



**Australian Government**  
**Department of Industry,  
Innovation and Science**



# **Candidate Information Kit**

**Deputy Director - General Manager**

**Questacon**

**SES Band 1**

## Additional position information

|                                      |                                                                                    |
|--------------------------------------|------------------------------------------------------------------------------------|
| Classification:                      | SES Band 1                                                                         |
| Location:                            | Canberra                                                                           |
| Working arrangements:                | Full-time                                                                          |
| Type of employment opportunity:      | Ongoing                                                                            |
| Expected number of vacancies:        | One (1)                                                                            |
| Security classification of position: | Baseline                                                                           |
| Contact officer:                     | Professor Graham Durant                                                            |
| Contact phone:                       | 02 6270 2801                                                                       |
| Contact email:                       | <a href="mailto:graham.durant@questacon.edu.au">graham.durant@questacon.edu.au</a> |
| Closing date and time:               | Wednesday 16 January, 2018, 11:55pm AEST                                           |
| Recruitment job reference number:    | 502441                                                                             |

## Contents

|                                                          |           |
|----------------------------------------------------------|-----------|
| Foreward – Secretary.....                                | 4         |
| Our organisation structure.....                          | 5         |
| The Department of Industry, Innovation and Science ..... | 6         |
| About the role.....                                      | 7         |
| The person.....                                          | 7         |
| Preferred experience and qualifications .....            | 8         |
| Diversity and Inclusion.....                             | 8         |
| Values.....                                              | 8         |
| How to apply .....                                       | 9         |
| Conditions of employment.....                            | 9         |
| <b>Eligibility .....</b>                                 | <b>9</b>  |
| <b>Remuneration package.....</b>                         | <b>9</b>  |
| 1. Salary.....                                           | 9         |
| 2. Employer contribution to superannuation .....         | 9         |
| 3. Salary Packaging .....                                | 10        |
| <b>Leave provisions .....</b>                            | <b>10</b> |
| 1. Recreation Leave .....                                | 10        |
| 2. Personal Leave.....                                   | 10        |
| 3. Long service leave .....                              | 10        |
| 4. Maternity and Adoption Leave.....                     | 11        |
| 5. Compassionate Leave .....                             | 11        |
| 6. Community Service Leave .....                         | 11        |
| 7. Leave for Defence Reservists.....                     | 11        |

## Foreword – Secretary

# “Thank you for your interest in the role of Deputy Director, General Manager, Questacon

I wanted to add a personal note about why the Department of Industry, Innovation and Science is a great place to work.

As the department responsible for Australia’s innovation policy, we embrace innovation in the way we work. BizLab, a new innovation hub established in 2016–17, is an example of our commitment to use innovative approaches to developing ideas and solving problems.

We also deliver a whole-of-government digital records management platform to make document management processes more efficient and improve collaboration between staff.

We are committed to evidence-based policymaking and work with our colleagues at the Australian Bureau of Statistics to better understand businesses in Australia.

A key focus of our work is to enable Australian businesses to take full advantage of digital technologies and to grow Australian jobs for the future.

We believe building a high-performance organisation is crucial for realising our objectives and vision. That is why we continually invest in our people, values, processes and systems.

Beyond our portfolio responsibilities, we are active in supporting reforms within the broader Australian Public Service. Through initiatives such as the Business Grants Hub, we will lead the government’s plan to improve the way government connects with and supports business.

I thank you for your interest in this role and strongly encourage you to apply if you have an interest in contributing to the challenging, but exciting work the government has entrusted to us.

**Heather Smith**

Secretary, Department of Industry, Innovation and Science



**Australian Government**  
**Department of Industry,  
 Innovation and Science**

Minister for Resources and Northern  
 Australia  
 Senator the Hon Matthew Canavan

