



Senior Executive Service Band 1 – Assistant Secretary Australian Naval Classification Authority

Salary to be negotiated with the successful candidate

Job Reference Number	NAVY/02283/25
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	Positive Vetting
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 (AEDST), Thursday 3 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	Tricia Searson or Karina Duffey at Executive Intelligence Group on (02) 6232 2200 , quoting ref number 991

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

The Assistant Secretary Australian Naval Classification Authority (AS ANCA) is responsible for the independent naval classification of the over 1500 naval vessels in Australia operated by various Groups and Services in Defence. The role prescribes ANC Rules across the entirety of Defence and Defence Industry and interfaces with other safety and environmental regulators to deliver a coherent and consistent framework for certifying the initial and continuing compliance of all naval vessels. The role requires significant stakeholder engagement at the Senior Executive level across the entirety of Defence, Government, Industry and international partners with respect to the naval classification of Australia's naval vessels.

The key feature of the role is anticipating, negotiating and co-ordinating stakeholder needs while collaborating with, stakeholders to design, construct, acquire, maintain and operate Australia's naval vessels in accordance with the ANC Rules and within the scope of the naval vessels ANC Certificate. As problems arise, the ability to provide specialist advice to inform strategic capability, safety and environmental compliance decisions at senior levels of Defence and Government is paramount. The relationships and interfaces across Defence, Government, Industry and coalition partners are extremely complex and require highly developed judgement/decision making skills to balance the diverse requirements of various stakeholders.

You will be required to manage issues that are technically complex, commercially ambiguous and politically sensitive; and resolve conflicting views of various senior stakeholders, to ensure that Australia's ships are designed, constructed, operated and maintained in accordance with international conventions and national legislative requirements. The National Naval Shipbuilding Program is a significant and enduring investment by Government and involves very high risk to the reputation of Defence and the Government due to the extensive nature of government expenditure on the deliverable. This role is critical and provides the necessary and independent assurance that Australia's naval vessels have been designed, constructed and certified as compliant to the required safety and environmental protection rules and regulations.

The role requires significant early engagement in the acquisition of new naval vessels and will inform investment decisions around sovereign design requirements for capability, safety and environmental compliance outcomes. Persuasive advice, argument and evidence is required in this role to resolve divergent views and often conflicting priorities in a politically charged environment. Similarly, pragmatism

and a sovereign perspective is required as problems are encountered in the design, construction and maintenance of naval vessels.

You will possess deep specialist engineering and regulatory experience in the design of naval vessels and the political and social acumen to work with senior executives across the top of Defence, Government and Defence Industry. The position requires significant judgement in relation to Government investment and interest in the National Naval Shipbuilding Program, and how the ANC Rules and ANC Certificates are implemented with pragmatism and care to support the delivery of stipulated Defence and Government outcomes.

Duty Statement

Within a framework of workplace diversity and a safe working environment, perform the following duties:

1. Lead, establish and administer the Australian Naval Classification Authority (ANCA);
2. Management of the Australian Naval Classification Framework and associated Defence Policy;
3. Maintain ANCA's alignment to international conventions, national legislation, and Defence policy;
4. Prescribe, maintain and update the Australian Naval Classification Rules for the design, construction, maintenance and operation of Defence flagged vessels;
5. Develop close and active partnership with the new National Naval Shipbuilding Group (NNSG);
6. Ensure all newly constructed and existing Navy vessels to meet national and international legislative requirements, including MARPOL, IMO, SOLAS and WHS;
7. Undertake independent investigations of serious maritime incidents and accidents involving Defence Flag vessels;
8. Engage with Defence maritime industry, programs and projects;
9. Manage ADF representation and engagement with International and National Maritime Authorities and regulators;
10. Provision of expert advice to the Defence Seaworthiness Regulator on Naval Classification, seaworthiness and regulatory compliance of Defence Flag vessels; and
11. Development and retention of specialist technical knowledge.

Our Service

The Royal Australian Navy provides maritime forces that contribute to the Australian Defence Force's capacity to defend Australia, contribute to regional security, support global interests, shape the strategic environment and protect national interests.

With advanced ships, submarines and aircraft, operating locations throughout Australia, diverse roles, and an APS workforce integrated with over 20,000 full and part time uniformed members, there are amazing career opportunities for APS employees in Navy.

Our people are expertly trained and leaders in their field. Our APS workforce plays an integral role in Navy's vision of excellence in service to the nation, and we are looking for dynamic and innovative people to join the team. As we build a Navy for the demands of tomorrow, we want people who are committed to Australia's future, thrive on breaking new ground, and are driven to achieve outstanding results.

Navy has a culture that respects diversity which reflects the citizens we serve. Our values of Honour, Honesty, Courage, Integrity and Loyalty are what we strive for and are replicated in all that we do.

Defence and Navy are focused on providing a dynamic and contemporary employment package that meets the needs of the modern workforce. Navy offers a flexible working environment across many different locations in Australia with some of the best views in the world. As an APS Defence employee you will enjoy rewarding work, collaborating with great people, and considerable opportunities to expand your career horizons. Our commitment to investing in our people through professional development, mobility and learning means there is a great career waiting for you. What will you bring?

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 **1000 word** application addressing their claims against the 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