

**Government Division  
Culture and Awards Branch**

**Assistant Secretary  
(Senior Executive Service Band 1)  
Ongoing Vacancy - Position Number 1860**

**Job Description / Environment**

The position involves directing and managing the work of a Branch that provides advice on policy and process to the Prime Minister, his senior advisers and the Department's executive.

**Duties**

1. Formulate policy and programme recommendations within the area of responsibility of the Branch.
2. Manage the resources of the Branch.
3. Develop proposals and provide advice to the Prime Minister, Secretary and the Executive on matters to be considered by Cabinet.
4. Provide secretarial services, as required, to Cabinet and its Committees.
5. Prepare memos, submissions, briefs and correspondence for the Prime Minister.
6. Undertake work on Inter-departmental Committees, Task Groups, etc.

**Selection Criteria**

**1. Shapes Strategic Thinking**

*Relevant capabilities:*

Inspires a sense of purpose and direction  
Focuses strategically  
Harnesses information and opportunities  
Shows judgment, intelligence and commonsense

**2. Achieves Results**

*Relevant capabilities:*

Builds organisational capability and responsiveness  
Marshals professional expertise  
Steers and implements change and deals with uncertainty  
Ensures closure and delivers on intended results

**3. Exemplifies Personal Drive and Integrity**

*Relevant capabilities:*

Demonstrates public service professionalism and probity  
Engages with risk and shows personal courage  
Commits to action  
Displays resilience  
Demonstrates self awareness and a commitment to personal development

**4. Cultivates Productive Working Relationships**

*Relevant capabilities:*

Nurtures internal and external relationships

Facilitates co-operation and partnerships  
Values individual differences and diversity  
Guides, mentors and develops people

**5. Communicates with Influence**

*Relevant capabilities:*

Communicates clearly  
Listens, understands and adapts to audience  
Negotiates persuasively

**6. Demonstrated ability to advise on policy issues, and an understanding of the Australian honours system, Australian government cultural policy and programmes and the Australian government and parliamentary system.**

**Note**

This position is subject to a security assessment. A remuneration package including a base salary in the range of \$105000 - \$120000, plus an executive vehicle, superannuation and eligibility for performance pay will be negotiated commensurate with the demonstrated experience and skills of the successful applicant. All applicants must quote reference number 2005/67 on their application.

**Contact Officer:**

Alex Anderson      Telephone (02) 6271 5786

**Applications Close:** 12 August 2005

The Department of the Prime Minister and Cabinet supports the Prime Minister as head of government. We take pride in the quality and creativity of the policy advice we provide, the effectiveness with which we conduct decision making across the whole of government and the ethical standards we uphold as professional public servants.

**Assistant Secretary**

**Government Division**

**Awards and Culture Branch**

**Ongoing Vacancy - Position Number 1860**

Applications are invited from suitably qualified people interested in an ongoing appointment as Senior Executive Service Band 1 within the Government Division.

**The position** within Government Division offers outstanding opportunities to advise the Prime Minister and the Executive of the Department on high profile policy issues. The successful applicant will be responsible for managing the operations of the Branch, and for the provision of advice to the Prime Minister and the Executive on policy issues relating to Australian and foreign honours and on matters relating to culture and national identity. The Branch also promotes recognition of outstanding achievement and the use of Australia's national symbols.

The position is located in Barton ACT and works to the First Assistant Secretary, Government Division. Government Division is responsible for the Department's contribution to the effective operation of parliamentary and government processes to assist the Government in achieving its objectives and for providing quality advice on parliamentary, government, legal and cultural policy and awards and national symbols issues.

**The person** We are looking for a resourceful and experienced person who can work and lead others in areas where the subject matter is often complex and the deadlines tight. The position requires strong analytical skills, a demonstrated capacity to work on and manage a number of high profile issues simultaneously, and an ability to correctly identify and assess emerging issues. The successful candidate will be able to communicate clearly, and work effectively with other agencies.

**Eligibility** To be eligible for appointment, applicants must be Australian citizens. Applicants with permanent residence status who have applied or intend to apply for Australian citizenship may be appointed on probation pending the granting of citizenship.

**Note** This position is subject to a security assessment. A remuneration package including a base salary in the range of \$105,000 to \$120,000 plus an executive vehicle, superannuation and eligibility for performance pay will be negotiated commensurate with the demonstrated experience and skills of the successful applicant. All applicants must quote reference number 2005/67 on their applications.

Selection documentation can be downloaded from [www.pmc.gov.au](http://www.pmc.gov.au) or obtained by phoning s22 [REDACTED] For further information regarding this position, please contact Alex Anderson on (02) 6271 5786.

Division:	Government Division
Job Type:	Ongoing
Location:	Barton
Classification:	Senior Executive Service Band 1
Agency Employment Act:	PS Act 1999
Position No:	1860

**Job Description**
**Duties**

The successful applicant will be responsible for managing the operations of the Awards and Culture Branch, and for the provision of advice to the Prime Minister and the Executive on policy issues relating to Australian and foreign honours and on matters relating to culture and national identity. The branch also promotes recognition of outstanding achievement and appropriate use of Australia's national symbols.

**Notes**

This position is subject to a security assessment. A remuneration package including a base salary in the range of \$105,000 to \$120,000 plus an executive vehicle, superannuation and eligibility for performance pay will be negotiated commensurate with the demonstrated experience and skills of the successful candidate. All applicants must quote reference number 2005/67 on their applications.

**About Department of the Prime Minister and Cabinet**

Do you want to make a real contribution to the success of our country? The Department of the Prime Minister and Cabinet advises the Prime Minister on policies across the full range of government activities and the machinery of government, and ensures implementation of cabinet decisions. We work across many different government portfolios to ensure coherent strategies with mutually supportive policies and decisions based on a whole-of-government approach. We cover matters of particular importance to the Prime Minister, current government priorities, social and economic policies, Indigenous affairs and national security. Special offices currently work on counter-terrorism, Commonwealth-State reforms, deregulation, women's policy, 'ice' and cyber security.

We are a motivated and professional team with a wide variety of qualifications and backgrounds. We welcome people with private-sector experience. We value people with ideas, the ability to present them persuasively, and the drive and skill to see them adopted. We take pride in our reputation for acting with integrity and discretion.

All applicants must be Australian citizens, and be prepared to undertake and pass a security clearance. Applicants who are Aboriginal and/or Torres Strait Islander, come from a diverse cultural or linguistic background or have a disability are encouraged apply. The Department aims to ensure that all applicants are treated fairly and that they have equal access to job opportunities. Hearing or speech impaired applicants are invited to use the National Relay Service by contacting 133 677, and requesting to be connected with our HR Help team on 02 6271 6000 in order to obtain selection documentation.

**To Apply**

Selection Documentation:	s22
Position Contact:	Alex Anderson, (02) 6271 5786
Apply Address:	The Recruitment Officer Department of the Prime Minister and Cabinet PO Box 6500 Barton ACT AUSTRALIA 2800

**AGENCY INFORMATION**

Applicants to vacancies notified in all formats of the electronic Public Service Gazette should be aware that;  
 .. the names of successful applicants may also be notified in all formats of the electronic Public Service Gazette  
 .. applicants found suitable may be offered similar employment opportunities by other Australian Public Service agencies

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