



SES Band 1, Chief Operating Officer

Ongoing/Non-Ongoing – Full time

Job reference: 24_07

| VACANCY DETAILS | |
|--------------------|---|
| Job reference | 24_07 |
| Position number | 141189 |
| Position title | Chief Operating Officer |
| Classification | SES Band 1 |
| Location | Canberra |
| Employment Type | Ongoing or non-ongoing, full-time with flexible working arrangements available subject to negotiation |
| Salary range | A competitive remuneration package will be negotiated with the successful candidates with a base salary starting from \$217,943 per annum plus 15.4% superannuation |
| Security clearance | The successful candidate must be able to obtain and maintain a Baseline security clearance or hold a current security clearance of an appropriate level. |
| Contact officer | Ryan Webster, 0427 329, 443, ryan.webster@davidsonwp.com |
| Vacancy closing | Sunday, 8 December 2024 at 11:59 PM AEDT |

About the Parliamentary Workplace Support Service

The Parliamentary Workplace Support Service (PWSS) is an independent, trusted HR and support service. We partner with Parliamentarians and their employees to achieve cultural change within Commonwealth Parliamentary Workplaces (CPW). With us, you will undertake meaningful and rewarding work.

The PWSS provides a wide range of human resource services for Parliamentarians and their staff including work health and safety services, recruitment support and advice on general employment matters, development and delivery of bespoke training, coaching and education. In addition, the PWSS provides 24 hour independent and confidential support services, for all Commonwealth parliamentary workplace participants.

More information about the PWSS is available on our [website](#).

Our People and Culture

The PWSS is a friendly and inclusive workplace. We are outcomes focused and promote the Behaviour Codes and Standards and APS Values in collaboration with our colleagues across Commonwealth Parliamentary Workplaces and the APS.

We value and champion the experiences, skills and perspectives of all employees. At the PWSS we support flexible work, including job-share, and encourage applicants from diverse backgrounds, cultures, and those with caring and parenting responsibilities to apply so we better represent the community that we serve.

We aim to increase our representation of Indigenous Australians and people with disability by having accessible processes, policies and practices, as well as utilising affirmative measures and the [RecruitAbility scheme](#).

What we offer

- **Competitive Remuneration:** Begin your journey with remuneration that reflects your skills and experience, setting the stage for a prosperous career.
- **Supportive Team Culture:** Join a team where collaboration is key, and support is always at hand. We are committed to creating an environment where you can thrive.
- **Inclusive Workplace:** At PWSS we celebrate diversity. Your unique background, skills, and perspectives are not just welcomed but essential to our collective success.
- **Personal Development:** Take advantage of our career development opportunities, tailored to help grow and excel in your career. These are designed to meet the professional needs of both the agency and the individual. We invest in your future because your success is our success.
- **Flexibility:** We understand the importance of work-life balance, offering flexible working arrangements to support your needs.
- **Exceptional Facilities:** Working at Australian Parliament House comes with benefits, including free undercover parking, access to an onsite gym, pool, cafes, hairdressers, Westpac Bank, post office, physiotherapist and more.

About the role

As a key member of the PWSS executive, the Chief Operating Officer (COO) you will lead essential enabling services which allow the agency to function efficiently and effectively and deliver on its priorities. The COO is responsible for overseeing the agency's corporate functions including financial, legal, data, human resources, security, property and facilities, and communications and media. In leading these functions, the COO supports effective delivery of business outcomes, enhances organisational performance, and supports the overall strategic objectives of the PWSS. This role is responsible for ensuring compliance with *Public Governance, Performance and Accountability Act 2013* including relevant guidance and frameworks.

The COO works to the Deputy Chief Executive Officer and provides high level advice to the Chief Executive Officer and other key stakeholders. Informed by a keen sense of risk, and with the PWSS reputation front of mind, the COO plays a critical role in shaping the organisational culture, governance and operation strategy. This role

requires an effective leader with a proven ability to work collaboratively. To be successful, you will demonstrate a strong strategic focus and have excellent stakeholder relationship skills.

