



ACT Public Sector Standards Commissioner

Statutory appointment

Candidate information pack

Reference No: 1003

Close date: 11.30pm AEST Monday 7 July 2025

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ACT Public Sector Standards Commissioner

Position description

Position Overview

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|------------------|--|-------------------------|---|
| Location: | Canberra based with hybrid Working Arrangements Nara Centre, 3 Constitution Avenue, Canberra ACT | Employment Type: | Part-time, statutory appointment, independent of the ACTPS. |
| Salary: | The appointee will be remunerated in accordance with terms and conditions determined by the ACT Remuneration Tribunal. The current remuneration for this position is \$191,200 per annum plus 11.5% superannuation. This amount is based on an average commitment of two days per week plus additional availability as required. | | |

The Opportunity

This is a unique opportunity for a high-level, part-time independent statutory appointment to the role of the ACT Public Sector Standards Commissioner. The Commissioner supports the maintenance of high standards of conduct by ACT public sector officials through the oversight of misconduct processes under the ACT Public Sector Enterprise Agreements, in line with the provisions of the *Public Sector Management Act 1994* and *Public Sector Management Standards 2016*.

The Commissioner will operate independently of the ACT Public Sector (ACTPS) and will be supported by the staff of the Professional Standards Unit (PSU). Specific responsibilities of the role are set out below, but the high-level elements of the role are to oversee the handling of misconduct matters across the ACTPS, including overseeing investigations, deciding upon misconduct matters, and managing related complaints. The Commissioner may provide advice to the Chief Minister and the Head of Service regarding the ACTPS misconduct landscape and integrity risk issues identified through the Commissioner's functions.

The work requirements of the Commissioner can be different and varied each week depending on the number and complexity of investigations or complaints which are being considered. There may be occasions where the Commissioner may be required to lead and personally undertake sensitive, extraordinary or complex investigations or complaints against significant and high-profile matters involving senior officials or statutory office holders.

The Commissioner, supported by the PSU will leverage data analysis and identified trends to enhance informed decision making and risk management, reduce misconduct and encourage best practice behaviours in the ACTPS. The role encompasses legislative, administrative and strategic aspects and plays a vital role in reinforcing, communicating and educating on high standards of workplace values and behaviours.

This role requires an experienced individual who will bring credibility, authority, respect, integrity, and sound judgement to serious issues impacting on the quality and performance of the ACTPS. The purpose is to work with key stakeholders to continue enhancements to the ACTPS through evidence, analysis, communication and education. The successful candidate will have a strong appreciation of the values of public service, have held senior executive leadership roles, ideally at CEO level, and have experience in review, risk management, interpretation, and proportionate response.

Background

The office of the Public Sector Standards Commissioner was established following amendments to the *Public Sector Management Act 1994* (PSM Act) that took effect on 1 September 2016. It is a part-time independent statutory appointment independent of the ACTPS. The position is a key integrity officer for the ACTPS.

Section 144 of the PSM Act (Functions of the Commissioner) provides for the Public Sector Standards Commissioner to: conduct investigations; promote and provide advice about the public sector values, public sector principles and the conduct required under the Act; and exercise any function given under another law.

The ACT *Public Interest Disclosure Act 2012* (PID Act) also outlines functions for the Public Sector Standards Commissioner, including to act as a disclosure officer – to receive and assess public interest disclosures (PIDs) made about ACTPS entities– and as an investigating entity – to undertake PID investigations when referred by the ACT Integrity Commission.

The ACTPS Enterprise Agreements reinforce the role of the Public Sector Standards Commissioner as the responsible officer for misconduct matters across directorates and public sector agencies. Misconduct investigations in the ACTPS are conducted by the Professional Standards Unit, under the auspices of the Public Sector Standards Commissioner and in accordance with the provisions of the PSM Act, the *Public Sector Management Standards 2016* (PSM Standards) and the relevant ACTPS Enterprise Agreements.

The ACTPS Enterprise Agreements define misconduct which includes matters outlined in section 9 of the PSM Act.

Part 9 of the *Public Sector Management Standards 2016* outline the powers of the Public Sector Standards Commissioner when undertaking investigations.

The PSSC serves to achieve a range of innovative enhancements to improve the whole of government understanding of misconduct and investigation processes. The PSSC promotes, supports and encourages compliance with the [ACTPS Values of Respect, Integrity, Collaboration and Innovation](#) and the [ACTPS Code of Conduct](#) by all staff across the ACTPS.

Functions

The PSSC operates independently of the ACT Public Service and the ACT Government.

A key focus of the PSSC is the reinforcement of the high standards of workplace values and behaviours expected of ACTPS employees, and conducting investigations and training as required to uphold these standards.

The PSSC captures and shares key messages arising from misconduct processes and assists the ACTPS to employ best practice initiatives to reduce misconduct and encourage the signature behaviours expected of employees. De-identified data insights are also used to contribute to whole-of-government policy, legislative reform, education, and training for the prevention of, and response to, misconduct and employee relations matters.

