



# Job Information Pack

## Assistant Secretary, First Nations and Inclusion - Affirmative Measures, Aboriginal and Torres Strait Islander

Position Detail	
<b>Job Reference</b>	24/2401
<b>Classification</b>	Senior Executive Service Band 1
<b>Employment Status</b>	<input 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>	Policy, Performance and Inclusion
<b>Branch</b>	First Nations and Inclusions
<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 Branch

### First Nations and Inclusion

Across the Branch, the Teams collectively work to lead the Group's policy, partnership and initiative development on First Nations matters such as actions to advance progress against the Closing the Gap Priority Reforms, Closing the Gap initiatives, and the Australian Government's Central Australia response. The Branch also influences policy and provides advice to ensure the VET system is inclusive, include through VET delivered to Secondary Students. It works closely with the Women in VET team who provide opportunities to support Women to achieve higher paying careers in vocational education and training.

Key to the success of the branch is a focus on people; recognising the dynamic, challenging and fast paced nature of the work we are leading. There is a high level of cultural awareness and sensitivity across the branch, with team members supported to contribute informed by their own lived experiences and perspectives.

## About the Role

A Band 1 role will be available in the Skills and Training Group to fill vacancies in the Policy Performance and Inclusion Division.

This is an opportunity to join a dedicated group of individuals working together to deliver a significant package of work designed to improve the life outcomes of First Nations peoples, and improve the outcomes and experiences of First Nations people in the skills and training system.

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

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

## Skills and Experience

The Assistant Secretary will be team-orientated, flexible and highly motivated with an understanding and awareness of the experience of First Nations people, and a genuine interest in reconciliation and First Nations' history, people and cultures. Experience and knowledge of cultural awareness and culturally safe engagement practices will be highly regarded.

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>

## Affirmative Measure – Aboriginal and Torres Strait Islander Employment

These positions are only open to Aboriginal and Torres Strait Islander peoples. This is consistent with Section 26 of the Australian Public Service Commissioner's Directions 2016. The filling of this employment opportunity constitutes a special measure under subsection 8(1) of the *Racial Discrimination Act 1975*.

### Confirmation of Heritage

Candidates who are applying under Affirmative Measures must have their Aboriginal and Torres Strait Islander heritage confirmed.

A confirmation must stipulate that a person:

- is of Aboriginal and/or Torres Strait Islander descent; and
- identifies as an Aboriginal and/or Torres Strait Islander person; and
- is accepted as such by the community in which they live, or formerly lived.

Satisfactory evidence is considered a signed letter with a common seal, if this is not available, the department may accept a signed letter without a common seal or a statutory declaration from the candidate and a Community Elder.

The department has an Indigenous Liaison Officer (ILO) who is available to support you throughout the recruitment process. To speak to our ILO please email [diversity@dewr.gov.au](mailto:diversity@dewr.gov.au)

## 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.