



# Candidate information pack

Assistant Secretary positions  
(SES Band 1)

Affirmative Measure – Indigenous

Department of Health

**Reference No: 752**

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## Assistant Secretary roles

### Position description

#### Position Overview

**Location:** Canberra, ACT, Sydney, NSW, Brisbane, QLD and Melbourne, VIC

The **Department of Health** (the Department) is seeking talented and experienced executives to join its senior leadership team to help ensure we respond to current and emerging challenges to the health of Australians, our health and aged care system, and the government's objectives in relation to sport. We work as a team to develop and implement coherent, connected and evidence-based responses.

Several opportunities exist at the Branch Head level (SES Band 1) for highly motivated leaders with outstanding policy, program management and organisational change experience and strategic vision. You will contribute to a range of complex policy and program management issues, including developing and implementing major government reforms.

You will also support the Secretary and executive team in the leadership and direction setting of the Department. Successful candidates will have demonstrated their ability and commitment to shape the culture and capability of the Department.

A central element of your role will be contributing to shaping the culture and capability of the Department. Successful candidates will share Health's commitment to flexible work arrangements. This includes being committed to Health's goal of supporting staff at all levels to do their best work from the location that enables this.

#### Relevant Experience

To be a strong contender for these important and challenging roles you will need to be forward thinking, self-motivated, resilient and adept at building relationships in a large complex and fast-paced environment. Your strong leadership credentials and ability to engender trust and respect will be complemented by sound judgement, a strong focus on results and the ability to resolve complex issues in a public sector context, including by winning support, marshalling resources and leveraging relationships. You will also have high level policy advisory experience relating to major government reforms and a sound understanding of the expectations of Ministers. With extensive management experience at a senior executive level you will be experienced in providing strategic leadership and direction, and building the capability of your team and the organisation more broadly.

#### Leadership and Personal Attributes

Health is seeking leaders with:

- The vision to provide the best policy advice to government, including an exceptional results orientation based on leading by example with a resilient and positive approach to issues resolution.
- The influence to take forward the Government's policy agenda with the intelligence, persuasiveness, professionalism, authenticity and credibility necessary to leverage both formal and informal authority.
- First class collaboration, communication and interpersonal skills that build relationships based on understanding, respect and trust, ensuring Health listens to and learns from stakeholders. An openness to diverse perspectives is critical.
- The ability to deliver complex projects, programs and services including, increasing the use of digital tools, flexibility in how, when and where work is undertaken, and eliminating/streamlining unnecessary processes and 'red tape'.
- A focus on enabling and nurturing people and relationships to ensure an inclusive and collaborative approach, where people are supported to deliver to the best of their ability. This includes setting expectations, uniting people behind a strategic vision, astute judgement, political nous, the ability to lead and support people through change, the development of staff and building the capability of the organisation.
- The entrepreneurial skills and commitment to generate new ideas, experiment with different approaches, achieve outcomes on behalf of citizens and engage positively and creatively with risk, and
- The courage, self-awareness and resilience to manage the challenges of leadership, including a proactive approach to their own personal and professional development and a citizen centric focus.

### **Future SES Band 1 Appointments**

While the Department intends to fill several Band 1 level positions in the near future, it may also select candidates from this process for other branch head vacancies over the next twelve months.

### **Qualifications**

Relevant tertiary qualifications are desirable. In addition, membership of relevant professional associations or institutes will be well regarded.

### **Security**

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

### **Tenure**

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

### **Remuneration**

A Total Remuneration Package (TRP) reflecting the importance of the position will be negotiated with the successful candidate. The TRP comprises of:

- Base salary
- Superannuation
- Motor vehicle allowance
- Official parking

Other entitlements (in addition to TRP) may include:

- Airline lounge membership
- Home office support
- Provisions for leave and relevant allowances (e.g. travel) etc.
- Relocation assistance (if relevant)

### **Assistance with Relocation**

Assistance with removal expenses and / or short term accommodation assistance may be provided if interstate relocation is involved.

### **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.

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

### **Affirmative Measure – Indigenous**

The filling of these vacancies is intended to constitute an affirmative measure under Section 26 of the Australian Public Service Commissioner's Directions 2016. These vacancies are open only to Aboriginal and/or Torres Strait Islander people.

To be eligible to apply for a position advertised under an Indigenous affirmative measure, you need to confirm you:

- are of Aboriginal and/or Torres Strait Islander descent;

- identify as Aboriginal and/or Torres Strait Islander; and
- are accepted by your community as being Aboriginal and/or Torres Strait Islander.

