

Welcome to HorizonOne's first 'Exceptional Candidate Report' (ECR) for 2012

Please click on the relevant category below to access summaries about exceptional candidates available through HorizonOne.

Specialist Area	Sub Classification
Accounting and Finance	Senior Management Level (EL 2 & above)
	Management Level (EL 1)
	Qualified Assistant Accountants / Accountants (Up to APS6)
	Tax / Business Services/Audit
	Systems Accountants
	Financial Policy/Corporate Governance
	Accounting Contractors / Consultants
	Accounts / Payroll / Unqualified Accountants
Administration and Office Support	Office Managers / Corporate Management / Executive Officers
	Executive Assistants / Personal Assistants
	Reception & Administration
APS Specialist Roles	APS Policy
	APS Program Management

Human Resources
Procurement & Contract Management
Independent Consultants (Executive Level)
Project Management & Business Systems
Marketing, PR and Communications
Scribes Services / Recruitment Support
Economists
Senior Executives
Not for Profit/Community Services
Please unsubscribe me from this email

Accounting and Finance

Senior Management Level (EL 2 & above)

CFO or COO / Accounting Consultant (Ref: 726)

This candidate comes with 13+ years' experience in various CFO, Senior Executive and principal consulting roles. They have several degrees, are well respected in their field and speak internationally on a range of technical financial accounting issues.

Having recently finished a consulting assignment of setting up a new Commonwealth agency as acting CFO/COO, we have had excellent reports of a dynamic and adaptable 'doer' who performed work to a reliably high standard. **SECRET** clearance.

Roles Seeking: Senior Executive roles in any sector
 Availability: **Immediate**
 Salary/Rate: \$160/hr + GST OR >\$150K + super
 H1R Consultant: Simon Cox on (02) 6108 4878 or simon@horizonone.com.au

[Return to Top](#)

Senior EL 2 Contractor – where business meets systems! (Ref: 1057)

This candidate is highly experienced CPA and MBA qualified accounting professional. This communicative and adaptive character has an enviable reputation as someone who 'delivers'. Their key areas of expertise include:

- Budgeting, costing and reporting development
- Financial process improvement and business process reengineering
- Financial and management reporting; Analysis and modelling
- Commercial management, contracts, procurement evaluation

With a positive attitude and strong personnel management experience, this candidate will be snapped up quickly. Baseline security clearance.

Roles Seeking: Contracting/Consulting assignments
Availability: **Immediate**
Salary/Rate: ~\$135/hr + GST
H1R Consultant: Simon Cox on (02) 6108 4848 or simon@horizonone.com.au

[Return to Top](#)

Exceptional Technical Accountant (Ref: 9374)

This CA qualified accountant has a strong background in Senior Management roles supported by 10+ years' experience in the Commonwealth as a proven EL2 level contract resource. They have strong experience in:

- Managing financial statements processes in large, complex Commonwealth agencies
- Improving and troubleshooting processes and systems around financial statements including remedying problems around audit findings, particularly in relation to assets
- Managing finances around complex ICT projects, and
- Analysis around financial and statistical data for key decision makers (CIO and CFO)

This candidate has an enviable reputation for delivering results and has a current **SECRET** security clearance.

Roles Seeking: 6-9 month contracts
Availability: From end of February
Salary/Rate: \$120 - \$135/hr + GST
H1R Consultant: Simon Cox on (02) 6108 4878 or simon@horizonone.com.au

[Return to Top](#)

Financial Controller (Ref: 7635)

This standout CA has an exceptional track record of achievements in commercial and public practice accounting across financial, management, tax and project accounting. They are a practical problem solver with the ability to support senior management to make stronger and more robust business decisions. This loyal, hard working and committed character is looking to work within an exciting small/medium sized commercial environment or in a statutory authority. This candidate is as strong as they get!

Roles Seeking: Challenging commercial accounting roles. Happy to contract
Availability: In the New Year
Salary/Rate: \$145K + super; ~\$125/hr + GST
H1R Consultant: Simon Cox on (02) 6108 4878 or simon@horizonone.com.au

[Return to Top](#)

Corporate Manager/CFO (Ref: 2790)

This highly capable CPA has a strong track record of bringing together sound accounting skills with strong business management and HR skills to deliver strong results for a variety of commercial and not-for-profit organisations. They thrive when required to create order out of disorder, and where they have a mix of hands-on and strategic responsibilities. A motivated, and easily likeable personality makes this candidate a terrific all round package.

Roles Seeking: Corporate manager or Senior level finance/accounting roles
Availability: 2 weeks' notice
Salary/Rate: \$135 - \$160K + Super
H1R Consultant: Simon Cox on (02) 6108 4878 or simon@horizonone.com.au

[Return to Top](#)

Management Level (EL 1)

Commercial Manager / Financial Analyst (Ref: 13377)

This Degree qualified accountant has recently relocated to Canberra from Sydney, where they held senior level Commercial Management roles with some top brand retail organisations. Their expertise is in detailed financial and data analysis and writing business cases to support recommended actions for operations.

They are motivated by finding solutions to complex financial issues and delivering performance improvements to the business. Having recently arrived in Canberra, they are seeking interesting commercial management opportunities but also looking at cost analysis and management accounting roles.

Roles Seeking: EL1 Financial Analyst / Complex Management Accounting Roles
Availability: 2 weeks
Salary/Rate: \$110K + super
H1R Consultant: David Harrington on (02) 6108 4878 or david@horizonone.com.au

[Return to Top](#)

EL 1 Financial Analyst / Management Accountant (Ref: 13208)

This candidate is a Degree qualified accountant with CPA accreditation. They have developed their career from a start in public practice, through complex fund accounting work on to financial analysis and management accounting for large organisations.

Their drive and common sense approach has seen them progress in their roles to date, and they have numerous examples of complex work across cost modelling, project accounting, budgeting, forecasting and asset management where their achievements are testament to their expertise.

With further study in mind, they are seeking a challenging longer term role but in an environment where self-development is encouraged and supported. They will be a highly competent asset for any accounting team that is focused on achievement and outcomes.

Roles Seeking: EL1 Financial Analyst / Complex Management Accounting Roles
Availability: 2 weeks
Salary/Rate: \$106K + super
H1R Consultant: David Harrington on (02) 6108 4878 or david@horizonone.com.au

[Return to Top](#)

Experienced EL1/2 Contract Accountant (Ref: 23)

This experienced contract accountant has worked across a wide variety of accounting environments including as a financial accountant, assets specialist, management accountant and SAP specialist. We know them to be a very reliable performer with sound technical skills, strong skills with systems and the ability to build strong working relationships.

Roles Seeking: 6 – 9 month contracts
Availability: From Mid-Feb
Salary/Rate: ~\$105/hr + GST
H1R Consultant: Simon Cox on (02) 6108 4878 or simon@horizonone.com.au

[Return to Top](#)

EL1 Financial Accountant – Protected Clearance (Ref: 13834)

This technical, hands-on financial accountant has strong FMA agency experience (5 years) delivering financial statements supported by solid consulting expertise from a top Canberra firm. They are fully competent across statements (including year-end), reporting, assets and general financial management within a large government corporate finance team.

Looking for a challenging new role and new work environment, this personable candidate has highly transferable skills and a positive attitude. Progression is a key consideration and they will be very keen to consider very senior EL1 or lower level EL2 Financial Accounting roles.

Roles Seeking: EL 1 Financial Accounting
Availability: 2 – 4 weeks' notice
Salary/Rate: \$100k + super
H1R Consultant: David Harrington on (02) 6108 4878 or david@horizonone.com.au

[Return to Top](#)

EL 1 Financial Ops/Accounts Manager (Ref: 9182)

This highly experienced operator has many years APS experience with the last 7 focussing on the management of accounts processing, treasury and operational accounting teams of up to 14 staff in large Commonwealth agencies. Seeking a new challenge, this candidate offers their next employer a proven track record as a people manager, strong depth of understanding of financial operations and treasury in the APS, and a practical 'can-do' attitude.

