



Candidate information pack

Chief Executive Officer, Statutory Appointment

Comcare

Reference No: 992

Close date: 23:30 AEST Sunday 27 April 2025.

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Chief Executive Officer

Position description

Position Overview

Location:	Canberra, ACT or Melbourne, VIC	Staff:	757
Security Clearance:	This position requires the successful candidate to have (or the ability to obtain) a Negative Vetting Level 2 security clearance.		
Salary:	Remuneration is set by the ACT Remuneration Tribunal Current total remuneration package is \$459,760 per annum with Tier 2 travel.		
Employment Type:	The position is a full-time statutory appointment for a fixed term of up to five years. The appointment will be made by the Governor-General, following a merit-based selection process.		

The Environment

Comcare is a corporate Commonwealth entity established under the *Safety, Rehabilitation and Compensation Act 1988* and a statutory agency under the *Public Service Act 1999*. It is part of the Employment and Workplace Relations portfolio

Comcare is the Commonwealth's work health and safety regulator and workers' compensation authority. It is responsible for:

- regulating the Commonwealth's work health and safety jurisdiction according to functions and powers under the *Work Health and Safety Act 2011* and *Safety, Rehabilitation and Compensation Act 1988*
- managing the Comcare workers' compensation scheme, which covers premium paying employers and self-insured licensees
- setting and collecting premiums as the Commonwealths workers' compensation insurer, and
- managing workers' compensation claims for Commonwealth employees under the *Safety, Rehabilitation and Compensation Act 1988*, the Commonwealth's asbestos-related claims liabilities under the *Asbestos-related Claims (Management of Commonwealth Liabilities) Act 2005* and administering the Parliamentary Injury Compensation Scheme.

For further information about Comcare visit: <http://www.comcare.gov.au/>

The Role

The Chief Executive Officer is responsible for the overall setting of Comcare's strategy and direction, oversight of Comcare's service delivery and legislative compliance and Comcare's day-to-day operations, including governance and reporting requirements.

The Chief Executive Officer provides leadership to Comcare and works in partnership with employers and employees to ensure safe workplaces and assist injured employees. The role requires liaison with government, the community and business stakeholders to ensure public trust and confidence in Comcare and its work.

Comcare's operations span a diverse and changing workforce, in a complex environment where success is contingent upon anticipating and adapting to change while maintaining a strategic focus and commitment to employees, employers and other stakeholders. The applicant must have the ability to work productively with other parts of the Government and a range of private sector employers. Experience in the insurance or finance sector will also be considered.

APS Values and Code of Conduct

Agency heads are bound by the Australian Public Service Values and Code of Conduct in the same way as APS employees and have an additional duty to promote the APS Values. Further information is available at the Australian Public Service Commission website: <http://www.apsc.gov.au/publications-and-media/current-publications/aps-values-and-code-of-conduct-in-practice>.

Knowledge, Skills and Abilities

To be a strong contender for the role you must have a high level of judgement, leadership, professional and personal integrity, a strong client and service delivery focus and experience or capacity to manage large and/or complex operations, including through periods of change. High-level leadership experience in a regulatory environment will also be highly regarded. Experience in managing change is also highly desirable, noting that the Review of the *Safety, Rehabilitation and Compensation Act 1988* is currently underway (further information is available on the Department of Employment and Workplace Relations website: <https://www.dewr.gov.au/workers-compensation/independent-review-safety-rehabilitation-and-compensation-act-1988>).

Tertiary qualifications in a relevant area such insurance, work health and safety or public administration will be favourably regarded.

Eligibility

To be eligible for engagement in the Australian Public Service (APS), applicants must be Australian citizens (with limited exceptions). There are also restrictions on the employment of people who have received a redundancy benefit from an APS agency or the Australian Parliamentary Service and who is still within their 'redundancy benefit period' or restriction period. These arrangements do not apply to persons who have received a redundancy benefit from a non-APS Commonwealth employer, from a State/Territory Government employer, or from the private sector. There are no restrictions on such persons competing on merit for APS employment.

Prospective appointees may be required to satisfy health, character and security checks.

Please note that, with any vacancy, it is important that you check your own circumstances and ability to meet the eligibility requirements.

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

If, after reading this selection documentation, you require further information please contact Tricia Searson or Karina Duffey at Executive Intelligence Group on (02) 6232 2200 or admin@execintell.com.au.

Preparing your application

Your application should include:

- a statement of claims (no more than 1,000 words) outlining skills and experience relevant to the role and details on how you would perform against each of the selection criteria.
- Your resume, including details of at least two referees (recent and relevant to the role) who can provide detailed comments on your work performance and an assessment of your abilities against the selection criteria.
- 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.

Application guidelines

Late applications will only be considered at the discretion of the selection panel. The panel is under no obligation to consider these applications.

SELECTION CRITERIA

In addition to meeting the eligibility criteria as set out above, applicants will need to meet the following agency head selection criteria consistent with the APSC Merit and Transparency Guidelines for statutory appointments:

- Demonstrates high level leadership and vision
 - sets a strategic vision and inspires others to achieve this
 - innovative in dealing with issues
 - articulates a clear direction for their organisation
- Manages large and/or complex operations
 - achieve results within the context of organisational and/or Government policy
 - strong people management skills
 - strong financial management, ensuring efficient, effective and ethical use of resources
 - understanding of and commitment to quality organisational governance
- Works with others to meet objectives
 - operates collaboratively with others to meet organisational objectives
 - cultivates productive relationships
 - listens to people and values different perspectives
- High level of judgement
- Demonstrates a high standard of professional and personal integrity and capacity to promote these in an organisation

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 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.

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.