



# Candidate information pack

Deputy Australian Statistician, Enterprise Services Group  
Chief Operating Officer (SES Band 3)

Australian Bureau of Statistics

**Reference No: 1046**

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## Deputy Australian Statistician, Enterprise Services Group | Chief Operating Officer

### Position description

#### Position Overview

<b>Reports to:</b>	The Australian Statistician	<b>Staff:</b>	Three direct reports, leading over 1,000 staff located across Australia
<b>Location:</b>	Canberra	<b>Employment Type:</b>	Permanent, full-time
<b>Work Arrangement:</b>	Access to flexible working arrangements	<b>Security Clearance:</b>	NV1
<b>Salary:</b>	An attractive remuneration package will be negotiated with the successful applicant		

The Australian Bureau of Statistics is seeking an established and inspiring senior leader from the public, private or community sector to join their Executive Leadership Group as a **Deputy Australian Statistician**.

#### Qualities, experience, and skills

You will be assessed on your ability to meet the following:

- leading change, managing risks, and driving innovation.
- leading people, driving high performance, and building capability.
- demonstrated conceptual and analytical skills, strategic thinking, and sound judgement.
- adept at delivering in an environment that involves deadlines and a commitment to quality.
- effective client engagement skills, capable of designing solutions with the client at the centre.
- awareness and understanding of the changing data and technology landscape.
- knowledge of government priorities.

Knowledge and experience in IT and financial management, while not essential, will be highly regarded.

#### Key internal and external relationships

As an SES Band 3 Officer, you are responsible for contributing to the leadership of the ABS through active involvement in executive decision making, representational activities and working collaboratively to provide strategic leadership and drive a culture of high performance.

You will have three direct reports, leading over 1,000 staff, located across Australia (we have offices in each capital city and Geelong) and be responsible for the full suite of corporate functions and the ABS' enterprise planning, design and internal, business strategy.

Your key clients include the Executive Board (the Australian Statistician and two other Deputy Australian Statisticians).

You will be required to represent the ABS in a range of forums and form strong relationships across the APS and externally.

### **Duties**

The duties for the Deputy Australian Statistician, Enterprise Services Group include:

- Working with the Australian Statistician and other Deputy Australian Statisticians who form the Executive Board, providing executive leadership for the ABS.
- Managing the full suite of corporate functions including: finance, HR, IT services, legal, property, transformation, governance planning, enterprise design, and strategic and business planning.
- Ensuring the corporate enablers are aligned to and supportive of the business of the ABS and its strategic objectives.
- Facilitating the setting of the enterprise strategy, risks, budgets, and business planning activities, including external reporting obligations – Corporate Plan and Annual Report.
- This role also includes these key positions:
  - Chair of the Operations and Risk Committee, which provides strategic advice to the Executive Board
  - Senior Responsible Officer (SRO) for key transformation programs of work.
  - Chief Audit Executive
  - Chief Risk Officer
  - SRO for the Data Profession and Chair of a senior program board comprising external and internal membership.
- Representing the ABS on high-level cross agency working groups, committees, and international fora.
- Ensuring your group has the capability and resources needed to deliver on its current and future work programs.
- Demonstrating and promoting expected cultural behaviours (self-aware, customer-focused, collaborative, accountable, adaptable, and innovative).
- Building high-performance teams through developing talent, managing under performance, and supporting staff wellbeing.

### **Qualifications**

Relevant tertiary qualifications are desirable. In addition, membership of relevant professional associations or institutes will be well regarded.

### **Security**

This position requires the successful candidate to have (or the ability to obtain) a Negative Vetting Level 1 security clearance.

## Tenure

The successful candidate will be offered ongoing employment under the *Public Service Act 1999*.

## Merit Pool

Applicants suitable for the role but not offered the position for the current vacancy, will be placed in a merit pool. If the applicant agrees, the results may be shared with other Australian Public Service (APS) agencies for filling similar roles. Applicants may be offered a future role, without the need to reapply. A merit list or pool may be used for up to 18 months.

For more information about Merit Lists or Merit Pools please go to APSC's website -[The APS Merit Principle](#)

## Remuneration

A Total Remuneration Package (TRP) reflecting the importance of the position will be negotiated with the successful candidate. The TRP comprises of:

- Base salary
- Superannuation
- Motor vehicle allowance
- Official parking
- Other entitlements (in addition to TRP) may include:
  - Airline lounge membership
  - Home office support
  - Provisions for leave and relevant allowances (e.g. travel) etc.
  - Relocation assistance (if relevant).

## Eligibility

To be eligible for engagement to the Australian Public Service (APS), applicants must be Australian citizens or have permanent residency status pending the granting of Australian citizenship. There are also restrictions on the employment of people who have received a redundancy benefit from an APS agency or the Australian Parliamentary Service and who is still within their 'redundancy benefit period' or restriction period. These arrangements do not apply to persons who have received a redundancy benefit from a non-APS Commonwealth employer, from a State/Territory Government employer, or from the private sector. There are no restrictions on such persons competing on merit for APS employment.

