



Job Description

Title:	Assistant Secretary
Classification:	Senior Executive Service Band 1
Security Clearance:	Baseline
Location:	Canberra

Agency Overview

The Commonwealth Grants Commission (CGC) provides advice to the Australian Government on the distribution of GST revenue among the states and territories. We are a small, independent agency operating under the *Commonwealth Grants Commission Act 1973*. Our work supports a key part of Australia's federal financial relations.

The CGC consists of:

- a Commission comprising a part-time Chairperson and usually 3 part-time Members, appointed by the Governor-General
- around 35 CGC staff, who provide support and advice to the Commission.

Our workplace is small and friendly, and our modern office is located in Canberra city. We are committed to flexible work practices, including the option to work remotely for some of the work week. We have predictable workflows that support a healthy work-life balance. We are committed to developing staff and will support you to deepen and broaden your skills.

Job Context

As a Senior Executive Service Band 1 (SES B1), you will have highly developed leadership, management, analytical and communication skills. You will have sound judgement and the ability to develop productive relationships, including with the Secretary, CGC Chairperson and Members, and senior officials and ministers at Commonwealth and state levels.

We are looking for a motivated individual with highly developed interpersonal skills, and a proven ability to build positive relationships across all levels, both internally and externally. You will have an understanding of the challenges and opportunities in a small agency, and the initiative to enhance the capability and operations of the agency and take ownership for the delivery of outcomes. You will have the capability to leverage technical expertise and inspire excellence from staff.

You will promote the APS Values, the APS Employment Principles and compliance with the Code of Conduct and actively demonstrate the [Secretaries' Charter of Leadership Behaviours](#) (DRIVE) – be **Dynamic**, be **Respectful**, have **Integrity**, **Value** others and **Empower** people.

Job Purpose

Under limited direction, you will be required to:

1. Provide support to the Secretary, as well as leadership, and strategic direction to the CGC, building a collaborative and supportive workplace culture, and creating a shared sense of purpose.
2. Ensure the timely delivery of high quality analysis and reports.
3. Contribute to strategic planning, operational capability and accountability.
4. Manage the performance and development of team members.
5. Other duties as directed.

Selection Criteria

The CGC will consider applications based on the Australian Public Service Integrated Leadership System (ILS), the [Secretaries' Charter of Leadership Behaviours](#) (DRIVE), your ability to perform the duties of the position at the level required, and your potential contribution to the CGC.

You will be required to complete a CGC application coversheet, including contact details for 2 referees (one must be your current supervisor), and provide a copy of your resume and a pitch of no more than 800 words setting out why you are an outstanding candidate for this role.

Your pitch should include relevant achievements, highlighting the behaviours that have contributed to your success. It should also show us: how you meet ILS criteria at the SESB1 level; your capability to perform the duties of this position; and how you would contribute to the culture and performance of the CGC.

Additional Information

This is a Designated Security Assessed Position (DSAP) at Baseline. The successful applicant must be an Australian Citizen capable of obtaining and maintaining a security clearance at this level. A loss of security clearance may result in termination of employment.

Qualifications/Experience

Tertiary qualifications in economics, statistics, data science, social science or a related field and/or equivalent work experience (highly desirable)

Microsoft Office suite – Word, Excel, PowerPoint, Teams etc. (desirable)