



# Job Information Pack

## Assistant Secretary – Several Roles

Position Detail	
<b>Job Reference</b>	24/2373
<b>Classification</b>	Senior Executive Service Band 1
<b>Employment Status</b>	<input checked="" type="checkbox"/> Non-Ongoing <input checked="" type="checkbox"/> Ongoing      <input checked="" type="checkbox"/> Full time <input checked="" type="checkbox"/> Part time <i>(Please note, the department supports flexible working arrangements.)</i>
<b>Group</b>	Skills and Training
<b>Division</b>	Various
<b>Branch</b>	Various
<b>Location</b>	Various
<b>Security Assessment</b>	<input type="checkbox"/> Baseline <input checked="" type="checkbox"/> NV1 <input type="checkbox"/> NV2 <input type="checkbox"/> PV The successful candidate will have the ability to obtain and maintain the nominated security clearance.
<b>Contact Officer</b>	Karina Duffey from Executive Intelligence Group admin@execintell.com.au 02 6232 2200
<b>Applications Close</b>	<b>11:30 pm (AEST) on Friday 16 August 2024</b>

## About the Department of Employment and Workplace Relations

The Department of Employment and Workplace Relations (DEWR) supports people to have safe, secure and well-paid work with the skills for a sustainable future. We contribute to efforts across government to foster a resilient, innovative, and inclusive labour market, and work to support people into safe, secure, and well-paid jobs that meet the needs of employees, employers, and industry.

Our policies and programs are guided by our focus on:

- Fostering a productive and competitive labour market to assist job seekers into secure work and meet employer and industry needs.
- Promoting growth in economic productivity and social wellbeing through access to quality skills and training.
- Facilitating jobs growth and secure work to promote fair, productive, and safe workplaces.

To deliver, we support people to gain skills to find new jobs and advance their careers, and we implement important structural changes to get wages moving and enhance equity and equality. Together, this work helps people reach their full potential.

Our diverse and rewarding work unites and motivates us to deliver. That's why it is our ambition to do things differently, to create the 'department of great jobs' – where our people reflect our purpose, and we work together within a unique, positive, and inclusive workplace culture where we can all grow, where flexibility is embraced, and our wellbeing is enhanced.

DEWR is making change; it is exciting, and we want you to be part of it. We are looking for talented, professional, passionate, and knowledgeable people to join us!

## About the Branches

Several Band 1 ongoing and non-ongoing roles are available in the Skills and Training Group to fill current vacancies across all divisions, but not limited to:

### Industry Policy Strategy and Engagement

The Industry Policy Strategy and Engagement Branch is responsible for managing the relationships with and performance of the Australian Mining and Automotive Skills Alliance, BuildSkills Australia, Industry Skills Australia, Public Skills Australia, HumanAbility, Service and Creative Skills Australia Jobs and Skills Councils. This includes developing a deep understanding of each of the related industries to provide policy advice and facilitate connections with the Government's broader skills related policy agenda across multiple portfolios. The Branch leads on program related policy including the Training Package Organising Framework, Integrity Framework, JSC Governance, Program Guidelines and Code of conduct. The Branch is also responsible for facilitating cross-council engagement including CEO, JSC Network forums and strategic interactions with Skills Ministers as well as coordination of strategic communications and stakeholder engagement.

### Foundation Skills

The Foundation Skills Branch supports adult foundation skills policy and program delivery for the Australian Government. Its focus is delivering the Government's reform agenda through the redesigned Skills for Education and Employment (SEE) Program and the National Skills Agreement

(NSA). The Branch supports ongoing stakeholder engagement to ensure that program settings and implementation activities supporting the NSA support Australians to get the foundation skills they need to participate in work, training and life.

### **Compliance**

The Compliance Branch is responsible for targeted compliance and intelligence activities that support the integrity of Skills programs. The Branch works with program owners and develops and implements risk and intelligence driven compliance strategies to ensure the protection of Commonwealth funded skills programs. It engages early with policy, program, and other compliance areas to ensure there is appropriate assurance and compliance across programs and takes an evidence-based approach to compliance. The branch undertakes a range of compliance activities including desktop monitoring, compliance reviews, random and targeted surveys of students, tip-offs and referrals, due diligence and probity checks, and investigations of serious non-compliance. The Branch also provides an intelligence function to support the Group's investment in skills programs, including data driven targeting and leads generation to better direct limited compliance resources to the most strategic activities and entities. The Branch supports the Commonwealth Fraud Fusion Taskforce (FFT) response, in collaboration with the Corporate Fraud team, by contributing data, program expertise and intelligence tradecraft.

### **Stewardship and Engagement**

The Stewardship and Engagement Branch is responsible for national stewardship for the VET system. This includes leading the development of the National Skills Plan, outcomes framework and targets, monitoring performance against the outcomes, and the Commonwealth's Jurisdiction Action Plan. The Branch also provides strategic management of the Commonwealth's relationship with state and territory governments relating to skills and training. This includes provision of secretariat support for the Skills Officials Network (SSOON), and the Skills Workforce Ministerial Council (SWMC).

