



Director Integrity Policy

Position Information:

Classification:	EL 2
Group:	Employment Policy
Team:	Integrity Policy
Location:	Canberra
Vacancy Type:	Ongoing
Salary range:	EL2: 125,057 - 140,590

RecruitAbility: The RecruitAbility scheme applies to all Commission vacancies.

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Closing date: 11:30pm on **28/02/2018**



Do you thrive on challenges, creative thinking, and driving change? The Commission is a forward thinking organisation offering challenging and rewarding career opportunities. We aim to build the capabilities of our staff through learning and development initiatives, and by enabling innovative thinking. You will build relationships with our diverse stakeholders and be exposed to challenges facing the APS. We will help advance your career through exposure to various work environments and set the foundations for your future objectives. The Commission's recruitment process is streamlined and utilises a mixture of contemporary assessment methods to allow you to put your best foot forward.

Diversity

The Commission is committed to providing an inclusive and diverse workplace where all our employees are valued. We appreciate the experiences, skills and perspectives of all individuals and harness a collaborative environment. We encourage applicants from diverse backgrounds and cultures to apply so we can better represent the community that we serve. The Commission is a flexible workplace that supports and recognises the value of those with parenting and or caring responsibilities. We aim to increase our representation of Indigenous Australians and employees with disability through increasing accessibility, utilising affirmative measures and the RecruitAbility scheme.

Eligibility

Citizenship: To be eligible for employment with the Commission, you must be an Australian Citizen or in limited circumstances in the process of obtaining one.

Security Clearance: A police check is a mandatory requirement and in addition some roles may require the ability to obtain and maintain a specified security clearance

Director Integrity Policy

Short Description

The Integrity team is responsible for policy development and advice concerning the APS integrity framework and for advising on the APS Values and Code of Conduct. The Ethics Advisory Service provides a telephone and email advice line to APS employees seeking guidance on how to apply the APS Values and on ethical decision-making.

The Role

This role represents a 'once in a career' opportunity for a person passionate about public service to influence integrity and ethics in the APS.

In this role you will:

- Manage a small team to develop, innovate and communicate policy about ethics and integrity in the Australian Public Service.
- Engage effectively and sensitively with a wide range of stakeholders including senior executives, APS employees, other APS agencies, academics and members of the public.
- Be responsible for the delivery of the APSC's Ethics Advisory Service.
- Support the Commissioner in the exercise of his functions under the Public Service Act in relation to integrity and Code of Conduct complaints against Agency Heads and statutory office holders.

The Person

As a Director in the APSC, you will be responsible for managing a team, and will form an important part of the Commission's leadership team.

- Demonstrated ability to lead and develop people.
- Ability to drive change in a sensitive policy environment.
- The APS is in an accelerated period of change and reform, and it is arguably more important than ever that the government and citizens can continue to trust the public service. You will need to be able to navigate and respond to complex questions of policy in topics such as corruption, integrity and conduct.
- Significant experience in matters related to public sector employment – for example in integrity, conduct or employment law
- Demonstrated high level of judgement and analytical skills when dealing with sensitive matters.
- Exemplary personal and professional integrity.

In this role you will routinely handle highly sensitive information and situations.

- Ability to represent the APSC in public forums and to communicate clearly with a variety of stakeholders and clients.
- Relevant qualifications in law or public administration would be desirable. Experience in conducting workplace investigations or complex administrative decision-making would also be helpful.

How to Apply

To apply for this position, you will need to complete an application form through the APSC E-recruit system, which includes:

- a one page statement describing how your skills and experience mean you are best suited the role.
- your current CV limited to three pages maximum
- your personal details including the details of at least two referees, one of which must be your current supervisor (or most recent supervisor).

Your one page statement is a chance to tell us why you are the right person for the job. We want to know why you want to work at the APSC, why you are interested in the role, what you can offer us, and how your skills, knowledge, experience and qualifications are applicable to the role.

Try not to duplicate information that can already be found in your resume, but please be sure to highlight any specific examples or achievements that will demonstrate your ability to perform the role, and address the essential skills and attributes required.

How do I opt into the RecruitAbility scheme?

You will be asked to indicate if you wish to opt into the RecruitAbility scheme in the Diversity section of the application form. You must tick the **'opt in'** box in order to participate in the scheme.

Details about the RecruitAbility scheme can be found on the [Australian Public Service Commission's website](#).

Privacy

Information supplied for this selection process will be used for selection purposes only and can be used for a period of 12 months from advertising. Files will be stored through the online recruitment system and accessed by the human resource team, hiring managers and selection panel members. For reporting purposes application information may be kept for a period of longer than 12 months after the completion of the selection process.

Applications

If you are having difficulty in using the online application process, or need to discuss reasonable adjustments required in order to participate in an interview or other forms of assessment, please advise recruitment@apsc.gov.au prior to the closing date.