Minister for Industry, Science and  
 Technology  
 The Hon Karen Andrews MP



**Secretary**  
**Dr Heather Smith PSM**



**IP Australia**  
**Michael Schwager**  
 Director-General



**Deputy Secretary**  
**Mary Ann O'Loughlin AM**  
**Science**



**Deputy Secretary**  
**Elizabeth Kelly PSM**  
**Innovation**



**Deputy Secretary**  
**Sue Weston PSM**  
**Strategic Advisor**



**Deputy Secretary**  
**Mike Lawson PSM**  
**Industry**



**Geoscience Australia**  
**Dr James Johnson**  
 CEO

| Questacon                                                                | Science & Commercialisation Policy                 | Corporate                                                                | Digital Strategy & Operations                                         | AusIndustry Industry Capability & Research                                                          | Support for Business                                                             | Strategic Policy                                                 | Economic & Analytical Services                      | Industry Growth                                         | Anti Dumping Commission                           | Northern Australia & Major Projects                                                              | Resources                                                                        |
|--------------------------------------------------------------------------|----------------------------------------------------|--------------------------------------------------------------------------|-----------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------|------------------------------------------------------------------|-----------------------------------------------------|---------------------------------------------------------|---------------------------------------------------|--------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------|
| Director<br>Professor<br>Graham Durant                                   | Head of Division<br>Jane Urquhart                  | Head of Division<br>Janean Richards<br>Chief Operating Officer           | Head of Division<br>Rebecca Lee<br>Chief Information Officer<br>(M&I) | Head of Division<br>Duncan McIntyre                                                                 | Head of Division<br>Teena Blewitt                                                | Head of Division<br>Dr Chris Locke                               | Head of Division<br>Mark Cully<br>Chief Economist   | Head of Division<br>Trevor Power                        | Commissioner<br>Dale Seymour                      | Head of Division<br>Sam Reinhardt                                                                | Head of Division<br>Paul Trotman                                                 |
| Operations<br>Kate Driver                                                | Science Policy<br>Dr Sanjini Mitchell (A/G)        | Chief Financial Officer<br>Bred Mediano                                  | ICT Operations & Security<br>Clive Rossiter                           | Centre for Defence<br>Industry Capability -<br>Industry Liaison<br>Sue Cattermole                   | DIIS Grants Administration<br>Annie Ryan                                         | Digital Economy &<br>Business Simplification<br>Narelle Luchetti | Insights & Evaluation<br>David Turvey               | Sectoral & Place Based<br>Policy<br>David Lawrence      | Investigations<br>Paul Sexton                     | Office of Northern<br>Australia<br>Mark Coffey                                                   | Offshore Resources<br>Lisa Schofield                                             |
| Science and Learning<br>Dr Bobby Cerini (A/G)                            | Commercialisation Policy<br>David Wilson           | Budgets, Property &<br>Accounting<br>Sam White                           | Departmental Systems<br>Nathan Hannigan                               | Centre for Defence<br>Industry Capability -<br>Program Management &<br>Governance<br>Sue Cattermole | Entrepreneurs'<br>Programme - Program<br>Management & Delivery<br>Steve Stirling | Strategic Policy<br>Anthes Long                                  | Economic Advice Service<br>Melissa Bray             | Business Facilitation &<br>Food Policy<br>Rebecca Manen | Economic & Strategic<br>Services<br>Nathan Zhivov | Major Projects<br>Nick Purcell                                                                   | Onshore Minerals<br>Jason Russo                                                  |
| <b>NMI</b>                                                               | Science Agencies<br>Governance<br>Clare McLaughlin | Financial Services<br>Erika Taduran                                      | Business Systems<br>Neil Kinsella                                     | Industry Research &<br>Investment<br>Sarah Kosciuk (A/G)                                            | Entrepreneurs'<br>Programme - Governance<br>& Partnerships<br>Emma Greenwood     | Business Environment<br>Wayne Calder                             | Data Management &<br>Analytics<br>Kaylee Drinkwater | Industry Transition<br>Jessica Carew                    |                                                   | Radioactive Waste<br>Management Taskforce<br>Bruce Wilson<br>Principal Advisor<br>Samantha Chard | Onshore Energy<br>Michael Sheidrick                                              |
| Chief Executive Officer<br>(A/G) & Chief Metrologist<br>Bruce Warrington | Australian SKA Office<br>David Luchetti            | Communications<br>Virginia Cook                                          | Whole of Government<br>Systems<br>Simone Boulding (A/G)               | Research & Development<br>Tax Incentive Program<br>Joanne Mulder                                    | National Outreach &<br>External Grants<br>Administration<br>Jayne Pacey          | Trade & International<br>Martin Squire                           | BiLab<br>Jenna McCann                               | Advanced Technologies<br>Dr Gary Richards               |                                                   |                                                                                                  | National Offshore<br>Petroleum Titles<br>Administrator<br>Graeme Waters          |
| Physical Metrology<br>Dr Jan Herrmann                                    |                                                    | Legal Audit & Assurance<br>Sacha Moran                                   |                                                                       |                                                                                                     | Grant Advisory & Enabling<br>Services<br>Lisa Peterson                           | Department's Overseas<br>Counselor Network                       |                                                     | Australian Industry<br>Participation                    |                                                   |                                                                                                  | Resources 2050 Taskforce<br>Bruce Wilson<br>Principal Advisor<br>Dr Gino Grassie |
| Analytical Services<br>Tim Stobaus                                       |                                                    | People & Planning<br>Rachael Jackson                                     |                                                                       |                                                                                                     | Service Strategy &<br>Governance<br>Lisa Hind                                    |                                                                  |                                                     |                                                         |                                                   |                                                                                                  |                                                                                  |
| Chemical and Biological<br>Metrology<br>Dr Lindsey Mackay                |                                                    | Ministerial Shared<br>Services & Portfolio<br>Management<br>Janice Wyles |                                                                       |                                                                                                     |                                                                                  |                                                                  |                                                     |                                                         |                                                   |                                                                                                  |                                                                                  |
| Legal Metrology<br>Bill Lotzides                                         |                                                    |                                                                          |                                                                       |                                                                                                     |                                                                                  |                                                                  |                                                     |                                                         |                                                   |                                                                                                  |                                                                                  |
| Engagement and<br>Business Development<br>Ann Bray                       |                                                    |                                                                          |                                                                       |                                                                                                     |                                                                                  |                                                                  |                                                     |                                                         |                                                   |                                                                                                  |                                                                                  |

