



Australian Government
Professional Services Review

Candidate Information Kit

EL2 Chief Information Governance and Security Officer

(\$133,597- \$165,213 plus 15.4% superannuation)

Prepared
7/10/2025



Acknowledgement of Country

Professional Services Review acknowledges the Traditional Owners and Custodians of Country throughout Australia, and acknowledges their continuing connection to land, waters and community. PSR pays respect to the people, the cultures, and the elders past and present.

Our role

To protect patients and the community from the risks associated with inappropriate practice and to protect the Commonwealth from having to meet the cost of medical / health services provided as a result of inappropriate practice.

EL2 Chief Information Governance and Security Officer

Reference number	10/2025
Position title	Chief Information Governance and Security Officer
Classification / Salary	Executive Level 2 (\$133,597- \$165,213) plus 15.4% superannuation
APS Job Family	ICT and Digital
Business unit	Corporate Support Unit
Location	Canberra, ACT
Employment status	Ongoing
Security clearance	Ability to obtain and maintain a Negative Vetting 1 security clearance.
Contact person	Georgia Weichert General Manager Tel: 0497 120 581
Closing date	11.59pm (ADST) on Sunday, 26 October 2025

Eligibility information

- Under section 22(8) of the *Public Service Act 1999*, employees must be Australian citizens to be employed in the Australian Public Service (APS) unless the Agency Head has agreed otherwise, in writing.
- Successful applicants will be required to undergo the process to obtain and maintain or continue to hold the required security clearance level for the role as indicated. All PSR staff are required to have a minimum Baseline security clearance prior to commencement.
- Successful applicants will be required to undergo a mandatory National Criminal History check.

About Professional Services Review

Professional Service Review (PSR) is enabled by the *Health Insurance Act 1974* (HI Act). PSR includes three types of governance entities with their own statutory functions:

Office of the Director and Associate Director: The Director of PSR is a medical practitioner who is the Agency Head. The Director is supported by Associate Directors who are also medical practitioners. The Director and Associate Directors review the conduct of persons referred by the Chief Executive Medicare and may resolve matters or refer matters to a PSR Committee.

PSR Committees: PSR Committees are established by the Director or Associate Director and are comprised of health practitioners. Committees conduct inquiries into the conduct of persons under review.

Determining Authority: The Determining Authority (DA) is a body constituted by health practitioner members and a community representative. The DA considers matters following the Director / Associate Director and Committee stage.

PSR staff support each of the PSR entities as required. The outcome of a PSR investigation can include the repayment of Medicare or Dental Benefits and disqualification from Medicare or the Pharmaceutical Benefits Scheme (PBS).

PSR is guided by the:

- *Health Insurance Act 1973*
- *Public Service Act 1999*
- *Public Governance, Performance and Accountability Act 2013.*

Our purpose, vision and goals

Our **purpose** is to safeguard the Australian public and the Commonwealth from the risk and cost of inappropriate practice within the Medicare, Dental and Pharmaceutical Benefits programs.

Our **vision** is to:

- play a key role in protecting the integrity of Australia's universal health system
- be held in high esteem by the professions and the people running the scheme
- be a model public service agency.

To achieve our vision, we have 3 **goals**:

1. continue to efficiently and fairly investigate all referred cases, ensuring that the health of persons under review is a high and consistent priority
2. continue to mature as an agency, understanding the changing nature of our work and embracing different and evolving work practices
3. enhance workforce capacity and capability, recognising that for PSR our 'workforce' includes the consultants, Panel and DA members engaged and appointed under our enabling legislation.

About the business unit

The Corporate Support Unit is a small team that supports all aspects of corporate functions including:

- Executive Support
- Corporate governance
- Finance
- Human Resources
- ICT
- Information Governance
- Records Management
- Property
- Security.

The Corporate Support Unit are proactive, cooperative and positive and work together to ensure the job gets done.

About the position

The Chief Information Governance and Security Officer (CIGSO) will lead the ICT, property, security, information governance and records management functions and work collaboratively with the CPO and CFO in leading the Corporate Support Unit to achieve agency outcomes, and tailor outputs that are fit for purpose. They will have a hands-on approach and work across both operational and strategic matters.

The CIGSO will oversee and manage delivery of projects across various areas using project management methodologies, managing and coordinating stakeholder and executive engagement, and leading project activities to ensure successful project delivery and outcomes.

The CIGSO is responsible for:

- providing assurance and compliance with relevant legislation and government policies and frameworks including the *Archives Act 1983*, *Privacy Act 1988*, Protective Security Policy Framework (PSPF), Information Security Manual (ISM) and Commonwealth Procurement Rules (CPRs)
- maintaining PSR's culture for an accountable and business focused information management environment
- ensuring the alignment of PSR's cyber security and business objectives
- driving digital innovation and capability
- providing efficient and effective corporate services across ICT and security, facilities management, and records management
- contributing to corporate planning and reporting including the agency budget planning process.

