



Opportunity Type
Full-Time

Opportunity Status
Ongoing

APS Classification
Senior Executive Service Band
1

Position Reference
Several Positions

Closing Date
5/11/2021

Job Category
Organisation Leadership

Apply now

Apply now

Department of Home Affairs Assistant Secretary

📍 Canberra ACT

The Department of Home Affairs is responsible for centrally coordinated strategy and policy leadership in relation to emergency management including disaster recovery and resilience, the protection of Australia's sovereignty, citizenship and social cohesion, cyber systems and critical infrastructure, immigration, border security and management, law enforcement, and counter-terrorism. Through our Commonwealth Coordinators and the Director-General of Emergency Management Australia, the Department enables rapid responses to threats of foreign interference, terrorism, organised crime and natural disasters. The Department promotes social cohesion through multicultural programs, and manages and confers citizenship through the Australian Citizenship Program. The Department also contributes to Australia's unity and prosperity through the management and delivery of the migration, refugee and humanitarian programs, and through modernising our trade and travel systems.

The Department's enduring purpose: A Prosperous, Secure and United Australia; remains at the core of planning strategy and policy development, as well as program and service delivery. This purpose reflects the Department's environment and roles, both collective and individual. The Department's purpose is supported by a strong culture of performance and a deep commitment to protecting and enhancing the lives and wellbeing of Australians. In an ever-changing landscape, the Department's role as a leader across many key policy areas and functions is critical. The strategy-led whole-of-Portfolio efforts ensure that we consistently and cohesively deliver what the Government and the Australian community expect of us, both now and in the future.

SES within the Department of Home Affairs provide leadership at both the departmental and whole of APS level. All SES demonstrate behaviours and actions that model and promote the APS Values and Code of Conduct. Similarly, the SES represents the APS and government externally to stakeholders. All SES roles are characterised by a high level of accountability for outcomes. The SES Work Level Standards identify the skills and capabilities required at the SES Band 1 level.

SES Band 1 employees are members of the senior leadership team and play an integral role in delivering the key outcomes and priorities for the Department and the Australian Border Force. SES Band 1 employees also help build organisational capability by providing intellectual leadership in their work area and in the organisation's strategic agenda more broadly.

SES Band 1 employees are forward thinking, self-motivated, resilient and adept at building relationships in large, complex and

fast paced environments. They are able to contribute to and communicate the strategic direction of the Department. Their strong leadership credentials and ability to engender trust and respect are complemented by sound judgement, a strong focus on results and the ability to solve complex issues and build organisational capability.

The key duties of the position include:

The Department is seeking to engage experienced and talented leaders with proven ability to provide high level and robust advice on a range of sensitive and complex organisational strategy and policy development issues, to fill multiple SES Band 1 roles. Vacancies primarily exist in the Immigration and Settlement Services Group (ISSG) and Capability Management Support Division (CMSD), with a small number of vacancies in other Groups in the Department.

ISSG is responsible for the administration of Australia's permanent migration and temporary visa programs, the Refugee and Humanitarian Program, settlement programs and client facing services and information services. ISSG delivers the permanent migration and temporary visa programs to maximise the long-term economic and social benefits to Australia across the Skilled, Family, and Resident Return visa programs, and through temporary entry to support tourism, education and international relations. This includes responsibility for the Office of Migration Agents Registration Authority. ISSG also maintains the integrity of migration programs and contributes to community protection outcomes through the character and cancellation program, and undertakes status resolution in detention and the community.

CMSD was established on 1 September 2021 in the Chief Operating Officer Group. The Capability Management Support Division provides a single view across the Department and ABF of the overall health of significant capability to give certainty and confidence to the executive and government around enduring capability delivery and key capability decision points. The Division also leads agreed specialist capability delivery on behalf of the Department and ABF such as civil maritime surveillance and response services and detention garrison, welfare and health services. The Division, within its resourcing levels and commitments, will also support other areas of the Department and ABF to undertake Capability Delivery for services in excess of \$10m where the business area is unable to undertake such procurement.

The Department is also seeking to create a merit pool to fill Assistant Secretary positions across the Department with SES Officers who build and maintain capability to ensure the effective delivery of government policies, strategies, and programs.

