

Vacancy Notice
VN-0712532


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Rec...	Agency/Department	Position T...	S..	C...
Live ...	<u>Department of Employment and Workplace Relations (DEW...</u>	Chief Exe...	C.	23...

Details (?Tabset-7a64f=1) Preview (?Tabset-7a64f=2)

Status
Closed

▼ Agency Details

Agency/Department
Department of Employment and Workplace Relations (DEWR) (/s/account/0012P00000BVdOsQAL/department-of-employment-and-workplace-relations-dewr) 

APS Classification ⓘ
Statutory Appointment

Broadband Classification

▼ Position Details

Position Title ⓘ
Chief Executive Officer, Comcare

Division
Comcare 

Salary Not Required ⓘ 

Branch 


Salary From 

Section 

Salary To

Job Category
Organisation Leadership

Working Arrangements
Full-Time

Position Reference 

Office Arrangement ⓘ

Position Number
22/1416 Comcare 

Office Arrangement Details ⓘ

Expected Vacancy 

Employment Status
Non-Ongoing (temporary)

Employs Under
PS Act 1999 

Employment Type
Specified Term

Other Act 

Employment Type Details 


✓ Position Initiatives and Programs

Position Initiatives

RecruitAbility

✓ Duties, Eligibility and Notes

Position Description

Applications are being sought for a suitably qualified person for appointment as the Chief Executive Officer of Comcare. 

The Chief Executive Officer is responsible for Comcare's day to day operations and overall management of the organisation, including governance and reporting requirements.


Comcare is a statutory authority of the Australian Government established under the *Safety, Rehabilitation and Compensation Act 1988*. Comcare manages the Comcare scheme, which covers premium paying employers and self-insured licensees, and has regulatory functions in relation to workplace rehabilitation. Comcare is also the claims and liability manager for a number of government departments and agencies.

Comcare is primarily responsible for regulating the Commonwealth's work health and safety jurisdiction under the *Work Health and Safety Act 2011* and managing the Commonwealth's asbestos-related claims liabilities under the *Asbestos related Claims (Management of Commonwealth Liabilities) Act 2005*. Comcare is a statutory agency under the *Public Service Act 1999*.


This position is a full-time statutory appointment for up to five years and will be based in Canberra or Melbourne. The appointment will be made by the Governor-General following a merit-based selection process.

The remuneration package is determined by the Remuneration Tribunal. The current total remuneration is \$427,120 per annum.

Position Duties


To be a strong contender for the role you must have a high level of judgement, leadership, professional and personal integrity, a strong client and service delivery focus and experience or capacity to manage large and/or complex operations. High-level leadership experience in a regulatory environment will also be highly regarded. 

Position Eligibility Requirements

To be eligible for appointment to the Australian Public Service (APS), applicants must be Australian citizens. There are also restrictions on the employment of people who have accepted a redundancy benefit from an APS agency or a non-APS Commonwealth employer within the previous 12 months. Prospective appointees may be required to satisfy health, character and security checks. 

This position is a security assessed position. The successful applicant will be required to obtain a security clearance.

Position Notes

For further information about Comcare visit: <http://www.comcare.gov.au/> (<http://www.comcare.gov.au/>). 


How to apply: To obtain further information or to apply, please contact Matthew Smee, Principal Consultant –Hudson Executive on 0439 074 251 or matthew.smee@hudson.com (<mailto:matthew.smee@hudson.com>).


Applications close **11pm (AEDT) Sunday 23 October 2022**.

