



Candidate information pack

Executive Branch Manager (Executive Level 1.2)
Aboriginal and Torres Strait Islander Service Development
and

Executive Branch Manager (Executive Level 1.4)
Office for Aboriginal and Torres Strait Islander Affairs

Identified Positions

Community Services Directorate, ACT Government

Reference No: 815

Close date: 11:30pm AEST Tuesday 13 September 2022

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Executive Branch Managers

Position description

Executive Branch Manager (Executive Level 1.2), Aboriginal and Torres Strait Islander Service Development

Position Overview

Reports to: Executive Group Manager Child, Youth and Families
Staff: To be recruited to, new branch.
Location: Canberra, ACT

The Division

Children, Youth and Families (CYF) works in partnership with the community to protect children and young people from being harmed and from harming others. The CYF also works in partnership with families, carers, and community agencies to ensure children and young people are safe and achieve the best possible life outcomes. The CYF is part of a one CSD human services organisation.

A number of children, young people and families have an involuntary relationship with CYF. That is, they are compelled by court orders and by the statutory framework of the Children and Young People Act 2008 to engage with our service. Many other children, young people and families choose to voluntarily engage with CYF to access our services which include Child and Family Centre's. At all times CYF is committed to involving children and young people in a meaningful way in decision-making about their lives.

The Role

This is a designated position in accordance with s42, *Discrimination Act 1991* and is only open to Aboriginal and/or Torres Strait Islander people. Aboriginal and/or Torres Strait Islander heritage is considered essential and therefore a Confirmation of Aboriginality may be requested.

Reporting to the Executive Group Manager Child Youth and Family, the Executive Branch Manager, Aboriginal and Torres Strait Islander Service Development will lead a team that will support the establishment of Aboriginal and Torres Strait Islander Community Controlled Organisation's (ACCO's) across the ACT region with expertise in providing high level strategic policy development, service design and the establishment and implementation of partnerships with Aboriginal and Torres Strait Islander community and sectors.

In particular, the Executive Branch Manager will influence decision-making across government and collaborate with senior Aboriginal and Torres Strait Islander community leaders and organisations in relation to driving the establishment of ACCO's and reducing the number of Aboriginal and Torres Strait Islander children in out-of-home care. This role will lead the work to establish or enhance Aboriginal Community controlled organisation to deliver Child and Family Services, Family Safety Support Services and Community Housing as the three initial priorities for the ACT.

The Executive Branch Manager will exercise their capacity to communicate sensitively and effectively, including the requirement for proper negotiation and consultation, with Aboriginal and Torres Strait Islander peoples.

The Executive Branch Manager should also have a proven record in strategic policy advice, community development activities and/or the delivery of a range of specialist services to the Aboriginal and Torres Strait Islander communities in the ACT.

Job Specific Skills and Attributes

The Executive Branch Manager must have an established record in developing and implementing public sector policy, excellent leadership credentials, a strong understanding of governance, contract management, engagement, and consultation, influencing decision makers and a commitment to public service integrity. A strong focus on results and experience in maintaining effective working relationships with stakeholders.

The Executive Branch Manager will have a proven record and experience in Aboriginal and Torres Strait Islander Affairs, particularly working with Aboriginal and Torres Strait Islander people and communities. In particular, the Executive Branch Manager should have:

- Leadership skills in the delivery of Aboriginal and Torres Strait Islander programs and services.
- High level communication skills, including the requirement for proper negotiation and consultation, with Aboriginal and Torres Strait Islander people.
- Demonstrated experience of working with government and the community sector to build and create opportunities for Aboriginal and Torres Strait Islander led service delivery and system design
- High level policy experience in implementing, monitoring, and reviewing Aboriginal and Torres Strait Islander services.
- Capacity to envision, articulate and operationalise strategy and plans.
- High level negotiation and communication and skills and stakeholder engagement.
- Proven experience in the provision of evidence-based advice to government.

Executive Branch Manager (Executive Level 1.4), Office for Aboriginal and Torres Strait Islander Affairs

Position Overview

Reports to: Executive Group Manager, Strategic Policy. **Staff:** 14

Location: Canberra, ACT

The Division

Strategic Policy is responsible for the development and provision of strategic human services policy. The Division brings together strategic and social policy advice regarding Women, Disability, Seniors and Veteran's, Youth, Multicultural Affairs, Housing, Children, Families and Aboriginal and Torres Strait Islander Affairs to address areas of increased focus and priority for the Directorate.

Strategic Policy leads the strategic and corporate planning cycles within the Directorate and coordinates external reporting functions to Territory and Commonwealth bodies.

Office for Aboriginal and Torres Strait Islander Affairs

The Office for Aboriginal and Torres Strait Islander Affairs provides strategic advice to the Minister for Aboriginal & Torres Strait Islander Affairs on issues affecting Aboriginal & Torres Strait Islander people living in the ACT. The Office coordinates a whole-of-government approach to issues affecting Aboriginal and Torres Strait Islander Canberrans through the *ACT Aboriginal and Torres Strait Islander Agreement 2015-18 (the Agreement)*.

