



Candidate information pack

Director, Policy – Community Security, SES Band 1

The Cabinet Office

NSW Government

Reference No: 1059

Close date: 10.00am AEST Tuesday 9 June 2026

Unit 120B, Mode 3 Building
24 Lonsdale Street, Braddon ACT 2612
PO Box 5125, Braddon ACT 2612
T 02 6232 2200 • F 02 6232 2222
E admin@execintell.com.au

Director, Policy - Community Security, SES Band 1, The Cabinet Office

Position description

Position Overview

Reports to:	Executive Director, Justice and Community Security	Staff:	Director, Policy - Community Security – 3 direct reports
Location:	Sydney, CBD, NSW	Employment Type:	Full-time
Work Arrangement:	Flexible working arrangements	Security Clearance:	Negative Vetting Level 2 (Director, Community Security)

About the role

Director, Policy - Community Security

The Director leads a security-focused policy portfolio spanning counter-terrorism, violent extremism, foreign interference, cyber and digital identity, emergency management and critical infrastructure. The role requires strong strategic judgement, confidence operating in high-scrutiny environments, and the ability to coordinate whole-of-government advice across NSW agencies and with Commonwealth national security partners. Must hold, or be willing to obtain, an NV2 security clearance (or higher) – for further information, see AGSVA guidance <https://www.agsva.gov.au/applicants/eligibility-suitability>.

Agency overview

The Cabinet Office (TCO) leads policy, strategy and integrity from the heart of NSW Government.

TCO:

- supports the Premier and Cabinet in their roles as decision-makers with expert policy advice informed by data, evidence, consultation and a focus on the bigger picture.
- coordinates, and at times leads, policy reform to drive the Government's priorities.
- advances NSW's interests at a national level through strategic advice to the Premier and Cabinet on intergovernmental matters.
- upholds Cabinet conventions and good Cabinet practice to support better decision-making, including support for the Secretary in their role as Cabinet Secretary.
- helps the Government deliver its agenda lawfully and effectively through good governance and expert legal advice.
- builds public trust in government by supporting institutional and individual integrity.

TCO consists of four groups: the Office of General Counsel (OGC), Social Policy and Intergovernmental Relations (SPIR), Energy, Environment and Evidence (EEE) and Economic, Housing and Infrastructure Policy (EHIP).

For more information go to <https://www.nsw.gov.au/the-cabinet-office>

Primary purpose of the role

Key accountabilities

- Provide strategic and evidence-based advice and support to the Premier, Ministers, Executive Director and TCO Executive to manage the Government's forward agenda, particularly in relation to Cabinet, legislation and intergovernmental matters.

- Devise, implement and drive new or innovative policies to resolve entrenched or systemic problems and progress policy reform initiatives across government.
- Evaluate, synthesise and critically analyse highly complex and politically sensitive issues and concerns affecting policy outcomes to drive evidence based decision making and the proactive development of sound and well balanced resolutions.
- Provide leadership and support to cluster agencies and coordinate public sector strategies, plans, resource allocation and performance to maximise the public sector capabilities to deliver Government priorities.
- Facilitate collaboration and consultation across the three tiers of government and across State government agencies and external stakeholders to drive reform across government and ensure clear understanding and commitment to delivering the Government's priorities.
- As part of the senior leadership team, develop the Branch's capability and build a culture that fosters innovative thinking and embraces collaborative approaches to working with other senior executives across the Department of Premier & Cabinet and across other relevant agencies.
- Contribute to the strategic and business planning processes of the Group and develop, implement and monitor the Branch's plan to ensure the delivery of quality outcomes on time and in compliance with Government and Departmental policy, procedures and legislation.
- Comply with statutory requirements relating to work health and safety and implement strategies to promote ethical practice and an equitable, diverse and inclusive workforce environment.

Key challenges

- Achieving outcomes in an environment where implementation is reliant on other agencies but there is limited direct authority over these other agencies.
- Anticipating and responding to issues likely to affect the delivery or priority of the Government's priorities.

Key relationships

Internal

Who	Why
Secretary/Deputy Secretary/Executive Director	Act as subject matter expert on policy frameworks and development, providing strategic policy advice and recommendations to support organisational decisions and initiatives.
Work team	Provide leadership, guidance and day-to-day management of the team with a focus on developing skills and strategic capabilities.

External

Who	Why
Government, public sector, non-government, industry and community sectors	Participate in the coordination of a whole-of-government approach between key NSW government stakeholders. Manage effective relationships and establish strategic partnerships and networks with key government stakeholders and ensure the successful delivery of whole-of-government initiatives.