✓ Notice Details

Publish On Or After

30/09/2022

Closing Date 

23/10/2022 

Closing Date Reason



Position Description

Title	General Manager - Claims Management	Group	Claims Management Group
Position No	646	Team	
Classification Level	SES Band 1	Reports to	Chief Executive Officer
Job Family	Organisation Leadership		
Team Overview	<p>The Claims Management Group contributes to Comcare’s purpose to promote and enable safe and healthy work by delivering high quality claims management services. The claims management vision is to improve our claims management service and achieve better outcomes for our clients, stakeholders and the community.</p>		
Position Overview	<p>The General Manager (GM) Claims Management Group is accountable for and leads the efficient and effective management of workers’ compensation claims for the Australian Public Service (APS) including Australian Government parliamentarians and claims for asbestos-related disease involving the Commonwealth.</p> <p>The GM leads claims management service delivery. The role balances working with legislation and a sound knowledge of administrative law with client-focused, empathetic leadership to drive positive outcomes for Comcare’s clients.</p> <p>The GM is an experienced leader able to work across multiple disciplines including customer relationship management, administrative law, injury management and rehabilitation, insurance and premiums, complaints and service recovery.</p> <p>Clients and stakeholders are key to Comcare’s claims management success and the GM plays a key role in building and maintaining relationships and collaborating with employees, APS entities, treating health practitioners and others to achieve positive outcomes.</p> <p>As a member of the Comcare Executive the GM plays a key role in building organisational capability through the leadership and development of others and contributes to the broader strategic leadership of Comcare.</p> <p>The GM is required to manage change and conflict with confidence and make sound decisions on strategic, operational and financial matters. Like all members of the Comcare executive the GM has a role as sponsor of large and small improvement projects and is part of the executive leadership team and associated governance.</p> <p>The GM has high level leadership capability and superior people management skills and demonstrates an ability to achieve organisational objectives when leading, contributing and collaborating with large teams. The GM evaluates team and individual performance, develops staff, promoting a healthy and safe workplace and modelling ethical behaviour in accordance with the APS Code of Conduct and APS Values.</p> <p>Claims Management employees are based predominantly in Canberra and Melbourne, with some employees in Darwin.</p>		
Primary Responsibilities	<ol style="list-style-type: none"> 1. Strategically plan the achievement of results, outputs and objectives of the Claims Management Group, with a focus on timely, quality and consistent decisions, improving outcomes for injured employees and operational excellence, in line with Comcare’s Corporate Plan and agreed performance targets. 2. Develop and actively manage senior executive relationships with Australian Government agencies which support collaboration and improve scheme outcomes. 3. Provide advanced specialist insight on claims management and develop an empathetic and analytical culture in which team members understand and influence claim drivers and trends to deliver positive claim outcomes for clients. 		



Position Description

	<ol style="list-style-type: none"> 4. Oversee the instruction of lawyers on SRC Act and ARC Act claim matters, acting as a 'model litigant'. 5. Establish, maintain and influence internal stakeholder relationships, guiding people through periods of change, resolving conflicts and managing sensitivities. 6. Improve work systems and processes while initiating, overseeing and approving a range of sensitive and complex workplace and client related interactions, including ensuring timely, quality and consistent decisions. 7. Represent Comcare at relevant external industry forums, meetings and events. 8. Ensure high quality corporate governance, anticipate and manage risk and propose creative solutions to business problems. 9. Develop and maintain budgets within the Group and across Comcare. 10. Lead and exemplify the promotion of ethical behaviour and practices consistent with the APS Values, Employment Principles and Code of Conduct. 11. Lead and exemplify a healthy and safe working environment, and exercise due diligence in ensuring Comcare's compliance with the Work Health and Safety Act 2011. 		
Specific Conditions	Interstate travel will be required and some work outside of standard business hours may be required.		
Qualifications/Experience	<ul style="list-style-type: none"> • Mandatory – (if applicable) Desirable – Undergraduate or Postgraduate degree in a relevant field • Five years senior management experience in a service delivery operation (especially experience in personal injury compensation or similar schemes) 		
Security Clearances	Negative Vetting 1	For clarification or for further information whether the role requires a security clearance, please contact the Security Team	
Job Specific Capabilities			
For descriptors and behaviours for the classification please refer to the Integrated Leadership System (ILS). Detail relevant technical and job specific capabilities from Capability Framework			
1. Demonstrated expertise in forming and maintaining effective relationships with a variety of stakeholders.			
2. Demonstrated high level of judgement, organisational leadership, and management skills.			
3. Superior people management skills that demonstrate an ability to achieve organisational objectives when leading, contributing and collaborating within teams.			
4. High level analytical skills including the capacity to provide evidence-based policy and/or program advice to inform decision making.			
Delegates Approval			
Reviewed By:		Date:	
Approved By:	Greg Vines	Date:	July 2023



