Role Description

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| **Role title:** Policy Officer – Australian Sports Wagering Scheme  **Division:** Strategy and Policy  **Branch:** Sports Wagering and Match-Fixing  **Team:** Australian Sports Wagering Scheme | **Job type | Role status:** Full time, 12-month contract  **Classification | Salary:** APS 6  **Location: Canberra**  **Reports To:** Lead, Australian Sports Wagering Scheme  **Direct reports:** 0  **Qualifications/Essential requirements:** A basic understanding of sports wagering environment and of competition manipulation in sport, and general integrity issues facing Australian sport is desirable  **Application closing date:** 24 October 2021 |

### About Sport Integrity Australia

Sport Integrity Australia leads the Australian government’s efforts to protect sport against threats to its integrity – doping, competition manipulation and the mistreatment and abuse of sports participants.

Led by David Sharpe APM OAM, Sport Integrity Australia is the cornerstone of the government's comprehensive sport integrity strategy: Safeguarding the Integrity of Sport.

Our role is to provide advice and assistance to counter the:

* use of prohibited substances and methods in sport
* abuse of children and other persons in a sporting environment
* manipulation of sporting competitions
* failure to protect members of sporting organisations and other persons in a sporting environment from bullying, intimidation, discrimination or harassment.

Sporting organisations, and other stakeholders, benefit from the ability to deal with a single nationally coordinated organisation to address all sport integrity issues.

Sport Integrity Australia offers guidance on integrity matters to sports that don’t have developed integrity capabilities.

Our focus is policy development, intelligence, investigations (primarily of doping cases), education, outreach and capability building. We are Australia's National Anti-Doping Organisation.

### Primary purpose of the role

The Policy Officer, Australian Sports Wagering Scheme (ASWS) is responsible for:

* Supporting the administration of the ASWS, with a particular focus on building the sports wagering capability with national sporting organisations and other sporting bodies.

### Key duties

The duties of the Policy Officer, ASWS include, but is not limited to:

* Provide Ministerial policy support and advice on matters relating to the ASWS
* Support the administration of the ASWS
* Support the project management of ASWS-related research projects
* Identify and report trends and issues in relation to sports wagering and competition manipulation
* Support liaison with and the provision of advice to regulators and Commonwealth partners on sports wagering and related integrity matters
* Support the development template policies, minimum standards, guidelines for use by National Sporting Organisations (NSOs), Wagering Service Providers and other stakeholders

### Key accountabilities

The key accountabilities of the Policy Officer, ASWS include, but is not limited to:

* establishing and maintaining effective and appropriate relationships with key internal and external stakeholders in sports and the government
* ensuring the APS Values and Code of Conduct are adhered to all times
* endorsing and encouraging ‘best practice’ record keeping in accordance with Sport Integrity Australia Record Keeping Policy and Information Governance Framework
* complying with all relevant legislation and Sport Integrity Australia work health and safety policies, procedures and instructions and Sport Integrity Australia ICT and Information Governance Framework

### APS capabilities

The following Australian Public Service (APS) capabilities provide the framework for every APS role:

* Supports strategic direction.
* Achieves results.
* Supports productive working relationships.
* Displays personal drive and integrity.
* Communicates with influence.

### Conflict of interest

### Employees of Sport Integrity Australia must remain independent from Government and sport in its operational decisions and activities to comply with Article 20.5.1 of the [*World Anti-Doping Code (WADC) 2021*](https://www.wada-ama.org/en/what-we-do/the-code). If you are currently involved in the management or operations of any sporting organisation (such as an International Federation, National Federation, Major Event Organisation, National Olympic Committee or National Paralympic Committee), or government department with responsibility for sport or anti-doping, you should seek advice from Sport Integrity Australia Recruitment before applying for Sport Integrity Australia roles.

### Capabilities for the role

The APS work level standards apply to all APS Employees. These behavioural indicators are structured to differentiate the work expected at that level and should be reviewed in conjunction with the roles key accountabilities.

The work level standards is available at <http://www.apsc.gov.au/publications-and-media/current-publications/worklevel-standards>

## Selection Information

### Selection criteria

Applicants for the Policy Officer, ASWS role are required to demonstrate the following:

* Knowledge and understanding of the Australian and international sports wagering sector, and related regulatory, legislative, and sports governance and integrity frameworks
* Well-developed verbal and written communication ability, particularly in relation to reports, briefings, discussion papers, and ministerial or executive correspondence.
* Strong stakeholder relationship management, liaison, interpersonal and negotiation skills including the ability to develop and maintain productive working relationships
* Well-developed research and analysis ability
* Personal qualities of integrity, initiative, drive and adaptability and experience in implementing sound workplace management practices.

### Eligibility

Under section 22(8) of the *Public Service Act 1999*, employees must be Australian citizens to be employed in the APS unless the agency delegate has agreed, in writing.

The successful applicant will be required to obtain and maintain a Baseline Vetting Security Clearance. The successful applicant may also be required to undergo a medical assessment.

Sport Integrity Australia staff must comply with security (physical, personnel and IT) security controls and mandatory training.

### How to apply

The selection criteria reflects the knowledge, experience, core skills and personal qualities required for this position. Assessment of applicants during the selection process is based on these criteria.

Applicants are required to provide a ‘pitch’ (summary of no more than two pages) outlining your skills, knowledge, experience and achievements and why you should be considered for this vacancy. You do not need to provide a separate response to each of the criteria in your written application.

You should take into consideration the Job Overview (including any detailed position specific requirements) when drafting your response. As much as possible include specific relevant examples of your work. When including examples, it is recommended you frame them around the following approach, commonly known as the STAR method:

* Describe the SITUATION or problem,
* Highlight the TASK you had to accomplish,
* Tell what ACTIONS you took to achieve the task, and
* Show the RESULT – what you achieved and what you learned

**Contact:** Chris Whittock, Assistant Director Sports Wagering and Match-Fixing Team / [chris.whittock@sportintegrity.gov.au](mailto:chris.whittock@sportintegrity.gov.au)