

SES Band 2

First Assistant Secretary / Assistant Commissioner

General Position Description

Overview:

SES within the Department of Home Affairs provide leadership at both the departmental and whole of APS level. All SES demonstrate behaviours and actions that model and promote the APS Values and Code of Conduct. Similarly, the SES represents the APS and government externally to stakeholders. All SES roles are characterised by a high level of accountability for outcomes. The Senior Executive Leadership Capability Framework and the department's Senior Leadership Framework identifies the skills and behaviours required at the SES Band 2 level.

SES Band 2 employees are members of the senior leadership team and play an integral role in delivering the key outcomes and priorities for the Department and the Border Force. SES Band 2 employees also help build organisational capability by providing intellectual leadership in their work area and in the organisation's strategic agenda more broadly.

SES Band 2 employees are forward thinking, self-motivated, resilient and adept at building relationships in a large, complex and fast paced environment. SES Band 2 employees are able to contribute to and communicate the strategic direction of the department. SES Band 2 employees' strong leadership credentials and ability to engender trust and respect are complemented by sound judgement, a strong focus on results and the ability to solve complex issues and build organisational capability.

Reports:

Positions report directly to Deputy Secretaries / Deputy Commissioners.

Specific Duties:

- **Delivery**

Delivery roles manage the capability and resources of a function at a whole-of-agency level, for example:

- General management and broad executive direction.
- Responsibility and accountability for a defined part of the agency's outcomes.
- Financial, physical and human capital management.
- Major program management.
- Leadership in implementation and delivery of strategic and/or major agency initiatives.

- **Public Policy**

Policy roles provide highly critical advice in the area of operation and represent the agency on those matters, for example:

- Establish policy development frameworks.
- Provide authoritative policy advice in one or more areas of government policy.
- Consult on policy options to achieve outcomes.
- May provide direct advice to the Minister on a specific program or policy issue.

- **Regulatory**

Regulatory roles provide highly critical advice in compliance, risk management and intelligence gathering and assessment, for example:

- Lead evaluation of effectiveness of regulatory policies, operational frameworks and guidelines.
- Engage stakeholders during analytical stages of problem solving and risk assessment.
- Assess emerging issues and trends which may impact on regulation management.
- Establish and maintain standards of independence and professionalism.

- **Professional/Specialist**

Specialist roles provide highly critical advice in the area of expertise, for example:

- Exercise influence cross-APS, or cross-jurisdictional.
- Ultimate escalation point for professional/technical matters related to the specific discipline.
- Drive strong external peer network within function/discipline.

SES Band 2 Selection Criteria

The criteria below are applied when selecting for Senior Executive Service positions within the Australian Public Service. When considering applicants, Selection Advisory panels will seek evidence of performance against each of the criteria. SES selection panels may use a range of methods to identify work outcomes, capabilities and behaviours that demonstrate performance. It is therefore in the interests of candidates to present their application in a way that demonstrates significant behaviours that underpin them. (Please note it is not necessary to address the capabilities and behaviours individually).

1. Shape Strategic Thinking

Relevant capabilities and behaviours:

- Inspires a sense of purpose and direction
- Applies strategic focus
- Harnesses information and recognises opportunities
- Shows judgement, intelligence and common sense

2. Achieve Results

Relevant capabilities and behaviours:

- Shows organisational capability
- Has professional expertise
- Implements change
- Clarifies ambiguity
- Closes and delivers

3. Exemplify Personal Drive and Integrity

Relevant capabilities and behaviours:

- Demonstrates professionalism and probity
- Shows appropriate risk-taking and personal courage
- Is action oriented
- Is resilient
- Shows high level of self-awareness
- Commits to personal development

4. Cultivate Productive Working Relationships

Relevant capabilities and behaviours:

- Nurtures internal and external relationships
- Facilitates co-operation and partnerships
- Values differences and diversity
- Guides, mentors and develops people

5. Communicate With Influence

Relevant capabilities and behaviours:

- Communicates clearly
- Listens, understands and adapts to different audiences
- Negotiates persuasively



Position Description

Classification:	MOC 6 (SES 2 equivalent)
Position Title:	Chief Medical Officer/ Surgeon General
Position Number:	
Division/Region:	Health Services and Policy Division
Branch:	N/A
Section:	N/A
Reports to:	FAS Health Services and Policy Division
Location:	Canberra
Security Classification:	Negative Vetting 2
Date PD finalised:	December 2017
PD endorsed by:	<i>Deputy Commissioner Support</i>

Position Summary

The Department of Immigration and Border Protection is actively building the capability of its Executive team as it transforms into the Department of Home Affairs. The Department of Home Affairs will be at the centre of strategic planning and coordination on immigration, border protection, domestic security and law enforcement issues and will be partnered with Australia's independent federal security and law enforcement agencies.

