# Candidate Information Pack

|  |  |
| --- | --- |
| **Reference:** | EXT-2025-0234 |
| **Classification:** | Medical Officer 6 (MO6) |
| **Job Title:** | Chief Health Officer |
| **Opportunity Type:** | Ongoing / Non-Ongoing |
| **Branch/Division:** | Chief Health Officer  |
| **Location:** | Canberra, ACT\* |
| **Closing Date:** | Thursday, 27 March 2025 (11:30pm AEDT) |
| **Contact Officer:** | 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.**  |

## \* The position is based in Canberra ACT, but some flexibility and alternative arrangements could be negotiated for the right candidate.

## **ABOUT US**

The Department of Veterans’ Affairs (DVA) exists to meet the Nation’s commitment to care for our veteran and defence service community—the men and women who have served Australia in times of war and conflict as well as peacetime. We do this through programs of care, compensation, commemoration, income support and Defence support services. Our aim is to ensure enhanced self-sufficiency, quality of life, financial wellbeing and community recognition for those we support.

DVA is both a policy and service delivery agency and we have strong relationships with Australian ex-service organisations, Defence, the international veteran community and international veterans’ administrations.

DVA’s vision is to be a responsive and flexible organisation, efficiently delivering high quality, connected services to all generations of veterans and the wider veteran community. DVA embraces and fosters a culture that supports diversity, inclusion and respect, where people are empowered to fulfil their potential.

We welcome people with diverse skills, experiences, perspectives and backgrounds. We are dedicated and committed to attracting and recruiting Aboriginal and Torres Strait Islander peoples and encourage applications from people with disability, people that identify as LGBTQIA+ and people from culturally and linguistically diverse backgrounds. We also welcome applications from veterans and recognise the value veterans bring to the public service through the unique skills, experience, and perspectives that they bring.

At DVA, we are committed to providing a flexible, diverse and inclusive workplace. We are open to a range of flexible work arrangements including part-time, job-sharing, and flexible work hours.

As a DVA employee, you will:

* be part of an inclusive and diverse work environment
* receive a generous starting salary and work conditions
* benefit from supportive learning and development.

To see further information regarding our support for our employees, please see our [workforce diversity page](https://www.dva.gov.au/about-us/careers/diversity).

## **OUR OPPORTUNITY**

The Department of Veterans’ Affairs is seeking applications from talented and highly motivated individuals to fill the role of Chief Health Officer (Medical Officer 6), in the Chief Health Officer Division.

As the department’s Chief Health Officer, you will be a key member of the senior leadership team. You will support the Executive in the provision of advice to the Australian Government and contribute to the leadership, management and strategic direction setting of the department. You will manage, develop and implement major government and departmental initiatives; participate in both departmental and whole-of-government forums; and contribute to corporate leadership and capability development, including building high performing teams.

## **Our Ideal Candidate**

Our ideal candidate will provide advice and support to Ministers and the department across the full range of health issues confronting the Australian Veteran community.

You will also be responsible for leading the professional development of the department’s medical officers, maintaining high-quality relationships between the department, the medical profession, medical colleges, universities and other key stakeholders. To succeed in this high-profile and demanding role, you will need to be an acknowledged leader in your chosen medical specialty with substantial clinical experience. You will have a comprehensive understanding of Australia’s health care system, including Commonwealth and state/territory interactions, and a good appreciation of future national health care challenges. Your demonstrated capacity to engage senior stakeholders and to broker decisions through collaboration and consensus will be complemented by political sensitivity and high-level policy advisory and leadership skills. This is an exciting opportunity to take a lead role in helping deliver better health and wellbeing outcomes for all Australian veterans.

## **Duties and Responsibilites**

* As Chief Health Officer you will be a key advisor to Ministers, the Secretary and the department, and industry across the full range of health issues confronting the Australian veteran community. You will have strong clinical credibility, a well-established reputation and professional networks, and a deep commitment to addressing systemic healthcare challenges. This leadership role demands a professional who can combine their clinical expertise and experience with innovative strategies to improve health outcomes.
* As the principal medical representative for the department, you will need to be a strategic thinker, and an effective communicator who can build trust and inspire in a highly visible and scrutinised environment.
* You will interact with external stakeholders, engaging with complex issues. Key stakeholders will include the medical profession, medical colleges, health system regulators, academic and research institutions, politicians and policymakers at various levels, and other key bodies.
* As the Chief Health Officer you will also be one of the key spokespersons within the department, so must be a strong communicator and comfortable delivering messages to diverse audiences.

### **Key Skills required**

* Comprehensive understanding of Australia’s health care system, policies, procedures and key challenges.
* Acknowledged and renowned leadership in your medical specialty.
* Professional authority and credibility, building leadership legitimacy through honest and authentic relationships.
* Highly developed communication skills, functioning as an effective spokesperson for the department, able to articulate its vision and priorities while addressing diverse stakeholder concerns through strong communication and representational skills, building trust with the public and stakeholders.
* Pragmatic problem-solving skills to contribute to practical solutions in health care.
* Exceptional results orientation, resilience, and a positive approach to issue resolution, with a focus on nurturing relationships for an inclusive and collaborative approach.
* Demonstrated stakeholder engagement, effectively exchanging information, listening to, and learning from stakeholders.
* Ability to inspire confidence and operate effectively in dynamic and rapidly changing environments, including leading and supporting teams through change.
* Keen intelligence, persuasiveness and influence necessary for both formal and informal leadership.
* Proactive approach to professional and organisational development, with the ability to engender enthusiasm and professionalism in others.
* Astute judgment and political awareness.
* Knowledge of Veteran Health would be advantageous.

