

**From:** s 47F(1)  
**To:** [SES Unit](#)  
**Cc:** [Gifford, Cameron](#); [AGD COO](#)  
**Subject:** FOR CIRCULATION to EL1 and APS6: Expressions of interest sought - EL1 Executive Officer to Cameron Gifford, COO [SEC=OFFICIAL]  
**Date:** Monday, 7 August 2023 1:49:27 PM  
**Attachments:** [image001.png](#)

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## OFFICIAL

Hi team

As discussed with s 47F(1) this morning, grateful if you could circulate the below EOI email for my role to the EL1 and APS6 distribution lists – ideally, we would like to see this go out this afternoon or tomorrow morning at the latest. Grateful if we could also include a link/reference to the EOI as part of this week’s Job Opportunities email. Also, to confirm (as reflected in the below), Cam is comfortable receiving EOI emails attaching applicants’ CVs himself, so no need for the online application system.

Please let me know if you have any questions or would like further info – happy to chat.

Cheers

s 47

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Colleagues

Expressions of interests are sought from EL1 or high-performing APS6 officers to fill the role of Executive Officer to the Chief Operating Officer, Enabling Services Group (ESG), likely commencing **in late August 2023**.

### What is involved?

This is an excellent opportunity to work directly to the Chief Operating Officer, Cameron Gifford, in a dynamic and fast-paced environment. In this role you will:

- gain insight into and provide strategic contributions to the variety of key corporate functions performed by ESG
- provide advice to the COO on key issues, prepare and coordinate briefing, and contribute to strategic planning and communication
- gain access and exposure to the department’s senior leadership and decision-making
- work collaboratively across ESG and the rest of the department, including the Secretary’s and Deputy Secretaries’ Offices
- develop a broad understanding of, and contribute to, the strategic direction and corporate priorities of both the department and broader APS, and
- support ESG as it continues to help the department deliver on an ambitious agenda.

### Who are we looking for?

This role presents opportunities for professional and personal development. Successful applicants will be able to demonstrate:

- highly developed verbal and written communication skills
- the ability to liaise widely and develop productive working relationships with staff at all

- levels, particularly with peers and senior management
- strong time management and organisational skills, including the ability to prioritise a large and diverse workload
  - flexibility and composure in the face of shifting and emerging priorities and pressures
  - sound judgement, common sense and discretion, and the ability to work quickly and independently
  - a high level of energy, drive and initiative
  - highly developed project management skills are desirable

Applicants for the role must either hold or be willing and able to obtain a Negative Vetting 1 security clearance.

### How do I apply?

To apply, please email a copy of your resume (including details of current supervisors and referees) to **s 47E(d)** [@ag.gov.au](mailto:s 47E(d)@ag.gov.au) and confirmation of your current security clearance by **Thursday 17 August 2023**.

For more information about the role, please contact **s 47F(1)** [@ag.gov.au](mailto:s 47F(1)@ag.gov.au) or **s 47F(1)** ).

Kind regards

SES Unit

**s 47F(1)**

Executive Officer to Cameron Gifford  
Chief Operating Officer, Enabling Services Group  
Commonwealth Attorney-General's Department  
**T:** +**s 47F(1)** | **E:** **s 47F(1)** [@ag.gov.au](mailto:s 47F(1)@ag.gov.au) | **W:** [www.ag.gov.au](http://www.ag.gov.au)

cid:image001.png@01D53800.BF02B9C0



 Please consider the environment before printing this e-mail

**OFFICIAL**

**From:** s 47F(1)  
**To:** [Gifford, Cameron](#)  
**Cc:** [AGD\\_COO](#)  
**Subject:** RE: DRAFT FOR REVIEW: Expressions of interest sought - EL1 Executive Officer to Cameron Gifford, COO [SEC=OFFICIAL]  
**Date:** Monday, 7 August 2023 1:50:29 PM  
**Attachments:** [image001.png](#)

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**OFFICIAL**

Done and copied you in to SES Unit

s 47F(1)

Executive Officer to Cameron Gifford, Chief Operating Officer

T: s 47F(1) | E: s 47F(1) [@ag.gov.au](#)

**OFFICIAL**

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**From:** Gifford, Cameron s 47E(d) [@ag.gov.au](#)>  
**Sent:** Monday, 7 August 2023 1:42 PM  
**To:** s 47F(1) [@ag.gov.au](#)>  
**Cc:** AGD COO s 47E(d) [@ag.gov.au](#)>  
**Subject:** RE: DRAFT FOR REVIEW: Expressions of interest sought - EL1 Executive Officer to Cameron Gifford, COO [SEC=OFFICIAL]

**OFFICIAL**

Thanks s 47F(1) s 47C(1) Good to go.  
Prefer a simple email to me with CV rather than the recruitment system.

