

# OUTSMART CRIME: TAKE YOUR CAREER A STEP FURTHER

CANDIDATE INFORMATION PACK



**AFP**

AUSTRALIAN FEDERAL POLICE

# JOIN OUR TEAM

The Australian Federal Police (AFP) is a key player in the Australian security landscape, rising to complex challenges and staying a step ahead to protect Australians as new threats emerge.

We break new ground every day and a career as a member of the AFP requires a diversity of skills and knowledge, as well as an ability to combine innovation with policing to create intelligent action.

We:

- Pride our self on demonstrating leadership and agility in a dynamic operating environment;
- Are intelligence-led, ethically and values-driven, embracing diversity and inclusion;
- Value trust, respect, accountability, integrity;
- Are committed to excellence in service to the Australian community and in working with each other; and
- Have the brightest minds to play a critical role in protecting Australia and Australians by outsmarting serious, complex, international and organised crime.

To continue as one of the most adaptive, effective and advanced police forces in the world, the AFP is seeking suitably qualified candidates for the role of **Chief Medical Officer, SES Band 1**.

## THE ROLE – CHIEF MEDICAL OFFICER

The Chief Medical Officer (CMO) is a member of the senior executive group and contributes leadership, knowledge and innovation. The role has broad responsibilities across the organisation providing clinical representation both internally and across various external forums.

The CMO is responsible for the delivery of health services to members of the AFP and, from a health perspective, the preparedness of AFP for operations. The CMO is responsible for providing strategic health advice and technical oversight of health services. The role works alongside and collaborates with the Manager Organisational Health on internal and external health and wellbeing factors to drive policy and improve health outcomes. Relevant areas of work include:

- Workforce health and wellbeing
- Policy and program development
- Clinical governance, assurance and continuous improvement processes
- Complex case management
- Public and occupational health advice and travel medicine
- Work collaboratively with the Chief Psychologist in support of mental health

The role is based in Canberra and operates as part of the senior executive group reporting to the National Manager People and Culture (NMPCC).

The role of the CMO involves:

- Providing overall strategic guidance for the provision of health services to the AFP in support of AFP operations
- Technical oversight of AFP health services including internal and contracted capabilities
- The provision of advice and the development of policy on a range of health issues
- Ensure a contemporary and relevant clinical governance framework, in support of the delivery of safe and high-quality health services
- Lead multi-disciplinary teams to organise and coordinate health and care services

- Develop and implement medical standards, in accordance with inherent requirements, to support fitness for role assessments including (but not limited to) recruit entry, pre and post deployment, and specialist roles
- Act as the AFP internal and external facing subject matter expert on health
- Developing and maintaining professional networks with other relevant agencies by representing the AFP at inter-departmental government meetings relating to health issues impacting on AFP members;
- Being available as soon as reasonably possible to AFP management in order to discuss any medical issues that may impact on operational activities;

The CMO is also required to:

- Provide medical guidance to all areas of the AFP in support of AFP business objectives
- Provide Medical Review Officer (MRO) services for Professional Standards (PRS). The MRO gives advice regarding: prohibited drugs, pharmaceutical products, and alcohol and positive drug screen results;
- Give advice to business areas on individuals' fitness for continued duty and to the Work Health Safety & Rehabilitation (WHSR) and Psychological Services teams within PCC;
- Provide health advice in support of international deployment requirements;
- Act as a liaison with service providers when medical repatriations are required and give timely and expert advice to members unwell on posting overseas or on their return.

AFP appointees ensure that the achievement of outcomes is in accordance with the regulatory framework, the AFP Code of Conduct and the AFP Governance instruments.

## MINIMUM REQUIREMENTS

- Must be an Australian citizen
- Negative Vet 2 (Top Secret) security clearance (or the ability to obtain one)
- Hold full and unconditional registration as a medical practitioner with the Australian Health Practitioner Regulation Agency
- Hold a Fellowship with one or more of the Medical Colleges in Australia
- Have demonstrated senior leadership experience within organisations managing health services
- Be available after hours for medical emergencies and to liaise with other medical practitioners delivering care to AFP members.

## OUR IDEAL CANDIDATE

As a leader within the AFP you will:

- set strategic corporate direction
- have astute judgement, a strong focus on results and the ability to solve complex issues and build organisational capability
- be committed to excellence and innovation and have a strong record of achievement in leading people and managing resources
- have excellent stakeholder relationship skills, including the ability to provide insightful, persuasive and trusted advice to a diverse range of senior stakeholders; including across government

- be forward thinking and self-motivated, driving operational and service excellence
- lead by example, embodying the inclusive culture to which we aspire
- demonstrate capability in line with the [SES Band 1 Work Level Standards](#).

