



Work Placement Position

Australian Taxation Office (ATO) Finance, Portfolio and Value Management (PVM)

Charles Sturt University's Faculty of Business, Justice and Behavioural Sciences has developed a workplace learning partnership with the Australian Taxation Office to offer quality competitive placements for both internal and online students.

To find out more, visit ato.gov.au

Subject:	Session 1 (30): ACC275 (100hrs) BUS220 (70hrs), BUS370 (120hrs) Session 2 (60): ACC275, BUS370
Specialisation:	Accounting, Management, Business, Finance
Location:	Albury
Availability:	1 position

The successful applicant will be working with the Methods and Capability Team, undertaking the following activities:

Further information:

- Conduct research and information gathering in relation to the creation of a new capability building program with a focus on ATOPVM staff becoming 'trusted advisors'.
- Develop engaging and relevant content for sharing with the ATOPVM branch and P3M Community of Practice through two regular newsletters and through Yammer.
- Undertaking reporting activities for the ATO's Digital Service Standard obligations. This will also involve documenting the processes to support succession planning.
- Compile and analyse data to review branch capability information with a view to develop a plan for further capability development.
- Assist in the facilitation of capability building sessions – scheduling, determining online meeting requirements, managing registrations and capturing information for post session analysis
- Ad hoc work for the manager and team as required, this may include updating or re-designing team/branch resource and creating content for the teams Yammer page and (Microsoft Word or PowerPoint based).

How to apply: Email cover letter, résumé, academic transcript and [Authority to Disclose Information](#) to Manager, Workplace Learning, Faculty of Business, Justice & Behavioural Sciences business-wpl@csu.edu.au.

Closing date: [Closing Date](#)

Sub Plan, Business Line	Team
ATO Finance, Portfolio and Value Management (PVM)	Methods and Capability

MAIN TASKS AND ACTIVITIES

- Conduct research and information gathering in relation to the creation of a new capability building program with a focus on ATOPVM staff becoming ‘trusted advisors’.
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- Undertaking reporting activities for the ATO’s Digital Service Standard obligations. This will also involve documenting the processes to support succession planning.
- Compile and analyse data to review branch capability information with a view to develop a plan for further capability development.
- Assist in the facilitation of capability building sessions – scheduling, determining online meeting requirements, managing registrations and capturing information for post session analysis
- Ad hoc work for the manager and team as required, this may include updating or re-designing team/branch resource and creating content for the teams Yammer page and (Microsoft Word or PowerPoint based).

IN THE FOLLOWING SECTION, BRIEFLY EXPLAIN WHICH ASPECTS OF THE TASKS/ACTIVITIES YOU HAVE IDENTIFIED WILL ALLOW THE STUDENT TO MEET THE EVALUATION CRITERION

PROFESSIONAL SKILLS

(i.e. encompasses background and preparation, ability to learn on the job, work attitude, communication skills, dependability, judgement, attendance and punctuality)

The student will be provided with an outline of the task required but they will need to use their own initiative to plan and deliver the intended outcome, including stakeholder engagement where appropriate.

The tasks will require communication directly with fellow ATO team members (through email, telephone and online based platforms), decision making skills and using personal judgement.

All staff are required to input their attendance into a daily time sheet.

TEAM WORK

(i.e. opportunities for participating in a team environment)

The student will work within the Methods and Capability team, within the Portfolio and Value Management Branch. The team is spread across a number of sites, with the student’s manager located on site as well as one other team member. They will have the opportunity to develop skills in working in a team and stakeholder engagement within the organisation, where required.

PROBLEM SOLVING

(i.e. opportunities for exercising problem solving skills)

The tasks will provide the student opportunities to analyse the current processes and apply their business knowledge to provide a recommendation on how to improve it.

The student will also be able to provide feedback on team forward planning activities.

INITIATIVE

(i.e. opportunities for using initiative and ambition, ability to work independently)

The type of work that the student will be undertaking will allow them to be innovative and improve existing processes, with the ability to work independently, while being supported by the manager/team where input is required.

PLANNING AND ORGANISING

(i.e. opportunities for planning an organising)

The student will need to organise and plan their time efficiently as they will need to deliver agreed outcomes by the time their placement finishes.

SELF MANAGEMENT

(i.e. ability to manage own work, capacity to learn independently)

The student will be given small projects to work on independently however they will receive support from team members and manager if/when required.

TECHNOLOGY

(i.e. opportunities and abilities for using information and communication technology)

The student will need to use IT facilities to undertake the research required for this task including consultation meetings and team meetings.