



Australian Government

Department of the Prime Minister and Cabinet

# Deputy Secretary, National Security and International Policy

Reference: PMC SES/2021/018



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# 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)

Do you want to make a real contribution to the success of our country?

## What We Do

The Department of the Prime Minister and Cabinet (PM&C) advances Australia's national interests through high quality support to the Prime Minister and the operations of Cabinet.

PM&C supports the Prime Minister as leader of the Government and of Cabinet, as Minister for the Public Service, and as leader of the country. This positions us both to provide visibility of Government priorities and influence outcomes across all Commonwealth portfolios, state jurisdictions, the Australian Public Service (APS) as an institution, and on the international stage.

Our role as a central agency, working with the Department of the Treasury and the Department of Finance, is to ensure the Prime Minister, including in his capacity as chair of Cabinet, is provided with whole-of-government, well-coordinated and robust advice on policy and its implementation, and service delivery.

The PM&C team provides pragmatic advice and finds solutions to problems so that Government policies can be effectively designed and implemented. We give particular weight to issues that are important to the Prime Minister.

Our focus, put in its simplest terms, is to find new ways to improve the lives of all Australians.

## Who We Are

We are a motivated, professional and diverse workforce bringing a rich array of perspectives, qualifications, experience and skills. We welcome people with private sector and community experience to drive fresh thinking and creativity within our business operations, policies, systems, advice and practices. We value all perspectives, people with the ability to present and negotiate persuasively, and the skills and resilience to see through positive change.

PM&C operates in four main groups:

- Domestic Policy Group
- National Security and International Policy Group
- Governance Group
- Chief Operating Officer Group

We take a whole-of-nation approach working closely with communities, stakeholders and across all areas of government, particularly through the lens of our First Nations peoples and by celebrating and respecting the

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knowledge, understandings and experiences of all Australians including people with disability; who identify as lesbian, gay, bisexual, transgender/gender diverse, intersex and queer; and culturally and linguistically diverse.

## What We Are Trying to Achieve

We work across all 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, emerging issues, social and economic policies and national security. Special offices currently work on deregulation and women's policy.

You can learn more about PM&C's role in our [Corporate Plan](#).

## 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.

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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.

## What We Offer

- Agile, respectful, dynamic, and inclusive workplace.
- Attractive remuneration package including generous employer superannuation contributions.
- Exciting and fulfilling work at the heart of government, contributing to improving the lives of all Australians, with career development and networking opportunities difficult to find elsewhere.
- The opportunity to work with strong, smart, visionary and experienced leaders who encourage and support you to develop your interests and expertise and achieve your ambitions.
- At PM&C we recognise the broad benefits of offering flexibility in how, when and where work is performed in line with operational requirements.

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## Eligibility

To be eligible for this position you must be an Australian Citizen at the closing date of application.

The successful candidate must be able to obtain and maintain a Positive Vetting Level 2 (Top Secret PV) security clearance, or hold a current security clearance of an appropriate level.

The successful candidate will be required to be assessed through our pre-employment screening checks, such as an Australian Criminal History Check.

## How to Apply

If this sounds like the opportunity you are looking for, we want to hear from you! Submit an online application through the [PM&C Careers Page](#) by **11:30PM Monday 20 September 2021 AEST**.

As part of your application you will need to provide:

- your resume, including the contact details of two referees
- a 'one page pitch' telling us how your skills, knowledge, experience and qualifications makes you the best person for the job

To frame your one page pitch you are encouraged to consider the [PM&C SES Band 3 Performance model](#) and the [role of SES in the Australian Public Service](#).

## Who to Contact

For more information about the role, please contact Phil Gaetjens, Secretary of the Department of the Prime Minister and Cabinet, on (02) 6271 5200 or at [phil.gaetjens@pmc.gov.au](mailto:phil.gaetjens@pmc.gov.au).

If you experience any difficulties accessing or submitting your online application, please contact the SES Unit on [SESUnit@pmc.gov.au](mailto:SESUnit@pmc.gov.au) or on (02) 6271 6000 (option 2).

