

Rebecca Thornton

Senior Policy Officer (APS 6)

0491 570 162 · rebecca.thornton@example.com

Canberra, ACT 2600

Security clearance: Baseline (current)

PROFESSIONAL SUMMARY

Experienced APS 6 Senior Policy Officer with 5 years in the Australian Public Service, specialising in social policy development, Cabinet and ministerial briefing, and stakeholder engagement. Strong written communication, analytical skills and a record of delivering high-quality advice within tight timeframes. Committed to the APS Values and Code of Conduct.

EMPLOYMENT HISTORY

Senior Policy Officer (APS 6) – Social Policy Branch

Jul 2022 – Present

Department of Social Services · Canberra ACT

- Lead development of policy advice on income support settings, supporting a \$240M measure in the 2025–26 Budget.
- Draft and clear Ministerial briefs, Question Time Briefs and Senate Estimates material, with 98% accepted without substantive amendment.
- Manage consultation with 15 state and territory agencies and peak bodies.
- Supervise 2 APS 4–5 officers and coordinate branch contributions to Cabinet submissions.

Achievement (STAR): Situation – urgent need to review eligibility settings ahead of Budget. **Task** – deliver an evidence-based options paper in 6 weeks. **Action** – analysed data from 4 sources, ran 3 stakeholder workshops and modelled costings with Finance. **Result** – options adopted by the Minister, informing a measure that benefits an estimated 30,000 people.

Policy Officer (APS 5)

Jan 2020 – Jun 2022

Department of Employment and Workplace Relations · Canberra ACT

- Researched and prepared policy analysis on employment services programs.
- Drafted 60+ briefs and correspondence items for the Minister's office.
- Coordinated whole-of-government input to a parliamentary inquiry response.

Graduate Policy Officer (APS 3–4) – Graduate Program

Feb 2019 – Dec 2019

Department of the Prime Minister and Cabinet · Canberra ACT

- Completed 3 rotations including Cabinet Secretariat and Social Policy.
- Supported coordination of Cabinet submissions and agenda papers.

SELECTION CRITERIA CAPABILITIES (APS 6 – INTEGRATED LEADERSHIP SYSTEM)

Shapes strategic thinking	Developed options aligned to government priorities and fiscal constraints.
Achieves results	Delivered Budget measure on time with strong stakeholder support.

Cultivates productive working relationships	Built trusted relationships with state agencies and community sector.
Exemplifies personal drive and integrity	Consistently applies APS Values and Code of Conduct.
Communicates with influence	Authored high-quality written advice to Ministers and Senior Executives.

EDUCATION & TRAINING

- Master of Public Policy – Australian National University, 2020–2021
- Bachelor of Arts (Political Science), First Class Honours – University of Sydney, 2015–2018
- APS Foundation Learning; Writing for Government; Cabinet Process (2024)

REFEREES

Sarah Kowalczyk	Branch Manager (SES Band 1), Social Policy Branch, DSS • 0491 570 163 • s.kowalczyk@example.com
Mark Davidson	Director (EL2), Employment Policy, DEWR • 0491 570 164 • m.davidson@example.com