SES BAND 3

DEPUTY SECRETARY

**Department of Health, Disability and Ageing**

Applicant Kit

Job Reference Number: 25-DEDIV-29537

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| **Job Reference Number** | 25-DEDIV-29537 | |
| **Classification** | SES Band 3 | |
| **Job Title** | Deputy Secretary  This process may be used to establish a merit list for future SES Band 3 vacancies across the department. | |
| **Location** | Canberra, ACT | |
| **Status** | Ongoing and non-ongoing | |
| **Employment type** | Full-time | |
| **Security Clearance** | Negative Vetting 2, or eligible to obtain and maintain. | |
| **Contact Officer** | **Name:** | Tricia Searson at Executive Intelligence Group |
| **Phone:** | (02) 6232 2200 |
| **Email:** | admin@execintell.com.au |

## About the Department

At the Department of Health, Disability and Ageing (the department) our vision is to deliver better health and wellbeing for all Australians, now and for future generations.

Our purpose is to support the government to lead and shape Australia’s health, disability and aged care systems through evidence-based policy, well targeted programs, and best practice regulation. We work with a wide range of stakeholders to achieve this.

We're building an inclusive and accessible care economy, that empowers people with disability, supports people to age with dignity, and works towards all Australians having their health needs understood and met.

## Further information about the department can be found at: <https://www.health.gov.au/about-us>

## Performance Leadership at Health

Our leaders are expected to contribute to organisational outcomes by:

**Delivering outcomes** – You will need to establish and deliver against a business plan for your area that contributes to achieving the goals and objectives outlined in the Corporate Plan and the Portfolio Budget Statement. You will need strong project management, risk management and financial management skills and the ability to establish and nurture strong stakeholder relationships.

**Providing strong leadership to your team -** To be a strong contender, you will need to demonstrate the DRIVE behaviours outlined in the Secretaries’ Charter of Leadership. You will have an outstanding record of leading large teams effectively to accomplish high quality results that make a difference to the nation while maintaining a culture that values collaboration, innovation, and diversity.

**Contributing as part of the department’s leadership team** **-** For the department to thrive, our leaders must work as a team. You will be expected to make a significant contribution to the success of the organisation by engaging in departmental and APS priorities, contributing to the culture of the whole organisation, and helping shape the strategy and frameworks that guide our work.

**Commitment to First Nations Leadership and Inclusion**

The Department is deeply committed to fostering a culturally safe and inclusive workplace that empowers First Nations people to lead and thrive. We recognise that the knowledge, perspectives and lived experiences of Australia’s First Peoples offer invaluable insights that enrich our leadership and decision-making. These perspectives help shape more responsive policies and programs, ultimately strengthening our impact across communities. We actively encourage First Nations people to apply for our senior leadership roles, as your voices are vital to building a stronger, more inclusive future for all Australians.

## About the role

We are seeking two Deputy Secretaries to join our leadership team, ideally one with experience in leading corporate services and another with experience in developing and delivering policies and programs. The two current vacancies are:

Deputy Secretary, Health Strategy and First Nations Group, (SES Band 3); and

Deputy Secretary, Corporate Operations Group, (SES Band 3).

This process may be used to establish a merit list for future SES Band 3 vacancies across the department.

As a Deputy Secretary at the department, your ability to think strategically and take a system-wide perspective will be critical. We are seeking people who are adept at generating and translating insights into practical and implementable actions and will be able to strengthen the department’s strategic policy capability.

Quality leadership is important to us. We are seeking experienced values-based leaders, who inspire, empower, and drive positive change. The successful candidates will be stewards of the department, the health, disability and ageing systems, and the broader APS. They will foster a culture of integrity, performance, and innovation.

Our ideal candidates will have proven their ability to build trust, foster collaboration, and sustain relationships in dynamic and complex environments. They are influential communicators who can translate complex and technical concepts for diverse audiences across the public and private sectors. They will have demonstrated excellent judgement in complex and sensitive environments, balancing risks and opportunities.

