



Candidate information pack

General Counsel, Legal Audit and Assurance
(SES Band 1)

Department of Industry, Science, Energy and Resources

Reference No: 723

Close date: 11.55pm AEST Thursday 24 September 2020

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General Counsel, Legal Audit and Assurance, SES Band 1, Department of Industry, Science, Energy and Resources

Position description

Position Overview

Reports to:	Chief Operating Officer, (Head of Division)	Staff:	62
Location:	Canberra, ACT. The successful candidate will be required to establish their work base in Canberra. Relocation assistance may be considered.		

The opportunity

The Department of Industry, Science, Energy and Resources is seeking an experienced SES Band 1 **General Counsel** to lead the **Legal, Audit and Assurance Branch** and provide critical support for the delivery of key government and departmental programs and policies.

The successful candidate will provide high-level strategic support and management for a branch that oversees a number of essential functions, including:

- In house legal services
- Internal audit
- Fraud prevention
- Freedom of Information

The General Counsel is a key member of the Corporate and Digital Division's executive leadership team.

Our ideal candidate

We are seeking a candidate that can drive the critical work of the department by providing expert legal and assurance advice in an often complex and sensitive environment.

In addition, you must be able to contribute to the strategic direction of the department, delivering reform and driving change.

Our ideal candidate will have highly developed liaison and negotiation skills, complemented with demonstrated management experience. You must be:

- an innovative thinker, who has the ability to manage multiple priorities.
- able to harness information from a variety of sources and have well developed analytical skills.
- highly motivated and have an agile approach that enables you to anticipate opportunities and encourage creativity and innovative ideas.
- able to initiate and manage changes in your branch to ensure the team are focused on delivering high quality outcomes for the department.

Applications from **Aboriginal and Torres Strait Islander people, Cultural and Linguistically Diverse people, and people with disability** are highly encouraged because your diverse experience, perspectives, and background will strengthen our service delivery, productivity, capability and innovation.

Our operating environment

Our senior leaders operate in a dynamic environment, working collegiately and possessing the following capabilities to deliver on the priorities of the department:

- **Judgement and quality.** Working with public information that must be accurate, being aware of context and the way the department and Ministers present externally.
- **Managing the priorities of large workloads with short timeframes.** This includes managing the requirements of multiple Ministers and the internal communications needs of the Executive.
- **Building strong internal relationships with peers and the Executive.** Being both proactive and responsive to business needs, building trust and awareness of the specialist skills available to assist line areas with their needs.
- **Building capability and resilience.** This includes managing a mobile workforce, multiskilling staff to enable pooling of resources where tasks can change daily.

Preferred experience and qualifications

You must be admitted as a legal practitioner of the High Court or the Supreme Court of an Australian

State or Territory and be eligible to hold an unrestricted Government Practising Certificate issued by the Law Society of the Australian Capital Territory.

Security

This position requires the successful candidate to have (or the ability to obtain) a Negative Vetting Level 1 security clearance.

Tenure

The successful candidate will be offered ongoing employment under the *Public Service Act 1999*.

Remuneration

An executive package reflecting the importance of the position will be negotiated with the successful candidate comprising of:

- salary
- employer superannuation (15.4 per cent of salary), and
- car parking.

Eligibility

To be eligible for engagement to the Australian Public Service (APS), applicants must be Australian citizens or have permanent residency status pending the granting of Australian citizenship. There are also restrictions on the employment of people who have received a redundancy benefit from an APS agency or the Australian Parliamentary Service and who is still within their 'redundancy benefit period' or restriction period. These arrangements do not apply to persons who have received a redundancy benefit from a non-APS Commonwealth employer, from a State/Territory Government employer, or from the private sector. There are no restrictions on such persons competing on merit for APS employment.

Prospective appointees will be required to satisfy health, character and security checks. Specifically, you will need to be able to obtain and maintain a Negative Vetting 1 security clearance.

Please note that, with any vacancy, it is important that you check your own circumstances and ability to meet the eligibility requirements.

RecruitAbility

RecruitAbility applies to this vacancy. You will be invited to participate in further assessment activity for the vacancy if you choose to apply under the RecruitAbility scheme; declare you have a disability; and meet the minimum requirements for the job.

For more information see: www.apsc.gov.au/priorities/disability/recruitability.

The Department

The Department of Industry, Science, Energy and Resources (the department) drives growth and job creation for a more prosperous Australia, by facilitating economic transformation and boosting business entrepreneurialism. We facilitate the growth and productivity of globally competitive industries, by bringing together industry, energy, resources, science.

