



Candidate information pack

Authority Members, Australian Communications and Media Authority

Reference No: 840

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Full-time Authority Members, Australian Communications and Media Authority

About the organisation

The Australian Communications and Media Authority (ACMA) is an independent statutory authority and is regulating and enforcing telecommunications, broadcasting, radiocommunications, scams, unsolicited communications and certain online content. The ACMA was established in 2005 following the merger of the former Australian Broadcasting Authority and the Australian Communications Authority.

The agency has specific responsibilities set out under five principal acts and a range of other acts: the *Radiocommunications Act 1992*, *Telecommunications Act 1997*, *Telecommunications (Consumer Protection and Service Standards) Act 1999*, *Broadcasting Services Act 1992* and, *Australian Communications and Media Authority Act 2005* (ACMA Act).

The ACMA has approximately 500 staff and a budget of around \$120 million per annum. It also collects significant revenues on behalf of the Commonwealth. The ACMA has three principal offices in Canberra, Sydney and Melbourne, and two regional offices in Hobart and Lucas Heights, New South Wales.

More information about the ACMA is available at: www.acma.gov.au.

The Authority

The Authority is a collegiate decision-making body required to make a high volume of statutory and other decisions under the ACMA Act and other legislation. It consists of at least three, and not more than nine members, including the Chair and Deputy Chair. Members are appointed by the Governor-General and may be appointed on a full-time or part-time basis.

The Authority makes decisions on a broad range of important matters including: the allocation of and access to spectrum for all spectrum users, including telecommunications, broadcasting and satellite sectors; investigations into broadcasting and internet content, interactive gambling and datacasting services; the making of regulatory instruments; and compliance and enforcement action in a range of areas, including in relation to scams, misinformation and disinformation and consumer safeguards.

Authority members engage in strategic discussions to address long-term industry and market developments, agency corporate planning, research strategies, international engagement strategies, and emerging issues.

The Authority has established four committees to support the consideration of issues by Authority members. They are: Content Committee, Telecommunications Consumer Committee, Spectrum Committee and the Compliance and Enforcement Committee.

It also operates within the considerations set by the Minister in a Statement of Expectations issued to the Chair that relays government priorities and expectations to the Authority and the Agency.

Role of full-time Authority Members

The Government is looking for exceptional candidates with strong leadership, management and relationship building skills who can help support the organisation to continuously improve ACMA's performance, capability and culture to build trust and confidence in Australia's communications and media regulatory settings.

They will be expected to work closely with other Authority members to foster and nurture strong relationships with relevant industry, consumer and government stakeholders. This is an exceptional opportunity for talented individuals to contribute to the important work of the national communications and media regulator.

From time-to-time full-time Authority members may be asked to provide focus and leadership in a particular field, based on their special skills, expertise or interest in a field relevant to the business of the ACMA and be the lead for the Authority's work in that area. This includes engagement with stakeholders and representing the agency in relevant external forums. Areas of specialty include telecommunications, broadcasting, digital media and technologies, and regulatory operations.

The Government is looking to fill up to three full-time Authority member roles (statutory appointment) and may use this process to fill any additional full-time appointments that may arise over the coming twelve months.

Skills set of the Authority

The ACMA operates against a backdrop of rapidly changing technologies and services of the communications sector which requires the Authority to have a broad mix of skills to enable it to respond quickly and effectively as new issues arise. The collective skills set of the Authority can be expected to include knowledge of, or experience in, industry, economics, law, public administration, regulation and consumer perspectives. In finalising decisions on appointments, consideration will be given to the collective skill set of Authority members.

Remuneration

Full-time Authority members receive a total remuneration package of \$370,160 per annum. Remuneration arrangements for this position are made under the Remuneration Tribunal (Remuneration and Allowances for Holders of Full-time Public Office) Determination 2022 in accordance with the *Remuneration Tribunal Act 1973*.

Notes

Full-time Authority members can be appointed for a period of up to five years. Full-time members may be reappointed provided that their tenure does not exceed 10 years. Term lengths are negotiable and candidates should specify their desired term of appointment (up to five years) in their application.

This recruitment process will be conducted in accordance with the Australian Public Service Commission's *Merit and Transparency: Merit-based selection of APS agency heads and APS statutory office holders*.

Eligibility

To be eligible for one of these positions, you must be an Australian citizen or be entitled to work in Australia for the term of your appointment. Shortlisted candidates will be required to complete a Private Interests Declaration form and be willing to undergo background checks.

Security

This position requires the successful candidate to have (or the ability to obtain) a Negative Vetting Level 1 security clearance.

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.

Preparing your application

In your application you should provide your CV/Resume and a **1500 word statement** addressing your claims against the Position Description, you should draw out why you are interested in the appointment, 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.

Suitable candidates may be placed in a merit pool from this selection process and the pool may be used to fill similar ongoing or non-ongoing roles.

The principles of equal opportunity and diversity will apply to this process. Aboriginal and/or Torres Strait Islander people are encouraged to apply.

Selection criteria

Candidates for this role are assessed against the Australia Public Service Commission's Senior Executive Service (Band 2/3) core criteria and work levels standards; and additional criteria to reflect the skills/duties/attributes that candidates should possess.

Core criteria (SES)

- Shapes strategic thinking;
- Achieves results;
- Exemplifies personal drive and integrity;
- Cultivates productive working relationships; and
- Communicates with influence.

Additional criteria - substantial experience or knowledge in at least one of the following fields:

- The communications and/or media industry, including telecommunications, broadcasting, digital media and/or digital technologies;
- Business or financial management, economics, law, public administration and consumer perspectives (including needs of First Nations communities); and
- Regulation, including managing large and/or complex regulatory compliance in the private or not-for-profit sectors.

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.