



Australian Government  
Department of Industry,  
Innovation and Science



# Candidate Information Kit

General Manager  
Science and Commercialisation  
Policy Division  
SES Band 1

[industry.gov.au](http://industry.gov.au)

## 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:	Jane Urquhart/Clare McLaughlin
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Closing date and time:	Sunday 13 January, 2018, 11:55pm AEST
Recruitment job reference number:	502426

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## Foreword – Secretary

# “Thank you for your interest in the role of General Manager in Science and Commercialisation Policy Division.”

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

**Portfolio Corporate Commonwealth Entities**

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

Office of the Chief Scientist Dr Alan Finkel Chief Scientist	Office of Innovation and Science Australia Dr Charles Day CEO	COAG Australian Building Codes Board Neil Savery
Australian Space Agency 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

The General Manager will report directly to the Head of the Science and Commercialisation Policy Division.

The division supports strong scientific capability, innovation and commercialisation of new ideas as critical requirements for Australia's national well-being. It works to set Australia's science and innovation policy agenda, including development of initiatives relating to STEM capability, international engagement and the health of Australia's science and innovation system. The division designs and facilitates sustainable governance and funding arrangements for major scientific functions and infrastructure, including policy and governance work in relation to the National Measurement Institute (NMI), Commonwealth Scientific and Industrial Research Organisation (CSIRO), Questacon, the Australian Institute of Marine Science (AIMS) and the Australian Nuclear Science and Technology Organisation (ANSTO).

In the General Manager role, you will provide senior leadership to a branch of the division and be a key member of the division's executive team. You will contribute to the strategic direction of the department, delivering reform and driving change. The role requires a highly skilled, innovative, results orientated person with the motivation to make a difference.

## The person

We are looking for a highly motivated candidate with a passion for innovation, science and research, and experience working at senior levels in a complex stakeholder environment. You will be an experienced leader who has an understanding of the factors that impact the work of the department.

To be successful in this role you will have:

- a passion for innovation, science and research
- experience working at senior levels in a complex stakeholder environment
- be confident, adaptable to change and possess excellent stakeholder and people management skills
- high level leadership capability (including intellectual leadership)
- a proven capacity to resolve complex issues
- a commitment to working across teams, departments and agencies to deliver whole-of-government outcomes.

We are looking for a person with a proven track record in the following:

- Excellent ability to establish, build and maintain productive working relationships to achieve cross government outcomes.
- Exceptional communication and negotiation skills.
- Analytical abilities of a high order and experience in solving complex and high profile issues.
- A proven ability to achieve organisational objectives in line with government objectives.
- Demonstrated ability to maintain a strategic focus, recognise opportunities and deliver outcomes.
- Demonstrated high level leadership and people management skills.

## Preferred experience and qualifications

Tertiary qualifications relevant to the responsibilities of our divisions and/or demonstrated experience in a senior leadership role.

## 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

Using the information provided about the role and the person outlined above, tell us, in no more than 1000 words, about the skills and experience you would bring to the role.

Applications are to be submitted online. 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.