



Senior Executive Service Band 1 – Assistant Secretary External Workplace Reform

Job Reference Number	DFG/02802/25
Position Location	Canberra - ACT Defence provides relocation assistance to eligible APS employees required to relocate. The level of assistance will vary depending on the reason for relocating and your personal circumstances.
Employment Status	Ongoing & Non-Ongoing – Actual Vacancy - Full time
Security Level	Negative Vetting 1
Working Arrangements	On Site <i>Defence is committed to supporting workplace flexibility. Please contact the contact officer for further details.</i>
Closing Date	11.30pm (AEDT), Sunday 13 April 2025 Extensions may be granted in exceptional circumstances only. Applicants requesting an extension must contact the Contact Officer 24 hours prior to the vacancy closing date.
Contact Officer	Karina Duffey or Tricia Searson – Executive Intelligence Group admin@execintell.com.au or (02) 6232 2200 quoting reference 993

Introduction

Defence is seeking dynamic senior executives to drive the organisation forward and deliver on Defence's mission – to defend Australia and its national interests.

As part of the Senior Leadership Group, you will play a key role in promoting and influencing a shared commitment to the strategic direction of Defence, as most recently detailed in the [National Defence Strategy](#).

You will:

- Lead and manage a branch practicing inclusive leadership, collaboration and integrity;
- Demonstrate strong judgement and capitalise on innovative alternatives to resolve complex problems;
- Effectively challenge the status quo when required;
- Demonstrate resilience and personal accountability for the quality of advice and delivery of results; and
- Demonstrate exceptional communication skills, both written and verbal.

The ideal candidate will be a collaborative leader, exemplify the [Defence Values and Behaviours](#), and engender a culture of innovation and agility. They will be self-aware, positive in considering and respecting a diversity of ideas and perspectives of others. They will demonstrate the capability to provide timely and accurate advice to senior leaders and Government on complex matters. They will have outstanding judgement, strategic awareness, and parliamentary and media acumen.

As part of this selection process, a Merit Pool of highly suitable candidates will be established to fill current vacancies and any similar vacancies that may arise over the next 18 months.

Your Role

Defence operates with an integrated model between Australian Public Servants, Defence personnel and external industry. With the largest external workforce in the Commonwealth, how we engage support and partner with industry is critical to achieving the defence mission.

A reform program is being led within Defence to step change how Defence utilises its external workforce. Central to this is managing when Defence should procure services, in which roles Defence procures external services and how Defence achieves maximum value from these services. Supporting these initiatives, Defence has established the Australian Defence Consulting. The Assistant Secretary External Workforce Reform leads the team of internal consultants which looks to bring a mix of industry and internal capability to support internal projects.

Candidates are invited to consider their credentials against the following areas of responsibility:

External Workforce Reform

- Lead the External Workforce Reform Branch to drive accountability to reduce 'Above the Line' contractor numbers.
- Bring whole of department focus improved contractor management.
- Work across the Commonwealth and internally to foster the delivery of the Whole of Government initiatives under the Strategic Commissioning Framework.
- Continue to establish the Australian Defence Consulting function within Defence, including launching of frameworks and associated consulting services.
- Stand up the Strategic Market Management function to improve how Defence engages the provision of external workforce from the broader market.
- Drive behavioural change across the organisation in its use of the external labour market.

- Lead whole of Department reporting on external workforce size and activities.
- Improve the data management of contractors within Defence so as to inform effective reporting of the workforce size, cost, job family and organisational location. This should support changing organisational culture to ensure the achievement of value for money and the use of APS in the first instance where appropriate.
- Provide superior leadership and management of a Branch.
- Provide quality advice to senior staff, the Secretary and the Chief of the Defence Force and Ministers.
- Deliver required outcomes through effective management of resources.
- Establish and maintain effective working relationships both inside and outside the organisation, with particular connection to the Australian Public Service Commission and the Department of the Prime Minister and Cabinet.

Desirable Qualifications, Experience or Training

- Experience at a senior level in a top tier consulting organisation
- Demonstrated understanding of how Commonwealth Government operates
- Procurement principles, including value for money.
- Experience working in very large complex organisations.
- Experience in leading whole of organization reform initiatives.
- Experience in representational duties, ideally to Government bodies and senior committees.
- Strong communication skills
- Understanding of Defence Capability and associated approval pathways, or proven ability to quickly acquire relevant knowledge based on past experience.
- An understanding of the objectives outlined in the Strategic Commissioning Framework

Additional Information

Engagement may be negotiated on an ongoing or non-ongoing basis. To be eligible, applicants must be Australian citizens. This is a security-designated position and the successful applicant will be required to hold or obtain a security clearance at Negative Vetting 1.

