



Australian Government

**Commonwealth of Australia
Electronic Public Service Gazette
PS1 Weekly Gazette Thursday (Vacancy Notices) -
08 January 2026.pdf**

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APSJobs - Weekly Vacancy Notices

The Gazette contains notifications of vacancies for APS and some non-APS Commonwealth agencies as required by the [Public Service Act 1999](#), [the Parliamentary Service Act 1999](#), and their subordinate legislation. To know more about these requirements, see <https://www.apsc.gov.au/public-service-gazette-requirements>

The date of publication of this Gazette is PS1 Weekly Gazette Thursday (Vacancy Notices) - 08 January 2026.pdf. The date of publication establishes the date the vacancy was notified in the Gazette for the purpose of 25(1)(b) of the Australian Public Service Commissioners Directions 2022.

For gazette lodgement inquiries email: contact@apsjobs.gov.au

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Public Service Gazette - Vacancy Notices

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2025/2026 Christmas / New Year arrangements (Gazette)

For promotion notices published in APS Gazettes PS49, PS50 and PS1 the Merit Protection Commissioner has extended the period of time applicants may submit an application for review. This decision was made in accordance with subsection 24(2)(a)(ii) of the Public Service Regulations 2023 which continues pursuant section 114 of the Public Service Regulations 2023, subsection 21(2)(c)(ii) of the Public Service Regulations 2023 and the Parliamentary Service Determination 2024 Clause 68(2)(a)(ii).

The new dates are:

Gazette PS49: Applications are accepted until 5pm local time, Thursday 8 January 2026.

Gazette PS50: Applications are accepted until 5pm local time, Thursday 8 January 2026

Gazette PS1: Applications are accepted until 5pm local time, Thursday 29 January 2026.

Local time means 5pm in the State or Territory in which the application is made. Applications made overseas must be received by the Merit Protection Commissioner by 5pm Australian Eastern Daylight Time. For questions about the timeframes for promotion review applications over the Christmas/New Year period, please email review@mpc.gov.au or phone (02) 8239 5330.

Vacancies

Vacancy VN-0766132

Australian Children's Education and Care Quality Authority

Closing Date: Sunday 18 January 2026

Policy and Regulatory Systems
Regulatory Systems

Job Title	Test Analyst
Job Type	Full-Time, Non-Ongoing
Location	Sydney NSW
Salary	\$88,932 - \$99,174
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible;Hybrid
Office Arrangement Details	Upto 4 days working from home
Classification	
Position Number	496
Agency Website	https://www.acecqa.gov.au/work-with-us

Job Description

https://aeq.chris21.com/AEQ_eR21p/VacancyList.aspx

About ACECQA

The Australian Children's Education and Care Quality Authority (ACECQA) is an independent national authority that assists governments in implementing the [National Quality Framework](#) (NQF) for children's education and care.

ACECQA works with the Australian and state and territory governments to:

- implement changes that benefit children birth to 13 years of age and their families
- monitor and promote the consistent application of the [Education and Care Services National Law](#) across all states and territories

- support the children's education and care sector to improve quality outcomes for children.

ACECQA is an independent national authority based in Sydney. It is guided by a governing [Board](#) whose members are nominated by each state and territory and the Commonwealth. The Board is accountable to the Education Ministers.

Duties

The primary purpose of the Test Analyst is to support ACECQA's functions in relation to the [National Quality Agenda IT System](#) (NQA ITS). The NQA ITS is primarily built upon Microsoft Dynamics CRM and Microsoft SharePoint but includes integrations with other software, systems, and tools. The Test Analyst will contribute to business transformation and the ongoing development of the NQA IT System and by delivering excellence in testing specific related systems throughout the entire release cycle.

Eligibility

Key Accountabilities

Test Frameworks

- Contributes to the design of test frameworks and procedures to ensure that all changes are thoroughly tested before deployment.
- Build and execute test plans for individual phases of application testing
- Identify and support development of test cases in consultation with Business Analysts, Senior Test Analysts, Application Developers and Subject Matter Experts.
- Analyse system requirements and user stories to understand and prepare test cases.
- Creation and execution of manual and automated test scripts.
- Review Technical Documentation to identify dependencies and risks related to testing

Test Release Cycle

- Support the test cycle of software development from requirements testing to user acceptance testing and release testing.
- Ensures agreed changes will not compromise the data integrity, quality or functionality of the existing systems.
- Participates and conducts operational testing as part of the User Acceptance Testing window

Documentation

- Document guidance and instructions on test planning and execution
- Document test cases using technical analysis of functional and non-functional requirements
- Assist in documenting existing business process in line with ACECQA procedures and industry best practice

Defect Management

- Participate in existing defect management process, following best practice guidelines
- Assist with analysing and triaging defects including allocation of severity levels and priority
- Liaise with development team, business analysts and Senior Test Analysts to analyse and resolve defects.

Key Selection Criteria

- A minimum of 1- 2 years relevant experience in testing of large-scale applications within a complex organisational structure
- Demonstrated experience in developing of test frameworks and procedures
- Well-developed verbal, written and interpersonal communication skills, including the ability to liaise and negotiate with a range of individuals in a variety of contexts
- Excellent documentation skills, including proven experience in the authoring of specifications and manuals
- Highly developed skills in building internal/external relationships with stakeholders and team members
- Demonstrated ability to work independently and prioritise work to meet required timelines.

Desirable

- Experience working in, or with, a regulatory or Government environment
- A working knowledge of Microsoft CRM Dynamics 365
- A working knowledge of Jira and testing integration tools.

Notes

How to apply

The closing date for applications is **18 January 2026** at 11.59pm.

Important Note: Please ensure you follow the recruitment process outlined below, otherwise you may not be considered for the role.

To apply, please register with the ACECQA [Recruitment Candidate Portal](#), navigate to Test Analyst vacancy and click **Apply for Job**. The application process will require you to:

- Attach a CV of no more than 5 pages which demonstrates your ability to meet the criteria contained in the position description.
- Provide the details of at least two referees who have directly supervised you within the last five years of employment.

All complete applications will be acknowledged.

More information

If you have any questions about the role or the recruitment process please email the HR team at recruitment@acecqa.gov.au.

About the Australian Children's Education and Care Quality Authority

To Apply

Position Contact	Anna Lagana, +61282404522
Agency Recruitment Site	https://aeq.chris21.com/AEQ_eR21p/VacancyList.aspx

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Vacancy VN-0766135

Australian Children's Education and Care Quality Authority

Closing Date: Sunday 18 January 2026

National Projects
Inclusion Capability

Job Title	Senior Officer, Inclusion Capability
Job Type	Full-Time;Part-Time, Non-Ongoing
Location	Sydney NSW, Various locations - VIC VIC, Various locations - QLD QLD, Various locations - ACT ACT, Various locations - NT NT, Various locations - WA WA
Salary	\$103,179 - \$140,976
Future Merit Locations	Sydney, Various locations - VIC, Various locations - QLD, Various locations - ACT, Various locations - NT, Various locations - WA
Office Arrangement	Work From Home;Flexible
Office Arrangement Details	Part-time hours will also be considered. Remote and hybrid work arrangements will be considered in line our hybrid working arrangements policy.
Classification	
Position Number	527
Agency Website	https://www.acecqa.gov.au/work-with-us

Job Description

https://aeq.chris21.com/AEQ_eR21p/VacancyDetails.aspx?vdtnumber=527

The Role

The Senior Officer, Inclusion Capability will apply their strong policy and pedagogical practice knowledge to develop resources, tools and policy advice, for all children’s education and care services to enhance their capability and confidence to develop and deliver high quality programs and practices that support all children, with a particular focus on:

- First Nations children and families
- culturally and linguistically diverse children and families
- children and families from refugee or humanitarian backgrounds
- children with additional needs (including disability and developmental delay, trauma, behaviour that challenges and complex medical/health needs).

This role is full-time and fixed term to 30 June 2026 at ACECQA Band 5/6 (\$103,179- \$ 140,976). Part-time hours will also be considered. Remote and hybrid work arrangements will be considered in line our hybrid working arrangements policy.

Duties

About [ACECQA](#)

We provide national leadership on the implementation of the National Quality Framework ([NQF](#)) and collaborate with the Australian and state and territory governments to:

- implement changes that benefit children birth to 13 years-of-age and their families
- monitor and promote the consistent application of the [Education and Care Services National Law](#) across all states and territories
- support the early childhood education and care sector to improve quality outcomes for children

We strive for innovation and continuous improvement and are committed to keeping the sector and the community informed with the latest developments in early childhood education and care.

ACECQA is committed to being a child-safe organisation, implementing the National Principles for Child Safe Organisations and actively promoting the safety and wellbeing of children.