**Portfolio Corporate Commonwealth Entities**

|                                                                                                               |                                                                          |                                                                                        |                                                                                                             |                                                                           |
|---------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------|----------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------|
| Commonwealth Scientific &<br>Industrial Research<br>Organisation (CSIRO)<br>Dr Larry Marshall Chief Executive | Australian Institute of<br>Marine Science (AIMS)<br>Dr Paul Herdisty CEO | Australian Nuclear Science &<br>Technology Organisation (ANSTO)<br>Dr Adi Paterson CEO | National Offshore Petroleum<br>Safety & Environmental<br>Management Authority (NOPSEMA)<br>Stuart Smith CEO | Northern Australia<br>Infrastructure Facility (NAIF)<br>Laurie Walker CEO |
|---------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------|----------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------|

**Other portfolio bodies**

|                                                                 |                                                                     |                                                        |
|-----------------------------------------------------------------|---------------------------------------------------------------------|--------------------------------------------------------|
| Office of the Chief Scientist<br>Dr Alan Finkel Chief Scientist | Office of Innovation and<br>Science Australia<br>Dr Charles Day CEO | COAG Australian Building Codes<br>Board<br>Neil Savery |
| Australian Space Agency<br>Dr Megan Clark                       |                                                                     |                                                        |

## The Department of Industry, Innovation and Science

The Department of Industry, Innovation and Science (the department) drives growth and job creation for a more prosperous Australia, by facilitating economic transformation and boosting business competitiveness.

The department facilitates the growth and productivity of globally competitive industries. It also supports the building of a strong scientific capability, business innovation, and the commercialisation of new ideas as critical requirements for productivity and economic growth.

Globally competitive industries are important contributors to Australia's economic growth and productivity. Jobs and prosperity can be secured through competitive businesses and industries, and opening new markets for Australian resources. The department works closely with industry, businesses, the science community, and other stakeholders to help build a globally confident and outward looking Australian economy through supporting science and commercialisation; growing business investment and improving business capability; and simplifying doing business. The department also works across governments to open up resources and other export markets, and support economic development in northern Australia.

The department aims to:

- support businesses to collaborate with scientists and researchers in universities and other institutions to maximise commercial returns from the government's significant annual investment to science and research and development
- promote the growth of internationally competitive industries by facilitating nationwide action on collaboration, commercialisation and international engagement
- facilitate competitive marketplaces and business innovation to assist with business and industry transition
- support regulatory frameworks to sustainably expand Australia's resource base and underpin its international competitiveness
- contribute to unlocking the potential of northern Australia
- enable businesses to take full advantage of digital technologies to improve productivity and open up new sources of opportunity and growth
- reduce costs to business through the delivery of simple, easy to access services and information and streamlined regulation and government-to-business interactions
- develop evidence-based policy through the use of data.

Our work is supported by building a high performance organisation. We continue to invest in our people and seek new approaches that will allow us to achieve our objectives and realise our vision in a rapidly changing and challenging environment.

More details about our strategic direction for 2016-2020 is outlined in the [Strategic Plan](#).

