

OFFICIAL-SENSITIVE
Identify your agency's core work for 2025-26

s 22

TYPE OF WORK Describe your agency's core work (free text) (mandatory)	TYPE OF WORK Relevant job family (One job family per row. Multiple rows can be added for the same job family) (mandatory)	TYPE OF WORK Main job function if known (non-mandatory)
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	Policy design
APS-wide: Drafting legislation and regulation	Legal and parliamentary	Legislation
APS-wide: Leading policy formulation	Policy	Policy design
APS-wide: Roles on the agency's executive team	Senior Executive	Strategic leadership
APS-wide: Undertaking procurement and managing contracts	Accounting and Finance	Procurement and contracting
APS-wide: Standard cost benefit analysis (excluding major capital, infrastructure, complex IT and secure assets such as defence)	Accounting and Finance	Budget, costs and financial analysis
Governance and oversight of agency risks and reporting/ministerial requirements	Service delivery	Program delivery
APS-wide: Managing grants	Service delivery	Program delivery
CEO role		Chief executive / statutory office holder
Financial management for ongoing and EOFY activities	Accounting and Finance	Budget, costs and financial analysis
APS-wide: Delivering programs	Service delivery	Program delivery
ICT operations of business	ICT and digital solutions	Service delivery
ICT operations of business	ICT and digital solutions	Solutions development
SES Support Services	Administration	Executive support
HQ facilities management	Administration	Facilities and property
Projects and specialist campaign design	Communications and Marketing	Creative design
Social media posts and videos	Communications and Marketing	Multimedia
Media correspondence and relations	Communications and Marketing	Public relations and stakeholder management
Internal and external communication and marketing for the agency	Communications and Marketing	Writing and editing
Payroll, WHS, Recruitment, reporting requirments	Human Resources	Human resources operational
Policy development and stratgic HR direction of agency	Human Resources	Human resources strategic
Intelligence gathering and analysis	Intelligence	Intelligence analysis
Legal correspondance and drafting for the agecny, FOI and	Legal and parliamentary	Lawyer / legal advisor
Internal project management	Portfolio Program and Project Management	Project
Research and reports realted to the sciecne of agency (anti-doping)	Science and Health	Scientific research
Advice to stakeholders of the agency and management of enquiries	Service delivery	Customer advice and support

s 22