Eligibility

About You

To be successful in this role you will need:

- Demonstrated knowledge of contemporary best-practice children's education and care pedagogy and programs, current legislation and emerging policy trends, including knowledge of the NQF, the *Disability Discrimination Act 1992*, Approved Learning Frameworks and contemporary sector resources.
- Demonstrated ability to build and sustain collaboration with children's education and care service providers and leaders to support high quality practice improvement.
- Highly developed conceptual, analytical and research skills including demonstrated experience undertaking policy analysis and review to develop advice to inform organisational and/or government decision making.
- Highly developed oral and written communication skills, including demonstrated ability to facilitate training and consultation activities, develop and edit reports, policy papers, frameworks and tools, and develop engaging resources for a diverse range of audiences.
- Demonstrated intermediate skill using the Microsoft 365 Suite to develop and deliver professional and engaging resources, reports and presentations, including Microsoft Word, Excel, PowerPoint and Teams.
- A tertiary qualification in early childhood education, special education, or a related field of study; or comparable professional experience.
- A tertiary qualification in adult learning and development or a related field of study or equivalent experience in a similar role.

While not essential, the following attributes will greatly assist you in the role:

- Experience supporting children, families or individuals with additional needs (for example, disabilities, trauma or complex health needs) in an education and care, or advocacy, context.
- Intermediate Microsoft Excel skills, including the ability to generate data visualisations, charts and reports.

Notes

How to apply

The closing date for applications is **18 January 2026** at 11.59pm.

Important Note: Please ensure you follow the recruitment process outlined below, otherwise you may not be considered for the role.

To apply, please register with the ACECQA [Recruitment Candidate Portal](#), navigate to Senior Officer, Inclusion Capability vacancy and click **Apply for Job**. The application process will require you to:

- Attach a CV of no more than 5 pages which demonstrates your ability to meet the criteria contained in the position description.
- Provide the details of at least two referees who have directly supervised you within the last five years of employment.

All complete applications will be acknowledged.

About the Australian Children's Education and Care Quality Authority

To Apply

Position Contact	Anna Lagana, +61282404522
Agency Recruitment Site	https://aeq.chris21.com/AEQ_eR21p/VacancyDetails.aspx?vdtnumber=5

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Vacancy VN-0766137

Australian Children's Education and Care Quality Authority

Closing Date: Sunday 18 January 2026

Policy and Regulatory Systems
Regulatory Systems

Job Title	Power Platform Administrator
Job Type	Full-Time, Non-Ongoing
Location	Sydney NSW
Salary	\$103,179 - \$140,976
Future Merit Locations	Sydney
Office Arrangement	Flexible
Office Arrangement Details	Upto 4 days working from home
Classification	
Position Number	513
Agency Website	https://www.acecqa.gov.au/work-with-us

Job Description

https://aeq.chris21.com/AEQ_eR21p/VacancyDetails.aspx?vdtnumber=513

The Power Platform Administrator is responsible for managing the application environment. This includes developing governance frameworks, implementing security policies, monitoring platform performance and usage, and managing user access and support. The role also involves overseeing environments, troubleshooting issues, ensuring compliance with regulations, and facilitating integrations with other enterprise systems to support business objectives.

As a key technical role, the administrator collaborates closely with internal development teams, integration specialists, corporate IT support, and external service providers to ensure that the NQA IT system operates effectively and efficiently.

This role is full time and fixed-term (until 30 June 2026) at ACECQA Band 5/6 (\$103,179 - \$140,976).

Duties

About [ACECQA](#)

We provide national leadership on the implementation of the National Quality Framework ([NQF](#)) and collaborate with the Australian and state and territory governments to:

- implement changes that benefit children birth to 13 years-of-age and their families
- monitor and promote the consistent application of the [Education and Care Services National Law](#) across all states and territories
- support the early childhood education and care sector to improve quality outcomes for children

We strive for innovation and continuous improvement and are committed to keeping the sector and the community informed with the latest developments in early childhood education and care.

ACECQA is committed to being a child-safe organisation, implementing the National Principles for Child Safe Organisations and actively promoting the safety and wellbeing of children.

Eligibility

About You

To be successful in this role you will need:

- A minimum of 3 years demonstrated experience administering Microsoft Power Platform and Dynamics 365 environments.
- Proven ability to develop and implement governance frameworks, including environment strategy, DLP policies, and security models.
- Strong knowledge of Power Apps (Canvas and Model-Driven), Power Automate, and Power BI.
- Experience or relevant exposure to administering Azure services including Integration, SQL, Key Vaults certificate services, DNS, VNET's and Firewalls.
- Proficiency in managing Dataverse, Azure Active Directory, and Microsoft 365 integrations.
- Strong understanding of role-based access control, data security, and compliance practices.
- Excellent troubleshooting, documentation, and communication skills.
- Ability to work collaboratively with cross-functional teams including IT, security, and business stakeholders.

While not essential, the following attributes will greatly assist you in the role:

- Microsoft certifications such as Power Platform Administrator Associate and or Azure Fundamentals.
- Experience with CI/CD pipelines using Azure DevOps or GitHub Actions.
- Familiarity with REST APIs, custom connectors, and integration patterns.
- Experience working in a regulatory or compliance-driven environment to deliver technology solutions.

Notes

How to apply

The closing date for applications is 18 January 2026 at 11.59pm.

Important Note: Please ensure you follow the recruitment process outlined below, otherwise you may not be considered for the role.

To apply, please register with the ACECQA [Recruitment Candidate Portal](#), navigate to Power Platform Administrator vacancy and click **Apply for Job**. The application process will require you to:

- Attach a CV of no more than 5 pages which demonstrates your ability to meet the criteria contained in the position description.
- Provide the details of at least two referees who have directly supervised you within the last five years of employment.

All complete applications will be acknowledged.

About the Australian Children's Education and Care Quality Authority

To Apply

Position Contact	Anna Lagana, +61282404522
Agency Recruitment Site	https://aeq.chris21.com/AEQ_eR21p/VacancyDetails.aspx?vdtnumber=5

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Vacancy VN-0766097

Job Title	Temporary Employment Register 2026
Job Type	Full-Time;Part-Time;Casual, Non-Ongoing
Location	Pymont NSW
Salary	\$54,516 - \$145,386
Future Merit Locations	Pymont
Office Arrangement	On Site
Office Arrangement Details	On Site
Classification	APS Level 1;APS Level 2;APS Level 3;APS Level 4;APS Level 5;APS Level 6;Executive Level 1;Executive Level 2
Position Number	T000_2026
Agency Website	https://www.sea.museum/about/about-the-museum/what-we-

Job Description <https://www.sea.museum/About/About%20the%20museum/Our%20people/Work%20with%20us>

About Us

As one of Sydney's most visited museums, the Australian National Maritime Museum shares our national maritime story across Australia and the world, online, onsite and through research, presentations and travelling exhibitions, and provides must-visit museum experiences that delight and inspire.

We connect our visitors with the oceans and waterways that are the heartbeat of who we are. From deep time to modern Australian and beyond, we explore our past, our present and future as an island nation shaped by sea, offering a sustainable and cohesive vision for the future.

The Museum welcomes over 2.5 million local, interstate and international visitors annually, and is s [sea.museum](https://www.sea.museum).

Duties

The Australian National Maritime Museum is seeking talented people with a broad range of skills and experience to register for our Temporary Employment Register. The Temporary Employment

Register assists with filling temporary positions (up to a maximum period of 18 months) and intermittent/irregular (casual) positions and is open for candidates to register their interest in working at the Museum across a broad range of classifications and business areas.

Please note that this is a register only and you will only be contacted regarding your application if a suitable vacancy arises that matches your skills and experience.

Areas of career opportunities include:

Audience, Development, Commercial and Operations

Commercial Services

Communications

Facilities

Marketing

Partnerships

Security

Content and Storytelling

Design

Digital

Education

Exhibitions

First Nations Programs

Knowledge

Members and Volunteers

Production

Programs

Corporate Services

Finance

Governance

Human Resources

ICT

Fleet and Collection Management

Conservation

Fleet

Registration

What We Can Offer You

Working at the Sea Museum offers a stunning office location plus access to a range of benefits including:

- A competitive salary, plus 15.4% superannuation.
- Generous leave and flexible working arrangements.
- Great training and development opportunities.
- Rewards and recognition initiatives.
- Our Employee Assistance Program (EAP – a free counselling service for you and your family).
- Wellbeing initiatives including free flu shots and reimbursement for optical.
- Salary packaging options.
- Staff Regatta – Sailing on the Harbour.

The Sea Museum provides the opportunity to experience a workplace culture that truly values and promotes diversity, inclusion, equity and belonging. Our location by the waterways is appreciated by our staff.

Eligibility

Positions at the Sea Museum are open to all eligible members of the community, and we encourage applications from Aboriginal and Torres Strait Islander people, people with a disability and people from every cultural and linguistic background. To be an eligible member of the community, you must be an Australian citizen. Applications may be accepted from Australian permanent residents who are in the process of acquiring Australian citizenship.

All employees are required to:

- Satisfactorily complete an Australian Federal Police National Police Check.
- Obtain and maintain a Working with Children Check registration.