Several Assistant Secretary (AS) vacancies exist in ISSG, and include:

- AS, Immigration Capability and Coordination;
- AS, Compliance and Community Protection Policy;
- AS, Migrant English and Language Services; and
- AS, Settlement Program Operations.

Several vacancies exist in CMSD, and include:

- AS Capability Management Procurement Support
- AS Specialist Procurement

The SES provide leadership at both the departmental and whole-of-APS level. All SES demonstrate behaviours and actions that model and promote the APS Values and Code of Conduct. Similarly, the SES represents the APS and government externally to stakeholders. All SES roles are characterised by a high level of accountability for outcomes. The Senior Executive Service Work Level Standards identify the skills and behaviours required at the SES Band 1 level.

Delivery

Delivery roles manage the capability and resources of a function at a whole-of-agency level, for example:

- General management and broad executive direction.
- Responsibility and accountability for a defined part of the agency's outcomes.
- Financial, physical and human capital management.
- Major program management.
- Leadership in implementation and delivery of strategic and/or major agency initiatives.

Public Policy

Policy roles provide highly critical advice in the area of operation and represent the agency on those matters, for example:

- Establish policy development frameworks.
- Provide authoritative policy advice in one or more areas of government policy.
- Consult on policy options to achieve outcomes.
- May provide direct advice to the Minister on a specific program or policy issue.
- Legislation development including coordinating the agency response to Parliamentary Committee enquiries.

Regulatory

Regulatory roles provide highly critical advice in compliance, risk management and intelligence gathering and assessment, for example:

- Lead evaluation of effectiveness of regulatory policies, operational frameworks and guidelines.
- Engage stakeholders during analytical stages of problem solving and risk assessment.
- Assess emerging issues and trends which may impact on regulation management.
- Establish and maintain standards of independence and professionalism.

Professional/Specialist

Specialist roles provide highly critical advice in the area of expertise, for example:

Released by Department of Home Affairs
under the Freedom of Information Act 1982

- Exercise influence cross-APS, or cross-jurisdictional.
- Ultimate escalation point for professional/technical matters related to the specific discipline.
- Drive strong external peer network within function/discipline.
- Demonstrated ability in leading and delivering highly technical capabilities.
- Demonstrated ability in leading and delivering high risk, high value procurements (greater than \$50million) for complex capability.

To be successful at the SES Band 1 level, you will:

- show evidence of your strong leadership and management skills;
- demonstrate experience in a large operationally complex organisation and be adept at crafting enterprise wide solutions;
- have successfully led a team in areas which are diverse and complex;
- display evidence of superior operational conceptual and strategic thinking skills;
- have the ability to forge clear directions and deliver large and complex projects within tight timeframes; and
- have demonstrated experience in successfully leading diverse and geographically distributed teams to deliver outcomes of government.
- exemplify high levels of motivation and personal integrity.

How to Apply

Before submitting your application, please request the selection documentation by emailingxxxxxxxxxxxxx@xxxxxxxxxxxxxxxxxxxxx.xxx.xx and quoting **Ref # 4846**. If, after reading the selection documentation, you require further information, please contact Jonathan Beaumont on 02 6126 4500.

Eligibility

- Obtain and maintain an Employment Suitability Clearance;
- Obtain and maintain an Australian Government security clearance at a minimum of Negative Vetting level 2; and
- Australian Citizenship.
- Relevant tertiary qualifications are highly desirable.

RecruitAbility applies to this vacancy. Under the RecruitAbility scheme you will be invited to participate in further assessment activity for the vacancy if you choose to apply under the scheme; declare you have a disability; and meet the minimum requirements for the job. For more information visit: <https://www.apsc.gov.au/recruitability>

Released by Department of Home Affairs under the Freedom of Information Act 1982

Contact Officer

Jonathan Beaumont

Contact Phone

02 6126 4500

Agency Employment Act

PS Act 1999

Website

[Department of Home Affairs](#)

Position Number

Multiple

Vacancy Number

VN-0696391

Getting to know the Department of Home Affairs

The Department of Home Affairs is responsible for centrally coordinated strategy and policy leadership in relation to domestic and national security arrangements, law enforcement, emergency management, counter-terrorism, social cohesion, the protection of our sovereignty, the integrity of our border and the resilience of our national infrastructure.

