



## Applicant information pack

# PBO112 – Analyst (PSL5), Senior Analyst (PSL6)

### POSITION DETAILS

Vacancy number	PBO112
Position title	Analyst (PSL5), Senior Analyst (PSL6)
Classification	Parliamentary Service Level 5, Parliamentary Service Level 6
Remuneration range	PSL5: \$92,958 - \$101,975 PSL6: \$106,831 - \$120,011 + attractive employer superannuation
Location	West Block/ Parliament House, 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 1 security clearance.
Contact Officer	Jazmine Smith <b>Phone:</b> (02) 6277 9521 <b>Email:</b> <a href="mailto:jazmine.smith@pbo.gov.au">jazmine.smith@pbo.gov.au</a>
Closing date	11.30pm AEDT 15 March 2026, email to <a href="mailto:hr@pbo.gov.au">hr@pbo.gov.au</a>

### About the office

The Parliamentary Budget Office (PBO) supports the Parliament by providing independent and non-partisan analysis of fiscal policy, the budget cycle 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. A large portion of our work is demand driven, so our staff need an ability to quickly adapt to changing priorities.

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. This allows staff 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 Precinct with offices at both West Block and Australian Parliament House. Staff have access to a wide variety of amenities including end of trip facilities, 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 and Torres Strait Islander people and people from linguistically diverse backgrounds.

## How to apply

Your application should be emailed to [hr@pbo.gov.au](mailto:hr@pbo.gov.au) by **11.30pm, Sunday 15 March 2026** and include:

- your completed [job application cover sheet](#)
- your resume (maximum of two pages)
- your 'pitch' of no more than 750 words, referencing the [APSC's ILS](#), and describing how your skills and experience would contribute to the position within the PBO ('Selection criteria').

## Application process

### What are the steps?

Apply	Complete and submit your 'pitch' – see below (maximum of 750 words or two pages) and a resume of no more than two pages.
Shortlist	Applicants will be assessed on their written application using the selection criteria (below) in the APSC's <a href="#">Integrated Leadership System (ILS)</a> as relevant to the classification they are applying for.
Interview	Shortlisted applicants will be invited to attend an interview. This interview will also explore applicants against the ILS profile at the relevant classification. Interviews may include a skills test component.
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.

### Who is our ideal candidate?

Our ideal candidate is someone who is curious and interested in a wide variety of public policies and programs. They would also:

- Be proactive, adaptable to changing priorities and keen to take initiative.
- Be able to work independently and collaboratively as a member of a team in a dynamic client driven environment.
- Have a background in quantitative work, particularly on costings, budget related work or business intelligence reporting.
- Be organised and have strong attention to detail.
- Have strong communication skills, including an ability to communicate complex material or ideas in a straightforward manner.

For some positions, it would be desirable, but not essential, to have a background in working with complex datasets for microsimulation, business intelligence reporting, or other data analysis tasks using tools such as Rstudio or Power BI

Established client engagement skills, or the ability to quickly acquire them, are also desirable.

The PBO values people with a wide variety of experiences. Even if you do not meet all of the above criteria, we would encourage you to apply.

## Selection criteria

Applicants will be assessed against the following criteria:

- Supports strategic direction
- Achieves results
- Supports productive working relationships
- Displays 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*. All PBO non-SES employees are engaged under common law agreements.

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](mailto: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](mailto: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](mailto: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.



## Analyst (PSL5), Senior Analyst (PSL6)

### About the role

The PBO is seeking dynamic and motivated individuals to help us enrich Australia's democracy through independent budget and fiscal analysis by:

- Undertaking research and analysis on budget and fiscal issues.
- Developing costings for policy proposals.
- Building and using models and data visualisation tools to underpin evidence-based advice, briefing material on fiscal issues, and supporting efficient internal processes.
- Writing reports and publications, such as the triennial election commitments report and educationally focused Budget Explainers.

To deliver on our mandate, we rely on professionals with diverse skills and experience who are curious and rigorous in their approach.

The PBO works in an agile and flexible way, and successful applicants can expect a mix of costings and analytical work along with contributing to model enhancement and capability building. All staff also contribute to effective external engagement activities such as seminars and briefings for parliamentarians and their staff.

There are also regular opportunities to work on organisation-wide projects that allow staff to contribute to and lead organisational change and have significant exposure to the PBO's Executive and agency head. After each general election, the whole of the PBO works to deliver the Election Commitments Report.

### Duties

Analyst roles at the Parliamentary Budget Office generally involve quantitative analysis of the budget. During the lead up to and after each general election, analysts are primarily engaged in the costing of policy proposals as part of the PBO's report of election commitments.

Duties may include:

- Undertaking costings of revenue, expenditure and financing proposals and drafting related explanatory material and evaluations.
- Contributing to the preparation of PBO reports and publications, including analysing budget and economic data to provide insights into budget and fiscal policy settings.
- Analysing large datasets utilising tools such as Excel, R or other statistical or programming packages and finding creative ways to visualise insights from data.
- Assisting in building and/or adapting models and frameworks to analyse the budget in effective and efficient ways.

- Applying strong written communication skills to ensure that all written products are accessible to a wide audience.
- Working across the PBO and with other organisations to obtain data, test the findings of our research and enhance our understanding of the budget.
- Contributing to organisation wide process and tool development and improvement.
- Contributing to implementing the PBO's annual work plan, including on organisational wide initiatives.
- Other duties as required.

## Qualifications and other requirements

Successful applicants will:

- be Australian Citizens
- hold relevant tertiary qualifications
- have the ability to work with utmost discretion and confidentiality
- have the ability to obtain and maintain a Negative Vetting Level 1 security clearance.