



File No.
REL92/0025

26 May 2004

Secretary
Finance and Public Administration Senate Legislation Committee
Department of the Senate
Parliament House
Canberra ACT

**Finance and Public Administration Legislation Committee
Hearings 25 May 2003
Senator Faulkner's Request for Information**

At the Committee hearings on 25 May 2004, Senator Faulkner asked if ONA would provide the Committee with details of the recent staff selection process to fill the position of Deputy Director-General, ONA (Hansard p51).

The vacancy was advertised in The Australian and The Canberra Times of 21 February 2004, and the gazette of 26 February 2004. A merit selection process followed. Copies of the advertisement and the selection criteria are attached.

Derryl Triffett
Assistant Director-General
Corporate Services



Australian Government
Office of National Assessments

ONA is an intelligence assessment agency that reports to the Prime Minister and senior ministers on international political, strategic and economic issues affecting Australian interests.

Deputy Director-General
Senior Executive Service Band 2 (PN 1079)

ONA is seeking to recruit a highly skilled person to assist the Director-General in the management of the office. The successful candidate will:

- assist the Director-General to plan and direct research, analysis and the preparation of assessments on international, economic, political and strategic matters of national importance;
- assist the Director-General in implementing his statutory responsibilities in relation to Australia's international intelligence activities;
- brief Commonwealth Ministers, Parliamentary Committees and senior officials as required;
- coordinate and monitor priorities for the collection and assessment of national intelligence;
- maintain liaison at senior levels with appropriate commonwealth Departments, non-government bodies, and other local and overseas authorities in relation to responsibilities; and
- represent ONA at international conferences and other forums.

Tenure arrangements are flexible - ongoing engagement, or fixed term engagement for up to five years, or secondment from another government agency may be negotiated. ONA employees must be Australian citizens and require a high level security assessment.

Government policy requires that Australian Workplace Agreements (AWAs) be offered to all employees occupying SES positions. Under ONA's current AWA, a flexible remuneration package is available to occupants of this position. The package includes a salary component which is open to negotiation, access to a performance bonus, the provision of a fully maintained vehicle, and access to a Commonwealth-sponsored superannuation scheme if eligible. The opportunity exists for overseas travel. Applicants should refer to the Commonwealth of Australia Gazette for conditions applying to SES vacancies.

If you would like more information regarding this vacancy, please call Derryl Triffert on (02)62660960.

Selection documentation can be obtained from our website at www.ona.gov.au; or by calling ONA's Personnel Services Officer on (02) 6266 0966. Selection documentation will not be faxed.

Applications close on 11 March 2004

hnaC014204

URGENT PROOF

Please read & check all information is correct.

h m a *Blaze*

Telephone 02 6280 3800

Facsimile 02 6280 3880

CLIENT: ONA
CO-ORDINATOR: Dan
BOOKING DEADLINE: 18/2/04 2
MATERIAL DEADLINE: 19/2/04 7
PUBLICATION: Canberra Times
SIZE: 16x3 102mm
INSERTION: 21/2/04
CLASSIFICATION: PV
SORT:

JOB NUMBER: C014206-1

PROOF NUMBER: 2

SPELL CHECKED BY: todd

SIZE CHECKED BY: todd

OK TO GO: Signed *[Signature]*

DATE: *11/2/04* TIME:

This proof serves as your media booking confirmation.

Please Note: Without final approval, this advertisement will NOT be submitted to the media.

Canberra Times 21/02/04
weekend Aft 21/02/04.

OK to go
Johnston

our internet site at
www.ipaustralia.gov.au/about/jobs.shtml

Contact: Dr Ian Heath (02) 6283 2000

Selection documentation may be obtained from
Tracey Willson (02) 6283 2578
tracey.willson@ipaustralia.gov.au —Apply: OPB001

N.N.—10181903

Prime Minister

OFFICE OF NATIONAL ASSESSMENTS

AUSTRALIAN CAPITAL TERRITORY

Senior Executive Service Band 2 \$100000-140000,
Russell

Closing Date: 11.3.2004

Duties: Assist the Director-General in the management of the office and act as Director-General when required. Plan and direct research, analysis and the preparation of assessments on international, economic, political and strategic matters of national importance. Ability to assist the Director-General in implementing his statutory responsibilities in relation to Australia's international intelligence activities. Contribute effectively to ONA's leadership team of branch and unit heads. Brief Commonwealth Ministers, Parliamentary Committees and senior officials as required. Co-ordinate and monitor priorities for the collection and assessment of national intelligence. Maintain liaison at senior levels with appropriate Commonwealth Departments, non-government bodies, and other local and overseas authorities in relation to responsibilities and represent ONA at international conferences and other forums.

