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Geoscience Australia has been the nation’s trusted advisor on the geological and geographical history of Australia since 1946. At that time, the Australian Government recognised the need to locate and assess the nation’s natural resources, and undertake fundamental mapping work for national development and growth. Separate agencies undertook this work for more than 50 years before joining in 2001 to form Geoscience Australia, bringing together the nation’s expertise in geology, geophysics, geodesy, satellite imagery, and topographic mapping.

The agency is a trusted source of advice to all areas of government, industry, the academic sector, and the community based on our high quality, innovative approach to geoscience.

Today, its work covers the Australian continent, its marine jurisdiction, and its territories in Antarctica. Geoscience Australia applies its geoscientific capabilities to the opportunities and challenges that face the nation: maximising value from our abundant mineral and energy resources; providing the fundamental geographic information to develop the nation; sustainably managing a vast marine environment; securing water on a dry continent; and protecting communities from natural disasters.

Geoscience Australia is the geoscience advisor to the Australian Government on matters of national importance, and custodian of the geographical and geological data and knowledge of the nation. Geoscience Australia will continue to play an important role in the future as the needs of the nation change and new opportunities arise.

We are seeking a highly capable scientific leader to become the next Chief Executive of Geoscience Australia. The appointee will lead the nation’s premier geoscience agency as they tackle a wide range of national challenges.

This booklet provides information on the role and how to apply. If you think you have the skills needed for the role we would like to hear from you.

Glenys Beauchamp
Secretary
Department of Industry, Innovation and Science
GEOSCIENCE AUSTRALIA
CHIEF EXECUTIVE OFFICER

Geoscience Australia is Australia’s pre-eminent public sector geoscience organisation, applying science and technology to Australia’s most important challenges.

GEOSCIENCE AUSTRALIA is the geoscience advisor to the Australian Government on matters of national importance, and the custodian of the geographical and geological data and knowledge of the nation. Geoscience Australia covers the Australian continent, its marine jurisdiction, and its territories in Antarctica. By applying its geoscientific capabilities to a vast range of opportunities and challenges that face the nation, the work of Geoscience Australia informs and influences industry, policy, the economy and our way of life.

The CEO reports to the Secretary of the Department of Industry, Innovation and Science and is a member of the Department’s Executive Board. As leader and manager of a 600 person agency you are responsible for a portfolio spanning scientific advances and issues in marine and coastal research and activity; energy; earth observation and satellite imagery; minerals; water; positioning and navigation; hazards and national location information.

Your leadership and vision will drive the significant influence of Geoscience Australia in an increasingly dynamic, interconnected and evolving scientific landscape. You will be responsible for managing the agency’s resource base, developing the strategic plan and overseeing the development and delivery of key projects in support of the priorities of the Australian Government.

The successful applicant will have the ability to run a major science organisation, be a passionate and effective communicator and be able to provide advice to state, territory and the Federal government.

The ability to work with a diverse range of stakeholders including government departments, related agencies, universities and the private sector is also required.

A post-graduate qualification and experience within a Geoscience discipline is desirable. Applications are invited from Australian citizens currently working in Australia or overseas. For a confidential discussion and to receive the Information Book with details about the position and the process please contact: Julie Steiner, who is advising the Department of Industry, Innovation and Science and the selection panel.

Julie Steiner
Managing Director Odgers Berndtson Executive Search Australia
+61 2 8905 3711
CEO_geoscience@odgersberndtson.com

Applications must be received in word format by 10am AEST Monday 12th December 2016.
The Australian Government’s vision is for a growing economy, capitalising on Australia’s areas of competitive advantage, including commercial, scientific and innovation strengths.

Central to this vision is the need for strong, self-reliant and innovative businesses. The department contributes to this vision by facilitating the growth and productivity of globally competitive industries and supporting the building of a strong scientific and commercialisation capability as this is a critical requirement for productivity and economic growth.

The department is taking a lead role in the National Innovation and Science Agenda, which is the blueprint for building a more innovative Australia, and will position our country to seize the next wave of economic prosperity.

We work closely with business and science communities to support science and commercialisation of research; to grow business investment and improve business capability; and to streamline regulation.

Our department is focused on building a high-performance organisation and committed to ensuring the wellbeing and health of its employees. We invest in our employees’ learning and development and encourage adaptability to successfully work in a challenging and flexible environment.

The department operates in a tight fiscal environment where it must find new and innovative ways of working to continue to meet government and service expectations.

Geoscience Australia is an Australian Government listed entity within the Industry, Innovation and Science portfolio.

For more information about the department please refer to our website www.industry.gov.au
STRATEGIC DIRECTION
The department’s Strategic Plan outlines the department’s strategic direction for 2015-2019. Our vision is for an agile economy, capitalising on Australia’s commercial and scientific strengths through:
- supporting science and commercialisation
- growing business investment and improving business capability
- streamlining regulation
- building a high performance organisation.

VALUES
The department is committed to recruiting and retaining its employees by offering challenging and interesting work, competitive terms and conditions of employment and by appreciating and rewarding achievements.

