



# Job Information Pack

## Assistant Secretary, ICT Enabling Services



# Assistant Secretary, ICT Enabling Services

<b>Job Reference</b>	2026/80
<b>Classification</b>	Senior Executive Service Band 1
<b>Division</b>	ICT Services Division
<b>Branch</b>	ICT Enabling Services
<b>Location</b>	Adelaide, SA; Brisbane, QLD; Canberra, ACT; Melbourne, VIC; Sydney, NSW
<b>Employment Status</b>	Ongoing
<b>Security Clearance</b>	Negative Vetting Level 2
<b>Mandatory Requirements</b>	<ul style="list-style-type: none"><li>- Under section 22(8) of the Public Service Act 1999, employees must be Australian citizens to be employed in the APS unless the Agency delegate has agreed, in writing.</li></ul>
<b>Desirable Qualifications</b>	<ul style="list-style-type: none"><li>- Relevant tertiary qualifications in information technology, public administration, or a related field, or relevant experience working in government.</li></ul>
<b>Contact Officer</b>	Grant Rebikoff, Chief Information Officer Phone number: 0467 740 998 Email address: grant.rebikoff@aff.gov.au
<b>Closing Date</b>	<b>11:00 pm (AEDT), Sunday, 8 February 2026</b>

*Ready to shape the future of ICT in government?  
Join DAFF as an SES leader and play a pivotal role in delivering secure, innovative, and value-driven ICT services that enable Australia's agricultural, fisheries, and forestry sectors to thrive. This is your opportunity to lead strategic initiatives, influence national outcomes, and make a lasting impact.*

# About the Department

The Department of Agriculture, Fisheries and Forestry (DAFF) leads the Australian Government's efforts to support, protect and grow the country's food and fibre production industries.

We play a pivotal role in developing and promoting Australia's sustainable agricultural production practices, increasing trade and international market access, maximising economic opportunities for Australia's First Nations peoples and helping our producers become more productive, profitable and resilient.

As a department, we deliver world-class work in areas such as agricultural economics, plant and animal sciences, and use digital technology to deliver better regulatory outcomes. We help keep Australians safe through effective biosecurity. Each day, we protect our industries, communities and natural environment from potentially devastating pests and diseases. We support every clean, safe meal that Australians sit down to enjoy.

Our work touches the lives of all Australians, particularly those living in regional and rural areas.

## Our Executive

The Executive Team includes the Secretary, Victoria Anderson, and four Deputy Secretaries:

- Tina Hutchison, Deputy Secretary, Agricultural Trade and Regulation Group
- Matt Lowe, Deputy Secretary, Agriculture, Fisheries and Forestry Policy Group
- Justine Saunders APM, Deputy Secretary, Biosecurity Operations and Compliance Group
- Tess Bishop, Chief Operating Officer and Deputy Secretary, Strategy, Enterprise and Engagement Group

## SES in DAFF

Senior Executive Service (SES) at DAFF play a vital role in shaping Australia's future. They lead strategic initiatives, guide policy and program delivery, and help drive innovation across the agriculture, fisheries, and forestry sectors.

SES roles offer the opportunity to make a real impact – working across government to deliver outcomes that matter to communities and industries nationwide. SES employees are expected to model and promote the [Australian Public Service \(APS\) Values and Code of Conduct](#) and demonstrate leadership behaviours outlined in the [APS Commission's Integrated Leadership System](#) and the [Secretaries' Charter of Leadership Behaviours](#).

As an SES leader at DAFF, you'll be part of a team that values integrity, collaboration, and excellence. You'll help build a stronger, more sustainable Australia – one decision at a time.

To learn more about the SES and leadership in the APS, visit the [APSC website](#).

# The role

Why YOU are important to us and what impact you will have on the ICT Services Division and the departments' goal.

**ICT Services Division (ISD)** is responsible for enabling Information and Communication Technology (ICT) functions and activities in the department. The division provides a secure, modern ICT environment to enable the department's business groups to conduct business 24/7 and achieve departmental outcomes. ISD staff work collaboratively across the department, taking advantage of advances in technology to deliver end-to-end services and solutions that are nationally consistent and deliver organisational benefits. As a trusted ICT provider, ISD works collaboratively with business groups to develop innovative digital solutions for businesses whilst providing reliable and secure operational ICT services.

ISD provides capability across the ICT operational spectrum including technology infrastructure and cloud, applications development and support, cyber security services, enterprise platforms support, ICT procurement and vendor management, project planning and delivery, ICT architecture and governance.

The **ICT Enabling Services Branch** leads the strategic enabling services that support the divisions delivery of ICT services to the Department. This role ensures that key enabling functions and services architectural standards, comply with development guidelines and enable sustainable ICT solutions across the enterprise.

**This is where you play an important role.**

As **Assistant Secretary, ICT Enabling Services**, you will report to the Chief Information Officer.