Prospective appointees will be required to satisfy health, character and security checks.

Please note that, with any vacancy, it is important that you check your own circumstances and ability to meet the eligibility requirements.

## 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: [www.apsc.gov.au/priorities/disability/recruitability](http://www.apsc.gov.au/priorities/disability/recruitability).

## Reasonable adjustments

**Executive Intelligence Group** and the ABS are committed to all prospective applicants and can provide reasonable adjustments during the application and/or the interview process. If you require **Executive Intelligence Group** to provide reasonable adjustments, please contact our Project Managers: Catherine Jennings or Renee Brassington on 02 6232 2200 for a confidential discussion.

*Note: you are not required to provide a doctor's certificate to request or receive reasonable adjustments for this recruitment process. If you're successful in gaining a role with the ABS and require reasonable adjustments in the workplace (relating to disability/ies, illnesses or injuries) you may need to provide medical evidence.*

## Diversity

At the ABS, diversity and inclusion aren't just values — they're how we work. We're recognised by the Diversity Council of Australia as an inclusive employer, and we actively encourage Aboriginal and/or Torres Strait Islander peoples and people with disability to apply as we work towards a workforce that reflects the Australian community.

Our 2025 Employee Census highlights the strength of our people: 48% women, 12% identifying as having a disability, 13% as neurodivergent, 12% as LGBTIQ+, and 1% as Aboriginal and/or Torres Strait Islander. We're also proud to have maintained strong gender representation in leadership, with women making up 58% of our Senior Executive Service. We have active employee networks including Disability and Carers, LGBTIQ (Pride), Gender Equity (GEN), Aboriginal and Torres Strait Islander peoples (Yakeen), Neurodiversity Network (NDN) and Culturally and Linguistically Diverse peoples (CALD).

Join us and help shape a workplace where everyone can thrive.

## What the Australian Bureau of Statistics offers

The Australian Bureau of Statistics (ABS) offers you the opportunity to work for Australia's preeminent producer of statistics. The ABS's passion and business are delivering quality, trusted data to inform decisions that lead to better outcomes for Australians through policies, effective services, program development and evaluations.

As a member of the four-person executive team, you will be working to improve the performance of the ABS, ensure the ongoing compliance with relevant legislation, and continually looking for opportunities to provide better value to clients.

As a senior member of Australia's National Statistical Office, you will have the opportunity to work with the ABS's counterparts across the globe; sharing and learning from international experiences, having the opportunity to showcase areas where we are world leaders.

The ABS operates in a complex environment where, along with being responsible for delivering hundreds of data products, you will work and engage with multiple customers, and partners in the public and private sectors.

You will also have the benefit of leading highly technical, professional, and motivated people, as well as working in and supporting a high performing, diverse, inclusive, and flexible working environment.

The successful candidate will be offered ongoing employment under the Public Service Act 1999.

Working in an APS Statutory Authority, you are expected to promote a dedication to the Australian Public Service Values and have the capacity to deliver on our additional secrecy requirements under the Census and Statistics Act 1905.

The ABS is recognised by the Diversity Council of Australia as being an inclusive employer and strongly encourage Aboriginal and/or Torres Strait Islander peoples and those with disability to apply as the ABS works towards being representative of Australian society. The ABS are proud of having at or near 50% female representation in our Senior Executive Service over the past several years – we are currently at 58%!

*To find out more, have a look at the ABS career pages and the great staff engagement results.*

### **Other information**

This position is based in Canberra and the ABS will negotiate relocation arrangements if you are required to relocate.

ABS employees who have access to market sensitive information are restricted in market trading activities.

This role is often asked to act for the Australian Statistician. To do so will require a total ban on market trading and you will not be allowed to trade in financial products while acting.

## **The Australian Bureau of Statistics**

### **More information**

The Australian Bureau of Statistics (ABS) is Australia's national statistical agency. With over 120 years of experience, their purpose is to understand Australia's social, economic, demographic, and environmental data needs and inform important decisions about the nation's future. They do this by delivering relevant, trusted, objective data, statistics, and insights.

At the ABS, they are more than statisticians. They operate in an environment of sustained technological change and strong growth in the availability of data. They are committed to pushing the boundaries of what data can do. Over the past few years, the ABS has demonstrated how well they can respond to Australia's

information needs. In response to COVID-19 they developed new surveys and drew on new data sources to produce relevant and closer to real-time statistics. More recently, they designed and produced a new complete monthly CPI and replaced the long-standing retail trade survey with a broader measure of household consumption based on transactions data from major banks and supermarkets. In each case, our successful response combined innovation and agility with deep expertise and knowledge.

They are also leading the Australian Public Service (APS) Data Professional Stream to develop a data capable APS workforce.

Their strategic priorities are to:

1. Produce high quality statistics.
2. Generate timely new insights.
3. Exercise leadership in the data landscape.
4. Reduce burden on data providers.
5. Enhance organisational capability, resilience, and adaptability.

