

Provide a range of research, analysis & administrative support. Disability targeted talent pool recruitment process. Full time & part time available.

- **Disability targeted talent pool recruitment process**
- **Salary from \$87,493 pa + super**
- **Full time and part time applications all considered**
- **Hybrid work environment available**

*Diversity and inclusion are core values of the Department of Regional NSW. We encourage applications from people with a range of backgrounds, experiences and perspectives. This includes differences in culture, gender, sexual orientation, language and disability status or other attributes. The Department of Regional NSW is a workplace where everyone is able to contribute and participate to their full potential, and we are proud to have a team that reflects the richness and complexity of the regional NSW communities we serve.*

**The [Department of Regional NSW \(DRNSW\)](#) is excited to announce the launch of our Assistant Policy Officer (Clerk Grade 5/6) disability targeted talent pool recruitment process.**

Working as an Assistant Policy Officer with DRNSW you will be providing a range of research, analysis and administrative support to help formulate policy advice, recommendations and development including:

- Assisting with the delivery of a range of policy related projects and initiatives
- Undertaking basic research and analysis and contributing to the preparation of reports to inform decision making and contribute to policy development
- Contribute to the preparation of draft correspondence, papers, and minutes
- Provide a range of administrative activities, including coordinating working groups and committees
- Respond to routine policy queries to provide consistent advice and information

You can find more information on the duties and responsibilities by [downloading and reading the role description](#).

### **What is a talent pool:**

Being placed in a talent pool is a fantastic opportunity to be considered for many roles with DRNSW by submitting only one application. Talent pools are valid for 18 months and while being placed in a talent pool does not guarantee that you will be offered employment, it does mean you are at the front of the queue for available opportunities.

### **What is the process?**

The process starts with you submitting your application. Once your application has been received, we will call you to discuss your application and any adjustments we can make to ensure that you can participate in the recruitment process.

You might be asked to attend an interview (either via video, over the phone or face to face), or complete a written or other assessment task. Reference checks will also be undertaken if you are successful in being placed into a role.

### **Why work for us?**

Putting it simply, at DRNSW we are here to work hard for the people of regional NSW, and it is the people and communities of regional NSW that are at the heart of everything we do.

We are committed to creating a diverse and inclusive culture that is respectful, welcoming, and flexible – a workplace where our people feel supported, valued, and can bring their whole selves to work.

We support and promote flexible working arrangements and many roles offer a hybrid working environment, and we will soon be launching a Reasonable Adjustments Passport which will make it easier for our staff to request workplace adjustments.

We have been recognised as a Family Inclusive Employer by [Family Friendly Workplaces](#) and work closely with several partner organisations including the Australian Network on Disability, Carers NSW, Diversity Council Australia, Future Women and Pride in Diversity.

We have offices and teams across the state, and we look forward to working together with you, our regional communities, businesses, and industries. After all, no-one knows your region or town better than you!

### **How to Apply:**

So, if you are keen to make a difference and have a passion working for and with regional NSW, we want to hear from you! Join us and be part of the [NSW Government Age of Inclusion!](#)

If you require adjustments in completing your application, interviewing, completing any pre-employment testing, or otherwise participating in the recruitment selection process, please let me know so I can assist.

I can be contacted by phone, text, or email - 0438 740 588, [jodi.arthur@regional.nsw.gov.au](mailto:jodi.arthur@regional.nsw.gov.au).