Notes

How to apply

You will be required to submit a resume and cover letter (maximum two pages) outlining their skills and experience in our e-recruitment system. The letter should include your interest in these APS levels and specific examples to explain how your experience, skills and qualifications make you a good fit for the Sea Museum. The Museum will review the information provided and will contact you if we identify a vacancy that matches your skills and experience.

Applications submitted will remain active until 31 December 2026. If you wish to remain on our register after this date, you will need to reapply.

You will perform your duties at the Sea Museum located in Pyrmont, New South Wales. Remote working may be possible for some roles and is negotiated on commencement. Flexibility can be negotiated with your manager to balance your personal and professional needs with the needs of your role and business area.

About the Australian National Maritime Museum

To Apply

Position Contact	Michy Chee, 02 8241 8388
Agency Recruitment Site	https://www.sea.museum/About/About%20the%20museum/Our%20peop

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Vacancy VN-0766125

Australian National Maritime Museum

Closing Date: Wednesday 21 January 2026

Content and Storytelling
Knowledge

Job Title	Curator of Navy
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Pymont NSW
Salary	\$94,563 - \$105,910
Future Merit Locations	Pymont
Office Arrangement	On Site
Office Arrangement Details	On Site
Classification	APS Level 6
Position Number	0097
Agency Website	https://www.sea.museum/about/about-the-museum/what-we-

Job Description <https://www.sea.museum/About/About%20the%20museum/Our%20people/Work%20with%20us>

The Australian National Maritime Museum is seeking a dynamic Curator of Navy with strong expertise in Australia’s naval connections to join the Knowledge team in this ongoing full-time position.

About the Australian National Maritime Museum

As one of Sydney’s most visited museums, the Australian National Maritime Museum shares our national maritime story across Australia and the world, online, onsite and through research, presentations and travelling exhibitions, and provides must-visit museum experiences that delight and inspire.

We connect our visitors with the oceans and waterways that are the heartbeat of who we are. From deep time to modern Australian and beyond, we explore our past, our present and future as an island nation shaped by sea, offering a sustainable and cohesive vision for the future.

The Museum welcomes over 2.5 million local, interstate and international visitors annually, and is supported by a thriving and passionate staff, membership, volunteer and education base. Find out more at sea.museum.

Duties

About the Role

The Curator of Navy is a member of the Knowledge team, which encompasses the Museum's curators, library and publications. Reporting to the Head of Knowledge, the role is focused on naval connections to Australia, including its home waters and overseas deployments, from the eighteenth century and into the future.

The position contributes significantly to maintaining a close relationship with the Royal Australian Navy (RAN), Department of Veterans' Affairs and other external stakeholders. The Curator of Navy provides advice to the Museum's executive on matters relating to naval affairs and protocol.

The position takes a leading role in acquiring and interpreting the Museum's naval collection and ensuring that key commemorations are appropriately observed. It also incorporates research and interpretation for several of the Museum's most significant assets, including former RAN vessels HMAS Vampire, HMAS Onslow and HMAS Advance, plus MV Krait and our Seahawk helicopter.

Please note: This recruitment process is intended to fill both current and future vacancies. While the position on offer is ongoing, a merit pool of suitable applicants may be established to fill similar ongoing and non-ongoing positions within the next 18 months.

Key Accountabilities

Under limited direction, this position is responsible for delivering the following functions:

- Represent the Museum in all matters relating to naval history, including participation in events, ceremonies and non-operational deployments.
- Prepare proposals for naval-related accessions into the National Maritime Collection, in line with the Museum's Collection Development Policy, priority focus areas and Protection of Cultural Objects on Loan protocols.
- Oversee the rejuvenation and ongoing interpretation program of the Museum's Action Stations gallery.
- Engage stakeholders and audiences through innovative exhibitions and emerging technologies to highlight the contribution of naval technologies, capabilities and personnel to Australian history.
- Assume responsibility for the interpretation of the Museum's RAN vessels and assets.
- Represent the Museum in public forums, media opportunities, conferences and cultural institutions networks.
- Research and publish accounts of Australian naval history in scholarly, public and specialist forums.

Selection Criteria

The successful candidate will demonstrate their capacity against the following:

1. Experience in the significance assessment and interpretation of defence-related objects in a museum context.
2. Thorough familiarity with modern defence history, including contemporary assets, capabilities and doctrine in an Australian context.
3. Publications record in naval/military history and heritage, encompassing academic, public and community-targeted content.
4. A track record of storytelling and directing the curation of unique and engaging digital experiences, both online and in museum.
5. Proven experience in meeting project deadlines, operating within budget constraints and working across multiple diverse projects simultaneously.

Qualifications and/or relevant experience required

Mandatory:

- Postgraduate qualifications in military and/or naval history, defence/strategic studies, or museum and heritage studies.

Desirable:

- Previous experience working in the Australian Public Service and/or the cultural institutions sector.
- A track record of leading or contributing to externally funded grant applications.
- Familiarity with or ability to use archival record keeping systems such as ELO.
- Applicants with defence experience are encouraged to apply.
- Applicants with Aboriginal or Torres Strait Islander cultural heritage are encouraged to apply.

Eligibility

This position is open to all eligible members of the community, and we encourage applications from Aboriginal and Torres Strait Islander people, people with a disability and people from every cultural and linguistic background. To be an eligible member of the community, you must be an Australian citizen. Applications may be accepted from Australian permanent residents who are in the process of acquiring Australian citizenship.

All employees will be required to satisfactorily complete an Australian Federal Police National Police Check and obtain and maintain a Working with Children Check registration.

Notes

Applications Close: 11:30pm AEDT, Wednesday 21 January 2026. No Applications will be accepted by mail or email.

When applying via our online e-recruitment system, please provide a written application addressing each Selection Criteria. Your current resume is also to be included in your application.

In addition to an application and your resume, the assessment process for this position may also include an interview and referee reports.

Selection for this position will be made on the basis of relative merit which will be assessed against each item of the selection criteria. Applications that do not address the selection criteria will not be considered for shortlisting by the Selection Panel. As part of the selection process the Selection Panel may invite candidates to undertake online testing, skills-based assessment and provide samples of written work at interview.

What We Offer You

Working at the Museum offers a stunning office location plus access to a range of benefits including:

- A competitive salary, plus 15.4% superannuation
- Generous leave and flexible working arrangements
- Great training and development opportunities
- Rewards and recognition initiatives
- Our Employee Assistance Program (EAP – a free counselling service for you and your family).
- Wellbeing initiatives including free flu shots and reimbursement for optical
- Staff Regatta – Sailing on the Harbour.

RecruitAbility applies to this vacancy. Under the RecruitAbility scheme you will be invited to participate in further assessment activity for the vacancy if you choose to apply under the scheme; declare you have a disability; and meet the minimum requirements for the job. For more information visit: <https://www.apsc.gov.au/recruitability>. This initiative/program is only applicable where the successful applicant will be employed under the Public Service Act 1999. Similar conditions may apply when employed under other Acts. For clarification please contact the agency.

About the Australian National Maritime Museum

To Apply

Position Contact	Peter Fray, 02 9298 3754
Agency Recruitment Site	https://www.sea.museum/About/About%20the%20museum/Our%20peop

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Vacancy VN-0766106

Australian Security Intelligence Organisation

Closing Date: Monday 09 February 2026

Job Title	AEE1 Assistant Director, Legal Services
Job Type	Full-Time;Part-Time, Ongoing
Location	Canberra ACT
Salary	\$136,428 - \$152,454
Future Merit Locations	Canberra
Office Arrangement	On Site
Office Arrangement Details	Work from home not available.
Classification	Executive Level 1
Position Number	02320252026
Agency Website	www.asio.gov.au

Job Description

www.asio.gov.au/careers

The Organisation

The Australian Security Intelligence Organisation (ASIO) protects Australia and Australians from threats to their security. In a complex, challenging and changing security environment, our

success is built on the imagination and intelligence of our team. ASIO's people are ordinary Australians but they do extraordinary things – they are our most important asset. To be successful in our mission, we need talented people who are highly capable, dedicated, adaptable and resilient.

We seek to reflect the community we protect. ASIO is committed to fostering a diverse and inclusive environment, where all staff are valued and respected. We welcome applications from all eligible candidates, irrespective of gender, sexual orientation, ethnicity, religious affiliation, age or disability.

Aboriginal and Torres Strait Islander peoples are encouraged to apply. We are secretive about what we do, not what we value.

The opportunity

Are you seeking a career within an intelligence agency where you can contribute and make a difference to the security of Australia? An exciting opportunity exists for suitably qualified senior lawyers to fill Assistant Director roles.

As an Assistant Director within Legal Services, you will work in a dynamic and rewarding team environment with exceptional lawyers. You will have the opportunity to perform complex, sensitive and significant work with a degree of independence. Assistant Directors are emerging leaders within the Legal Services Division, and contribute to the Division's positive, collaborative and inclusive culture by exhibiting ASIO's leadership behaviours of being purpose-focused, enterprise minded, accountable, empowering and inclusive.