The way we work with each other, and with our stakeholders and customers, is a reflection of our values as a department and as representatives of the Australian Public Service.

We strive to behave with the highest possible ethics and are committed to the APS Values and Code of Conduct. In particular our employees demonstrate the following values:
- integrity
- commitment to service
- accountability
- respect
- ethics.
ABOUT GEOSCIENCE AUSTRALIA

Geoscience Australia is an Australian Government listed entity within the Industry, Innovation and Science portfolio.

Geoscience Australia is Australia’s pre-eminent public sector geoscience organisation. We are the nation’s trusted advisor on the geology and geography of Australia. We apply science and technology to describe and understand the Earth for the benefit of Australia. We apply our diverse professional expertise, our deep and trusted knowledge, our national-scale Earth observation infrastructure and our strong partnerships, to the opportunities and challenges that face our nation.

OUR CULTURE
Geoscience Australia values diversity in gender, backgrounds, culture, and experiences of our employees and is committed to providing an inclusive workplace culture that ensures everyone has equal opportunity to contribute, participate and progress.

Geoscience Australia is committed to the health, safety and wellbeing of its employees and has a work, health and safety management system that incorporates a wellness program.

Applicants who are Aboriginal and/or Torres Strait Islander, come from a diverse cultural or linguistic background or have a disability are encouraged to apply for roles at Geoscience Australia. We aim to ensure that all applicants are treated fairly and that they have equal access to job opportunities.

THE FUTURE CHALLENGE
A future challenge for Geoscience Australia is its ability to harness the rapidly evolving advancements in science and answer increasingly complex questions.

Geoscience Australia has the opportunity to access high performance computational capabilities and extract greater value and understanding of the earth’s processes from the rich data environment that it has created over its history.

The role of CEO will require strong leadership and strategic vision to oversee the evolution of the operating environment and broaden Geoscience Australia’s capability to capture, analyse and model data to deepen the understanding of geology and geography of Australia.
# GEOSCIENCE AUSTRALIA
## ORGANISATIONAL CHART

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Property Services
CHIEF EXECUTIVE OFFICER - OVERVIEW

Geoscience Australia is seeking applications from highly motivated, experienced and respected leaders to become its new Chief Executive Officer.

You will report directly to the Secretary of the Department of Industry, Innovation and Science and be a member of the Department’s Executive Board.

In this role you will be responsible for:

- leading and managing the organisation including chairing the Executive Advisory Board and Portfolio Board
- securing and maintaining the entity’s resource base
- developing and updating the entity’s strategic plan
- overseeing the development and delivery of the annual work program in support of the priorities of the Australian Government
- meeting administrative and corporate responsibilities under the Public Service Act 1999, and the Public Governance, Performance and Accountability Act 2013
- overseeing the provision of quality geoscientific advice to relevant Ministers of the Australian Government and to the Secretary of the Department of Industry, Innovation and Science.
REQUIRED CAPABILITIES

To be successful in the role you will have experience or demonstrated ability to lead a major science organisation. Postgraduate qualifications and experience within a geoscience discipline are highly desirable.

You will possess high level executive and management skills and be able to lead, manage and support the wide range of activities undertaken by Geoscience Australia in support of the priorities of the Australian Government.

The position demands considerable interactions with a diverse range of stakeholders including numerous Australian Government departments and all of Australia’s State and Territory geoscience and related agencies, as well as with the private sector, particularly the petroleum and mineral exploration industries, and a good understanding of the working of these groups is highly desirable.

The position has a high profile so the ability to present well and handle public relations is also essential.

ELIGIBILITY

To be eligible for this position you must be an Australian Citizen at the closing date of applications.

The successful applicant must be able to obtain and maintain a Negative Vetting Level Two level security clearance or hold a current security clearance of an appropriate level.
APPLICATION PROCESS

The CEO reports to the Secretary of the Department of Industry, Innovation and Science and is a member of the Department’s Executive Board.

Leading a 600 person agency you are responsible for a portfolio spanning scientific advances and issues in marine and coastal research; energy; earth observation and satellite imagery; minerals; water; positioning and navigation; hazards and national location information.

You will be responsible for securing and maintaining the agency’s resource base, developing the strategic plan and overseeing the development and delivery of key projects aligned to the corporate plan in support of the priorities of the Government.

The successful applicant will have the ability to run a major science organisation, be a passionate and effective communicator and be able to provide advice to State, Territory and the Australian Government. Working effectively with other stakeholders including Government departments, Geoscience and related agencies, Universities and the private sector is also required.

A post-graduate qualification and experience within a Geoscience discipline is desirable.

The person chosen must be an Australian citizen.

HOW TO APPLY
Candidates are asked to submit, in Word format, three (3) separate written documents:
1. A full CV
2. A covering letter of 3-4 pages which outlines your vision and the opportunities and challenges you perceive in this role. Include in your response details of your skills and experience relevant to the capabilities outlined on page 10.
3. The names and contact details for 3 referees.

Referees will not be approached without your permission and this will occur after the interview with the Selection Panel.