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## FREQUENTLY ASKED QUESTIONS

### What should I include in my resume?

The quality of your resume creates the vital first impression we have of you. As a minimum, you should ensure that you include the following elements:

- **Personal Details** – include your name, contact email address and phone numbers.
- **Education** – provide details of any education and qualifications that relate to the job you are applying for.
- **Work Experience** – include all work experience and outline the main responsibilities and achievements that are relevant to the job you are applying for. Organise your employment history in chronological order, starting with the most recent, and indicate actual dates of employment. Make sure to explain any gaps in time.
- **Other Experience** – if relevant, briefly mention any extra-curricular activities, interests or volunteer/community work that you participated in and highlight what you gained from that experience.
- **Referees** – include the name and contact details of two professional referees who can validate and support your application.
- **Layout** – The standard resume length is between two to three pages. Use an easy to read font and a simple, consistent format.

### What should I include in my one page pitch?

Your one page pitch 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 PM&C, 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. In a nutshell – why should we hire you?

Try not to duplicate information that can already be found in your resume, but do highlight any specific examples or achievements that will demonstrate your ability to perform the role.

### What is RecruitAbility?

[RecruitAbility](#) is a scheme which aims to attract and develop applicants with an identified disability and also facilitate cultural changes in selection panels and agency recruitment across the APS. The scheme provides an opportunity for applicants with disability to progress to the next stage in the selection process if they are assessed as meeting the minimum requirements of the job. It is available across all APS levels, including SES levels.

In the application form, you will be asked to indicate if you wish to opt into the RecruitAbility scheme. Opting into the scheme is not mandatory, but will enable you to progress to the next stage of assessment, provided you meet the minimum requirements for the role(s).

### What if I require reasonable adjustments?

Our commitment to inclusion and diversity reflects the importance that we place in our people and creating a workplace culture where each and every one of us is valued and respected for our contribution. This means

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ensuring our recruitment processes and assessments are safe, accessible, inclusive, and held in an environment where you can perform at your best.

Implementing reasonable adjustments is designed to eliminate barriers so that a person with disability can perform the requirements of the job, have equal opportunity in employment (including promotion) and participate in organisational life on an equal basis.

Reasonable adjustments can be made upon request at any point in the recruitment process to enable you to participate in the process safely and productively. Reasonable adjustments can also be made during employment and are designed to eliminate barriers so that a person with disability can have equal opportunity in employment, perform the requirements of the job, and participate in organisational life on an equal basis.

Reasonable adjustments may be required for any number of health or personal circumstances, and has particular relevance for people with disability. Reasonable adjustments can be to ensure access, provide extra equipment or alternative methods of assessment. Reasonable adjustments do not include changing the inherent requirements of the job or creation of an entirely new job.

## How will my application be assessed?

Your application will be assessed on your ability to demonstrate that you possess, or have the real potential to develop, the required skills, knowledge, experience and qualifications to perform the role. These requirements are based on the information provided to you as part of the job advertisement. If your application is shortlisted, you may be asked to undertake further assessment to test your ability to perform the role.

## What other assessment will I have to undertake?

We use a variety of techniques to assess and validate key knowledge areas, critical skills, motivation and fit for the role. This may include:

- Phone, face to face and video interviews (formal and informal)
- Role plays
- Group assessment centres
- Written tasks
- Psychometric testing (personality, motivation and cognitive abilities)

Your referees may also be contacted at any stage of the assessment process to validate your claims in your application and at interview. For this reason it is important that you advise them you have applied for a role at PM&C, and that you feel confident they will be able to support your application.

## How are selection decisions made?

We make all selection decisions based on merit, which means that:

- the assessment process is fair and consistent
- assessment is based on job specific requirements
- based on the assessment, the best person for the job gets the job.

If you are selected as the successful candidate – you will be contacted to discuss things like salary, security clearances and start date, as well as asked to complete any relevant new starter paperwork.

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If you are not selected as the successful candidate – It doesn't mean that you can't do the job, it just means that someone else demonstrated that they could do it better. Remember to ask for feedback to help you improve your chances in the future.

In some cases, when you are notified that you didn't get the job you may be told that you have been placed on a Merit List/pool. This is great news as it means that you may be considered for similar roles in the Department as they become available over the next 12 months.





Australian Government

Department of the Prime Minister and Cabinet

# Deputy Secretary Social Policy

Reference: SES 2020/010



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# 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

You can have an impact on improving the lives of all Australians!

