



Candidate Information Kit

Senior Policy Analysts and Senior Data and Research Analysts (Identified Positions and Affirmative Measure Positions)

Classification	Executive Level 1	Number	PC-2502
Status	Ongoing / Non-ongoing ¹	Location	Melbourne / Canberra - hybrid work arrangements available via agreement. Remote opportunities may be available for Aboriginal and Torres Strait Islander staff to work on country.
Salary Range	\$115,443- \$146,101 plus 15.4% superannuation* from 13 March 2025	Type	Flexible: Full-time / Part-time
Closing Date	Sunday 2 March 2025	Contact Officer	Sarah Leary (03) 9653 2247

About the Productivity Commission

The Productivity Commission is the Australian Government's independent research and advisory body on a range of economic, social and environmental issues affecting the welfare of Australians.

The Productivity Commission acknowledges the Traditional Owners of Country throughout Australia and their continuing connection to land, waters and community. We pay our respects to their Cultures, Country and Elders past and present.

¹ Intend to establish a merit pool of suitable candidates and to fill similar vacancies in the future, either on an ongoing or non-ongoing basis with the next 18 months.

About these opportunities

At the Productivity Commission (PC), we undertake independent research and provide advice to Government on ways to improve the economic and social wellbeing of all Australians. To ensure our work is informed by, and reflects the rich diversity of our nation, the PC engages with a broad range of individuals, businesses, academics, governments, research groups, and non-profit organisations when undertaking research and developing advice for government.

The PC's work is wide-ranging, with topic areas that vary year to year, including analysis of social issues, the environment, prosperity, regulation, competition, economic infrastructure, resources, and trade. We also monitor and report on the equity, effectiveness and efficiency of government services, and undertakes significant work on policy of relevance to Aboriginal and Torres Strait Islander people including reporting progress on the National Agreement on Closing the Gap.

Our website provides further information on our current [inquires](#), [research](#), [ongoing reporting functions](#) and [corporate plan](#).

About the team

The Aboriginal and Torres Strait Islander Stream undertakes reporting, research and analysis that centres the voices of Aboriginal and Torres Strait Islander people. The Stream has an accountability role under the National Agreement on Closing the Gap, which includes developing and maintaining an information repository (through the publication of a dashboard and annual data report) and independently reviewing governments' progress against the commitments in the Agreement. We also undertake research and provide policy insights and advice on matters of importance to Aboriginal and Torres Strait Islander people.

We have opportunities available in this stream for Senior Policy Analysts and Senior Data and Research Analysts (Identified Positions and Affirmative Measure Positions*), with the intention to establish a merit pool to fill current and future vacancies with the next 18 months.

*An **identified position** is a role that involves developing policies or programs for Aboriginal and Torres Strait Islander peoples, or direct interaction with Aboriginal and/or Torres Strait Islander communities. Identified positions require candidates to understand issues affecting Aboriginal and Torres Strait Islander peoples and demonstrate culturally appropriate engagement and communication skills.

Identified positions are important in ensuring that the Productivity Commission has the right people working on initiatives to improve the delivery of services to Aboriginal and Torres Strait Islander peoples.

***Affirmative measure – Aboriginal and Torres Strait Islander** vacancy candidates must provide evidence of their Aboriginal and/or Torres Strait Islander heritage with their application to demonstrate their eligibility to apply.

For further details about these roles please refer to the position description available on our [Careers website](#).

Working with us

Be yourself at the PC

We welcome and celebrate diversity, and value the unique backgrounds, perspectives and experience that each person brings to our workplace. Parents, carers, people of all ages, abilities and genders, people from the LGBTQIA+ community, Aboriginal and Torres Strait Islander people, and people of all cultures and faith are encouraged to apply.

APS values

Our staff share the wider Australian Public Service values:

- **Impartial** – The APS is apolitical and provides the Government with advice that is frank, honest, timely and based on the best available evidence.
- **Committed to service** – The APS is professional, objective, innovative and efficient, and works collaboratively to achieve the best results for the Australian community and the Government.
- **Accountable** – The APS is open and accountable to the Australian community under the law and within the framework of Ministerial responsibility.
- **Respectful** – The APS respects all people, including their rights and their heritage.
- **Ethical** – The APS demonstrates leadership, is trustworthy, and acts with integrity, in all that it does.
- **Stewardship** – The APS builds its capability and institutional knowledge and supports the public interest now and into the future, by understanding the long-term impacts of what it does.