Roles Seeking: EL 1 Accounts Manager or Treasury/Financial Operations Team Leader
Availability: 2 - 4 weeks' notice
Salary/Rate: \$98k + super
H1R Consultant: David Harrington on (02) 6108 4878 or david@horizonone.com.au

[Return to Top](#)

EL1 Financial Accountant (Ref: 14329)

This candidate has a Masters in Professional Accounting and is CPA accredited. They have 5 years' experience in local government as a Financial Accountant with ownership of financial statements and reporting. They also have good experience in establishing systems and procedures in line with best practice requirements including management of busy accounts processing teams.

They are seeking a new role with similar responsibilities but in a different organisation. APS roles would be preferred however they are a permanent resident and may not qualify for some agencies. Colleagues would describe this person as a quiet, but highly competent Senior Financial Accountant who gets the job done with minimal fuss, great accuracy and consistent improvement focus.

Roles Seeking: EL 1 Financial Accounting
Availability: 2 – 4 weeks' notice
Salary/Rate: \$92k + super
H1R Consultant: David Harrington on (02) 6108 4878 or david@horizonone.com.au

[Return to Top](#)

Senior Financial Accountant / Finance Manager (Ref: 14122)

This CA qualified accountant has a strong business services/tax background with large, well respected firms and more recently experience as a Finance Manager/Commercial Accountant. They have strong transferable skills to an EL1 level Government Accounting role in either financial reporting or as a Divisional Finance/Business Manager, or to commercial accounting roles in the Not for Profit sector or NGO's. An outgoing and committed character, they will bring to an organisation an outcomes focussed attitude and financial acumen.

Roles Seeking: Perm. or long term contract EL1 roles in Commonwealth; NFP/NGO Finance Manager
Availability: 4 weeks' notice
Salary/Rate: >\$90K + Super
H1R Consultant: Simon Cox on (02) 6108 4878 or simon@horizonone.com.au

[Return to Top](#)

APS 6/EL1 Management Accountant (Ref: 13992)

This CPA qualified accountant has a broad cross section of experience in the Commonwealth including 8 years in an EL1 role managing the budgeting, forecasting, reporting and financial coordination of a large branch. Seeking a well-balanced role ideally managing the finances for a division/branch, this candidate brings to the table a host of relevant experience including with SAP and Excel, a mature attitude and the ability to create sustainable working relationships.

Roles Seeking: Senior APS 6 or EL1 roles in the Commonwealth
Availability: **Immediate**
Salary/Rate: APS 6/EL1
H1R Consultant: Simon Cox on (02) 6108 4878 or simon@horizonone.com.au

[Return to Top](#)

Qualified Assistant Accountants / Accountants (Up to APS6)

APS 6 Financial Accountant (Ref: 4)

This degree qualified, strong 'nut's and bolts' accountant has a strong track record at the APS 6 level within a variety of Commonwealth agencies including strong year end , month end reporting, strong FBT, BAS and internal reporting experience. Technically very sound with strong Excel skills and experience using Technology One, SAP and Great Plains, this candidate has the ability to hit the ground running in a wide variety of Government environments.

A warm, genuine and hard working character, this candidate is our most reliable contractor at this level.

Roles Seeking: APS 6 level contracts
Availability: From Feb 20 until end of May

Salary/Rate: High APS 6
H1R Consultant: Simon Cox on (02) 6108 4878 or simon@horizonone.com.au

[Return to Top](#)

APS 6 Financial or Management Accountant (Ref: 9937)

This well qualified 5 year accountant (MPA, MBA) is currently completing their CPA and looking for a new contract having recently returned from overseas. Long term they aim to focus on challenging, analytically focussed management accounting roles, however they also have a strong foundation in financial accounting.

At interview this candidate presents well, and is a direct and honest character with good verbal communication. They are clearly highly intelligent, driven and enjoy completing a job well done. Referee comments are exceptionally strong and indicate a superior performer.

Roles Seeking: Perm or contract; Government; APS 6
Availability: **Immediate**
Salary/Rate: ~\$80K + Super
H1R Consultant: Simon Cox on (02) 6108 4878 or simon@horizonone.com.au

[Return to Top](#)

APS6 Financial Accountant – Protected Clearance (Ref:14425)

This solid APS6 Financial Accountant has 5 years' experience in a FMA agency working with Financial Statements and Reporting, Asset Management and Accounts Processing. They are a qualified CPA with strong technical knowledge and they are also a competent user of CBMS, BEAM and SAP.

This person is professionally orientated and referees describe them as a pleasure to have on the team. They are a naturally reserved personality and proven quite achiever. Following a short break over Xmas, they are seeking a new environment in an APS6 Financial Accounting role.

Be quick on this one, they won't be available for long.

Roles Seeking: APS5 Budgets / Finance Officer
Availability: **Immediate**
Salary/Rate: \$75K + super
H1R Consultant: David Harrington on (02) 6108 4878 or david@horizonone.com.au

[Return to Top](#)

Project/Management Accountant (Ref: 13619)

This degree qualified accountant has a strong track record of achievement in medium-large commercial organisations responsible for budgeting, forecasting, reporting and overall financial management of multi-million dollar projects. Bright and committed, they also have very strong SAP, TM1 and Excel skills and the ability to play a key support role including within an ICT or construction environment.

Roles Seeking: Contract or permanent roles in project/management accounting
Availability: **Immediate**
Salary/Rate: ~\$75K + Super
H1R Consultant: Simon Cox on (02) 6108 4878 or simon@horizonone.com.au

[Return to Top](#)

APS 5 Divisional Finance Officer (Ref: 14049)

This diploma qualified finance officer has over 5 years' experience in a large Commonwealth agency in financial operations and divisional finance roles using SAP. Seeking a change of scenery via a temporary or permanent transfer, they are well suited to a key support role working within a division, or within a corporate finance area supporting a team of technical accountants. Referees indicate a results oriented, hard-working 'doer' that takes pride in their work and has good government financial framework knowledge

Roles Seeking: APS 5 perm or temp transfer
Availability: 2 weeks' notice
Salary/Rate: ~\$70K + super
H1R Consultant: Simon Cox on (02) 6108 4878 or simon@horizonone.com.au

[Return to Top](#)

APS5 Budget / Finance Officer (Ref:14327)

This candidate progressed quickly since graduating from a Bachelor Degree in Commerce majoring in Accounting. They have successfully held roles in Divisional Accounting and Corporate Financial Analysis, where they were awarded further responsibility and higher level duties very quickly through demonstrating commitment and competence on the job.

They are keen to progress into an interesting budgets or financial analysis orientated role at APS5 equivalent, with a professional and supportive team. This person presents very well in person with excellent communication skills and a polished, professional presentation.

Roles Seeking: APS5 Budgets / Finance Officer
Availability: 2 weeks
Salary/Rate: \$60K + super
H1R Consultant: David Harrington on (02) 6108 4878 or david@horizonone.com.au

[Return to Top](#)

Tax/Business Services / Audit

Senior Accountant – Tax/Business Services (Ref: 2758)

This CPA qualified accountant commenced their career in commercial accounting and have transitioned into tax/business services within a small firm environment (3 years). Seeking to work with a small-medium sized firm that will stretch their technical skills to the next level, this hard working and committed character has 'old-school' work ethic and the ability to lead a small team.

Roles Seeking: Permanent roles in tax/business services
Availability: **Immediate**
Salary/Rate: \$75 - \$85K + Super
H1R Consultant: Simon Cox on (02) 6108 4878 or simon@horizonone.com.au

[Return to Top](#)

Performance Auditor/Program Manager (Ref: 13259)

This candidate has over 10 years' experience in performance audit for a UK based Government organisation akin to the ANAO for councils and local governments. This experience is supported by strong program management experience within a large training organisation. A permanent resident, they are looking to transition their skills to an audit or program environment. References indicate a superior performer with a strong ability to work across a wide variety of subject matter, adapting quickly and producing results.