Duties and responsibilities

Working with a high level of autonomy under broad direction, the CIGSO undertakes duties in accordance with the agreed standards for the Executive Level 2 classification. The CIGSO's duties include:

- leading PSR's ICT, property, security, and records management functions with a client and service delivery focus including the management of a small team
- leading, managing and implementing strategic projects in accordance with project management principles and methodology
- providing strategic leadership and technical, operational, financial and managerial leadership for successful implementation of projects and relevant corporate services
- overseeing the development, communication and implementation of effective technology, security and information management strategies, policies and procedures, including reporting on performance
- as chief information governance officer, leading PSR-wide governance of information and data assets including performing a core role on the Information Governance Committee and working closely with key stakeholders including the General Counsel and Information and Records Manager
- ensuring PSR's ICT infrastructure supports its overall operations and priorities
- performing chief information security officer and other security adviser functions as delegated from the Chief Security Officer from time to time
- ensuring compliance with relevant legislation and government policies and frameworks including government procurement and contract management principles
- promoting staff learning by fostering a culture of continual improvement
- exercising delegated human resources and financial functions including entering into contracts and agreements under which Commonwealth funds may become payable
- developing and maintaining strong and productive working relationships with internal and external stakeholders
- reporting to PSR's quarterly Audit and Risk Committee meetings and monthly Executive Management Team meetings
- representing PSR at various forums.

Expectations of the role

The knowledge, experience, core skills and personal qualities required for this position include:

- a strong understanding of relevant legislation and government policies and frameworks including the PSPF, ISM, CPRs and Australian Privacy Principles, or the ability to quickly acquire knowledge
- highly developed analytical, conceptual and problem-solving skills, including the ability to provide and negotiate options, recommendations and solutions in a timely and constructive manner
- demonstrated understanding of and experience in procurement and contract management, with ICT specific experience highly desirable
- proven ability to deliver on strategic projects including active collaboration and advice in establishing strategic priorities for the organisation

- a strong focus on results, resilience and a positive approach to managing emerging issues, including the ability to manage multiple competing priorities
- demonstrated experience and capability to foster staff through guidance and development
- demonstrated ability to build close working relationships and collaborate with internal and external stakeholders
- excellent communication skills (verbal and written) and demonstrated ability to present information in a clear, concise and articulate manner including in executive level reports
- demonstrated flexible approach to work, displaying willingness to meet evolving organisational needs.

The CIGSO may be required to undertake duties outside standard working hours.

Qualifications and experience

Mandatory	Nil
Highly Desirable	Relevant tertiary qualifications or extensive experience in a similar role.

Working at PSR

What we offer:

- negotiable salary entry points
- attractive 15.4% superannuation
- free car parking at Brindabella Business Park
- flexible working arrangements for working hours and work from home options
- salary sacrificing options including superannuation
- professional learning and development opportunities including:
 - training courses
 - e-learning
 - study assistance program offering financial support and time for study
- family friendly and work life balance provisions including:
 - 4 weeks of annual leave
 - ability to purchase leave
 - Christmas closedown
 - 18 days personal/carers leave
 - 18 weeks parental leave for primary carers
- support for diversity, good health and wellbeing, such as:
 - cultural, ceremonial and NAIDOC leave
 - Healthy Lifestyle Contribution
 - voluntary free annual influenza vaccination
 - access to Employee Assistance Program (EAP)
 - volunteer leave.

The terms and conditions for PSR employees can be found in the [PSR Enterprise Agreement 2024 – 2027](#).

Workplace diversity

PSR is committed to creating an inclusive work environment and is proud to be an equal opportunity employer and as such, we welcome and encourage applications from all diversity communities including Aboriginal and Torres Strait Islander peoples, gender, gender identity, people with disability, LGBTIQ+ people and people from diverse linguistic and cultural backgrounds.

Ongoing suitability

All APS employees are required to comply with the APS Code of Conduct, including to at all times, behave in a way that upholds the APS Values and Employment Principles, and the integrity and good reputation of the PSR and the APS. This ensures public trust in the impartiality and reputation of the APS. Employees must also disclose any real or perceived conflicts of interest. To learn more please refer to the [APS Values and Code of Conduct in Practice](#).

About the process

PSR uses a range of assessment options and processes to assist in selecting suitably qualified and experienced applicants. We uphold the [Merit Principle](#), and our processes are designed to select the right people for our roles.

Recruitment process and indicative timeline

- Applications close - Sunday, 26 October 2025
- Interviews – week commencing Monday, 3 November 2025
- Referee checks completed post interview
- Outcomes advised – week commencing Monday, 17 November 2025 (*subject to change*).

What are the steps?

