

Candidate information pack

Deputy Secretary, Health Financing Group
(SES Band 3)

Department of Health

Reference No: 616

Close date: 11.30pm AEST Sunday 15 July 2018

Deputy Secretary, Health Financing Group, Department of Health

Reports to: The Secretary

Location: Canberra, ACT

Position description

As **Deputy Secretary** and a key member of the Health Executive, you will be innovative and flexible with a strong record of achievement in leading people and managing resources to accomplish quality results. You will lead a complex work program, responsible for delivering Government priorities in the health portfolio. You will be an experienced policy maker, a strategic thinker and have good data literacy.

As part of the Department's Executive, you will make a substantial contribution to agency governance, and the culture and 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.

The current vacancy is **Deputy Secretary, Health Financing Group** which 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, you will lead a complex work program responsible for:

- Improved health outcomes of Australians through policy advice and program management and implementation of Government priorities that support timely and affordable access to medical services that are safe, cost effective and clinically effective.
- Protection of the integrity of the Medicare program through provider compliance activities.
- Delivery on behalf of Government timely access to cost-effective and high quality medicines, medical devices and pharmacy services to all Australians.
- Implementing the Government's reforms to Private Health Insurance and the Pharmaceutical Benefits Scheme (PBS).
- Forthright, open communication and genuine collaboration with internal and external stakeholder groups.

To be a strong contender, you will need to be an outstanding leader and manager with the expertise required to understand health 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 and providing robust evidence and advice to Ministers and Government.

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, negotiation and representational skills;
- Strong data and problem-solving 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 leverage both formal and informal authority;
- A proactive approach to professional and organisational development with the ability to engender enthusiasm and professionalism in others;
- Effective management of parliamentary, political, and public service environments; and

- The ability to positively influence the culture and capability of the Department.

Please note that this process may be used to fill future vacancies.

Qualifications

Appropriate tertiary qualifications will be well regarded.

Security

This position requires the successful candidate to have (or the ability to obtain) a minimum of Negative Vetting Level 1 security clearance.

Tenure

The successful candidate will be offered ongoing employment under the *Public Service Act 1999*.

Remuneration

These are critical senior appointments and the remuneration packages will therefore be structured to attract and retain outstanding appointees. The packages 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.

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

Eligibility

To be eligible for engagement to the Australian Public Service (APS), applicants must be Australian citizens or have permanent residency status pending the granting of Australian citizenship. There are also restrictions on the employment of people who have received a redundancy benefit from an APS agency or the Australian Parliamentary Service and who is still within their 'redundancy benefit period' or restriction period. These arrangements do not apply to persons who have received a redundancy benefit from a non-APS Commonwealth employer, from a State/Territory Government employer, or from the private sector. There are no restrictions on such persons competing on merit for APS employment.

Prospective appointees will be required to satisfy health, character and security checks.

Please note that, with any vacancy, it is important that you check your own circumstances and ability to meet the eligibility requirements.

RecruitAbility

RecruitAbility applies to this vacancy. You will be invited to participate in further assessment activity for the vacancy if you choose to apply under the RecruitAbility scheme; declare you have a disability; and meet the minimum requirements for the job.

For more information see: www.apsc.gov.au/priorities/disability/recruitability.

The Department

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; health care services for 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

More Information

Further information about the Department can be found at: www.health.gov.au.

The Department welcome applications from Aboriginal and Torres Strait Islander people, people with diverse cultural and linguistic backgrounds and people with a disability.

Preparing your application

Your application should include a statement of claims (a short 'pitch' of approximately 1000 words or 2 pages) drawing out why you are interested in the role, what you offer the agency, your skill set, relevant career history and achievements, and your leadership attributes. In preparing your application you may also wish to take account of the following selection criteria which apply to SES roles in the APS.

Selection criteria

1. Achieves Sustained Results

Relevant capabilities and behaviours:

- Builds organisational capability and responsiveness
- Marshalls and develops professional expertise
- Steers and implements change and deals with uncertainty
- Ensures closure and delivers on agreed results (time, cost and quality)

2. Cultivates productive working relationships

Relevant capabilities and behaviours:

- Nurtures internal and external relationships
- Facilitates cooperation and partnerships
- Values individual differences and diversity
- Guides, mentors and develops people

3. Exemplify personal drive and integrity

Relevant capabilities and behaviours:

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

4. Communicates with influence

Relevant capabilities and behaviours:

- Communicates clearly
- Listens, understands and adapts to audience
- Negotiates persuasively

5. Shapes strategic thinking

Relevant capabilities and behaviours:

- Inspires a sense of purpose and direction
- Focuses and acts strategically
- Harnesses information and opportunities
- Shows judgement, Intelligence and common sense

About Executive Intelligence Group

Executive Intelligence Group is a Canberra based executive search and recruitment management firm. We specialise in finding, selecting, developing, coaching and mentoring senior executives across a range of different contexts and sectors.

We are held in high regard by senior decision makers and would be recognised as having exceptional coverage in terms of the number and nature of agencies for which we have completed assignments.

We have extensive experience in generalist, 'difficult to fill' and specialist executive roles, bulk rounds, statutory appointments and private sector positions and an outstanding reputation in dealing with Secretaries, senior executives CEOs and Boards.

