



Australian Government

Department of the Prime Minister and Cabinet

Deputy Secretary, National Security and International Policy

Reference: PMC SES/2021/018



Deputy Secretary, National Security and International Policy

SES Band 3

National Security and International Policy Group

Ongoing, Full-time

Barton, ACT

Positive Vetting Level 2 (Top Secret PV)

s 22(1)(a)(ii)

SES 22(1)(a)(ii)

The Opportunity

The Department is seeking an established and inspiring senior leader with well-developed influencing and negotiating skills from the public, private and/or community sectors to join our Executive Board and lead the National Security and International Policy Group (NSIP) Group.

As a Deputy Secretary (SES Band 3), you are responsible for contributing to the leadership of the Department through active involvement in executive decision-making, representational activities and working collaboratively to provide strategic leadership and drive a culture of high performance. The role involves high-level engagement with the Australian Government, foreign governments, academia and think tanks, media, industry and senior executives across relevant sectors both domestically and internationally. NSIP Group has most frequent engagement with the Department of Foreign Affairs and Trade, Defence and Home Affairs Portfolios and the National Intelligence Community through the Office of National Intelligence.

NSIP supports the Government to maximise our international influence, identify risk, and design and implement policies to ensure Australia has the strength, dynamism and flexibility to advance our national and global interests at a time of increasing strategic challenge.

The Deputy Secretary National Security and International Policy is responsible for delivering outcomes in line with the PM&C [Corporate Plan](#) priorities across four Divisions on:

- International policy
- National Security
- Critical Technologies Policy Coordination, and
- Disaster Preparedness, Plans and Incident Management.

The key areas of policy advice and coordination across these functions include:

- strengthening Australia's relationships and influence with key partners, allies and multilateral groupings, notably in the Indo-Pacific
- providing high quality, well-consulted advice on Defence operations and capability, including the national naval shipbuilding enterprise
- providing high quality, coordinated advice on national security issues including cyber security, countering foreign interference, counter-terrorism and border security
- building whole-of-government capability on cross-cutting economic resilience and security issues
- strengthening Australia's ability to respond to crises
- close coordination with the intelligence community.

The Deputy Secretary works closely with Executive Board colleagues on cross-cutting issues and group leadership.

This recruitment process may also be used to identify suitable candidates for future vacancies at the Band 3 level within PM&C. A merit pool may be developed for similar vacancies at the SES Band 3 level and may be used APS wide.

Our Ideal Candidate

As an SES Band 3 leader, you will make a significant contribution to the important work of PM&C and perform in accordance with the [PM&C SES Band 3 Performance model](#). To be a strong contender you will be a dynamic leader with exceptional influencing and negotiation skills and an established record working at senior levels on complex issues across the private, public and/or community sector. You will be a member of PM&C's Executive Board.

You will have demonstrated skills in communicating with technical and general audiences, be adept at engaging with various stakeholders and building relationships in complex and culturally sensitive environments.

You will have expertise in national security and foreign policy to drive, shape and implement policy development and coordination at a national and international level. You will have a strategic understanding of the national security and intelligence communities and the changing environmental factors impacting Australia's policies.

You will have strong business acumen, the ability to think strategically, be resilient, and forward-looking with strong personal drive and integrity. You will have demonstrated sound judgment and risk management skills, and possess a high-level capacity for conceptual and analytic work.

Our ideal candidate will have the capability to lead within a fast paced, complex and evolving environment to deliver on the PM&C mission. You will have demonstrated commitment to and practice of a leadership that inspires, empowers and drives positive change.

The occupant of this position is considered an Officer under the *Work Health and Safety Act 2011* and is required to exercise due diligence in complying with their obligations under this Act.

s 22(1)(a)(ii)



Australian Government

Department of the Prime Minister and Cabinet

Deputy Secretary Social Policy

Reference: SES 2020/010



Deputy Secretary Social Policy

SES Band 3

Domestic Policy Group

Ongoing Full-time. Flexible working arrangements will be considered

Barton, ACT

Negative Vetting Level 2

s 22(1)(a)(ii)

The Opportunity

The Department is seeking an established and inspiring senior leader with well-developed influencing and negotiating skills from the public, private and/or community sectors to join our Executive Leadership Group.

As an SES Band 3 Officer, you are responsible for contributing to the leadership of the Department through active involvement in executive decision-making, representational activities and working collaboratively to provide strategic leadership and drive a culture of high performance.