**OFFICIAL**

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**From:** s 47F(1) [@ag.gov.au](#)>  
**Sent:** Monday, 7 August 2023 10:55 AM  
**To:** Gifford, Cameron s 47E(d) [@ag.gov.au](#)>  
**Cc:** AGD COO s 47E(d) [@ag.gov.au](#)>  
**Subject:** DRAFT FOR REVIEW: Expressions of interest sought - EL1 Executive Officer to Cameron Gifford, COO [SEC=OFFICIAL]

**OFFICIAL**

Cam – draft EOI for your consideration. Specific details I'd be grateful for you to turn your mind to:

- do you want to put a timeframe on the opportunity?
- do you want CVs sent to you (SES Unit has advised they can arrange for applications to go through the department's eRecruit system, though think asking for an email is one less hurdle for people to overcome if we're wanting an EOI pool to draw from for other ExecOfficer roles across the offices)?

I've flagged with SES Unit and they've confirmed if we can get to them by lunchtime then this email can go out today, and can then be included in this week's Job Opps email on Thursday.

Happy to chat.

Cheers

s 47

Colleagues

Expressions of interests are sought from EL1 or high-performing APS6 officers to fill the role of Executive Officer to the Chief Operating Officer, Enabling Services Group (ESG), likely commencing **in late August 2023**.

### **What is involved?**

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- work collaboratively across ESG and the rest of the department, including the Secretary's and Deputy Secretaries' Offices
- develop a broad understanding of, and contribute to, the strategic direction and corporate priorities of both the department and broader APS, and
- support ESG as it continues to help the department deliver on an ambitious **s 47C(1)** agenda.

### **Who are we looking for?**

This role presents opportunities for professional and personal development. Successful applicants will be able to demonstrate:

- highly developed verbal and written communication skills
- the ability to liaise widely and develop productive working relationships with staff at all levels, particularly with peers and senior management
- strong time management and organisational skills, including the ability to prioritise a large and diverse workload
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- a high level of energy, drive and initiative
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Applicants for the role must either hold or be willing and able to obtain a Negative Vetting 1 security clearance.

### **How do I apply?**

To apply, please email a copy of your resume (including details of current supervisors and referees) to **s 47E(d)** [@ag.gov.au](mailto:s47E(d)@ag.gov.au) and confirmation of your current security clearance by **Thursday 17 August 2023**.

For more information about the role, please contact s 47F(1) [redacted] [\[redacted\]@ag.gov.au](mailto:[redacted]@ag.gov.au) or s 47F(1) [redacted]

Kind regards

SES Unit

s 47F(1) [redacted]

Executive Officer to Cameron Gifford  
Chief Operating Officer, Enabling Services Group  
Commonwealth Attorney-General's Department  
T: s 47F(1) [redacted] | E: s 47F(1) [redacted] [@ag.gov.au](mailto:[redacted]@ag.gov.au) | W: [www.ag.gov.au](http://www.ag.gov.au)

cid:image001.png@01D53800.BF02B9C0



 Please consider the environment before printing this e-mail

**OFFICIAL**

**From:** [SES Unit](#)  
**To:** [\[AGD EL1\]; \[APS 6 - AGD\]](#)  
**Cc:** [Gifford, Cameron; § 47F\(1\)](#) [SES Unit; AGD COO](#)  
**Subject:** Expressions of interest sought - EL1 Executive Officer to Cameron Gifford, COO [SEC=OFFICIAL]  
**Date:** Monday, 7 August 2023 4:00:41 PM

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## OFFICIAL

Colleagues

Expressions of interests are sought from EL1 or high-performing APS6 officers to fill the role of Executive Officer to the Chief Operating Officer, Enabling Services Group (ESG), likely commencing in **late August 2023**.