You are required to provide confirmation of Aboriginal and/or Torres Strait Islander heritage. A 'Confirmation of Aboriginality' or 'Confirmation of Aboriginal and/or Torres Strait Islander heritage' (confirmation) is a document provided by Indigenous community organisations 'confirming' or 'endorsing' that a person is Aboriginal and/or Torres Strait Islander. A confirmation must stipulate that a person:

- is of Aboriginal and/or Torres Strait Islander descent; and
- identifies as an Aboriginal and/or Torres Strait Islander person; and
- is accepted as such by the community in which they live, or formerly lived.

This evidence may be provided as part of your application or at a later stage of the recruitment process. Acceptable evidence includes:

- a letter signed and executed by the Chairperson of an incorporated Aboriginal or Torres Strait Islander organisation confirming you are recognised as an Aboriginal and/or Torres Strait Islander person; or
- a confirmation of Aboriginal and/or Torres Strait Islander descent form executed by an Aboriginal or Torres Strait Islander organisation; or
- two statutory declarations confirming you are Aboriginal and/or Torres Strait Islander. The first declaration must be completed by you and the second declaration can be completed by an Indigenous Service Provider (e.g. a University Support Unit or an Indigenous Medical Service).

### 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](http://www.apsc.gov.au/priorities/disability/recruitability).

## The Department

The **Health Portfolio** works towards achieving better health and wellbeing for all Australians, now and for future generations. Australia has one of the best health systems in the world and, with our partners, our objective is to keep it that way.

The **Department of Health** has a diverse set of responsibilities and works closely with other government agencies, consumers and stakeholders to strengthen evidence-based policy advice and design, implement and manage government programs, research and regulation. The Department has a lead role in ensuring Australians can access the health and aged care they need when they need it – safely, conveniently and affordably. Sport is an integral part of Australia's health, social and economic well-being and the Department also plays a fundamental role in supporting the Government's objectives in the sports sector.

### The Department's Behaviours in Action

To achieve the Department's vision, the Executive fosters a culture where all staff:

- Collaborate to innovate – work with others to make a difference
- Invest in high performance – nurture talent and builds capability in others
- Trust and empower – build trust to exercise responsibility
- Listen and appreciate – listen with intent and value contributions
- Walk the talk – lead by example and embrace change

### More information

Further information about the Department can be found at: <https://www.health.gov.au/about-us>

### APS Values

Every person in the Department is expected to uphold the Australian Public Service (APS) Values of being:

- Impartial – The APS is apolitical and provides the Government with advice that is frank, honest, timely and based on the best available evidence
- Committed to service – The APS is professional, objective, innovative and efficient, and works collaboratively to achieve the best results for the Australian community and the Government
- Accountable – The APS is open and accountable to the Australian community under the law and within the framework of Ministerial responsibility
- Respectful – The APS respects all people, including their rights and their heritage
- Ethical – The APS demonstrates leadership, is trustworthy, and acts with integrity in all that it does.

## Preparing your application

Your application should include a CV and a statement of claims (a short 'pitch' of 500 words maximum) what experience you can bring to the Agency, your skill set, relevant career history, achievements, and your leadership attributes.

In preparing your application it is in the interest of candidates to present their application in a way that demonstrates significant outcomes associated with each of the criteria, as well as the capabilities and behaviours that underpin them (please note that it is not necessary to address the capabilities and behaviours individually).

## Selection criteria

### 1. Achieves Sustained Results

*Relevant capabilities and behaviours:*

- Builds organisational capability and responsiveness
- Marshalls and develops professional expertise
- Steers and implements change and deals with uncertainty
- Ensures closure and delivers on agreed results (time, cost and quality)

### 2. Cultivates productive working relationships

*Relevant capabilities and behaviours:*

- Nurtures internal and external relationships
- Facilitates cooperation and partnerships
- Values individual differences and diversity
- Guides, mentors and develops people

### 3. Exemplify personal drive and integrity

*Relevant capabilities and behaviours:*

- Demonstrates Public Service professionalism and probity
- Engages with risk and shows personal courage
- Commits to action
- Displays resilience
- Demonstrates self-awareness and a commitment to personal development

### 4. Communicates with influence

*Relevant capabilities and behaviours:*

- Communicates clearly
- Listens, understands and adapts to audience
- Negotiates persuasively

## 5. Shapes strategic thinking

*Relevant capabilities and behaviours:*

- Inspires a sense of purpose and direction
- Focuses and acts strategically
- Harnesses information and opportunities
- Shows judgement, Intelligence and common sense

## 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.**

## 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](mailto: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](mailto: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.