



Australian Government
**Department of Health
and Aged Care**

**SES Band 1
Health Modelling, Partnership & Evaluation
Branch**



Applicant Kit

Job Reference Number: 25-HERDIV-28145

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Classification	SES Band 1
Job Title	Assistant Secretary
Division	Health Economics & Research Division
Branch	Health Modelling, Partnerships and Evaluation
Section	Canberra, ACT
Location	ACT, NSW, VIC, QLD, SA, TAS, WA, NT
Status	Ongoing
Employment type	Full-time
Security Clearance	Negative Vetting 1 (Secret), or eligible to obtain and maintain
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About the Department

The Department works towards achieving better health and wellbeing for all Australians, now and for future generations. Australia has one of the best health systems in the world and, with our partners, our objective is to keep it that way.

Australia's world class health and aged care system is a complex landscape with interdependencies and many stakeholders. It supports universal and affordable access to high quality medical, pharmaceutical, and hospital services, while helping people to stay healthy through disease prevention and health promotion. The Department's focus on improving health and wellbeing outcomes for all Australians requires us to work with our partners in driving health, aged care, and supporting outcome reform through evidence-based policy, well targeted programs, and best practice regulation.

Further information about the Department can be found at:

<https://www.health.gov.au/about-us>

Performance Leadership at Health

As a senior leader at the Department of Health and Aged Care, you are expected to:

Deliver outcomes – You will need to establish and deliver against a business plan for your area that contributes to achieving the goals and objectives outlined in the [Corporate Plan](#) and Portfolio Budget Statements. You will need strong project management, risk management and financial management skills, and the ability to establish and nurture strong stakeholder relationships.

Provide strong leadership to your team – To be a strong contender, you will need to demonstrate the behaviors outlined in the [Secretaries' Charter of Leadership DRIVE Behaviours](#). You will have an outstanding record of leading people effectively to accomplish high quality results that make a difference to the nation while maintaining a culture that values collaboration, innovation, and diversity.

Contribute as part of the Department's leadership team – For the Department to thrive, our leaders must work as a team. You will be expected to make a significant contribution to the success of the organisation by engaging in departmental and APS priorities, contributing to the culture of the whole organisation, and helping shape the strategy and frameworks that guide our work.

Division and Branch Overview

The **Health Economics and Research Division** (HERD) is responsible for ensuring the health system is equipped to meet current and future health needs by applying research, evaluation, innovation, and use of data. We support the department to lead and shape Australia's health and aged care system and sporting outcomes through evidence-based policy. The division works across the department to lift capability in data analysis and governance, program logic and evaluation.

The division is responsible for strengthening the department's evidence base and improving our use of data through evaluation capability, modelling, analysis and our use of integrated data. The division is led by the Chief Data Officer role and supports enterprise-wide governance and strategic use of data as an asset within the department.

The division also delivers health and medical research through the Medical Research Future Fund (MRFF) and the Biomedical Translation Fund, and by establishing the National One-Stop Shop for Clinical Trials. We are working with government to develop the National Health and Medical Research Strategy to provide national direction, strengthen and improve the health and medical research ecosystem.

The **Health Modelling, Partnerships and Evaluation Branch** is responsible for developing a strategic outlook across Australia's health system, including medium to long term sustainability, and identifying ways to improve value from health care and identify opportunities to minimise waste.

The branch:

- supports transparency over cost, quality and performance; and identifies funding pressures and system reform initiatives.
- provides robust quantitative and qualitative analysis.

- provides specialised modelling, and advice to ensure that programs and policy consider economic and behavioural drivers, and the external environment.
- is responsible for modelling forward estimates and supporting costings processes for major Commonwealth health and aged care programs.
- has responsibility for key policy initiatives aimed at improving the quality of health care through stronger evidence.

Role and Duties Overview

The Assistant Secretary provides guidance, leadership and direction to align the Health Modelling, Partnerships and Evaluation Branch's priorities with the strategic directions of the Department and Government. This role requires a strategic thinker with leadership and management ability, possessing strong numerical, written and verbal skills to inform strategic policy, and with demonstrated ability as a persuasive leader.

Key Responsibilities

- Work collaboratively with policy divisions and the Department of Finance to monitor, estimate, and explain forward estimates of expenditure for the Departments major programs.
- Build models that support policy design including delivery of the Health Outcome Modelling and Evaluation (HOME) project.
- Lead the department's Evaluation Centre and implement the Evaluation Strategy 2023-2026.
- Leading the Commonwealth policy agenda to improve the quality of health care through stronger evidence by delivering the National One Stop Shop for Clinical Trials and the National Clinical Quality Registry Strategy.
- Collaborate with the internal Data and Analytics Branch (HERD), the Australian Institute of Health & Welfare and the Australian Bureau of Statistics to enhance and progress the national Health data system.

