



Senior Executive Service Band 1 – Assistant Secretary Maritime Support

Salary to be negotiated with the successful candidate

Job Reference Number	NSSG/09704/25
Position Location	Canberra, ACT and Sydney, NSW Defence provides relocation assistance to eligible APS employees required to relocate. The level of assistance will vary depending on the reason for relocating and your personal circumstances.
Employment Status	Ongoing – Actual Vacancy – Full Time
Security Level	Negative Vetting 1
Working Arrangements	On Site <i>Defence is committed to supporting workplace flexibility. Please contact the contact officer for further details.</i>
Closing Date	11.30pm (AEDT), Sunday 11 January 2026 Extensions may be granted in exceptional circumstances only. Applicants requesting an extension must contact the Contact Officer 24 hours prior to the vacancy closing date.
Contact Officers	Karina Duffey or Tricia Searson at Executive Intelligence Group (EIG) (02) 6232 2200 or admin@execintell.com.au and quote reference number 1038

Introduction

Defence is seeking dynamic senior executives to drive the organisation forward and deliver on Defence's mission – to defend Australia and its national interests.

As part of the Senior Leadership Group, you will play a key role in promoting and influencing a shared commitment to the strategic direction of Defence, as most recently detailed in the [National Defence Strategy](#).

You will:

- Lead and manage a branch practicing inclusive leadership, collaboration and integrity;
- Demonstrate strong judgement and capitalise on innovative alternatives to resolve complex problems;
- Effectively challenge the status quo when required;
- Demonstrate resilience and personal accountability for the quality of advice and delivery of results; and
- Demonstrate exceptional communication skills, both written and verbal.

The ideal candidate will be a collaborative leader, exemplify the [Defence Values and Behaviours](#), and engender a culture of innovation and agility. They will be self-aware, positive in considering and respecting a diversity of ideas and perspectives of others. They will demonstrate the capability to provide timely and accurate advice to senior leaders and Government on complex matters. They will have outstanding judgement, strategic awareness, and parliamentary and media acumen.

Your Role

The Assistant Secretary Maritime Support (AS-MS) for the Maritime Sustainment Division (MSD) within Naval Shipbuilding and Sustainment Group (NSSG) will lead and manage the Operating Support Branch, overseeing the critical enabling functions that underpin the delivery of integrated, through life maritime support to our Defence customers and key stakeholders. The pivotal role ensures the alignment of strategic priorities with operational delivery, enabling unformed decisions on capability, cost, risk and industry sustainability. The workforce is primarily located in Sydney with a small number of workforce distributed regionally.

The role will be responsible for shaping the strategic direction of the branch, delivering actionable insights through targeted analysis, and developing robust business cases to inform Maritime Systems Division (MSD) leadership. With a focus on enhancing industry resilience, improving procurement and contract management, and strengthening data driven decision making across the division. The AS-MS will contribute significantly to Defence's capability readiness and sovereign industrial objectives.

Working closely with the MSD Executive and external stakeholders, AS-MS will lead cultural uplift, continuous improvement initiatives, and integration with broader Defence capability and sustainment systems. The role will also optimise workforce planning and ensure consistent, high quality delivery of business support functions.

We are looking for a person who is:

- A strategic thinker who uses data to support key decisions.
- An experience leaders with results focused track record of delivery.
- An exceptional communicator and manager with proven negotiation skills; and
- possesses deep knowledge, skills and specialist expertise acquired through significant professional experience.

Our Group

Naval Shipbuilding and Sustainment Group is responsible for delivering and sustaining Australia's naval capability – the ships and submarines – for Australia to be able to fight and win at sea.

The group is also responsible for the delivery of a continuous and sovereign naval shipbuilding and sustainment enterprise, setting the policy framework that supports the growth of a skilled and productive workforce, a cost competitive and sustainable industrial base, and modern, innovative and secure infrastructure.

NSSG delivers major maritime capability programs, leveraging Australia's best industrial, scientific and research communities to adapt to Navy's modernisation requirements, in response to our rapidly changing strategic circumstance. NSSG's core role – in partnership with Navy – is to ensure that Australia's sailors prevail at sea and return safely.

Working in NSSG you will make an important contribution to the greatest regeneration of naval capability since World War II and be a part of an "Australian first" – a national endeavour larger than the Snowy Hydro Scheme and the National Broadband Network.

We are seeking high performing candidates who thrive on new challenges and enjoy working in a fast-paced, complex environment. We promote an inclusive culture that echoes Defence values – service, courage, respect, integrity and excellence. We are committed to ensuring our people feel appreciated, participate fully, and have access to tailored professionalised pathways. We are flexible and agile in our approach to work, encourage our staff to have a healthy work life balance, and offer access to training and development opportunities and mentoring and coaching services.

