

BLAKE SUTHERLAND

Manager | Australian Public Service (EL1-EL2)

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PROFESSIONAL SUMMARY

Results-focused Manager with 3.5 years of experience leading teams and delivering operational outcomes in Commonwealth agencies. Skilled in people leadership, workforce planning, budget management, governance and stakeholder engagement. Known for building high-performing, inclusive teams and translating executive priorities into practical plans. Australian citizen, Baseline clearance eligible.

PROFESSIONAL EXPERIENCE

Manager, Corporate Operations (EL1) Jan 2025 – Present
Department of Employment and Workplace Relations, Canberra ACT

- ◆ Lead a 16-person team delivering finance, HR and property services to a 600-staff division.
- ◆ Manage a \$4.2M operating budget, holding variance within 1.5% and delivering \$300K in savings.
- ◆ Set team plans and performance goals, lifting engagement scores by 11 points.
- ◆ Advise the SES Band 1 on risk, governance and resourcing, and brief the Executive Board quarterly.
- ◆ Drive process reforms that cut service turnaround times by 28%.

Assistant Director, Business Services (APS 6) Sep 2023 – Dec 2024
Department of Home Affairs, Canberra ACT

- ◆ Supervised 8 staff across procurement, facilities and records with strong compliance results.
- ◆ Coordinated the annual business plan, risk register and internal audit responses.
- ◆ Led a system upgrade project with a \$1.1M budget, delivered on time.
- ◆ Coached team members through performance and development plans.

Senior Project Officer (APS 5) Mar 2023 – Aug 2023
Department of Finance, Canberra ACT

- ◆ Managed a portfolio of 6 small projects with reporting to senior executives.
- ◆ Prepared briefs, papers and stakeholder updates for branch meetings.

EDUCATION

Master of Business Administration
University of Canberra, ACT – 2022

VOLUNTEERING

Board Member 2022 – Present
Canberra Youth Sports Association, ACT

- ◆ Support governance, budgeting and strategy for a 400-member not-for-profit.

KEY CAPABILITIES

- ◆ People leadership and coaching
- ◆ Workforce and resource planning
- ◆ Budget and financial management
- ◆ Governance, risk and compliance
- ◆ Stakeholder engagement
- ◆ Change management
- ◆ Executive briefing
- ◆ Performance management
- ◆ Operational delivery

TECHNICAL SKILLS

Microsoft Excel

PowerPoint

SharePoint

Power BI

SAP

TechnologyOne

Microsoft Teams

Content Manager

KEY ACHIEVEMENTS

- ◆ Increased team engagement scores by 11 points in 12 months.
- ◆ Delivered \$300K in savings through process reform.
- ◆ Received an Executive Leadership Commendation, 2025.

TRAINING & CERTIFICATIONS

- ◆ APS Leadership Foundations – APS Academy
- ◆ Leading Change – Australian Institute of Management
- ◆ Prosci Change Practitioner
- ◆ Financial Management in the APS
- ◆ Mental Health First Aid for Managers

WORK RIGHTS & AVAILABILITY

Australian Citizen
Baseline clearance eligible

Availability
4 weeks notice; Canberra based, hybrid or flexible

REFEREES

Available on request.