Key responsibilities:

Reporting to the Deputy Chief Executive Officer, the key duties of the role include:

- Lead the PWSS corporate functions including, finance, legal, data analytics, human resources, security, property and communications and media.
- Play a critical role in the strategic direction of the agency and support the PWSS to achieve its corporate objectives.
- Ensure the corporate governance structure is effective, efficient, fit for purpose and reflective of best practice
- Drive an organisational focus on risk management including by embedding effective risk management practices into PWSS operations.
- Manage the shared services arrangements that enable PWSS corporate functions with a focus on high quality corporate services and maintaining stakeholder relationships.
- Collaborate with business areas and stakeholders to establish requirements and priorities and apply these insights when delivering or enhancing corporate functions.

Our ideal candidate

Our ideal candidate will clearly demonstrate their ability to:

Leadership and Accountability

- Provide comprehensive leadership and strategic direction, ensuring corporate services are responsive to the changing requirements of the agency and its clients.
- Provide advice to the CEO and Deputy CEO in line with strategic goals and corporate objectives of the agency.

Job Context and Environment

- Be independent, impartial and apolitical, and be seen as such.
- Lead the improvement and revision of established and emerging corporate systems and policies to ensure efficient, effective operations.

Independence and Decision-making

- Have strong strategic judgement, anticipate and establish priorities and deliver on intended results in a dynamic working environment.
- Represent the organisation with confidence and credibility to negotiate, advocate and influence positive outcomes within a politically and culturally sensitive environment.

Stakeholder Management

- Have highly developed communication skills with a demonstrated ability to drive cultural change.
- Undertake stakeholder engagement, collaboration and negotiation with senior executives and other agencies.

Management Diversity and Span

- Oversee the establishment and ongoing delivery of a high-quality corporate services for the PWSS.

The Secretaries' Charter of Leadership Behaviours sets out the behaviours Secretaries expect of themselves and SES and want to see in leaders at all levels of the APS. Regardless of classification, you will be expected to model and champion the behaviours outlined in the [Secretaries Charter of Leadership Behaviours - DRIVE](#).

Eligibility

- Under section 22(8) of the Public Service Act 1999, employees must be Australian citizens to be employed in the Australian Public Service (APS) unless the Agency Head has agreed otherwise, in writing.
- Successful applicants will be required to undergo the process to obtain and maintain or continue to hold the required security clearance level for the role as indicated. All staff are required to have a minimum baseline security clearance prior to commencement.
- Successful applicants will be required to undergo a mandatory National Criminal History check.
- The Parliamentary Workplace Support Service believes that a diverse and inclusive workplace, where people can bring their authentic whole self to work each day, is critical for supporting cultural change in Commonwealth parliamentary workplaces. We strongly encourage applications from people of diverse backgrounds and experiences.

Desirable skills, experience & qualifications

- Knowledge and experience with government accounting policies
- Proven senior leadership experience in building organisational capabilities and sustainability
- Extensive knowledge of contemporary business management approaches and strategies
- Relevant qualifications will be highly regarded

How to apply

If this opportunity sounds like it is right for you, then we invite you to submit an application through the PWSS's [careers](#) page on our website.

In applying for this position, you should provide a statement of no more than two pages outlining your background, capabilities and experiences, and how these align with the advertised role. You should also provide a CV, no more than four pages. The capabilities and attributes required to be successful for this role are identified in the 'About the role' and 'Our Ideal Candidate'

If you are experiencing any difficulties submitting your application, please contact the Corporate Team via email to PWSSCorporate@PWSS.gov.au prior to the closing date.

RecruitAbility scheme

The RecruitAbility scheme applies to all PWSS vacancies. RecruitAbility encourages the employment of people with disability in the Australian Public Service (APS). You will be asked to indicate if you wish to opt into the RecruitAbility scheme in the Diversity section of the application form. You must tick the 'opt in' box to participate in the scheme. Details about the RecruitAbility scheme can be found on the [APSC website](#).

Privacy

The PWSS recognises and respects your privacy. Information supplied for this selection process will be handled in accordance with the Agency's [Recruitment Collection Notice](#).

Who to contact

For more information about the role, please contact Ryan Webster on 0427 329, 443 or email ryan.webster@davidsonwp.com.