Roles Seeking: Performance audit; working within a program
Availability: 2 weeks' notice
Salary/Rate: \$75K + Super
H1R Consultant: Simon Cox on (02) 6108 4878 or simon@horizonone.com.au

[Return to Top](#)

Systems Accountants

Senior SAP BA/Systems Accountant (Ref: 11246)

This CPA qualified SAP systems specialist has a strong track record of achievement from both the private sector in Australia and the UK, as well as more recently in the Commonwealth in Canberra. They have strong experience playing the key 'pivot' between finance and SAP/ICT technical specialists including on large implementations, and strong experience working as a SAP BW/BI business analyst. This candidate is an outgoing character with strong communication skills and the ability to build relationships, and we have had strong reports from referees and from a recent contract through HorizonOne.

Roles Seeking: SAP Systems Accounting/Business Analysis
Availability: From early March for 2 months
Salary/Rate: ~\$155/hr + GST
H1R Consultant: Simon Cox on (02) 6108 4878 or simon@horizonone.com.au

[Return to Top](#)

Senior EL 2 Contractor – where business meets systems! (Ref: 1057)

A highly experienced CPA and MBA qualified accounting professional, this communicative and adaptive character has an enviable reputation as someone who 'delivers'. Key areas of expertise include:

- Budgeting, costing and reporting development
- Financial process improvement and business process reengineering
- Financial and management reporting; Analysis and modelling
- Commercial management, contracts, procurement evaluation

With a positive attitude and strong personnel management experience, this candidate will be snapped up quickly.

Roles Seeking: Contracting/Consulting assignments
Availability: **Immediate**
Salary/Rate: ~\$135/hr + GST
H1R Consultant: Simon Cox on (02) 6108 4848 or simon@horizonone.com.au

[Return to Top](#)

Senior SAP Systems Accountant (Ref: 9002)

This mature and experienced candidate has extensive (10+) Commonwealth experience in SAP Systems accounting, systems administration, testing and systems implementations/upgrades. Seeking their next contract having recently completed working on a large project, this candidate takes pride in their work and has a wealth of knowledge to call upon.

Roles Seeking: SAP Systems accounting
Availability: **Immediate**
Salary/Rate: ~\$115/hr + GST
H1R Consultant: Simon Cox on (02) 6108 4878 or simon@horizonone.com.au

[Return to Top](#)

APS6 Systems Accountant (Ref: 13890)

This candidate is a qualified accountant who moved into financial analysis and cost modelling roles early in their career. Their natural affinity with systems such as Excel and SAP has also seen them progress at times into system administrator roles, predominately using the SAP FMIS.

They have led highly complex cost modelling projects across government and the commercial sector with strong achievement. This candidate is highly personable, and seeking a return to work after some time off to raise family. A good fit for most teams and an excellent choice where a fair degree of stakeholder engagement is required.

Roles Seeking: High APS6 systems and cost modelling roles
Availability: **Immediate**
Salary/Rate: \$90k + super
H1R Consultant: David Harrington on (02) 6108 4878 or david@horizonone.com.au

[Return to Top](#)

Financial Policy/Corporate Governance

EL1 Financial Policy Specialist (Ref: 3555)

This CPA qualified accountant has many years' Commonwealth experience up to the Senior EL1 level and has more recently chosen to specialise in financial policy and related training. They have an in-depth knowledge of CEI's, financial delegations and more recently the new DoFD CEI framework and its implementation. A mature attitude and strong results in their most recent contract for HorizonOne, they are seeking 6+ month contracts to dig their teeth into.

Roles Seeking: EL1 level roles in Financial Policy or Management Accounting
Availability: From End Feb 2012
Salary/Rate: >\$100K + Super
H1R Consultant: Simon Cox on (02) 6108 4878 or simon@horizonone.com.au

[Return to Top](#)

EL 1 Financial Policy Contractor (Ref: 2620)

This mature, experienced APS professional has significant expertise in the areas of:

- Financial Policy, CEI's, delegations, operational procedures
- Internal audit, risk management and contract management
- Financial statements and related reporting

Having taken their 54-11 some time back, they enjoy working finite 3 – 6 months stints in a variety of capacities and taking holidays and short breaks in between.

An easily likeable, well spoken and intelligent character, we see them fitting into a wide variety of teams and organisations without a ripple.

Roles Seeking: EL 1 Accounting/Financial Policy contracts
Availability: From end march 2012
Salary/Rate: \$95 - \$100K + super; Equivalent hourly rate
H1R Consultant: Simon Cox on (02) 6108 4878 or simon@horizonone.com.au

[Return to Top](#)

Accounting Contractors / Consultants

Senior EL 2 Contractor – where business meets systems! (Ref: 1057)

A highly experienced CPA and MBA qualified accounting professional, this communicative and adaptive character has an enviable reputation as someone who 'delivers'. Key areas of expertise include:

- Budgeting, costing and reporting development
- Financial process improvement and business process reengineering
- Financial and management reporting; Analysis and modelling
- Commercial management, contracts, procurement evaluation

With a positive attitude and strong personnel management experience, this candidate will be snapped up quickly.

Roles Seeking: Contracting/Consulting assignments
Availability: **Immediate**
Salary/Rate: ~\$135/hr + GST
H1R Consultant: Simon Cox on (02) 6108 4848 or simon@horizonone.com.au

[Return to Top](#)

Exceptional Technical Accountant (Ref: 9374)

This CA qualified accountant has a strong background in Senior Management roles supported by 10+ years' experience in the Commonwealth as a proven EL2 level contract resource. They have strong experience in:

- Managing financial statements processes in large, complex Commonwealth agencies
- Improving and troubleshooting processes and systems around financial statements including remedying problems around audit findings particularly in relation to assets
- Managing finances around complex ICT projects and
- Analysis around financial and statistical data for key decision makers (CIO and CFO)

This candidate has an enviable reputation for delivering results.

Roles Seeking: 6-9 month contracts
Availability: From end Feb
Salary/Rate: \$120 - \$135/hr + GST
H1R Consultant: Simon Cox on (02) 6108 4878 or simon@horizonone.com.au

[Return to Top](#)

Experienced EL1/2 Contract Accountant (Ref: 23)

This experienced contract accountant has worked across a wide variety of accounting environments including as a financial accountant, assets specialist, management accountant and SAP specialist. We know them to be a very reliable performer with sound technical skills, strong skills with systems and the ability to build strong working relationships.

Roles Seeking: 6 – 9 month contracts
Availability: From Mid-Feb
Salary/Rate: ~\$105/hr + GST
H1R Consultant: Simon Cox on (02) 6108 4878 or simon@horizonone.com.au

[Return to Top](#)

EL 1 Financial / Management Accountant (Ref: 13666)

This candidate is a qualified accountant with strong experience across state and federal government, and private sector organisations in a range of financial and management accounting roles. They have more recently completed a range of project orientated work as they enjoy the variation of work and achievement of outcomes in this area.

They can demonstrate strong experience across financial statements and reporting and they have also delivered a range of challenging management accounting projects including financial management and analysis for an 11 billion dollar capital based redevelopment project for a state government organisation.

They are available immediately and would suit APS Financial or Management Accounting roles at the EL1 level. They are technically competent with SAP, FinanceOne and associated budget tools.

Roles Seeking: EL1 Financial / Management Accountant
Availability: 2 weeks
Salary/Rate: \$95 - 100K + super
H1R Consultant: David Harrington on (02) 6108 4878 or david@horizonone.com.au

[Return to Top](#)

Accounts / Payroll / Unqualified Accountants

Finance Officer / Accounts Manager (Ref: 12750)

This management degree qualified candidate has a strong commercial accounts background in busy, high volume and challenging environments including leading teams of up to 10 staff. Having recently moved to Canberra with their young family, they are seeking to take on a broad role in a medium-large organisation. Their referee confirms this candidate is accurate, committed, responsible and responsive with the ability to progress far.

