**Deputy Chief Executive Officer, Children**

**Candidate Information Pack**

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### About you

The National Disability Insurance Agency is seeking an exceptional and established leader to join our team at the SES Band 3 level. To be a contender for this pivotal role you will need to have strong leadership credentials and the ability to engender trust and respect. You are intelligence-led, ethically and values-driven, with the ability to solve complex issues in a rapidly changing environment and reform context.

As a member of the Strategic Leadership Team, you will have active involvement in executive decision making, representational activities and working collaboratively to provide strategic leadership and drive a culture of high performance. You will bring energy and commitment to our shared passion for driving social change, so people with disability have choice and control over their lives.

You will have a deep understanding of issues affecting the disability community, or lived experience with disability, and a strong commitment to improving outcomes for people with disability, their families and carers. You are committed to innovation and understand the need to balance short-term priorities with continued focus on long-term strategic improvements. You are flexible, agile and resilient and can deliver results in an environment of ongoing change.

You are an innovative leader who operates collaboratively in a change environment to identify, develop, implement and evaluate solutions to complex policy issues. You will drive and shape strategic outcomes and a reform program to improve outcomes for children on the scheme.

You take responsibility for sustaining high performance and building capability to implement programs, projects and initiatives to improve outcomes for participants. As a leader, you model behaviours that demonstrate courage, collaboration, a focus on people and a commitment to identifying and addressing emerging challenges and risks. You will be committed to authentic collaboration with key stakeholders and actively applying the voice and experience those key stakeholders into changes to policies and practice.

Your excellent leadership capability means you value partnership, genuine co-design, and respect diverse ideas and perspectives. In everything you do, you promote diversity in your decisions and inclusion in your actions.

You understand that we put participants at the heart of everything we do. You understand that for the Scheme to succeed, it is critical that we listen and work with our participants, their families and carers and the disability community to make sure each improvement is a step in the right direction and the Scheme is available for generations to come.

### About the role

The role is a new Deputy Chief Executive Officer position that will have responsibility for policy, engagement and strategy development to create a dedicated part of the agency focused on how best to address children’s needs.

The Children Group is responsible for building Agency and sector capability to deliver outcomes for children with disability and those with substantial developmental delay in the NDIS. The Group will co-design a system of best practice early childhood supports that intersect with non-scheme supports (such as health and education) and align the Agency’s early childhood approach with the Government’s Early Years Strategy.

The Group currently consists of the following Branches:

* Early Supports and Children’s Branch
  + leading collaboration and co-design activities that brings the voice of children with disability and their families, and the organisations that represent their interests to the development of Agency capability and the initiatives of the Children’s Taskforce.
  + Establishing the evidence base for best practice for children through research and evaluation channels.
* Children’s Pathways
  + leading major design initiatives from conception to implementation to give effect to an early intervention children’s pathway, in line with the recommendations of the NDIS review.
  + leading work to identify and engage best practice providers to deliver the pathway as required.

As the DCEO, you will:

* Establish and embed the new Group into the organisation, with a focus on shaping strategic outcomes and delivering operational reforms;
* Work collaboratively across the Agency to integrate and align cross functional elements effectively;
* Maintain a high level of adaptability to responsively shape the relevant service delivery strategy and policy direction, while leading the development of new programs and strategic change management;
* Influence the development of the children’s services provider market through partnerships and practice standards
* Be the authoritative source of advice influencing multiple agency outcomes on matters of significant risk and complexity; and
* Maintain and enhance a professional culture based on the Agency’s core values, that ensures high levels of community confidence in the integrity, effectiveness and accountability of the National Disability Insurance Agency.

### About the NDIA

The National Disability Insurance Agency (NDIA) is an independent statutory agency. We are responsible for implementing the world leading National Disability Insurance Scheme (NDIS), which is one of the biggest social reforms since Medicare. The NDIS is designed to enhance the quality of life and increase economic and social participation for people with disability and provide peace of mind for every Australian.

To support our focus and an engaged and capable NDIA, the Agency supports flexible working arrangements - this underpins a diverse, adaptive, and high-performing workforce.

We also take employee health and wellbeing seriously. That is why we launched Well+, our health and well-being program. Through Well+, employees have access to a range of mental health and wellbeing resources, so our people have a quality work and personal life.

### What you should know

To be successful in this role you will have:

* A strong strategic mindset, with the ability to drive and shape strategic outcomes and a reform program to improve outcomes for children on the scheme;
* The expertise to drive operational reforms and the capability to align and integrate cross functional areas of the Agency towards shared objectives;
* The resilience to build and implement reforms and improvements while navigating the ongoing need to deliver high quality services;
* A highly developed understanding of national and global best practice management approaches to early intervention and foundational supports;
* An extensive knowledge of funding strategies and financial governance conventions; and
* A thorough understanding of strategic human resource management and the leadership capabilities required to support workforce diversity.

Tertiary qualifications in a relevant field will be favorably regarded.

To be eligible for employment with the NDIA, you must be an Australian citizen. A candidate’s suitability for employment with the Agency will be assessed through a pre-employment screening process. This will include a criminal history check and the ability to obtain and maintain an Australian Government security clearance, at the Negative Vetting 1 level. This will be arranged for you, if successful.