## What We Do

The Department of the Prime Minister and Cabinet's (PM&C) mission is to improve the lives of all Australians. We do this by delivering high-quality and timely advice to the Prime Minister, the Cabinet, and our portfolio ministers. We draw upon the expertise of agencies in the Australian Public Service (APS), Australian jurisdictions and international partners. We seek to add unique value to these perspectives by leveraging our close understanding of the Prime Minister's priorities, our whole-of-government perspective and the diverse skills and expertise of our people.

## Who We Are

PM&C's success is dependent on the quality of our workforce. Our people are the key to how the Department will continue to deliver a high standard of service and respond to transformational changes, a complex operating environment and technological developments.

We take a whole-of-nation approach working closely with communities, stakeholders and across all areas of government, and acknowledge the special place of the First Peoples of our nation. We lead the APS in rigorous and collaborative policy development, implementation and program delivery.

PM&C operates in three main groups:

- Domestic Policy Group: through policy development recovering and supporting sustainable economic growth and job creation, which improves the lives of Australians and helps individuals, families and communities.
- National Security and international policy: we support 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.
- Governance Group: provides a diverse range of high-quality support services and advice to the Prime Minister, the Cabinet and our portfolio ministers, to enable them to deliver on their legal and Parliamentary obligations and on their priorities for the Australian people.

Additionally, and more recently, PM&C have established a number of taskforces and stand-alone agencies to support the Government's recovery efforts towards national drought and flood, bushfires and the COVID-19 epidemic.

## 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.

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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.

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## What We Offer

- A flexible, diverse and inclusive workplace and attractive remuneration package including generous employer superannuation contributions.
- Exciting and fulfilling work at the heart of government with career development and networking opportunities difficult to find elsewhere.
- The opportunity to work with strong, smart, visionary and experienced leaders who encourage and support you to develop your interests and expertise and achieve your ambitions.
- We support flexible working practices including working from home and our Canberra-based offices are designed to enable flexible working approaches through carefully designed work spaces to accommodate a range of working styles (whilst at all times adhering to social distancing principles and appropriate hygiene practices).

## Eligibility

To be eligible for this position you must be an Australian Citizen at the closing date of application.

The occupant must be able to obtain and maintain an NV2 level security clearance, or hold a current security clearance of an appropriate level.

## How to Apply

If this sounds like the opportunity you are looking for, we want to hear from you! Submit an online application through the [PM&C Careers Page](#) by **Sunday 12 July 2020 at 11:30pm AEST**.

As part of your application you will need to provide:

- your resume, including the contact details of two referees
- a 'one page pitch' telling us how your skills, knowledge, experience and qualifications makes you the best person for the job.

## Who to Contact

For more information about the role, please contact Philip Gaetjens, Secretary of the Department of the Prime Minister and Cabinet, on (02) 6271 5200.

If you experience any difficulties accessing or submitting your online application, please contact the PM&C Recruitment Team on (02) 6271 6000 (option 2) or at [sesunit@pmc.gov.au](mailto:sesunit@pmc.gov.au).

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## FREQUENTLY ASKED QUESTIONS

### What should I include in my resume?

The quality of your resume creates the vital first impression we have of you. As a minimum, you should ensure that you include the following elements:

- **Personal Details** – include your name, contact email address and phone numbers.
- **Education** – provide details of any education and qualifications that relate to the job you are applying for.
- **Work Experience** – include all work experience and outline the main responsibilities and achievements that are relevant to the job you are applying for. Organise your employment history in chronological order, starting with the most recent, and indicate actual dates of employment. Make sure to explain any gaps in time.
- **Other Experience** – if relevant, briefly mention any extra-curricular activities, interests or volunteer/community work that you participated in and highlight what you gained from that experience.
- **Referees** – include the name and contact details of two professional referees who can validate and support your application.
- **Layout** – The standard resume length is between two to three pages. Use an easy to read font and a simple, consistent format.

### What should I include in my one page pitch?

Your one page pitch 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 PM&C, 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. In a nutshell – why should we hire you?

Try not to duplicate information that can already be found in your resume, but do highlight any specific examples or achievements that will demonstrate your ability to perform the role.

### How will my application be assessed?

Your application will be assessed on your ability to demonstrate that you possess, or have the real potential to develop, the required skills, knowledge, experience and qualifications to perform the role. These requirements are based on the information provided to you as part of the job advertisement. If your application is shortlisted, you may be asked to undertake further assessment to test your ability to perform the role.

