# Candidate Information Pack

# Director, Office of Australian War Graves

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| **Reference:** | EXT-2025-0258 |
| **Classification:** | Statutory Appointment |
| **Job Title:** | Director, Office of Australian War Graves |
| **Opportunity Type:** | Non-ongoing |
| **Branch/Division:** | Office of Australian War Graves |
| **Location:** | Canberra preferred; however other capital city locations will be considered for the right candidate. |
| **Closing Date:** | Sunday, 20 July 2025 11:30pm AEST |
| **Contact Officer:** | [DVA.Statutory.Appointments@dva.gov.au](mailto:DVA.Statutory.Appointments@dva.gov.au) |

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## **ABOUT US**

The Department of Veterans’ Affairs (DVA) exists to meet the Nation’s commitment to care for our veteran and defence service community—the men and women who have served Australia in times of war and conflict as well as peacetime. We do this through programs of care, compensation, commemoration, income support and Defence support services. Our aim is to ensure enhanced self-sufficiency, quality of life, financial wellbeing and community recognition for those we support.

DVA is both a policy and service delivery agency and we have strong relationships with Australian ex-service organisations, the Department of Defence, the international veteran community and international veterans’ administrations.

DVA’s vision is to be a responsive and flexible organisation, efficiently delivering high quality, connected services to all generations of veterans and the wider veteran community.

The Office of Australian War Graves is part of the Department of Veterans’ Affairs. As an agent of the Commonwealth War Graves Commission (CWGC), the Office of Australian War Graves establishes and maintains war cemeteries and war graves in Australia and overseas. They commemorate eligible veterans who have served our nation and provide and maintain national memorials overseas.

## **OUR OPPORTUNITY**

## **Director of the Office of Australian War Graves**

The Director of the Office of Australian War Graves is a statutory office holder, appointed under section 5(1) of the [*War Graves Act 1980*](https://www.legislation.gov.au/C2004A02301/latest/text)*.*

The Director of the Office of Australian War Graves is responsible for administering the activities of the Office of Australian War Graves (OAWG) and commemorative activities on behalf of DVA.

## **Our Ideal Candidate**

You will lead and manage a Branch which is responsible for the Department’s commemorative activities, both within Australia and overseas. You will be expected to provide high level policy advice to the DVA Executive, the Repatriation Commission and, as required, the Minister for Veterans’ Affairs on issues affecting the work of the OAWG. You will also be required to build mutually beneficial and enduring relationships with the ex-service community and other key stakeholders and to represent the Department in a wide range of settings.

To be a strong contender, you will need to be an exceptional senior executive with the passion and knowledge necessary to lead the OAWG. You will have well-honed policy development and policy advisory skills, impressive strategic direction-setting and leadership capabilities, and a good understanding of project and event management issues. You will also have first-class representation skills, a strong achievement orientation, the ability to work collaboratively with key stakeholders, and personal style that engenders trust and respect. You will also need to be prepared to travel overseas and, where required, lead teams responsible for the delivery of overseas commemorative events.

### **Duties**

**As the Director of the Office of Australian War Graves you will:**

* Administer, both within and outside Australia, matters concerning the responsibilities of DVA in relation to war graves and commemorative activities.
* Provide high level advice on relevant issues to the Deputy Secretary, Veteran, Family and Stakeholder Experience, and as required to the Minister, and the Repatriation Commission and Military Rehabilitation and Compensation Commission.
* Provide leadership to the Branch to deliver priority initiatives and outcomes.
* Ensure that Australia’s interests are effectively represented in relation to the Commonwealth War Graves Commission (CWGC).
* Ensure the Branch’s operations are efficiently and effectively managed to achieve optimum results.
* Build mutually beneficial relationships with the ex-service community and other stakeholders, including championing the work and policy direction of DVA and the Commemorations and War Graves Branch.
* Represent the Department and the division both domestically and with international partners, as required by the Deputy Secretary Veteran, Family and Stakeholder Experience and the Secretary.
* Comply with the APS code of conduct and APS values; Departmental governance including financial and other management processes; and meet Departmental Key Performance Indicators.

**Key Skills required as the Director of the Office of Australian War Graves**

In addition to meeting the mandatory requirements, applicants will need to possess:

* strong management and leadership skills
* a strong understanding of project and event management
* experience in strategic planning
* the ability to build and maintain effective relationships with internal and external stakeholders
* the ability to provide high-level advice to the Minister and senior executives
* ability to drive organisational change
* knowledge of finance, procurements and contract management
* meet the following selection criteria consistent with the APSC Merit and Transparency Guidelines for APS statutory office holder appointments:
  + Shapes strategic thinking.
  + Achieves results.
  + Cultivates productive working relationships.
  + Exemplifies personal drive and integrity.
  + Communicates with influence.