### What is involved?

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For more information about the role, please contact s 47F(1)

[@ag.gov.au](mailto: @ag.gov.au) or s 47F(1)

Kind regards

SES Unit

**OFFICIAL**

# Preview Job Ad

[Home \(https://www.ag.gov.au/\)](https://www.ag.gov.au/) > [About us \(https://www.ag.gov.au/about-us\)](https://www.ag.gov.au/about-us) > [Careers \(https://www.ag.gov.au/about-us/careers\)](https://www.ag.gov.au/about-us/careers) > Preview Job Ad

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(/cp/index.cfm?event=help.showHelp&rmuh=322DCD719967568469CB0E077230C132E3134F7A)

! (/cp/index.cfm?event=reg.login&rmuh=D4ABCCE835F3FE3A056816A807ABC5A40FB7C0FF)

## Executive Officer to the Chief Operating Officer (COO)

### What is involved?

This is an excellent opportunity to work directly to the Chief Operating Officer, Cameron Gifford, in a dynamic and fast-paced environment. In this role you will:

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### Who are we looking for?

This role presents opportunities for professional and personal development. Successful applicants



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### How do I apply?

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Close

**From:** [Job Opportunities](#)  
**To:** [\[ALL LOCATIONS - AGD and AGS All Staff\]](#)  
**Subject:** Career and Mobility Opportunities [SEC-OFFICIAL]  
**Date:** Thursday, 10 August 2023 9:58:59 AM  
**Attachments:** [image002.png](#)

**OFFICIAL**

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**Talent Pipeline (centralised recruitment)**

Classification	Reference Number	Status
Executive Level 2	0236/23_AGD-EXT – Executive Level 2 0237/23_AGD-EXT – (Affirmative Measures – Disability) 0238/23_AGD-EXT – (Affirmative Measures – Indigenous)	<b>Reviewing Individual Assessments and Referee Reports</b>
Executive Level 1	0295/23-EXT – Executive Level 1 0296/23-EXT – (Affirmative Measures – Disability) 0298/23-EXT – (Affirmative Measures – Indigenous)	<b>Shortlisting Phase</b>
Executive Level 1	<a href="#">0325/23/AGD – Mobility Opportunities</a>	<b>Applications close: Tuesday 29 August 2023</b>
APS Level 4 and APS Level 5	0277/23_AGD-EXT – APS Level 4 and APS Level 5 Executive Assistants – Various Opportunities	<b>Conducting Interviews</b>

**Internal Opportunities**

To apply for one of the internal opportunities below, please follow the link provided in the title of the role.

Classification	Reference Number	Role	Branch/Division	Vacancy Type	Application Closing Date
Executive Level 2	0319/23_NSCJG/SCTD-EOI	<a href="#">Co-Director Information Protection Section</a>	National Security Information Branch	Non-Ongoing	Thursday 10 August 2023
Executive Level 1	0326/23_ESG-EOI	<a href="#">Executive Officer to the Chief Operating Officer (COO)</a>	Enabling Services Group	Ongoing/Non-Ongoing	Thursday 17 August 2023
Executive Level 1	0328/23_ESG/ID-EOI	<a href="#">Technical Specialist Digital Solutions</a>	Information Division	Ongoing/Non-Ongoing	Thursday 17 August 2023
Executive Level 1	0327/23_JCG/FNJPD-EOI	<a href="#">Assistant Director Legal Financial Assistance Casework</a>	Legal Assistance Branch	Non-Ongoing	Sunday 20 August 2023

For further information about the roles above, including the role descriptions and eligibility requirements for the roles, please refer to the [recruitment page](#) on the AGD intranet

**External Opportunities**

To apply for one of the external opportunities below, please follow the link provided in the title of the role.

Classification	Reference Number	Role	Branch/Division	Vacancy Type	Application Closing Date
SES Band 1	0316/23_SESB1/TALB/IFD/IIG-EXT EOI	<a href="#">Assistant Secretary Transparency and Administrative Law Branch</a>	Integrity Frameworks Division	Ongoing/Non-Ongoing	Wednesday 16 August 2023
APS Level 4 to APS Level 6	0315/23_AGS/C-EXT	<a href="#">Lawyers - Commercial</a>	Commercial	Ongoing/Non-Ongoing	Thursday 17 August 2023
Executive Level 2	0320/23_AGS/C-EXT	<a href="#">Senior Lawyers - Construction</a>	Commercial	Ongoing	Tuesday 22 August 2023
Executive Level 1 to Executive Level 2	0322/23_AGS/DR-EXT	<a href="#">Senior Lawyers - Entitlements Law</a>	Dispute Resolution	Ongoing/Non-Ongoing	Wednesday 23 August 2023
Executive Level 1 to Executive Level 2	0323/23_AGS/DR-EXT	<a href="#">Senior Lawyers - Employment Law</a>	Dispute Resolution	Ongoing/Non-Ongoing	Wednesday 23 August 2023

