

THIS OPPORTUNITY IS AVAILABLE TO BOTH APS AND NON-APS EMPLOYEES

This is for ongoing and non-ongoing employment

Job Profile

Local Title:	Assistant Director
Classification:	Executive Level 1
Job Type:	Ongoing and non-ongoing Non-ongoing may be offered for an initial period of up to 18 months
Salary:	\$101,905 - \$110,041 (plus superannuation)
Position Number:	Multiple
Location:	Brisbane, Canberra, Melbourne, Sydney
Branch:	Assurance Branch
Team:	National Assurance and Audit
Reports to:	Director, National Assurance and Audit
Security Clearance:	The ability to obtain and maintain, as a minimum, a Negative Vetting Level 1 clearance

About the Office

The purpose of the Office of the Commonwealth Ombudsman (the Office) is to:

- provide assurance that the Australian Government entities and prescribed private sector organisations that the Office oversees, act with integrity and treat people fairly, and
- influence enduring systematic improvement in public administration in Australia and the Pacific region.

The Office ensures administrative action by Australian Government agencies is fair and accountable by handling complaints, conducting investigations, performing audits and inspections, encouraging good administration and undertaking other specialist functions. The Office influences improvement in public administration in the region through collaboration with partner agencies.

The Commonwealth Ombudsman performs the following specialist roles:

- Defence Force Ombudsman
- Postal Industry Ombudsman
- Overseas Students Ombudsman
- Private Health Insurance Ombudsman
- Immigration Ombudsman
- Law Enforcement Ombudsman
- VET Students Loans Ombudsman.

The Commonwealth Ombudsman is also the ACT Ombudsman.

Further information about the Office is available at ombudsman.gov.au.

Overview

National Assurance and Audit team is responsible for overseeing approximately 20 Commonwealth, state and territory law enforcement agencies and their use of certain covert and intrusive powers. This role is to provide assurance that agencies are using their powers as Parliament intended. National Assurance and Audit does this by conducting compliance audits (inspections and reviews), which involves engaging with agencies, auditing relevant records, and testing agencies' processes and systems. These inspections serve as an important community safeguard and assist agencies in applying sound administrative practices. National Assurance and Audit conducts inspections and reviews under various legislation, including, but not limited to:

- *Telecommunications (Interception and Access) Act 1979*, regarding telecommunications interceptions, and access to stored communications and telecommunications data
- *Telecommunications Act 1997*, regarding industry assistance powers
- *Surveillance Devices Act 2004*
- Part IAB of the *Crimes Act 1914*, regarding controlled operations
- Part V of the *Australian Federal Police Act 1979*, regarding the Australian Federal Police's complaint management system.

National Assurance and Audit also reviews the use of coercive examination powers by; the Australian Building and Construction Commission, the Fair Work Ombudsman, and assesses the effectiveness and appropriateness of the Australian Defence Force's handling of reports of abuse.

National Assurance and Audit offers successful candidates:

- the opportunity to work in a dynamic, creative and high-performing team
 - a flexible, diverse and inclusive workplace, performing complex and multifaceted functions
 - varied and fulfilling work, with opportunities to develop your expertise and interests, and
 - the opportunity to undertake interstate travel for work.
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Duties

Duties are to be performed under broad direction and in accordance with the APS Code of Conduct, upholding the APS Values and upholding the Commonwealth Ombudsman Office values of independence, impartiality, integrity, accessibility, professionalism and team work.

We are seeking highly motivated professionals who possess sound judgment, discretion, and strong analytical skills. Successful candidates will confidently and professionally represent the Office, engage with senior officers across the Australian Public Service and law enforcement agencies, and work productively in a high performing team.

Duties include:

- developing, implementing and managing inspection and review methodologies
- managing inspections, reviews and reports in accordance with statutory requirements
- technical report writing
- training, developing and managing staff
- developing and maintaining productive working relationships with key Commonwealth, State and Territory agencies, and
- undertaking other projects as required, including conducting own motion investigations and contributing to parliamentary and agency reviews of policy and legislation.

