



Australian Government

**Department of Health,
Disability and Ageing**

SES BAND 1

ASSISTANT SECRETARY

Digital Services (Multiple Positions)

Department of Health, Disability and Ageing



Applicant Kit

Job Reference Number: 25-ITDIV-30145

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Classification	SES Band 1
Job Title	Assistant Secretary, Digital Services - Multiple positions
Location	Canberra, Sydney, Melbourne and Brisbane. For candidates based outside of Canberra some travel will be required.
Status	Ongoing and non-ongoing
Employment type	Fulltime
Security Clearance	Negative Vetting 1, or eligible to obtain and maintain.
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About the Department

At the Department of Health, Disability and Ageing (the department) our vision is to deliver better health and wellbeing for all Australians, now and for future generations.

Our purpose is to support the government to lead and shape Australia's health, disability and aged care systems through evidence-based policy, well targeted programs, and best practice regulation. We work with a wide range of stakeholders to achieve this.

We're building an inclusive and accessible care economy, that empowers people with disability, supports people to age with dignity, and works towards all Australians having their health needs understood and met.

Further information about the Department can be found at: <https://www.health.gov.au/about-us>

Performance Leadership at Health

As an Assistant Secretary at the Department of Health, Disability and Ageing you will:

Deliver outcomes – You will need to establish and deliver against a business plan for your area that contributes to achieving the goals and objectives outlined in the Corporate Plan and the Portfolio Budget Statement. You will need strong project management, risk management and financial management skills and the ability to establish and nurture strong stakeholder relationships.

Provide strong leadership to your team - To be a strong contender, you will need to be demonstrate the behaviours outlined in the Secretaries' Charter of Leadership **DRIVE**

Behaviours. You will have an outstanding record of leading people effectively to accomplish high quality results that make a difference to the nation while maintaining a culture that values collaboration, innovation, and diversity.

Contribute as part of the department's leadership team – For the department to thrive, our leaders must work as a team. You will be expected to make a significant contribution to the success of the organisation by engaging in departmental and APS priorities, contributing to the culture of the whole organisation, and helping shape the strategy and frameworks that guide our work.

Commitment to First Nations Leadership and Inclusion - The Department is committed to fostering a culturally safe and inclusive workplace that empowers Aboriginal and Torres Strait Islander people to lead and thrive. We recognise that the knowledge, perspectives and lived experiences of Australia's First Peoples offer invaluable insights that enrich our leadership and decision-making. These perspectives help shape more responsive policies and programs, ultimately strengthening our impact across communities. We actively encourage Aboriginal and Torres Strait Islander people to apply for our senior leadership roles, as your voices are vital to building a stronger, more inclusive future for all Australians.

Roles and Duties Overview

The Department of Health, Disability and Ageing is seeking **several Assistant Secretaries** to join our leadership team with experience in Information Technology and Digital Transformation.

These roles are responsible for driving the delivery of solutions for a wide range of complex Digital and ICT large-scale transformation initiatives.

Specifically, Ideal applicants will bring expertise in one or more of the following areas:

- Enterprise resource planning (ERP) and SAP systems transformation,
- ICT service management reform,
- Development and delivery of community-facing digital systems,
- Strategic portfolio management.

If you have a track record of driving impactful change in these domains and thrive in dynamic, multi-stakeholder environments, we encourage you to apply

As an **Assistant Secretary** in the department, you will need the ability to think strategically in particular by leading and developing high quality strategic policy insights that are both practical and implementable, have strong business acumen, be resilient, and be forward-looking with strong personal drive and integrity. You will have demonstrated judgement in a complex and sensitive environment balancing risk and opportunities.

You will have demonstrated commitment to, and practice of, values-based leadership that inspires, empowers, and drives positive change. You will have experience in leading teams in developing innovative strategies and approaches.

Required capabilities

To be a strong contender, you will be expected to demonstrate the following capabilities:

- Proven experience and demonstrated capability in leading and developing Digital solutions and IT transformation initiatives in a complex dynamic environment
- Experience in leading large, complex, cross-functional teams and/or enterprise-wide programs
- The ability to influence key stakeholders effectively to drive outcomes
- Demonstrated experience in Digital IT leadership
- The ability to establish, maintain and leverage strong networks internally and externally
- Demonstrated experience in building organisational capability and leading change.

The Information Technology Division (ITD) vision is to enhance health services through technology, innovation and delivery of sustainable digital services to better health outcomes for all Australians.