Roles Seeking: Challenging Accounts Officer roles
Availability: **Immediate**
Salary/Rate: \$55 - \$65K + Super
H1R Consultant: Simon Cox on (02) 6108 4878 or simon@horizonone.com.au

[Return to Top](#)

APS5 Finance Officer – Protected Clearance (Ref: 8135)

This candidate has a wealth of APS experience stretching across Financial Policy, Asset Management and Treasury / Accounts. They are a confident user of SAP and CBMS and have excellent Microsoft Excel skills.

Their current role includes payment runs, payroll, draw-downs, bank reconciliations and management of petty cash for a large FMA agency. HorizonOne have worked with this candidate on a previous occasion and we know them to be a strong, reliable performer with good self-management ability and excellent interpersonal skills.

They are seeking an account's / finance officer role at the APS5 level and are happy and capable to supervise one or two staff if required.

Roles Seeking: APS5 Accounts/Finance roles – Ongoing positions
Availability: 2 weeks
Salary/Rate: \$65K + super
H1R Consultant: David Harrington on (02) 6108 4878 or david@horizonone.com.au

[Return to Top](#)

Accounts Officer (Ref: 13523)

This candidate has recently arrived in Canberra and is here as a permanent resident. They have outstanding experience working across accounts management and bookkeeping for smaller firms and they would very quickly adapt to a similar role here.

They present as a happy and confident person with a strong work ethic, and they would be well suited to leading a small team. They hold a Bachelor of Accounting and will be seeking to progress with their CPA accreditation.

Roles Seeking: APS4/5 Accounts/Finance roles
Availability: **Immediate**
Salary/Rate: \$55K + super
H1R Consultant: David Harrington on (02) 6108 4878 or david@horizonone.com.au

[Return to Top](#)

Administration and Office Support

Office Managers / Corporate Management / Executive Officers

Administration/Business Manager (Ref: 12368)

This candidate has significant experience in a broad business administration role, both within an APS environment and private sector equivalent. Currently responsible for leading a large team with a focus on continuous improvement across business administration processes, this exceptional candidate also has responsibilities inclusive of business planning and risk management.

They are ideally seeking a role that will utilise their current skills, whilst also providing further learning opportunities specific to business management within the APS framework.

This candidate presents very well in person with a high level of corporate polish and professionalism. They are intelligent and articulate, and have the ability to liaise with stakeholders at all levels. Management of teams in fast paced, demanding environments is a strength, as is the ability to prioritise and manage competing priorities.

Roles Seeking: Administration/Business Manager
Availability: 4 weeks' notice
Salary/Rate: \$EL1
H1R Consultant: Callum Mann on (02) 6108 4878 or callum@horizonone.com.au

[Return to Top](#)

Executive Assistants / Personal Assistants

APS5 Executive Assistant/Secretariat Coordinator (Ref: 13651)

This person is a mature, experienced Executive Assistant who demonstrates a clear ability to self-manage time and priorities, and to take ownership of their role. This candidate enjoys being able to contribute to continuous process improvement, to encourage greater workplace administrative efficiencies, and they are eager to further develop highly effective writing skills. At interview this proven contributor came across as being positive, driven, confident but realistic about their growth areas, professional and grounded.

Referee comments offered by this person's current supervisor indicated that this consistent high level performer has immense ability to manage a high volume workload with exceptional organisation skills and the ability to liaise effectively with all levels of stakeholders.

Please note that this candidate is strictly seeking a permanent transfer at level or a temporary transfer at the APS5 level. Please also note that this candidate has a current **Secret security clearance** and is in the process of being upgraded to a **Top Secret** clearance.

Roles Seeking: APS5 Executive Assistant/Secretariat Coordinator
Availability: 4 weeks' notice
Salary/Rate: Top of APS4 minimum
H1R Consultant: Callum Mann on (02) 6108 4878 or callum@horizonone.com.au

[Return to Top](#)

APS4 Executive Assistant/Secretariat Support (Ref: 10025)

This candidate is mature, very capable and down to earth. Currently employed at the APS4 level in an ongoing capacity, this person is seeking a new challenge with increased responsibility in an administrative support role. Previous experience includes various support roles within both the private and public sectors, some of which have been focussed on secretariat support.

This candidate is someone who thrives on organising, coordinating and communicating. Key strengths include confidence in both verbal and written communication skills, attention to detail with process and the ability to liaise with a variety of stakeholders effectively.

At interview this person comes across as being personable, focussed on task outcomes, bubbly and definitely as someone who would thrive with consistent workflow. Referee comments state that this valuable support staff member is calm under pressure, demonstrates highly developed organisation skills and is a highly effective communicator.

Please note that this candidate is seeking either a permanent transfer at the APS4 level or a temporary transfer at the APS5 or APS6 level.

This candidate has a **Negative Vetting 2 security clearance** in progress.

Roles Seeking: APS4 Executive Assistant/Secretariat Support
Availability: 2 weeks' notice
Salary/Rate: \$APS4
H1R Consultant: Callum Mann on (02) 6108 4878 or callum@horizonone.com.au

[Return to Top](#)

Reception & Administration

APS4 Administration Assistant (Ref: 14239)

This candidate is immaculately presented, articulate and engaging. This person's experience to date has been gained in large government organisations, and they would work well in a structured environment with tangible processes. This candidate is commercially minded and works well when involved in managing others. Having worked as an APS4 EA and more recently as an Administrator, this candidate enjoys applying and coordinating process within a structured team environment.

At interview this personable candidate presented very well, was articulate and demonstrated a strong focus toward continuous improvement. They are self-motivated and would be valuable in a team where the need to maintain the integrity of administration processes is paramount to meeting business objectives and requirements.

Roles Seeking: APS4 Administration Assistant
Availability: **Immediate**
Salary/Rate: \$APS4
H1R Consultant: Callum Mann on (02) 6108 4878 or callum@horizonone.com.au

[Return to Top](#)

APS Specialist Roles

APS Corporate Management Support (Ref: 13454)

This outstanding candidate recently retired from a long and successful career with a high profile government agency. Having enjoyed some family time, this person is now seeking suitable contract opportunities. This candidate has enjoyed a very diverse career in both Australian based roles and overseas postings, and is confident in their ability to provide value to corporate management. This person's experience is inclusive of the oversight of a divisional administration budget, high level stakeholder relationship management, continuous business process improvements and much more.

At interview we found this person to be extremely professional, very personable and up-front in their communication style. This candidate is not seeking a management position however is looking forward to supporting others in a collaborative team.

This candidate does have a current active '**Top Secret**' security clearance.

Roles Seeking: APS6 Corporate Management Support
Availability: **Immediate**
Salary/Rate: \$APS6
H1R Consultant: Callum Mann on (02) 6108 4878 or callum@horizonone.com.au

[Return to Top](#)

APS Policy

Senior Policy/Project Manager (Negative Vet 1 Clearance) (Ref: 14193)

Tertiary qualified in Science, Psychology and Law, this senior public servant has successfully undertaken roles from Principal Legal Officer to Senior Project Manager in a variety of APS portfolios. They particularly thrive on developing and implementing legislation and utilising their strong strategic and analytical skills to find strong solutions to complex issues.

They are seeking a challenging new role in line with their skills and experience.

They currently hold a Negative Vet 1 security clearance.