### What other assessment will I have to undertake?

We use a variety of techniques to assess and validate key knowledge areas, critical skills, motivation and fit for the role. This may include:

- Psychometric testing (personality, motivation and cognitive abilities)
- Phone, face to face and skype/video interviews (formal and informal)
- Role plays
- Group assessment centres
- Written tasks

Your referees may also be contacted at any stage of the assessment process to validate your claims in your application and at interview. For this reason it is important that you advise them you have applied for a role at PM&C, and that you feel confident they will be able to support your application.

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## How are selection decisions made?

We make all selection decisions based on merit, which means that:

- the assessment process is fair and consistent
- assessment is based on job specific requirements
- based on the assessment, the best person for the job gets the job.

If you are selected as the successful candidate – you will be contacted to discuss things like classification, salary, security clearances and start date, as well as asked to complete any relevant new starter paperwork.

If you are not selected as the successful candidate – It doesn't mean that you can't do the job, it just means that someone else demonstrated that they could do it better. Remember to ask for feedback to help you improve your chances in the future.

In some cases, when you are notified that you didn't get the job you may be told that you have been placed on a Merit List/pool. This is great news as it means that you may be considered for similar roles in the Department as they become available over the next 12 months.



Australian Government

Department of the Prime Minister and Cabinet

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

Reference: 5075 - PMC SES/2022



## OFFICIAL

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)

*A merit pool may be established from this process and could be used to fill future vacancies in PM&C and the broader Australian Public Service (APS).*

## Do you want to make a real contribution to the success of Australia?

Whether your passion lies with matters of priority to the Government's policy agenda, or whether you are motivated by providing exceptional governance and corporate functions to provide enabling support to our Department and the Governments operation – PM&C has a role for you.

## What we do

PM&C plays a unique role within the Australian Public Service (APS) in our support to the Government. Our primary role is to serve the Prime Minister, support the Cabinet and work with colleagues across the APS to ensure the Government's programs, policies and priorities are delivered to the highest possible standard.

As the lead Department for the APS, we take a whole-of-nation and whole-of-government approach, working with stakeholders across the APS enterprise, national and international jurisdictions to improve the wellbeing of all Australians, advance Australia's interests and keep our country safe and prosperous. Our [Corporate Plan](#) outlines the five key activities that reflect the way we work and the role PM&C plays in supporting the Government.

PM&C is also working with the Australian Public Service Commission, and all Australian Government agencies, to build a more inclusive and diverse public service. PM&C is a great place to work, we are proud to offer a flexible, safe and inclusive workplace with competitive employment conditions for our SES under individual employment determinations. PM&C supports mutually beneficial flexible work arrangements, where operational requirements allow.

You can learn more about PM&C in our [Corporate Plan](#).

## Our organisational structure

PM&C operates in four main Groups:

- Domestic Policy Group
- National Security and International Policy Group
- Governance Group
- Chief Operating Officer (COO) Group

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Find out more about [Who We Are](#).

## Our people and culture

PM&C is a great place to work, we are proud to offer a flexible, safe and inclusive workplace with competitive employment conditions for SES under individual employment determinations.

A job at PM&C offers:

- a respectful, inclusive and safe workplace where you are supported to perform at your best,
- attractive remuneration package including generous employer superannuation contributions and allowances (this may include relocation assistance where relevant),
- support for mutually beneficial flexible work arrangements, such as part time work, working from home or remotely, where operational requirements allow,
- relocation assistance considered for candidates relocating to Canberra to accept a position with PM&C,
- exciting and fulfilling work at the heart of government, contributing to improving the lives of all Australians, with career investment and on the job development and networking opportunities difficult to match elsewhere,
- the opportunity to work with visionary and experienced leaders who encourage and support you to achieve your career ambitions, and
- modern, activity-based offices and digitally enabled work environment to increase communication, collaboration and innovation.

For more information on conditions and benefits see [What we Offer](#).

## 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.

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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.

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## Eligibility

Under section 22(8) of the [Public Service Act 1999](#), employees must be Australian citizens to be employed in the APS unless the Agency Head has agreed otherwise, in writing. At PM&C to be eligible for this position you should be an Australian Citizen at the closing date of application unless exceptional circumstances apply (see below FAQs for more details).

The successful candidate must be able to obtain and maintain a Negative Vetting 2 (Top Secret NV) level security clearance or hold a current security clearance of an appropriate level.