The Office also provides secretariat support and administrative support to the Aboriginal and Torres Strait Islander Elected Body and supports the outsourcing arrangements for secretariat of the United Ngunnawal Elders Council.

The Role

This is a designated position in accordance with s42, *Discrimination Act 1991* and is only open to Aboriginal and/or Torres Strait Islander people. Aboriginal and/or Torres Strait Islander heritage is considered essential and therefore a Confirmation of Aboriginality may be requested.

The Executive Branch Manager is responsible for the provision of high level strategic advice and policy for the ACT Government and Aboriginal and Torres Strait Islander communities. The position is also responsible for the day to day management of the Office of Aboriginal and Torres Strait Islander Affairs.

The Executive Branch Manager will exercise their capacity to communicate sensitively and effectively, including the requirement for proper negotiation and consultation, with Aboriginal and Torres Strait Islander peoples.

In particular, the Executive Branch Manager is responsible for providing best practice advice, policy guidance and reporting support to those areas of Government responsible for delivering specialist Aboriginal and Torres Strait Islander services as well as building cultural integrity across all mainstream services.

Reporting to the Deputy Director-General, the role provides leadership to ensure the Office for Aboriginal and Torres Strait Islander Affairs and government agencies have robust working relationships to deliver effective policy and programs to enhance the wellbeing of Aboriginal and Torres Strait Islander peoples in the ACT.

The Executive Branch Manager must have an established record in developing and implementing public sector policy, excellent leadership credentials, a strong understanding of governance, contract management, engagement, and consultation, influencing decision makers and a commitment to public service integrity. A strong focus on results and experience in maintaining effective working relationships with stakeholders.

The Executive Branch Manager should also have a proven record in strategic policy advice, community development activities and/or the delivery of a range of specialist services to the Aboriginal and Torres Strait Islander communities in the ACT.

Job Specific Skills and Attributes

The Executive Branch Manager will have a proven record and experience in Aboriginal and Torres Strait Islander Affairs, particularly working with Aboriginal and Torres Strait Islander people and communities. In particular, the Executive Branch Manager should have:

- Demonstrated knowledge and understanding of Aboriginal and Torres Strait Islander peoples' cultures and societies and an understanding of the issues affecting Aboriginal and Torres Strait Islander peoples in contemporary society, including a knowledge of Aboriginal and Torres Strait Islander issues in the Australian Capital Territory.
- Demonstrated ability to communicate sensitively and effectively, including the requirement for proper negotiation and consultation, with Aboriginal and Torres Strait Islander people.
- Demonstrated understanding of the policy environment for Aboriginal and Torres Strait Islander Affairs at both an ACT Government and an Australian Government context.
- Demonstrable skills in strategic thinking, change management and effective leadership.
- High level negotiation and communication and skills and stakeholder engagement.
- Proven experience in the provision of evidence-based advice to government.

Compliance

The Executive Branch Manager has extensive compliance responsibilities.

Relevant legislation includes:

- *Freedom of Information Act 2016;*
- *Children and Young People Act 2018*
- *Work Health and Safety Act 2011;*
- *Information Privacy Act 2014;*
- *Public Sector Management Act 1994;*
- *Territory Records Act 2002;*
- *Human Rights Act 2004;*
- *Fair Work Act 2009 (Cwth);*
- *Discrimination Act 1991;*
- *Audit Act 1996;*
- *Financial Management Act 1996;*
- *Housing Assistance Act 2007;*
- *Disability Services Act 1991; and*
- *Working with Vulnerable People (Background Checking) Act 2011.*

Delegations

The Executive Branch Manager, exercises delegations under the *Financial Management Act 1996*, *Public Sector Management Act 1994* and the *Freedom of Information Act 1989*. Legislation can be found at: www.legislation.act.gov.au

Qualifications

Relevant tertiary qualifications are expected and / or Demonstrated skills and expertise to undertake the work. 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 applicant will be engaged under a performance-based contract for a period of five years. Individual contracts are tabled in the ACT Legislative Assembly.

Remuneration

The ACT Remuneration Tribunal makes an annual determination of the remuneration and other entitlements to be granted to Directors-General and Executives. The current determination is available at www.remunerationtribunal.act.gov.au/determinations.

The position of **Executive Branch Manager, Aboriginal and Torres Strait Islander Service Development** is determined at Executive Level 1.2 and currently attracts an annual total remuneration package of between \$235,922 and \$245,343 per annum, dependent on the appointee's current superannuation arrangements. The salary component of the package is \$209,347. The package also includes employer's contribution to superannuation, and other benefits.

The position of **Executive Branch Manager, Office of Aboriginal and Torres Strait Islander Affairs** is determined at Executive Level 1.4 and currently attracts an annual total remuneration package of between \$266,764 and \$277,429 per annum, dependent on the appointee's current superannuation arrangements. The salary component of the package is \$237,008. The package also includes employer's contribution to superannuation, and other benefits.