If, after reading the selection documentation, you require further information please contact **Tricia Searson** or **Karina Duffey** on (02) 6232 2200.

Applications must be submitted through the Executive Intelligence Group website.

Applications close at: 11.30pm AEST Sunday 15 July 2018

How to apply

Executive Intelligence Group now has the capability to receive applications online via our website.

A major benefit of lodging an application through our system is that your details will now be saved in your personal, confidential account. This means that, should you apply for any future roles through us, you will not have to re-enter this information and this will hopefully make the application process easier for you. If at any time your personal details change you are able to update this via your account.

While we are very pleased with our new website, it is important to us that you find it easy to use. If you have any feedback on how we can make the website more user friendly to assist you in completing an application or downloading candidate information, please let us know.

Important things to note:

- When you apply for the first time, please create an account and make a note of your username and password;
- For subsequent applications, you will need to log in to your account and submit your application along with your CV and statement of claims/pitch. I.e. you will need to submit an application for **EVERY** vacancy you are interested in - submitting one application does **NOT** mean you will automatically be considered for other vacancies with Executive Intelligence Group.
- Please have your CV and statement of claims/pitch ready to upload in a single document. Make sure you take account of the requirements of the position and the selection criteria (if required) against which you will be assessed. In your CV, it is useful for you to provide a quick snapshot of the key responsibilities you have had in each role over the last 5 years;
- You will have an opportunity to review, edit and print your application before you submit. However, once it is submitted you will not be able to make any changes;
- In the event that you do not receive an automated email confirming your application has been submitted it is very important that you contact us as there may be an issue with your application lodgement;
- If you do not hear from us about the progress of your application within 3 weeks from the close date, please contact us for an update; and

- If at any time, you wish to withdraw from this process you will need to send an email to admin@execintell.com.au to let us know. You are unable to withdraw your application directly from the website.

We can be contacted on 02 6232 2200 or admin@execintell.com.au.

How to apply online:

1. Go to the Executive Intelligence Group website and navigate to the Vacancies page (<http://www.executiveintelligencegroup.com.au/vacancies/>);
2. Find the vacancy you are interested in applying for and click 'More Info'. This will enable you to download the candidate information pack. This will assist you on how approach your application;
3. When you are ready to apply, find the vacancy you are interested in applying for and click 'Apply';
4. Read the information about applying and press 'Start';
5. This is where you will create your account if you are applying for the first time. If you have used our system previously you can log in with your user name and password;
6. From here you will be guided through an online application form;
7. At the end of the form you will be prompted to upload your CV and selection criteria/pitch. You **MUST** have your name referenced within the document/s you upload. Please note you should have this already saved in a single document it is preferable to keep the file name of the document short and without symbols for example: **Surname First Name Ref No Job**;
8. If you wish to change any of the sections before you submit you can click on the 'Summary' table on the right-hand side which will take you to the specific page;
9. Submit your application; and
10. You will receive an automatic email with a copy of your application.

Privacy Policy

At the Executive Intelligence Group Pty Ltd we are committed to safeguarding personal information collected for the purposes of providing our services. When dealing with your personal information, Executive Intelligence Group must comply with the Federal Privacy Act 1988 (the Privacy Act). In accordance with this legislation, the purpose of this statement is to tell you what sort of information we will collect about you, how we will use it, how you may correct or change it and how to contact us.

What information we collect

Leadership Development including Coaching

The personal information we collect about you may include information provided by you and/ or your employer (if we are engaged by them) such as your name, mailing address, current position, employment history, telephone numbers, email addresses, academic qualifications, professional memberships, your hobbies and interests and your performance.

Executive Search

The personal information we collect about you may include information provided by you in your application, resume or CV such as your name, mailing address, current position, employment history, telephone numbers, email addresses, academic qualifications, professional memberships, your hobbies and interests. We may also collect and/or verify information relating to your application from a range of sources including but not limited to former and current employers, nominated referees and academic institutions.

We may collect information by telephone, email, letter, facsimile or any other means of communication.

How we use this information

Executive Intelligence Group will use the personal information we collect for the purpose for which it has been provided to us and for other services provided by us or any subsidiary. In addition, your personal information may need to be disclosed to external service providers engaged by Executive Intelligence Group. These providers may include any third party facilitators, coaches, mentors, scribes and our IT provider (who will need access to our systems to maintain them). We will not use your personal information for any other purpose without first seeking your consent, except in accordance with the Privacy Act.

Access to your information

In most circumstances you have the right to see and have a copy of personal information about you that we hold. If at any time you believe that the information that we hold about you is inaccurate you should contact our privacy officer, whose details are shown below. If the request is complex or time consuming, we may charge you a fee for giving you access.

Security

Executive Intelligence Group will take reasonable steps to keep secure any personal information that we hold and keep this information accurate and up to date. Personal information is stored in a secure server or secure files.

Contact Us

You can make further inquiries or lodge complaints about our privacy policy by contacting our privacy officer: email: admin@execintell.com.au. You can also make complaints to the Office of the Federal Privacy Commissioner.