Our Assistant Directors work across a number of practice areas:

- Dispute resolution
- Assessment and vetting law
- Corporate, commercial and employment law
- Operations law

You will receive ongoing training and professional development as well as experience across the practice.

Led by ASIO's General Counsel, ASIO's Legal Services Division is a professional legal practice providing expert legal advice and support to internal client areas to support ASIO's operational and corporate functions. In addition, Legal Services works closely with the Australian Government Solicitor to manage ASIO's representation and involvement in legal proceedings in courts and tribunals, including in accordance with the Legal Services Directions. The Division

works with international and domestic partners including law enforcement, intelligence agencies and other Commonwealth and state departments.

A merit pool may be created to fill future vacancies which have the same or similar requirements to this position. This merit pool will be valid for up to 18 months.

Please note that these roles are primarily based in Canberra. There may be opportunities in Melbourne, Brisbane, Adelaide and Sydney subject to organisational and operational requirements

Duties

Role responsibilities

As an Assistant Director in Legal Services, you will play an important leadership role and foster and maintain a positive and collaborative work environment, while providing advice to support ASIO in performing its statutory and corporate functions and exercising its powers consistent with applicable legal frameworks.

Your responsibilities will include:

- the provision of legal advice to ASIO staff in areas of the law such as:
 - statutory interpretation
 - national security law
 - administrative law
 - criminal law and law enforcement
 - employment law and workplace relations
 - commercial law
 - legislation development
 - dispute resolution.
- preparation and review of legal documentation.
- in the dispute resolution team – managing ASIO's involvement in litigation in accordance with the Commonwealth's Legal Services Directions.
- mentoring, supervising and reviewing the work of junior legal staff.
- engaging with Legal Services colleagues, client areas, and external colleagues.
- liaison with external legal services providers.
- supporting the Director of the team and Legal Services senior management in relation to governance, reporting, and other corporate functions.

What you will bring

We invite applications from people with the following attributes:

- Ability to work collaboratively in a team environment and consult stakeholders proactively.
- A strong client focus providing practical approaches to complex legal and policy issues in an evolving and uncertain environment.

- Strong oral and written communication skills.
- Innovative thinking with strong strategic awareness, including with a demonstrated ability to identify legal risk.
- Experience in mentoring and developing staff to foster a supportive team environment.
- Experience in providing legal services, ideally in a government, operational, law enforcement, regulatory, investigative or prosecutorial environment/context.
- Familiarity with, or the ability to quickly become familiar with, national security legislation and environment and one or more of the areas of law listed above in role responsibilities.

Eligibility

Eligibility

To be eligible for the role, you must be:

- An Australian citizen.
- Assessed as suitable to hold and maintain a TOP SECRET-Privileged Access security clearance.
- Hold a Bachelor of Laws or Juris Doctor from an Australian university (or comparable overseas qualification) and possess, or be eligible to possess, a current restricted practising certificate in your State or Territory of residence.
- Have at least 4 years post admission experience in legal practice, or comparable experience.

ASIO is committed to fostering a diverse and inclusive environment, where all staff are valued and respected. We welcome and value applications from all eligible candidates, irrespective of gender, sexual orientation, ethnicity, religious affiliation, age or disability. Aboriginal and Torres Strait Islander peoples are encouraged to apply.

Notes

What we offer you

ASIO provides a number of benefits to its staff including:

- A competitive salary, including a 7.5% allowance for maintaining a TOP SECRET-Privileged Access security clearance.
- Employer superannuation contributions of 15.4%.
- A variety of leave options, in addition to the standard 4 weeks annual leave to ensure your work-life balance.
- Flexible working arrangements such as a compressed work arrangement. (Please note that due to our unique working environment, work from home options is not available).
- Study assistance, including financial support and study leave for tertiary education.
- Access to 7 staff-led diversity and inclusion networks.
- Access to an Employee Assistance Program (EAP)

Reasonable adjustments

ASIO is committed to fostering a diverse and inclusive environment for candidates to participate within all stages of the selection process. These opportunities may include reasonable adjustment to assessment methodologies to enable full participation. Please let us know if you require any additional assistance or reasonable adjustments during any stage of the recruitment process in order to fully participate in the recruitment process or the workplace.

Location

These positions are primarily located in Canberra. There may be opportunities available in Sydney, Brisbane, Adelaide and Melbourne subject to organisational and operational priorities.

Relocation assistance is provided to successful applicants when relocating.

We advertise positions nationally to reach the broadest audience. Please refer to the above location before applying.

How to apply

Click on 'Apply online' to commence your application. Your application must be complete and include the following:

- A written pitch of up to 500 words using examples to demonstrate how your skills and experience meet the requirements of the role.
- A current CV, no more than 2 pages in length, outlining your employment history, the dates and a brief description of your role, as well as any academic qualifications or relevant training you may have undertaken.
- Details of 2 referees, which must include a current supervisor.

Before applying you should familiarise yourself with the ASIO People Capability Framework and Core Capability Guide, both available on the ASIO website. To increase your chances of success, tailor your application responses to align with the relevant capabilities and levels outlined in these frameworks.

ASIO holds all employment applications in the strictest of confidence. It is essential that you do the same. Please do not discuss your application with others as doing so may adversely affect your potential employment.

Closing date and time

Monday 10th February 2026 at 11:59pm AEDT

Employment conditions

Employment is under the Australian Security Intelligence Organisation Act 1979. Conditions of service are similar to those applying in the Australian Public Service. We recognise entitlements accrued under the Public Service Act 1999 and provide for continuation of superannuation under the Commonwealth schemes. Salary packaging arrangements are also available.

Australian Workplace Equality Index

In 2024, ASIO achieved the Australian Workplace Equality Index (AWEI) Gold Standard, recognising ASIO's inclusion work and positive culture. ASIO was one of only 7 public sector employers, and the first Australian intelligence agency, to achieve this status. ASIO has proudly retained AWEI Gold Standard in 2025.

The ASIO Diversity and Inclusion Strategy reflects ASIO's commitment and recognises the benefits of being a diverse and inclusive organisation. For further information about ASIO's Diversity and Inclusion networks, please visit: www.asio.gov.au/about/diversity-and-inclusion.

Enquiries

If you require further information after reading the selection documentation, please contact ASIO Recruitment at careers@asio.gov.au or phone 02 6263 7888.

More information

For more information about ASIO, please visit: www.asio.gov.au.

About the Australian Security Intelligence Organisation

To Apply

Position Contact	ASIO Recruitment, 0262637888
Agency Recruitment Site	www.asio.gov.au/careers

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Vacancy VN-0765988

Defence Housing Australia

Closing Date: Monday 19 January 2026

Asset Management
Service Delivery Maintenance Compliance

Job Title	Assistant Director Maintenance Panel
Job Type	Full-Time;Part-Time, Ongoing
Location	Parramatta NSW, Newstead QLD, Gungahlin ACT, Port Melbourne VIC
Salary	\$122,963 - \$150,065
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	On Site;Flexible;Hybrid
Office Arrangement Details	Flexible working arrangements may be negotiated in accordance with the DHA Enterprise Agreement
Classification	Executive Level 1
Position Number	493797
Agency Website	https://www.dha.gov.au/

Job Description

<https://careers.dha.gov.au/>

DHA is seeking an experienced Assistant Director Maintenance Panel to join the Asset Management Team. Apply now to enjoy a rewarding career at DHA!

About us

DHA was established in 1988 following passage of the Defence Housing Australia Act 1987 (DHA Act) to provide adequate and suitable housing for, and housing related services to, members of the Australian Defence Force (ADF) and their families. We remain committed to our purpose of providing housing, and housing related services, to ADF members and their families to support Defence’s operational needs.

DHA manages an expanding portfolio of housing solutions and provides housing for over 17,200 ADF members and their families and administers rent allowance for more than 16,000 ADF members and their families in private rental accommodation. DHA provides housing related services advising on eligibility, providing posting support, and managing bookings and allocation services for all DHA provisioned housing and on-base accommodation to approximately 60,000 ADF members.

To find out more about DHA, please refer to our [website](#) or read our latest [Annual Report](#).

Duties

About your team

The Asset Management branch is located within the Service Delivery Group for DHA. The Service Delivery Group is responsible for providing all housing and customer services to Defence members and their families. This includes managing DHA's housing portfolio, DHA's housing assets and providing property care services to landlords.

The Asset Management branch is responsible for the provision of DHA's asset management function. In addition, it is responsible for the delivery of upgrades work, Defence construction projects and related contract management functions including the Repairs and Maintenance contractor panel arrangements. Residential repairs and maintenance services are delivered in all locations where DHA manages properties. DHA's RMS contractors are critical to the success of DHA's contracted maintenance services that underpin DHA's property management service offering.

