



## Position Description

<b>Position Title</b>	Branch Manager, Transformation Office
<b>Classification</b>	SES B1
<b>Location</b>	Brisbane/Canberra/Sydney
<b>Division</b>	Corporate Services Division

### About the Australian Digital Health Agency

The need for a connected healthcare system is greater than ever – one that’s accessible, progressive and secure. Better use of data and technology is helping people live healthier lives, with greater control and better access to important health information.

Tasked with improving health outcomes for Australians through the delivery of digital healthcare systems and the National Digital Health Strategy for Australia, the [Australian Digital Health Agency](#) (the Agency) commenced operations on 1 July 2016.

The Agency is responsible for national digital health services and systems, with a focus on engagement, innovation, clinical quality, and safety. Our focus is on getting data and technology to work for patients, consumers and the healthcare professionals who look after them.

### Our vision

A healthier future for Australians through connected healthcare.

Our vision for reconciliation in digital health is grounded in respect, recognition and empowerment.

### Our mission

To create a collaborative environment to accelerate adoption and use of innovative digital services and technologies.

### Our values



Working together  
collaboratively



Respect and  
trust



Transparent



Accountable



Innovative

## Our Flexible Work Environment

The success of the Australian Digital Health Agency depends on the ability and opportunity of each individual team member to deliver projects and work outcomes.

The Agency is committed to creating conditions for high performance which includes taking a holistic view of the needs of individuals, while also creating opportunities to build connections and collaborate in ways that support face-to-face and virtual work environments.

Our people are expected to lead and operate in hybrid teams, working from a variety of geographic locations, in a way which builds capability, cohesiveness, productivity and is consistent with Agency culture. We have a principles-based Flexible Working Arrangements Policy and Workforce Strategy to support this way of working.

## Division overview

Corporate Services Division - we bring together high quality enabling services so that they are coordinated, effective and mutually reinforcing

## Primary purpose of position

As Branch Manager, Transformation Office, you will:

- lead the establishment of a new Transformation Office with the aim of enabling the Agency to successfully deliver into the future.
- lead the assessment, development and implementation of the Agency future target operating model, considering people, place, technology and digital infrastructure.
- lead the development of a Corporate Strategy to support internal business planning and the Agency future operating model.
- partner with other agencies and commercial organisations to understand and consider future focused technology solutions and best practice approaches to transformation for our Agency.
- lead the development and implementation of an enterprise change management strategy and function to ensure a consistent approach to change management and accelerated transformation across the Agency.
- lead the identification, development and execution of strategic transformation initiatives to drive capability across the Agency.
- steward the changes with other senior staff, represent the agency at relevant forums.
- work across the Agency, facilitate cross-functional consultation and collaboration to identify and implement strategic transformation opportunities and process improvements including leveraging technology and innovative solutions to enhance operational effectiveness.
- work with the Chief Data and Analytics Officer, cultivate a data driven culture and establish enterprise performance metrics to support Agency operations.
- work with the Enterprise Portfolio Management Office and the Chief People Officer, conduct postimplementation reviews to assess the outcomes of transformation projects, identify lessons learned, and integrate findings into future initiatives for continuous improvement.

## Core Selection Criteria

The criteria outlined in the SES Band 1 [Integrated Leadership System](#) and [Work Level Standards](#) are applied when selecting for Senior Executive Service (SES) positions within the Australian Digital Health Agency and the Australian Public Service (APS). When considering applicants, Selection Advisory Panels will seek evidence of performance against each of the criteria. It is therefore in the interests of candidates to present their application in a way that demonstrates significant outcomes associated with each of the criteria, as well as the capabilities and behaviours that underpin them.

## Responsibilities of all SES Employees

In addition to meeting the core selection criteria and adhering to the [Secretaries Charter of Leadership Behaviours](#), the following criteria also applies:

- providing leadership within the Agency and the broader APS, characterised by a high level of accountability for outcomes and a commitment to working in a collegiate manner across all levels of government.
- enabling and motivating staff to achieve high performance by creating a shared vision and sense of the Agency's purpose, and empowering staff to engage with risk.
- modelling professional integrity and ethics through the active promotion of workplace practices and behaviours consistent with the Public Service Act 1999 and the Australian Public Service (APS) Values and Code of Conduct including managing actual and perceived conflicts of interest.
- providing high quality policy advice to government and implementing government programmes.
- delivering programmes and projects on budget and on schedule and in a manner that achieves the outcomes they were designed to deliver and being accountable for those outcomes.
- ensuring appropriate controls are in place to support compliance with legislation and promote a culture where changes in the legislation are communicated and non-compliance is addressed.
- ensuring the probity of all financial transactions in accordance with the Public Governance, Performance and Accountability Act 2013 and the Agency's financial delegations; and
- ensuring compliance with all relevant legislation including the Work Health and Safety Act 2011 and Agency policies.

## Essential requirements

Ability to obtain and maintain a Neg Vet 1 security clearance with the ability to obtain and maintain a higher clearance if required by the Agency

Ability to obtain and maintain national police check.

Australian Citizenship is a condition of eligibility.

## Qualifications

Degree in business, economics or other relevant qualification is desirable.

## Desirable skills

- Strong background in human-centred change management.
- Demonstrated expertise in business strategy development.
- Strong professional skills and knowledge related to digital health, technology and change

## Working in the APS

Australian Public Service (APS) Values guide us through our working lives, setting expectations for shared behaviour that keep our workplace harmonious and productive. The values are also a promise to the people of Australia that we can be trusted to act with integrity, in their service and in accordance with the Public Service Code of Conduct.