For further information about the roles above, including the role descriptions and eligibility requirements for the roles, please refer to the [AGS Current Vacancies](#) or [AGD Current Vacancies](#) page

**Portfolio Agency and Other Opportunities**

Classification	Agency	Role	Vacancy Type	Application Closing Date	How to Apply
APS Level 5 to APS Level 6	Safe Work Australia	Policy Officer/Senior Policy Officer - Chemicals Policy and Workplace Exposure Standards Review Section	Ongoing	Tuesday 22 August 2023	To apply, refer to Safe Work Australia <a href="#">current vacancies page</a>
Executive Level 1	Safe Work Australia	Assistant Director – Chemicals Policy and Workplace Exposure Standards Review Section	Ongoing	Tuesday 22 August 2023	To apply, refer to Safe Work Australia <a href="#">current vacancies page</a>

To view our Centralised Recruitment Schedule or for further information about advertising vacancies, please refer to the [recruitment page](#) on the AGD intranet

**OFFICIAL**

**From:** [Job Opportunities](#)  
**To:** [\[ALL LOCATIONS - AGD and AGS All Staff\]](#)  
**Subject:** Career and Mobility Opportunities [SEC-OFFICIAL]  
**Date:** Thursday, 17 August 2023 2:17:27 PM  
**Attachments:** [image002.png](#)  
[OSI Governance Officer - APS6 - August 2023.docx](#)

**OFFICIAL**

cid:image001.png@01D993C66524AB90



**Talent Pipeline (centralised recruitment)**

Classification	Reference Number	Status
Executive Level 2	0236/23_AGD-EXT – Executive Level 2 0237/23_AGD-EXT – (Affirmative Measures – Disability) 0238/23_AGD-EXT – (Affirmative Measures – Indigenous)	<b>Finalising Selection Report</b>
Executive Level 1	0295/23-EXT – Executive Level 1 0296/23-EXT – (Affirmative Measures – Disability) 0298/23-EXT – (Affirmative Measures – Indigenous)	<b>Conducting interviews</b>
Executive Level 1	<a href="#">0325/23/AGD – Mobility Opportunities</a>	<b>Applications close: Tuesday 29 August 2023</b>
APS Level 4 and APS Level 5	0277/23_AGD-EXT – APS Level 4 and APS Level 5 Executive Assistants – Various Opportunities	<b>Conducting Interviews</b>

**Internal Opportunities**

To apply for one of the internal opportunities below, please follow the link provided in the title of the role.

Classification	Reference Number	Role	Branch/Division	Vacancy Type	Application Closing Date
Executive Level 1	0326/23_ESG-EOI	<a href="#">Executive Officer to the Chief Operating Officer (COO)</a>	Enabling Services Group	Ongoing/Non-Ongoing	Thursday 17 August 2023
Executive Level 2	0333/23_NSCJG/ISCD-EOI	<a href="#">Director/Principle Legal Officer</a>	International and Security Cooperation Division	Non-Ongoing	Thursday 17 August 2023
Executive Level 1	0328/23_ESG/ID-EOI	<a href="#">Technical Specialist Digital Solutions</a>	Information Division	Ongoing/Non-Ongoing	Thursday 17 August 2023
Executive Level 1	0327/23_JCG/FNJPD-EOI	<a href="#">Assistant Director Legal Financial Assistance Casework</a>	Legal Assistance Branch	Non-Ongoing	Sunday 20 August 2023
APS Level 5	0334/23_ESG/HR-EOI	<a href="#">Senior Recruitment Officer/ Employment Programs Co-ordinator - APS Level 5</a>	Human Resources	Non-Ongoing	Sunday 20 August 2023

For further information about the roles above, including the role descriptions and eligibility requirements for the roles, please refer to the [recruitment page](#) on the AGD intranet

**External Opportunities**

To apply for one of the external opportunities below, please follow the link provided in the title of the role.

