Position Description

Deputy Official Secretary (Deputy CEO/SES Band 1)
The Office of the Official Secretary to the Governor-General

Information for applicants
About the Office
The Office of the Official Secretary to the Governor-General

The Office of the Official Secretary to the Governor-General (OOSGG) is a small Commonwealth budget-funded statutory agency with staff located at Government House, Canberra and Admiralty House, Sydney. The Official Secretary leads an organisation committed to identifying and implementing innovative ways to support the Governor-General in carrying out his constitutional, statutory, ceremonial and public duties. As an Office we are driven by uplifting the nation and we work hard to maximise the value we contribute to national wellbeing. We do this by using all resources available to us: our budget; our people; and the goodwill carried forward over time, to have an impact. We have the energy, drive and creativity of our team, and the public spirit and high standing of the Office in pursuing our work. Our Office values the opportunity it has to contribute towards building a stronger, more resilient and harmonious society. We see our role as imagining new and powerful ways to enhance the impact of the Governor-General’s work.

The Office of the Official Secretary to the Governor-General supports the Governor-General to fulfil his duties. This includes:

- Planning and managing the Governor-General’s program.
- Management and maintenance of the official household and two official residences, Government House and Admiralty House.
- Administration of the Australian Honours and Awards system.

What we do

- Provide high standard advice and service delivery to the Governor-General and stakeholders.
- Deliver effective governance and management arrangements in support of the official duties of the Governor-General, which include constitutional, ceremonial, community and Commander-in-Chief responsibilities.
- Ensure efficient and effective stewardship of the properties in accordance with heritage requirements and approved capital works and maintenance programs.
- Educate and inform Australians about the role of the Governor-General.
- Deliver efficient and effective administration of the Australian honours and awards system.

Why we do it

- To support the Governor-General to reinforce the nation’s shared values, promote community cohesion and represent Australia’s broad national interests here and overseas.
- To value the opportunity to contribute towards building a stronger, more resilient and harmonious society.
- To enhance and contemporise the impact of the Governor-General’s role in modern Australia.
- To celebrate and acknowledge community achievement.

The Office’s Organisational structure is available here.
About the role

Deputy Official Secretary/Deputy CEO/SES Band 1 (equivalent)

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The Office of the Official Secretary to the Governor-General is seeking a Deputy Official Secretary who is passionate about making a difference for Australians.

Working in close partnership with the Official Secretary the Deputy Official Secretary is critical to the success of the Office in supporting the role of the Governor-General.

The Deputy Official Secretary is a unique leadership opportunity to work collaboratively to deliver on a transformational strategy for the Office. The position plays an integral role in the Senior Leadership Team and will be required to actively lead and implement an inclusive culture of change and innovation.

This position requires a high level of business management and leadership skills with responsibility for the day to day administrative operations of the organisation to support the strategic goals of the Office.

The successful applicant will have a deep understanding of government, outstanding collaboration and communication skills and ensure that internal governance, planning, policies, and systems enhance the Office’s capability and capacity.

The Deputy Official Secretary will be focused on creating a values based environment and a commitment to excellence.
Duties and Selection Criteria

Deputy Official Secretary/Deputy CEO/SES Band 1 (equivalent)

**Classification**  
Senior Executive Service Band 1

**Reports to**  
Official Secretary

**Location**  
Government House, Canberra ACT

**Tenure**  
Up to 5 years

**Applications Close**  
13 October 2019

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**Duties**

1. Provide transformational leadership to the Senior Leadership Team and ensure the organisation delivers on its commitments.
2. Manage the daily operations of the Office, including through the provision of strategic and program related matters.
3. Build a high performing culture within a challenging, complex and fast paced environment.
4. Lead the governance and resource frameworks of the Office and provide advice on a range of operational matters including governance, planning, policies and financial.
5. Build strong working relationships with key government, national and international stakeholders.
6. Provide superior advice to the Governor-General and Official Secretary on constitutional, ceremonial, community and governmental matters affecting the role and activities of the Governor-General.

**Pre-requisite**

A relevant tertiary qualification and/or experience in an executive advisory, leadership, management or business role.

**Selection Criteria**

1. Evidence of transformational leadership, strategic thinking and building organisational capability.
2. Demonstrated ability to attract, retain, empower and develop a talented workforce and to promote well-being and foster creativity and innovation.
3. Extensive knowledge and proven leadership and continuous improvement in governance, planning, policy and financial operations.
4. High level of interpersonal and communication skills with recognised credibility in building and maintaining meaningful relationships.
5. Successful engagements with key stakeholders to identify opportunities to achieve outcomes and promote the organisation’s objectives.
6. Established track record of building, driving and embedding cultural change and effective change management.

**The following values underpin the way we work:**

**Impartial** The Office is apolitical and provides the Government with advice that is frank, honest, timely and based on the best available evidence.

**Committed to service** The Office is professional, objective, innovative and efficient and works collaboratively to achieve the best results for the Australian community.

**Accountable** The Office is open and accountable to the Australian community under the law and to Government and the Parliament.

**Respectful** The Office respects all people, including their rights and heritage.

**Ethical** The Office demonstrates leadership, is trustworthy, and acts with integrity, in all that it does.
Deputy Official Secretary

More information

Special Requirements
Only Australian citizens are eligible to apply, and the successful candidate will be required to obtain and maintain a security clearance at the Negative Vetting 1 level and undertake a police check and pre-employment medical assessment.

How to apply
Please apply for this position via hr@gg.gov.au. Please email your pitch along with your resume/CV. Please provide sufficient information relevant to the selection criteria for this role to enable the selection panel to assess your suitability.

Referees: Please provide the names and contact details of two previous supervisors referees in your resume/CV. We will seek your permission prior to contacting them.

Contact: If after reading the selection documentation you require further information please contact: Sarah Savage: sarah.savage@gg.gov.au

Applications Close: 13 October 2019

More information
You will also find information about the Office of the Official Secretary to the Governor-General, including the operating model, Honours and Awards Secretariat, and details of the Governor-General’s program, photographs, speeches and media releases.
To find out more visit www.gg.gov.au

On behalf of OOSGG and as part of the application and appointment process, candidates may be requested to provide proof of their identity, undergo psychometric testing, give permission for verification of their tertiary qualifications.