**Required capabilities**

To be a strong contender, you will be expected to demonstrate the following capabilities:

* **Demonstrated high level policy skills** and an ability to understand Australia’s health, disability and aged care systems, policies, procedures and key challenges.
* Demonstrated high level understanding of the content that supports **strategic development of enabling services.**
* **Executive management,** commitment to talent development, succession planning, and driving APS capability uplift.
* **Professional authority and credibility**, building leadership legitimacy through honest and authentic relationships.
* **Highly developed communication skills,** able to articulate a vision and priorities while addressing diverse stakeholder concerns through strong communication and representational skills, building trust with the public and stakeholders.
* **Pragmatic problem-solving** **skills** and a demonstrated ability to think systemically and long-term, anticipating future challenges and opportunities.
* **Exceptional results orientation**, resilience, and a positive approach to issue resolution, with a focus on nurturing relationships for an inclusive and collaborative approach.
* **People leadership and organisational management,** to build and sustain capability across the department for current and future needs.
* **Demonstrated stakeholder engagement**, effectively exchanging information, listening to, and learning from stakeholders.
* **Ability to inspire confidence** and operate effectively in dynamic and rapidly changing environments, including leading and supporting teams through change.
* **Keen intelligence, persuasiveness and influence** necessary for both formal and informal leadership.
* **Proactive approach** to professional and organisational development, with the ability to engender enthusiasm and professionalism in others.
* **Astute judgment and political awareness**.

**Core Selection Criteria**

The criteria outlined in the [Integrated Leadership System](https://www.apsc.gov.au/working-aps/aps-employees-and-managers/classifications/integrated-leadership-system-ils/ils-resources-profiles-comparatives-and-self-assessment/integrated-leadership-system-ils-ses-b3-profile) and [Work Level Standards](https://www.apsc.gov.au/working-aps/aps-employees-and-managers/classifications/work-level-standards-senior-executive-service) are applied when selecting for Senior Executive Service (SES) positions within the Australian Public Service (APS). When considering applicants, Selection Advisory Panels will seek evidence of performance against each of the criteria. It is therefore in the interests of candidates to present their application in a way that demonstrates significant outcomes associated with each of the criteria, as well as the capabilities and behaviours that underpin them.

## Application Response (two-page application)

Your application will be assessed on your ability to demonstrate that you possess the required skills, knowledge, and experience to perform the role, as outlined in this kit.

You will also need to upload a current CV and list the details of at least two referees. We strongly encourage all applicants to discuss their application with their referees to ensure they can support your claims.

Applicants are required to provide a statement of claims framed around the key duties and key capabilities. **Your statement of claims should be no more than two pages in total with a font no smaller than size 10. Applications that do not meet these requirements will not be considered.**

**Location**

The position is based in Canberra ACT, but some flexibility and alternative arrangements could be negotiated for the right candidate.

**Work Environment**

The Department is creating a modern, flexible and healthy work environment which empowers our people to deliver their best work. Our New Ways of Working (NWOW) program provides inclusive workspaces, with shared SES offices and workstations, and ample meeting spaces to promote collaboration across the department.

Successful candidates will share the department’s commitment to adopting modern, digital and collaborative ways of working in hybrid environments, modelling the behaviours expected of all staff in an NWOW environment, and encouraging flexible work practices.

**Remuneration**

This is a senior appointment, and the remuneration package will be structured to attract an outstanding appointee in line with the Public Service Act 1999.

**Assistance with Relocation**

Assistance with removal expenses and/or short-term accommodation assistance may be provided if interstate relocation is involved.

## Eligibility

To be employed by the Department of Health, Disability and Ageing, applicants must be Australian citizens or have permanent residency status pending the granting of Australian citizenship.

An applicant’s suitability for employment with the Department will also be assessed through a variety of pre-employment check processes, such as:

* Satisfactory completion of a criminal history check, and where relevant a Working with Children and Vulnerable People Check.
* Completion of a medical declaration and pre-employment medical (where required).
* Providing evidence of qualifications (where required).
* Obtaining and maintaining a NV2 security clearance.
* At Health, we encourage First Nations and RecruitAbility candidates to apply.

## 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: <https://www.apsc.gov.au/recruitability>.

## Notes and How to Apply:

* Contact Name: Tricia Searson at Executive Intelligence Group
* Email address: admin@execintell.com.au
* Applications close: Friday 01 August 2025