



Candidate information pack

General Manager, National Inventory Systems and International Reporting
(SES Band 1)

Department of Industry, Science, Energy and Resources

Reference No: 791

Close date: 11.55pm AEDT Sunday 28 November 2022

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Position Overview

Reports to: Head of Division

Staff: Approx. 35

Location: Flexible, noting that the bulk of staff are in Canberra, so a regular physical presence in Canberra for an agreed period of time will be necessary.

The Climate Change Division provides policy, program and technical support to the Australian Government on climate change. This includes development of Australia's long-term emissions reduction plan, developing Australia's annual national greenhouse gas accounts and annual emissions projections, and providing policy advice on the Emissions Reduction Fund and the Safeguard mechanism.

The National Inventory Systems and International Reporting (NISIR) branch produces Australia's National Greenhouse Accounts and Emissions Projections; which underpin the Australian Government's action on climate change. As General Manager of the NISIR branch you will be responsible for:

- Delivering high quality and timely National Greenhouse Accounts including the Quarterly Update, the National Inventory Report and related accounts and projections
- Ensuring the integrity of the Government's monitoring systems, compliance with its international treaty commitments and evaluation of emission outcomes
- Contributing high level science and policy leadership on the development of estimation methods used in the national methods and in support of policy recommendations
- The development of customised IT systems for the National Greenhouse Gas Inventory
- Leading policy development on the National Greenhouse and Energy Reporting system
- Providing advice on Government programs and international policy, especially in relation to inventory/accounting policy; and
- Representing the Government at the Intergovernmental Panel on Climate Change and other international fora and build bilateral relationships with key partners, such as Malaysia and, Thailand.

Our ideal candidates

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.

Our ideal candidates have highly developed representational and negotiation skills, are analytical thinkers committed to good policy outcomes, and are strong people managers. You may be experienced in public policy, program development and implementation or you may have an extensive track record of experience in state government, industry or other sectors. You are:

- an innovative thinker who has the ability to manage multiple priorities
- able to harness information from a variety of sources and have well developed analytical skills
- highly motivated and have an agile approach that enables you to anticipate opportunities and encourage creativity and innovative ideas.

For this particular role you will need to demonstrate:

- Capability to lead and manage a diverse workforce, including overseeing a large number of technical staff and contractors responsible for the development of customised IT systems to ensure the production of high quality and timely National Greenhouse Accounts
- Experience in international representation and negotiation, including in relation to technical standards.

You 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 department. 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

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 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
- 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 Department of Industry, Science, Energy and Resources (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 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 including Key area of expertise; Major achievements; At level or acting experience; Staff Management; and Budget Management. These sections are additional to your short 'pitch' and CV.

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.