More information about the ABS is available at: [www.abs.gov.au](http://www.abs.gov.au)

## Preparing your application

Your application should include a CV and a statement of claims (a short 'pitch' of no more than 1,000 words). Your pitch should refer to the qualities, experience and skills listed above and tell us why you are the ideal person for this role and the ABS. Please include specific examples and achievements that demonstrate your ability to perform this role. In preparing your application, we suggest you take account of the following:

[SES Performance Leadership Framework](#). This sets the expectations for all SES employees.

[Secretaries Charter of Leadership Behaviours](#). This sets out the behaviours Secretaries expect of themselves, the SES and across all levels of the APS. The Charter focuses on behaviours that support modern systems of leadership within the construct of the APS Values and Code of Conduct.

[Integrated Leadership System upon which the above behaviours are built](#).

For more information, please [visit the Australian Public Service Commission's page on Senior Executive Service \(SES\) recruitment](#).

In addition to submitting your CV and a statement of claims (or 'pitch') you will be required to fill in some additional fields in our online application form. These include areas such as Key areas of expertise, Major Achievements, Staff Management and Budget Management.

## About Executive Intelligence Group

**Executive Intelligence Group** is a Canberra based executive search and recruitment management firm. We specialise in finding, selecting, developing, coaching and mentoring senior executives across a range of different contexts and sectors.

We are held in high regard by senior decision makers and would be recognised as having exceptional coverage in terms of the number and nature of agencies for which we have completed assignments.

We have extensive experience in generalist, 'difficult to fill' and specialist executive roles, bulk rounds, statutory appointments and private sector positions and an outstanding reputation in dealing with Secretaries, senior executives CEOs and Boards.

If, after reading the selection documentation, you require further information please contact **Tricia Searson** or **Karina Duffey** on (02) 6232 2200.

**Applications must be submitted through the Executive Intelligence Group website.**

## How to apply

**Executive Intelligence Group** accepts applications via our website. When you apply, your details will be saved in your personal, confidential account. Should you apply for any future roles through us, you will not have to re-enter this information. If at any time your personal details change you can update this via your account. It is important to us that you find our website easy to use. If you have any feedback on how we can make the website more user friendly to assist you in completing an application or downloading candidate information, please let us know.

At **Executive Intelligence Group**, we respect the confidentiality of the personal information you provide to us and understand that your privacy is critical.

To review our Privacy Policy please click here: <https://executiveintelligencegroup.com.au/privacy-policy/>.

### Important things to note:

- When you apply for the first time, please create an account and make a note of your username and password. For subsequent applications, you will need to log in to your account and submit your application along with your CV and statement of claims/pitch. I.e. you will need to submit an application for **EVERY** vacancy you are interested in - submitting one application does **NOT** mean you will automatically be considered for other vacancies with **Executive Intelligence Group**.
- You will be required to include the details your statement of claims / pitch directly into the online application form. You do not need to upload your statement of claims / pitch as a separate document / file. Make sure you take account of the requirements of the position and the selection criteria (if required) against which you will be assessed.
- Please have your current CV ready to upload in a single document. In your CV, it is useful for you to provide a quick snapshot of the key responsibilities you have had in each role over the last 5 years;
- You will have an opportunity to review, edit and print your application **before** you submit. However, once your application is submitted you will not be able to make any changes;

- Once you have submitted your application, you will receive an automated email. If you do not receive an automated email confirming your application has been submitted, please ensure you contact us as there may be an issue with your application lodgement;
- If you do not hear from us about the progress of your application within 3 weeks from the close date, please contact us for an update; and
- If at any time, you wish to withdraw from this process you will need to send an email to [admin@execintell.com.au](mailto:admin@execintell.com.au) to let us know. You are unable to withdraw your application directly from the website.

**We can be contacted on 02 6232 2200 or [admin@execintell.com.au](mailto:admin@execintell.com.au).**

Please note: our office hours are Monday – Friday between 9.00am and 5.00pm. If you have any queries on the advertised position/s or how to apply, please contact us during these times and before applications close.

### **How to apply online:**

1. Go to the Executive Intelligence Group website and navigate to the Vacancies page (<http://www.executiveintelligencegroup.com.au/vacancies/>);
2. Find the vacancy you are interested in applying for and click 'More Info'. This will enable you to download the candidate information pack. This will assist you on how approach your application;
3. When you are ready to apply, find the vacancy you are interested in applying for and click 'Apply';
4. Read the information about applying and press 'Start';
5. This is where you will create your account if you are applying for the first time. If you have used our system previously you can log in with your user name and password;
6. From here you will be guided through an online application form;
7. At the end of the form you will be prompted upload your CV. You **MUST** have your name referenced within the document/s you upload. Please note you should have this already saved in a single document it is preferable to keep the file name of the document short and without symbols for example: **Surname First Name Ref No Job**. Where possible please upload your CV in PDF format, we are also able to accept documents in Word format.
8. If you wish to change any of the sections before you submit you can click on the 'Summary' table on the right-hand side which will take you to the specific page;
9. Submit your application; and
10. You will receive an automatic email with a copy of your application.