About the role

The Assistant Director Maintenance Panel leads a dedicated team who are responsible for the oversight and performance management of DHA's Repairs and Maintenance contractor panel arrangements, including ensuring DHA's adherence to regulatory requirements, legislation and licensing. The role will support the development and implementation of DHA's Asset Management Strategy.

Key responsibilities and requirements:

- You will be responsible for leading a specialised team who have responsibility for engaging and maintaining a suitable asset management supply chain and contract management arrangements, in collaboration with wider DHA stakeholders.
- This includes contract management oversight, supply and demand analysis, contractor retention, data analysis and stakeholder engagement.
- Additionally, you will be responsible for the reporting and monitoring of contractor Key Performance Indicators, ensuring compliance and risk management.
- The role will require evaluation and identification of strategies to communicate and implement long-term solutions for ongoing efficiencies and sustainability.

Eligibility

Employment with DHA is conditional on successful applicants demonstrating that they are an Australian citizen, meeting the required medical standards, and obtaining and maintaining a security clearance at the required level.

Notes

Benefits for working at DHA include:

- 15.4% superannuation
- Generous leave entitlements, including 18 days personal leave and 20 days annual leave per year
- Work-life balance and flexible working options

- A positive workplace culture where you can bring your whole self to work
- Opportunities to broaden your industry knowledge and experience
- Career progression and opportunities
- ADF partner employment conditions when posting to a new location

For information on DHA's Employee Value Proposition, visit our [website](#).

Note: All successful applicants are required to be eligible to complete a Baseline Vetting security clearance for consideration of the Australian Government Security Vetting Agency (AGSVA)

How to apply

Apply now via our [online careers site](#) with your current resume and a 500-word one page pitch, addressing the requirements of the role and how your current experience aligns with the requirements. We recommend you read the Australian Public Service Commission's Cracking the Code guidance on how to write your response. Additionally, you should consider the expected behaviours described in the Australian Public Service Commission's Integrated Leadership System at this role's level.

For further information on the position, please refer to the Candidate Information Pack through the [online careers site](#).

Applications close: 11:55pm AEST 19 January 2026.

Any questions? Please contact Ally Del Gigante - Asset Management Business Manager

ally.delgigante@dha.gov.au / 0421 041 143

Order of Merit

A merit pool will be established from this process which will be valid for 18 months from the date of advertising. This merit pool may be used throughout this period to fill similar positions in the event positions become vacant.

Inclusion and Diversity

DHA is committed to building an inclusive and 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+, ex-defence members, mature aged employees and carers.

RecruitAbility applies to this vacancy. Under the RecruitAbility scheme you will be invited to participate in further assessment activity for the vacancy if you choose to apply under the scheme; declare you have a disability; and meet the minimum requirements for the job. For more information visit: <https://www.apsc.gov.au/recruitability>. This initiative/program is only applicable where the successful applicant will be employed under the Public Service Act 1999. Similar conditions may apply when employed under other Acts. For clarification please contact the agency.

About the Defence Housing Australia

At Defence Housing Australia, we provide quality housing and related services to Defence members and families. In doing this, we support the operational, recruitment and retention goals of the Department of Defence. To meet our Defence housing obligations, we are active in Australian residential housing markets, acquiring and developing land, and constructing and purchasing houses. Our staff are located in 19 offices in regional centres and nearby Defence outposts throughout Australia.

To Apply

Position Contact	Ally Del Gigante, 0421 041 143
Agency Recruitment Site	https://careers.dha.gov.au/

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Vacancy VN-0766001

Defence Housing Australia

Closing Date: Monday 19 January 2026

Asset Management
Service Delivery Asset Management

Job Title	Assistant Director Strategy and Implementation
Job Type	Full-Time;Part-Time, Ongoing
Location	Parramatta NSW, Newstead QLD, Gungahlin ACT, Port Melbourne VIC
Salary	\$122,963 - \$150,065
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	On Site;Flexible;Hybrid
Office Arrangement Details	Flexible working arrangements may be negotiated in accordance with the DHA Enterprise Agreement
Classification	Executive Level 1
Position Number	493800
Agency Website	https://www.dha.gov.au/

Job Description

<https://careers.dha.gov.au/>

DHA is seeking an experienced Assistant Director Strategy and Implementation to join the Asset Management Team. Apply now to enjoy a rewarding career at DHA!

About us

DHA was established in 1988 following passage of the Defence Housing Australia Act 1987 (DHA Act) to provide adequate and suitable housing for, and housing related services to, members of the Australian Defence Force (ADF) and their families. We remain committed to our purpose of providing housing, and housing related services, to ADF members and their families to support Defence's operational needs.

DHA manages an expanding portfolio of housing solutions and provides housing for over 17,200 ADF members and their families and administers rent allowance for more than 16,000 ADF members and their families in private rental accommodation. DHA provides housing related services advising on eligibility, providing posting support, and managing bookings and allocation services for all DHA provisioned housing and on-base accommodation to approximately 60,000 ADF members.

To find out more about DHA, please refer to our [website](#) or read our latest [Annual Report](#).

Duties

About your team

The Asset Management branch is located within the Service Delivery Group for DHA. The Service Delivery Group is responsible for providing all housing and customer services to Defence members and their families. This includes managing DHA's housing portfolio, DHA's housing assets and providing property care services to landlords.

The Asset Management branch is responsible for the provision of DHA's asset management function including engagement, management, and control of the Repairs and Maintenance contractor panel. In addition, it is responsible for the delivery of upgrades work, Defence construction projects and related contract management functions.

About the role

The Assistant Director Strategy and Implementation is responsible for continually improving how DHA undertake Asset Management. This includes adopting an innovative and data driven approach to enhance DHA's Asset Management approach, informed by working with key stakeholders to review, design and implement changes. This role is also responsible for providing line management for up to two Strategy and Implementation staff.

Key responsibilities and requirements:

- Develop and evaluate components of DHA's Asset Management Framework and integrate it with other frameworks and systems.
- Work with stakeholders to assess and review processes to improve, implement and maintain efficient and sustainable long-term solutions.
- Develop DHA's asset information and data standard to improve the quality of analytics and insights available.

Eligibility

Employment with DHA is conditional on successful applicants demonstrating that they are an Australian citizen, meeting the required medical standards, and obtaining and maintaining a security clearance at the required level.

Notes

Benefits for working at DHA include:

- 15.4% superannuation

- Generous leave entitlements, including 18 days personal leave and 20 days annual leave per year
- Work-life balance and flexible working options
- A positive workplace culture where you can bring your whole self to work
- Opportunities to broaden your industry knowledge and experience
- Career progression and opportunities
- ADF partner employment conditions when posting to a new location

For information on DHA's Employee Value Proposition, visit our [website](#).

Note: All successful applicants are required to be eligible to complete a Baseline Vetting security clearance for consideration of the Australian Government Security Vetting Agency (AGSVA)

How to apply

Apply now via our [online careers site](#) with your current resume and a 500-word one page pitch, addressing the requirements of the role and how your skills and experience align with the requirements of the role. We recommend you read the Australian Public Service Commission's Cracking the Code guidance on how to write your response. Additionally, you should consider the expected behaviours described in the Australian Public Service Commission's Integrated Leadership System at this role's level.

For further information on the position, please refer to the Candidate Information Pack through the [online careers site](#).

Applications close: 11:55pm AEST 19 January 2026.

Any questions? Please contact Joshua Grant - Head of Asset Management

joshua.grant@dha.gov.au / 02 9762 5624

Order of Merit

A merit pool will be established from this process which will be valid for 18 months from the date of advertising. This merit pool may be used throughout this period to fill similar positions in the event positions become vacant.

Inclusion and Diversity

DHA is committed to building an inclusive and 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+, ex-defence members, mature aged employees and carers.

RecruitAbility applies to this vacancy. Under the RecruitAbility scheme you will be invited to participate in further assessment activity for the vacancy if you choose to apply under the scheme; declare you have a disability; and meet the minimum requirements for the job. For more information visit: <https://www.apsc.gov.au/recruitability>. This initiative/program is only applicable where the successful applicant will be employed under the Public Service Act 1999. Similar conditions may apply when employed under other Acts. For clarification please contact the agency.

About the Defence Housing Australia

At Defence Housing Australia, we provide quality housing and related services to Defence members and families. In doing this, we support the operational, recruitment and retention goals of the Department of Defence. To meet our Defence housing obligations, we are active in Australian residential housing markets, acquiring and developing land, and constructing and purchasing houses. Our staff are located in 19 offices in regional centres and nearby Defence outposts throughout Australia.

