



**Australian Government**  
**Department of Health**

## **CANDIDATE INFORMATION**

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# **FIRST ASSISTANT SECRETARY**

## **(Several Positions)**

# **Department of Health**

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**Executive Search**

**February 2018**

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## THE ORGANISATION

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### Background

The **Health Portfolio** works towards achieving better health and wellbeing for all Australians, now and for future generations.

The **Department of Health** has a diverse set of responsibilities and works closely with other government agencies, consumers and stakeholders to strengthen evidence-based policy advice and improve program management, research and regulation. It provides policy advice and implements Australian Government programs throughout the health and aged care arena, including: services for the aged and their carers; public health and medical research; health promotion and disease prevention; primary health care of Aboriginal and Torres Strait Islander people; pharmaceutical benefits; health benefits schemes; specific health services, including human quarantine; a national drug abuse strategy; regulation of therapeutic goods; notification and assessment of individual chemicals; and gene technology regulation. Sport is an integral part of Australia's health, social and economic well-being and the Department plays a fundamental role in supporting the Government's objectives in the sports sector.

The Department delivers against the following outcomes:

**Outcome 1. Health System Policy, Design and Innovation.** Ensuring that Australia's health system is better equipped to meet current and future health needs by applying research, evaluation, innovation and use of data to develop and implement integrated, evidence-based health policies, and through support for sustainable funding for health infrastructure.

**Outcome 2. Health Access and Support Services.** Support for sustainable funding for public hospital services and improved access to high quality, comprehensive and coordinated preventative, primary and mental health care for all Australians, with a focus on those with complex health care needs and those living in regional, rural and remote areas, including through access to a skilled health workforce.

**Outcome 3. Sport and Recreation.** Improved opportunities for community participation in sport and recreation, excellence in high-performance athletes, and protecting the integrity of sport through investment in sport infrastructure, coordination of Commonwealth involvement in major sporting events, and research and international cooperation on sport issues.

**Outcome 4. Individual Health Benefits.** Access to cost-effective medicines, medical, dental and hearing services, and improved choice in health services, including through the Pharmaceutical Benefits Scheme, Medicare, targeted assistance strategies and private health insurance.

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## THE ORGANISATION

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**Outcome 5. Regulation, Safety and Protection.** Protection of the health and safety of the Australian community and preparedness to respond to national health emergencies and risks, including through immunisation initiatives, and regulation of therapeutic goods, chemicals, gene technology and blood and organ products.

**Outcome 6. Ageing and Aged Care.** Improved wellbeing for older Australians through targeted support, access to quality care and related information services.

### APS Values

Every person in the Department is expected to uphold the Australian Public Service (APS) Values of being:

- Impartial – The APS is apolitical and provides the Government with advice that is frank, honest, timely and based on the best available evidence
- Committed to service – The APS is professional, objective, innovative and efficient, and works collaboratively to achieve the best results for the Australian community and the Government
- Accountable – The APS is open and accountable to the Australian community under the law and within the framework of Ministerial responsibility
- Respectful – The APS respects all people, including their rights and their heritage
- Ethical – The APS demonstrates leadership, is trustworthy, and acts with integrity in all that it does.

### The Department's Behaviours in Action

To achieve the Department's vision, the Executive fosters a culture in which it:

- Collaborates to innovate – works with others to make a difference
- Invests in high performance – nurtures talent and builds capability in others
- Trusts and empowers – builds trust to exercise responsibility
- Listens and appreciates – listens with intent and values contributions
- Walks the talk – leads by example and embraces change

Further information about the Department can be found at: [www.health.gov.au](http://www.health.gov.au)

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## THE POSITION AND THE PERSON

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<b>Title:</b>	First Assistant Secretary
<b>Classification:</b>	SES Band 2
<b>Reports to:</b>	Deputy Secretary, Department of Health
<b>Employment term:</b>	Ongoing
<b>Location:</b>	Woden, ACT

### 1. Duties

As a First Assistant Secretary you will support the Secretary and Deputy Secretary with the leadership and management of a large Division. This will include the provision of high level policy advice to portfolio Ministers; planning, development and implementation of major government and departmental initiatives; operational leadership and change management; and the establishment of strong working relationships with key stakeholders, including state and territory governments and major non-government organisations. You will also be expected to represent the Department in a wide range of public forums.

