



Candidate information pack

Group Manager, Disability Employment and Carers
(SES Band 2)

Department of Social Services

Reference No: 780

Close date: 11.30pm AEDT Sunday 24 October 2021

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Group Manager, Disability Employment and Carers, SES Band 2, Department of Social Services

Position description

Position Overview

Reports to: Deputy Secretary, Disability and Carers, SES Band 3

Location: Tuggeranong, ACT

About the Position

The department is seeking a **Group Manager, Disability Employment and Carers (SES Band 2)** in the **Disability and Carers** stream. It is expected that a merit pool will be created through this process, which may be accessed for any future vacancies.

As Group Manager, and a key member of the department's Executive team, you will be a high performing executive who can lead a complex work program and contribute to the leadership of the department through active involvement in executive decision-making, representational activities and working collaboratively to provide strategic direction and drive a culture of high performance. You will make a substantial contribution to the delivery of key government agendas and engage with a broad range of stakeholders to deliver policies and programs that enhance outcomes for Australians.

To be a strong contender you will have outstanding leadership skills, a demonstrated record of achievement, excellent interpersonal skills and sound judgement. You will be committed to innovation in policy development and its implementation and to creating workplace cultures that are collaborative and supportive. You will be comfortable working in a fast-paced environment and ideally have experience in working on multidimensional and complex issues.

You will also be confident and resilient and have excellent stakeholder and people management skills. Your performance will be judged by results and how you uphold Australian Public Service and departmental values, including exemplary standards of integrity and professionalism.

Duties

The Disability Employment and Carers Group provides advice to Government on employment supports for people with disability and carers and manages Australian Government programs to improve employment outcomes for people with disability. A key focus for the Group will be to consider options to improve the operation of the Disability Employment Services (DES) program from 1 July 2023, when the current DES Agreement expires. With annual expenditure of \$1.4 billion per year, the aim of DES is to achieve long-term employment outcomes for people whose main barrier to employment is their disability, injury or health condition.

Disability Employment and Carers Branch

The Disability Employment and Carers Branch administers the DES appropriation, is responsible for policy decisions, program management and compliance activities for the DES program and has responsibility for the management of other key disability employment program activities, such as the Individual Placement and Support Program. In addition, this branch is responsible for carer support, including the delivery and enhancement of the Integrated Carer Support Services Model and Carer Gateway.

Disability Employment Reform Branch

The Disability Employment Reform Branch has oversight of the design and implementation of a new disability employment support model from 1 July 2023. The Branch is responsible for all aspects of the design process, including collaboration with stakeholders on options for a new model, and managing Budget and Cabinet processes. This Branch is also responsible for the Disability Employment Strategy, including implementation, monitoring and reporting on actions to deliver on the Strategy.

Both branches manage relationships with national stakeholders on program and related policy matters, including employment services peak organisations, disability advocates, carer representative organisations, employer

representatives, and other Commonwealth agencies such as Services Australia, the Department of Education, Skills and Employment (DESE), the National Disability Insurance Agency (NDIA) and the National Indigenous Australians Agency (NIAA).

To be considered for this role you will need to:

- have significant leadership and management experience and a strong track record in client and project management
- set strategic direction and effectively manage change
- work collaboratively, anticipate opportunities, manage risk and resolve complex issues
- demonstrate integrity, tact, professionalism, sound judgment, self-reliance, diligence and the ability to work under pressure
- have the people skills to build productive working relationships across business areas in the department as well as externally.

Key responsibilities of SES employees

As an SES Band 2 officer you will:

- provide high quality policy advice to government and policy agencies and implement government programs, including delivery of government services to the community;
- be accountable for ensuring the delivery of outputs that contribute to the achievement of outcomes as determined by the government;
- focus on and delivering the outputs specific to the department and ensuring appropriate links between these outputs and broader government goals such as the social inclusion agenda;
- enable and motivate staff to achieve high performance by, among other things, creating a shared vision and sense of the department's purpose;
- be required to have a strong commitment to leading change and improvement.
- model professional integrity and core ethics and:
 - actively promote workplace practices and behaviours consistent with the *Public Service Act 1999* and the Australian Public Service (APS) Values and Code of Conduct including managing actual and perceived conflicts of interest; and
 - provide leadership in being apolitical, accountable and responsive.
- manage, comply with and establish appropriate systems to ensure:
 - the probity of all financial transactions in accordance with the *Public Governance, Performance and Accountability Act 2013*, the department's financial delegations and the Chief Executive's Instructions; and
 - compliance with all relevant legislation including the *Work Health and Safety Act 2011* and departmental policies.
- provide leadership both within the department and across the broader APS characterised by a high level of accountability for outcomes and a commitment to working in a collegiate manner across all levels of government.

Overview of the Department

The Department of Social Services' (the department) purpose is to improve the economic and social well-being of individuals and families in Australian communities which is achieved through the implementation of a diverse range of government policies, programs, services and payments.

The department's purposes are set out in the Administrative Arrangement Orders as follows:

- Income security and support policies and programs for families with children, carers, the aged, people with disabilities and people in hardship
- Income support policies for students and apprentices
- Income support and participation policy for people of working age
- Services for families with children, people with disabilities and carers
- Community mental health
- Community support services
- Family relationship, Family and Children's Support Services
- Social housing, rent assistance and homelessness

- Child support policy
- Services to help people with disabilities obtain employment
- Non-profit sector and volunteering
- Whole of government service delivery policy.

The department is committed to creating a diverse and socially inclusive work environment that reflects the broader Australian community. The department recognises the richness of Aboriginal and Torres Strait Islander cultures and the unique knowledge Aboriginal and Torres Strait Islander employees bring to the workplace, policy development and service delivery.

The department welcomes and encourages applications from Aboriginal and Torres Strait Islander peoples, people with disabilities, LGBTIQ people, women and people with diverse linguistic and cultural backgrounds. The department aims to provide an inclusive workplace where each person's unique perspectives and abilities are valued and applied in the development and delivery of meaningful social policy.

Operating Context

The environment in which the department operates is complex and interconnected and presents a number of unique challenges. The department's success is measured in terms of its ability to anticipate and adapt within this changing environment, while maintaining its strategic direction and its focus on improving the wellbeing of individuals and families in Australian communities.

Qualifications

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

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 (including motor vehicle allowance)
- Superannuation
- Official parking

Other entitlements (in addition to TRP) may include:

- Airline lounge membership; and
- Provisions for leave etc.

Eligibility and Security

To be eligible for employment with the Department of Social Services, you must be an Australian citizen. A candidate's suitability for employment with the department will be assessed through a pre-employment screening process. This will include a criminal history check and the ability to obtain and maintain an Australian Government security clearance, at the Negative Vetting 1 level. This will be arranged for you, if successful.

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.

More information

More information about the Department of Social Services is available at: <https://www.dss.gov.au/>. In addition, more information can be found in the 2020-21 Corporate Plan: <https://www.dss.gov.au/search/search/Corporate%20Plan>.

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.

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.