



Candidate information pack

General Manager Roles
(SES Band 1)

Anti-Dumping Commission

Reference No: 774

Close date: 5.00pm AEST Sunday 26 September 2021

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General Managers (SES Band 1), Anti-Dumping Commission

Position description

Position Overview

Reports to: Commissioner of the Anti-Dumping Commission

Location: Melbourne, VIC

The Anti-Dumping Commission (Commission) is Australia's international trade remedies authority. We investigate alleged unfair trade practices involving goods entering Australia. These investigations seek to deliver a level playing field for industry. We are responsible for administering Australia's anti-dumping legislation.

We are a multi-disciplinary team with investigative, accounting, auditing, legal, economic and international trade craft skills. We embrace diversity and inclusion, and encourage employees to be their authentic self. We help staff to reach their full potential through engaging work, career growth opportunities, and studies assistance options.

For more information about us please refer to <http://www.adcommission.gov.au>.

The Opportunities

We are looking for dynamic and experienced leaders to join the Commission's senior leadership team.

As a General Manager, you will enhance our culture and build our people capability through integrating teams and implementing our strategic priorities. **The following two positions will be filled through this recruitment process:**

1. General Manager, Strategic, Legal and Advisory Services

As General Manager, Strategic, Legal and Advisory Services you will guide regulatory decisions, advise the Minister and Commissioner, and lead around 30 employees providing the Commission's non-investigatory functions.

You are responsible for setting the Commission's strategic direction by: ensuring adherence to domestic legislation and regulations; following Australia's international anti-dumping obligations; engaging with domestic and international stakeholders; developing policy; and providing economic analysis.

You will provide timely and considered advice to the Commissioner on anti-dumping matters, stakeholder/media engagement, commission administration, and employee development. You will be a member of the Commission's investigation panels and also represent the Commission at parliamentary inquiries, stakeholder engagements, and at the World Trade Organisation.

2. General Manager, Investigations

As General Manager, Investigations you will produce robust and timely findings and recommendations (to meet our statutory obligations and legislative requirements).

You will work to ensure Australia's anti-dumping investigations are rigorous, transparent and completed in accordance with domestic legislation and Australia's international World Trade Organisation obligations. You are responsible for providing advice:

- on the Commission's core functions to the Minister, and
- to the Commissioner on anti-dumping matters, stakeholder/media engagement, commission administration, and staff engagement and development.

You will work across public and private sectors to inform and drive policy reform, and engage with domestic and international stakeholders and contribute to policy development. You will be a member of the Commission's investigation panels and also represent the Commission at parliamentary inquiries, stakeholder engagements, and at the World Trade Organisation.

Knowledge, Skills and Abilities

We encourage applications from diverse backgrounds and experiences. We strongly believe that diversity of experience, perspectives, and background will lead to a better environment for our employees and better outcomes for Australia. We support flexible working arrangements.

These opportunities require people with empathetic and pragmatic leadership skills with strong emotional intelligence. You:

- are an innovative thinker who has the ability to manage multiple priorities
- are able to harness information from a variety of sources and have well developed analytical skills
- are highly motivated and have an agile approach that enables you to anticipate opportunities and encourage creativity and innovative ideas.
- have a strong ability to build and maintain productive working relationships to achieve cross-government outcomes.

To be successful, you will need to have a proven ability to achieve organisational objectives, and have demonstrated experience working in demanding regulatory environments.

Our ideal candidates are experienced working in diverse teams and are willing to work on building their own competency in understanding Aboriginal and Torres Strait Islander cultures and how it impacts on the work of the Commission. You are also willing to build your disability confidence as you will be responsible for the implementation of practices that provide a safe and accessible working environment for all employees.

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

Qualifications

Tertiary qualifications in one of the following fields is desirable (but not at all essential); accounting, economics, commerce, business, international trade, regulatory compliance, law, auditing or commercial investigations.

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 Negative Vetting Level 1 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 (15.4 per cent of salary)
- Official 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.

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 Commission is a portfolio agency of the Department of Industry, Science, Energy and Resources (the department). 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 is available at: www.industry.gov.au.

Preparing your application

Your application should include a CV and a statement of claims (a short 'pitch' of approximately 500 words) drawing out why you are interested in the roles, what you offer the Commission, your skill set, relevant career history and achievements, and your leadership attributes. In preparing your application you may also wish to take account of the following selection criteria which apply to SES roles in the APS.

In addition to submitting your CV and a statement of claims (or 'pitch') you will be required to fill in some additional fields in our online application form. These are: Key area of expertise (less than 200 words); Major achievements (less than 200 words); At level or acting experience (less than 100 words); Staff Management (less than 100 words); and Budget Management (less than 100 words). Selection panels find that these additional fields are helpful to them when reviewing and assessing applications. These sections are additional to your short 'pitch' of approximately 500 words.

Also, when you are completing the online application form on the EIG website, please select which role you feel closest matches your experience and/or interest (noting you can select more than one and/or all roles).

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 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.