To Apply

Position Contact	Joshua Grant, 02 9762 5624
Agency Recruitment Site	https://careers.dha.gov.au/

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Vacancy VN-0766006

Defence Housing Australia

Closing Date: Monday 19 January 2026

Asset Management
Service Delivery Asset Management

Job Title	Director Asset Management
Job Type	Full-Time;Part-Time, Ongoing
Location	Parramatta NSW, Newstead QLD, Gungahlin ACT, Port Melbourne VIC
Salary	\$152,378 - \$187,494
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	On Site;Flexible;Hybrid
Office Arrangement Details	Flexible working arrangements may be negotiated in accordance with the DHA Enterprise Agreement
Classification	Executive Level 2
Position Number	493798
Agency Website	https://www.dha.gov.au/

Job Description

<https://careers.dha.gov.au/>

DHA is seeking an experienced Director Asset Management to join the Asset Management Team. Apply now to enjoy a rewarding career at DHA!

About us

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DHA manages an expanding portfolio of housing solutions and provides housing for over 17,200 ADF members and their families and administers rent allowance for more than 16,000 ADF members and their families in private rental accommodation. DHA provides housing related services advising on eligibility, providing posting support, and managing bookings and allocation services for all DHA provisioned housing and on-base accommodation to approximately 60,000 ADF members.

To find out more about DHA, please refer to our [website](#) or read our latest [Annual Report](#).

Duties

About your team

The Asset Management branch is located within the Service Delivery Group for DHA. The Service Delivery Group is responsible for providing all housing and customer services to Defence members and their families. This includes managing DHA's housing portfolio, DHA's housing assets and providing property care services to landlords.

The Asset Management branch is responsible for the provision of DHA's asset management function including engagement, management, and control of the Repairs and Maintenance contractor panel. In addition, it is responsible for the delivery of upgrades work, Defence construction projects and related contract management functions.

About the role

As Director Asset Management, you will be responsible for setting and monitoring the implementation of DHA's Asset Management Strategy. This includes overseeing asset condition, utilisation, and the broader organisational strategy. This role is responsible for ensuring high quality information and direction is provided to the regions so that frontline staff are empowered to deliver quality services to members and occupants. You will lead a team of three Executive Level 1 direct reports, who are responsible for dedicated functions that oversee how DHA manage its assets, manage contractors on panels and optimise its assets.

A key responsibility is facilitating co-operation and partnerships with key stakeholders across DHA and Defence as well as external providers and trade/building contractors, to successfully deliver the overall objectives of the asset program.

Key responsibilities and requirements include:

- Apply technical, analytical, and financial expertise to achieve favourable outcomes for improving asset management maturity, maximising strategic whole of life investment, and promoting positive customer experience.
- Lead collaboration across Senior Executives, regional and technical specialists, suppliers and frontline staff for complex portfolio and asset management planning and implementation.
- Oversee end-to-end asset lifecycle, ensuring alignment with industry best practice, promotion of key performance indicators and a focus for continuous improvement to upgrade the quality and availability of DHA assets.
- Utilise highly advanced communication and interpersonal skills to articulate complex, strategic, specialist and technical advice to Senior Executives and/or Board Committees.
- Utilise your highly advanced communication and interpersonal skills to articulate complex, strategic, specialist and technical advice to Senior Executives and/or Board Committees.

Eligibility

Employment with DHA is conditional on successful applicants demonstrating that they are an Australian citizen, meeting the required medical standards, and obtaining and maintaining a security clearance at the required level.

Notes

Benefits for working at DHA include:

- 15.4% superannuation
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For information on DHA's Employee Value Proposition, visit our [website](#).

Note: All successful applicants are required to be eligible to complete a Baseline Vetting security clearance for consideration of the Australian Government Security Vetting Agency (AGSVA)

How to apply

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For further information on the position, please refer to the Candidate Information Pack through the [online careers site](#).

Applications close: 11:55pm AEST 19 January 2026.

Any questions? Please contact Joshua Grant - Head of Asset Management

joshua.grant@dha.gov.au / 02 9762 5624

Order of Merit

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Inclusion and Diversity

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To Apply

Position Contact	Joshua Grant, 02 9762 5624
Agency Recruitment Site	https://careers.dha.gov.au/

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Vacancy VN-0766148

Defence Housing Australia

Closing Date: Sunday 01 February 2026

Governance
Enabling Services Communications and Media

Job Title	Communication & Media Adviser
Job Type	Full-Time;Part-Time, Ongoing
Location	Gungahlin ACT
Salary	\$92,155 - \$100,140
Future Merit Locations	Gungahlin
Office Arrangement	On Site;Flexible;Hybrid
Office Arrangement Details	Flexible working arrangements can be negotiated in accordance with the Enterprise Agreement
Classification	APS Level 5
Position Number	493805
Agency Website	https://www.dha.gov.au/

Job Description

<https://careers.dha.gov.au/>

DHA is seeking an experienced Communication and Media Adviser to join the Communication and Media Team. Apply now and be part of a rewarding career at DHA!

About us

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To find out more about DHA, please refer to [DHA.gov.au](https://www.dha.gov.au/) or read our latest [Annual Report](#).

Duties

About your team

The Communication and Media team at DHA is a dynamic group of specialists dedicated to delivering clear, strategic and engaging communications across a range of channels. We partner with business areas to enhance storytelling, build brand awareness, and support DHA's mission through innovative and impactful communication solutions.

As part of the Governance and Communication Branch, we draw on our collective expertise in media, strategy, design, and digital content to navigate an evolving communication landscape. Our team is passionate about amplifying key messages, driving engagement, and ensuring all content is tailored to meet the needs of our audiences. We take pride in being trusted advisers who deliver creative, forward-thinking campaigns that connect, inform, and inspire.

About the role

The Communication and Media Adviser supports the delivery of proactive and reactive media and communication activities for DHA. Working under the guidance of senior colleagues, the Communication and Media Adviser's focus is to help maintain and strengthen DHA's reputation through strategic, consistent and well-executed media engagement. The Communication and Media Adviser also plays a key role in the broader team by providing high quality external and internal communication support.

The Communication and Media Adviser demonstrates strong writing skills and the ability to produce clear, accurate and engaging content. Effective communication and relationship building skills are essential, along with the ability to work collaboratively with colleagues, or independently when required.

The Communication and Media Adviser requires a good understanding of the media landscape, uses initiative, seeks feedback and wants to grow their media and communication skills. The role requires good organisation, attention to detail and the ability to manage competing priorities in a fast-paced environment.

Eligibility

Employment with DHA is conditional on successful applicants demonstrating that they are an Australian citizen, meeting the required medical standards, and obtaining and maintaining a security clearance at the required level.

Notes

Benefits for working at DHA include:

- 15.4% superannuation
- Generous leave entitlements, including 18 days personal leave and 20 days annual leave per year

- Work-life balance and flexible working options
- A positive workplace culture where you can bring your whole self to work
- Opportunities to broaden your industry knowledge and experience
- Career progression and opportunities
- A dedicated Employee Assistance Program for you and your family to access in times of need
- ADF partner employment conditions when posting to a new location

For information on DHA's Employee Value Proposition, visit our [website](#).

How to apply

Apply now via our [online careers site](#) with your current resume and a 500-word one page pitch, addressing the requirements of the role. We recommend you read the Australian Public Service Commission's Cracking the Code guidance on how to write your response. Additionally, you should consider the expected behaviours described in the Australian Public Service Commission's Integrated Leadership System at this role's level.

For further information on the position, please refer to the **Candidate Information Pack** through the [online careers site](#).

Applications close: 11:55pm AEST 30 January 2026. Any questions? Please contact Paige Pettit, Communication and Media Manager T: 02 6270 6054 E: paige.pettit@dha.gov.au

Order of Merit

A merit pool will be established from this process which will be valid for 18 months from the date of advertising. This merit pool may be used throughout this period to fill similar positions in the event positions become vacant.

Inclusion and Diversity

DHA is committed to building an inclusive and 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+, ex-defence members, mature aged employees and carers.

RecruitAbility applies to this vacancy. Under the RecruitAbility scheme you will be invited to participate in further assessment activity for the vacancy if you choose to apply under the scheme; declare you have a disability; and meet the minimum requirements for the job. For more information visit: <https://www.apsc.gov.au/recruitability>. This initiative/program is only applicable where the successful applicant will be employed under the Public Service Act 1999. Similar conditions may apply when employed under other Acts. For clarification please contact the agency.

About the Defence Housing Australia

At Defence Housing Australia, we provide quality housing and related services to Defence members and families. In doing this, we support the operational, recruitment and retention goals of the Department of Defence. To meet our Defence housing obligations, we are active in Australian residential housing markets, acquiring and developing land, and constructing and purchasing houses. Our staff are located in 19 offices in regional centres and nearby Defence outposts throughout Australia.

To Apply

Position Contact	Paige Pettit, 02 6270 6054
Agency Recruitment Site	https://careers.dha.gov.au/

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Vacancy VN-0765982

Department of Finance

Closing Date: Sunday 18 January 2026

Shared Services
Operations and Service Management SDO Support Team

Job Title	SDO Support Officer - Functional Lead
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	\$79,897 - \$91,189
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Hybrid
Office Arrangement Details	Finance supports flexible workplace arrangements as per operational requirements.
Classification	APS Level 4
Position Number	2025/194
Agency Website	www.finance.gov.au

Job Description

<https://financejobs.nga.net.au/cp/>

ABOUT THE TEAM

The Service Delivery Office (SDO) is a leader in providing services under the Whole-of-Government Shared Services Programme. The SDO presents a unique opportunity to be involved in developing innovative service delivery arrangements, with an approach to collaboration and sharing of resources that has the potential to add value to not only existing customers but to set the scene for new ways of working across the Australian Public Services.