You will contribute to strengthening PM&C as a contemporary, responsive and fit-for-purpose organisation that provides outstanding service to the government and the Australian people, through delivery of policy advice and program delivery.

The Deputy Social Policy sits within the Domestic Policy Group. The role has primary carriage for leadership and management of the Social Policy Division, the Office for Women and the National Office of Child Safety. Social Policy Division works with the social policy line agencies (Health; Social Services; Human Services; Employment, Skills, Small and Family Business; Education; Veterans Affairs; the National Indigenous Australians Agency, and their portfolio agencies) and other stakeholders to ensure high quality policy advice and implementation oversight is provided to the Prime Minister and the Cabinet on key social policy priorities. The division also works closely with the Department of Treasury and Finance in providing whole of government advice on Budget processes, and to facilitate the consideration of social policy matters through Cabinet processes.

The Office for Women works with line agencies across Government to provide support to the Minister for Women in advancing gender equality and improving the lives of Australian women. The National Office for Child Safety (the National Office) provides national leadership, working across governments and sectors, to deliver national policies and strategies to enhance children's safety and reduce future harm to children. The Social Impact Investing Taskforce Expert Panel is supported by the Department in developing a strategy to guide the Commonwealth's role in the Social Impact Investing market. The Deputy Social Policy works closely with their colleagues in Domestic Policy Group on cross-cutting issues and group leadership.

This recruitment process may also be used to identify suitable candidates for future vacancies at the Band 3 level within PM&C. A merit pool may be developed for similar vacancies at the SES Band 3 level and may be used APS wide.

Our Ideal Candidate

As an SES Band 3 Officer, you will be in a position to make a significant contribution to the important work of PM&C. To be a strong contender you will be a dynamic leader with exceptional influencing and negotiation skills and an established record working at senior levels on complex issues across the private and/or public sector. You will be a member of PM&C's executive management team.

As the role involves high-level engagement with the Australian Government, media, industry bodies, senior private sector representatives, state government and Indigenous communities, you will have demonstrated skills in communicating with technical and general audiences, be adept at engaging with various stakeholders and building relationships in complex and culturally sensitive environments.

You will need to understand and have expertise in the social policy challenges facing Australia and a keen interest in developing policy and ensuring the delivery of outcomes for the Australian people.

You will need strong business acumen, the ability to think strategically, be resilient, and forward-looking with strong personal drive and integrity. You will have demonstrated sound judgment and risk management skills, and possess a high-level capacity for conceptual and analytic work.

Our ideal candidates will have the capability to lead within a fast paced, complex and evolving environment to deliver on the PM&C mission. You will have demonstrated commitment to and practice of a leadership that inspires, empowers and drives positive change.

The occupant of this position is considered an Officer under the *Work Health and Safety Act 2011* and is required to exercise due diligence in complying with their obligations under this Act.



Australian Government

Department of the Prime Minister and Cabinet

Deputy Secretary, Economic, Industry and Resilience (SES Band 3)

Reference: 5075 - PMC SES/2022



Deputy Secretary, Economic, Industry and Resilience

Classification level: SES Band 3

Group: Deputy Secretary, Economic, Industry and Resilience (Domestic Policy Group)

Employment Type: Ongoing or non-ongoing for a specified term. Non-ongoing opportunities will be offered for a specified term up to five years.

Base Location: Barton, ACT

Flexible work: Full-time, Flexible working arrangements will be considered

Security Clearance requirements: Negative Vetting 2 (Top Secret NV)

s 22(1)(a)(ii)

s 22(1)(a)(ii)

The opportunity

PM&C is seeking an outstanding senior executive with highly developed leadership and stakeholder engagement skills for the position of Deputy Secretary, Economic, Industry and Resilience (Domestic Policy Group).

The Domestic Policy Group advises the Prime Minister, Cabinet and Portfolio Ministers on social, economic, and environment issues that affects the lives of all Australians. It comprises the Social Policy Group and Economic, Industry and Resilience Group, both lead by Deputy Secretaries.

As Deputy Secretary, Economic, Industry and Resilience, you are responsible for providing strategic advice to the Prime Minister on policy responses over the content areas of the Group, including macro-economic and fiscal/budget policy, foreign investment and trade, climate and energy, and data policy. You will liaise and collaborate with the Office of the Prime Minister in relation to the development of policy responses, planning, and the setting of the preferred position of the Department on complex cross-government issues.

