



Candidate information pack

Chair
National Customs Brokers Licensing Advisory Committee

Reference No: 967

Close date: 11.30pm AEDT Sunday 16 March 2025

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Chair, National Customs Brokers Licensing Advisory Committee

Position description

Position Overview

Reports to:	Superintendent Customs Licensing	Staff:	N/A
Location:	Sydney/Melbourne	Employment Type:	Contract, up to 2 years and eligible for re-nomination
Work Arrangement:	Flexible / Part-time	Security Clearance:	Baseline
Salary:	Remuneration is set by the Remuneration Tribunal (Remuneration and Allowances for Holders of Part-time Public Office) Determination 2024 These are reviewed annually. Tax is deducted from gross amount and superannuation contributions are made as appropriate. Remuneration is paid quarterly.		
Benefits:	Laptops are provided and a corporate credit card for travelling to cover taxi, parking and public transport. When travelling accommodation and airfares are organised and paid for by the ABF. Remuneration Tribunal document provided with daily travel allowances.		

About the National Customs Brokers Licencing Advisory Committee

The National Customs Brokers Licensing Advisory Committee (NCBLAC) is an independent body, which advises the ABF on the granting of Customs Brokers Licenses and has a number of other supporting functions.

The Chair is appointed for a two year period and is eligible for re-nomination. The Chair of NCBLAC is not an APS employee.

Drawing on its members' experience, subject matter expertise and skills, NCBLAC is to assist the Comptroller-General of Customs to fulfill the following functions as outlined under subsection 183D(2):

- to investigate and report on applications for customs broker licences referred by the Comptroller-General or the delegate to NCBLAC under [section 183CB](#);
- to investigate and report on questions referred to NCBLAC as part of disciplinary proceedings against customs brokers by the Comptroller-General or their delegate under [section 183CQ](#);
- to advise the Comptroller-General or their delegate on the approval of courses of study relevant to applications made by natural persons under [section 183CC](#); and
- where the Comptroller-General or their delegate may request advice from NCBLAC on the standards that customs brokers should meet in the performance of their duties and obligations as customs brokers.

The NCBLAC comprises three members:

- the Chair who is a person who is or has been a Stipendiary, Police, Special or Resident Magistrate of a State or Territory; or who in the opinion of the Comptroller-General of Customs (Comptroller-General), possesses special knowledge or skill in relation to matters that NCBLAC is to advise or report on;
- a member who represents customs brokers (appointed on the nomination of an organisation that, in the opinion of the Comptroller-General, represents customs brokers); and
- a member who represents the Commonwealth, nominated by the Comptroller-General.

More information

More information is available at: <https://www.abf.gov.au/licensing/brokers/overview>.

Personal and Professional qualities:

Persons applying for the Chair position of the National Customs Brokers Licensing Advisory Committee (NCBLAC) must have the following personal and professional qualities:

1. Ability to chair broker licence application hearings and hearings into matter referred by the Controller-General of Customs.
2. Conceptual and analytical skills including the capacity to determine relevant issues and facts to interpret and apply legislation and to assess competing arguments and evidence
3. Organisational and time management skills
4. Decision-making skills
5. The ability (or capacity to develop the ability) to conduct hearings fairly, efficiently and to develop clear and concise written reasons as part of NCBLAC reports to the Comptroller-General of Customs
6. The ability to meet deadlines
7. Communication and interpersonal skills
8. Integrity, impartiality, tact and courtesy
9. The capacity to inspire respect and confidence; and
10. Capacity to contribute to multi-member panels.

Statutory Qualifications:

Section 183DA of the *Customs Act 1901* specifies that the Chair must be a person who is or has been a Stipendiary, Police, Special or Resident Magistrate of a State or Territory; or who in the opinion of the Comptroller-General of Customs (Comptroller-General), possesses special knowledge or skill in relation to matters that NCBLAC is to advise or report on.

Section 183 DC makes provision to appoint a person to act as Chair during any vacancy in the position of Chair, or when the Chair is absent or unable to perform the functions of his or her office. The statutory qualification for the acting chair is the same as for the chair.

Qualifications

A law degree and legal experience is mandatory. In addition, membership of relevant professional associations or institutes will be well regarded.

Security

This position requires the successful candidate to have (or the ability to obtain) a Baseline security clearance.

Tenure

The successful candidate will be offered a Contract, up to 2 years and eligible for re-nomination.

Eligibility

To be eligible for engagement applicants must be Australian citizens or have permanent residency status pending the granting of Australian citizenship. There are also restrictions on the employment of people who have received a redundancy benefit from an APS agency or the Australian Parliamentary Service and who is still within their 'redundancy benefit period' or restriction period. These arrangements do not apply to persons who have received a redundancy benefit from a non-APS Commonwealth employer, from a State/Territory Government employer, or from the private sector. There are no restrictions on such persons competing on merit for APS employment.

Prospective appointees will be required to satisfy character and security checks.

Please note that, with any vacancy, it is important that you check your own circumstances and ability to meet the eligibility requirements.

Reasonable adjustments

Executive Intelligence Group is committed to 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 or 2 pages) drawing out why you are interested in the role, what you offer the National Customs Brokers Licensing Advisory Committee, 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.

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, etc.

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 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:

11. Go to the Executive Intelligence Group website and navigate to the Vacancies page (<http://www.executiveintelligencegroup.com.au/vacancies/>);

12. 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;
13. When you are ready to apply, find the vacancy you are interested in applying for and click 'Apply';
14. Read the information about applying and press 'Start';
15. 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;
16. From here you will be guided through an online application form;
17. 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.
18. 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;
19. Submit your application; and
20. You will receive an automatic email with a copy of your application.