# Request for staff [Template]

Colleagues,

Following [details of endorsement] of the [Taskforce], we are inviting interested applicants at the [specify levels required] to join the Taskforce for [time period] (with a review period at [X] month(s). [Description of Taskforce operational requirements, e.g. where it is hosted]

Secondment arrangements will be formalised through an MoU. [Note expected start date]

To help with the EOI process, further information on the desired skills and experience of secondees is provided below.

**About the taskforce**

[Details about Taskforce, including objective and deliverables as informed by scope]

**Who are we looking for?**

[Details about skills and attributes sought for Taskforce, as informed by the taskforce skills assessment tool]

Shortlisted applicants will be invited to an informal interview to discuss the role and the work of the taskforce in more detail.

**What will secondees get out of it?**

[Details about what Taskforce has on offer for secondees, e.g. high-profile work, cross-agency exposure, develop new policy tools]

For further information, please contact [Taskforce lead].

Regards,

[Contact]

# Request for staff – example

Colleagues,

Following the Health Minister’s agreement to establish a Morbid Obesity Taskforce, we are inviting applications from staff at the APS6, EL1 and EL2 levels to join the Taskforce for a secondment period of six months (with a review period at one month). The Taskforce will be hosted in the Department of Health and lead by Lee Eider.

Secondment arrangements will be formalised through an MoU, with an expected start date of 1 July 2021.

To help with the EOI process, further information on the desired skills and experience of secondees is provided below.

**About the taskforce**

The Morbid Obesity Taskforce will be developing policy proposals for consideration by a Ministerial Steering Committee, as well as an action plan for progress across jurisdictions for consideration by National Cabinet. These deliverables will be guided by an expert advisory panel. The Taskforce will also lead a national roadshow to engage communities in discussion on obesity and its impacts.

**Who are we looking for?**

We intend to fill **six positions** at the **APS6 level**, **five positions** at the **EL1 level** and **three positions** at the **EL2 level**.

We are seeking highly organised applicants with excellent written and verbal communications skills and the ability to be flexible and adaptable to changing priorities. Taskforce employees should be able to effectively manage competing priorities and work collaboratively.

In addition, applicants should have skills in one or more of the below areas:

* **Project management (EL1, EL2)** – experience in applying project management tools and methodologies, ability to organise self and others, and ability to plan tasks to achieve outcomes
* **Policy and research (APS6, EL1, EL2)** – understanding of the Cabinet process, experience writing Cabinet submissions and new policy proposals, experience writing briefs for SES and Ministers, and excellent research and analytical skills
* **Technical expertise (ASP6, EL1)** – demonstrated subject matter expertise on morbid obesity and health impacts, knowledge of government health programs and policies addressing obesity
* **Stakeholder engagement (APS 6, EL1, EL2)** – experience in engaging with a wide variety of internal and external stakeholders, experience running a public consultation process, and ability to analyse and report on stakeholder consultation findings
* **Communications and media (APS6)** – ability to lead strategic communications, experience in public communications processes, experience in event planning and logistics.

Shortlisted applicants will be invited to an informal interview to discuss the role and the work of the taskforce in more detail.

**What will secondees get out of it?**

The Taskforce will provide secondees with the opportunity to develop evidence-based, high impact proposals to address morbid obesity in Australia. Secondees will have the opportunity to work closely with counterparts in states and territories and to participate in consultation and engagement with communities around Australia.

For further information, please contact the head of the Taskforce, Lee Eider.

Regards,

[Contact]