



SES Band 1, Executive Coach/Facilitator

Casual/Intermittent

Job reference: 26_08

VACANCY DETAILS	
Job reference	26_08
Position number	Multiple Vacancies
Position title	Executive Coach/Facilitator
Classification	Senior Executive Service Band 1
Branch	Learning & Communications
Team	PWSS Academy
Location	Canberra, ACT (other locations or flexible work may be considered)
Salary range	A competitive remuneration package (including notional 15.4% superannuation and 25% loading) will be negotiated with the successful candidate.
Security clearance	<i>The successful candidate must be able to obtain and maintain a Baseline security clearance or hold a current security clearance of an appropriate level.</i>
Contact officer	Angie McKenzie: Angie.mckenzie@pwss.gov.au
Vacancy closing	Tuesday, 6 October 2026 at 11:59PM AEDT

Eligibility information

- These roles are being filled in a casual/intermittent capacity. There is no guarantee of set days and hours, and work will only be offered as required. An annual salary will be paid as an hourly rate for each hour worked, including a 25 per cent loading in lieu of annual leave, personal leave and public holidays.
- 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.
- Candidates must be independent, impartial, and apolitical, and must be seen as such. A private interest disclosure form must be completed prior to an offer being made to disclose any material personal interests that may or may appear to influence a candidate's ability to discharge their responsibilities as an APS employee.
- 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 PWSS staff are required to have a minimum baseline security clearance prior to commencement.
- Successful applicants will be required to undergo a mandatory National Co-ordinated Criminal History Check (NCCHC).
- The Parliamentary Workplace Support Service is committed to building an inclusive and culturally diverse workforce. We welcome applications from across our community including, Aboriginal and Torres Strait Islander peoples, women, people with disability, people from culturally and linguistically diverse backgrounds, those who identify as LGBTIQ+, mature-aged employees and carers.

About the Parliamentary Workplace Support Service

The Parliamentary Workplace Support Service (PWSS) is a team of trusted advisors helping to build and maintain a safe, respectful, and inclusive parliamentary workplace through human resources advice, training and professional development, work, health and safety advice and trauma-informed complaint resolution and counselling.

More information about the PWSS is available on our [website](#).

Our People and Culture

The PWSS is a friendly and inclusive workplace. We are outcomes-focused and promote the APS Values and collaboration with our colleagues across Commonwealth parliamentary workplaces (CPWs) and the APS.

We value and champion the experiences, skills and perspectives of all employees. At the PWSS we support flexible work, including job-share, and encourage applicants from diverse backgrounds, cultures, and those with caring and parenting responsibilities to apply so we better represent the community that we serve.

We aim to increase our representation of Indigenous Australians and people with disability by having accessible processes, policies and practices, as well as utilising affirmative measures and the [RecruitAbility scheme](#).

Ways of working

To achieve our purpose and vision, we recognise that our approach to our work is as important as what we do:

- **Professionalism and Integrity:** We uphold APS values by demonstrating ethical leadership, maintaining independence, and ensuring trust and confidentiality in all interactions.
- **Collaboration and Tailored Solutions:** We work together with colleagues and clients to deliver customised, purpose-driven solutions that address unique needs while fostering open communication and diverse perspectives.
- **Continuous Improvement and Wellbeing:** We are committed to continuous learning, adapting to change, and prioritising the wellbeing of all stakeholders, driving better outcomes through feedback and a culture of accountability.

What we offer

- **Competitive Remuneration:** Remuneration that reflects your skills and experience, setting the stage for a prosperous career.
- **Supportive Team Culture:** Join a team where collaboration is key, and support is always at hand. We are committed to creating an environment where you can thrive.
- **Inclusive Workplace:** At PWSS we celebrate diversity. Your unique background, skills, and perspectives are not just welcomed but essential to our collective success.
- **Personal Development:** Take advantage of our career development opportunities, tailored to help grow and excel in your career. These are designed to meet the professional needs of both the agency and the individual. We invest in your future because your success is our success.
- **Flexibility:** We understand the importance of work-life balance, offering flexible working arrangements to support your needs.
- **Exceptional Facilities:** Working at Australian Parliament House comes with benefits, including free undercover parking, access to an onsite gym, pool, Westpac bank, post office, physiotherapist, multiple cafes and more.

About the team

The PWSS Academy provides learning and professional development for all *Members of Parliament (Staff) Act 1984 (MOP(S) Act)* staff and parliamentarians. Skilled facilitators and coaches from the PWSS Academy deliver practical, high-quality training solutions and work with individuals and teams to meet their specific capability needs.

The PWSS Academy is part of the Learning and Communications Branch of the PWSS, which also provides communications, media, data analytics and strategic services.