Apply	Complete and submit your Applicant Cover Sheet, 'pitch' (see below) and a resume of no more than three pages. In exceptional circumstances an application may be accepted after the advertised closing date. Applicants who require an extension must discuss with the contact person at least 24 hours prior to the vacancy closing date.
Shortlist	Applicants for this process will be assessed on their written application using the APS Work Level Standards (WLS).
Interview	Shortlisted applicants will be invited to attend an interview. Interviews may be held in person, by phone or via MS Teams. Interview panels are usually comprised of three members. Applicants should be prepared at interview to discuss examples of

past and present behaviour detailing specific achievements and challenges faced.

For some processes, the selection panel may use alternative or additional assessment approaches (such as a written exercise) to determine applicant suitability. Applicants will be advised in these situations.

Referees	Referees may be contacted for further assessment of suitability. References are usually only sought for applicants under consideration for the position or the merit pool. Nominated referees should be able to comment on and rate your recent work performance. The selection panel can request a written report or seek verbal referee comments at any stage of the selection process. Please advise the selection panel of any sensitivity around contacting referees.
Process complete	After the Delegate has approved the process, a merit pool may be established. All applicants will be notified of their outcome.

How to apply

Your application should be addressed to the contact person and submitted via email to [HR Enquiries](#). If you are having any difficulties submitting your application, please contact the HR Officer on 0476 876 168.

As part of your application, you will need to provide:

- your 750 word 'pitch' detailing your relevant skills and experience against the duties, responsibilities and expectations of the role
- your current resume of no more than three pages
- the name and contact details of two referees
- completed Applicant Cover Sheet (available on the [PSR website](#))

Pitch

Please prepare a 'pitch' of no more than 750 words to describe how your skills and experience would contribute to the position within PSR. Please ensure that you address the outlined expectations of the role and the position requirements (see [About the Position](#) section) when preparing your pitch.

Your pitch is your opportunity to tell us why you are the right fit for a position with the PSR. Tell us why you want to work for us, and why you are interested in the advertised role. We want to know how your skills and experience would contribute to the role and the work of PSR. Make sure to highlight relevant examples and accomplishments that demonstrate your ability to perform the role.

Use of the **STAR** method (**S**ituation, **T**ask, **A**ction, **R**esult), or equivalent, can be an approach adopted to articulate your examples. Further information on the **STAR** method can be found in the [APS Cracking the Code](#) and will help you understand the requirements, prepare and complete your application. Information for Aboriginal and Torres Strait Islander applicants is available in [Section 5 - Cracking the Code](#).

It is strongly recommended that you read the APS [Work Level Standards](#) and the [APS Integrated Leadership System](#) before addressing your application, particularly the capabilities required to be successful at the classification level you would like to be selected for.

Communication from PSR

Please ensure the contact information you supply is up to date. If you are selected for an interview, you will be contacted via your preferred contact method indicated on the Applicant Cover Sheet.

You can update your contact details or withdraw your application at any time by emailing [HR Enquiries](#).

Merit pool

This recruitment process is being used to fill current and future ongoing and non-ongoing vacancies. A merit pool of suitable applicants may be created which may be used to fill vacancies for similar roles in PSR should they become available over the next 18 months.

Non-ongoing vacancies will be offered for an initial period of up to 12 months.

Should a position become ongoing, then the merit pool established through this selection process may be used to fill the vacancy on an ongoing basis.

If you are placed in a merit pool, you can consent to your application/information being shared with other Commonwealth Agencies to fill similar roles in the APS.

RecruitAbility

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

If you identify as a person with a disability, you can 'opt in' for RecruitAbility on the Applicant Cover Sheet.

Further information on [RecruitAbility](#) is available on the Australian Public Service Commission's website.



Reasonable adjustments

PSR is open to facilitating reasonable adjustments to ensure that you can participate equitably in the recruitment process. Reasonable adjustments are not limited to persons with disability. For example, reasonable adjustments may include additional time to complete recruitment tasks, accessible computer hardware and software, or individual needs relating to illness or injury. Please discuss your needs with the contact person at any stage of the recruitment process. Requests will be managed sensitively and confidentially.

To find out more about reasonable adjustment you can contact the HR Officer on 0476 876 168 or [HR Enquiries](#). Further information regarding [reasonable adjustments](#) is available on the Australian Public Service Commission's website.

Privacy

Information supplied for this selection process will be used for selection purposes only and can be used for a period of 18 months from advertising. Files will be stored electronically and accessed by the Human Resources team, hiring managers and selection panel members.

Further information can be found in the [PSR Privacy Policy](#).

Further information

Please contact PSR HR on 0476 876 168 or email [HR Enquiries](#) for further information on how to apply for this position.

You can learn more about PSR via our [website](#).

For additional information on preparing your application and addressing selection criteria please refer to [Cracking the Code](#) on the APSC website.



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www.psr.gov.au