You will liaise with line departments and monitor emerging issues, networking and negotiating outcomes on behalf of the Prime Minister and Cabinet, including in sensitive and conflictual circumstances on highly complex issues.

As a member of the Executive Board, you will contribute to setting the strategic vision of the Department, and developing the Corporate Plan and other key corporate documents. You will lead the work of the Deputy Secretary, Economic, Industry and Resilience Group, including management of direct reports at the SES Band 2 and Band 1 levels, and approximately 130 (155 ASL) staff of the Group.

As Deputy Secretary, Economic, Industry and Resilience your key responsibilities also include:

- undertake the role of PM&C representative at the Expenditure Review Committee
- implement announced Government policies, including through support for the Priority and Delivery Committee of Cabinet; and influential engagement with international counterparts on key areas of national interest
- lead the economic policy response to COVID and establishing the settings to drive Australia's future growth
- lead the Deputy Secretaries Data Group, supporting the relevant Minister and Assistant Minister, in collaboration with The Treasury
- build relationships and network extensively across Government, including with State and Territory Governments, private business and industry, nationally and internationally
- participate on a range of committees, boards, working groups and other forums as either Chair or Member.

Our ideal candidate

As an SES Band 3 employee, you will be in a position to make a significant contribution to the important work of your agency as a member of PM&C executive management team. Our ideal candidate will have the capability to lead within a fast paced, complex and evolving environment to deliver on the department's mission and Government priorities. You will have demonstrated commitment to and practice of a leadership that inspires, empowers and drives positive change. To be a strong contender for one of these roles you will be a dynamic leader with exceptional influencing and negotiation skills and an established record working at senior levels on complex issues across the private and/or public sector.

As the roles involves high-level engagement with the Australian Government, media, industry bodies, senior private sector representatives, state government and Indigenous communities, you will have demonstrated skills in communicating with technical and general audiences, be adept at engaging with various stakeholders and building relationships in complex and culturally sensitive environments.

You will need to understand and have expertise in the economic and industry policy challenges facing Australia and a keen interest in developing policy and ensuring the delivery of outcomes for the Australian people.

You will need strong business acumen, the ability to think strategically, be resilient, and forward-looking with strong personal drive and integrity. You will have demonstrated sound judgment and risk management skills, and possess a high-level capacity for conceptual and analytic work.

The occupant of the SES Band 3 position is considered an Officer under the *Work Health and Safety Act 2011* and are required to exercise due diligence in complying with their obligations under this Act.



Australian Government

Department of the Prime Minister and Cabinet

Executive Director, The Office for Women

Reference: PMC SES/2023/008



Executive Director, The Office for Women

Classification level: SES Band 3

Group / Division / Branch: Domestic Policy Group (The Office for Women)

Employment Type: Ongoing and/or non-ongoing (for a period of up to 18 months with a possibility of extension up to a maximum period of five years)

Base Location: Barton, ACT

Flexible work: Flexible working arrangements may be considered

Security Clearance requirements: Negative Vetting Level 2 (Top Secret)

Diversity provisions: Identified Position

s 22(1)(a)(ii)

s 22(1)(a)(ii)

The opportunity

We are seeking an established and inspiring senior leader with exceptional influencing and negotiating skills from the public, private and/or community sectors to lead the Commonwealth Office for Women and Jenkins Report Implementation Team.

The Executive Director role sits within the Domestic Policy Group and works closely with colleagues across the APS on cross-cutting issues. The Office for Women supports the Prime Minister, the Cabinet and the Minister for Women to deliver key priorities for gender equality including improving women's economic security and leadership choices. The Jenkins Report Implementation Team supports the

delivery of the Government's commitment to implement all recommendations of [Set the Standard: Report on the Independent Review into Commonwealth Parliamentary Workplaces](#), delivered by the Sex Discrimination Commissioner. The Set the Standard Report is due to deliver on all recommendations over 12-24 month timeframes.

As an SES Band 3, you are responsible for contributing to the leadership of the Department through active involvement in executive decision-making, representational activities and working collaboratively to provide strategic leadership and drive a culture of high performance. You will contribute to strengthening PM&C as a contemporary, responsive and fit-for-purpose organisation that provides outstanding service to the government and the Australian people, through delivery of policy advice and programs.

