



**Australian Government**  
**Department of Health**

## **CANDIDATE INFORMATION**

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# **CHIEF OPERATING OFFICER**

**Department of Health**

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**Ian Hansen & Associates**

**Executive Search**

**November 2017**

## BACKGROUND

The **Health Portfolio** works towards achieving better health and wellbeing for all Australians, now and for future generations.

The **Department of Health** has a diverse set of responsibilities and works closely with other government agencies, consumers and stakeholders to strengthen evidence-based policy advice and improve program management, research and regulation. It provides policy advice and implements Australian Government programs throughout the health and aged care arena, including: services for the aged and their carers; public health and medical research; health promotion and disease prevention; primary health care of Aboriginal and Torres Strait Islander people; pharmaceutical benefits; health benefits schemes; specific health services, including human quarantine; a national drug abuse strategy; regulation of therapeutic goods; notification and assessment of individual chemicals; and gene technology regulation. Sport is an integral part of Australia's health, social and economic well-being and the Department plays a fundamental role in supporting the Government's objectives in the sports sector.

The Department delivers against the following outcomes:

**Outcome 1. Health System Policy, Design and Innovation.** Ensuring that Australia's health system is better equipped to meet current and future health needs by applying research, evaluation, innovation and use of data to develop and implement integrated, evidence-based health policies, and through support for sustainable funding for health infrastructure.

**Outcome 2. Health Access and Support Services.** Support for sustainable funding for public hospital services and improved access to high quality, comprehensive and coordinated preventative, primary and mental health care for all Australians, with a focus on those with complex health care needs and those living in regional, rural and remote areas, including through access to a skilled health workforce.

**Outcome 3. Sport and Recreation.** Improved opportunities for community participation in sport and recreation, excellence in high-performance athletes, and protecting the integrity of sport through investment in sport infrastructure, coordination of Commonwealth involvement in major sporting events, and research and international cooperation on sport issues.

**Outcome 4. Individual Health Benefits.** Access to cost-effective medicines, medical, dental and hearing services, and improved choice in health services, including through the Pharmaceutical Benefits Scheme, Medicare, targeted assistance strategies and private health insurance.

**Outcome 5. Regulation, Safety and Protection.** Protection of the health and safety of the Australian community and preparedness to respond to national health emergencies and risks, including through immunisation initiatives, and regulation of therapeutic goods, chemicals, gene technology and blood and organ products.

**Outcome 6. Ageing and Aged Care.** Improved wellbeing for older Australians through targeted support, access to quality care and related information services

## APS VALUES

Every person in the Department is expected to uphold the Australian Public Service (APS) Values of being:

- Impartial – The APS is apolitical and provides the Government with advice that is frank, honest, timely and based on the best available evidence
- Committed to service – The APS is professional, objective, innovative and efficient, and works collaboratively to achieve the best results for the Australian community and the Government
- Accountable – The APS is open and accountable to the Australian community under the law and within the framework of Ministerial responsibility
- Respectful – The APS respects all people, including their rights and their heritage
- Ethical – The APS demonstrates leadership, is trustworthy, and acts with integrity in all that it does.

## THE DEPARTMENT'S BEHAVIOURS IN ACTION

To achieve the Department's vision, the Executive fosters a culture in which it:

- Collaborates to innovate – works with others to make a difference
- Invests in high performance – nurtures talent and builds capability in others
- Trusts and empowers – builds trust to exercise responsibility
- Listens and appreciates – listens with intent and values contributions
- Walks the talk – leads by example and embraces change

Further information about the Department can be found at :[www.health.gov.au](http://www.health.gov.au)

**Title:** Deputy Secretary/Chief Operating Officer  
**Classification:** SES Band 3  
**Reports to:** Secretary, Department of Health  
**Employment term:** Ongoing  
**Location:** Woden, ACT

## 1. DUTIES

As **Chief Operating Officer** and a key member of the Executive, you will lead a significant reform and change management agenda to ensure that all parts of Health are supported with high quality enabling services which allow the organisation to function efficiently and effectively and deliver on its priorities. This will include the leadership and management of a large Group consisting of five operating divisions: Portfolio Investment; the Health State Network; People, Capability and Communication; Information Technology and Legal. The role has both internal and external facing responsibilities, ranging from client and program management to administration/corporate support, corporate governance and parliamentary services.

The COO Group provides professional corporate services collaboratively across all business areas and the COO is expected to work closely with the Executive and across the Department to enhance, promote and sustain the effective and efficient operation and delivery of its services.

The COO is instrumental in the integration of the operational functions to ensure that there is a consistent approach to the development and implementation of organisational reforms. The appointee will be expected to ensure that there is clear accountability and transparency when delivering key strategic reform priorities and that this work achieves efficiencies, including deregulation. In line with organisational reform activities, the COO is also responsible for driving cultural change across the Department.

## 2. RELEVANT EXPERIENCE

To be a strong contender, you will need to be an outstanding leader and manager with an innovative approach to service delivery, the ability to inspire and lead change, and a proven record of delivering high quality outcomes in a fast-paced and complex environment. Ideally, you will have both operational and policy experience. Your well-honed representational skills will be complemented by intellectual rigour, sound judgement, a strong achievement orientation and a personal style that engenders trust and respect.

### 3. MANAGERIAL AND PERSONAL ATTRIBUTES

The appointee will be expected to demonstrate:

- An exceptional results orientation, resilience and a positive approach to issues resolution;
- First class communication and representational skills;
- Outstanding stakeholder engagement, strategic management and leadership skills;
- Professional authority and credibility;
- The ability to inspire confidence and operate effectively in dynamic and quickly changing environments;
- Keen intelligence, persuasiveness and the influence necessary to deliver both formal and informal leadership;
- A proactive approach to professional and organisational development with the ability to engender enthusiasm and professionalism in others;
- Astute judgement and political awareness; and
- The ability to positively influence a health and safety culture in the Department.

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## **1. REMUNERATION**

This is a critical senior appointment and the remuneration package will therefore be structured to attract and retain an outstanding appointee. The package will include an attractive base salary, an executive vehicle cashout allowance, non cash benefits (which could include parking, airport lounge membership, IT equipment,) and employer sponsored superannuation.

## **2. LOCATION**

The position is based in Canberra and the appointee will be expected to work primarily from the Department's Central Office in the ACT.

## **3. ASSISTANCE WITH RELOCATION**

Assistance with removal expenses and / or short term accommodation assistance may be provided if interstate relocation is involved.

## **4. OTHER CONDITIONS**

To be employed by the Department of Health applicants must be Australian citizens or have permanent residency status pending the granting of Australian citizenship.

This is a position of trust which is subject to a security clearance.

Applications should consist of:

1. a covering letter detailing the skills, knowledge and experience you believe you would bring to the role in terms of the specified requirements (see pages 4-5); and
2. a Curriculum Vitae setting out relevant personal particulars, employment history, qualifications and experience.

The preferred method of submission of applications is by email in **Word format** to: **admin@ianhansen.com.au**

If further information is required, please contact **Ian Hansen** on **0408 306 769**

**Applications close on 3 December 2017.** (Please note that late applications may not be accepted as the Department intends to move quickly with the filling of this position.)

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