Australian Government
Productivity Commission

Position Description (PD)	
Role	**Assistant Commissioner, Commonwealth-State Reporting and Review (Identified position)**
Group	Commonwealth-State Reporting and Review
Level	Senior Executive Service (SES) Band 1
Location	Melbourne or Canberra
Role context	**About the Group** The Commonwealth-State Reporting and Review (CSRR) Group provides a central point of knowledge and engagement on Commonwealth-State matters and intergovernmental agreements. This includes the Productivity Commission's (PC) performance reporting roles (specifically the Report on Government Services and National Agreement performance reporting) and supports our rolling reviews of nationally significant sector-wide agreements. **About the Role** The Assistant Commissioner, Commonwealth-State Reporting and Review, provides intellectual leadership and high-level research support to the Steering Committee for the Review of Government Service Provision. They steward the CSRR work program, promote capability development, foster a positive workplace culture at the PC, and maintain relationships with stakeholders across industry, not-for-profit and public sectors. SES employees are also expected to exemplify the qualities and behaviours outlined in the SES Performance Leadership Framework, the Secretaries Charter of Leadership Behaviours, and the Integrated Leadership System (SES Band 1 profile). All SES are required to exercise the appropriate powers, delegations and discretions under the relevant legislation, including the *Public Service Act 1999* and the *Public Governance, Performance and Accountability Act 2013*. As managers under the *Work Health and Safety Act 2011*, SES are also required to exercise due diligence in complying with their obligations under this Act.
Reports to	Head of Office
Direct reports	Team size: 15-20 and number of direct reports: 4-6
Contact Officer	Lisa Studdert, Head of Office (lisa.studdert@pc.gov.au)
Responsibilities	• Provide expert strategic advice to Commissioners and the Steering Committee on Commonwealth-State matters, developments in intergovernmental agreements, and policy-relevant research issues and analysis.

	• Develop and support statistical and technical capability in the PC across a range of administrative and survey data collections and data analysis techniques, including through mentoring, training and engagement with national data agencies. • Provide intellectual leadership and high-level research support to the Steering Committee for the Review of Government Service Provision, particularly in respect of the Report on Government Services. • Lead the activities of CSRR staff within the PC and, as Head of the Secretariat, exercise stewardship of the CSRR work program to ensure the Steering Committee and Report on Government Services Terms of Reference are met. The successful candidate will also lead the delivery of accurate, timely, consistent and high-quality analysis and reports that align with PC objectives. • Build and maintain effective relationships with senior representatives of other government agencies, research bodies, Indigenous and community organisations. • Foster a positive workplace culture through promoting safe and inclusive work practices, supporting effective performance, adapting flexibly to changes, and managing resources effectively to meet evolving demands.
Selection Criteria	**Professional expertise:** • Academic qualifications in a relevant discipline such as statistics, public policy or economics. • A strong understanding of, and demonstrated experience in, Commonwealth-State matters and secretariat functions. • Intellectual leadership skills, with an inclusive management style — to provide clear strategic direction, encourage new ideas and approaches, and build team and organisational capability. • Highly developed critical thinking and analytical skills — able to synthesise and analyse complex information, anticipate and manage risk, and make well-reasoned decisions and recommendations. • Substantial experience in providing sound advice and directing research across a broad range of subject matters. • Strong working knowledge of public policy frameworks and processes, with astute strategic awareness across a range of settings. • A knowledge and understanding of the strengths of, issues affecting Aboriginal and Torres Strait Islander peoples and their communities. **Effective engagement:** • Strong written and verbal communication skills. • Demonstrated ability to build strong, sustainable working relationships with internal and external stakeholders. • Influencing and negotiating skills, including the ability to deal with complex matters with sensitivity and tact. • Demonstrated ability to communicate sensitively and effectively with Aboriginal and Torres Strait Islander people, community organisations or peak organisations. **Personal productivity and growth:**

	• Strong professionalism, self-awareness, and personal resilience — demonstrated through a proactive approach, self-motivation and personal drive, and a high level of accountability. • Leading by example, to contribute to a culturally safe work environment, and one of collaboration, inclusion, innovation, and continuous improvement.