Role dimensions

Decision making

The Director is expected to operate with a high level of autonomy and is accountable for the timeliness, content, quality and reliability of advice provided and work performed and has authority to determine day to day work priorities, allocating duties and decision relating to the quality of work assigned.

Essential requirements and qualifications

- Extensive successful experience in leading the delivery of policy reforms or resolution of complex policy problems.
- Proven experience in analysing and presenting on multiple data sources including financial, metrics, statistics and other information.
- Appropriate tertiary qualifications or equivalent, relevant professional experience and training.
- Must hold, or be willing to obtain, an NV1 security clearance (or higher) (Director, Community Security role only)

Tenure

The successful candidate will be offered ongoing employment under section 39 of *Government Sector Employment Act 2013*.

Remuneration

A Total Remuneration Package (TRP) within the Senior Executive Band 1 range will be negotiated with the successful candidate.

Allowances in accordance with the Government Sector Employment Regulation.

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

Eligibility

To be eligible for engagement to the NSW Government, applicants must be Australian citizen or a permanent Australian resident. There are also conditions affecting employment of people who have accepted a redundancy benefit from any NSW Government agency within the previous 12 months. Prospective appointees will be required to satisfy health, character and a criminal record check.

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

Further assessment and security checks

This comparative recruitment process will involve a behavioural based panel interview and two capability-based assessments inclusive of a work task and psychometric assessment.

Interviews

Behavioural interviews are designed to get to know you a little better. There will also be opportunities for you to ask any questions. Interviews will be held on **Monday 22 and Tuesday 23 June 2026**, from the TCO office, Sydney CBD. Invitations to interview will be issued on Wednesday **17 June 2026**.

Assessment Testing

Candidates invited to interview will also be required to complete an assessment task and a psychometric assessment. Invitations to interview will include further details of the task, which will be due by 5.00pm (AEST), **Friday 19 June 2026**.

The psychometric assessment helps to identify how people work and behave in professional team environments. The questions are designed to find out more about your working style, preferences and behavioural tendencies.

Pre-employment checks

Pre-employment checks will include Criminal Record Check, verification of required qualifications and references.

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 Managers: 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 offer The Cabinet Office, your skill set, relevant career history and achievements, and your leadership attributes. In preparing your application, we suggest you take account of the following:

The [NSW public sector capability framework](#) describes the capabilities (knowledge, skills and abilities) needed to perform a role. There are four main groups of capabilities: personal attributes, relationships, results and business enablers, with a fifth people management group of capabilities for roles with managerial responsibilities. These groups, combined with capabilities drawn from occupation-specific capability sets where relevant, work together to provide an understanding of the capabilities needed for the role.


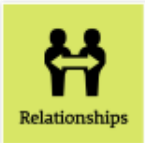
The capabilities are separated into focus capabilities and complementary capabilities.

Focus capabilities


Focus capabilities are the capabilities considered the most important for effective performance of the role. These capabilities will be assessed at recruitment.

The focus capabilities for this role are shown below with a brief explanation of what each capability covers and the indicators describing the types of behaviours expected at each level.

Focus capabilities

Capability group/sets	Capability name	Behavioural indicators	Level
 <p>Personal Attributes</p>	<p>Act with Integrity</p> <p>Be ethical and professional, and uphold and promote the public sector values</p>	<ul style="list-style-type: none"> • Model the highest standards of ethical and professional behaviour and reinforce their use • Represent the organisation in an honest, ethical and professional way and set an example for others to follow • Promote a culture of integrity and professionalism within the organisation and in dealings external to government • Monitor ethical practices, standards and systems and reinforce their use • Act promptly on reported breaches of legislation, policies and guidelines 	Advanced
 <p>Relationships</p>	<p>Communicate Effectively</p> <p>Communicate clearly, actively listen to others, and respond with understanding and respect</p>	<ul style="list-style-type: none"> • Articulate complex concepts and put forward compelling arguments and rationales to all levels and types of audiences • Speak in a highly articulate and influential manner • State the facts and explain their implications for the organisation and key stakeholders • Promote the organisation's position with authority and credibility across government, other jurisdictions and external organisations • Anticipate and address key areas of interest for the audience and adapt style under pressure 	Highly Advanced