APPLICATION LODGEMENT
Please send your application in Word format to Julie Steiner, Odgers Berndtson Executive Search Australia, who is advising the Department of Industry, Innovation and Science and the Selection Panel.

Julie Steiner
Managing Director Australia
T: +61 2 8905 3711
E: CEO_geoscience@odgersberndtson.com

Closing date for applications is 10am, Australian Eastern Standard Time Monday, 12th December 2016.
SELECTION PANEL AND TIMEFRAME

PANEL MEMBERS
Ms Glenys Beauchamp PSM, Secretary, Department of Industry, Innovation and Science
The Hon. John Lloyd PSM, Australian Public Service Commissioner
Dr Gordon De Brouwer PSM, Secretary, Department of Environment and Energy
Professor Andrew Gleadow, University of Melbourne

INDICATIVE TIMELINE

2016
Public Advertisements from 11th November
Public Sector Advertisements from 11th November
Closing Date for Applications 10am AEST 12th December
Shortlisting meeting 21st December

2017
Interviews yet to be finalised - late January or early February 2017
Referee checks after the interviews
Probity checks if required after the interviews
APPENDIX I - CONDITIONS OF EMPLOYMENT

Consistent with the government's bargaining framework, your terms and conditions will be provided to you through a Common Law Contract. SES employees of the Australian Public Service are subject to the APS Code of Conduct and APS Values.

A summary of the remuneration and other conditions that apply to the position follows. Please contact Nathan Hannigan on (02) 6276 1466 if you require further information.

ELIGIBILITY
Under the current APS staffing arrangements for the Australian Public Service, to be eligible for this employment opportunity, you must:

- undertake a pre-employment security assessment and subsequent security clearance
- be medically fit to undertake the duties of the job.

Any offer of employment will be subject to the results of the pre-employment checks and employment requirements being satisfactory.

WHAT WE OFFER
We offer a competitive remuneration package and salary packaging is also available.

Your salary on engagement will be the minimum pay level for the applicable job, unless you negotiate a higher salary based on your experience, qualifications, skills and immediate effectiveness.

REMNUNERATION PACKAGE
1. Salary
Salary on commencement for SES Band 3 will be negotiated with the Secretary and will be commensurate with skills and experience. In addition, you will have access to a carpark and superannuation contributions will be made on your behalf.

Advancement through the Band 3 salary range is based on performance assessment outcomes achieved under the SES Performance Planning and Review System, and as agreed by the Secretary.

2. Employer contribution to superannuation
The department will continue to contribute to the Commonwealth Superannuation Scheme (CSS) or the Public Sector Superannuation (PSS) Scheme at the rates advised by the Department of Finance, where the successful applicant is already a member of one of those funds.

Choice of superannuation fund is available for employees not eligible for membership of the PSS or CSS with the default fund for employees who do not nominate another complying superannuation fund being the PSS Accumulation Plan (PSSap). The department will maintain the rate of employer contributions that would otherwise be payable to the PSSap regardless of the employee’s choice of fund. The choice of fund may be limited to funds that allow contributions to be paid by electronic funds transfer.

The employer contribution rate to the PSSap, and other funds of choice, is currently 15.4% of superannuation salary.
APPENDIX I - CONDITIONS OF EMPLOYMENT CONTINUED

3. Salary Packaging
An employee may salary package up to 100% of their base salary as non-salary items, in accordance with relevant legislation and departmental guidelines. For example, this may be used to make additional ‘employee’ superannuation contributions, or purchase a motor vehicle through a novated lease, subject to the employee meeting any additional Commonwealth cost, including Fringe Benefits Tax and administration fees.

Before entering into a salary packaging arrangement you are strongly encouraged to seek financial advice.

LEAVE PROVISIONS
All leave is managed in accordance with the department’s Leave Policy and is subject to the minimum entitlements under the National Employment Standards in the Fair Work Act 2009. In summary the leave provisions are:

1. Recreation Leave
Four weeks annual recreation leave is provided to employees.

2. Personal Leave
Employees receive 18 days leave per year for personal use to cover illness of yourself or family members and for other emergency or personal circumstances.

3. Long service leave
Employees are entitled to long service leave in accordance with the Long Service Leave (Commonwealth Employees) Act 1976 - ie generally three months after ten years’ service with additional leave accruing each year, thereafter.

4. Maternity and Adoption Leave
Maternity Leave is available in accordance with the Maternity Leave (Commonwealth Employees) Act 1973 - ie generally 14 weeks paid maternity leave with additional leave without pay also available. Similar leave is available for adoption purposes.

5. Compassionate Leave
Employees are entitled to a period of 2 days compassionate leave when a member of their immediate family or a member of the employee’s household, contracts or develops a personal illness that poses a serious threat to his or her life, or sustains a personal injury that poses a serious threat to his or her life, or dies.

6. Community Service Leave
Employees are entitled to Community Service Leave in accordance with section 108 of the Fair Work Act 2009, including leave for regular training, all emergency services responses, reasonable recovery time and ceremonial duties.

7. Leave for Defence Reservists
Employees engaged in Defence Reservist activities have access to leave in accordance with the policy of the Defence Reserve Support Council.