Superannuation Arrangements

If the executive is a member of the Commonwealth Superannuation Scheme (CSS) or the Public Sector Superannuation Scheme (PSS) or has a preserved or deferred benefit in one of these schemes, the employer superannuation contributions will be paid to that scheme.

If the executive is not a member of CSS or PSS, they may elect to join Aware Super (the default scheme for the ACT Government) or have employer superannuation contributions directed to a superannuation fund nominated by the executive provided that the fund complies with all relevant superannuation and taxation legislation.

In choosing a superannuation fund, it is the executive's responsibility to meet any employee requirements of the fund.

Relocation Expenses

Assistance with relocation costs may be available for appointees from interstate.

Further information

The ACT Public Service Director-General and Executive Handbook contains further information on terms and conditions of employment for Executives.

This can be accessed at: [Executive Handbook](#)

Diversity

People with a disability; women; Australians from culturally and linguistically diverse backgrounds; and Aboriginal and Torres Strait Islander people have an equal opportunity for appointment to these positions. An appropriate selection panel will be formed, or special needs addressed, if requested by a member of one of these groups.

Eligibility

To be eligible for engagement to the ACT Government 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 the ACT Government agency and who is still within their 'redundancy benefit period' or restriction period.

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 Directorate

The Australian Capital Territory Government

When the Australian Capital Territory (ACT) became self-governing in the 1989, its Legislative Assembly was given responsibility for both state (eg health and education) and municipal (eg waste management) functions, making it unique in Australia. As a result, the ACT is sometimes referred to as a 'city state'. The ACT's Chief Minister fulfils the roles of both State Premier and Mayor.

ACT Government Structure

Under a 'one service' structure, services are delivered to the ACT community through nine Directorates:

- ACT Legislative Assembly
- Canberra Health Services
- Chief Minister, Treasury and Economic Development Directorate
- Community Services
- Education
- Environment, Planning and Sustainable Development
- Justice & Community Safety
- Major Projects Canberra
- Transport Canberra and City Services

Across these Directorates, the ACTPS has over 20,000 staff, including full-time, part-time, temporary, and casual positions.

Community Services Directorate

The Community Services Directorate (CSD) manages the human services responsibilities of the ACT Government. People who are assisted through the Directorate's policies, services and programs include:

- families, children and young people, including those who are at risk of neglect or abuse;
- people with disabilities and children and young people with developmental delays;
- culturally and linguistically diverse groups, migrants and refugees;
- Aboriginal and Torres Strait Islander people;
- people in need of housing support and assistance, those at risk of, or who are experiencing homelessness;
- women, older people; and
- community groups and organisations

The Directorate works with the community and manages services that assist the Canberra population. The Directorate's policy framework continues to be guided by our focus on achieving outcomes for our community.

More information can be found at [Strategic Plan 2018 - 2028](#).

A strong focus of the Directorate is assisting people who are disadvantaged or experiencing a crisis. They may be refugees and migrants, families affected by domestic violence, parents seeking help to look after children with disabilities, children with developmental delays or children and young people at risk. We also fund many community partners to help us deliver services and programs to improve peoples' lives.

More information

More information about the Directorate and its services can be found at: www.communityservices.act.gov.au.

Preparing your application

Your application must include a CV and statement which sets out your claims against the five criteria detailed below. Your statement should provide evidence of your experience and concrete achievements in relation to each of the criteria.

The behaviours and capabilities underpinning each of the criteria illustrate the operating style displayed by an Executive in the ACT Public Service and do not need to be separately addressed in your application. For example, an Executive who leads and values people will motivate and develop his or her team; value diversity and respect individuals; and build a culture of improving practice.

For those applicants unfamiliar with constructing applications in this manner, helpful advice on addressing selection criteria can be obtained from:

https://www.jobs.act.gov.au/_data/assets/pdf_file/0017/1207700/Applicant-Information-Kit.pdf

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.

Also, when you are completing the online application form on the EIG website, please select which role you feel closest matches your experience and/or interest (noting you can select more than one and/or all roles).

Selection criteria

Criterion 1 – Leads and values people

Behaviours and Capabilities:

- motivates and develops people
- values diversity and respects individuals
- builds a culture of improving practice

Criterion 2 – Shapes strategic thinking

Behaviours and Capabilities:

- inspires a sense of purpose and direction
- encourages innovation and engages with risk
- thinks broadly and develops solution

Criterion 3 – Achieves results with integrity

Behaviours and Capabilities:

- develops organisational capability to deliver results
- manages resources wisely and with probity
- progresses evidence-based policies and procedures

Criterion 4 – Fosters collaboration

Behaviours and Capabilities:

- listens and communicates with influence
- engages effectively across government
- builds and maintains key relationships

Criterion 5 – Exemplifies citizen, community and service focus

Behaviours and Capabilities:

- understands, anticipates and evaluates client needs
- creates partnerships and cooperation
- works to improve outcomes

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.