About the role

PWSS is seeking experienced Executive Coaches to work one-on-one with eligible leaders in Commonwealth parliamentary workplaces (CPWs), helping them navigate the unique demands of complex, high-pressure environments. These workplaces are defined by a strong sense of purpose and professionalism, alongside significant workloads and a wide range of leadership challenges. In this context, coaches play an important role in enabling leaders to reflect, grow, and perform at their best.

In this role, you will take a client-centred approach, delivering practical and outcome-focused coaching that is trauma-aware in its practice. Your work will support leaders to deepen their self-awareness, strengthen their leadership capability, and enhance their overall impact. Coaching engagements are designed to be meaningful and actionable, equipping clients with insights and strategies they can apply immediately in their roles.

You will bring formal coaching training and a minimum of 60 hours of coaching experience using a recognised coaching model. An ICF accreditation, or an equivalent credential, is essential to demonstrate your ability to consistently apply professional standards, ethical practice, and evidence-based approaches in your work.

Your background as a senior leader within government, parliamentary, or similar environments will be highly valued. This experience allows you to quickly establish credibility and build trust with clients, understanding the unique pressures and expectations they face.

As a PWSS coach, you will be entrusted with sensitive information and must uphold the highest standards of confidentiality, integrity, and professional judgement at all times. Discretion and ethical practice are fundamental to the role.

In addition to individual coaching, you may also contribute to the design and delivery of learning programs through the PWSS Academy. This includes applying best-practice adult learning principles to support broader capability development across the workforce.

PWSS recognises and values the diversity of CPWs and is committed to providing a diverse coaching panel. Applications are strongly encouraged from individuals with diverse backgrounds, experiences, and lived perspectives.

Key responsibilities:

Key duties for PWSS Executive Coaches include:

- Delivery of high-quality leadership coaching
- Facilitation for team-based activities, planning days, and strategy sessions (as required)
- Design of training programs in partnership with the PWSS Academy, using best-practice adult learning principles
- Facilitation of PWSS Academy programs.

Our ideal candidate

All SES employees will have expectations of behaviours and outcomes as a core requirement as outlined in the SES Performance Leadership Framework. You must exhibit leadership behaviours consistent with the APS Values, the Secretaries Charter of Leadership Behaviours. Promote respectful standard behaviour, the APS Employment Principles and compliance with the Code of Conduct.

Our ideal candidate will clearly demonstrate their ability to:

Leadership and Accountability
- Strengthen leadership capability across CPWs through high-quality coaching and facilitation that supports performance and professional growth. - Ensuring any WHS risks that arise through coaching and training delivery are proactively identified, managed, and escalated in accordance with the <i>Work Health and Safety Act 2011</i> and internal governance frameworks.
Job Context and Environment
Deliver coaching and facilitation with a clear understanding of the broader parliamentary context, recognising how individual and group development may influence strategic, political, and operational outcomes.
Independence and Decision-making
- Exercise professional judgement in coaching and facilitation practice, making informed decisions that respond to client needs within complex, dynamic environments. - Identify, anticipate, and manage risks related to confidentiality, safety, and potential conflicts of interest within coaching and group settings.

- Represent PWSS with credibility and professionalism, using coaching and facilitation skills to influence, guide, and support positive outcomes in politically and culturally sensitive contexts.

Stakeholder Management

- Communicate coaching insights and program intent clearly and appropriately when engaging with complex or sensitive issues.
- Build effective relationships and collaborate with parliamentarians, senior leaders, and staff across Commonwealth Parliamentary Workplaces to support engagement in coaching and facilitated learning.
- Undertake stakeholder engagement and collaboration with parliamentarians and senior staff across Commonwealth Parliamentary Workplaces to support learning design and delivery.

Management Diversity and Span

- Coordinate and undertake detailed or sensitive projects that impact on the strategic, political or operational outcomes of the agency.
- Contribute to the ongoing delivery of high-quality education and training functions for the PWSS, including development and facilitation of material for the Professional Development Program, where required.

Desirable skills, experience & qualifications

An ICF accreditation, or an equivalent credential, is essential.

A strong understanding of the parliamentary and broader Commonwealth Parliamentary Workplace environment will be highly regarded, as will senior leadership experience or significant experience coaching individuals in these roles in large, sensitive and/or complex organisations.

Experience facilitating workshops, planning days and team-based sessions are desirable.

How to apply

If this opportunity sounds like it is right for you, then we invite you to submit an application through the PWSS's [careers](#) page on our website.

Your application will include:

- A 750 word pitch;
- A current CV, with a maximum of three pages
- The details of at least two referees, one of which must be a recent coaching client; and
- Your personal details.

Please ensure your qualifications, and coaching experience in hours, are detailed.

If you are experiencing any difficulties submitting your application, please contact the Enabling Services team via email at PWSSCorporate@PWSS.gov.au prior to the closing date.

Application pitch

The PWSS application process will require you to submit a pitch of no more than 750 words. Your pitch is your opportunity to tell us why you are the right candidate for the role, why you want to work for us, and what you can contribute.

Your pitch should be written in an easy-to-read font and simple, consistent format. Build on information found in your resume by highlighting specific examples or achievements that will demonstrate your ability to perform the role.

Candidate use of AI

Please note that new APS-wide principles for AI in recruitment are in effect. The principles set the standard for the responsible and transparent use of AI in recruitment by agencies and candidates. Access the principles on the [APSC website](#).

RecruitAbility scheme

The RecruitAbility scheme applies to all PWSS vacancies. RecruitAbility encourages the employment of people with disability in the Australian Public Service (APS). You will be asked to indicate if you wish to opt into the RecruitAbility scheme in the Diversity section of the application form. You must tick the 'opt in' box to participate in the scheme.

Details about the RecruitAbility scheme can be found on the [APSC website](#).

Privacy

The PWSS recognises and respects your privacy. Information supplied for this selection process will be handled in accordance with the Agency's [Recruitment Collection Notice](#).

Who to contact

For more information about the role, please contact **Angie McKenzie** at angie.mckenzie@pwss.gov.au Angie.mckenzie@pwss.gov.au.

Frequently asked questions

What is RecruitAbility?

RecruitAbility is a scheme that aims to attract applicants with disability.

Under the [RecruitAbility scheme](#) you will be invited to participate in further assessments if you choose to apply under the scheme, declare that you are a person with **disability** and meet the minimum requirements for the advertised vacancy. More information about the RecruitAbility scheme can be found by visiting the [APSC Website](#).

Merit remains the basis for engagement and promotion.

Can I request reasonable adjustment(s)?

Our application form provides the opportunity to request and detail any reasonable adjustment(s) to ensure you can successfully partake in any and all stages of the assessment process.

We will facilitate reasonable adjustments to ensure that you can participate equitably in the recruitment process. Reasonable adjustments are not limited to persons with a 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 officer at any stage of the recruitment process. Requests will be managed sensitively and confidentially.

If you are the successful applicant, information on workplace adjustments required will be gathered as part of our onboarding process.

How will my application be assessed?

Your application will be assessed against the requirements of the job. Once the entire applicant pool has been assessed, the committee will create a shortlist of applicants. If your application is shortlisted, you may be asked to undertake further assessment.

What other assessment will I have to undertake?

Your application will be assessed on your ability to demonstrate that you can perform in the role, outlined in the Candidate Information Pack and in line with the relevant classification level. If your application is shortlisted, you will be progressed to a second phase of assessment.

We may use a variety of techniques to assess candidates. These may include:

- Interviews - held in person, by phone or video (MSTeams)
- Work sample tests

Your referees may also be contacted at any stage of the assessment process to validate your claims. We encourage you to advise them that you have applied for a role at the PWSS. You should feel confident that they will be able to support your application.

Am I able to request feedback?

Post-selection feedback is an integral part of all merit-based recruitment activities. Individual assessments are available to applicants upon request through the contact officer provided to applicants following the finalization of the selection process.

How do I withdraw my application?

If you have submitted an application, but no longer wish to be considered for the position, you need to withdraw your application via email to PWSSCorporate@PWSS.gov.au. Once you withdraw your application you will be unable to re-submit it without contacting PWSSCorporate@PWSS.gov.au.

If you withdraw your application after the closing date, please inform the Contact Officer using the contact officer details located on the first page of this Candidate Information Pack.

What is a merit pool or merit list?

An Order of Merit (merit list or merit pool) can be created as part of a selection process and be used to fill similar vacancies for 18 months from the date the original vacancy was advertised in the Gazette (APSJobs). If there is a ranked *order of merit (list)*, then applicants are listed in order of suitability (first, second and so on). The first offer of employment must be made to the highest ranked applicant. Any subsequent offer of employment using the merit list to fill the same or a similar vacancy must follow the ranking.

If there is a *merit pool*, offers of employment must first be made to candidate(s) in the highest group (example, *highly suitable* and *suitable*). The first offer of employment is made to the most suitable person remaining in the pool, assessed against the requirements of the vacancy. Any subsequent offer of employment is made to the most suitable applicant remaining in the pool, assessed against the requirements of the same or a similar vacancy to be filled. More information can be found on the [APSC website](#).

Merit pool sharing

The merit pool established through this recruitment process may be shared with other APS agencies at the discretion of the PWSS.

How long does the onboarding process take?

Following the recruitment process, if you are rated suitable and offered a position with the PWSS you will undergo pre-employment checks consisting of a Conflict-of-Interest Declaration form, National Co-ordinated Criminal History check, security clearance confirmation, super eligibility and Australian Citizenship, prior to a formal offer being issued.

The onboarding timeframes can vary from 3-4 weeks, depending on your security clearance status. PWSS Corporate team will be in regular contact with you throughout the process.