



Applicant information pack

PBO111 - First Assistant Parliamentary Budget Officer

POSITION DETAILS

Vacancy number	PBO111
Position title	First Assistant Parliamentary Budget Officer
Classification	Senior Executive Service Band 2
Remuneration range	\$335,464 - \$389,138 per annum Inclusive of employer superannuation
Location	Parliament House/West Block, Canberra ACT
Tenure	Ongoing
Eligibility	Employees of the Parliamentary Budget Office are required to be Australian citizens. The position is a security-assessed position. The successful applicant will be required to obtain and maintain a Negative Vetting Level 2 security clearance.
Contact Officers	Human Resources Phone: (02) 6277 9595 Email: hr@pbo.gov.au
Closing date	11.30pm EST 1 February 2026, email to hr@pbo.gov.au

About the office

The Parliamentary Budget Office (PBO) supports the Parliament by providing independent and non-partisan analysis of the budget cycle, fiscal policy and the fiscal implications of proposals.

We do this in 3 main ways:

1. responding to requests made by senators and members for costings of policy proposals or for analysis of matters relating to the Australian Government's budget.
2. publishing a report after every election that provides transparency around the fiscal impact of the election commitments of major parties.

3. conducting and publishing self-initiated work, including interactive tools, that enhance public understanding of budget and fiscal policy settings.

Why work at the PBO?

The PBO values the diverse range of skills and experience across our staff. We seek people who are curious, demonstrate initiative, exercise the utmost discretion and confidentiality, and work collaboratively towards the PBO's vision of enriching Australia's democracy through independent budget and fiscal analysis.

The PBO values independence and operates as a trusted partner, acting with integrity, transparency, discretion, and mutual respect. We expect our staff to strive for excellence by improving and innovating to provide high quality, useful and timely analysis, tailored to the needs of our clients.

The PBO has an '*if not, why not*' approach to flexible work, with all staff able to work flexibly, including access to regular home-based work. Internal and external opportunities for learning and development are promoted, including access to studies assistance to undertake training which directly relates to the PBO's functions and helps staff reach their career development goals.

The PBO offers attractive salaries and employer superannuation as well as a range of other benefits, including salary packaging.

We are located within the Parliamentary Precincts with offices at both West Block and Australian Parliament House. Staff have access to a wide variety of amenities including cafes, childcare, recreational and gym facilities, a post office and bank, and free parking.

The PBO actively encourages applications from people with a disability, Aboriginal people and Torres Strait Islander people and people from linguistically diverse backgrounds.

How to apply

Your application should be emailed to hr@pbo.gov.au by **11.30pm, Sunday 1 February 2026** and include:

- your resume (maximum of three pages)
- your 'pitch' of no more than 1200 words (or two pages), referencing the [APSC's ILS](#), and describing how your skills and experience would contribute to the position within the PBO ('Selection criteria')
- your job application cover sheet once completed

Application process

The PBO used a range of assessment options and processes to assist in selecting suitably qualified and experienced applicants, to select the right people for our roles.

What are the steps?

Apply	Complete and submit your 'pitch' – see below (maximum of 1200 words or two pages) and a resume of no more than three pages.
Shortlist	Applicants will be assessed on their written application using the selection criteria (below) in the APSC's <u>Integrated Leadership System (ILS) Senior Executive Service Band 2 (SES2) profile</u> .
Interview	Shortlisted applicants will be invited to attend an interview. This interview will also explore applicants against the ILS SES2 profile.
Referees	Referees may be contacted for further assessment of suitability.
Process complete	After the delegate has approved the process, a merit pool may be established. All applicants will be notified of the outcome of the process.

Selection criteria

Applicants will be assessed against the following criteria:

- shapes strategic thinking
- achieves results
- cultivates productive working relationships
- exemplifies personal drive and integrity
- communicates with influence

Candidates will also need to consider the 'About the role' and 'Duties' sections of the role description document below when writing their applications, ensuring they are targeting some of the specific duties of the positions.

Our employment framework

Employees in all parliamentary departments are employed under the *Parliamentary Service Act 1999*. PBO SES employees are engaged under common law agreements with conditions of employment established by a determination made under Section 24 of the *Parliamentary Services Act 1999*.

Section 26 of the *Parliamentary Service Act 1999* provides for mobility between the Parliamentary Service and the APS. This ensures full transferability of leave balances and superannuation arrangements. Further information on movement between the Parliamentary

Service and the APS can be found on the Australian Public Service Commission's website at <https://www.apsc.gov.au/movement-between-parliamentary-service-and-aps>.

