



Governance and Parliamentary Officer

About us

At the Australian Building and Construction Commission (ABCC) we work to ensure the building industry is fair, efficient and productive. Our improved workplace relations framework benefits all industry participants and the Australian economy.

We work to achieve this framework by providing assistance, advice and education to the industry; monitoring and promoting compliance with relevant laws; undertaking enforcement activities; and using information and analysis to inform decision making.

About the Position

The Office of the Commissioner is a dynamic team with responsibility for a wide range of governance, digital, parliamentary and media functions across the agency. The team provides support to the Commissioner to implement the Government's policy agenda and set the operational direction for the agency.

Reporting to the Chief of Staff, the Governance and Parliamentary Officer will be responsible for assisting in a diverse range of activities, including governance and parliamentary functions, preparation of communication materials and agency-wide projects.

Key responsibilities of the role include Secretariat duties of the agency's Audit Committee and the Security of Payments Working Group. You will also contribute to important whole of agency projects such as the preparation of statutory quarterly and annual reports, and monitoring and updating the agency's compliance register.

This is a busy role with scope for contributing positively to strategic planning and decision making within the team, whilst being resilient in the face of changing priorities.

We are looking for a driven individual with a positive attitude to their work and a willingness to learn. The successful candidate will have outstanding communication skills and well-developed project coordination skills. Experience in providing secretariat support for corporate committees will be looked on favourably.

Interstate travel to Sydney and Canberra is an integral part of the position.

At the ABCC, we recognise, appreciate and seek to harness our people's individual skills and talents. You will thrive in our vibrant, down to earth yet stimulating environment that empowers our people to succeed.

What you'll need to succeed

- Strong problem solving and analytical skills, including the ability to summarise information and identify key issues and from a range of sources.
- Well-developed project coordination skills, including the ability to set priorities, use initiative and deliver results under pressure.
- Understanding of agency and Government issues, programs and policies, or the ability to develop such an understanding.

What you'll get in return

We recognise the increasing importance of flexible work options and family friendly work practices in maintaining a diverse, adaptive and high performing workforce. Not only will you receive high quality training and support (both formal and on-the-job), but we also offer an attractive base salary of \$68,128 plus 15.4% superannuation.

[Candidate Information Kit](#)

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How to apply:

- Start your application by clicking "[begin](#)".
- Login to an existing account or reset your password
- [Preview Application Form](#)