Roles Seeking: EL 2 – Policy/Project Manager
Availability: 2 weeks' notice
Salary/Rate: \$120K + Super
H1R Consultant: Lorena Solar on (02) 6108 4878 or lorena@horizonone.com.au

[Return to Top](#)

Senior Policy/Project Manager (Negative Vet 1 Clearance) (Ref: 14052)

With tertiary qualifications including a Master of Management Economics, this candidate particularly enjoys leading teams working through a high level of analysis and problem resolution. This candidate can put their skills and experience to good use in a variety of roles including Policy Development, Secretariat, Program Management or Project Management.

They currently hold a Negative Vet 1 security clearance and are interested in either long or short term contracts.

Roles Seeking: EL 2 Policy/Project Manager or High level Secretariat role.
Availability: **Immediate**
Salary/Rate: \$120K + Super
H1R Consultant: Lorena Solar on (02) 6108 4878 or lorena@horizonone.com.au

[Return to Top](#)

EL1 Senior Policy Officer – TOP SECRET Clearance (NV2) (Ref: 13901)

This Master degree qualified policy and liaison professional comes with a track record of achievements from overseas roles in complex and sensitive environments, and in the Australian Government more broadly. Their particular expertise is in intelligence, international relations and law enforcement, and good knowledge across a wide range of subject matters. After having had roles requiring a fair amount of overseas travelling, they are now seeking a new opportunity in Canberra, ideally in a complex policy or program environment where they can apply their vast range of skills and experience.

Roles Seeking: EL1 (or higher) policy or program management roles. Contracts or longer term
Availability: **Immediate**
Salary/Rate: ~\$100K +Super
H1R Consultant: Patrik Nilsson on (02) 6108 4878 or patrik@horizonone.com.au

[Return to Top](#)

Senior Policy/Project Manager (Ref: 14351)

With Degree qualifications in Science (Resource and Environmental Management), this candidate has built a prestigious career in both the private and public sector. Their more recent experience has focused in the area of capacity building and speciality training for designing, producing and implementing capacity building strategies for the APS both locally and internationally.

With a young family to take care of this candidate now seeks part time roles and would consider any length contracts that can accommodate their part time availability. (Would prefer 3 days per week but flexible depending on requirements)

Roles Seeking: EL 1+ Policy or Project Manager
Availability: 1 weeks' notice
Salary/Rate: \$100K + Super – pro rata
H1R Consultant: Lorena Solar on (02) 6108 4878 or lorena@horizonone.com.au

[Return to Top](#)

APS 6 Policy Officer - (Ref: 14212)

This highly qualified Economist commenced their career with APS over 8 years ago. In this time they have also done volunteer work with NGO's in the Middle East and completed a Master's degree in Human Rights. Since their return to Australia they have been working Policy and Research roles and are seeking to continue their career in this space.

They are seeking a challenging policy role, particularly one that involves high level research. **They currently hold a Baseline 1 security clearance.**

Roles Seeking: APS 6 Policy Officer
Availability: 2 weeks' notice
Salary/Rate: \$77K +
H1R Consultant: Lorena Solar on (02) 6108 4878 or lorena@horizonone.com.au

[Return to Top](#)

APS 6 Policy Officer - (Ref: 14051)

With over 6 years' experience working across Program and Policy roles within the APS, this candidate has decided to focus their career in the policy space. To further enhance their strong research, analytical and writing skills they are now completing their Master of International Affairs (on a part time basis with ANU). This candidate comes with strong references that support not only their strong skills set but also their personal commitment, drive and focus, which is rated as outstanding.

They are seeking a new challenge in a high profile policy area and would consider a temporary or permanent transfer. **They currently hold a Baseline 1 security clearance.**

Roles Seeking: APS 6 Policy Officer
Availability: 2 weeks' notice
Salary/Rate: \$77K +
H1R Consultant: Lorena Solar on (02) 6108 4878 or lorena@horizonone.com.au

[Return to Top](#)

Performance Auditor/Program Manager (Ref: 13259)

This candidate has over 10 years' experience in performance audit for a UK based Government organisation akin to the ANAO for county and local governments. This experience is supported by strong program management experience within a large training organisation. A permanent resident, they are looking to transition their skills to within an audit or program environment. References indicate a superior performer with a strong ability to work across a wide variety of subject matter adapting quickly and producing results.

Roles Seeking: Performance audit; working within a program
Availability: 2 weeks' notice
Salary/Rate: \$75K + Super
H1R Consultant: Simon Cox on (02) 6108 4878 or simon@horizonone.com.au

[Return to Top](#)

APS3/4 Policy Support Officer (Ref: 13145)

This candidate comes with impressive qualifications and is ~6 months away from completing their Master degree in International Relations. Whilst studying they have also enjoyed a combination of full-time and part-time work with the same employer for the past 7 years, and served overseas as an intern for a Human Rights organisation.

They are now ready to take the next and logical step towards achieving their goal of establishing a career in policy. At interview they displayed a somewhat understated personality but demonstrated intelligence and self-awareness along with a realistic, if not conservative, insight into building a strong and long career.

I believe this candidate would be a solid asset for any team and well worth investing some 'mentor time' into.

Roles Seeking: APS3/4 roles in policy teams.
Availability: 1 weeks' notice
Salary/Rate: APS3/4
H1R Consultant: Patrik Nilsson on (02) 6108 4878 or patrik@horizonone.com.au

[Return to Top](#)

APS Program Management

EL2 Program/Project Manager – SECRET Clearance (NV1) (Ref: 14407)

This outcomes focussed APS professional came with top recommendations to HorizonOne from a highly regarded client. They are a very accomplished program and project manager with many years' experience in delivering quality outcomes for APS agencies, often in complex and difficult circumstances.

This candidate also brings a solid track record in strategic thinking, change management, procurement, stakeholder relations, and leading high performing teams. Their presentation and communication skills are also exceptional.

After working as a consultant for the past 5 years, they are now seeking to return to a challenging EL2 role with some longer term goals. This is a 5/5 candidate and available for immediate start- I strongly recommend meeting them as they won't be available for long!!

Roles Seeking: EL2 (or equivalent) in program management or project focussed roles. They are particularly suited to fixing problems or implementing programs/projects.

Availability: **Immediate**

Salary/Rate: High EL2

H1R Consultant: Patrik Nilsson on (02) 6108 4878 or patrik@horizonone.com.au

[Return to Top](#)

Strategic Management & Corporate Governance Specialist (Ref: 4611)

This candidate is a highly experienced strategic management professional with many years of senior management experience spanning across the private, not-for-profit and public sector. They are currently employed as the Deputy Director of Strategic Management in a large organisation, but are seeking a new opportunity in a challenging strategic management and/or business improvements role in the NFP sector.

They demonstrate strong skills in strategic risk management, business improvement, performance audit, strategic planning, human resources and reporting. They have through their extensive experience as both an employee and a consultant developed the ability to quickly grasp the culture of an organisation and integrate quickly into their role, to start achieving outcomes and adding value.

This candidate will impress at interview with their warm and sincere personality and professionalism. They are highly regarded by many of our respected clients and contacts, and can offer exceptional references.

Roles Seeking: Projects/Consulting in strategic management & planning, risk and corporate governance

Availability: ~4 weeks' notice

Salary/Rate: \$100-120 per hour +GST

H1R Consultant: Patrik Nilsson on (02) 6108 4878 or patrik@horizonone.com.au

[Return to Top](#)

EL 1 Project Manager (Ref: 14262)

With five years' experience as a Project Manager in several government state offices', this candidate is seeking an opportunity to live and work in Canberra. Their roles have required them to provide high quality support and advice on programs, policy, service delivery and projects. They possess strong research, analytical, and communications skills as well as sound knowledge of program and project implementation processes.

They would welcome to opportunity to utilise their experience and feel that they could provide insight from 'the other side of the fence' when it comes to project and program implementation. At interview we found this candidate friendly and informative and they demonstrated a desire to continue to add value to regional areas.