Section 66 of the *Australian Public Service Commissioners Directions 2022* limits the engagement of individuals who have received a redundancy benefit from an Australian Public Service (APS) or the Australian Parliamentary Services. If you have accepted a redundancy benefit, you will generally be excluded from being engaged by the PBO for your defined redundancy benefit period. Questions relating to engagement following the receipt of a redundancy benefit can be directed to hr@pbo.gov.au.

How to contact us

For all other recruitment questions or information, you can contact Human Resources on hr@pbo.gov.au or call (02) 6277 9595.

Privacy notice

This statement sets out the Parliamentary Budget Office's (PBO) approach to collecting, using, storing and disclosing personal information. The PBO collects personal information such as:

- information provided in application forms (including documentation such as curricula vitae (CVs) and cover letters), including name, address, email, education level, and visa information, and information provided during the interview process
- information provided for PBO employee records, including bank account details, superannuation and taxation details, and security clearance information.

In addition to information obtained directly from individuals, the PBO may also obtain information about prospective employees from: recruitment agencies, named referees, academic and professional bodies (for verifying academic and professional qualifications), criminal record checks, and credit reference checks; and publicly available websites, including social media.

The PBO may collect this personal information in a variety of ways, including via email, over the phone or in hardcopy.

The PBO discloses data to outsourced service providers for the purposes of those organisations providing information and communications technology (ICT), security, financial and payroll services to the PBO. These outsourced providers include the Department of the Senate and the Department of Parliamentary Services. The PBO does not transfer or disclose personal information of employees, or prospective employees, overseas.

For more information about how the PBO handles personal information, the PBO's Privacy Policy can be obtained from the Privacy Officer, by emailing hr@pbo.gov.au. The PBO Privacy Policy also contains information about how to make a request for access to, or correction of, personal information held by the PBO, as well as who to contact for privacy enquires or complaints.



First Assistant Parliamentary Budget Officer (SESB2)

The First Assistant Parliamentary Budget Officer provides intellectual leadership in the PBO's fiscal policy work and supports the head of the agency (the Parliamentary Budget Officer) to deliver the PBO's functions.

In the year ahead, particular focus areas will be:

- continuing to deliver high quality costings and budget advice for parliamentarians
- introducing new members and senators to PBO services
- maturing our data systems and developing new models in partnership with Commonwealth agencies
- focusing on harnessing technology to maximise efficient use of data across our modelling, reporting and data visualisation work
- enhancing knowledge of budget and broader fiscal issues through insightful publications and online tools.

About the role

The Parliamentary Budget Office (PBO) is seeking an experienced leader with strong fiscal and economic policy expertise, complemented by great management skills. In this role, you will shape and drive the PBO's publications and costings work, lead stakeholder engagement, and support external relationships. Your management experience will help foster a collaborative team ethos across SES and other leadership cohorts.

Reporting directly to the Parliamentary Budget Officer, you will contribute to key projects, including major publications, building analytical capability through model and data development, enhancing public understanding of the budget and fiscal transparency, and supporting organisation-wide initiatives and corporate functions.

You will work closely with the Assistant Parliamentary Budget Officers (SES Band 1) to provide leadership across the PBO. You will take responsibility for managing change through engagement and consultation. You will use your strong people focus, including the ability to motivate, inspire and develop organisational capability and performance, to integrate work across the PBO.

Your leadership, stakeholder engagement, and communication skills will empower staff to achieve high performance by setting clear expectations and creating a shared vision aligned with the PBO's purpose.

Together with the Assistant Parliamentary Budget Officers, you will build productive relationships with parliamentarians and external stakeholders, including Commonwealth agencies, peak bodies, academics, and industry leaders, ensuring the PBO draws on expertise from diverse sources. As part of the Executive team, you will play an integral role in setting and communicating the strategic direction of the organisation.

Duties

As a member of the PBO's senior management team, the First Assistant Parliamentary Budget Officer's duties will include:

- intellectual leadership and drive for the work of the PBO
- strategic prioritisation of work to ensure that the PBO's limited resources are used effectively
- providing professional, strategic and operational leadership and expertise across the organisation
- representing the Parliamentary Budget Office to stakeholders, parliamentary committees and in Australian and international forums
- representing the Parliamentary Budget Officer when required.

Qualifications and other requirements

Successful applicants will have:

- strong leadership credentials and extensive management experience
- relevant tertiary qualifications
- knowledge of the structure of the Commonwealth budget and an understanding of the drivers of Commonwealth revenue and expenditure (essential)
- a track record of innovation in relation to the use and presentation of data (desirable)
- the ability to work with utmost discretion and confidentiality
- the ability to obtain and maintain a Negative Vetting Level 2 security clearance.