The Australian Border Force, an operationally independent body within the Department of Home Affairs, is Australia's frontline border law enforcement agency and Australia's customs service. The Australian Border Force delivers critical border protection and national security outcomes while facilitating the movement of people and goods across the border. The Australian Border Force's mission is to protect Australia's border and enable legitimate travel and trade.

Our people are integral to achieving our mission to protect Australia's border and manage the movement of people and goods across it.

We offer challenging and diverse careers that touch upon many parts of Australian life – industry and commerce, trade and travel, our national security, the protection of our community and the security of our offshore maritime resources and environment.

Our success depends largely on our ability to foster the innovation, efforts and diverse skills of our people. We strive to create a motivating and rewarding working environment in which we value performance, our people, integrity, service and service standards.

We encourage applications from Indigenous Australians, people with disability and people from other diverse backgrounds. We are committed to providing a working environment that values diversity and inclusion and supports staff to reach their full potential. For more information www.homeaffairs.gov.au/about-us/careers/working-with-us/workplace-diversity

The Department offers an attractive remuneration package, including salary superannuation benefits and flexible working conditions appropriate to the level of the position. For further details, refer to the Workplace Determination at www.homeaffairs.gov.au/about-us/careers/working-with-us

[Learn More](#)

Released by Department of Home Affairs under the Freedom of Information Act 1982

Selection Advisory Committee Report

Summary

The Department of Home Affairs (Home Affairs) engaged the services of Beaumont&Beaumont to assist with the selection process for multiple Assistant Secretary (SES Band 1) positions. Beaumont&Beaumont provided support to the selection panel as part of this process.

The position was advertised in APSJobs on October 22, 2021 and in the *Weekend Australian* and *Saturday Canberra Times* on Saturday 23 October 2021.

The process attracted 120 applications by the closing date of 5 November 2021.

Selection Methodology

The selection panel assessed the relative suitability of the candidates' abilities to perform the duties of the role using a competitive selection process, which included a written application, face-to-face interview, and referee reports. This assessment was based on the relationship between the work-related qualities of the candidates and the work-related qualities required to perform the role of Assistant Secretary.

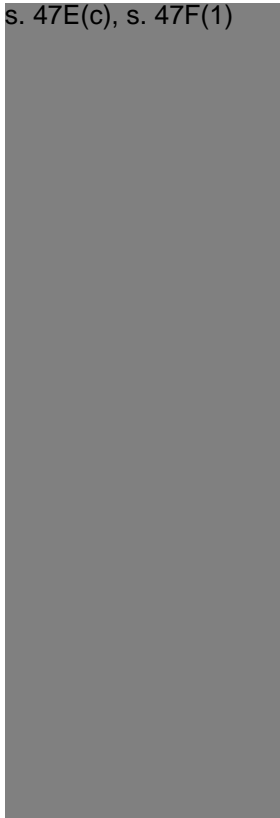
The selection panel began by reviewing each of the applications and shortlisted candidates who demonstrated relevant skills, and a significant depth and breadth of relevant experience. They shortlisted 34 candidates for interview, which took place between 1 December 2021 and 21 December 2021.

This final assessment was made on the relative capacity of the candidates to achieve outcomes related to the role and was the primary consideration in making the decision.

Assessment of Candidates

Suitable

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



Requires development

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



Recommendation

The panel recommends that the following candidates be placed in a merit pool for positions that may arise at the same level with similar requirements:

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



s. 47F(1)

David Wilden

First Assistant Secretary, Refugee, Humanitarian and Settlement Division
Department of Home Affairs
(Chair)

Date: 17/01/22
s. 47F(1)

Grant Lovelock

First Assistant Commissioner
Australian Public Service Commission
(APSC Representative)

Date:

s. 47F(1)

Kendra Morony

First Assistant Secretary
Department of Home Affairs
(Member)

s. 47F(1)

Michael Willard

First Assistant Secretary, Immigration & Settlement Services
Department of Home Affairs
(Member)

Date: 17/01/2022

Approved

Michael Pezzullo AO

Secretary
Department of Home Affairs
Date: