



Last updated: April 2025

### Position Details

<b>Title</b>	Executive Director Corporate Strategy and Programs
<b>Division</b>	Corporate Services (Corporate Strategy and Programs)
<b>Classification</b>	Senior Executive Service Level 2 (SES Band 2)
<b>Salary</b>	SES Band 2 range - \$291,862 - \$359,880 Salary will be negotiated with the successful applicant based on skills and experience.
<b>Employment type</b>	Ongoing, full-time
<b>Location</b>	All locations
<b>Position number</b>	TBC
<b>Reports to</b>	Chief Executive Officer and Principal Registrar, Federal of Court Australia

### Agency overview

The Federal Court of Australia Entity (the Entity) is the administrative organisation that engages employees under the *Public Service Act 1999* to work in support of one or more of the following courts or Tribunal:

- Federal Court of Australia (FCA);
- Federal Circuit and Family Court of Australia (Divisions 1 and 2) (FCFCoA); and
- National Native Title Tribunal (NNTT).

*The Courts Administration Legislation Amendment Act 2016* established the Federal Court entity however, each court continues to maintain its distinct statutory identity, with separate functions and judicial independence.

Employees are covered by the [Federal Court of Australia Enterprise Agreement 2024–2027](#).

### Position overview

The Entity is a non-Corporate listed entity for the purposes of the *Public Governance, Performance and Accountability Act 2013* (PGPA Act). The Entity supports the operations of the FCA, FCFCoA and the NNTT. The Chief Executive Officer and Principal Registrar is the accountable authority for the Entity having responsibility for the appropriations for the FCA, FCFCoA and NNTT and the provision of corporate services to the Courts and Tribunal.

Corporate services includes financial management, information technology, human resources management, property and facilities management, risk management, contract administration, communications and information management and library services.

The Executive Director Corporate Strategy and Programs reports directly to the Chief Executive Officer and Principal Registrar of the Federal Court of Australia to support them in their statutory duty under

the *Federal Court of Australia Act 1976* (Cth) to provide corporate services to the Courts and Tribunal. The Executive Director Corporate Strategy and Programs is responsible for strategic planning processes, governance, financial management, digital transformation and organisational change, and the delivery of the Entity's strategic priorities. The role will also be responsible for a new 'Strategic Programs Office' which will provide strategic support services, including strategic advice and program and project management support.

The Executive Director Corporate Strategy and Programs is a multi-faceted position and plays a critical leadership role across the Entity and is a key member of the Entity's Executive Committee. This position will lead multidisciplinary teams, foster a high-performance culture and lead and develop the implementation of innovative and future focused strategy for the Entity, and to ensure that the Entity's strategic priorities are in alignment with Government priorities and Australian Public Service values.

The successful candidate will be a highly motivated, innovative and experienced executive leader adept at navigating complex operating environments to enhance corporate governance, strategic program delivery and financial sustainability. You will have a strong understanding of the public sector environment, and possess exceptional influencing and relationship management skills. Your ability to drive collaboration across a broad range of key stakeholders, build trust, and inspire high performance, innovation and continuous improvement in your teams will be evident as will your highly advanced strategic, analytical and change management skills.

### **Key responsibilities**

Lead corporate services strategy and program initiatives:

- Leading and managing strategy and organisational development across the Entity and ongoing review and management of organisational risk.
- Leading the development and implementation of innovative corporate strategy and functions to support the Courts and Tribunal to achieve their strategic objectives, including by leading and overseeing the Entity's Digital Transformation Program.
- Anticipating, planning and implementing change to achieve efficiencies in the provision of corporate services through enhancing and monitoring the Entity's strategic planning framework.
- Providing high-level strategic leadership to optimise funding and ensure financial sustainability, and ensure that the Entity's obligations under the PGPA Act are met, including responsibilities for corporate planning, performance reporting, resource management and accountability obligations.
- Ensuring corporate services resources are structured and deployed to support the Courts and the Tribunal to achieve their strategic objectives.
- Strengthening and maintaining governance structures to ensure transparency, efficiency and accountability. This involves fostering a culture of appropriate risk management whilst balancing opportunity and innovation.
- Promote a culture of innovation, problem solving and continuous improvement among Corporate Services staff.