The successful candidate will be assessed through our pre-employment screening checks, such as an Australian Criminal History Check, and will normally be subject to a six-month probation period if new to the APS or has not yet completed their probation period elsewhere in the APS.

## How to Apply

Your application should be lodged electronically to Beaumont and Beaumont at <http://beaumontandbeaumont.com.au/5075> quoting reference number 5075. If you do not have internet access or are experiencing any difficulties lodging your application, please contact Jonathan Beaumont on (02) 6126 4500.

As part of your application you will need to provide:

- if possible, the name and contact details of at least one referee;
- your current resume of no more than five pages; and
- your 'pitch', referencing the [SES Leadership Capabilities](#), detailing your relevant skills and experience against the position requirement and focussing on what you will bring to the role.

Candidates will be asked in the application form to nominate if they are applying for the PM&C, Treasury role or both. Note given the similar duties and required capabilities of the roles available **only one application per candidate** is required.

## Communication from Beaumont and Beaumont

Please ensure the contact information you supply is up to date. Your email address will be used for any further communication. If you are selected for an interview, you will be contacted by phone or email.

If at any stage you are unavailable for further contact, for example you are travelling; please contact Beaumont and Beaumont ([treasury@beaumontandbeaumont.com.au](mailto:treasury@beaumontandbeaumont.com.au) quoting reference number 5075) as soon as possible. Alternatively contact Jonathan Beaumont on (02) 6126 4500.

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## FREQUENTLY ASKED QUESTIONS

### What should I include in my resume?

The quality of your resume creates the vital first impression we have of you. As a minimum, you should ensure that you include the following elements:

- **Personal details** –your name, contact email address and phone number.
- **Education / qualifications** –details of education and qualifications that relate to the job you are applying for.
- **Skills and work experience** – relevant work experience and the main responsibilities and achievements. Organise your employment history in chronological order, starting with the most recent, and indicate actual dates of employment.
- **Other relevant professional experience** – if relevant, briefly mention any extra-curricular activities, interests or volunteer/community work and highlight what you gained from that experience and how it may apply at PM&C.

**Layout tips** – The standard resume length is between two to three pages maximum. Use an easy to read font and a simple, easy to read format.

### What should I include in my one page pitch?

Your one page pitch is a chance to tell us why you are the right person for the job and what you will bring to the role. We want to know why you want to work at PM&C, why you are interested in the role, how you can add value to the role, and how your skills, knowledge, experience and qualifications are applicable. In a nutshell – why should we hire you?

Try not to duplicate information that can already be found in your resume, but do highlight any specific examples or achievements that will demonstrate your ability to perform the role.

We also encourage you to consider the [PM&C Corporate Plan](#) and [SES Performance Model](#) when drafting your response so that you get a sense of PM&C's role and what behaviours and characteristics are required at each classification level at PM&C.

### I am not an Australian Citizen, can I apply for a vacancy with PM&C?

It is normally a requirement for anyone who is employed by PM&C to be an Australian Citizen. Section 22(8) of the [Public Service Act 1999](#), specifies that people must be Australian citizens to be employed in the APS unless the Agency Head has agreed otherwise, in writing.

To be eligible to apply for a vacancy at PM&C you must normally be an Australian Citizen at the closing date of application. This is to reduce potential delays in finalising outcomes for vacancies and to reduce the risk of ineligible employees being considered for roles they are not able to be employed in.

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There may however be some exceptional circumstances where non Australian Citizen's may apply, such as an individual who will have their Australian Citizenship confirmed in the days or weeks preceding the closing date of application but before a formal employment offer is made. In these circumstances the candidate should liaise with the Contact Officer of the vacancy to discuss their individual circumstances and confirm whether their application can be accepted.

## How will my application be assessed?

Your application will be assessed on your ability to demonstrate that you can perform the role, as described in the job advertisement and in line with the relevant classification level. If your application is shortlisted you will be progressed to a second phase of assessment.

We may use a variety of techniques and assessment options to assist in selecting suitably qualified and experienced applicants. We uphold the [Merit Principle](#) and our processes are designed to select the right people for our roles.

