



Australian Government

**Department of Health,
Disability and Ageing**

**SES BAND 1
ASSISTANT SECRETARY
Chief Cyber Security & Assurance
Department of Health, Disability and
Ageing**



Applicant Kit

Job Reference Number: 25-ITDIV-30146

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Classification	SES Band 1
Job Title	Assistant Secretary, Chief Cyber Security & Assurance Branch
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 on the lookout for a dynamic and visionary **Assistant Secretary, Cyber Security & Assurance** — our Chief Information Security Officer (CISO) — to join our senior leadership team.

In this pivotal role, you'll shape and drive the department's cyber security strategy, lead a high-performing team, and oversee our testing and assurance capability. You'll be the trusted advisor on all things cyber, ensuring our systems and data are secure, resilient, and future-ready.

We're seeking a proven leader with deep expertise in cyber security, risk management, and regulatory compliance — someone who thrives in complex environments and can build strong partnerships across government and industry.

What we're looking for:

- A strategic thinker with a strong technical foundation in information security.
- A values-based leader who inspires, empowers, and delivers results.
- A collaborator who can navigate complex stakeholder landscapes and drive innovation.

This is your opportunity to lead cyber security for a department that touches the lives of every Australian.

Required capabilities

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

- **Proven** ability to lead enterprise-wide cyber security programs in complex environments.
- **Experience** driving strategic assurance initiatives, including audits and risk assessments; and embedding cyber resilience across large organisations.
- Ability to translate and communicate technical risks into actionable insights for executive decision-makers.

- **A track record** of building high-performing teams and fostering innovation in cyber security.

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

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”

Location

Canberra, Sydney, Melbourne, Brisbane. 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**