



General Manager, SES Band 1

Multiple Opportunities

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| Reports to | Head of Division, SES Band 2 |
| Opportunity Type | Full time, Part time, Job share |
| Location | Successful candidates will be required to establish their work base in Canberra, Melbourne, Sydney, Brisbane, Adelaide and Perth. |

Who we are

The Department of Industry, Science and Resources and our broader portfolio are integral to the Australian Government's economic agenda. Our purpose is to help the government build a better future for all Australians through enabling a productive, resilient and sustainable economy, enriched by science and technology. We do this by:

- growing innovative and competitive businesses, industries and regions
- investing in science and technology
- strengthening the resources sector.

Globally competitive industries are important contributors to Australia's economic growth and productivity. Jobs and prosperity can be secured through competitive businesses and industries, and opening new markets for Australian resources. The department works closely with industry, businesses, the science community, and other stakeholders to help build a globally confident and outward looking Australian economy through supporting science and commercialisation; growing business investment and improving business capability; and simplifying doing business.

Our work is supported by building a high performance organisation. We continue to invest in our people and seek new approaches that will allow us to achieve our objectives and realise our vision in a rapidly changing and challenging environment.

The Executive Team at the department actively supports and develops our staff to be the best they can be. Our culture encourages staff to think creatively about how the department can actively contribute to Australia's economic prosperity.

For more information about the department please refer to our website www.industry.gov.au.

The opportunities

As a General Manager or Executive Director (SES Band 1) in the department, you will be a key member of the senior leadership team and play an integral role in the leadership and development of others and deliver 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 General Manager (SES Band 1) merit pool to fill immediate and potential vacancies. Our department is responsible for a range of functions including the development and implementation of public policy and program design and delivery.

The following positions are expected to be filled through this process:

1. Executive Director, Office of Industry Innovation and Science Australia

The Office of Industry Innovation and Science Australia (IISA) provides support to the IISA Board and administers IISA-related matters in the department. IISA is a statutory board legislated to provide independent, strategic advice to government on industry innovation, science and research matters and to provide strategic oversight of innovation programs under IISA's legislated responsibility. The Executive Director is the main point of contact between IISA and the department, while simultaneously performing the role of General Manager of the branch. The branch's functions are to support IISA develop its strategic advice to government, including performing or commissioning research and analysis to support this advice; to provide secretariat support for IISA and governance support for IISA committees; and to administer IISA appointments and ministerial directions.

2. General Manager, Venture Capital & Entrepreneurship

The Venture Capital and Entrepreneurship Branch is responsible for policies, programs and engagement that support the Australian startup and scaleup sector to develop, commercialise and grow their innovative ideas, contributing to Australian industry innovation, economic growth and development of sovereign capabilities. The branch leads a range of functions, including the policy and program delivery for venture capital programs, challenge-based innovation policy including the Business Research and Innovation Initiative, policy advice on addressing barriers to startups accessing capital and new markets, and working with other Australian and State/Territory government agencies on commercialisation linkages and analysis of the startup ecosystem.

3. General Manager, Future Transport & Infrastructure Policy

The Future Transport & Infrastructure Policy Branch drives whole-of-government policy outcomes to support modern, high-tech, high value Australian manufacturing. The branch is responsible for high priority Government policy deliverables, including the *National Rail Manufacturing Plan*. The team is responsible for policy development to drive Australian manufacturing including across high priority sectors such as medical, food and transport manufacturing, and policy oversight for a range of manufacturing programs. The team's work also supports the Government's Future Made in Australia agenda by advising on new opportunities linked to the industrial net zero transition and new technologies.

4. General Manager, Mining

The Mining Branch implements policies and projects across the mining lifecycle in Australia (exploration, feasibility, operations, care and maintenance and closure) to support essential resource extraction while improving social, economic and environmental outcomes here, and abroad. The Branch leads a range of functions, including policy oversight of commodity markets (including Strategic Materials), policy support for Geoscience Australia in delivery of mineral exploration and geoscience initiatives (including Landsat Next, Digital Atlas, the Junior Minerals Exploration Incentive and the Resourcing Australia's Prosperity program), and program delivery and regulatory management for the Commonwealth's mine rehabilitation obligations.

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 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.

The opportunities will be considered in Canberra, Melbourne, Sydney, Brisbane and/or Adelaide subject to business requirements. We are open to flexible work and our flexible work policies will empower you to contribute meaningfully and achieve your career goals.

Our ideal candidates

Our ideal candidates will have experience working in diverse teams, and be committed to building:

- their cultural competency and understanding of Aboriginal and Torres Strait Islander cultures and how these cultures impact the work of the department
- their disability confidence as they 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, corporate services 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. Working at the department will enable you to influence and support our objectives and realise our vision in a rapidly changing and challenging environment.

Applications from **First Nations people, people with disability** and people with **Cultural and Linguistic diversity** are highly encouraged because your diverse experiences, perspectives, and backgrounds will strengthen our service delivery, productivity, capability and innovation.

How to apply

The department has engaged Executive Intelligence Group to manage the recruitment process. To arrange a confidential discussion about these opportunities please email admin@execintell.com.au or call (02) 6232 2200.

To apply, please submit your application online through the Executive Intelligence Group [Website](#) and include

- your CV including the contact details of two referees, and
- a 'one page pitch' (750 word maximum) telling us how your skills, knowledge, experience and qualifications makes you the best person for the job.

Applicants should note that peer, stakeholder and management referees may be sought during this process.

In preparing your application, we suggest you take account of the following:

- [SES Performance Leadership Framework](#). This sets the expectations for all SES employees.
- [Secretaries Charter of Leadership Behaviours](#). This sets out the behaviours Secretaries expect of themselves, the SES and across all levels of the APS. The Charter focuses on behaviours that support modern systems of leadership within the construct of the APS Values and Code of Conduct.
- [Integrated Leadership System upon which the above behaviours are built](#).

For more information, please [visit the Australian Public Service Commission's page on Senior Executive Service \(SES\) recruitment](#).

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.

Applications close 11.30pm Sunday 18 August 2024.

Eligibility

You must be an Australian citizen and be able to obtain and maintain at least a baseline security clearance.

Remuneration

General Manager roles are an APS appointment at the Senior Executive Service Band 1 level. An executive package reflecting the importance of the position will be negotiated with the successful candidate comprising of:

- salary
- employer superannuation (15.4 per cent of salary), and
- car parking.

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:

- Go to the Executive Intelligence Group website and navigate to the Vacancies page (<http://www.executiveintelligencegroup.com.au/vacancies/>);
- 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;
- When you are ready to apply, find the vacancy you are interested in applying for and click 'Apply';
- Read the information about applying and press 'Start';
- 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;
- From here you will be guided through an online application form;
- 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.

- 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;
- Submit your application; and
- You will receive an automatic email with a copy of your application.