Our values

Our staff work collaboratively and demonstrate the following PC values:

- **Inclusive** – We recognise and celebrate our differences. We celebrate diversity. We support each other.
- **Collaborative** – We work together to solve problems. We actively listen to everyone we work with.
- **Influential** – We lead by example and set high standards for performance and behaviour.
- **Respectful** – We listen to others and respect differences in beliefs and opinions
- **Supportive** – We celebrate our colleagues' achievements and recognise people who exemplify our values.

These values are a part of our shared commitment to build and support a positive, safe and productive workplace culture and will help us to realise our [Statement of intent](#).

What we offer

We have a supportive, respectful and engaging work environment underpinned by:

- a commitment to diversity and inclusion, and supporting staff wellbeing
- a flexible work environment that supports employees to balance work commitments with family, caring and other personal commitments
- a culture of conversation and real-time feedback, to support a team and individual performance
- a range of learning and development opportunities tailored to individuals' needs at different points in their careers
- a safe working environment including reasonable adjustments to ensure staff have the support and tools they need to thrive at work.

The PC offers a competitive salary plus generous superannuation and leave provisions.

Eligibility

Australian Citizenship and Pre-Employment Checks	<p>To be eligible for employment with the Productivity Commission, applicants must:</p> <ul style="list-style-type: none">• be an Australian citizen or hold an Australian Citizenship• be willing to undergo a security and character clearance (which may include, but not limited to, completing an identity verification check, police check, and obtaining/maintaining an Australian Government security vetting clearance if required by the role)• provide evidence of mandatory qualifications (if applicable).
Identified Positions	<p>Candidates applying for an identified position must have the required capabilities:</p> <ul style="list-style-type: none">• a knowledge and understanding of the issues affecting Aboriginal and Torres Strait Islander peoples, and• a demonstrated ability to communicate sensitively and effectively with Aboriginal and Torres Strait Islander peoples.
Affirmative Measure Position	<p>Candidates applying for an affirmative measure must:</p> <ul style="list-style-type: none">• be of Aboriginal and/or Torres Strait Islander descent and• identify as Aboriginal and/or Torres Strait Islander and• be accepted by their community as being Aboriginal and/or Torres Strait Islander. <p>Suitable evidence of Aboriginal and/or Torres Strait Islander heritage may include:</p> <ul style="list-style-type: none">• a letter signed by the Chairperson of an incorporated Indigenous organisation confirming that the applicant is recognised as an Aboriginal and/or Torres Strait Islander person, or• a confirmation of Aboriginal and/or Torres Strait Islander descent document executed by an Indigenous organisation. <p>If the above documents are not available, the PC may consider accepting a statutory declaration from the candidate.</p>
RecruitAbility 	<p>Applicants with a disability can opt into the scheme must:</p> <ul style="list-style-type: none">• meet the minimum requirements of the roles, and• meet any eligibility requirements for the position <p>Applicants who meet the minimum job requirements will be advanced to a next stage in the selection process, such as interview.</p>

Our application and assessment process

Applications should be submitted via our website, at www.pc.gov.au/careers.

How to apply and what to provide	<p>Complete the online application form by the closing date, and include the following attachments:</p> <ul style="list-style-type: none">• A concise statement (maximum 1000 words) that tells us a bit about you, including what drew you to apply, and why you believe you are suited to the role and the work of the team, with consideration to the role description and selection criteria.• Your resume with your relevant recent experience, qualifications and achievements, and the details of two referees.
Assessment process	<p>Members of a selection committee will consider your application against the selection criteria and may contact you to discuss the role and your experience, and/or invite you to an interview with the selection committee.</p> <p>Further assessments may include a work-related test and referee checks.</p> <p>Through the process, your application will be assessed on your ability to demonstrate that you possess, or have the real potential to develop, the required skills, knowledge and experience to perform the role.</p>
Keeping you informed	<p>We will acknowledge receipt of your application via email, and keep you informed on the progress and outcome of your application, as soon as practicable.</p> <p>Please note that applications are not assessed by the selection committee until after the closing date.</p>

Further details

For further information about these roles please refer to the contact officer (contact details are listed on the front page of this kit). For questions about our application and assessment process, please contact the Human Resources team via email at recruitment@pc.gov.au

More information about the PC is available on our website (www.pc.gov.au).