through functions such as financial management, performance reporting, parliamentary services, procurement, risk management and assurance, facilities management and human resource management.

HR, Security and Facilities Section

The Human Resources function is to support the agency to achieve its objectives and purpose. It does this by providing business focussed people advice and support, with the goal of ensuring the agency will attract, retain and develop a highly skilled, motivated, and engaged workforce. We strive to continuously improve the quality of our services and ensure our workplace is one that respects and meets the needs of our staff and supports our corporate goals.

The Facilities function manages property and facilities in accordance with government and industry guidelines to support the agency. The Security function manages protective security as directed in the Protective Security Policy Framework (PSPF) to ensure the agency physical and personnel security requirements.

How to apply

Your application should consider the capabilities and aptitudes required for the role, using a maximum of 750 words. **Applications close 11.30pm on Tuesday 30 November 2021.**

Late applications will not be accepted.

If you are successful in progressing to the second stage of the selection process, you will be contacted to invite you to an interview.

Interstate interviews may be conducted via telephone or skype.

There are a number of eligibility requirements. Please review these before submitting your application.

The preferred method of lodgement is electronically through our eRecruit system. eRecruit can be accessed via the Clean Energy Regulator's [Work for us](#) webpage.

If you are experiencing any difficulties lodging your application, please contact our HR HelpDesk at CER-HRHelpDesk@cleanenergyregulator.gov.au or call (02) 6159 3223.

Eligibility

The Clean Energy Regulator is governed by the [Public Service Act 1999](#). Key eligibility and associated legal requirements are outlined below.

Citizenship

The [Public Service Act 1999](#) requires all people joining the Australian Public Service to be Australian citizens. The Chief Executive may waive the citizenship requirement in exceptional circumstances. If appropriate, please discuss this with the contact officer before applying for a position.

Security and character checks

We will conduct a number of pre-employment checks before we offer you employment. For us to do this, you will be required to supply certified copies of:

- full birth certificate
- marriage certificate (if it shows a name change)
- decree nisi/decreet absolute if associated with a name change
- deed poll certificate if associated with a name change
- current passport(s)
- Australian citizenship certificate
- photo ID
- tertiary educational qualification(s) if applicable.

It is a condition of employment with the Clean Energy Regulator that you are able to obtain and maintain a security clearance to a minimum 'baseline' level. If you are offered a role and do not already hold a security clearance at or above this level, you will need to undertake the security clearance process before you can commence employment. Any employment offer will be contingent upon obtaining this clearance.

Further information about your conditions of employment at Clean Energy Regulator can be found in the [Clean Energy Regulator Enterprise Agreement 2016–2019](#).

Probation

Probation means a period of time during which your performance is assessed before your employment as an APS employee is confirmed.

For further information on working for the Clean Energy regulator including our employment terms and conditions please refer to our [Work for us page](#).

Offers and merit pool

If you are successful through the recruitment process, you may receive an offer or be added to the merit pool. The merit pool will remain open for up to 12 months and you will remain in the pool until a role becomes available that aligns to the capabilities required.

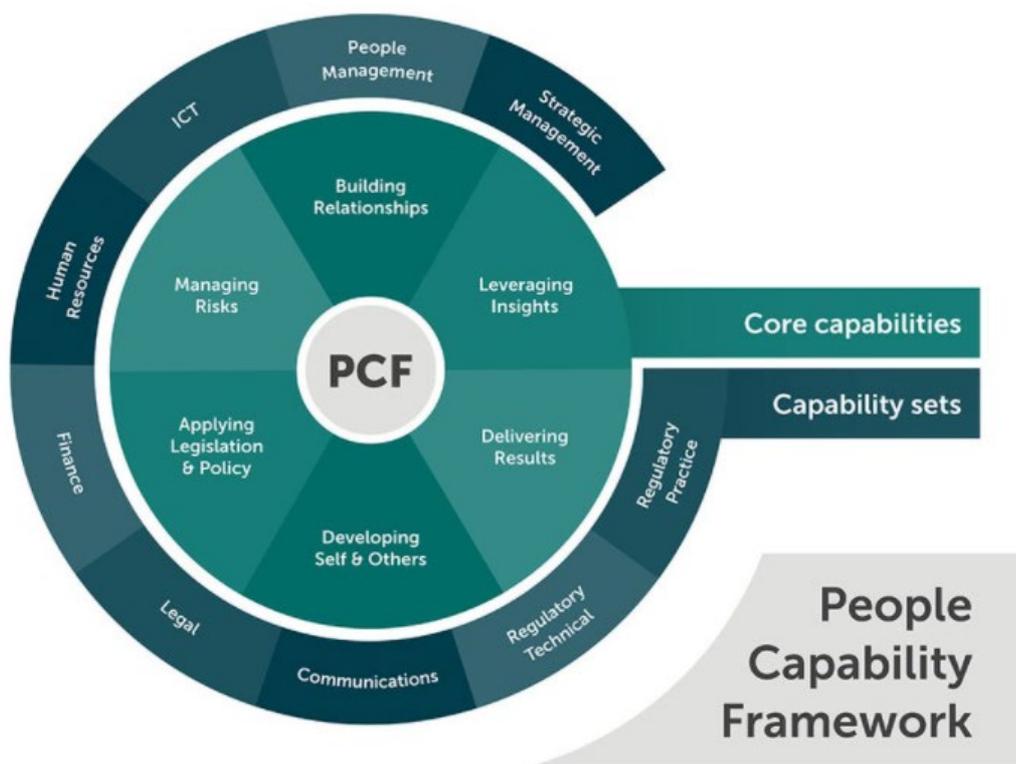
Throughout the year, the Clean Energy Regulator may contact you to reconfirm your interest in roles and update you with relevant information. Please let us know if your circumstances change and you no longer wish to remain in the merit pool.

You may be invited for an informal catch-up or meeting with a manager to discuss your interest in a specific role with the agency.

For further information, please telephone or email the contact officer listed:

Name and email	Phone
Carolyn Hullick carolyn.hullick@cer.gov.au	(02) 6159 3152
Denise Connolly denise.connolly@cer.gov.au	(02) 6159 3965

Our Capability Framework is based on six core capabilities and nine capability sets as illustrated in the below graphic.



Core capability set

Core competencies are relevant for all agency employees. They are the competencies we need to have and actively develop to ensure we can rise to meet the challenges of the agency now and into the future.

Building Relationships	Communication, collaboration, stakeholder engagement, leadership, negotiation.
Developing Self and Others	Emotional intelligence, deliberately developmental, resilience.
Managing Risks	Risk management, decision making, problem solving, innovation.
Applying Legislation and Policy	Understanding legislation, internal compliance.
Delivering results	Managing workload, business systems, systems thinking.
Leveraging Insights	Data and analysis, information management, research, human-centred design.

Human Resources capability set

<p>HR Service Management</p>	<ul style="list-style-type: none"> • Identify the needs of employees and managers • Complete standard HR processes end-to-end • Provide complete and accurate responses to enquiries • Manage moderately complex queries • Monitor internal and external service levels • Draft HR processes and guidance material • Interpret the relevant legislation related to HR matters • Identify appropriate courses of action for HR related matters
<p>Recruitment</p>	<ul style="list-style-type: none"> • Prepare selection requests for a wide variety of roles • Follow predesigned, or when required design simple to moderate selection processes • Draft selection criteria • Shortlist candidates • Conduct interviews and form part of recruitment panels • Make evidence-based recommendations on suitability of candidates for role types • Complete selection processes • Complete necessary records