The NDIA will provide reasonable adjustments for candidates to participate equitably in the recruitment process and discuss workplace adjustments to fulfil the inherent requirements of the role.

We strongly and actively encourage applicants from a diverse range of backgrounds and experiences, including people with disability, First Nations peoples, people from culturally and linguistically diverse (CALD) backgrounds and LGBTIQA+.

### How to apply

To apply, go to <https://www.shk.com.au/jobs> (scroll down to the opportunity)

**Closing Date 28 October 2024**

* A complete current resume (CV)
* A one-page pitch (maximum 1000 words) quoting **reference #9368**

Your pitch should highlight relevant examples and accomplishments that demonstrate:

* Why you want to work for us.
* What you will bring to the role.
* How you will build and champion the NDIAs vision and direction to improve outcomes for children through innovation and collaboration.

Your pitch should include examples of your ability to demonstrate capability in line with the SES Band 3 Work Level Standards.

For information on these work level standards, please see: <https://www.apsc.gov.au/working-aps/aps-employees-and-managers/classifications/work-level-standards-senior-executive-service> (chose SES-3 on the left and drop down tab)

Apply for the role at [www.shk.com.au/jobs](http://www.shk.com.au/jobs) (scroll down to the role)

**The closing date for applications is 28 October 2024**

**Notes on the selection process**

You are not required to separately address Key Selection Criteria at this time but need to respond in your letter, as set out above.

Your CV achievements will be reviewed for alignment with the role priorities and Band 3 Work Level capabilities.

See [Work level standards: Senior Executive Service | Australian Public Service Commission (apsc.gov.au)](https://www.apsc.gov.au/working-aps/aps-employees-and-managers/classifications/work-level-standards-senior-executive-service) (choose SES-3 on the left and drop down tab).

**For more information**

You may apply **for more than one DCEO role** at this time by noting this **clearly** in your cover letter (and naming the roles and SHK reference numbers).

You may be contacted by SHK for further conversation or interview with the consultant, and potentially, invited to Panel interviews or other informal meetings as part of the process.

Contact may be via email or phone, including voicemail. We will send messages via SMS if that is your need.

Selection processes will take some time and may include multiple panel interviews and selection stages over the next months. There may be delays in communications on this process, due to decision making at each step and requirements of executive appointments and formal approval. Candidates will be notified of their status at the appropriate stage by email or phone.

Additional information and referee details will be requested from you only as required, later in the process, and will need to include specific details that allow verification of the identity of your referees.

A range of full probity checks will be required for the final candidates in consideration, prior to a formal offer via a letter and contract.

The roles may be offered on an ongoing OR non-ongoing basis.

**For a further confidential discussion after reviewing the Candidate Information Brief** contact **Penny Wilson**, Senior Partner on + 61 434 589 284 (SMS messages accepted) or email [penny.wilson@shk.com.au](mailto:penny.wilson@shk.com.au) (preferred).

RecruitAbility applies to this vacancy. Under the RecruitAbility scheme, you will be invited to participate in further assessment activities for the vacancy if you choose to opt-in to the scheme, declare you have a disability and meet the minimum requirements for the vacancy. All requests for reasonable adjustments will be considered and managed in consultation with you.

If you wish to opt in to RecuitAbility, please note this clearly in your cover letter

**Further information can be found at** [**https://www.apsc.gov.au/recruitability**](https://www.apsc.gov.au/working-aps/diversity-and-inclusion/disability/recruitability)

### Reasonable adjustments and support for applicants

Reasonable adjustments are available to support applicants through the process.

Reasonable adjustments could include:

* An Auslan interpreter
* Extra reading time during assessment activities, or
* Accessible software.

If you would like help understanding this document, would like to receive it in another format or would like to discuss the provision of reasonable adjustments please contact Penny Wilson of SHK on 0434 589 284 using the National Relay Service 133 677 if required <https://www.accesshub.gov.au/about-the-nrs>, or email [penny.wilson@shk.com.au](mailto:penny.wilson@shk.com.au) or [Beatrice.Hart@shk.com.au](mailto:Beatrice.Hart@shk.com.au) (part-time).

### Application process

Table 1. High level application process

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| --- | --- |
| Step | Details |
| Apply | Submit your application via [www.shk.com.au/jobs](http://www.shk.com.au/jobs) (scroll down to the role).  You may be contacted to discuss your application further with SHK, or be asked to an online interview.  There may be long gaps between communications as processes take considerable time, to ensure everyone is considered. |
| Shortlisting activities | The panel will consider all applicants, and determine a shortlist to progress to interview based on assessment of their written application.  Recruitability candidates assessed as meeting minimum standards for the vacancy (relevant experience and SES Band 3 Work Level Standards) will move automatically to the next stage of assessment.  Second shortlisting, task based activity or cognitive testing may be utilised. |
| Panel interview/s | Shortlisted applicants will be invited to interview with the panel.  Second interviews may be utilised. |
| Reference check | Referees may be contacted for further assessment of suitability. |
| Outcome | The delegate for this recruitment process will finalise outcomes and all applicants will be notified of their result.  A merit pool will be established for 18 months and may be used fill future positions. |