## **About the Role**

Several Band 1 ongoing and non-ongoing roles are available in the Skills and Training Group to fill current vacancies across all divisions:

- Industry Policy and Quality Division
- Digital Projects, Loans and Compliance Division
- Apprenticeships and Foundation Skills Division
- National Skills Reform Division
- Policy Performance and Inclusion Division
- Careers, International, Defence and Assessment Division

This recruitment will also create a merit pool for any future vacancies.

Reporting to the First Assistant Secretary of the respective Division, the Assistant Secretary is responsible for leading teams within their branch to contribute to Australia's Skills and Training priorities.

## Skills and Experience

Specialist positions require an academic and/or skill level that is consistent with the key deliverables and responsibilities set out above and aligned with the SES Band 1 [Work Level Standards](#). Relevant tertiary qualifications are desirable.

Current and expected vacancies include both specialist roles and broader program and policy roles across the department. This selection process will also be used to establish a merit pool that may be used to fill roles within the following 18-month period.

To be successful in this position, you will have the following skills and experience:

- Overseeing an extensive branch work program
- Excellent strategic leadership skills
- Outstanding stakeholder engagement and collaboration skills with ability to influence and negotiate with all levels.
- Demonstrated innovative delivery and implementation of complex policy and/or program operations
- Ability to manage risks and use sound judgement
- Strong interpersonal skills and ability to work across various levels to establish and maintain networks with Commonwealth, State/Territory and non-government stakeholders
- Ability to enable an inclusive culture that supports quality and capability development

## Our ideal candidates

As an Assistant Secretary, you will contribute to the overall strategic direction and leadership of the department, including driving policy and program change and service delivery improvement. You will support the Executive team in the provision of high quality and timely advice to Government and be a leader of innovative change. Successful candidates will have demonstrated their ability and commitment to shape organisational culture and capability.

When you join our department, you join TeamDEWR – a dynamic, motivated, and skilled team who value diversity and embrace inclusion. Due to the nature of our outcomes, policies and programs, **all senior roles are [identified positions](#)**. This means that you will need to understand the issues affecting First Nations peoples.

This selection process will also be used to establish a merit pool that may be used to fill roles within the following 18-month period.

## How to Apply

Applications are to be submitted using the department's eRecruit (online recruitment) system. Using the information provided about the role, your application should include a one to two page **'pitch'** (max 1500 words) which details why you are the right candidate, why you want to work for us and what you can contribute. This may include relevant achievements, capability/qualifications and your leadership attributes.

Please remember to address your understanding of the issues affecting First Nations peoples.

If you require further information, please contact:

Contact: Karina Duffey  
Company: Executive Intelligence Group  
Phone: (02) 6232 2200  
Email: [admin@execintell.com.au](mailto:admin@execintell.com.au)

Applications close at 11:30pm (Australian Eastern Saving Time) on **Friday, 16 August 2024**.

## Eligibility

Please note, under section 22(8) of the *Public Service Act 1999*, employees must be Australian citizens to be employed in the APS unless the Agency delegate has agreed, in writing.

This is a designated security assessed position. The successful candidate will have the ability to obtain and maintain a Negative Vetting 1 security clearance.

This selection process may be used to establish a merit pool. The pool might be accessed to fill ongoing and non-ongoing vacancies for similar roles in the Department over the next 18 months.

RecruitAbility applies to this vacancy. Under the RecruitAbility scheme you will be invited to participate in further assessment activity for the vacancy if you choose to apply under the scheme; declare you have a disability; and meet the minimum requirements for the job. For more information visit: <https://www.apsc.gov.au/recruitability>

## Other key information

### Our Executive

The Executive Team includes the Secretary, Natalie James, and four Deputy Secretaries:

Tania Rishniw, Deputy Secretary, Employment and Workforce  
Anna Faithfull, Deputy Secretary, Skills and Training  
Greg Manning, Deputy Secretary, Workplace Relations  
Deborah Jenkins, Deputy Secretary, Corporate and Enabling Services/Chief Operating Officer

### Working in the Senior Executive Service

All SES employees are expected to model and promote the [APS Values and Code of Conduct](#) and leadership behaviours outlined in the Australian Public Service Commission [Integrated Leadership System](#). In addition, consistent with the Secretaries' Charter of Leadership Behaviours, the department has identified the following behaviours to which all its leaders should aspire and model in their own actions:

The Australian Public Service Commission (APSC) is a central agency within the APS with a critical leadership role in contributing to the future capability and sustainability of the SES. Further information about working in the SES is available on the APSC website at [SES Information](#).

**Security**

This position will require you to obtain and maintain a security clearance. Wherever possible, the department will seek to have the clearance process finalised prior to your commencement.

**Privacy**

The department understands and respects your right to privacy and has safeguards in place in line with the requirements of the *Privacy Act 1988*. The information provided in your job application will only be used for the selection process and related procedures. Should you be the successful candidate, your personal details will be used in departmental systems necessary for the management and engagement of staff and your name will appear in APSJobs.