### What are the steps?

Apply	Complete and submit your 'pitch' (max. 750 words) — see 'How to Apply?' above — and a resume of no more than two pages.
Shortlist	Applicants for this process will be assessed on their written application using the <a href="#">SES Leadership Capabilities</a> .
Interview	Shortlisted applicants will be invited to attend an interview. Interviews may be held in person, by phone or video (MS Teams).
Referees	Referees may be contacted (at any stage) to validate your claims. We ask for a current supervisor wherever possible as your primary referee. We encourage you to advise them you have applied for these roles to avoid surprises.
Process Complete	After the Approver has approved the process, a merit pool may be established. All applicants will be notified of their outcome.

## I require reasonable adjustments during the recruitment process or at work.

### What do I need to do?

As part of the online application form, within the Workplace Diversity section, you can provide details about what reasonable adjustments you may need. Please keep in touch with the Contact Officer throughout each phase for any additional or emerging needs for reasonable adjustment. Where possible, these adjustments will be met. Reasonable adjustments are not limited to people with disability, for example reasonable adjustments may be made for anybody experiencing or recovering from illness or injury and people affected by family and domestic violence.

If you are offered a role at PM&C, we will work with you to make reasonable adjustments so that you can perform at your best at work.

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## How are selection decisions made?

In line with the APS Employment Principles in section 10A of the [Public Service Act 1999](#), the APS makes decisions relating to engagement and promotion based on merit.

A decision to engage or promote a person is based on merit if:

- all eligible members of the community are given a reasonable opportunity to apply
- an assessment is made of the relative suitability of candidates, using a competitive selection process
- the assessment is based on the relationship between the candidates' work-related qualities and the qualities genuinely required to perform the relevant duties
- the assessment focuses on the relative capacity of candidates to achieve outcomes related to the relevant duties

If you are selected as the successful candidate – you will be contacted with a job offer and to discuss things such as salary, security clearances and start date, flexible work and relocation (where relevant) as well as being asked to complete any relevant new starter paperwork.

If you are not offered a role – it doesn't mean that it was determined that you can't do the job, it just means that someone else demonstrated that they have stronger claims at this time. You can ask for feedback to help you improve your chances in the future.

## What is a merit pool?

In some cases, when you are notified that you didn't get the job you may be placed in a Merit pool. This is great news as it means that you may be considered for similar roles in the Department or APS as they become available over the next 18 months from when the date the job was advertised.

## What does flexible work look like at PM&C?

Flexible work is a broad term used to describe a variety of different arrangements about how, when and where work is performed. PM&C supports mutually beneficial flexible work arrangements which suit operational requirements. Arrangements may be consistent and regular, such as part time work, working from home a couple of days each week or remotely from another location; or more ad hoc such as varying work attendance times or occasional home based work. Consideration is given to all flexible work requests, approval is not limited to an employee's classification level or caring responsibilities.

## What are PM&C's salary and conditions?

Information on PM&C SES salaries in PM&C can be obtained from the Contact Officer refer to the relevant job advertisement and speak with the Contact Officer.

For more information see [What we offer](#).

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## Will relocation costs be considered?

Relocation assistance will be considered for candidates relocating to Canberra to accept a position with PM&C. Relocation assistance may include, for example:

- removal and storage of household goods and personal effects while in temporary accommodation and then the move to your permanent accommodation
- relocation of motor vehicles, or payment of a motor vehicle allowance, where it is cost effective for the employee to drive
- kennelling and/or transporting pets
- car travel costs

OR

- Domestic airfares for Graduates not travelling by car, and
- Taxi transfers.

Relocation assistance is approved on a case by case basis following a formal job offer.

## RecruitAbility

RecruitAbility is a scheme that aims to attract applicants with disability. Applicants who opt in to the scheme and meet the minimum requirements of the role are advanced to a further stage in the selection process. Merit remains the basis for engagement and promotion.

If you identify as a person with a disability, you can 'opt in' for RecruitAbility on the application form.

Further information on RecruitAbility is available on the [Australian Public Service Commission's website](#).

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Australian Government

Department of the Prime Minister and Cabinet

# Executive Director, The Office for Women

Reference: PMC SES/2023/008





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# 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

## What we do

PM&C's mission is to improve the lives of all Australians through high quality advice and support to the Government. We serve the Prime Minister, support the Cabinet and work with colleagues across the Australian Public Service (APS) to ensure the Government's programs, policies and priorities are delivered to the highest possible standard.

We also support the Minister for Women by providing high quality advice and support to advance gender equality throughout Australia.

We take a whole-of-nation and whole-of-government approach, working with stakeholders across the APS enterprise, national and international jurisdictions to improve the wellbeing of all Australians, advance Australia's interests and keep our country safe and prosperous.