Roles Seeking: EL 1 Program/Project Manager
Availability: 2 weeks' notice
Salary/Rate: \$90K + Super
H1R Consultant: Lorena Solar on (02) 6108 4878 or lorena@horizonone.com.au

[Return to Top](#)

APS6 Program/Grants Officer (Ref: 14113)

This multi-degree qualified candidate is a policy and program professional with many years' experience from the APS. After having spent almost 20 years' across a number of roles in the same Department, they are seeking a change of scenery and culture to refresh their perspective and reignite their passion and drive to deliver outcomes.

At this point in their career, they are ideally seeking roles involving program management and where their extensive skills and experience can be put to good use.

This candidate has a reserved but warm approach and I believe they would fit in well with most teams.

Roles Seeking: APS6 Program Management or Grants.
Availability: 2 weeks' notice
Salary/Rate: Top of APS6 (match current)
H1R Consultant: Patrik Nilsson on (02) 6108 4878 or patrik@horizonone.com.au

[Return to Top](#)

Program Manager (Ref: 14171)

This highly skilled candidate comes with over 20 years' experience in state and federal government roles. With strong research, analytical and negotiation skills, their roles have included Investigative Officer, Case Manager and Divisional Officer Manager. Their experience includes providing policy advice, contract management, working on funding agreement and monitoring budgets.

They enjoy roles that have variety and that are outcomes focused, and they are interested in either short or long term contracts.

Roles Seeking: APS 6 – Program/Project Officer
Availability: **Immediate**
Salary/Rate: \$70K +Super
H1R Consultant: Lorena Solar on (02) 6108 4878 or lorena@horizonone.com.au

[Return to Top](#)

Human Resources

APS6 procurement and Contract Officer (Ref: 13768)

This candidate comes with 15 years' experience in APS procurement and contract related roles. They have been employed in a small-medium government agency for the past couple of years but are now seeking a new role in a larger agency, as there are very limited development opportunities in their current role.

With solid technical, advisory and coordination skills, this candidate would be a great asset to any central procurement team.

Roles Seeking: ASP6 Procurement and/or Contract Management roles in medium to large organisations

Availability: 2-4 weeks' notice

Salary/Rate: ASP6

H1R Consultant: Patrik Nilsson on (02) 6108 4878 or patrik@horizonone.com.au

[Return to Top](#)

Personnel Security Administration (Ref: 14297)

This person is a well presented, professional candidate who worked with a large commercial organisation for the past 6 years. Having enjoyed a break over the holidays, this person is now beginning their search for a suitable employment opportunity in line with their professional skills and experience, preferably within an APS security team.

This person's experience in their most recent role was broad and inclusive of various elements of HR, performance reporting, workers compensation reporting, work-force planning, security process management and accounts payable, sub-contractor management and extensive relationship management.

At interview this candidate provided strong examples of their ability to problem solve, advise and liaise effectively with a variety of stakeholders, adhere and uphold process and maintain accurate and continual record keeping for reporting purposes.

We highly recommend this candidate; at interview this person came across as being extremely ethical, capable and flexible in their thinking, in addition to being an adept communicator, professional, logical and thorough in their approach to tasks.

Referee comments confirm that this candidate is an exceptional performer and has highly developed people management, process, reporting and investigative skills.

This candidate holds a current **Secret security clearance**.

Roles Seeking: APS Personnel Security

Availability: **Immediate**

Salary/Rate: \$APS4/5

H1R Consultant: Callum Mann on (02) 6108 4878 or callum@horizonone.com.au

[Return to Top](#)

Procurement & Contract Management

EL 1 Contracts and Procurement Manager (Ref: 14090)

This experienced Contracts and Procurement Manager has been acting at the EL 1 level for the past year, and is keen to continue working at this level. They possess strong knowledge of CPG's; the CGG's and enjoy the challenge of negotiating, drafting and managing contracts.

This candidate is a permanent officer with the APS and is seeking a temporary or permanent transfer. Their priority is to work within a centralised procurement team where they can provide advice but also have the ability to be 'hands on' with procurement activities to further develop their knowledge and expertise.

This candidate has a **Top Secret security clearance**.

Roles Seeking: EL 1 Procurement Manager
Availability: 2 weeks' notice – seeking temporary or permanent transfer
Salary/Rate: \$90K +Super
H1R Consultant: Lorena Solar on (02) 6108 4878 or lorena@horizonone.com.au

[Return to Top](#)

Independent Consultants (Executive Level)

Senior EL 2 Contractor – where business meets systems! (Ref: 1057)

A highly experienced CPA and MBA qualified accounting professional, this communicative and adaptive character has an enviable reputation as someone who 'delivers'. Key areas of expertise include:

- Budgeting, costing and reporting development
- Financial process improvement and business process reengineering
- Financial and management reporting; Analysis and modelling
- Commercial management, contracts, procurement evaluation

With a positive attitude and strong personnel management experience, this candidate will be snapped up quickly.

Roles Seeking: Contracting/Consulting assignments
Availability: **Immediate**
Salary/Rate: ~\$135/hr + GST
H1R Consultant: Simon Cox on (02) 6108 4848 or simon@horizonone.com.au

[Return to Top](#)

Exceptional Technical Accountant (Ref: 9374)

This CA qualified accountant has a strong background in Senior Management roles supported by 10+ years' experience in the Commonwealth as a proven EL2 level contract resource. They have strong experience in:

- Managing financial statements processes in large, complex Commonwealth agencies
- Improving and troubleshooting processes and systems around financial statements including remedying problems around audit findings particularly in relation to assets
- Managing finances around complex ICT projects and
- Analysis around financial and statistical data for key decision makers (CIO and CFO)

This candidate has an enviable reputation for delivering results.

Roles Seeking: 6-9 month contracts
Availability: From end Feb
Salary/Rate: \$120 - \$135/hr + GST
H1R Consultant: Simon Cox on (02) 6108 4878 or simon@horizonone.com.au

[Return to Top](#)

Project Manager (Ref: 14351)

With Degree qualifications in Science (Resource and Environmental Management), this candidate has built a prestigious career in both the private and public sector. Their more recent experience has focused in the area of capacity building and speciality training for designing, producing and implementing capacity building strategies for the APS both locally and internationally.

With a young family to take care of this candidate now seeks part time roles and would consider any length contracts that can accommodate their part time availability. (Would prefer 3 days per week but flexible depending on requirements)

Roles Seeking: EL 1+ Policy or Project Manager
Availability: 1 weeks' notice
Salary/Rate: \$100K + Super – pro rata
H1R Consultant: Lorena Solar on (02) 6108 4878 or lorena@horizonone.com.au

[Return to Top](#)

Project Management & Business Systems

EL2 Project Manager – SECRET Clearance (NV1) (Ref: 14407)

This outcomes focussed APS professional came with top recommendations to HorizonOne from a highly regarded client. They are a very accomplished program and project manager with many years' experience in delivering quality outcomes for APS agencies, often in complex and difficult circumstances.

This candidate also brings a solid track record in strategic thinking, change management, procurement, stakeholder relations, and leading high performing teams. Their presentation and communication skills are also exceptional.

After working as a consultant for the past 5 years, they are now seeking to return to a challenging EL2 role with some longer term goals. This is a 5/5 candidate and available for immediate start- I strongly recommend meeting them as they won't be available for long!!

Roles Seeking: EL2 (or equivalent) in program management or project focussed roles. They are particularly suited to fixing problems or implementing programs/projects.

Availability: **Immediate**

Salary/Rate: High EL2

H1R Consultant: Patrik Nilsson on (02) 6108 4878 or patrik@horizonone.com.au

[Return to Top](#)

Project Manager (Ref: 14351)

With Degree qualifications in Science (Resource and Environmental Management), this candidate has built a prestigious career in both the private and public sector. Their more recent experience has focused in the area of capacity building and speciality training for designing, producing and implementing capacity building strategies for the APS both locally and internationally.

