



Australian Government
**Australian Commission for
Law Enforcement Integrity**

JOB DESCRIPTION

Director Corporate Services (CFO)

Classification	Executive Level 2
Position Number	1010
Location	Canberra

ACLEI is an agency within the Attorney-General's Portfolio, established to support the Integrity Commissioner in carrying out his or her responsibilities for detecting, investigating and preventing corrupt conduct in Australian Government agencies with law enforcement functions. The Integrity Commissioner has extensive statutory powers, including the ability to hold coercive hearings. Designated ACLEI staff are able to use a range of law enforcement powers to assist the Integrity Commissioner's investigations.

Reporting to the Executive Director Secretariat Branch, the Director Corporate Services (CFO) carries direct responsibilities for all areas of corporate services including: Ministerial and Parliamentary Services, Media, Financial Management, Human Resource Management, ICT, Property, Security, Governance, Risk and Audit.

The key deliverables for this role include:

- effective management of ACLEI's Corporate Services responsibilities, and
- provision of high level contemporary strategic policy advice on a range of Corporate activities.

DUTY STATEMENT

Director Corporate Services (CFO)

Classification	Executive Level 2
Date Duty Statement Reviewed	31 December 2018
Position Number	1010
Location	Canberra
Supervisor	Executive Director Secretariat Branch
Subordinate Positions	10
Security Clearance Required	Negative Vetting Level 2

DUTIES

Under broad direction:

1. Lead a team that provides high level support to the Integrity Commissioner and the Executive by providing contemporary strategic advice and management of a range of Corporate matters, including:
 - Ministerial and Parliamentary Services
 - Media and Communications
 - Finance and Procurement
 - Governance, Risk and Audit
 - Human Resources and Workplace Relations
 - ICT and Records Management
 - Property Management
 - Protective Security
 - Professional Standards (Integrity Framework)
2. Manage internal reporting requirements to the Integrity Commissioner and Executive.
3. Manage agency reporting as required and act as the agency contact for Portfolio and external reporting matters. Manage the ACLEI Audit Committee secretariat services.
4. Represent the interests of ACLEI and help manage ACLEI's relationships with relevant stakeholders including other Australian Government, State and Territory representatives as well as the private sector as necessary.
5. Provide other operational and administrative support as necessary to assist with ACLEI activity.

Eligibility (Prescribed Qualifications)/Other Requirements:

This is a Designated Security Assessment Position (DSAP). The occupant of this position will require a security clearance of Negative Vetting Level 2.



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SELECTION CRITERIA

Director Corporate Services (CFO)

Classification Executive Level 2

Position Number 1010

GENERIC SELECTION CRITERIA
<ol style="list-style-type: none">1. Shapes strategic thinking.2. Achieves results.3. Exemplifies personal drive and integrity.4. Cultivates productive working relationships.5. Communicates with influence. <p>Important: These generic selection criteria are derived from the ACLEI Generic Capabilities. For further details please refer to the attached information about the ACLEI Generic Capabilities.</p>
JOB SPECIFIC SELECTION CRITERIA
<ol style="list-style-type: none">6. Demonstrated knowledge, skills and ability in a broad range of corporate services activities including: Ministerial and Parliamentary Services, Media, Financial Management, Human Resource Management, ICT, Property, Security, Governance, Risk and Audit.

ACLEI GENERIC CAPABILITIES EXECUTIVE LEVEL 2

Ability to think strategically

- objectively thinks through problems from various angles, assesses risk and identifies solutions
- demonstrates originality of thought and the capacity to develop innovative solutions
- critically evaluates information and demonstrates sound judgement in decision-making

Ability to achieve results

- contributes actively to strategic planning processes and actively promotes a shared understanding of strategic direction and corporate priorities
- defines, plans and schedules work of the area and responds flexibly to changing requirements
- demonstrates organisational and management skills of a high order including, if appropriate, the ability to effectively manage the performance of others in the delivery of work
- adopts a leadership role in modelling and promoting workplace diversity principles and fostering a safe and healthy working environment in delivering the work of the area

Ability to develop productive working relationships

- consults with others and fosters a work environment where people work collaboratively
- develops and maintains effective working relationships with clients and fosters a client focussed culture
- treats others with respect and courtesy and values different ideas and approaches
- adopts a leadership role in modelling and promoting team player behaviour and fostering a harmonious work environment

Demonstrated personal drive and integrity

- adopts a leadership role in applying and promoting the APS Values and Code of Conduct
- takes responsibility for outcomes of own work area and learns from mistakes
- demonstrates high levels of initiative and remains positive and focused on objectives even in difficult circumstances
- shows strong commitment to continued learning and takes responsibility for own development

Ability to communicate effectively

- demonstrates highly effective oral and written communication skills
- listens actively to others and responds appropriately
- puts forward new ideas and considers and encourages the contributions of others
- negotiates complex matters persuasively
- demonstrates representation and facilitation skills of a high order