ITD comprises 6 branches to effectively ensure both continued support across existing ICT and digital systems and services, and developed of contemporary ICT solutions:

- Health Business Systems
- Corporate Systems
- NextEra Digital Taskforce
- Data & Analytics Platform Services
- Cyber Security & Assurance
- Service Operations & Infrastructure

The Digital Transformation and Delivery (DTDD) delivers ICT projects to support the Aged Care Transformation Program (ACTP).

As part of this transformation, the division leads engagement with the aged care sector to create a better-connected aged care ecosystem that is consolidated, sustainable, automated and modern.

The division is focusing on the internal transformation of our capabilities in the areas of strategy and architecture, project delivery disciplines and processes and our own workforce.

DTDD comprises 4 branches:

- Aged Care Digital Portfolio Management
- Aged Care Funding Reform & Systems
- Aged Care Transformation & Quality
- Aged Care Services & Sustainability

Core Selection Criteria

The criteria outlined in the [Integrated Leadership System](#) and [Work Level Standards](#) are applied when selecting for Senior Executive Service (SES) positions within the Australian Public Service (APS). When considering applicants, Selection Advisory Panels will seek evidence of performance against each of the criteria. It is therefore in the interests of candidates to present their application in a way that demonstrates significant outcomes associated with each of the criteria, as well as the capabilities and behaviors that underpin them.

Application Response (one-page application)

Your application will be assessed on your ability to demonstrate that you possess, or have the real potential to develop, the required skills, knowledge, experience, and qualifications to perform the role. These requirements are based on the information provided to you as part of the job advertisement.

Your response needs to include three parts:

1. Cover letter – “Your Pitch” – No longer than 1 page
2. A current CV and details of at least two referees. We strongly encourage all applicants to discuss their application with their referees to ensure they can support your claims.
3. A one-page response to the following problem statement

“As an SES Band 1 leader in Digital Services, you are expected to drive continued improvement to service delivery across the department. However, you are operating within an environment that has a constrained budget. How would you approach this situation to meet the expected improvements in service expectations, ensure strategic alignment, and maintain workforce capability and morale?”

Location

Canberra, Sydney, Melbourne, Brisbane, Adelaide. For candidates based outside of Canberra some travel will be required.

Work Environment

The Department is creating a modern, flexible and healthy work environment which empowers our people to deliver their best work. We provide inclusive shared workspaces, which includes shared SES offices, and ample meeting spaces to promote collaboration across the Department. Successful candidates will share the Department’s commitment to adopting modern, digital and collaborative ways of working. They will be adept at leading geographically dispersed teams, with most team members working a blend of in-office and remotely. They will model the behaviours expected of all staff in our workplaces, encouraging flexible and inclusive work practices.

Remuneration

This is a senior appointment, and the remuneration package will be structured to attract an outstanding appointee in line with the *Public Service Act 1999*.

Assistance with Relocation

Assistance with removal expenses and/or short-term accommodation assistance may be provided if interstate relocation is involved.

Other Conditions

To be employed by the Department of Health, Disability and Ageing, applicants must be Australian citizens or have permanent residency status pending the granting of Australian citizenship.

This is a position of trust, and the successful candidate will be required to obtain a NV1 security clearance.

Eligibility

To be eligible for employment with the Department of Health, Disability and Ageing, applicants must be an Australian citizen at the time an offer of employment is made.

An applicant's suitability for employment with the Department will also be assessed through a variety of pre-employment check processes, such as:

- Satisfactory completion of a criminal history check, and where relevant a Working with Children and Vulnerable People Check.
- Completion of a medical declaration and pre-employment medical (where required).
- Providing evidence of qualifications (where required).
- Obtaining and maintaining a security clearance at the required level.
- At Health, we encourage First Nations and RecruitAbility candidates to apply.

RecruitAbility

RecruitAbility applies to this vacancy. You will be invited to participate in further assessment activity for the vacancy if you choose to apply under the RecruitAbility scheme, declare you have a disability, and meet the minimum requirements for the job. For more information, see: <https://www.apsc.gov.au/recruitability>.

Notes and How to Apply:

All applications must be submitted via our Health system, e-recruit. If you're having trouble submitting your application or have any questions about the role, please contact Watermark Search International -

- Contact Name: Daniel Nicholls or Claire Crawford
- Email address: search@watermarksearch.com.au
- **Applications close: Monday 03 November 2025 at 11:30pm AEST**