



Australian Government

Department of Foreign Affairs and Trade

Assistant Secretary – People, Performance and Support Branch (Specialist)

SENIOR EXECUTIVE SERVICE BAND 1

Ongoing/Non-Ongoing, Full-time/Part-time position

Job Reference: A054/2020

THE OPPORTUNITY

The department is seeking an experienced human resources (HR) professional to provide strategic leadership and management of the People, Performance and Support Branch. The successful candidate will play a key role in building and supporting the department's leaders to strengthen workplace performance, a culture of inclusivity, integrity and professionalism and the application of a strong safety framework.

The People, Performance and Support Branch is responsible for the department's performance management framework, workforce diversity strategies, employee conduct and ethics, and workplace health and safety functions. The Assistant Secretary supports the department's leadership cohort to develop and maintain a culture of high performance while ensuring a strong safety framework is in place to protect the mental and physical wellbeing of the department's workforce. This includes formulating, implementing and interpreting HR policies and strategies, and managing people and financial resources.

The department supports flexible working arrangements, including part-time work and job sharing.

OUR IDEAL CANDIDATE

You will have extensive experience leading teams of HR professionals, with a track record of building positive relationships to build a high performance culture. You will have a strong record of leadership, highly effective management skills and be adept in communicating sensitively with staff with diverse backgrounds, experience and cultures, Aboriginal and Torres Strait Islander people.

You will have experience successfully implementing transformative change initiatives and developing innovative solutions for complex and geographically dispersed organisations.

You will have proven ability to deliver strong results that will enable you to support the department's corporate management goals. You will have demonstrated strategic thinking and a high level of conceptual and analytical skills.

Experience in leading multi-disciplinary teams to deliver HR services to a large organisation would be an asset.

You will have demonstrated exemplary standards of integrity and professionalism, and adherence to APS and departmental values.

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.

ELIGIBILITY REQUIREMENTS

Candidates must be Australian citizens.

This is a security-designated position. Prior to engagement selected candidates will be required to obtain an Australian national security clearance at Negative Vetting Level 2. A Positive Vetting level may also be required, depending on the position. Ongoing employment with the department requires the successful candidates to maintain a security clearance. Loss of a security clearance at any time will lead to termination of employment.

A face-to-face interview is a critical part of the security clearance process. This interview will be conducted in Australia, preferably in Canberra. If you reside overseas, please be aware that you will be required to travel to Canberra **at your own expense** to undertake the security clearance interview. Interviews cannot be conducted by video link or Skype.

Depending on the role into which you are placed, you may be required to obtain and maintain a Working with Vulnerable People/Children registration (or equivalent).

WHO TO CONTACT

For position-specific information, please contact Daniel Sloper, Chief People Officer, People Division, on (02) 6261 3176.

Please visit the DFAT website to view further details of the position and to submit an online application by **Monday 23 March 2020 at 2:00pm AEDT**.

[DFAT WEB LINK](#)