



Candidate information pack

Chief Executive Officer

Australian Research Council

Reference No: 944

Close date: 11.30pm AEST Monday 23 September 2024

Unit 120B, Mode 3 Building
24 Lonsdale Street, Braddon ACT 2612
PO Box 5125, Braddon ACT 2612
T 02 6232 2200 • F 02 6232 2222
E admin@execintell.com.au

Chief Executive Officer, Australian Research Council

POSITION OVERVIEW

Reports to:	ARC Board	Staff:	Headcount 190, ASL cap 140
Location:	Canberra	Employment Type:	Contract, up to 5 years
Work Arrangement:	Full-time	Position Number:	1001
Salary:	Current total remuneration package is \$521,040 Remuneration and allowances will be paid in accordance with the relevant Remuneration Tribunal Determination. FTOH - RT Principal determination 2024.PDF (remtribunal.gov.au)		
Security Clearance	Ability to attain and maintain a Negative Vetting 1		

ABOUT THE AGENCY

The Australian Research Council (ARC) is a non-corporate Commonwealth entity within the Australian Government. It was established as an independent body under the *Australian Research Council Act 2001* (the ARC Act). The ARC reports to the Minister for Education.

The ARC's purpose is to help shape Australian research for the nation's economic, social, environmental and cultural benefit by enabling excellent research; evaluating the excellence, impact and depth of Australian research; providing expert advice and research grants services; supporting research integrity; and promoting ethical research.

The ARC supports excellent pure basic, strategic basic, and applied research and research training, except experimental development, across all disciplines except clinical and medical research. The ARC advises the Government on research matters and administers the National Competitive Grants Program (NCGP). From 1 July 2024, the ARC operates under the [ARC Board](#), which is be the Accountable Authority of the agency.

Refer to the [ARC website](#) for further information.

In addition, please refer to the following links to relevant ARC pages:

Governance: <https://www.arc.gov.au/about-arc/our-organisation>

ARC Senior Staff: <https://www.arc.gov.au/about-arc/about-us>

Strategies and Policies: <https://www.arc.gov.au/about-arc/arc-strategies-and-policies>

Corporate Information: <https://www.arc.gov.au/about-arc/corporate-information>

THE ROLE

The successful candidate will be the first CEO of the ARC to operate under the significant changes that occurred to the ARC Act in 2024.

As outlined in the ARC Act, the main functions of the CEO are to:

- work closely with the Board on research matters;
- assist the Board in the performance of its functions and to provide advice to the Board on the priorities, strategies and policies for the ARC;
- administer grants of financial assistance;
- provide advice on the evaluation of the excellence, quality and impact of research in Australian universities; and
- provide administration services to other Commonwealth entities in relation to research grants by those other entities.

THE CANDIDATE

The CEO must have a strong understanding of the national research landscape and have substantial academic credibility and significant experience and professional credibility in undertaking or managing research. You will

demonstrate a strong understanding of how to effectively operate as a senior public servant within the Australian Public Service.

In addition you will be a highly experienced and effective leader who is actively engaged with the research community in Australia and, ideally, internationally, have a strong understanding of the role of the ARC, and be keenly aware of the vital importance of independent research within Australia. The CEO will champion the significant impact of Australian publicly funded research nationally and globally and will advocate for the key role and importance of the ARC in the Australian research ecosystem.

You will have excellent communication and stakeholder engagement skills, high-level policy advising skills and be capable of working closely and effectively with the ARC Board, the Minister, different levels of government, universities, industry and international partners, to achieve the ARC's strategic objectives.

You will be a strategic thinker, with strong business acumen, able to harness diverse interests, with experience in delivering outcomes at scale. You will demonstrate broad senior executive leadership experience gained in a knowledge intensive setting where innovation, data and/or research drive impact and outcomes.

You will demonstrate a successful track record of leading and managing an organisation's people and budgets, policy skills, and the ability to undertake media and public advocacy responsibilities, ideally from within the research/academic and/or government sectors.

You will be a strategic and empowering leader, steering the Agency through a significant period of change and driving the continued transformation of the agency in response to government policies, sector expectations and an evolving research landscape.

DIVERSITY AND INCLUSION

We welcome applications from candidates with diverse backgrounds, perspectives and life experience.

The ARC expects all staff to understand workplace diversity, workplace participation, a safe working environment and access and equity principles, and to promote these principles in the development and implementation of policies and programs.

REMUNERATION AND CONDITIONS

Remuneration Package

Remuneration and allowances will be paid in accordance with the relevant Remuneration Tribunal Determination (see link to the Remuneration Tribunal).

Location

This role is based in Canberra. Other locations will not be considered.

Tenure

The successful candidates will be offered non-ongoing employment for a specified term of up to five (5) years).

Eligibility

To apply you need to be an **Australian citizen** and attain and maintain the required security clearance.

Recruitability

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 further information visit: <https://www.apsc.gov.au/recruitability>.

Reasonable adjustments

Executive Intelligence Group is committed to supporting all prospective applicants and can provide reasonable adjustments during the application and/or the interview process. If you require **Executive Intelligence Group** to provide

reasonable adjustments, please contact our Project Managers: Catherine Jennings or Renee Brassington on 02 6232 2200 for a confidential discussion.

Preparing your application

Your application should include a CV and a statement of claims (a short 'pitch' of approximately 1000 words) drawing out why you are interested in the role, what you offer the Australian Research Council, your skill set, relevant career history, achievements, and your leadership attributes. In addition, please also provide the details of at least **2 referees** who can comment directly on your work and capability. Referees will not be contacted by EIG without you being contacted first.

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.

SELECTION CRITERIA

In addition to meeting the eligibility criteria as set out above, applicants will need to meet the following agency head selection criteria consistent with the APSC Merit and Transparency Guidelines for statutory appointments:

- **Demonstrates** high level leadership and vision
 - sets a **strategic** vision and inspires others to achieve this
 - **innovative** in dealing with issues
 - **articulates** a clear direction for their organisation
- **Manages** large and/or complex operations
 - **achieve** results within the context of organisational and/or Government policy
 - **strong** people management skills
 - **strong** financial management, ensuring efficient, effective and ethical use of resources
 - **understanding** of and commitment to quality organisational governance
- **Works** with others to meet objectives
 - **operates** collaboratively with others to meet organisational objectives
 - **cultivates** productive relationships
 - **listens** to people and values different perspectives
- High level of judgement
- **Demonstrates** a high standard of professional and personal integrity and capacity to promote these in an organisation.

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 have 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.