### 2. Relevant Experience

To be a strong contender, you will need to be an outstanding leader and manager with extensive experience in leading major change and providing strategic advice to Government. You will also have high level policy advisory experience relating to major government reforms, an understanding of the expectations of Ministers, the ability to inspire and lead change, and a proven record of delivering high quality outcomes in a fast-paced and complex environment. Your intellectual rigour and sound judgement will be complemented by first class communication skills and a personal style that engenders trust and respect.

### 3. Managerial and Personal Attributes

You will be expected to demonstrate:

- An exceptional results orientation, resilience and a positive approach to issues resolution;
- First class communication and representational skills;
- Outstanding stakeholder engagement, strategic management and leadership skills;
- Professional authority and credibility;

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## **THE POSITION AND THE PERSON**

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- The ability to inspire confidence and operate effectively in dynamic and quickly changing environments;
- Keen intelligence, persuasiveness and the influence necessary to deliver both formal and informal leadership;
- A proactive approach to professional and organisational development with the ability to engender enthusiasm and professionalism in others;
- Astute judgement and political awareness; and
- The ability to positively influence a health and safety culture in the Department.

#### **4. Qualifications**

Appropriate tertiary qualifications will be well regarded.

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## SELECTION CRITERIA

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The criteria below are applied when selecting for Senior Executive Service (SES) positions within the Australian Public Service (APS). 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 see 'How to Apply' at the end of this document).

### **1. Shape Strategic Thinking**

*Relevant capabilities and behaviours:*

- inspires a sense of purpose and direction
- strategic focus
- ability to recognise opportunities, harness information
- shows judgement, intelligence and common sense

### **2. Achieve Results**

*Relevant capabilities and behaviours:*

- organisational capability
- professional expertise
- implements change
- ability to clarify ambiguities
- closure and delivery

### **3. Exemplify Personal Drive and Integrity**

*Relevant capabilities and behaviours:*

- professionalism and probity
- risk-taking and personal courage
- action orientation
- resilience
- self awareness
- commitment to personal development

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## **SELECTION CRITERIA**

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### **4. Cultivate Productive Working Relationships**

*Relevant capabilities and behaviours:*

- nurtures internal and external relationships
- facilitates co-operation and partnerships
- values differences and diversity
- guides, mentors and develops people

### **5. Communicate with Influence**

*Relevant capabilities and behaviours:*

- communicates clearly
- listens, understands and adapts to different audiences
- negotiates persuasively

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## **REMUNERATION, TENURE AND CONDITIONS**

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### **1. Remuneration**

These are critical senior appointments and the remuneration packages will therefore be structured to attract and retain outstanding appointees. The packages will include an attractive base salary, an executive vehicle cash-out allowance, non-cash benefits (which could include parking, airport lounge membership, IT equipment,) and employer sponsored superannuation.

### **2. Location**

The positions are based in Canberra and the appointees will be expected to work primarily from the Department's Central Office in the ACT.

### **3. Assistance with Relocation**

Assistance with removal expenses and / or short- term accommodation assistance may be provided if interstate relocation is involved.

### **4. Other Conditions**

To be employed by the Department of Health applicants must be Australian citizens or have permanent residency status pending the granting of Australian citizenship.

These are positions of trust and successful candidates will be subject to a security clearance.

### **5. Future SES Band 2 Appointments**

While the Department intends to fill several Band 2 level positions in the near future, it may also select candidates from this process to staff other Division Head vacancies over the next twelve months.

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## HOW TO APPLY

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In preparing your application you should:

1. prepare a short pitch (1000 words maximum) highlighting your skills, knowledge, experience and claims in the context of the criteria listed at pages 6 and 7; and
2. provide a Curriculum Vitae setting out relevant personal particulars, employment history, qualifications and experience.

The preferred method of submission of applications is by email in **Word format** to: **admin[REDACTED].com.au**.

If further information is required, please contact [REDACTED] on [REDACTED].

**Applications close on 18 February 2018.** As the Department wishes to finalise this process quickly, late applications may not be accepted.