As Executive Director, The Office for Women your key responsibilities include:

- Support the Prime Minister and the Minister for Women to deliver key priorities for gender equality including in relation to improving women's safety, economic security and leadership choices, through cross-cutting domestic and international policy issues.
- Lead Australia's international engagement in relation to women's safety issues and its observance of international conventions to which it is a signatory (such as the Convention on the Elimination of all Forms of Discrimination Against Women (CEDAW)).
- Lead significant stakeholder consultation through delivery of the Government's commitment to work across the Parliament to implement all recommendations of the Set the Standard Report, along with development of a number of complex legislative packages.
- Engage with senior officials across government and the Parliament to support the development and delivery of Set the Standard reform initiatives, including managing stakeholder relationships with the Prime Minister, Finance Minister, the Special Minister of State and associated agencies.
- Oversee the management of grant programmes and development of guidance material to support agencies to consider gender issues in policy development and programme delivery.
- Support the Minister for Women's collaboration with stakeholders through Ministerial roundtables, the National Women's Alliances and other targeted activities.
- Represent Australia in international fora (such as heading delegations to regional UN meetings on gender matters); establish and represent the Department on interagency and inter-jurisdictional working groups and committees, including attending with the Minister for Women.
- Lead high-level external engagement across government, Parliament and with relevant Ministers, including establishing and strengthening strategic relationships across Government and across the sector, both domestically and internationally.
- Undertake a leadership role within the Domestic Policy Group including contributing to strategic and corporate planning and budget management; mentor and develop staff to ensure a high level of capability is sustained within the Group.

A merit pool may be established and used to fill the same or similar vacancies for 18 months from the date of advertising.

Our ideal candidate

We encourage applications from candidates with broad experiences and diverse backgrounds.

As an SES Band 3 leader, you will be in a position to make a significant contribution to the important work of the Department as a member of PM&C's executive management team. Our ideal candidate will have the capability to lead within a fast paced, complex and evolving environment. You will have demonstrated commitment to and practice of strategic leadership that inspires, empowers and drives positive change with diverse teams and large budgets.

To be a strong contender you will be a respected and highly credible leader with exceptional influencing and negotiation skills, navigating divergent views within a complex stakeholder environment. You will have an established record working at very senior levels on complex, multi-disciplinary issues across the private and/or public sector.

You will need to have deep policy knowledge on women's economic and social status, in the context of both domestic and international matters. As the role involves direct engagement with the Australian Government and State/Territory Governments, Ministers, Parliament, senior private sector representatives, business, academia, and internationally within the region and through UN bodies, you will have a strong stakeholder focus and demonstrated skills in challenging stakeholders' existing perspectives and approaches. You will be well connected across social policy agencies and adept at building relationships in complex and culturally sensitive environments.

You will need strong business acumen, the ability to think strategically, be resilient, and forward-looking with strong personal drive and integrity. You will have strong judgment and demonstrated risk management skills, identifying existing and emerging risks and strategies for mitigation. You will work with a high-level of independence and possess capacity for conceptual and analytic work, backed up by a strong evidence basis.

All candidates should be able to demonstrate a commitment to inclusion and diversity and the capacity to identify the needs of all Australians, including Aboriginal and Torres Strait Islanders, people with disability, people from culturally and linguistically diverse backgrounds, and LGBTQIA+ people to improve policy advice and solutions.

The occupant of this position is considered an Officer under the *Work Health and Safety Act 2011* and is required to exercise due diligence in complying with their obligations under this Act.

Identified position

This vacancy is Identified, meaning eligible candidates are expected to address their cultural competency levels and their ability to relate to Aboriginal and Torres Strait Islander peoples in their application because the role/s may have involvement with Aboriginal and Torres Strait Islander peoples. The vacancy is open to all eligible candidates and is not restricted to Aboriginal and/or Torres Strait Islander applicants.

This position is Identified which signifies that the role has a strong involvement in issues relating to Aboriginal and Torres Strait Islander peoples.

This position has direct engagement with Aboriginal and/or Torres Strait Islander peoples, communities and service providers, or is involved in the development of programmes and policy. You will require a high level of cultural competency, including:

- demonstrated understanding of the issues affecting Aboriginal and/or Torres Strait Islander peoples.
- demonstrated high level ability to communicate sensitively and effectively with Aboriginal and/or Torres Strait Islander peoples.
- demonstrated high level capability and commitment to continue to develop cultural competency.

s 22(1)(a)(ii)