Leadership and stakeholder engagement:

- Consulting with key internal stakeholders, including the Heads of Jurisdiction, Judges, Chief Executive Officers and Principal Registrars, Registrars and staff of the Courts and the Tribunal, regarding corporate services delivery to effectively achieve their respective outcomes.

- Building and maintaining relationships with key external stakeholders, including Government agencies such as the Attorney-General's Department, Australian Public Service Commission, the Department of Finance, other courts and tribunals, the legal profession and other stakeholders effecting the operations of the Entity, the Courts and the Tribunal.
- Working collaboratively with other Senior Executives to ensure that corporate services is delivered effectively and efficiently by fostering a culture of consultation and collaboration and continuous improvement.
- Proactively leading and mentoring Corporate Services staff aligned with the Corporate Strategy & Programs division of Corporate Services through open and collaborative relations.
- Attend meetings and forums to represent the Entity, as required.

### **Key stakeholders**

- *Chief Executive Officer and Principal Registrar of the Federal Court of Australia* – consult, liaise and provide high-level advice in relation to the delivery of corporate services to support them in their statutory duty under the *Federal Court of Australia Act 1976* (Cth) to provide corporate services to the Courts and Tribunal.
- *Heads of Jurisdiction* – consulting with the Heads of Jurisdiction regarding the delivery of effective and efficient corporate services to support the achievement of the Courts' and Tribunal's respective purpose and objectives.
- *Chief Executive Officer and Principal Registrar of the Federal Circuit and Family Court of Australia (Divisions 1 and 2)* – consulting with the Chief Executive Officer and Principal Registrar regarding the delivery of effective and efficient corporate services to support the achievement of the Courts' purpose and objectives.
- *Registrar, National Native Title Tribunal* – consulting with the Tribunal regarding the delivery of effective and efficient corporate services to support the achievement of the Tribunal's purpose and objectives.
- *Senior Executives, Corporate Services and Court & Tribunal Services* – working collaboratively with the other Senior Executives to determine strategic priorities for the Entity and strategic plans for delivery of those priorities.
- *Corporate Services staff* – leading staff to deliver effective corporate services and achieve strategic priorities.
- *Contracted services providers* – to negotiate the provision of services and contracts to optimise service delivery for the Entity.
- *External key stakeholders* – to consult and liaise with regarding relevant external issues in the operating context which may impact the operations of the Entity, the Courts and the Tribunal.

### **Qualifications and experience**

The successful applicant will need to be a highly motivated, innovative and transformational leader with a proven experience delivering strategic corporate transformation and operational excellence.

In addition, the successful candidate will have:

- A minimum of 10 years broad Senior Executive Leadership experience in complex environments, preferably within the financial and/or public sector.
- Relevant tertiary qualifications in finance, business administration, public administration and/or related fields.

- Experience providing services to the judiciary will be highly regarded.

### **Selection Criteria**

In addition to the [Integrated Leadership System \(ILS\)](#), candidates will be expected to demonstrate the leadership attributes and qualities outlined in the [Secretaries' Charter of Leadership Behaviours](#), and the SES Capability Framework:

- ***Visionary:*** Demonstrated experience in the development and implementation of strategic planning and advice at the most senior levels. Ability to champion the organisation's vision and goals and promote a shared commitment to the strategic direction, including likely future requirements.
- ***Delivers Results:*** Expertise in delivering outcomes in line with the Public Governance, Performance and Accountability Act 2013. Proven track record overseeing the implementation of multiple initiatives in Digital Transformation, ensuring stakeholders are kept informed and engaged in an environment of ongoing change and uncertainty.
- ***Enabling:*** Demonstrated ability to create an environment that empowers diverse individuals and teams to deliver their best for government and court users. This includes setting expectations, being inclusive, nurturing talent and building organisational capability.
- ***Influential:*** Strong capability in building trust, balancing competing interests and finding common ground. As this role is a facilitator for strategic alignment, an openness to diverse perspectives is critical, as is sustaining collaborative relationships. Ability to negotiate persuasively and represent the court externally.
- ***Self-Awareness:*** Demonstrates resilience and a strong commitment to ethical practices and APS values. High level of personal integrity, emotional intelligence and self-motivation.