For more information about the department please refer to our website [www.industry.gov.au](http://www.industry.gov.au)

## About the role

Questacon's Deputy Director (General Manager Science and Learning) will be a significant contributor to the development of the future Science and Learning direction for Questacon, helping to lead the organisation as part of a three person Executive supported by a strong senior management team. You will be a strong, dynamic science communication leader with passion and commitment for the vision and mission of Questacon. The Questacon Executive Team reports through a Deputy Secretary of the Department of Industry, Innovation and Science, and also draws advice from the Questacon Advisory Council appointed by the Minister upon endorsement by the Prime Minister. The Questacon Executive also works closely with the independent Q Australia Foundation Ltd.

Together with the Director, the General Manager Science and Learning will work closely with the General Manager Operations to lead all aspects of Questacon's local, national and international activities.

The General Manager Science and Learning specifically focuses on:

- the leadership, creative direction and management oversight of all science and learning activities at Questacon to ensure defined impacts and objectives of Questacon are successfully realised
- contributing to the national leadership of science engagement and science in society policy development in the context of the Government's innovation and science agenda
- providing assurance to the Director on the quality, reputation and integrity of the scientific content and science communication in all of Questacon's outputs
- building and maintaining effective relationships with internal and external stakeholders and strategic partners, such as universities, research agencies, science centres worldwide, science education agencies including national and global networks, to ensure effective, integrated and delivery of agreed business objectives
- leadership of the Inspiring Australia Strategy including National Science Week and the State network of Inspiring Australia Managers
- maintaining and growing partnerships to enable high quality program development;
- leading and managing the design, development and implementation of high quality exhibits, exhibitions and programs
- identifying new approaches and/or techniques to ensure best practice in science communication, including digital engagement
- actively participating in the activities of professional national and international associations such as the Australasian Science and Technology Exhibitors' Network (ASTEN), the Asia Pacific Network of Science and Technology Centres (ASPAC) and the Association of Science-Technology Centres (ASTC)
- supporting the Director in the roles played by Questacon in science diplomacy, across the international science centre community and in capacity building obligations, for example, through supporting the Australian Government's commitments to the United Nations Sustainable Development Goals.

All members of the Questacon Executive share responsibility for:

- a safe workplace for staff and visitors
- leadership across Questacon activities including developing and strengthening Questacon's performance as a sustainable and relevant national institution, with an international reputation as a leader in the science centre sector
- support for departmental and Australian Government priorities including support to Ministers on delivery and implementation activities for which Questacon has responsibility
- support for the delivery of activities and return on investment for Questacon partners, donors, sponsors and investors
- representing Questacon at high level discussions and negotiations with key stakeholders, including Questacon Advisory Council, the Q Australia Foundation Ltd and national/international organisations relevant to Questacon's business
- building the organisational capability with a particular emphasis on quality science communication to lead the sector into the future through development and mentoring.

## The person

The successful candidate will lead the development of the future science and learning direction for Questacon. You will be a strong, dynamic science communication leader with passion and commitment for the vision and mission of Questacon. To be successful in this specialist role you will:

- possess demonstrated experience in leading and delivering science centre exhibitions with a robust understanding of hands on learning and enquiry learning philosophy
- possess a strong track record of leadership in the science communication or the science centre sector
- demonstrate a strong commitment to the communication of science
- demonstrate knowledge of science centre operations
- have the ability to establish and maintain effective working relationships with internal and external stakeholders and have excellent communication skills
- have a strong understanding of the linkages the policy intent behind STEM engagement and the long term investment in the future Australian economy as delivered by Questacon and its partners
- will be an influential source of advice to the Questacon Director, the Departmental executive and the Minister's Office.

## Preferred experience and qualifications

Due to the content demands of this role, a minimum tertiary qualification at the Masters level in the fields of science, technology, engineering, mathematics, education, science communication or design is essential to fulfil the requirements of the position. A formal qualification or exemplary track record in science communication or the science centre sector will be viewed favourably.

Questacon is seeking an established leader to drive the future of science and learning. At least a decade of experience in science communication, the cultural sector or comparable sectors is desirable.

A demonstrated record of accomplishment through publication or influential leadership roles across related fields would be of benefit.

## Diversity and Inclusion

The department is committed to a workplace culture that builds respect, fosters inclusiveness, promotes diversity and embraces the unique skills and qualities of all our employees. We recognise that the diversity of our people is, and rightly should be, one of our greatest strengths.

The department is committed to attracting, recruiting and retaining people from diverse backgrounds including, but not limited to, people with disability, LGBTQI+, culturally and linguistically diverse (CALD), indigenous and people of all genders. To this end we are pursuing a number of initiatives to create a supportive, confident and inclusive organisation that is reinforced by a culture that recognises and supports all employees.