With a young family to take care of this candidate now seeks part time roles and would consider any length contracts that can accommodate their part time availability. (Would prefer 3 days per week but flexible depending on requirements)

Roles Seeking: EL 1+ Policy or Project Manager

Availability: 1 weeks' notice

Salary/Rate: \$100K + Super – pro rata

H1R Consultant: Lorena Solar on (02) 6108 4878 or lorena@horizonone.com.au

[Return to Top](#)

Marketing, PR and Communications

EL1 Communications Manager (Ref: 3951)

This candidate is a persuasive, direct, factual and assertive communications professional. They offer strong skills and experience across the communications function which they have demonstrated well in their current role. They have been responsible for developing and implementing extensive communication strategies, preparing and editing complex public information material, and managing media attention.

Feedback from their previous supervisor indicates that they are a solid team leader who develops safe and logical solutions to challenges or problems. Specific comments were also made around their ability to learn quickly and adapt to new environments.

Roles Seeking: Challenging communications management roles. Min 6 month assignments

Availability: **2-4 weeks' notice**

Salary/Rate: Top of EL1 (match current)

H1R Consultant: Patrik Nilsson on (02) 6108 4878 or patrik@horizonone.com.au

[Return to Top](#)

Marketing and Communications Specialist (Ref: 13371)

This is a star marketing and communications specialist who, after having spent the last 6 years with the same organisation in the communications industry in Sydney, is now moving to Canberra. They come with strong relevant skills in project management and marketing, creative solutions and problem solving, analysis and written skills (incl. editing), tact and listening skills.

During interview, this highly professional candidate provided in-depth and relevant examples to developing and launching campaigns, strategic marketing and stakeholder management plans, along with building and maintaining key relationships. They further provided a particular example demonstrating their end-to-end project management and marketing approach associated with launching a new and co-branded information technology product in Australia.

They are clearly a self-driven and professional achiever who is passionate about working with people. I strongly recommend meeting this candidate!

Roles Seeking: Marketing or Communications roles. Perm or Contract
Availability: **Immediate**
Salary/Rate: ~\$100K +Super
H1R Consultant: Patrik Nilsson on (02) 6108 4878 or patrik@horizonone.com.au

[Return to Top](#)

Marketing & Communications (Ref: 12321)

This exceptional candidate presents very well in person. Having been in their current position since 1996, this person is seeking a new challenge and would consider contract opportunities. Current responsibilities have included a focussed approach to marketing, relationship management and commercial negotiations. Referee comments highlighted this candidate's strength in communication skills and made particular note of negotiation capabilities.

This candidate is accustomed to being proactive, organised, engaged and is very comfortable liaising with all stakeholders as required. This person's experience encompasses administration, stakeholder liaison activities, organising events and much more. This person can be trusted to manage their time, business priorities and tasks to ensure that key objectives are achieved.

At interview we found this candidate to be engaging, a succinct and professional communicator with self-motivation and honesty. This candidate is ideally suited to a position requiring relationship management, coordination to meet project timeframes or a role requiring highly developed negotiation skills.

Roles Seeking: Marketing or APS6/EL1 Stakeholder Liaison
Availability: 1 week notice
Salary/Rate: \$APS6/EL1
H1R Consultant: Callum Mann on (02) 6108 4878 or callum@horizonone.com.au

[Return to Top](#)

ASP5 Social Media & Marketing Adviser (Ref: 14396)

This candidate is a Master degree qualified marketing professional with specialist skills in strategic social media marketing. They have experience from both the private and public sector and currently employed in a large government department.

They come with a track record of being a hard-working and results focussed individual with a good creative mind and the ability to think in line with bigger picture goals. Their communications skills are outstanding as is their self-awareness and engaging personality.

Roles Seeking: APS5 (or higher) roles in APS marketing teams- ideally where they can focus on social media
Availability: 2-3 weeks' notice
Salary/Rate: APS5
H1R Consultant: Patrik Nilsson on (02) 6108 4878 or patrik@horizonone.com.au

[Return to Top](#)

Communications Officer (Ref: 13584)

This candidate has been working with a key central agency for the past 6 years and is now seeking a change of scenery. Having been focussed on written ministerial communications relative to policy, they are comfortable moving to a communications opportunity in a role that will fully utilise their verbal and written abilities.

This person is accustomed to liaising with high level stakeholders in order to coordinate task completion within non-negotiable timeframes, and enjoys this element of coordination and relationship management.

At interview this candidate was very personable, professional and upfront about what they are seeking in moving forward. Key to this candidate's engagement in their next role will be the opportunity to utilise their skills within a team working across interesting and current affairs; the ability to maintain some work/life balance whilst being fully committed; and the opportunity to continue learning and improve existing skills.

Please note that this candidate holds a current **Protected** security clearance.

Roles Seeking: Communications Officer
Availability: **Immediate**
Salary/Rate: \$APS6/EL1
H1R Consultant: Callum Mann on (02) 6108 4878 or callum@horizonone.com.au

[Return to Top](#)

ASP5 Public Affairs & Communications Officer – 3-4 days per week (Ref: 14114)

This candidate has 20 years' experience in communications related roles including 11 years in Public Affairs (APS). Throughout their career they have gained significant skills in writing, editing, publishing and project management. Parallel to their APS career they also run a multimedia business with their spouse, which has enabled them to further broaden their skills.

This warm and professionally mature candidate thrives in an environment where they can contribute to quality outcomes and add value to the work. At interview, they indicated that they don't have any aspirations to progress to a higher level role, preferring to stay at the 'hands-on delivery level'.

Roles Seeking: APS5 (or equivalent) roles in APS Communications or Public Affairs teams. Marketing roles would also be of interest. Part-time (3-4 days per week)
Availability: **Immediate**
Salary/Rate: \$70,000 +Super (pro rata)
H1R Consultant: Patrik Nilsson on (02) 6108 4878 or patrik@horizonone.com.au

[Return to Top](#)

Scribe Services / Recruitment Support

Senior Scribe (Ref: 327)

This senior scribe is highly skilled with over four years' experience providing specialist scribing services to many government departments. Prior to their career as a scribe, they worked in Human Resources and Recruitment (6 years), where they developed their skills and experience in recruitment process. Their experience in scribing includes:

- Bulk round panel processes
- The short listing and selection of candidates
- Interview notation
- Provision of guidance to the panel if required
- Detailed reference checking in line with prescribed selection criteria
- Selection report preparation, recommendation and delivery

This senior scribe is articulate, with strong written communication skills and a high degree of professional polish, maturity and reliability. Their wealth of experience and knowledge of the APS environment means they are able to add value to any recruitment process.

Roles Seeking: Scribing
Availability: By appointment
Salary/Rate: \$80-100 per hour + GST
H1R Consultant: Imogen Rizzo on (02) 6108 4878 or imogen@horizonone.com.au

[Return to Top](#)

Senior Scribe/Editor (Ref: 10396)

The scribe has two years of experience as a professional scribe working for various government departments, whilst also serving as a Hansard Editor. They have enjoyed a distinguished career of 28 years in senior executive support in the APS, parliament & private sector.

This scribe is a no-fuss, results focused individual who takes real pride in delivering high quality written work. Their career in executive support has honed their strong ability to apply speed and accuracy in writing and editing, as well as the ability to comprehensively identify and capture key details. This scribe had exceptional shorthand writing for situations where word-for-word note taking is not possible.