Classification	Reference Number	Role	Branch/Division	Vacancy Type	Application Closing Date
SES Band 1	0316/23_SESB1/TALB/IFD/IIG-EXT EOI	<a href="#">Assistant Secretary Transparency and Administrative Law Branch</a>	Integrity Frameworks Division	Ongoing/Non-Ongoing	Wednesday 16 August 2023
APS Level 4 to APS Level 6	0315/23_AGS/C-EXT	<a href="#">Lawyers - Commercial</a>	Commercial	Ongoing/Non-Ongoing	Thursday 17 August 2023
Executive Level 2	0320/23_AGS/C-EXT	<a href="#">Senior Lawyers - Construction</a>	Commercial	Ongoing	Tuesday 22 August 2023
Executive Level 1 to Executive Level 2	0322/23_AGS/DR-EXT	<a href="#">Senior Lawyers - Entitlements Law</a>	Dispute Resolution	Ongoing/Non-Ongoing	Wednesday 23 August 2023
Executive Level 1 to Executive Level 2	0323/23_AGS/DR-EXT	<a href="#">Senior Lawyers - Employment Law</a>	Dispute Resolution	Ongoing/Non-Ongoing	Wednesday 23 August 2023
APS Level 3	0329/23_AGS/BS-EXT	<a href="#">Business Services Assistant</a>	Business Services	Non-Ongoing	Wednesday 30 August 2023

For further information about the roles above, including the role descriptions and eligibility requirements for the roles, please refer to the [AGS Current Vacancies](#) or [AGD Current Vacancies](#) page

**Portfolio Agency and Other Opportunities**

Classification	Agency	Role	Vacancy Type	Application Closing Date	How to Apply
Executive Level 2	Fair Work Commission	Director, Legal Services	Ongoing/Non-Ongoing	Sunday 20 August 2023	To apply, please click <a href="#">here</a>
APS Level 5 to APS Level 6	Safe Work Australia	Policy Officer/Senior Policy Officer - Chemicals Policy and Workplace Exposure Standards Review Section	Ongoing	Tuesday 22 August 2023	To apply, refer to Safe Work Australia <a href="#">current vacancies page</a>
Executive Level 1	Safe Work Australia	Assistant Director – Chemicals Policy and Workplace Exposure Standards Review Section	Ongoing	Tuesday 22 August 2023	To apply, refer to Safe Work Australia <a href="#">current vacancies page</a>
APS Level 6	Office of the Special Investigator	Governance Officer	Non-Ongoing	Thursday 24 August 2023	To apply, refer to attachment

To view our Centralised Recruitment Schedule or for further information about advertising vacancies, please refer to the [recruitment page](#) on the AGD intranet

**OFFICIAL**

**From:** [SES Unit](#)  
**To:** s 47F(1)  
**Cc:** s 47F(1) [SES Unit](#)  
**Subject:** RE: [Next steps] EL1 Executive Officer to Cameron Gifford, COO & EA backfill [SEC=OFFICIAL]  
**Date:** Tuesday, 22 August 2023 4:31:25 PM  
**Attachments:** s 22(1)  
[image001.jpg](#)

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**OFFICIAL**

Hi s 47F(1).

I'll store the outcome notification below in cm and close the job in our recruitment system.

s 22(1)

Please let me know if you have any questions. s 47F(1)

Best

s 47F(1)

s 47F(1)  
Senior HR Adviser  
SES Unit | Human Resources Branch  
Enabling Services Group | Attorney-General's Department  
E: s 47F(1) @ag.gov.au | Ph: s 47F(1)

**OFFICIAL**

**From:** s 47F(1) @ag.gov.au>  
**Sent:** Tuesday, 22 August 2023 1:47 PM  
**To:** SES Unit s 47E(d) @ag.gov.au>  
**Subject:** [Next steps] Expressions of interest sought - EL1 Executive Officer to Cameron Gifford, COO [SEC OFFICIAL]

**OFFICIAL**

Hi s 47F(1)

As flagged briefly, can I seek your/SES Unit support on next steps following the closing of the EOI for the EO role to COO.

Below correspondence is for your records to advise of the outcome. Cam has also let me know he has contacted each individual who applied to advise of his decision and the outcome.

s 22(1)



I note the outcome is yet to be communicated more broadly than applicants.

Kind Regards,

s 47F(1)  
Executive Assistant to Cameron Gifford  
Deputy Secretary | Chief Operating Officer | Enabling Services Group  
Attorney-General's Department, 3-5 National Circuit, Barton, ACT 2600  
**P:** s 47F(1) | **E:** s 47F(1) @ag.gov.au | **W:** www.ag.gov.au



**OFFICIAL**

s 47E(c), s 47F(1)