



Australian Government

**Department of Health,
Disability and Ageing**

SES BAND 2 FIRST ASSISTANT SECRETARY

Department of Health, Disability and Ageing



Applicant Kit

Job Reference Number: 25-CHCCDIV-29662

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Classification	SES Band 2
Job Title	First Assistant Secretary
Location	Canberra, ACT (will negotiate arrangements for the right candidate)
Status	Ongoing and non-ongoing
Employment type	Fulltime
Security Clearance	Negative Vetting 1, or eligible to obtain and maintain.
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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.

We actively encourage Aboriginal and Torres Strait Islander people to apply for our senior leadership roles, as your voices are vital to building a stronger, more inclusive future for all Australians. The Department is committed to fostering a culturally safe and inclusive workplace that empowers Aboriginal and Torres Strait Islander people to lead and thrive. We recognise that the knowledge, perspectives and experiences of Aboriginal and Torres Strait Islander people 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.

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 behaviours outlined in the Secretaries' Charter of Leadership. You will have an outstanding record of leading people 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 committed to fostering a culturally safe and inclusive workplace that empowers Aboriginal and Torres Strait Islander 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 Aboriginal and Torres Strait Islander 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 First Assistant Secretaries to join our leadership team with experience in developing and delivering policies and programs. This process may also be used to establish a merit list for future SES Band 2 vacancies across the department.

As a **First Assistant Secretary**, you will support the Secretary and Executive Team with the leadership and direction setting of the Department.

You will lead a large team to provide high level policy advice to portfolio ministers; plan, develop and implement major government and departmental initiatives; oversee aspects of Health's operations or regulatory functions; and/or deliver the Department's programs.

Our leaders must be able to develop and unite staff and stakeholders behind a strategic vision, establish and maintain strong relationships with key stakeholders, and lead complex change processes.



You will need to be forward-thinking, self-motivated, resilient, and adept at building relationships in a large, complex, and fast-paced environment. Your strong leadership credentials and ability to build trust and respect will be complemented by sound judgement, a strong focus on results and the ability to resolve complex issues in a public sector context, including by winning support, marshaling resources, and leveraging relationships.

Our ideal candidate will be a persuasive and influential communicator, capable of translating complex technical concepts for diverse audiences and engaging with senior stakeholders across the public and private sectors. They will demonstrate ability to build trust, foster collaboration, and sustain strategic relationships in dynamic and complex environments.

Required capabilities

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

- **Demonstrate high-level** judgement and awareness in providing strategic advice to ministers and senior stakeholders
- **Strategic planning** that guides organisational direction in developing or leading strategic plans that shaped future direction
- **Drives culture** by leading and shaping organisational culture, improving performance and ensuring high-quality outcomes are achieved
- **Demonstrated stakeholder engagement** ability to build trust, manage complex relationships, influence outcomes through collaboration and 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.

Core Selection Criteria

The criteria outlined in the [Integrated Leadership System](#) and [Work Level Standards](#) 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 behaviors that underpin them.

Application Response (two-page application)

Your application will be assessed on your ability to demonstrate that you possess, or have the real potential to develop, the required skills, knowledge, experience, and qualifications to perform the role. These requirements are based on the information provided to you as part of the job advertisement.

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

Canberra ACT based positions (will negotiate arrangements 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, 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.

Assistance with Relocation

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

Other Conditions

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.

This is a position of trust, and the successful candidate will be required to obtain a NV1 security clearance.

Eligibility

To be eligible for employment with the Department of Health, Disability and Ageing, applicants must be an Australian citizen at the time an offer of employment is made.

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 security clearance at the required level.
- 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: **Executive Intelligence Group**
- Email address: admin@execintell.com.au
- Applications close: **18 August 2025 at 11:30pm AEST**