Situated within the Operations and Services Management Branch of the Enterprise Systems and Services Division, the SDO Support team is the first point of contact for client agency staff, supporting SDO clients with Payroll and Financial operations-related requests, providing responsive and accurate support across a range of technical and service-related issues.

Duties

THE OPPORTUNITY

As the SDO Support Officer - Functional Lead, you support APS2/3 staff in delivering consistent, high-quality customer service across phone and online channels. You assist with level one and two technical and procedural enquiries, triage requests and incidents, and ensure appropriate

escalation. You maintain and update SDO Support documentation, scripts, and knowledge base articles, and provide training on key systems. By fostering strong stakeholder relationships and supporting continuous improvement, you contribute to a responsive and reliable SDO Support service.

Key responsibilities include but are not limited to the following:

- Support the APS2/3 staff to provide advice to SDO customers for level one/two technical and procedural issues/enquiries.
- Retrieve information and respond to written requests from customers.
- Provide advice and seek clarification on Standard Operating Procedures related to the SDO Support team.
- Ensure all procedural documentation is maintained and current procedural documentation provided to all SDO Support Officers.
- Develop and maintain SDO Support knowledge base articles.
- Complete allocated tasks within required timeframes and maintain compliance with set procedures.
- Support the APS2/3 SDO Support Officers to maintain consistent communications and responses to clients, through regular review and updates to scripts and templates.
- Train new APS2/3 staff in the use of the Genysys, ServiceNOW, and HUB Workflow systems.
- Liaise with SDO stakeholders to respond to routine enquiries, obtain and provide information on straightforward matters and assist with complex enquiries, including liaising with other teams to determine correct escalation channels.
- Develop and maintain strong working relationships with a range of internal and external stakeholders to drive business performance.

DETAILED VACANCY INFORMATION

For detailed information about this role, including the job specific capabilities, please refer to the downloadable vacancy pack, which can be accessed by clicking the hyperlink at the bottom of this page.

Eligibility

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

Notes

RecruitAbility applies to this vacancy. Under the RecruitAbility scheme you will be invited to participate in further assessment activity for the vacancy if you choose to apply under the scheme; declare you have a disability; and meet the minimum

requirements for the job. For more information visit: <https://www.apsc.gov.au/recruitability>. This initiative/program is only applicable where the successful applicant will be employed under the Public Service Act 1999. Similar conditions may apply when employed under other Acts. For clarification please contact the agency.

About the Department of Finance

As a central agency of the Australian Government, the Department of Finance (Finance) plays an important role in assisting government across a wide range of policy areas to ensure its outcomes are met. Finance supports the government's ongoing priorities through the Budget process and fosters leading practice through the public sector resource management, governance and accountability frameworks. Finance plays a leading role in advising the government on many of its strategic priorities. We do this through our professional and considered approach to providing advice, developing policy, delivering services and engaging with our clients and stakeholders. Finance's key areas of focus are: - Budget - Business Enabling Services - Commercial - Governance and Resource Management

To Apply

Position Contact	Taryn Morton, (02) 6121 8262
Agency Recruitment Site	https://financejobs.nga.net.au/cp/

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Vacancy VN-0765986

Department of Finance

Closing Date: Sunday 18 January 2026

Shared Services
Operations and Service Management SDO Support Team

Job Title	SDO Support Officer
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	\$70,834 - \$81,709
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Hybrid
Office Arrangement Details	Finance supports flexible workplace arrangements as per operational requirements.
Classification	APS Level 3
Position Number	2025/195
Agency Website	www.finance.gov.au

Job Description

<https://financejobs.nga.net.au/cp/>

ABOUT THE TEAM

The Service Delivery Office (SDO) is a leader in providing services under the Whole-of-Government Shared Services Programme. The SDO presents a unique opportunity to be involved in developing innovative service delivery arrangements, with an approach to collaboration and sharing of resources that has the potential to add value to not only existing customers but to set the scene for new ways of working across the Australian Public Services.

Situated within the Operations and Services Management Branch of the Enterprise Systems and Services Division, the SDO Support team is the first point of contact for client agency staff, supporting SDO clients with Payroll and Financial operations-related requests, providing responsive and accurate support across a range of technical and service-related issues.

Duties

THE OPPORTUNITY

As part of the SDO Support team, you are the first point of contact for client agency staff, providing timely and accurate support via phone and online service channels. You triage incoming requests and incidents, ensuring they are directed or escalated to the appropriate teams for resolution. By

following standard operating procedures and maintaining consistency in service delivery, you contribute to a positive customer experience. You also support the improvement of internal processes and guidance materials to enhance SDO Support operations.

Key responsibilities include but are not limited to the following:

- Provide advice to SDO customers for level one/two technical and procedural issues/enquiries for transactional operations.
- Retrieve information and respond to written requests from customers.
- Assist in the maintenance of knowledge base articles.
- Complete allocated tasks within required timeframes and maintain compliance with set procedures.
- Contribute to ideas and participating in the implementation of change within the team and branch.
- Liaise with SDO stakeholders to respond to routine enquiries, obtain and provide information on straightforward matters and referring complex inquiries to higher levels.
- Develop and maintain strong working relationships with a range of internal and external stakeholders to drive business performance.

DETAILED VACANCY INFORMATION

For detailed information about this role, including the job specific capabilities, please refer to the downloadable vacancy pack, which can be accessed by clicking the hyperlink at the bottom of this page.

Eligibility

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

Notes

RecruitAbility applies to this vacancy. Under the RecruitAbility scheme you will be invited to participate in further assessment activity for the vacancy if you choose to apply under the scheme; declare you have a disability; and meet the minimum requirements for the job. For more information visit: <https://www.apsc.gov.au/recruitability>. This initiative/program is only applicable where the successful applicant will be employed under the Public Service Act 1999. Similar conditions may apply when employed under other Acts. For clarification please contact the agency.

About the Department of Finance

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priorities through the Budget process and fosters leading practice through the public sector resource management, governance and accountability frameworks. Finance plays a leading role in advising the government on many of its strategic priorities. We do this through our professional and considered approach to providing advice, developing policy, delivering services and engaging with our clients and stakeholders. Finance's key areas of focus are: - Budget - Business Enabling Services - Commercial - Governance and Resource Management

To Apply

Position Contact	Taryn Morton, (02) 6121 8262
Agency Recruitment Site	https://financejobs.nga.net.au/cp/

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Vacancy VN-0766000

Department of Finance

Closing Date: Sunday 18 January 2026

Shared Services
Operations and Service Management SDO Support Team

Job Title	SDO Support Officer - Technical Lead
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	\$89,098 - \$99,973
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Hybrid
Office Arrangement Details	Finance supports flexible workplace arrangements as per operational requirements.
Classification	APS Level 5
Position Number	2025/192
Agency Website	www.finance.gov.au

Job Description

<https://financejobs.nga.net.au/cp/>

ABOUT THE TEAM

The Service Delivery Office (SDO) is a leader in providing services under the Whole-of-Government Shared Services Programme. The SDO presents a unique opportunity to be involved in developing innovative service delivery arrangements, with an approach to collaboration and sharing of resources that has the potential to add value to not only existing customers but to set the scene for new ways of working across the Australian Public Services.

Situated within the Operations and Services Management Branch of the Enterprise Systems and Services Division, the SDO Support team is the first point of contact for client agency staff, supporting SDO clients with Payroll and Financial operations-related requests, providing responsive and accurate support across a range of technical and service-related issues.

Duties

THE OPPORTUNITY

As the SDO Support Officer Technical Lead, you will be responsible for the day-to-day supervision of the SDO Support Team. You will perform a range of technical activities with consistency and accuracy, ensuring compliance with Standard Operating Procedures and routine guidelines. By demonstrating responsiveness, timeliness, and a commitment to quality, you will contribute to building trust and enhancing the overall customer experience.

Key responsibilities include but are not limited to the following:

- Supervises the SDO Support Team (APS2/3/4) and assists in the day-to-day management of team activities and workload.
- Leads the Knowledge Base maintenance.
- Leads the maintenance of procedural documentation and SOPs, related to SDO Support activities.
- SDO Asset Management, including asset register, reimaging, warranty issues, and procurement activities.
- Manages phone coverage across the SDO Support Team.
- Coordinates Change Advisory Board submissions and User Acceptance Testing for system and infrastructure changes related to the Help Desk.
- Supports the Assistant Director in the delivery of capability uplift projects.

DETAILED VACANCY INFORMATION

For detailed information about this role, including the job specific capabilities, please refer to the downloadable vacancy pack, which can be accessed by clicking the hyperlink at the bottom of this page.