The Health Services and Policy Division (HSPD) oversees immigration health policy, health-related issues and standards across the Department and the Australian Border Force (ABF), including immigration and refugee health, detention health and workplace health and safety. The HSPD is also responsible for clinical governance oversight and investigative functions for the purposes of monitoring, review and identifying risks and opportunities for improving the delivery of health related services and outcomes across the portfolio and administration of the Government's health requirement for people

seeking visas to travel to, or remain in, Australia either for temporary or permanent stay. The HSPD works to ensure risks to public health in the Australian community are minimised, public expenditure on health and community services is contained and Australian citizens and permanent residents maintain access to health and community services which are in short supply.

The Division is also responsible for protecting ABF employees in the discharge of their duties. As part of this responsibility, the Division establishes medical, fitness and psychometric standards, and protects officers who are at risk of harm in the discharge of their duties.

Specific Duties / Responsibilities

The Chief Medical Officer/ Surgeon General will be an officer of the Department of Home Affairs, working within and accountable to the Australian Border Force.

The CMO/SG will provide high level strategic and expert clinical advice to the Secretary to the Department and to the ABF Commissioner on portfolio health matters, will ensure that the Department and ABF remain aligned with Commonwealth health policy and responsive to emerging global public health risks.

She or he will represent the Department and ABF in whole-of-government health matters and will develop and maintain strategic national and international partnerships. The CMO/ SG will work collaboratively with international partners to understand, assess and mitigate health-related risks and ensure that the Australian visa programme balances the facilitation of trade, visitors and immigration with robust public health protections.

The CMO/SG will work in partnership with the First Assistant Secretary of the Health Services and Policy Division (FAS). The FAS will be responsible for the management of staff and delivery of outcomes for the Division. The CMO/SG will work closely with the staff of the HSPD to ensure the consistent development of safe, appropriate health policies to support Australia's visa programmes and the operations of the ABF, as well as leadership in relation to the audit and assurance of the Department and ABF's contracted health services providers.

The CMO/SG will be a member of the senior executive of the Department and the ABF and will contribute to the leadership of both organisations. The CMO/SG will report to the FAS Health Services and Policy Division in the ABF.. She or he will have a small number of direct reports to support them in their role.

Role Requirements

- At least 15 years experience in the Australian health system, with experience in public health and organisational health
- Understanding of existing and emerging global and domestic health risks, and their potential impact on Australia's visa programmes and ABF functions
- Knowledge of, or the ability to quickly acquire acumen in working within the Commonwealth Government, and in partnership with Australia's States and Territories and global partners.

Mandatory APS Core Capabilities

To perform the job successfully, an individual should demonstrate the capabilities as defined and described by the Integrated Leadership System, ILS: A detailed description of the capabilities and the behavioural indicators for each is available for viewing or download at the APSC website: [ILS - A guide to the Integrated Leadership System](#)

To perform the job successfully, an individual requires knowledge of and commitment to legislative and APS requirements in relation to WHS responsibilities, equal opportunity, APS values & code of conduct; commitment to workplace diversity and working in a team environment.

Qualifications

Mandatory

- Registered, or eligible to be registered as a medical practitioner with the Australian Health Practitioners Regulation Agency (AHPPA).
- Strong clinical background, preferably in migration or organisational health, as well as demonstrated capability in the administration of public policy

Desirable

- Experience in working with Commonwealth or State and Territory governments.

Curriculum Vitae

Of

DR PARBODH s. 22(1)(a)(ii) **GOGNA**

**MBChB, MBA, MRCGP, FRACGP, FACRRM,
FARGP.**

PERSONAL DETAILS

Name Parbodh s. 22(1)(a)(ii) GOGNA

s. 22(1)(a)(ii)

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QUALIFICATIONS

1992 MBChB University of Leeds

s. 22(1)(a)(ii)

POSTGRADUATE & PROFESSIONAL QUALIFICATIONS

1996 Joint Committee Postgraduate Training in General Practice (JCPTGP)
 1996 Membership of the Royal College of General Practitioners (MRCGP).
 1998 Fellowship of the Royal Australian College General Practitioners (FRACGP)
 1998 Fellowship of the Australian College of Rural and Remote Medicine
 (FACRRM)
 1999 Australian Medical Council (AMC - Part I)
 2000 Australian Medical Council (AMC - Part 2)
 2006 Masters in Business Administration (UWA) Weighted Average Mark 73.47
 Strategic Management (Capstone Unit) High Distinction
 2017 Fellowship of Advanced Rural General Practice (FARGP)
 2017 Application submitted for Fellowship of the Royal Australian College of
 Medical Administrators (RPL granted for Clinical Director's Pathway)

s. 22(1)(a)(ii)

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