A job at PM&C offers an opportunity to work at the heart of Government and influence outcomes for the Australian community.

You can learn more about PM&C in our [Corporate Plan](#).

## Our organisational structure

PM&C operates in four main Groups:

- Domestic Policy Group
- International and Security Group
- Governance and Corporate Group
- Public Sector Reform Office

See [Who We Are](#) for organisational chart.

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## Our people and culture

PM&C is a great place to work, we are proud to offer a flexible, safe and inclusive workplace with competitive employment conditions for Senior Executive Service (SES) employees under individual employment determinations:

- A respectful, inclusive and safe workplace where you are supported to perform at your best.
- Attractive remuneration package including generous employer superannuation contributions.
- Relocation assistance considered for candidates relocating to Canberra.
- Support for mutually beneficial flexible work arrangements, such as part time work, working from home or remotely, where operational requirements allow.
- Modern, activity-based offices and digitally enabled work environment to increase communication, collaboration and innovation.
- Investment in your professional development and on the job development and networking opportunities difficult to match elsewhere.
- The opportunity to work with visionary and experienced leaders and stakeholders.

For more information on conditions and benefits see [What we Offer](#).

## Our SES leaders

As an SES leader at PM&C and within the APS, you will be responsible for:

- Providing strategic leadership of the highest quality and promoting the [APS Values](#), the [APS Employment Principles](#) and compliance with the [Code of Conduct](#).
- Driving a respectful, safe and inclusive culture where people can perform at their best.
- Promoting cooperation within and between Agencies, including to deliver outcomes across Agency and portfolio boundaries.

SES leaders are expected to demonstrate behaviours set out in the APS wide [Secretaries' Charter of Leadership Behaviours](#) and the PM&C [SES Performance Model](#).

SES leaders are 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.

## 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

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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.

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## 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.

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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.

## Eligibility

Under section 22(8) of the [Public Service Act 1999](#), employees must be Australian citizens to be employed in the APS unless the Agency Head has agreed otherwise, in writing. At PM&C to be eligible for this position you should be an Australian Citizen at the **closing date of application**, unless exceptional circumstances apply (see below FAQs for more details).

The successful candidate must be able to obtain and maintain a Negative Vetting Level 2 (Top Secret) level security clearance, or hold a current security clearance of an appropriate level.

The successful candidate will be assessed through our pre-employment screening checks, such as an Australian Criminal History Check, and will normally be subject to a six-month probation period if new to the APS or has not yet completed their probation period elsewhere in the APS.

## How to Apply

Submit an online application through the [PM&C Current Opportunities](#) by 11:30pm AEST on Monday, 5 June 2023.

As part of your application you will need to provide:

- Your resume (normally three pages maximum)
- A 'one page pitch' telling us how your skills, knowledge, experience and qualifications make you the best person for the job and to perform at the relevant classification level. As this vacancy has been advertised as an Identified Position, you must include a statement addressing your cultural capability.

You are encouraged to refer to [What should I include in my one page pitch?](#) in the Frequently Asked Questions section of this Candidate Information Pack to assist you in drafting your one page pitch.

You may also refer to the APSC resource [Cracking the Code](#) for further guidance and assistance on applying for jobs in the Australian Public Service.

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## Who to Contact

For more information about the role and/or to discuss any reasonable adjustments you may require as part of the recruitment process, the Contact officer is Liz Hefren-Webb, Deputy Secretary Social Policy, on (02) 6271 6234 or at [liz.hefren-webb@pmc.gov.au](mailto:liz.hefren-webb@pmc.gov.au).

If you experience any difficulties accessing or submitting your online application or reaching the Contact officer, please contact the SES Unit on (02) 6271 6000 (option 2) or [SESUnit@pmc.gov.au](mailto:SESUnit@pmc.gov.au).

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## FREQUENTLY ASKED QUESTIONS

### What should I include in my resume?

The quality of your resume creates the vital first impression we have of you. As a minimum, you should ensure that you include the following elements:

- **Personal details** – your name, contact email address and phone number.
- **Education / qualifications** – details of education and qualifications that relate to the job you are applying for.
- **Skills and work experience** – relevant work experience and the main responsibilities and achievements. Organise your employment history in chronological order, starting with the most recent, and indicate actual dates of employment.
- **Other relevant professional experience** – if relevant, briefly mention any extra-curricular activities, interests or volunteer/community work and highlight what you gained from that experience and how it may apply at PM&C.