Additional Information

Engagement may be negotiated on an ongoing or non-ongoing basis. To be eligible, applicants must be Australian citizens. This is a security-designated position and the successful applicant will be required to hold or obtain a security clearance at Negative Vetting 1.

The location of this positions are in Sydney and the associated remuneration package includes superannuation, executive vehicle allowance and, where applicable, relocation expenses. The salary component for this position may be negotiated with the successful candidate.

A Merit Pool of highly suitable candidates will be established to fill similar vacancies that may occur within the next 18 months.

To discuss the requirements of this position, after first reviewing the selection documentation, please **contact Karina Duffey or Tricia Searson at Executive Intelligence Group (EIG) quoting reference number 1038.**

For Senior Executive Service administrative recruitment enquiries please contact the Directorate of Senior Officer Management at DPG.DSOM@defence.gov.au

Our Organisation

Defence's primary role is to defend Australia and its national interests, promote security and stability, and support the Australian community as directed by the Government. Further information about who we are, Defence's mission and our values and behaviours can be found at [Who we are | About | Defence](#).

In Defence, you will enjoy experiences and opportunities that, as an APS employee, you simply would not get in any other organisation. The size, complexity and diversity of work in Defence means that you can have multiple jobs or careers within the same organisation. You are able to undertake interesting, challenging and unique work ranging from intelligence and strategic policy through to human resources, ~~communications~~ infrastructure and engineering, and information technology.

Our Benefits

Defence offers a range of benefits, opportunities and conditions that you will be able to access while working with us.

- Competitive salary with the flexibility to negotiate based on skillset and experience
- Generous employee Superannuation contributions of up to 15.4%
- Generous entitlements, allowances and working benefits, further information can found at [APS pay and benefits | Jobs & Careers | Defence](#)
- Learning and development opportunities through:
 - Defence Education Assistance and Programs to support APS employees in gaining professional qualifications
 - Defence Online Academy to provide APS employees with a range of online training
- SES employees must exemplify the [Defence Values and Behaviours](#)
- Career development and progression opportunities, further information can be found at [Career development | Jobs & Careers | Defence](#)

How to Apply

Applications must be submitted online through our [Online Recruitment System](#) located at Defence APS Careers. Further information on how to apply through our Online Recruitment System can be found in the [Applicant User Guide](#). Your application will need to include:

- Your current Resume/CV
- Applicants are asked to provide an up to **600 word** application addressing their claims against the Position Description and Duty Statement contained within this Information Pack, with a focus on leadership, integrity and results.
- Details of two referees (one being your current supervisor)

Prior to preparing your response consider the following:

- Role requirements outlined in 'Your Role' and 'Our Ideal Candidate' section of the information pack.
- Recommended to review the [Work Level Standards](#) and [Integrated Leadership System](#) relevant to the classification you are applying for.

Further information on how to write your response can be found at '[Cracking the Code](#)'.

If you are experiencing technical problems please contact YourCustomer.Service@defence.gov.au for assistance.

Vacancies will be extended in **exceptional circumstances only**. Applicants requesting an extension must contact the Contact Officer **24 hours prior** to the vacancy closing date.

Please note online testing and/or video interviews may be used for this recruitment activity. If you experience technical problems with testing or video interviews please contact [Criteria online support system](#).

The application process has essential information for prospective applicants to Australian Public Service (APS) jobs in Defence. Further information about the application, selection, outcome and commencement process can be found at [Application process | Jobs & Careers | Defence](#).

RecruitAbility

The RecruitAbility scheme applies to this vacancy. The Department of Defence is committed to supporting the employment and career development of people with disability.

More information on the RecruitAbility scheme can be found at [APSC Recruitability Scheme](#) homepage.

Eligibility

Employment with the Department of Defence is subject to conditions prescribed within the *Public Service Act 1999*.

Citizenship	To be eligible for employment with Defence applicants must be an Australian citizen. Only in exceptional circumstances can this requirement be waived.
Health Assessment	As a condition of engagement, a pre-employment health assessment may be required where there are physical or medical requirements for the role. Current APS employees may also require a health assessment, or similar, to provide for promotions or transfers which require a health assessment. Your contact officer can provide further guidance on whether this is required for your role.
Security Clearance	The Australian community requires the highest level of integrity from Defence employees. The preferred applicant will be required to successfully undergo the security clearance vetting process at a specified clearance level. Further information about security clearances can be found at Australian Government Security Clearance Applicant Guide Book .

Thank you for your interest in the Department of Defence