Eligibility/other requirements: Senior executive and management ability and a capacity for quality control of high level analysis. A demonstrated understanding of international affairs and relevant tertiary qualifications are highly desirable.

Note: The successful applicant will be offered an Australian Workplace Agreement for Senior Executive Services (SES) employees. Under ONA's current policy, a flexible remuneration package of \$100,000-\$140,000 is available to occupants of this position. Actual salary levels will be determined on the basis or for a specified term of up to five years. Persons working in ONA must have Australian citizenship. The opportunity exists for overseas travel. ONA positions require security assessment. All positions in ONA are open equally to men and women.

Contact: Derryl Triffett (02) 62 660960

Selection documentation may be obtained from
Suzanne Noakes (02) 6266 0966 —Apply: U004

N.N.—10182112

Senior Executive Service Band 1 \$80000-120000,
BARTON

Closing Date: 11.3.2004

Duties: ONA is seeking to recruit a highly skilled person to lead its Transnational Issues Branch. The successful candidate will: Plan and direct the activities of a small group tasked with analysis of how Australia's interests are affected by such transnational issues as terrorism, illegal movements of people, attacks on critical national infrastructure, illegal financial transactions, and other international organized crime. Chair interagency and interdepartmental coordinating committees, brief Ministers and senior officials. Represent ONA at international conferences and other forums and maintain liaison and contact at appropriate levels with departments and other bodies, and with relevant academic groups and think-tanks, both locally and overseas.

Eligibility/other requirements: Relevant tertiary qualifications required.

Note: The vacancy will be filled on the basis of ongoing or non-ongoing employment. The actual remuneration package will be determined commensurate with demonstrated experience, expertise and skills of the successful candidate. The opportunity exists for overseas travel. ONA positions require a security assessment. Selection documentation may be obtained from our website at www.ona.gov.au. Selection documentation will not be faxed. All positions in ONA are open equally to men and women.

Contact: Dr John Eyers (02) 62 660946

Selection documentation may be obtained from
Suzanne Noakes (02) 62 660966 —Apply: U004

N.N.—10182204

Treasurer

DEPARTMENT OF THE TREASURY

AUSTRALIAN CAPITAL TERRITORY

Executive

Senior Executive Service Band 3 \$174589-224169,
Canberra

Closing Date: 12.3.2004

Duties: Manage one of four policy advising groups in Treasury. Assist the Secretary in setting departmental policy and in exercising responsibility for the functioning of the Department.

**DEPUTY DIRECTOR-GENERAL
SENIOR EXECUTIVE SERVICE BAND 2**

**SELECTION CRITERIA
SENIOR EXECUTIVE LEADERSHIP CAPABILITY FRAMEWORK**

Shapes Strategic Thinking

- Strategic Focus
- Ability to Recognise Opportunities, Harness Information
- Shows Judgement, Intelligence and Common Sense

Achieves Results

- Organisational Capability
- Professional Expertise
- Implements Change
- Ability to Clarify Ambiguities
- Closure and Delivery

Exemplifies Personal Drive and Integrity

- Professional and Probity
- Risk-taking and Personal Courage
- Action Orientation
- Resilience
- Self Awareness
- Commitment to Personal Development

Cultivates Productive Working Relationships

- Nurtures Internal and External Relationships
- Facilitates Co-operation and Partnerships
- Values Differences and Diversity
- Guide, Mentor and Develop People

Communicates with Influence

- Communicates Clearly
- Listens, Understands and Adapts to Different Audiences
- Negotiates Persuasively

ONA Specific

- An understanding of Australia's strategic and economic interests and how international developments affect them;
- High level analytical and writing skills;
- Security consciousness, and the capacity to work in a highly secure environment.

DUTIES AND FUNCTIONS

1. Assist the Director-General in the management of the office. Act as Director-General as required.
2. As a member of the leadership group plan and direct research, analysis and the preparation of assessments on international, economic, political and strategic matters of national importance. Chair senior interdepartmental groups in the development of assessments on the more complex matters.
3. Brief Ministers, Parliamentary Committees and senior officials as required.
4. Co-ordinate and monitor priorities for the collection and assessment of national intelligence; review the performance and needs of other agencies; prepare or arrange associated analyses and reports for the Prime Minister, Secretaries Committee of National Security and other appropriate bodies.
5. Maintain liaison at senior levels with appropriate Commonwealth Departments, non-governmental bodies, and other local and overseas authorities in relation to responsibilities.
6. Represent ONA at international conferences and other forums.

Note: The successful candidate must be an Australian citizen, and will require a high level security clearance.