The location of this position are in Canberra and the associated remuneration package includes superannuation, executive vehicle allowance and, where applicable, relocation expenses. The salary component for this position may be negotiated with the successful candidate.

To discuss the requirements of this position, after first reviewing the selection documentation, please contact Karina Duffey or Tricia Searson at Executive Intelligence Group on **(02) 6232 2200** or admin@execintell.com.au quoting reference number **993**.

For Senior Executive Service administrative recruitment enquiries please contact the Directorate of Senior Officer Management at DPG.DSOM@defence.gov.au

Our Organisation

Defence's primary role is to defend Australia and its national interests, promote security and stability, and support the Australian community as directed by the Government. Further information about who we are, Defence's mission and our values and behaviours can be found at [Who we are | About | Defence](#).

In Defence, you will enjoy experiences and opportunities that, as an APS employee, you simply would not get in any other organisation. The size, complexity and diversity of work in Defence means that you can have multiple jobs or careers within the same organisation. You are able to undertake interesting, challenging and unique work ranging from intelligence and strategic policy through to human resources, communications, infrastructure and engineering, and information technology.

Our Benefits

Defence offers a range of benefits, opportunities and conditions that you will be able to access while working with us.

- Competitive salary with the flexibility to negotiate based on skillset and experience
- Generous employee Superannuation contributions of up to 15.4%
- Generous entitlements, allowances and working benefits, further information can found at [APS pay and benefits | Jobs & Careers | Defence](#)
- Learning and development opportunities through:
 - Defence Education Assistance and Programs to support APS employees in gaining professional qualifications
 - Defence Online Academy to provide APS employees with a range of online training
- SES employees must exemplify the [Defence Values and Behaviours](#)
- Career development and progression opportunities, further information can be found at [Career development | Jobs & Careers | Defence](#)

How to Apply

Applications must be submitted online through our [Online Recruitment System](#) located at Defence APS Careers. Further information on how to apply through our Online Recruitment System can be found in the [Applicant User Guide](#). Your application will need to include:

- Your current Resume/CV
- Applicants are asked to provide an up to 600 word application addressing their claims against the Position Description and Duty Statement contained within this Information Pack, with a focus on leadership, integrity and results.
- Details of two referees (one being your current supervisor)

Prior to preparing your response consider the following:

- Role requirements outlined in 'Your Role' and '**Our Ideal Candidate**' section of the information pack.
- Recommended to review the [Work Level Standards](#) and [Integrated Leadership System](#) relevant to the classification you are applying for.

Further information on how to write your response can be found at '[Cracking the Code](#)'.

If you are experiencing technical problems please contact YourCustomer.Service@defence.gov.au for assistance.

Vacancies will be extended **in exceptional circumstances only**. Applicants requesting an extension must contact the Contact Officer **24 hours prior** to the vacancy closing date.

Please note online testing and/or video interviews may be used for this recruitment activity. If you experience technical problems with testing or video interviews please contact [Criteria online support system](#).

The application process has essential information for prospective applicants to Australian Public Service (APS) jobs in Defence. Further information about the application, selection, outcome and commencement process can be found at [Application process | Jobs & Careers | Defence](#).

RecruitAbility

The RecruitAbility scheme applies to this vacancy. The Department of Defence is committed to supporting the employment and career development of people with disability.

More information on the RecruitAbility scheme can be found at [APSC Recruitability Scheme](#) homepage.

Eligibility

Employment with the Department of Defence is subject to conditions prescribed within the *Public Service Act 1999*.

Citizenship	To be eligible for employment with Defence applicants must be an Australian citizen. Only in exceptional circumstances can this requirement be waived.
Health Assessment	As a condition of engagement, a pre-employment health assessment may be required where there are physical or medical requirements for the role. Current APS employees may also require a health assessment, or similar, to provide for promotions or transfers which require a health assessment. Your contact officer can provide further guidance on whether this is required for your role.
Security Clearance	The Australian community requires the highest level of integrity from Defence employees. The preferred applicant will be required to successfully undergo the security clearance vetting process at a specified clearance level. Further information about security clearances can be found at Australian Government Security Clearance Applicant Guide Book .

Thank you for your interest in the Department of Defence