**Layout tips** – The standard resume length is between two to three pages maximum. Use an easy to read font and a simple, easy to read format.

### What should I include in my one page pitch?

Your one page pitch is a chance to tell us why you are the right person for the job and what you will bring to the role. We want to know why you want to work at PM&C, why you are interested in the role, how you can add value to the role, and how your skills, knowledge, experience and qualifications are applicable. In a nutshell – why should we hire you?

Try not to duplicate information that can already be found in your resume, but do highlight any specific examples or achievements that will demonstrate your ability to perform the role.

We also encourage you to consider the [PM&C Corporate Plan](#) and the 'Our SES leaders', 'The Opportunity' and 'Our Ideal Candidate' sections of this Candidate Information Pack when drafting your response so that you get a sense of PM&C's role, the role of SES leaders and what behaviours and characteristics are required at each classification level at PM&C.

### I am not an Australian Citizen, can I apply for a vacancy with PM&C?

It is normally a requirement for anyone who is employed by PM&C to be an Australian Citizen. Section 22(8) of the [Public Service Act 1999](#), specifies that people must be Australian citizens to be employed in the APS unless the Agency Head has agreed otherwise, in writing.

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## How will my application be assessed?

Your application will be assessed on your ability to demonstrate that you can perform the role, as described in the job advertisement and in line with the relevant classification level. If your application is shortlisted you will be progressed to a second phase of assessment.

We may use a variety of techniques to assess candidates. This may include one or more of the following:

- Phone, face to face and video interviews (formal and informal)
- Work sample tests
- Psychometric testing (personality, motivation and cognitive abilities)

Your referees may also be contacted at any stage of the assessment process to validate your claims. We ask for a current supervisor wherever possible as your primary referee. We encourage you to advise them you have applied for a role at PM&C.

## I require reasonable adjustments during the recruitment process or at work. What do I need to do?

As part of the online application form, within the Workplace Diversity section, you can provide details about what reasonable adjustments you may need. Please keep in touch with the Contact Officer throughout each phase for any additional or emerging needs for reasonable adjustment. Where possible, these adjustments will be met. Reasonable adjustments are not limited to people with disability, for example reasonable adjustments may be made for anybody experiencing or recovering from illness or injury and people affected by family and domestic violence.

If you are offered a role at PM&C, we will work with you to make reasonable adjustments so that you can perform at your best at work.

## How are selection decisions made?

In line with the APS Employment Principles in section 10A of the [Public Service Act 1999](#), the APS makes decisions relating to engagement and promotion based on merit.

A decision to engage or promote a person is based on merit if:

- all eligible members of the community are given a reasonable opportunity to apply
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- the assessment is based on the relationship between the candidates' work-related qualities and the qualities genuinely required to perform the relevant duties
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If you are selected as the successful candidate – you will be contacted with a job offer and to discuss things such as salary, security clearances and start date, flexible work and relocation (where relevant) as well as being asked to complete any relevant new starter paperwork.

If you are not offered a role – it doesn't mean that it was determined that you can't do the job, it just means that someone else demonstrated that they have stronger claims at this time. You can ask for feedback to help you improve your chances in the future.

## What is a merit pool?

In some cases, when you are notified that you didn't get the job you may be placed in a merit pool. This is great news as it means that you may be considered for similar roles in the Department or APS as they become available over the next 18 months from when the date the job was advertised.

## What does flexible work look like at PM&C?

Flexible work is a broad term used to describe a variety of different arrangements about how, when and where work is performed. PM&C supports mutually beneficial flexible work arrangements which suit operational requirements. Arrangements may be consistent and regular, such as part time work, working from home a couple of days each week or remotely from another location; or more ad hoc such as varying work attendance times or occasional home based work. Consideration is given to all flexible work requests, approval is not limited to an employee's classification level or caring responsibilities.

## What are PM&C's salary and conditions?

For SES salaries please enquire with the Contact Officer. SES conditions are covered under individual employment determinations.

For more information see ['What we offer'](#).

## Does PM&C pay relocation costs?

Relocation assistance will be considered for candidates relocating to Canberra to accept a position with PM&C.

Relocation assistance is approved on a case by case basis following a formal job offer.

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