Key Capabilities

Ideal candidates will have demonstrated a wide range of skills and leadership attributes, including:

- A focus on nurturing people and relationships with an inclusive and collaborative approach, where people are challenged and supported to be creative, take risks, be innovative and contribute their best.
- Experience leading in a fast-paced, dynamic environment. This includes the ability to create and unite people behind a strategic vision, astute judgement, political nous, engaging positively and creatively with risk, and the ability to lead and support people through change.
- Capability to lead and deliver on projects, including project/program management and change management.
- Well-developed technical and analytical skills, including scenario modelling, to understand the financial impacts of new and future policies, to anticipate key health and aged care market trends, identification of emerging risks and opportunities, and the ability to apply these in the critical assessment of health policy and programs.

- Strong communication and interpersonal skills which build relationships based on understanding, respect and trust, ensuring the Department listens to and learns from stakeholders.
- The intelligence, persuasiveness, professionalism, authenticity and credibility necessary to leverage both formal and informal authority.
- Excellent self-awareness and a proactive approach to their own personal and professional development, to the development and of their staff and to building the capability of the organisation.

Essential Qualifications

- You must have economics, mathematics, data science or another quantitative/technical qualification

Additional Information

Employees perform their duties at one of the Department of Health and Aged Care (DoHAC) offices, in the locations specified in this advertisement. Remote working is possible and is negotiated with your manager on commencement. Flexibility can be negotiated with your manager to balance your personal and professional needs with the needs of your role and business area.

Application Response (Single page application)

Your application will be assessed on your ability to demonstrate that you possess, or have the real potential to develop, the required skills, knowledge, experience, and qualifications to perform the role, as well as addressing the required cultural competency for these positions.

These requirements are based on the information provided to you as part of the job advertisement, in line with the APS Work Level Standards.

Applicants are required to provide:

- a one-page response framed around the key duties and key capabilities, and
- A CV.

Your statement of claims should be no more than one page in total with a font no smaller than size 10. Applications that do not meet these requirements may be not considered.

Applications close 12 February 2025 11:30pm AEDT.

Did you know? A research study showed that men apply to jobs when they meet 60% of the criteria, while women tended to only apply when they check every box. If you think you have what it takes, but don't necessarily meet every single point on the job description, please still apply or get in touch with the contact officer to find out more.

Location

Canberra ACT is preferred, however for the right candidate, other locations will be considered.

An Inclusive, Modern Work Environment

The Department is committed to being inclusive, culturally aware, and responsive to the needs of individuals in our policies and practices. Program initiatives have been developed and continue to be implemented to broaden diversity and inclusion in our workplace, supporting a wide range of diversity dimensions including gender, age, disability, LGBTI+, Aboriginal and Torres Strait Islander, cultural diversity and neurodiversity. Your line manager will work with you to design flexible work arrangements that best meet your circumstances and support you to contribute most effectively in your role.

The Department has a modern, flexible and healthy work environment which empowers our people to deliver their best work. Our New Ways of Working (NWOW) program provides inclusive workspaces, with shared SES offices and workstations, and ample meeting spaces to promote collaboration across the Department.

Successful candidates will support the Department in adopting modern, digital and collaborative ways of working in hybrid environments, modelling the behaviours expected of all staff in an NWOW environment, and encouraging flexible work practices.

Remuneration

This is a senior appointment, and the remuneration package will be structured to attract an outstanding appointee.

Assistance with Relocation

Assistance with removal expenses and/or short-term accommodation assistance may be provided if interstate relocation is involved.

Eligibility

To be eligible for employment with the Department of Health and Aged Care applicants must be an Australian citizen at the time an offer of employment is made

An applicant's suitability for employment with Health will also be assessed through a variety of pre-employment check processes, such as:

- Satisfactory completion of an Australian Federal Police criminal history check, and where relevant a Working with Children and Vulnerable People Check.
- Completion of a medical declaration and pre-employment medical (where required).
- Providing evidence of qualifications.
- Obtaining and maintaining a security clearance at the required level.

RecruitAbility

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

*If, after reading the selection documentation, you require further information please contact **Tricia Searson or Karina Duffey at Executive Intelligence Group on (02) 6232 2200.***