



# Candidate information pack

Chief Governance Officer

(SES Band 1)

Defence Housing Australia

**Reference No: 1001**

**Close date: 11:55pm AEST Sunday 22 June 2025**

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# Chief Governance Officer (SES Band 1)

## Position description

### Position Overview

<b>Reports to:</b>	General Manager, People and Compliance Group	<b>Staff:</b>	40
<b>Location:</b>	Canberra	<b>Employment Type:</b>	Ongoing/non-ongoing
<b>Work Arrangement:</b>	Full-time	<b>Security Clearance:</b>	Must be able to obtain and retain a Negative Vetting 1 security clearance from the Australian Government Security Vetting Agency (AGSVA).
<b>Salary:</b>	A Total Remuneration Package (TRP) will be negotiated with the successful candidate.		

### The role

The Chief Governance Officer (CGO) leads the Governance and Communication (G&C) Branch which sits within the People and Compliance (P&C) Group. The P&C Group brings together three critical teams; Governance & Communication, Legal Services, and Human Resources, who play unique roles and, together, enable DHA to function effectively and efficiently.

The CGO provides best-practice leadership and advice, influencing the development and implementation of strategies for governance outcomes. The CGO is a key engagement role across the whole of DHA's activities, building and maintaining relationships with DHA's Board and key stakeholders, including joint ministers and government agencies. The CGO also holds the positions of Chief Security Officer, Chief Audit Executive, and Principal Officer delegate under the Principal Officer delegate under the *Public Interest Disclosure Act 2013*.

The G&C team ensures information flows seamlessly throughout DHA, supporting good governance, transparent decision-making, integrity, and regulatory compliance. The CGO provides strategic leadership overseeing four discrete teams:

- Communication and Media
- Strategic Governance – including Risk & Internal Audit; Assurance, Compliance & Insurance; and Policy & Quality
- Governance Operations – including Privacy & Freedom of Information; Integrity & Security; and Work Health & Safety
- Secretariat, Parliamentary & Executive Coordination – including secretariat for the DHA Board and its Committees

### Knowledge, Skills and Abilities

All SES roles represent the Australian Public Service (APS) and government externally to stakeholders and are characterised by a high level of accountability for outcomes. How outcomes are delivered is equally as important as the outcome. The [Secretaries' Charter of Leadership Behaviours](#) sets out the behaviours Secretaries expect of themselves and SES and want to see in leaders at all levels of the APS. The Charter focuses on behaviours that support modern systems leadership within the construct of the [APS Values and Code of Conduct](#). These behaviours build on the [Integrated Leadership System](#) and [APS Leadership Capability Framework](#).

In addition, you will have:

- Extensive experience in managing the development and implementation of policies, programs and approaches to work in a complex, sensitive, and operationally diverse environment.
- Ability to drive broad transformational change while managing organisational risks.
- Outstanding leadership skills in a geographically dispersed context, including driving high performance and capability of a multidisciplinary team.
- Excellent stakeholder relationship skills and experience in engaging with internal and external stakeholders at all levels to explore opportunities and solve complex problems, with ability to represent DHA at a range of forums.

- Demonstrated conceptual thinking skills and a strategic perspective with ability to manage competing demands and work to tight deadlines while exercising sound judgement.
- Ability to communicate effectively with all audiences, be articulate and persuasive and capable of guiding negotiations to a point of resolution in a facilitative way.
- Awareness and understanding of the changing regulatory landscape, with strong knowledge of the laws applicable to the Australian Public Service, Commonwealth Corporate Entities and Government Business Enterprises.
- Active commitment to the APS Code of conduct, values, and employment principles with a high level of integrity.