We support the affordable, reliable, secure and competitive operation of energy markets for the long term benefit of the Australian community and industries through improving Australia's energy supply, efficiency, quality, performance and productivity. We support Australia's commitments to emissions reductions while maintaining a prosperous economy.

We also support the building of a strong scientific capability, business innovation, and the commercialisation of new ideas as critical requirements for productivity and economic growth.

More information

More information about the Department of Industry, Science, Energy and Resources please refer to:
www.industry.gov.au.

Preparing your application

Your application should include a CV and a statement of claims (a short 'pitch' of approximately 750 words maximum or 1 page) telling us how your skills and experience make you the best person for the job. You should draw out why you are interested in the roles, what you offer the agency, your skill set, relevant career history and achievements, and your leadership attributes.

About Executive Intelligence Group

Executive Intelligence Group is a Canberra based executive search and recruitment management firm. We specialise in finding, selecting, developing, coaching and mentoring senior executives across a range of different contexts and sectors.

We are held in high regard by senior decision makers and would be recognised as having exceptional coverage in terms of the number and nature of agencies for which we have completed assignments.

We have extensive experience in generalist, 'difficult to fill' and specialist executive roles, bulk rounds, statutory appointments and private sector positions and an outstanding reputation in dealing with Secretaries, senior executives CEOs and Boards.

If, after reading the selection documentation, you require further information please contact **Tricia Searson** or **Karina Duffey** on (02) 6232 2200.

Applications must be submitted through the Executive Intelligence Group website.

Interviews are likely to be held in the week of 28 September.

How to apply

Executive Intelligence Group has the capability to receive applications online via our website.

A major benefit of lodging an application through our system is that your details will now be saved in your personal, confidential account. This means that, should you apply for any future roles through us, you will not have to re-enter this information and this will hopefully make the application process easier for you. If at any time your personal details change you are able to update this via your account. It is important to us that you find our website easy to use. If you have any feedback on how we can make the website more user friendly to assist you in completing an application or downloading candidate information, please let us know.

At **Executive Intelligence Group**, we respect the confidentiality of the personal information you provide to us and understand that your privacy is critical.

To review our Privacy Policy please click here: <https://executiveintelligencegroup.com.au/privacy-policy/>.

Important things to note:

- When you apply for the first time, please create an account and make a note of your username and password;
- For subsequent applications, you will need to log in to your account and submit your application along with your CV and statement of claims/pitch. I.e. you will need to submit an application for **EVERY** vacancy you are interested in - submitting one application does **NOT** mean you will automatically be considered for other vacancies with Executive Intelligence Group.
- Please have your CV and statement of claims/pitch ready to upload in a single document. Make sure you take account of the requirements of the position and the selection criteria (if required) against which you will be assessed. In your CV, it is useful for you to provide a quick snapshot of the key responsibilities you have had in each role over the last 5 years;
- You will have an opportunity to review, edit and print your application before you submit. However, once it is submitted you will not be able to make any changes;
- In the event that you do not receive an automated email confirming your application has been submitted it is very important that you contact us as there may be an issue with your application lodgement;
- If you do not hear from us about the progress of your application within 3 weeks from the close date, please contact us for an update; and
- If at any time, you wish to withdraw from this process you will need to send an email to admin@execintell.com.au to let us know. You are unable to withdraw your application directly from the website.

We can be contacted on 02 6232 2200 or admin@execintell.com.au.

How to apply online:

1. Go to the Executive Intelligence Group website and navigate to the Vacancies page (<http://www.executiveintelligencegroup.com.au/vacancies/>);
2. Find the vacancy you are interested in applying for and click 'More Info'. This will enable you to download the candidate information pack. This will assist you on how approach your application;
3. When you are ready to apply, find the vacancy you are interested in applying for and click 'Apply';
4. Read the information about applying and press 'Start';
5. This is where you will create your account if you are applying for the first time. If you have used our system previously you can log in with your user name and password;
6. From here you will be guided through an online application form;
7. At the end of the form you will be prompted to upload your CV and selection criteria/pitch. You **MUST** have your name referenced within the document/s you upload. Please note you should have this already saved in a single document it is preferable to keep the file name of the document short and without symbols for example: **Surname First Name Ref No Job**. Where possible please upload your documents in PDF format, we are also able to accept documents in Word format.
8. If you wish to change any of the sections before you submit you can click on the 'Summary' table on the right-hand side which will take you to the specific page;
9. Submit your application; and
10. You will receive an automatic email with a copy of your application.