Further information about the ILS core capabilities is at: [Integrated Leadership System](https://www.apsc.gov.au/working-aps/aps-employees-and-managers/classifications/integrated-leadership-system-ils) (ILS)

The successful applicant will need to be prepared to travel overseas and, where required, assists teams responsible for delivery of overseas commemorative events.

### **Mandatory Requirements**

The successful candidate will be required to successfully undergo a pre-engagement screening check conducted in accordance with the Australian Government Protective Security Policy Framework requirements.

Applicants must also have, or be able to hold, a Negative Vetting Level 2 (AGSVA) security clearance. To be eligible for an Australian Government security clearance, you must be an Australian citizen and have a checkable background. For information about security clearances, visit the [Australian Government Security Vetting Agency website](https://www.agsva.gov.au/).

The successful applicant is required to submit a Private Interests Declaration to declare all conflicts of interest (perceived or actual) and a conflict mitigation strategy.

### **Terms and conditions**

Under the Act, the Director is appointed by the Governor-General. The term of appointment is up to three years, with the option for reappointment.

This is a full‑time position, is principally based in Canberra, however other base locations may be considered.

The Remuneration Tribunal sets remuneration and allowances for the position. Refer to the [Remuneration Tribunal (Remuneration and Allowances for Holders of Full‑time Public Office) Determination 2024](https://www.remtribunal.gov.au/document-library-search/remuneration-tribunal-remuneration-and-allowances-holders-full-time-public-office-determination-2024)for more information.

## **THE SELECTION PROCESS**

The assessment process will be run in accordance with the [Government’s merit and transparency policy.](https://www.apsc.gov.au/working-aps/governments-merit-and-transparency-policy)

A panel will assess the written applications. Shortlisted applicants will be further assessed by the panel at interview.

A list of suitable candidates will be provided to the Minister for Veterans’ Affairs for consideration and recommendation to the Governor-General for appointment.

| **Submission** | Complete and submit your resume, referees and statement of claims (up to 2000 words). |
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| **Shortlisting** | Your written application will be assessed against the Selection Criteria |
| **Interview** | Candidates who progress past the shortlisting assessment may be invited to an interview either in person or virtually. |
| **Referees** | Referee/s may be contacted at any point in the process to help us determine if you are suitable for the role/s. |
| **End of Process** | When the process is finalised, we will let you know the outcome via email. |

## **HOW TO APPLY**

Submit an online application through DVA’s [online recruitment system](https://dvajobs.nga.net.au/cp/index.cfm?event=jobs.home) by **11:30pm AEST** on **Sunday, 20 July 2025.**

Applications must include:

* an indication of whether you meet the eligibility criteria for this statutory appointment
* a completed statement of claims (2000 words) against the eligibility and selection criteria
* an uploaded resume outlining your qualifications, knowledge or experience
* the names and contact details of at least 2 referees who have direct and relevant experience of your work.
* An uploaded Private Interests Declaration noting all conflicts of interest (perceived and actual) and a conflict mitigation strategy

If you need any reasonable adjustments such as access, equipment or other practical support for any stage of the recruitment process, please include this information in your application or contact the department via the details below.

If you are experiencing difficulties lodging your application, please contact our recruitment team on [DVA.Recruitment@dva.gov.au](mailto:DVA.Recruitment@dva.gov.au).

**Please note:** You do not need to withdraw your application to make edits, you can make changes to your application before the job closes by logging into your profile in the DVA eRecruit system and selecting *My Profile > My Applications*. If you withdraw your application, you will NOT be able to re-submit your application for this vacancy.

## **VetPaths**

The Australian Public Service (APS) values the unique skills, perspectives, and experiences that veterans gain during their Australian Defence Force (ADF) employment and encourage veterans to apply. Support may be available to veterans transitioning to meaningful APS careers through participation in VetPaths, which offers veterans an opportunity to participate in a six-month program offering formal learning and development, career mentoring and activities for wellness and peer support. More information can be found on the [DVA Website](https://www.dva.gov.au/about/careers/continuing-serve-vetpaths-aps-veteran-employment-pathway).

## **Communication**

Enquiries about the position or application process can be emailed to [DVA.Statutory.Appointments@dva.gov.au](mailto:DVA.Statutory.Appointments@dva.gov.au)

If you are experiencing difficulties lodging your application, please contact our recruitment team on [DVA.Recruitment@dva.gov.au](mailto:DVA.Recruitment@dva.gov.au).

Applicants will receive initial advice and communication by email. Please ensure the email address you provide is correct. We recommend you use an email address that ensures you do not miss relevant updates or invitations – and please regularly check your junk or spam folders.