Under Section 144 of the PSM Act, the PSSC –

- investigates matters declared by the Chief Minister, under legislation or under [enterprise agreements](#)
- promotes [ACTPS Values](#), best practice principles, merit and equity, and adherence to the ACTPS Code of Conduct
- facilitates staff education and training to promote the values, signature behaviours, and conduct required, as well as management/prevention of misconduct matters.

PSSC's powers, as stated in the [Public Sector Management Standards 2016](#), include to:

- receive investigation referrals of alleged employee misconduct
- conduct own motion investigations
- undertake activities to determine whether an investigation is in the interests of the service
- inspect/enquire into any part of the ACT Public Sector at their discretion
- arrange with the Professional Standards Unit to investigate alleged misconduct
- after an investigation is completed, consider the evidence and determine whether the allegations are proven on the balance of probabilities, and misconduct has occurred.

Other activities include, the PSSC –

- implementing preventative strategies as an alternative to the misconduct process, including mediation, dispute resolution and restorative practices, and
- working with the ACT Integrity Commission to educate public officials, and to appropriately manage mutual referrals.

Qualifications

Relevant tertiary qualifications are desirable as is extensive experience in relevant fields, such as investigations, complaints management, corporate/human resources, risk management, auditing etc. In addition, membership of relevant professional associations or institutes will be well regarded.

Remuneration

The appointee will be remunerated in accordance with terms and conditions determined by the ACT Remuneration Tribunal. The current remuneration for this position is \$191,200 per annum, superannuation is in addition to the stated salary and paid at 11.5%. This amount is based on an average commitment of two days per week plus additional availability as required. The current determination is available at

<https://www.remunerationtribunal.act.gov.au/determinations>.

Tenure

The Public Sector Standards Commissioner is a part time statutory officer appointed by the ACT Chief Minister under section 142 of the PSM Act, for a period of up to five (5) years. The Chief Minister may reappoint the Commissioner for a further term of not more than five years. The successful applicant will be required to commence in the role as soon as possible.

Eligibility

The Public Sector Standards Commissioner will be expected to meet the requirements of a public employee (which includes all appointees and members of an ACT Government board or committee) under section 9 of the *Public Sector Management Act 1994*.

The ACT Government Code of Conduct for Appointees outlines the standards of behaviour and ethical conduct expected of all people serving official appointments.

The preferred appointee will also be required to complete a declaration of private interests and a declaration of any conflict of interest upon appointment, then every 12 months or whenever private interest circumstances change.

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 ACT Public Service

The ACT Public Sector (ACTPS) is the ACT Government's workforce, responsible for delivering a wide range of services and policy advice to the community. It's a diverse organisation encompassing areas like environmental management, infrastructure, health and education, and social services. The ACTPS operates under a framework that emphasizes values of respect, integrity, collaboration, and innovation. It's also committed to being agile, responsive, and innovative in how it delivers services, aiming to meet the needs of the community while adhering to statutory requirements and government policies.

Key Responsibilities:

- **Policy Advice:**
Providing the ACT Government with policy advice on a broad range of issues.
- **Service Delivery:**
Delivering services to the community, including those related to health, education, environment, justice, and local government functions like roads and libraries.
- **Infrastructure Management:**
Managing the ACT's infrastructure, including roads, public transport, and utilities.
- **Social Services:**
Providing support and assistance to vulnerable members of the community.
- **Environmental Management:**
Managing natural resources and the environment, including parks and protected areas.

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. The Selection Criteria are based on the ACTPS Executive Capabilities, which outlines the professional behavioural requirements of executives in the ACTPS.

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, etc.

Executive Capabilities

In addition to the responsibilities, personal attributes and knowledge required for this role candidates will be broadly assessed against the ACT Public Service Executive Capabilities.

Executive Capabilities are a way of describing the behaviours that characterise successful ACTPS executives and the values and personal attributes that support these behaviours. They also provide an integrated and consistent means of assisting executives to identify developmental needs and achieve significant and measurable growth in areas such as leadership, strategic vision, and effective management.

Information on Executive Capabilities for the ACTPS is available at <https://www.cmtedd.act.gov.au/employment-framework/for-executives/actps-executive-employment-conditions>.

Criterion 1 – Leads and values people

Behaviours and Capabilities:

- motivates and develops people
- values diversity and respects individuals
- builds a culture of improving practice

Criterion 2 – Shapes strategic thinking

Behaviours and Capabilities:

- inspires a sense of purpose and direction
- encourages innovation and engages with risk
- thinks broadly and develops solution

Criterion 3 – Achieves results with integrity

Behaviours and Capabilities:

- develops organisational capability to deliver results
- manages resources wisely and with probity
- progresses evidence-based policies and procedures

Criterion 4 – Fosters collaboration

Behaviours and Capabilities:

- listens and communicates with influence
- engages effectively across government
- builds and maintains key relationships

Criterion 5 – Exemplifies citizen, community and service focus

Behaviours and Capabilities:

- understands, anticipates and evaluates client needs

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 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.