### **Mandatory Requirements**

* Registration as a Specialist Medical Practitioner under the National Health Practitioner Law. In addition, the successful candidate is recognised as an acknowledged leader in the medical profession.
* Hold and maintain full and unconditional registration as a medical practitioner with the Australian Health Practitioner Regulation Agency.
* Hold a Fellowship with at least one of the recognised medical colleges.
* At least 15 years’ experience in the Australian health system, preferably with public, policy and organisational health experience.

## **THE SELECTION PROCESS**

DVA uses a range of assessment processes to assist in selecting suitable applicants. We uphold the [APS Merit Principle](https://www.apsc.gov.au/working-aps/aps-employees-and-managers/guidance-and-information-recruitment/aps-merit-principle) and our processes are designed to select the best available person for the job.

| **Submission** | Complete and submit your resume, referees and statement of claims against the key skills and duties for this role. (up to 750 words).  |
| --- | --- |
| **Shortlisting** | Your written application will be assessed against the [Work level Standards](https://www.apsc.gov.au/working-aps/aps-employees-and-managers/classifications/work-level-standards-senior-executive-service). |
| **Interview** | Candidates who progress past the shortlisting assessment may be invited to an interview either in person or virtually.  |
| **Referees** | Referee/s may be contacted at any point in the process to help us determine if you are suitable for the role/s.  |
| **End of Process** | When the process is finalised, we will let you know the outcome via email. |

Ongoing positions may be offered as a result of this process. Non-ongoing position(s) may be offered for a specified term of up to 23 months.

## **HOW TO APPLY**

Submit an online application through DVA’s [online recruitment system](https://dvajobs.nga.net.au/cp/index.cfm?event=jobs.home) by **11:30pm AEDT** on **Thursday, 27 March 2025.**

Your application will be assessed against the [Work level Standards](https://www.apsc.gov.au/working-aps/aps-employees-and-managers/classifications/work-level-standards-senior-executive-service). Prior to preparing your response it is recommended you review the relevant [Work level Standards](https://www.apsc.gov.au/working-aps/aps-employees-and-managers/classifications/work-level-standards-senior-executive-service) and [Integrated Leadership System](https://www.apsc.gov.au/working-aps/aps-employees-and-managers/classifications/integrated-leadership-system-ils) (ILS) Profile relevant to the classification you are applying to. For more information on applying for jobs in the APS and writing your statement of claims please visit the [APSC Website](https://www.apsc.gov.au/working-aps/joining-aps/cracking-code/3-applying-aps-job-cracking-code).

If you need any reasonable adjustments such as access, equipment or other practical support for any stage of the recruitment process, please inform the Contact Officer listed for the position.

If you are experiencing difficulties lodging your application, please contact our recruitment team on DVA.Recruitment@dva.gov.au.

**Please note:** You do not need to withdraw your application to make edits, you can make changes to your application before the job closes by logging into your profile in the DVA eRecruit system and selecting *My Profile > My Applications*. If you withdraw your application, you will NOT be able to re-submit your application for this vacancy.

## **ELIGIBILITY**

* Under section 22(8) of the Public Service Act 1999, employees must be Australian citizens to be employed in the Australian Public Service (APS).
* All applicants external to DVA offered employment will be required to successfully undergo a pre-engagement screening check, even if they have a security clearance. The screening check is conducted in accordance with the Australian Government Protective Security Policy Framework requirements.
* The successful candidate will be required obtain and maintain NV1 (AGSVA) security clearance.

## **RECRUITABILITY**

[RecruitAbility](https://www.apsc.gov.au/node/546) applies to this role. If you choose to apply under RecruitAbility, you will need to:



* declare you are living with disability
* meet the minimum requirements for the position.

When you apply for a role in DVA’s [online recruitment system](https://dvajobs.nga.net.au/cp/index.cfm?event=jobs.home), you must first identify that you have a disability, which will give you the option to ‘opt into’ the Scheme.

You must tick the ‘opt in’ box to participate, as just declaring you have a disability will not automatically include you. If you have been assessed as meeting the minimum requirements of the job, your application will be progressed to the next stage of the selection process.

As your application progresses, you can speak with the contact Advisor about reasonable adjustments for any stage of the assessment process.

## **MERIT POOL**

This recruitment process is being used to fill immediate and anticipated ongoing and non-ongoing vacancies. A merit pool of suitable candidates will be created. Those found suitable will be advised that they have been placed in the pool. This is not an offer of employment and not all candidates selected for inclusion in the merit pool may ultimately receive an offer of employment.

Non-ongoing vacancies may be offered for a period of up to 18 months with the possibility of extension. Should a position become ongoing, the merit pool established through this selection process may be used to fill the vacancy on an ongoing basis.

The merit pool is valid for 18 months from the date the vacancy was advertised in the Public Service Gazette. The merit pool may be used to fill similar positions in the event positions become vacant.

For more information about DVA please visit the [DVA website.](https://www.dva.gov.au/)