



Candidate information pack

Chief Executive Officer
Full-Time Public Office Holder
Australian Centre for International Agricultural Research

Reference No: 833

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Chief Executive Officer, Australian Centre for International Agricultural Research

Australian Centre for International Agricultural Research

Operating under the ACIAR Act 1982, ACIAR is a specialist agency in the Foreign Affairs Portfolio, fostering international agricultural research and development partnerships that will result in reduced poverty, more sustainable agricultural systems and greater food security.

ACIAR's diverse, high quality program of collaborative research for development and training, focused on the Indo-Pacific region, harnesses Australia's research strengths and contributes to poverty alleviation and sustainable economic development. The program is developed in the context of the Australian Government's development policy and implemented in close collaboration with relevant Australian government agencies, especially the Department of Foreign Affairs and Trade (DFAT) and with research partners in Australia and overseas.

Resourcing

ACIAR has a total staff of 82, including 22 Locally Engaged Staff in eleven offices across the Indo-Pacific region and a 2022-23 budget appropriation from the Official Development Assistance (ODA) budget of around \$102 million (\$93 million Administered funding together with \$9 million Departmental funding).

The Commission for International Agricultural Research and the Policy Advisory Council

As determined by the Act, ACIAR also supports the Commission for International Agricultural Research and the Policy Advisory Council. The Commission provides advice to the Minister on a range of matters including program formulation, funding and priorities. The Council provides advice to the Minister on the agricultural problems of developing countries and agricultural research programs and policies. Commission members are appointed by the Governor-General and Council members are appointed by the Minister based on their experience in agricultural research and their knowledge of agricultural problems in developing countries. A substantial number of Council members must be residents of developing countries.

Further information

Further information on ACIAR, its governance and structure can be found at:

www.aciar.gov.au

www.aciar.gov.au/about-aciar/corporate-governance

www.aciar.gov.au/aciar40

Chief Executive Officer, Australian Centre for International Agricultural Research

The Position

The office of the Chief Executive Officer (CEO) is established under the ACIAR Act 1982 (refer section 5 and part V for the functions, appointment, terms and conditions). This is a statutory appointment for a period of five years in the first instance, with the possibility of extension for up to a further two years. The CEO is responsible to the Minister for Foreign Affairs for the administrative and financial management of ACIAR.

Within the agreed Strategy, the CEO's primary responsibilities are to:

- formulate programs and policies with respect to agricultural research for either or both of the following purposes:
 - identifying agricultural problems of developing countries;
 - finding solutions to agricultural problems of developing countries;
- commission agricultural research by persons or institutions (whether the research is to be conducted in Australia or overseas) in accordance with such programs and policies;
- communicate to persons and institutions the results of such agricultural research;
- establish and fund training schemes related to ACIAR's research programs;
- conduct and fund development activities related to ACIAR's research programs; and
- fund international agricultural research centres.

Specific responsibilities within these key areas are to:

- advise and report to the Minister, Commission and the Policy Advisory Council on ACIAR's overall strategy, research and capacity building programs and accountability of its operations;
- lead and manage the ACIAR Executive team and oversee appropriate personnel management system for staff and contractors in Australia and overseas;
- manage ACIAR's annual budget in consultation with the Commission;
- represent Australia at high-level international meetings, including those of the Consultative Group on International Agricultural Research (CGIAR) and its sub-committees or task forces;
- represent ACIAR before government and Parliament, and to Australian industry and the domestic and international scientific research community;
- interact at the highest levels with other agencies within the Foreign Affairs and Trade portfolio, the broader Australian Public Service, universities, CSIRO and State departments;
- negotiate appropriate agreements with collaborating country governments and facilitate the development of collaborative partnerships with developing country government agencies and research institutions, and;
- contribute to national and international reviews in the areas of scientific research and development assistance.

Personal and Professional Attributes

The successful candidate will offer:

- high level expertise in driving research partnerships including government, universities, research organisations and business with a clear focus on outcomes;
- an in-depth understanding of the drivers, principles and practices for both private and public sectors;
- the capacity to establish and sustain new relationships between ACIAR and emerging national and international public and private sector partners;
- a track record as an agent of change with the ability to drive innovation and engagement in solutions to emerging global and regional challenges, preferably in a research management context;
- an inclusive leadership style with a focus on diversity, organisational strategy and performance management;
- an ability to build and foster a high performing executive and a positive organisational culture;
- exceptional influencing, communication, presentation and relationship management skills.

