IDENTIFYING CORE WORK

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RELEVANT JOB FAMILY *[One job family per row. Multiple rows can be added for the same job family]*	RELEVANT JOB FUNCTION *[Optional]*	WHAT WORK DOES YOUR AGENCY CONSIDER CORE? e.g. strategic policy, compliance case manager, drafting legislation *[Free text]*
Policy	*Policy design*	*APS-wide: Developing cabinet submissions once they are in a Cabinet classified environment, and drafting cabinet submission recommendations at any stage of policy development*
Policy	*Governance*	*Governance and oversight of agency risks and reporitng/ministerial requirements*
Senior Executive	*Strategic leadership*	*APS-wide: Roles on the agency's executive team*
Senior Executive	*Chief executive / statutory office holder*	*CEO role*
Accounting and Finance	*Procurement and contracting*	*APS-wide: Undertaking procurement and managing contracts*
Accounting and Finance	*Budget, costs and financial analysis*	*APS-wide: Standard cost benefit analysis (excluding major capital, infrastructure, complex IT and secure assets such as defence)*
Service delivery	*Program delivery*	*APS-wide: Delivering programs*
ICT and digital solutions	*Service delivery*	*ICT operations of business*
ICT and digital solutions	*Solutions development*	*Cyber security and other specialist ICT management*
Administration	*Executive support*	*SES support services*
Administration	*Facilities and property*	*HQ facilities management*
Communications and Marketing	*Creative design*	*projects and speciliast campaign designs*
Communications and Marketing	*Multimedia*	*Social media posts and videos*
Communications and Marketing	*Public relations and stakeholder management*	*Media corresondance and relations*
Communications and Marketing	*Writing and editing*	*Internal and extermal communication and marketing for the agency*
Human Resources	*Human resources operational*	*Payroll, WHS, Recruitment, reporting requirments*
Human Resources	*Human resources strategic*	*Policy development and stratgic HR direction of agency*
Intelligence	*Intelligence analysis*	*Intelligence gathering and analysis*
Legal and parliamentary	*Lawyer / legal advisor*	*Legal correspondance and drafting for the agecny, FOI and*
Portfolio Program and Project Management	*Project*	*Internal project management*
Science and Health	*Scientific research*	*Research and reports realted to the sciecne of agency (anti-doping)*
Service Delivery	*Customer advice and support*	*Advice to stakeholders of the agency and management of enquiries*