## Duties

Reporting to the General Manager People and Compliance Group, and in line with DHA's strategic objectives, everyday activities will include some, or all, of the following:

- Collegiate leadership and stewardship of the Governance and Communication branch and contribution to the People and Compliance Group, overseeing the Group's work program to deliver high quality outcomes for DHA.
- Engage with Board and executive to lead the establishment and promotion of strategies which build organisation capability and responsiveness for governance, compliance, integrity and transparent decision making within DHA.
- In collaboration with stakeholders, lead the shaping of an Environmental, Social and Governance (ESG) approach in support of DHA's statement of corporate intent to be a leader in ESG. This will include the establishment and maintenance of contemporary ESG frameworks.
- Proactive engagement to build and maintain productive relationships with key Commonwealth, State/Territory and non-government stakeholders.
- Represent DHA on high-level cross agency working groups, committees, and other forums.
- Collaborate and connect with the Managing Director and Senior Executives to identify and pursue strategies that support achievement of DHA's strategic objectives and position DHA to meet future Defence needs.
- Support simplified and streamlined governance that enables transparent and responsive decision making and flexible resource allocation.
- Contribute to and promote DHA-wide initiatives beyond the Group's work program, for example, through organisational committees and championship roles.

## Qualifications

Relevant tertiary qualifications are desirable.

## Security

This position requires the successful candidate to have (or the ability to obtain) a Negative Vetting Level 1 security clearance.

## 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 in Canberra.

For more information about Merit Lists or Merit Pools please go to APSC's website -The APS Merit Principle

## Remuneration

A Total Remuneration Package (TRP) reflecting the importance of the position will be negotiated with the successful candidate. The TRP comprises of:

- Base salary

- Superannuation
- Official parking

## Eligibility

To be eligible for engagement to the Australian Public Service (APS), applicants must be Australian citizen. 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 will be required to satisfy character and security checks and a probation period.

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

## 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.

# The Organisation

## More information

Defence Housing Australia (DHA) was established in 1988 following passage of the *Defence Housing Australia Act 1987* (Cth)(DHA Act) to provide adequate and suitable housing for, and housing related services to, members of the Australian Defence Force (ADF) and their families. We remain committed to our purpose of providing housing, and housing related services, to ADF members and their families to support Defence's operational needs.

DHA manages an expanding portfolio of housing solutions and provides housing for over 17,200 ADF members and their families and administers rent allowance for more than 16,000 ADF members and their families in private rental accommodation. DHA provides housing related services advising on eligibility, providing posting support, and managing bookings and allocation services for all DHA provisioned housing and on-base accommodation to approximately 60,000 ADF members.

To find out more about DHA, please refer to [DHA.gov.au](http://DHA.gov.au) or read our latest Annual Report.

# 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.

You also wish to consider the following capabilities.

**Shapes strategic thinking:**

- Focusses strategically.
- Inspires a sense of purpose and strategic direction.
- Harnesses information and opportunities.
- Shows judgement, intelligence and common sense.

**Achieves results:**

- Builds organisational capability and responsiveness.
- Marshals professional expertise.
- Steers and implements change and deals with uncertainty.
- Ensures closure and delivers on intended results.
- Manages information and records.
- Engages with technology.

**Cultivates productive working relationships:**

- Nurtures internal and external relationships.
- Facilitates cooperation and partnerships.
- Values individual differences and diversity.
- Guides, mentors and develops people.

**Displays personal drive and integrity:**

- Demonstrates public service professionalism and probity.
- Exemplifies the 'DRIVE' Secretaries Charter of Leadership Behaviours.
- Promotes, manages and upholds the APS Values, Code of Conduct and Employment Principles, including Stewardship.
- Engages with risk and show personal courage.
- Commits to action.
- Displays resilience.
- Demonstrates self-awareness and commitment to personal development.

**Communicates with influence:**

- Communicates clearly and with influence.
- Listens, understands and adapts to audience.
- Negotiates persuasively.

**Technical Proficiency:**

- Demonstrated capacity to focus on business improvement and organisational sustainability.
- Demonstrated capacity to lead and drive transformational change to achieve strategic objectives.
- Demonstrated strategic leadership in the delivery of corporate services.

## 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 **Lauren Searson-Patrick** 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.