



Candidate information pack

General Managers (several)
(SES Band 1)

Department of Industry, Science, Energy and Resources

Reference No: 797

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General Managers, SES Band 1

Position description

Position Overview

Reports to: Head of Division

Location: Various. We have a national footprint and support flexible and remote working arrangements at all levels in our department. Consideration will be given to SES being based outside of Canberra and / or working remotely where this is consistent with the operational requirements of the relevant Branch and the Department.

As a General Manager (SES Band 1) in the department, you will be a key member of the senior leadership team and play an integral role in delivering key outcomes and priorities for the department (through the delivery of high quality strategic policy and/or program delivery and resource management).

We are establishing a merit pool to fill vacancies across the department as they arise. The department has a broad remit and is responsible for a diverse range of functions including:

- development and implementation of public policy;
- service delivery;
- program design and delivery; and
- corporate services.

You will play a key role in building our organisational capability by providing intellectual leadership in your work area and in the organisation's strategic agenda more broadly, and through your leadership and development of others.

A role at the Senior Executive level will enable you to substantially contribute to the Government's agenda to support economic growth and job creation for all Australians. In addition to these rewarding and challenging roles, you will also have the opportunity to access leading professional development programs targeted to Senior Executives as well as comprehensive on the job learning specific to our operations and public sector management.

More broadly Senior Executives are expected to advise and support the Government of the day on the full range of portfolio issues and to do this through the development of considered policies and the delivery of effective programs. You must also ensure that the department is meeting its legislative and governance obligations, is working collaboratively to deliver outcomes, and responds flexibly to current and emerging issues. You also have a broader role in providing leadership across the APS in the delivery of whole-of-Government policies and services, managing in a changing and devolved environment.

We have a national footprint and support flexible working arrangements at all levels in our department, including working from home or remotely and part time hours. Our people can negotiate where and when they work, as long as it makes sense for their role. It doesn't matter where you join us or in what role, you'll be supported to do your best work.

Key Challenges

- **Judgement and quality.** Working with public information that must be accurate, being aware of context and the way the department and Ministers present externally.
- **Managing the priorities of large workloads with short timeframes.** This includes managing the requirements of multiple Ministers and the internal communications needs of the Executive.
- **Building strong relationships with peers and the Executive.** Being both proactive and responsive to business needs, building trust and awareness and your networks across the APS.
- **Building capability and resilience.** Creating an environment that empowers individuals and teams to deliver their best for government and citizens. You will contribute to building for the future, continually developing the right capability so that the department and broader APS can always deliver the best outcomes for the Australian community.
- **Setting the vision and priorities for your branch.** Develops the strategic direction and create a shared sense of purpose through encouraging others' input and communicating required actions and expected outcomes. This includes setting expectations, nurturing talent and building capability.

Our ideal candidates

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 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.

You have highly developed representational and negotiation skills 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; and
- highly motivated and have an agile approach that enables you to anticipate opportunities and encourage creativity and innovative ideas.

You are likely to work closely with one or more of the department's Ministers, therefore experience working with Ministers and advisors will hold you in good stead.

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.

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

Qualifications

Relevant tertiary qualifications are desirable, but not essential. 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 security clearance at the required level. All employees must have, at least a security clearance at the 'Baseline' level, therefore Australian Citizenship is a prerequisite for these opportunities.

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
- Car 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 supports economic recovery, productivity and growth, and job creation for all Australians by supporting manufacturing, business capability, technology, science and innovation.

We support the affordable, reliable, secure and competitive operation of energy markets and Australia's transition to a lower emissions future, including by encouraging the commercialisation and uptake of low emissions technologies. We back Australia's strong resources sector by supporting the development of Australia's mineral and energy resources for the benefit of the nation.

We also have an important role in positioning Australia to recover from the ongoing economic consequences of the COVID-19 pandemic and helping businesses and industry respond to a shifting global environment.

The [Portfolio Budget Statements 2021-22 | Industry, Science, Energy and Resources Portfolio](#) provides detailed coverage of our budget commitments.

Our Structure

The Executive Team is comprised of the Secretary (CEO equivalent), David Fredericks and 5 Deputy Secretaries. Profiles of the [Executive Management Team](#) are available on the department website.

General Managers (SES Band 1) report directly to a Head of Division (SES Band 2) who reports to a Deputy Secretary who is responsible for a dynamic and blended workforce, as outlined in our [organisational structure](#).

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 a maximum of 500 words) drawing out why you are interested in the roles, 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 include areas such as Key areas of expertise, Major Achievements, Staff Management and Budget Management.

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.