



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
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Specialisation:	Management, Finance, Accounting
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Location:	Albury
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Availability:	1 position
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Further information:	<p>The successful applicant will:</p> <p>Conduct a review of the organisation's Project Management Method, using the results of a recently conducted maturity assessment, to develop a roadmap of opportunities to strengthen project management capability across the ATO. This will require the student to apply their own business knowledge plus develop an understanding of the organisations complex project environment.</p> <p>Ad hoc work for the manager and team as required, this may include updating or re-designing templates (Microsoft Word or PowerPoint based).</p> <p>Refer to next page for a detailed outline of the position.</p>
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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 .
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Closing date:	Closing Date
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Sub Plan, Business Line	Team
ATO Finance, Portfolio and Value Management (PVM)	Methods and Capability
MAIN TASKS AND ACTIVITIES	
<p>Conduct a review of the organisation's Project Management Method, using the results of a recently conducted maturity assessment, to develop a roadmap of opportunities to strengthen project management capability across the ATO. This will require the student to apply their own business knowledge plus develop an understanding of the organisations complex project environment.</p> <p>Ad hoc work for the manager and team as required, this may include updating or re-designing templates (Microsoft Word or PowerPoint based).</p>	
<p align="center">IN THE FOLLOWING SECTION, BRIEFLY EXPLAIN WHICH ASPECTS OF THE TASKS/ACTIVITIES YOU HAVE IDENTIFIED WILL ALLOW THE STUDENT TO MEET THE EVALUATION CRITERION</p>	
<p>PROFESSIONAL SKILLS (i.e. encompasses background and preparation, ability to learn on the job, work attitude, communication skills, dependability, judgement, attendance and punctuality)</p>	
<p>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.</p> <p>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.</p> <p>All staff are required to input their attendance into a daily time sheet.</p>	
<p>TEAM WORK (i.e. opportunities for participating in a team environment)</p>	
<p>The student will work the small Methods and Capability team, within the Portfolio and Value Management Branch. The team is spread across the nation, with the student's manager located on site. They will have the opportunity to develop skills in working in a team and stakeholder engagement within the organisation, where required.</p>	
<p>PROBLEM SOLVING (i.e. opportunities for exercising problem solving skills)</p>	
<p>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.</p> <p>The student will also be able to provide feedback on team forward planning activities.</p>	
<p>INITIATIVE (i.e. opportunities for using initiative and ambition, ability to work independently)</p>	
<p>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.</p>	
PLANNING AND ORGANISING	

(i.e. opportunities for planning and 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.

They will be accountable to produce their findings by the end of the period.

SELF MANAGEMENT

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