Position Description

Title	General Manager Legal	Group	Legal
Classification Level	SES Band 1	Position Number	1864
Job Family	Legal and Parliamentary		
Team Overview	<p>The Legal Group provides legal services and support to Comcare to perform its functions and is based in both Canberra and Melbourne.</p> <p>The work of the Legal Group is diverse and varied, and includes:</p> <ul style="list-style-type: none"> • investigation and prosecution support regarding alleged breaches of the WHS Act • legal advice and decision support for Comcare’s claims management functions, conducting merits review proceedings in the Administrative Appeals Tribunal (AAT), conducting judicial appeals and providing legal and strategic advice on evidence and risk • legal advice and support for all legislation administered by Comcare, including corporate and governance functions • legal advice and support for all of Comcare’s administrative legal functions • developing delegated legislation and support to Comcare’s involvement in developing primary legislation • responding to external review enquiries • supporting the Safety, Rehabilitation and Compensation Commission and Seacare Authority; and • monitoring and managing litigation across the Comcare scheme. 		
Position Overview	<p>As a senior leader in Comcare, the General Manager Legal is responsible for making sound decisions on strategic, tactical, operational and financial matters affecting the agency. The General Manager plays a key role in building organisational capability through the leadership and development of others and will contribute to the strategic leadership of Comcare.</p> <p>The General Manager Legal is accountable for the timely, efficient and effective delivery of all legal services to Comcare. The legal teams advise on a range of issues including work health and safety, corporate law, administrative law, AAT disputation, Federal Court litigation and the Commonwealth’s common law asbestos liabilities.</p> <p>The General Manager will demonstrate high level leadership capability and superior people management skills that demonstrate an ability to achieve organisational objectives when leading, contributing and collaborating with service providers comprised of internal and external legal resources. The role evaluates team and individual performance, develops employees, promotes a healthy and safe workplace environment, and models ethical behaviour in accordance with the APS Code of Conduct and APS Values.</p>		
Primary Responsibilities	<ol style="list-style-type: none"> 1. Lead the delivery of high quality, timely, pragmatic and cost effective legal services, to inform agency wide decisions and to support Comcare’s long term objectives. 2. Identify and manage risks with the provision of legal services, and establish and maintain high quality controls and processes. 3. Apply lateral thinking and strong decision-making skills to formulate and implement business strategies and plans which anticipate and address risks and maximize opportunities and drive positive change and innovation. 4. Set the strategic direction for the Legal Group, communicating objectives and expectations to create a shared sense of purpose. 5. Work collaboratively with Comcare’s Senior Leadership team to deliver and meet the objectives as set out in the corporate plan. 		



Position Description

	<ol style="list-style-type: none"> 6. Ensure good corporate governance, anticipate and manage risk and propose creative solutions to business problems. 7. Manage budget ensuring value for all aspects of the legal service including the engagement of providers. 8. Establish, maintain and influence internal stakeholder relationships, guiding people through periods of change, resolving conflicts and managing sensitivities. 		
Specific Conditions	Interstate travel will be required. Some work outside of standard business hours may be required.		
Qualifications	<p>Mandatory</p> <p>Admission as a barrister or a solicitor of the High Court or Supreme Court of an Australian State or Territory</p> <p>Current unrestricted practicing certificate or ability to obtain within three months</p>		
Security Clearances	Negative Vetting 1		
Job Specific Capabilities			
<p>For descriptors and behaviours for the classification please refer to the Integrated Leadership System (ILS).</p> <p>Detail relevant technical and job specific capabilities from Capability Framework</p>			
1. Specialist knowledge and experience in a broad range of legal areas that may include personal injury compensation law, work health and safety regulation and/or prosecutions in a criminal jurisdiction, statutory interpretation and litigation.			
2. Demonstrated expertise in forming and maintaining effective relationships with a variety of stakeholders.			
3. Demonstrated high level of judgement, organisational leadership, and management skills.			
4. Superior people management skills that demonstrate an ability to achieve organisational objectives when leading, contributing and collaborating within teams.			
5. High level analytical skills including the capacity to provide evidence-based legal, policy and/or program advice to inform decision making.			
Delegates Approval			
Reviewed By:	Aaron Hughes	Date:	24/01/2023
Approved By:	Aaron Hughes	Date:	24/01/2023