Roles Seeking: Scribing
Availability: By appointment
Salary/Rate: \$80-100 per hour + GST
H1R Consultant: Imogen Rizzo on (02) 6108 4878 or imogen@horizonone.com.au

[Return to Top](#)

Scribe (Ref: G1459)

With broad scribing expertise, this scribe has worked across APS3 – EL2 levels, with a variety of government departments. This scribe can assist in:

- The short listing and selection of candidates
- Interview notation
- Provision of guidance to the panel if required
- Reference checking
- Selection report preparation, recommendation and delivery

Roles Seeking: Traditional scribing
Availability: By appointment
Salary/Rate: \$75 - 80 per hour + GST
H1R Consultant: Imogen Rizzo on (02) 6108 4878 or imogen@horizonone.com.au

[Return to Top](#)

Economists

EL1 Economic Policy Analyst – Secret Clearance (Ref: 11024)

This candidate is a Masters qualified senior economist with over 15 years' professional experience, 10 of which are with the APS. Their current contract as economic analysis specialist in a policy team within a large Department is ending shortly, and not available for extension due to a restructure and budget cuts.

They are currently undertaking a part-time PhD in economics and keen to work with a strong 'management mentor' to assist in them being able to seek roles at the EL2 level in a few years' time. We placed this candidate in their current role and we have received positive feedback about their technical skills and performance.

Roles Seeking: EL1 Economics roles. Minimum 4-6 month contracts
Availability: **~1 week**
Salary/Rate: EL1
H1R Consultant: Patrik Nilsson on (02) 6108 4878 or patrik@horizonone.com.au

[Return to Top](#)

EL1 Economic Policy Adviser – Climate Change/Carbon Specialist (Ref: 13633)

This Master degree qualified economist is an up-and-coming, yet highly accomplished, professional with experience across a range of subject matters, but predominantly in Carbon Trading (and related).

They recently relocated to Canberra and are now seeking challenging economics related roles in the APS. Although they have specialist knowledge of one particular topic, they are very open and capable of working with other subject matter.

This candidate can best be described as a high performing and results focussed professional. They display a real passion for values-based issues and have a strong ability to build strong arguments. They are available for immediate start and based on past performance, I believe they would come up to speed very quickly in a new role.

Roles Seeking: EL1 Economics roles. Minimum 4-6 month contracts
Availability: **Immediate**
Salary/Rate: EL1
H1R Consultant: Patrik Nilsson on (02) 6108 4878 or patrik@horizonone.com.au

[Return to Top](#)

APS6 Economist (Ref: 13452)

This PhD qualified economist comes with many years' experience in the public sector and academic sector. They are currently working in research policy role in an APS agency but feels that it is not utilising their skills and experience fully.

Their key strengths include their analysis skills and ability to provide advice/policy options with strong economic foundations. Other key skills include their ability to identify key issues, undertake complex cost-benefit and impact analyses, econometrics and modelling.

Roles Seeking: APS6 economics focussed roles. Minimum 6 month contracts, ideally longer with long term and development opportunities.
Availability: 2-4 weeks' notice
Salary/Rate: Top of APS6
H1R Consultant: Patrik Nilsson on (02) 6108 4878 or patrik@horizonone.com.au

[Return to Top](#)

APS6 Senior Economist – SECRET Clearance (Ref: 3854)

This candidate is a qualified economist currently working as economic outlook analyst for a large department. Over the past few years in this role they have been tasked with developing a range of complex models with their key achievements including having developed the current framework for forecasting public final demand, and contributed in the development of a fiscal aggregates projections model.

They are a highly passionate economics professional who enjoys business improvements and creative thinking. Their key strengths include their modelling and analysis skills, building frameworks, writing technical working papers (and translate to layman's terms) and challenging traditional models.

I strongly recommend meeting this candidate!

Roles Seeking: APS6 challenging economic modelling and analysis roles. Minimum 6 month assignments.
Availability: 2-4 weeks' notice
Salary/Rate: ~\$90K +Super
H1R Consultant: Patrik Nilsson on (02) 6108 4878 or patrik@horizonone.com.au

[Return to Top](#)

Not for Profit / Community Services

Senior Policy Officer/Policy Manager (Ref: 14179)

This candidate has had an extensive career working between legal counsel in the APS and in private law firms in lawyer/barrister roles. Their most recent position as Senior Policy Advisor and Legal Advisor within a peak industry body, honed their ability to combine the two areas successfully and they now seek a similar opportunity.

At interview this candidate displayed an engaging, professional and analytical nature and expressed their desire to work in a team that would challenge their skills. They are currently seeking long term opportunities.

Roles Seeking: Senior Policy/Policy Manager
Availability: **Immediate**
Salary/Rate: \$120k+
H1R Consultant: Lorena Solar on (02) 6108 4878 or lorena@horizonone.com.au

[Return to Top](#)

Senior Policy Officer/Policy Manager (Ref: 14250)

This Master's qualified candidate has recently relocated to Canberra to be with family. Their most recent experience as CEO in a health organisation has given them a high level of understanding of general health and allied health services. Their skills are proven across policy, budgeting and business analysis, corporate governance, financial reporting and general business management.

At interview this candidate came across as professionally mature, articulate and ambitious. They are motivated by adding value to a business and seeing positive social outcomes from their work for the community.

Roles Seeking: Senior Policy/Policy Manager
Availability: **Immediate**
Salary/Rate: \$120k+
H1R Consultant: Lorena Solar on (02) 6108 4878 or lorena@horizonone.com.au

[Return to Top](#)

Administration Assistant (Ref: 13485)

This candidate is in Australia on a working Visa until 2015 and has full working rights within Australia.

They have broad experience in reception, administration, stakeholder liaison and executive assistant roles. This experience has been gained with UNICEF and foreign embassy environments (English speaking).

At interview this candidate presented themselves in a corporate manner and demonstrated a strong command of the English language, gained by both formal education and extensive work as a translator. This person is extremely diplomatic, professional and is strongly motivated by good outcomes. At interview this candidate provided relevant examples of effective time management and the ability to respond appropriately during high pressure and sensitive situations.

Referee comments highlight that this candidate offers highly developed problem solving skills, strong stakeholder liaison skills, effective administration skills and a strong desire to continually grow and develop.

Roles Seeking: Administration Assistant
Availability: **Immediate**
Salary/Rate: \$50,000 + super
H1R Consultant: Callum Mann on (02) 6108 4878 or callum@horizonone.com.au

[Return to Top](#)

Senior Executives

Senior Executive (Ref: 206)

This candidate recently took a package after close to two decades' of experience at the Senior SES levels. Throughout their distinguished career they have been responsible for developing, implementing and delivering the Government's legislative agenda as well as having held the Agency Head position of a well-known APS agency for a number of years.

This candidate comes with an impressive track record of achievements in the APS having been responsible for up to ~700 staff and delivered on key policy agendas. They are now seeking roles where they can put their extensive skills and experience to good use which also offer some work/life balance.

This candidate's skills, experience, knowledge of the APS along with a wide and strong network of senior execs make them a highly attractive candidate for teams seeking experienced leadership.

Roles Seeking: Challenging Senior Executive roles in operations or policy.
Availability: 1-2 weeks' notice
Salary/Rate: >\$135K +Super
H1R Consultant: Patrik Nilsson on (02) 6108 4878 or patrik@horizonone.com.au

[Return to Top](#)

To subscribe additional people to receive the exceptional candidate report please email the additional email address(es) to info@horizonone.com.au with "subscribe" in the heading.

To unsubscribe, please email to unsubscribe@horizonone.com.au. We will remove your name from our Exceptional Candidate Report and send you an email confirming this has been completed.

HorizonOne Recruitment handles your information in accordance with our [Privacy Policy](#).



Level 1
27 Torrens Street
Braddon ACT

GPO Box 670
Canberra ACT 2601

t 02 6108 4878

f 02 6169 3091

e info@horizonone.com.au

w www.horizonone.com.au

Disclaimer - This email (including all attachments) is intended for the named addressee(s) and may contain privileged or confidential information. If you are not the addressee (or the person responsible on behalf of the addressee), you may not read, print, copy, store, forward or in any way rely on this email or any of its attachments. If you have received it in error, please let us know by return email or phone (02) 6108-4878 and delete the email, its attachments and any copies immediately.