Capability group/sets	Capability name	Behavioural indicators	Level
 <p>Relationships</p>	<p>Work Collaboratively</p> <p>Collaborate with others and value their contribution</p>	<ul style="list-style-type: none"> Recognise outcomes achieved through effective collaboration between teams Build cooperation and overcome barriers to information sharing, communication and collaboration across the organisation and across government Facilitate opportunities to engage and collaborate with stakeholders to develop joint solutions Network extensively across government and organisations to increase collaboration Encourage others to use appropriate collaboration approaches and tools, including digital technologies 	Advanced
 <p>Results</p>	<p>Think and Solve Problems</p> <p>Think, analyse and consider the broader context to develop practical solutions</p>	<ul style="list-style-type: none"> Undertake objective, critical analysis to draw accurate conclusions that recognise and manage contextual issues Work through issues, weigh up alternatives and identify the most effective solutions in collaboration with others Take account of the wider business context when considering options to resolve issues Explore a range of possibilities and creative alternatives to contribute to system, process and business improvements Implement systems and processes that are underpinned by high-quality research and analysis Look for opportunities to design innovative solutions to meet user needs and service demands Evaluate the performance and effectiveness of services, policies and programs against clear criteria 	Advanced
 <p>Business Enablers</p>	<p>Project Management</p> <p>Understand and apply effective planning, coordination and control methods</p>	<ul style="list-style-type: none"> Prepare and review project scope and business cases for projects with multiple interdependencies Access key subject-matter experts' knowledge to inform project plans and directions Design and implement effective stakeholder engagement and communications strategies for all project stages Monitor project completion and implement effective and rigorous project evaluation methodologies to inform future planning 	Advanced

Capability group/sets	Capability name	Behavioural indicators	Level
		<ul style="list-style-type: none"> • Develop effective strategies to remedy variances from project plans and minimise impact • Manage transitions between project stages and ensure that changes are consistent with organisational goals • Participate in governance processes such as project steering groups 	
	<p>Manage and Develop People</p> <p>Engage and motivate staff, and develop capability and potential in others</p>	<ul style="list-style-type: none"> • Refine roles and responsibilities over time to achieve better business outcomes • Recognise talent, develop team capability and undertake succession planning • Coach and mentor staff and encourage professional development and continuous learning • Prioritise addressing and resolving team and individual performance issues and ensure that this approach is cascaded throughout the organisation • Implement performance development frameworks to align workforce capability with the organisation's current and future priorities and objectives 	Advanced

Complementary capabilities

Complementary capabilities are also identified from the Capability Framework and relevant occupation-specific capability sets. They are important to identifying performance required for the role and development opportunities.

Note: capabilities listed as 'not essential' for this role are not relevant for recruitment purposes however may be relevant for future career development.

Capability group/sets	Capability name	Description	Level
 Personal Attributes	Display Resilience and Courage	Be open and honest, prepared to express your views, and willing to accept and commit to change	Advanced
 Personal Attributes	Manage Self	Show drive and motivation, an ability to self-reflect and a commitment to learning	Advanced
 Personal Attributes	Value Diversity and Inclusion	Demonstrate inclusive behaviour and show respect for diverse backgrounds, experiences and perspectives	Advanced
 Relationships	Commit to Customer Service	Provide customer-focused services in line with public sector and organisational objectives	Advanced
 Relationships	Influence and Negotiate	Gain consensus and commitment from others, and resolve issues and conflicts	Advanced
 Results	Deliver Results	Achieve results through the efficient use of resources and a commitment to quality outcomes	Advanced
 Results	Plan and Prioritise	Plan to achieve priority outcomes and respond flexibly to changing circumstances	Adept
 Results	Demonstrate Accountability	Be proactive and responsible for own actions, and adhere to legislation, policy and guidelines	Adept
 Business Enablers	Finance	Understand and apply financial processes to achieve value for money and minimise financial risk	Adept
 Business Enablers	Technology	Understand and use available technologies to maximise efficiencies and effectiveness	Adept
 Business Enablers	Procurement and Contract Management	Understand and apply procurement processes to ensure effective purchasing and contract performance	Adept
 People Management	Inspire Direction and Purpose	Communicate goals, priorities and vision, and recognise achievements	Advanced

Capability group/sets	Capability name	Description	Level
	Optimise Business Outcomes	Manage people and resources effectively to achieve public value	Adept
	Manage Reform and Change	Support, promote and champion change, and assist others to engage with change	Advanced

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 **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, you will be asked to declare that all information provided in your application is complete at the time of application lodgement, accurate and not misleading, and that you have disclosed any matters relevant to your suitability, including any changes to your current role/employment arrangements, noting that integrity checks may be undertaken by the client and that a lack of transparency may result in your application being deemed unsuitable.
- 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 3 weeks from the close date, please contact us for an update.
- 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.