Regular interstate travel is a requirement of the position.

Our Ideal Candidate

The successful candidate will have broad experience in an auditing, compliance, regulation and/or integrity function. Candidates should have a proven ability to manage strategic stakeholder relationships and enjoy working in a small agency and in a team.

You should have:

- proven ability to provide expert knowledge, advice and technical expertise across a range of oversight activities, including management of complex and sensitive issues and development of methodologies
- a demonstrated ability to communicate with influence, including to produce complex and high-quality written reports suitable for publication and written guidance materials, and
- experience managing people to create a shared sense of team purpose, build capability and effectively manage change.

Qualifications and/or experience in law, auditing, government administration, risk and compliance reporting will be highly regarded.

RecruitAbility

RecruitAbility applies to this vacancy.

Under the RecruitAbility scheme you will be invited to participate in further assessment activity for the vacancy if you choose to apply and opt in to the scheme; declare you have a disability; and meet the minimum requirements for the position. For more information refer to **Attachment A**.

Eligibility

The successful candidate must:

- be an Australian citizen; and
 - have the ability to obtain and maintain, as a minimum, a Negative Vetting Level 1 clearance.
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Contacts

Contact officer for additional information: Bethany West, 02 6198 9409

Applications should be sent via email to: recruitment.three@ombudsman.gov.au

Closing Date

Applications close at 11:59pm **AEST 19 August 2020**

Include with your application:

- [Application cover sheet](#)
 - A one page pitch describing your suitability to the position, ensuring that you include specific examples of your skills and experience relevant to the job advertised and the selection criteria referenced in our ideal candidate information. Please limit your response to 700 words.
 - A current curriculum vitae, including contact details for two referees.
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Please note that any relocation costs are at the applicant's own expense.



Attachment A

RecruitAbility Scheme

The Office of the Commonwealth Ombudsman is committed to supporting the employment and career development of people with disability. Our participation in the APS RecruitAbility scheme means we will progress an applicant with disability to a further stage in the recruitment process, where they opt into the scheme and meet the minimum requirements for the vacancy.

How do I opt into the RecruitAbility scheme?

You will be asked to indicate if you wish to opt into the RecruitAbility scheme under the 'RecruitAbility' heading on the [Job Application Cover Sheet](#). You must tick the 'opt in' box to participate in the scheme. Simply declaring that you have a disability will not automatically include you in the scheme.

Reasonable adjustments

We provide reasonable adjustments such as access, equipment or other practical support at relevant stages of the recruitment process. Please ask us if you need any adjustments made.

Details about the RecruitAbility scheme can be found at the Australian Public Service Commission's website (<http://www.apsc.gov.au/publications-and-media/current-publications/recruitability-applicants-guide>).

What do we mean by disability?

For the purposes of the scheme, 'disability' is based on the Australian Bureau of Statistics definition and is a current limitation, restriction or impairment, which has lasted, or is likely to last, for at least six months and restricts everyday activities. This includes:

- loss of sight (not corrected by glasses or contact lenses)
- loss of hearing where communication is restricted, or, an aid to assist with or substitute for hearing is used
- speech difficulties
- shortness of breath or breathing difficulties causing restriction
- chronic or recurrent pain or discomfort causing restriction
- blackouts, fits, or loss of consciousness
- difficulty learning or understanding
- incomplete use of arms or fingers
- difficulty gripping or holding things
- incomplete use of feet or legs

- nervous or emotional condition causing restriction
- restriction in physical activities or in doing physical work
- disfigurement or deformity
- mental illness or condition requiring help or supervision
- long-term effects of head injury, stroke or other brain damage causing restriction
- receiving treatment or medication for any other long-term conditions or ailments and still restricted
- any other long-term conditions resulting in a restriction.

The two parts of the definition are the presence of a limitation, restriction or impairment which restricts everyday activities; and the expected longevity of the condition (6 months or more). This also includes episodic conditions if they are likely to recur.

You do not need to provide evidence of your disability to opt into the scheme, but you are making a declaration to the APS that you meet the definition.