## OUR OFFER

Generous remuneration and conditions of service will be negotiated with the successful applicant, under an AFP Senior Executive employment contract, including salary, airline lounge membership, fitness/health allowance, annual health assessments and employer superannuation benefits.

## MORE INFORMATION

The AFP is part of the Home Affairs portfolio and works closely with a range of other law enforcement and government agencies at state, territory, Commonwealth and international levels, outsmarting crime, enhancing safety and providing a secure regional and global environment. The [Corporate Plan](#) is a legislative requirement under the *Public Governance, Performance and Accountability Act 2013*. It sets out the AFP's purpose, priorities, environmental context, the activities it undertakes, how performance is measured and the management approach to risk.

The plan is a rolling four-year plan and is updated annually. It is aligned with the outcome statements, program and performance information presented in the [AFP Portfolio Budget Statements](#). Performance against the plan and the PBS is reported in the [Annual Report](#).

## Diversity

[Diversity is a core element of modern policing](#). Not only does it ensure we reflect the community we serve, it also allows the AFP to build and maintain community trust, and strengthens our capacity to effectively respond to local, national and international challenges. Achievement of a diverse workforce, and an inclusive workforce culture, are not merely nice to have – they are imperative to our capability as an effective, future-ready police organisation.

Further reading

[Platypus](#): Policing and community news from the Australian Federal Police

[AFP Media releases](#)

## HOW TO APPLY

### To apply:

Provide a two page pitch outlining why you are attracted to the role and what you bring to the role. The two page pitch should include examples of your ability to demonstrate capability in line with the [SES Band 1 Work Level Standards](#). More information on how to write a two page pitch can be found in the factsheet below.

Provide a copy of your Curriculum Vitae (CV).

Applications must be submitted via the Executive Intelligence Group website:

<https://executiveintelligencegroup.com.au>

**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.

**Applications close: 11:30pm (AEDT) Thursday 4 November 2021.** Late applications will not be considered without the explicit approval of the Selection Committee chair

## How to develop a two page pitch when applying for positions

### What is a 'pitch'?

A **pitch** is a summary of your claims for the position that you are applying for. It should be relevant to the advertised role and the stated role requirements, with a focus on being concise, consistent and clear for the SAC Panel. It should succinctly articulate why you are a suitable candidate and what you can bring to the role.

### How can you develop your pitch?

Before you begin to plan and develop your response you need to ensure that you review the position requirements, responsibilities and other relevant information outlined in the candidate information package. The [SES Band 1 Work Level Standards](#) can provide further information about role expectations at this level. If you require more specific details about the role, ensure you make contact with the contact person for the position.

### What to include in your pitch?

Your Curriculum Vitae (CV) provides us with your career history and evidence of particular expertise or experience. Your pitch should outline your attributes as they relate to the work level standards. It is an opportunity for you to demonstrate your leadership qualities and your potential to perform the role. Focus not only on what you have done but also provide insight into how you did what you did and why you did it that way.

In demonstrating your attributes against the work level standards use examples to convey:

- What challenges you were facing?
- How you addressed this challenge?
- What was the outcome?

Close with a strong statement about why you should be chosen to undertake this role.

### Some do's and don'ts when developing your pitch

#### DO

- Know the key messages that you want to share to ensure that you stay on point and highlight your claims against the role requirements.
- You might prefer to use one or two work examples that showcase your experience across a number of skill/leadership areas rather than several separate examples. Just remember all examples must be relevant and easy for the reader to link back to your CV.
- Remember document design principles such as a readable font size and use of white space. Use real examples – don't only 'tell' of your skills and experience through general statements.
- CHECK your response for relevance, typos and flow before submitting.

#### DON'T

- Use dot points.
- Don't waste space in your response telling about projects/experience that can be easily seen in your CV. For example: "I am currently an Executive Assistant in ...."
- Don't be tempted to use small font or narrow margins to maximise word usage in your response. This will make it very difficult for the selection panel to read. The skill in developing a pitch is to develop a short but relevant document. This requires practice.
- Don't submit a pitch longer than two pages. This may make your application 'stand out' in a non-favourable way as you have not attempted to craft a succinct but highly relevant response.

#### **How your CV and pitch work together?**

- Your CV creates a vital first impression and should work in tandem with your two page pitch. Ensure your CV is crafted to best reflect previous experience relevant for the vacancy and that it conveys a sense of meaning and commitment for the work of the role that you are applying for.
- Standard CV's include your personal and contact details, relevant education/qualifications/technical skills, work experience including responsibilities and achievements and details of referees.
- You may wish to encourage the reader to refer to your CV in your pitch to provide more detailed information about the nature of work undertaken and the organisation.

#### **Practice**

Remember to consider feedback from previous recruitment processes in developing and refining your future pitches. Strive to always improve, better highlight and present your claims in a logical order that relates to the position vacancy.