The duties of the role include:

- Strategic Leadership
  - Leadership of a multidisciplinary branch comprising business engagement, strategy and performance, commercial management, ICT procurement, and enabling managed services arrangements.
- Capability Delivery
  - Oversee the development and delivery of key ICT strategies such as the ICT Strategic Plan, Cyber Security Strategy and other relevant strategies.
  - Ensure oversight of ICT investment through portfolio management
- Operational Excellence
  - Ensure contracts and ICT services are fit for purpose, value for money and procured in line with whole of government standards.
  - Establish robust service management practices and processes for engagement with the broader ICT division.

- Stakeholder Engagement
  - Build strong partnerships across the department, industry, government agencies, and technology providers.
  - Work collaboratively in the division, supporting a 'One DAFF' culture.
- Governance & Assurance
  - Monitor financial and performance metrics and continuously monitor contracts and arrangements.

**Note:** The merit pool established through this selection process, which is valid for a period of eighteen months from the date the vacancy was advertised in the Public Service Gazette, may also be used to fill future vacancies in the department where the duties are of a similar nature.

## Who we are looking for

To be successful in the role you will need to meet the Senior Executive Service capability for the SES Band 1 level, and you will have the following:

- Demonstrated deep understanding of Commonwealth Public Service and a strong grasp of the procurement, commercial management and governance.
- Demonstrated ability to engage with stakeholders, build relationships and support delivery of ICT services to business.
- Demonstrated ability to support operations of ICT through strategic planning of an ICT strategy.
- Outstanding executive leadership skills, a substantial record of achievement and a reputation for ethics, innovation and delivery of results.
- Excellent stakeholder relationship skills and experience in engaging with internal and external stakeholders at all levels to explore opportunities and solve complex problems.
- Ability to represent the department at a range of forums.
- Demonstrating a strategic perspective and ability to manage competing demands and work to tight deadlines.
- Ability to communicate effectively with all audiences, be articulate and persuasive and capable of guiding negotiations to a point of resolution in a facilitative way.
- Demonstrated public service professionalism and application of integrity and probity.

# What we offer you



## Your work life harmony

- Opportunity for flexible work
- Healthy working hours
- Generous leave provisions
- Stability and security to live your best life



## Your wellbeing

- Dedicated 'thriving minds' hub focused on developing and implementing initiatives to support your mental health
- Access to holistic wellbeing support through our Employee Assistance Program



## Your development

- Access to tuition assistance and leave to fund and support your study
- Drive your development with access to endless learning and development opportunities tailored for you
- Explore job opportunities across Australia with offices in regional and major cities



## Your inclusion

- Access to employee diversity and ally networks
- Impactful diversity and inclusion initiatives support our mature DE&I agenda
- Ceremonial leave and dedicated First Nation liaison officer to provide cultural support for our First Nations staff
- Dedicated Disability Contact Officer support our people with disability and neurodivergence
- Recognised by the Australian Workplace Equality Index as a Silver Employer for LGBTQ+ inclusion
- Salary packaging

**Note:** These conditions may not apply to all roles. Confirm with the contact officer to determine which are relevant to your position.

**Our Core 4 values** - **Working Together**, **Courage**, **Diversity**, and **Excellence** guide how we engage with each other, stakeholders, and the community. These are underpinned by **Safety** and **Integrity**.

We collaborate, support one another, and connect across teams.

We innovate, take responsibility, and learn from mistakes.

We value diverse perspectives to achieve better outcomes.

We strive for excellence through informed decisions, accountability, and continuous improvement.



## Diversity and inclusion

The Department is committed to workforce diversity and applicants who are Aboriginal and/or Torres Strait Islander, come from a diverse cultural or linguistic background or have a disability are encouraged to apply.

RecruitAbility applies to this vacancy. Under the RecruitAbility scheme you will be invited to participate in further assessment activity for the vacancy if you choose to apply under the scheme; declare you have a disability; and meet the minimum requirements for the job. For more information visit: <https://www.apsc.gov.au/recruitability>.

# How to apply



Prepare and submit your application along with the required documents. Your documents should demonstrate how you meet the criteria outlined in 'Who we are looking for' and include examples that reflect the responsibilities described in 'The role'.

Applicants will be assessed and reviewed based on how well they meet the requirements of the role. Shortlisted candidates may be invited to further assessments, such as an interview or work sample test.

Applicants will be notified of the outcome of their application and, where relevant, provided with information about the next steps in the process.

Applications must be submitted online through our Online Recruitment System located at [DAFFs Job webpage](#).

## Statement of claims

Applicants are required to submit a statement of claims (**750 words maximum**) outlining why you are interested in this position and why you believe that you have the skills, capabilities, knowledge and experience to be considered for this role. Please provide examples which demonstrate your ability to perform the duties of the position.

Candidates are encouraged to view the Australian Public Service Commission [Integrated Leadership System \(ILS\) SES Band profile](#) when preparing their application.

## Application period

<b>Opening Date</b>	Thursday, 22 January 2026
<b>Closing Date</b>	<b>11:00 pm (AEDT), Sunday, 8 February 2026</b>