Terms and Conditions of Appointment

Eligibility	To be eligible for appointment, candidates must be an Australian citizen, or have permanent residency status and be willing to apply for Australian citizenship.
Security	<i>The successful applicant must have or obtain a Negative Vetting Level 2 security clearance which permits access to classified information/resources up to and including TOP SECRET.</i>
Authority	<i>Australian Centre for International Agricultural Research Act 1982, as amended.</i>
Tenure	The CEO will be appointed on a full-time basis. This is a statutory appointment by the Governor-General on the recommendation of the Cabinet and Minister for a period of five years in the first instance, with a possible extension up to a maximum two years.
Employer	The Minister for Foreign Affairs
Location	The position is located in ACIAR's headquarters in Canberra.
Remuneration	The value of the current total remuneration package is \$370,160p.a. Remuneration is subject to the determinations of the Remuneration Tribunal. The CEO is a Full-Time Public Office Holder. The remuneration package is as determined with the Minister, within bounds set by the Remuneration Tribunal. Determinations can be found at www.remtribunal.gov.au The components of the total remuneration package include salary, superannuation and a range of other benefits. Salary packaging options are available.
Superannuation	The maximum salary for superannuation purposes is 73% of total remuneration. The employer contribution to superannuation is currently 15.4%. The appointee is eligible to contribute to the Public Sector Superannuation Accumulation Plan (PSSap) or can choose another scheme. Existing members of a Commonwealth defined benefit scheme (CSS or PSS) may continue in these schemes.
Travel	Regular domestic and international travel is required.
Leave	Four weeks annual leave per year, long service leave as prescribed under the Long Service Leave (Commonwealth Employees) Act 1976, paid maternity leave as prescribed under the Maternity Leave (Commonwealth Employees) Act 1973, and other paid and unpaid leave, including sick and carers leave, at the discretion of the Minister.
Other	A variety of entitlements and cost reimbursement allowances, e.g. removal expenses and temporary accommodation, generally applicable to an officer of the Senior Executive Service in the Australian Public Service, is available.

Selection Criteria

Merit-based selection

When selecting agency heads and other statutory office holders, the Australian Government has a policy of transparent and merit-based assessment. Candidates are assessed against a core set of agency head criteria, supplemented by criteria specific to the role and agreed by the Portfolio Minister and Department Secretary.

Candidates' knowledge, skills and experience are considered against the selection criteria, the responsibilities of the position and the personal and professional attributes required to succeed in the role. Applications should be succinct but sufficiently comprehensive to allow the selection panel to undertake an assessment of comparative suitability.

The following selection criteria apply to this position:

1. Role-specific criteria

- (i) Commands an international reputation in scientific research management or executive level service in an eminent scientific or development institution with demonstrated ability to translate research into sustainable practice.
- (ii) Possesses well-developed appreciation of international affairs as they relate to agricultural productivity, food security and environmental management, and an ability to adapt and respond to emerging opportunities.
- (iii) Exhibits cross-cultural empathy and capacity to manage productively in a cross-cultural environment.
- (iv) Aligned with and supporting Australia's foreign affairs priorities, strategically cultivates and promotes effective research and training partnerships between Australian and partner country organisations that increase incomes; create jobs in more inclusive value chains; produce more and healthier food; and improve resilience in changing climates.
- (v) Demonstrates understanding of Australian government principles and operation and a well-developed appreciation of private sector principles and practices.

2. Agency Head leadership criteria

Please note, the capabilities outlined under each of the main headings below are not in themselves additional criteria and it is not intended that applicants should address each and every capability. Rather, the capabilities are designed to assist in explaining why the criteria are important, by detailing what will be expected on the job.

- (i) Demonstrates high level leadership and vision
Capabilities
 - » sets a strategic vision and inspires others to achieve this
 - » deals with issues innovatively
 - » articulates a clear direction for the organisation
 - » inspires a sense of purpose and direction
- (ii) Manages large and/or complex operations
Capabilities
 - » achieves results within the context of organisational and/or Government policy
 - » strong people management skills
 - » strong financial management, ensuring efficient, effective and ethical use of resources
 - » understands and commits to quality organisational governance
 - » engages with risk and shows personal courage and resilience
- (iii) Works with others to meet objectives
Capabilities
 - » operates collaboratively to meet organisational objectives
 - » nurtures a work environment that values collaboration and facilitates partnerships
 - » listens to people and values different perspectives
 - » nurtures internal and external relationships

- » guides, mentors and develops people
- » operates in a collegial manner
- (iv) High level of judgement
Capabilities
 - » shows judgement, intelligence and common sense
 - » harnesses information and opportunities
 - » demonstrates self-awareness and a commitment to personal development
- (v) Demonstrates a high standard of professional and personal integrity and the capacity to promote these in an organisation
Capabilities
 - » demonstrates public service professionalism and probity
 - » builds organisational capability and responsiveness
 - » marshals professional expertise
 - » motivates staff to achieve the organisation's vision and mission

Preparing your application

Your application should include a CV and a statement of claims (a short 'pitch' of approximately 1000 words) drawing out why you are interested in the role, what you offer the agency, focused on your achievements, which demonstrates your capacity to fulfil the role-specific and agency head requirements detailed in this document; and contact details for two referees. In preparing your application, please take the selection criteria outlined above into consideration.