Position Description

Title	Chief Operating Officer	Group	Corporate
Classification Level	SES Band 1	Position No	00206
Team and Role Overview	<p>The Chief Operating Officer (COO) is a member of the Senior Executive Leadership team of Comcare and reports to the CEO.</p> <p>The COO is responsible for the leadership of the Corporate Group that plays an integral role across the Comcare business. This group contributes to Comcare’s purpose to promote and enable safe and healthy work by enabling and building the capability of the organisation to respond effectively to current and future business needs through strategic and efficient governance, systems and services. This group also ensures that Comcare meets a range of legislative and policy obligations around governance and accountability as a Corporate Commonwealth entity.</p> <p>The COO will be accountable for the overall strategic direction and management of functions of the group, which is geographically dispersed across five states and territories and supports groups across all Australian states and territories. These functions include:</p> <ul style="list-style-type: none"> • People, Property and Security: Enabling, through strategic and effective frameworks, advice and processes and initiatives to build a highly engaged and skilled workforce and positive secure workplace environment. • Finance and Assurance: Providing strategic financial advice and sound internal control and monitoring of Comcare’s financial performance to ensure financial accountability and compliance with government policies and framework. • Technology and Information Management: Maintaining Comcare’s Information, Communication and Technology infrastructure and providing strategic leadership, governance, solutions and advice for the effective management of information and systems. • Corporate Strategy and Communications: Delivering efficient and effective internal communications, corporate strategic planning and reporting and oversight of Comcare’s portfolio of change programs and projects. <p>As a member of the Executive, the COO will play a key role in building organisational capability through the leadership and development of others and will contribute to the broader strategic leadership of Comcare. The COO will manage change and conflict with confidence and tact.</p>		
Primary Responsibilities	<ol style="list-style-type: none"> 1. Deliver strategic outcomes for Comcare within the broader government context and in line with directions set out in the corporate plan. 2. Work collaboratively with Comcare’s Senior Leadership team and key external stakeholders to meet the objectives as set out in the corporate plan. 3. Apply lateral thinking and strong decision-making skills to formulate and implement business strategies and plans which anticipate and address risks, maximise opportunities and drive positive change and innovation. 4. Set the strategic direction for the Corporate Group, communicating objectives and expectations to create a shared sense of purpose. 5. Lead the Corporate Group in delivering efficient and effective corporate functions. Delegate effectively and mentor, coach and encourage individuals in their delivery of outcomes and professional development. 6. Ensure Comcare’s timely, efficient compliance with legislative and statutory requirements. 7. Identify and establish constructive relationships with key strategic stakeholders. 		



Position Description

Specific Conditions	Some intra and interstate travel is required, including overnight absences		
Qualifications	<p>Desirable – Relevant Tertiary qualifications</p> <p>In addition, membership of relevant professional associations or institutes will be well regarded.</p>		
Security Clearances	Negative Vetting 1		
Job Specific Capabilities			
<ol style="list-style-type: none"> 1. Senior leadership experience in the strategic delivery of a broad range of corporate operations. 2. A proven track record in facilitating and implementing strategic people outcomes. 3. Knowledge of, or the demonstrated ability to quickly acquire a knowledge of the legislative and policy frameworks relevant to Corporate Commonwealth entities, including the <i>Public Governance, Performance and Accountability Act 2013</i>, the <i>Work Health and Safety Act 2011</i>, the <i>Safety, Rehabilitation and Compensation Act 1988</i>, the <i>Privacy Act 1988</i> and the <i>Protective Security Policy Framework</i>. 4. High level of judgement, organisational leadership, and management skills. 5. Demonstrated stakeholder and relationship management skills. 			
Delegates Approval			
Reviewed By:	Vanessa Graham	Date:	5/1/2022
Approved By:	Sue Weston	Date:	6/1/2022