## Values

The department is committed to recruiting and retaining its employees by offering challenging and interesting work, competitive terms and conditions of employment and by appreciating and rewarding achievements.

The way we work with each other, and with our stakeholders and customers, is a reflection of our values as a department and as representatives of the Australian Public Service.

We are committed to the [APS Values](#) and [Code of Conduct](#). In particular, our employees demonstrate the following values:

- integrity
- commitment to service
- accountability
- respect
- ethics.

## How to apply

You are required to complete your application online. Aligning your responses with the above job description, provide an explanation of how your experience and passion for science communication will shape your vision for the future focus of Australia's National Science and Technology Centre (limit your response to 1000 words).

Along with your application you will be asked to provide a resume which provides information about your work history. Late applications will only be accepted in exceptional circumstances.

## Conditions of employment

Consistent with the government's bargaining framework, your terms and conditions will be provided to you through a Common Law Contract. SES employees of the Australian Public Service are subject to the [APS Values](#) and [APS Code of Conduct](#).

A summary of the remuneration and other conditions that apply to the position follows. Please contact Amui Ho on 02 6213 6283 if you require further information.

## Eligibility

Candidates must be Australian Citizens.

Under the current APS staffing arrangements for the Australian Public Service, to be eligible for this employment opportunity, you must undertake a pre-employment security assessment and subsequent security clearance and be medically fit to undertake the duties of the job. Any offer of employment will be subject to the results of the pre-employment checks and employment requirements being satisfactory.

## Remuneration package

### 1. Salary

Salary on commencement for SES Band 1 will be negotiated with the Secretary and will be commensurate with skills and experience. In addition, successful applicants will have access to a carpark and superannuation contributions will be made on your behalf.

Advancement through the Band 1 salary range is based on performance assessment outcomes achieved under the SES 'My Plan' and as agreed by the Secretary.

### 2. Employer contribution to superannuation

The department will continue to contribute to the Commonwealth Superannuation Scheme (CSS) or the Public Sector Superannuation (PSS) Scheme at the rates advised by the Department of Finance, where the successful applicant is already a member of one of those funds.

Choice of superannuation fund is available for employees not eligible for membership of the PSS or CSS with the default fund for employees who do not nominate another complying superannuation fund being the PSS Accumulation Plan (PSSap). The department will maintain the rate of employer contributions that would otherwise be payable to the PSSap regardless of the employee's choice of fund. The choice of fund may be limited to funds that allow contributions to be paid by electronic funds transfer. The employer contribution rate to the PSSap, and other funds of choice, is currently 15.4% of superannuation salary.

### 3. Salary Packaging

An employee may salary package up to 100% of their base salary as non-salary items, in accordance with relevant legislation and departmental guidelines. For example, this may be used to make additional 'employee' superannuation contributions, or purchase a motor vehicle through a novated lease, subject to the employee meeting any additional Commonwealth cost, including Fringe Benefits Tax and administration fees.

Before entering into a salary packaging arrangement you are strongly encouraged to seek financial advice.

## Leave provisions

All leave is managed in accordance with the department's Leave Policy and are subject to the minimum entitlements under the National Employment Standards in the *Fair Work Act 2009*. In summary the leave provisions are:

#### Recreation Leave

Four weeks annual recreation leave is provided to employees.

#### Personal Leave

Employees receive 18 days leave per year for personal use to cover illness of yourself or family members and for other emergency or personal circumstances.

#### Long service leave

Employees are entitled to long service leave in accordance with the *Long Service Leave (Commonwealth Employees) Act 1976* - ie generally three months after ten years' service with additional leave accruing each year, thereafter.

### **Maternity and Adoption Leave**

Maternity Leave is available in accordance with the *Maternity Leave (Commonwealth Employees) Act 1973* - ie generally 14 weeks paid maternity leave with additional leave without pay also available. Similar leave is available for adoption purposes.

### **Compassionate Leave**

Employees are entitled to a period of 2 days compassionate leave when a member of their immediate family or a member of the employee's household, contracts or develops a personal illness that poses a serious threat to his or her life, or sustains a personal injury that poses a serious threat to his or her life, or dies.

### **Community Service Leave**

Employees are entitled to Community Service Leave in accordance with section 108 of the *Fair Work Act 2009*, including leave for regular training, all emergency services responses, reasonable recovery time and ceremonial duties.

### **Leave for Defence Reservists**

Employees engaged in Defence Reservist activities have access to leave in accordance with the policy of the Defence Reserve Support Council.