

THE AUSTRALIAN PUBLIC SERVICE STRATEGIC COMMISSIONING FRAMEWORK
REPORTING WORKBOOK

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IDENTIFYING CORE WORK

RELEVANT JOB FAMILY <i>[One job family per row. Multiple rows can be added for the same job family]</i>	RELEVANT JOB FUNCTION <i>[Optional]</i>	WHAT WORK DOES YOUR AGENCY CONSIDER CORE? e.g. strategic policy, compliance case manager, drafting legislation <i>[Free text]</i>	DOES YOUR AGENCY OUTSOURCE ANY OF THIS CORE WORK? <i>[Select Yes/No from drop down list]</i>
Senior Executive	Chief executive / statutory office holder	APS-wide: Roles on the agency's executive team	No
Portfolio Program and Project Management	Portfolio	APS-wide: Delivery of specialised projects and program activities	No
Portfolio Program and Project Management	Program	APS-wide: Administration of specialised projects and program activities	No
Communications and Marketing	Public relations and stakeholder management	APS-wide: Developing and implementing public relations and media strategies	No
Communications and Marketing	Writing and editing	APS-wide: Undertaking journalism and writing activities	No
Communications and Marketing	Marketing	APS-wide: Developing and implementing marketing and advertising events and services	No
Senior Executive	Strategic leadership	APS-wide: Roles on the agency's executive team	No
Data and research	Data and research	APS-wide: Applying information technology tools and analysing data, identifying trends, producing reports	No
Data and research	Numerical analysis	APS-wide: Analyse datasets with a variety of tools to research and solve organisational issues	No
Policy	Governance	APS-wide: Undertaking corporate planning and performance and secretariat activities	No
Accounting and Finance	Accounting	APS-wide: Analysing financial information, preparing financial reports, providing advice on organisational financial matters	No
Accounting and Finance	Budget, costs and financial analysis	APS-wide: Plans, organises and directs the financial and accounting activities	No
Accounting and Finance	Procurement and contracting	APS-wide: Undertaking procurement and managing contracts	No
Human Resources	Human resources operational	APS-wide: Developing and implementing strategic HR initiatives, policies and programs	No
Administration	Executive support	APS-wide: Undertaking personal assistant administration duties	No
Administration	Facilities and property	APS-wide: Undertaking facilities and property management activities	No
Legal and parliamentary	Ministerial / cabinet and parliamentary liaison	APS-wide: Advising on ministerial and parliamentary matters and liaising with the Minister's office.	No

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[illegible]