



Candidate information pack

Chair
Defence Honours & Awards Appeals Tribunal

Reference No: 1047

Close date: 11.30pm AEST Monday 13 April 2026

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Chair, Defence Honours & Awards Appeals Tribunal

Position description

Position Overview

Reports to:	Minister for Defence Personnel	Location:	Flexible, will need to commute to Canberra as and when required, usually four to six times per year.
Salary:	\$1,322 per day	Tenure:	The appointment is for a period of up to three years. The appointee cannot hold office for more than six continuous years.

Role and functions of the Tribunal

The Defence Honours and Awards Appeals Tribunal is an independent statutory body established under the *Defence Act 1903* to consider Defence honours and awards matters. The Tribunal has two functions:

- **reviewing** the eligibility of veterans and serving members of the Australian Defence Force for honours and awards; and
- **inquiring** into broader issues relating to defence honours and awards.

Under its **review function**, the Tribunal can review a decision by Defence to not recommend a person, or a group of persons, for a defence honour (such as a gallantry or conspicuous service decoration), a defence award (such as a campaign or long service award) or a foreign award, for service with the Australian Defence Force. Under its current operating legislation, the service that is the subject of the reviewable decision needs to have been rendered after the beginning of the Second World War, on 3 September 1939.

The Tribunal can only review a decision after a prior application has been made to Defence and refused.

The process of reviewing a decision usually takes at least between three and six months to complete but can take longer depending on the complexity of the review and any research that may be required. The Tribunal has conducted over 500 such reviews since its inception in 2008.

The Tribunal is an inquisitorial body which uses the review process, including the hearing with the veteran or advocate, as an opportunity to gather as much information as it can to assist it in coming to an informed and correct decision. It is not bound by the rules of evidence and may inform itself on any matter in any way it considers appropriate. The Tribunal conducts its proceedings with as little formality as possible.

Under its **inquiry function**, the Minister may give the Tribunal a direction to inquire into a specified matter concerning honours and awards for Australian Defence Force service. The inquiry usually involves:

- seeking and considering submissions from veterans, veterans associations, government bodies and other relevant stakeholders;
- holding public hearings; and
- conducting research.

The Tribunal's inquiry report may include any recommendations that the Tribunal considers appropriate that arise out of or relate to the inquiry. The Tribunal has completed 32 such inquiries.

Further information about the Tribunal, including reports of its reviews and inquiries can be found on its [website](#).

Overview of the Position

As Chair you will lead and support Tribunal members in decision making and ensure strong governance arrangements are in place, including effective Procedural Rules. You will also work collaboratively with the Minister and senior Defence stakeholders on key issues, including modernisation of the Tribunal's operating legislation.

Relevant Experience

To be a strong contender for this important appointment, you will need to be an accomplished and experienced current or former senior executive with exceptional communication and relationship management skills, a collaborative approach to complex and sensitive issues and an interpersonal style that engenders trust and respect. You will have a proven record of achievement at the highest levels of the private or public sectors and will be acknowledged by others for your intellectual rigour, sound judgement, high ethical standards and integrity. An understanding of military history would be an advantage but is not essential. Tertiary level qualifications will be expected.

Managerial and Personal Attributes

The appointee will be expected to:

- Possess a high level of professional and personal integrity
- Have well-honed strategic policy advisory skills
- Demonstrate sound judgement and a balanced and professional approach when providing strategic advice to the Minister
- Be capable of engendering loyalty and respect
- Have the drive, energy and passion necessary to lead the Tribunal, while progressing important legislative reforms

Remuneration

This is a senior part-time statutory appointment for which a daily fee of \$1,322 is payable. The fee is determined by the Remuneration Tribunal and is not negotiable. Further information relating to remuneration and allowances for this appointment can be found in the Remuneration Tribunal's current determination on conditions of service for part-time office holders.

Frequency of Sittings

The incoming Chair could anticipate a workload of around 50-100 days per year. This is an estimate only and may vary from year to year. The commitment would normally be spread fairly evenly across each twelve-month period.

Location

While the Tribunal's offices are located in Canberra, consideration will be given to candidates who live elsewhere within Australia and who are prepared to commute to Canberra as and when required, usually four to six times per year.

Tenure

The appointment is for a period of up to three years. The appointee cannot hold office for more than six continuous years.

Eligibility

A person who is, or has at any time been, a member of the Australian Defence Force rendering continuous full-time service is **not eligible** to be appointed as the Chair.

Reasonable adjustments

Executive Intelligence Group is 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 Manager: Catherine Jennings on 02 6232 2200 for a confidential discussion.

Preparing your application

Your application should include a CV and a statement of claims (a short 'pitch' of approximately 1000 words) drawing out why you are interested in the role, what you might offer the Defence Honours and Awards Appeals Tribunal, including your skill set, relevant career history, achievements, and your leadership attributes. In addition, please also provide the details of at least **two referees** who can comment directly on your work and capability.

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, etc.

SELECTION CRITERIA

The criteria below are applied when selecting statutory office holders. 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. (Please note that it is not necessary to address the capabilities and behaviours individually).

- Demonstrates high level leadership and vision
 - sets a **strategic** vision and inspires others to achieve this
 - **innovative** in dealing with issues
 - **articulates** a clear direction for their organisation

- Manages large and/or complex operations
 - **achieve** results within the context of organisational and/or Government policy
 - **strong** people management skills
 - **strong** financial management, ensuring efficient, effective and ethical use of resources
 - **understanding** of and commitment to quality organisational governance

- Works with others to meet objectives
 - **operates** collaboratively with others to meet organisational objectives
 - **cultivates** productive relationships
 - **listens** to people and values different perspectives

- High level of judgement

- **Demonstrates** a high standard of professional and personal integrity and capacity to promote these in an organisation

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. In the event that 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 three 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 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.

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.