In addition to submitting your CV and a statement of claims (or 'pitch') you will be required to fill in some additional fields in our online application form. These include areas such as Key areas of expertise, Major Achievements, Staff Management and Budget Management.

Diversity

ACIAR is committed to building an inclusive culture that reflects and values the diversity of the Australian community. Fostering a positive workplace where people treat each other and the community with respect and utilises the contribution of all employees. Its recruitment decisions are made on the basis of merit and it does not discriminate on the basis of race, colour, sex, sexual preference, age, physical or mental disability, marital status, family responsibilities, pregnancy, religion, political opinion, national extraction or social origin. ACIAR provides equal access to workplace opportunities and support to balance their work and private lives.

ACIAR strongly encourages First Nations people to apply.

ACIAR is committed to supporting the employment and career development of people with disability. Our participation in the APS RecruitAbility Scheme means we will progress an applicant with disability to a further stage in the recruitment process, where they opt into the scheme and meet the minimum requirements for the position.

The recruitment process is being administered by Executive Intelligence Group on behalf of the Department of Foreign Affairs and Trade (DFAT). The details you provide when applying for this position are covered by the provisions of the Commonwealth Privacy Act 1988. In submitting an application, you have authorised DFAT to use the information you have provided in the selection process for this position.

About Executive Intelligence Group

Executive Intelligence Group is a Canberra based executive search and recruitment management firm. We specialise in finding, selecting, developing, coaching and mentoring senior executives across a range of different contexts and sectors.

We are held in high regard by senior decision makers and would be recognised as having exceptional coverage in terms of the number and nature of agencies for which we have completed assignments.

We have extensive experience in generalist, 'difficult to fill' and specialist executive roles, bulk rounds, statutory appointments and private sector positions and an outstanding reputation in dealing with Secretaries, senior executives CEOs and Boards.

If, after reading the selection documentation, you require further information please contact **Tricia Searson** or **Karina Duffey** on (02) 6232 2200.

Applications must be submitted through the Executive Intelligence Group website.

How to apply

Executive Intelligence Group has the capability to receive applications online via our website.

A major benefit of lodging an application through our system is that your details will now be saved in your personal, confidential account. This means that, should you apply for any future roles through us, you will not have to re-enter this information and this will hopefully make the application process easier for you. If at any time your personal details change you are able to update this via your account. It is important to us that you find our website easy to use. If you have any feedback on how we can make the website more user friendly to assist you in completing an application or downloading candidate information, please let us know.

At **Executive Intelligence Group**, we respect the confidentiality of the personal information you provide to us and understand that your privacy is critical.

To review our Privacy Policy please click here: <https://executiveintelligencegroup.com.au/privacy-policy/>.

Important things to note:

- When you apply for the first time, please create an account and make a note of your username and password;
- For subsequent applications, you will need to log in to your account and submit your application along with your CV and statement of claims/pitch. I.e. you will need to submit an application for **EVERY** vacancy you are interested in - submitting one application does **NOT** mean you will automatically be considered for other vacancies with Executive Intelligence Group.
- Please have your CV and statement of claims/pitch ready to upload in a single document. Make sure you take account of the requirements of the position and the selection criteria (if required) against which you will be assessed. In your CV, it is useful for you to provide a quick snapshot of the key responsibilities you have had in each role over the last 5 years;
- You will have an opportunity to review, edit and print your application before you submit. However, once it is submitted you will not be able to make any changes;
- In the event that you do not receive an automated email confirming your application has been submitted it is very important that you contact us as there may be an issue with your application lodgement;
- If you do not hear from us about the progress of your application within 3 weeks from the close date, please contact us for an update; and
- If at any time, you wish to withdraw from this process you will need to send an email to admin@execintell.com.au to let us know. You are unable to withdraw your application directly from the website.

We can be contacted on 02 6232 2200 or admin@execintell.com.au.

How to apply online:

1. Go to the Executive Intelligence Group website and navigate to the Vacancies page (<http://www.executiveintelligencegroup.com.au/vacancies/>);
2. Find the vacancy you are interested in applying for and click 'More Info'. This will enable you to download the candidate information pack. This will assist you on how approach your application;
3. When you are ready to apply, find the vacancy you are interested in applying for and click 'Apply';
4. Read the information about applying and press 'Start';
5. This is where you will create your account if you are applying for the first time. If you have used our system previously you can log in with your username and password;
6. From here you will be guided through an online application form;
7. At the end of the form you will be prompted to upload your CV and selection criteria/pitch. You **MUST** have your name referenced within the document/s you upload. Please note you should have this already saved in a single document it is preferable to keep the file name of the document short and without symbols for example: **Surname First Name Ref No Job**. Where possible please upload your documents in PDF format, we are also able to accept documents in Word format.
8. If you wish to change any of the sections before you submit you can click on the 'Summary' table on the right-hand side which will take you to the specific page;
9. Submit your application; and
10. You will receive an automatic email with a copy of your application.