



OFFICE *of the* OFFICIAL SECRETARY  
TO THE GOVERNOR-GENERAL

## Position Profile

<b>TITLE:</b>	Director Strategic Engagement
<b>CLASSIFICATION:</b>	Government House Officer Level 8 (Executive Level 2 equivalent)
<b>BRANCH:</b>	Executive Branch
<b>LOCATION:</b>	Canberra
<b>SALARY RANGE:</b>	\$116,781-\$132,389 (plus 15.4% superannuation)
<b>POSITION NUMBER:</b>	

## About the work area

The Office of the Official Secretary to the Governor-General (OOSGG) is a small Commonwealth budget-funded statutory agency with staff located mainly at Government House in Canberra. The latest annual report for the Office can be found on the website for the Governor-General at [www.gg.gov.au](http://www.gg.gov.au). The Official Secretary leads an organisation committed to identifying and implementing innovative ways to support the Governor-General in carrying out his constitutional, statutory, ceremonial and public duties.

The Executive Branch provides direct support to the Governor-General through the management, planning and implementation of the forward program of national and international engagements. The Branch is also responsible for liaison with external organisations, provision of policy advice, speeches, briefs, replies to representations from the public, and the management of Admiralty House Sydney and Government House Canberra household operations.

## Duties

The Director Strategic Engagement determines the strategic direction for the forward program of engagements and aligns longer-term planning with OOSGG goals and objectives. They are responsible for the achievement of their own, the Program Unit's, and the Household's outcomes, by monitoring team progress, performance and delivery. This is an opportunity to generate new ideas, approaches and strategies (including change and business improvements).

Working closely with the Official Secretary and Deputy Official Secretary, the Director Strategic Engagement is responsible for leading and inspiring a team of specialist program and hospitality staff to conceptualise, plan and deliver Their Excellencies' dynamic program of official engagements. The Director Strategic Engagement is expected to:

1. Provide strategic planning of a forward program of meaningful engagements, including management and direction for vice regal events, engagements and travel (including attendance at functions when required).
2. Manage the Program and Household teams to ensure staff have the information, direction, resources and support to achieve desired outcomes. This requires an ability to lead, motivate, build and inspire the team, and to build engagement, trust and respect.
3. Develop strong stakeholder relations, and liaise effectively and collaboratively with internal and external stakeholders to maximise efficiencies and project the Office as a highly professional, innovative and responsive agency.
4. Supervise the research and quality control processes related to background briefing and event documentation produced by the Program Unit.
5. Perform other duties as required to ensure the success of the Program Unit and Household Team in meeting the outcomes of the Branch and Office.

Immediate Supervisor: Deputy Official Secretary  
Number of Subordinates: 8 in Program Unit (including Military Aides-de-Camp), 9 in Household (not including any casual staff)

## Selection criteria

1. High level emotional intelligence (self-awareness, empathy, professional maturity)
2. Sophisticated interpersonal and representational skills
3. 5+ years' experience managing/leading a high-performing team
4. Protocol, events management experience is highly desirable
5. Energy and drive
6. Highly attuned judgement and problem-solving skills
7. Interest and awareness of contemporary issues in society
8. Results orientation
9. Imagination
10. Capacity to efficiently manage multiple competing demands

The Director Strategic Engagement must be available for after hours and weekend work, and for both domestic and international travel as required.

All positions at the Office of the Official Secretary to the Governor-General require a security clearance. The successful applicant will need to obtain and maintain a security clearance at the Negative Vetting 1 level. Applicants must be an Australian citizen.

Staff of the Office are employed on short or long term contracts; this contract term may be for a period of up to five years. Staff working conditions are governed by the [Office of the Official Secretary to the Governor-General Enterprise Agreement 2015-2018](#) or any subsequent agreement. Salary of the successful candidate will be negotiated within the salary band and commensurate with their skills and experience.