



Candidate information pack

Chief Operating Officer
(SES Band 2 equivalent)

Australian Maritime Safety Authority

Reference No: 776

Close date: 11:59pm AEDT Sunday 10 October 2021

Unit 120A, Mode 3 Building
24 Lonsdale Street, Braddon ACT 2612
PO Box 5125, Braddon ACT 2612
T 02 6232 2200 • F 02 6232 2222
E admin@execintell.com.au

Chief Operating Officer

Position description

Position Overview

Reports to: Chief Executive Officer

Staff: Up to seven direct reports and indirect responsibility of up to 150 employees

Location: Canberra, ACT

Corporate Services enables the achievement of AMSA's business outcomes through the provision of high quality support and services in the following areas; information technology, security, governance, finance, property management, governance, organisation development, human resources management, learning and development, workplace health and safety (WHS), corporate communications, parliamentary liaison, media and customer service through AMSA's contact centre – 'AMSA Connect'.

Reporting directly to the Chief Executive Officer (CEO) the **Chief Operating Officer** will be responsible for contributing to the strategic direction of AMSA and providing leadership to AMSA's organisation change activities. The Chief Operating Officer plays a critical role in the overall management of the organisation, including providing support and assistance to the CEO and Board on all corporate services issues.

Knowledge, Skills and Abilities

To be successful in this position you must have the following pre-requisites:

- Tertiary qualifications relevant to the position.
- Substantial leadership experience at a senior level.
- Strong strategic thinking skills with the ability to shape ideas and options from concepts, identify emerging trends, opportunities and challenges and translate them into strategies and plans.
- Highly developed communication / presentation skills, including producing written communications, experience chairing committees and well-developed consultation and negotiation skills.
- Demonstrated ability to establish and lead high performing diverse teams, building and shaping capability to meet organisational needs.

Key internal and external relationships

- AMSA Executive
- AMSA Board Members
- AMSA leadership team
- Government departments such as those within the Infrastructure Portfolio and the Department of Finance.
- External stakeholders ranging from international organisations and companies to domestic fishing, tourism and coastal operators.
- Industry associations, unions and non-government organisations.

Duties

The duties for the Chief Operating Officer include:

- Contribute to the leadership and strategic direction of AMSA whilst leading the organisation through significant change.
- Work closely with the CEO and AMSA Board Members to ensure the effective governance and alignment of AMSA's corporate functions with the strategic direction of the organisation.
- Ensure mandatory and other appropriate reporting to the Board, senior leaders, the Minister and other government agencies on financial performance.
- Manage a budget of around \$45 million, including \$40 million operating expenses and \$5-7 million of capital expenditure.

- Provide leadership and direction to financial management and accounting operations, including responsible and accountable management of AMSA's property portfolio.
- Provide leadership to the implementation of effective human resource management strategies that facilitate the attainment of AMSA's strategic objectives through the attraction, retention, motivation and development of staff.
- Provide leadership to AMSA's corporate communication and engagement activities, utilising best practice and technology to improve outcomes that are aligned to AMSA corporate objectives.
- Provide leadership that ensures the provision of secure and appropriately supported information technology services using contemporary systems and techniques.
- Lead an effective Ministerial response system.
- Foster and enhance AMSA's quality management system.
- Provide strategic input to projects and programs having an AMSA-wide impact.
- Ensure organisational risk management continues to meet best practice standards.
- Manage the AMSA's corporate planning and annual reporting processes.
- Represent AMSA at external forums as required.
- Commit to the [AMSA Code of Conduct](#) and [Values](#)

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 Negative Vetting Level 1 security clearance.

Tenure

The successful candidate will be offered a 3 year renewable performance based contract.

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
- Official parking

Eligibility

To be eligible for employment with AMSA, applicants must be Australian citizens or have permanent residency status pending the granting of Australian citizenship.

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.

The Agency

AMSA Vision: Safe and clean seas, saving lives.

AMSA Mission: Ensuring safe vessel operations, combating marine pollution, and rescuing people in distress

AMSA Values:

Professional – We act with integrity and are pragmatic in our approach.

Collaborative – We value and respect others and work together to achieve our objectives.

Dedicated – We are committed to AMSA's mission and responsive to the needs of our customers and stakeholders.

Accountable – We take responsibility for our decisions and actions.

AMSA is responsible for the maritime safety of international shipping and domestic commercial vessels, protection of the marine environment from ship-sourced pollution, and search and rescue nationally. Its operating environment is demanding and complex, involving diverse stakeholders and operations.

The AMSA Board oversees the organisation and a small Executive team manages its operations. The agency comprises four Divisions:

- Policy and Regulation - maintains AMSA's regulatory framework and legal instruments that establish maritime safety, navigation and marine environment protection settings for vessels in Australian waters.
- Operations - is responsible for monitoring compliance with the regulatory framework by domestic commercial vessels and international ships in Australian waters.
- Response - provides Australia's national search and rescue service. It also manages responses to ship sourced pollution in the marine environment and manages an aids to navigation network around Australia.
- Corporate Services – provides support to the organisation through financial management, human resources, property and business services, performance and reporting, information technology, communications and media/parliamentary support.

AMSA's head office is located in Canberra and it has 19 offices around Australia.

More information

More information about the Agency is available at: www.amsa.gov.au

Preparing your application

Your application should include a CV and a statement of claims (a short 'pitch' of approximately 1000 words or 2 pages) drawing out why you are interested in the role, what you offer the agency, 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 1000 words or 2 pages.

Selection criteria

1. Achieves 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.