

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

1. DUTIES

The **Deputy Secretary, Health Financing Group** manages the national health programs of Medicare, the Pharmaceutical Benefits Scheme, Private Health Insurance, Health Technology Assessment and Health Provider Compliance. The group also has policy responsibility for the National Blood Authority and the Organ and Tissue Authority.

As Deputy Secretary, Health Financing Group and a key member of the Executive of the Department of Health, you will lead a complex work program responsible for:

- Improving health outcomes of Australians through policy advice and program management that support timely and affordable access to medical services that are safe, cost effective and clinically effective.
- Protecting the integrity of Medicare and Pharmaceutical Benefits Scheme through provider compliance activities.
- Ensuring Australians have timely access to cost-effective and high quality medicines, medical devices and pharmacy services.
- Implementing reforms to Private Health Insurance and the Pharmaceutical Benefits Scheme agreed by the Australian Government.
- Fortright, open communication and genuine collaboration with internal and external stakeholders.

With the focus of delivering Government priorities, you will lead and manage a large Group consisting of three divisions: Provider Benefits Integrity, Medical Benefits and Technology Assessment and Access.

You will be a strong leader who is innovative, is an experienced policy maker, a strategic thinker and has good data literacy. As part of the Department's Executive, you will consider and contribute to the priorities of the entire organisation. You will have a focus on building capability, and improving the efficiency and effectiveness of the Department. You will be an experienced and prudent financial manager, with ICT proficiency, and a focus on improving Health's digital capability.

2. RELEVANT EXPERIENCE

To be a strong contender, you will need to be an outstanding leader and manager with the expertise required to understand the Medicare and PBS work programs, legislation and policies. You must have the ability to inspire and lead change, a proven record of delivering high quality outcomes in a fast-paced and complex environment, and excellent communication and negotiation skills. Ideally, you will have experience in the intricacies of the Health system.

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 leverage both formal and informal authority;
- 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 culture and capability of the Department.

Appropriate tertiary qualifications will be well regarded.