



# Candidate information pack

Assistant Secretary, Property  
(SES Band 1)

Department of Home Affairs

**Reference No: 988**

**Close date: 11.59pm AEDT Sunday 30 March 2025**

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# Assistant Secretary, Property, SES Band 1, Department of Home Affairs

## Position description

### Position Overview

<b>Reports to:</b>	First Assistant Secretary, Procurement, Property and Contracts Division	<b>Staff:</b>	9 Direct Reports Director, Facilities Management Director, Spatial Management and Agile Ways of Working Director, Strategy, Leasing and Governance Director, Property Projects Director, Capital Works and Infrastructure Director, Property Contracts Director, Corporate and Facilities Program Director, Business Continuity Management Executive Assistant, APS4
<b>Location:</b>	Various State locations	<b>Employment Type:</b>	Ongoing
<b>Work Arrangement:</b>	Flexible	<b>Security Clearance:</b>	Negative Vetting 2 (or ability to obtain)
<b>Salary:</b>	A Total Remuneration Package (TRP) reflecting the responsibilities of the role will be negotiated with the successful candidate. The TRP will comprise base salary, superannuation, and car parking.		

### Department of Home Affairs overview

Be part of something bigger and make a difference to the nation – join a supportive and diverse environment that encourages innovation and creativity. Contribute to building a prosperous, unified and safe Australia – work in a challenging but rewarding role that touches many parts of Australian life.

The Department is responsible for Australia's migration and citizenship programs, cyber security policy, the protection of critical infrastructure, countering terrorism, and countering foreign interference, espionage and civil maritime threats. In addition, the portfolio is responsible for strengthening multiculturalism and democratic resilience, and facilitating legitimate trade and travel while maintaining the integrity of the Australian border.

The Department has a strong culture of performance and delivery across a wide range of functions and we want you to be a part of the team. Our people have a deep commitment to protecting and enhancing the lives of Australians and you can too.

### Position Summary

#### Our Senior Executive Service

SES within the Department of Home Affairs, including the ABF, provide leadership at both the departmental and whole of APS level. All SES demonstrate behaviours and actions that model and promote the APS Values and Code of Conduct. All SES roles are characterised by a high level of accountability for outcomes.

The *Senior Executive Leadership Capability Framework* identifies the skills and behaviours required at the SES Band 1 level. SES Band 1 employees have a strong focus on results and solving complex issues, and help build organisational capability by providing intellectual leadership in their work area.

SES Band 1 employees are forward thinking, self-motivated, resilient and adept at building relationships in a large, complex and fast paced environment. SES Band 1 employees are able to contribute to and communicate the strategic direction of the Department, including through leading work that achieves strategic priorities and objectives.

## About the Role

The Assistant Secretary Property Branch (AS Property) is responsible for facilitating the planning, procurement, leasing and management of office and residential accommodation in Australia and overseas for the Department. This includes capital works and major infrastructure projects to support the needs of the Department, including the onshore Immigration Detention Network (IDN).

With the exception of offshore detention, the AS Property is responsible for properties worldwide including staff accommodation, airport and seaport leasing, onshore staff housing, operational properties, facilities management, spatial management, Agile Ways of Working, the Corporate and Facilities Program and Governance, services provided under the portfolios shared service arrangements, emergency control procedures and the Department's Business Continuity Management.

The AS Property also manages the Property Service Provider (PSP) Contract under the Whole of Australian Government (WoAG) arrangements led by Department of Finance.

## Specific Duties

- Management of departmental and ABF properties and facilities and estate management and maintenance
- Development and implementation of long term property plans aligned to the Commonwealth National Leasing Strategy and a framework of planning documents for all aspects of the property portfolio
- Management of the allocation of Departmental office accommodation, including implementation of Agile Ways of Working
- Management of major property projects, including office consolidation in major capital cities
- Delivery of the Department's Minor Capital Works program
- Delivery of the Administered Capital Works program
- Management of the Emergency Control Procedures and Warden Network
- Management of the Business Continuity Management Framework and application for the Department
- Management of the Corporate and Facilities Program and associated governance

## General Responsibilities

- Promote APS and departmental values and behaviours
- Translate organisational vision and strategy into operational reality
- Demonstrate responsible stewardship through effective governance, reporting and resource management
- Lead change and engage staff through clear communications and proactive stakeholder engagement
- Motivate and manage team performance, including monitoring divisional performance and addressing potential barriers to success
- Build and sustain a high performance culture
- Regularly review and communicate accountabilities across the branch

Refer to *Future Ready Leadership Capability Framework* (pages 9 to 11).

## Core Capabilities

- Proven leadership capability working with teams in a complex and fast paced environment
- Considers emerging trends, identifies long-term opportunities and balances organisational requirements with desired whole of government outcomes
- Demonstrated experience in managing complex risks in a dynamic multi-faceted environment
- Have experience in contributing to, and implementing strategic initiatives at an enterprise level.
- Have highly developed interpersonal, communication and negotiation skills
- Display political acumen, strong communication and have demonstrated experience in managing and influencing diverse stakeholders

## Eligibility

The successful candidate must:

- be an Australian Citizen
- obtain and maintain a security clearance at a minimum of Negative Vetting 2
- obtain and maintain an Employment Suitability Clearance.

## Qualifications

Relevant tertiary qualifications are desirable. In addition, membership of relevant professional associations or institutes will be well regarded.

## Tenure

The successful candidate will be offered ongoing employment under the *Public Service Act 1999*.

## Merit List or Pool

Applicants suitable for the role but not offered the position for the current vacancy, may be placed in a merit list or pool. If the applicant agrees, the results may be shared with other Australian Public Service (APS) agencies for filling similar roles. Applicants may be offered a future role, without the need to reapply. A merit list or pool may be used for up to 18 months.

This merit list or pool may be used to fill other vacancies anywhere in Australia/or list each State and Territory.

For more information about Merit Lists or Merit Pools please go to APSC's website - [The APS Merit Principle](#)

## 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: [www.apsc.gov.au/priorities/disability/recruitability](http://www.apsc.gov.au/priorities/disability/recruitability).

## 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.

## More information

More information about the Department is available at: [www.homeaffairs.gov.au](http://www.homeaffairs.gov.au)

# 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 agency, your skill set, relevant career history and achievements, and your leadership attributes. In preparing your application, we suggest you take account of the following:

- [SES Performance Leadership Framework](#). This sets the expectations for all SES employees.
- [Secretaries Charter of Leadership Behaviours](#). This sets out the behaviours Secretaries expect of themselves, the SES and across all levels of the APS. The Charter focuses on behaviours that support modern systems of leadership within the construct of the APS Values and Code of Conduct.
- [Integrated Leadership System upon which the above behaviours are built](#).

For more information, please [visit the Australian Public Service Commission's page on Senior Executive Service \(SES\) recruitment](#).

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.

## 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](mailto: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](mailto: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.