Eligibility

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

Notes

RecruitAbility applies to this vacancy. Under the RecruitAbility scheme you will be invited to participate in further assessment activity for the vacancy if you choose to apply under the scheme; declare you have a disability; and meet the minimum requirements for the job. For more information visit: <https://www.apsc.gov.au/recruitability>. This initiative/program is only applicable where the successful applicant will be employed under the Public Service Act 1999. Similar conditions may apply when employed under other Acts. For clarification please contact the agency.

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priorities through the Budget process and fosters leading practice through the public sector resource management, governance and accountability frameworks. Finance plays a leading role in advising the government on many of its strategic priorities. We do this through our professional and considered approach to providing advice, developing policy, delivering services and engaging with our clients and stakeholders. Finance's key areas of focus are: - Budget - Business Enabling Services - Commercial - Governance and Resource Management

To Apply

Position Contact	Taryn Morton, (02) 6121 8262
Agency Recruitment Site	https://financejobs.nga.net.au/cp/

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Vacancy VN-0766002

Department of Finance

Closing Date: Sunday 01 February 2026

Enterprise Systems and Services Division
Digital Services Service Optimisation

Job Title	ServiceNow Team Lead - SDO Portal
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	\$126,885 - \$153,655
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	On Site
Office Arrangement Details	Finance supports flexible workplace arrangements as per operational requirements.
Classification	Executive Level 1
Position Number	2025/197
Agency Website	www.finance.gov.au

Job Description

<https://financejobs.nga.net.au/cp/>

ABOUT THE TEAM & BRANCH

The Digital Services Branch manages the operation of ICT systems supporting the SDO-ERP and PEMS platform, which collectively provide corporate services to client agencies and parliamentarians. Responsibilities include the development, maintenance and support of these ICT systems, Robotic Process Automation (RPA) and Service Management capability.

This role is located within the Service Optimisation Section. A fast-paced multidisciplinary team who design, develop and deliver digital solutions using the ServiceNow Platform for the SDO Portal and Blue Prism for Robotic Process Automation (RPA).

The section is responsible for the administration and ongoing management of these two platforms to deliver professional, user focused services for around 14,000 employees across the department and shared service agencies. This includes managing the ongoing sustainment, enhancement, scalability, compliance and alignment for realising departmental digital policy objectives and the broader whole of government digital standards.

Duties

ABOUT THE OPPORTUNITY

As the ServiceNow Team Lead for the SDO Portal, you will be responsible for leading the design, development, and operational support of the ServiceNow platform for the Service Delivery Office (SDO). This role ensures the delivery of high-quality solutions, continuous platform improvement, whole of government digital policy and compliance frameworks whilst aligning the ServiceNow capabilities with business needs.

The key duties of this role are:

- Lead, mentor, and develop a small multi-disciplinary team.
- Oversee end-to-end ServiceNow solution delivery, including requirements gathering, design, development, testing, deployment, and ongoing support.
- Working with the section Director, provide strategic direction for the ServiceNow platform to ensure alignment with organisational goals, digital strategy, and governance frameworks.
- Engage proactively with business stakeholders to understand needs, set expectations, and translate requirements into platform solutions.
- Maintain platform documentation, architectural standards, and operational procedures.
- Monitor and manage integrations between ServiceNow and other enterprise systems.
- Drive adoption of ServiceNow capabilities across the organisation through training, enablement, and effective change management.
- Manage roadmap planning, backlog prioritisation, and release governance, upgrades, and new feature adoption.
- Communicate platform direction, risks, and progress to senior leadership and governance boards.

DETAILED VACANCY INFORMATION

For detailed information about this role, including the job specific capabilities, please refer to the downloadable vacancy pack, which can be accessed by clicking the hyperlink at the bottom of this page.

Eligibility

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

- We encourage and welcome applications from Aboriginal and Torres Strait Islander peoples, people with Disability, LGBTQI+ people, people from culturally and linguistically diverse backgrounds and mature aged people.

Notes

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

RecruitAbility applies to this vacancy. Under the RecruitAbility scheme you will be invited to participate in further assessment activity for the vacancy if you choose to apply under the scheme; declare you have a disability; and meet the minimum requirements for the job. For more information visit: <https://www.apsc.gov.au/recruitability>. This initiative/program is only applicable where the successful applicant will be employed under the Public Service Act 1999. Similar conditions may apply when employed under other Acts. For clarification please contact the agency.

About the Department of Finance

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To Apply

Position Contact	Belinda Barker, 02 6215 3171
Agency Recruitment Site	https://financejobs.nga.net.au/cp/

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Vacancy VN-0766051

Department of Finance

Closing Date: Monday 02 February 2026

Enterprise Systems & Services
Digital Services Service Optimisation

Job Title	Automation Analyst and Senior Automation Analyst
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	\$89,098 - \$99,973
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Hybrid
Office Arrangement Details	Finance supports flexible workplace arrangements as per operational requirements.
Classification	APS Level 5;APS Level 6
Position Number	2025/199
Agency Website	www.finance.gov.au

Job Description

<https://financejobs.nga.net.au/cp/>

ABOUT THE TEAM & BRANCH

The Digital Services Branch manages the operation of ICT systems supporting the Service Delivery Office (SDO) ERP and Parliamentary Expense Management System (PEMS) platform, which collectively provide corporate services to client agencies and parliamentarians. Responsibilities include the development maintenance and support of these ICT systems, Robotic Process Automation (RPA) and Service Management capability. This role is located within the Service Optimisation Section. A fast-paced multidisciplinary team who design, develop and deliver digital solutions using the ServiceNow Platform for the SDO Portal and Blue Prism for Robotic Process Automation (RPA).

The section is responsible for the administration and ongoing management of these two platforms to deliver professional, user focused services for around 14,000 employees across the department and shared service agencies. This includes managing the ongoing sustainment, enhancement, scalability, compliance and alignment for realising departmental digital policy objectives and the broader whole of government digital standards.

Duties

ABOUT THE OPPORTUNITIES

As a member of Service Optimisation, you will be responsible for designing, developing and implementing RPA solutions using Blue Prism software and other intelligent automation tools. You will collaborate with a team of experts to identify opportunities for process automation, create detailed process documentation and drive continuous improvement. Your work will have a direct impact on our clients' business operations, and you will play a critical role in their success.

The key duties of each role are:

APS 5 Automation Analyst

The Automation Analyst/Developer is responsible for:

- Working with subject matter experts to define, design, configure, test, and release automated business processes.
- Working under some direction to follow standard design principles and conventions, solve problems and share knowledge to build capability in others.
- Managing time effectively to deliver automated solutions within prescribed timeframes.
- Designing automated solutions following best practice design principles, documentation, and governance standards.
- Analysing and modifying, under limited direction, existing automated processes to resolve defects and implement enhancements.
- Drafting delivery documentation following best practice design principles.
- Supporting the daily administration of the Blue Prism environment by problem-solving issues and following change and release process.
- Supporting business clients during supervised release and production rollout.
- Developing and maintaining strong working relationships with a range of stakeholders to deliver business objectives.
- Keeping up-to-date with latest trends in automation and having a willingness to explore and learn emerging technologies.

APS 6 Senior Automation Analyst

The Senior Automation Analyst is responsible for:

- Working with subject matter experts to define, configure, test, and release automated business processes.
- Leading automation practices in solution design, solving problems and sharing knowledge to build capability in others.
- Managing time and competing priorities to deliver automated solutions within short delivery timeframes.
- Analysing process automation opportunities for automation feasibility and effort.
- Designing automated solutions following best practice design principles, documentation, and governance standards.
- Designing innovative automated solutions through the use of complementary technologies.
- Drafting delivery documentation following best practice design principles.
- Oversee the RPA Control Room, monitoring bot performance, scheduling, and ensuring operational continuity.

- Managing the daily administration of the Blue Prism environment, including monitoring and maintaining existing automated processes, troubleshooting issues, and ensuring compliance with established change and release management procedures.
- Ensure automation solutions adhere to governance, security, and compliance standards.
- Provide technical guidance and mentorship to junior automation developers on best practice design principles.
- Supporting business clients during supervised release and production rollout.
- Developing and maintaining strong working relationships with a range of stakeholders to drive business and build the team brand.
- Keeping up-to-date with latest trends in intelligent automation and having a willingness to learn new emerging technologies.

DETAILED VACANCY INFORMATION

For detailed information about these roles, including the job specific capabilities, please refer to the downloadable vacancy pack, which can be accessed by clicking the hyperlink at the bottom of this page.

Eligibility

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

Notes

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About the Department of Finance

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To Apply

Position Contact	Jodi Bates, (02) 6215 2406
Agency Recruitment Site	https://financejobs.nga.net.au/cp/

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Vacancy VN-0766088

Department of the Treasury

Closing Date: Thursday 31 December 2026

Job Title	Critical Workforce Register
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Canberra ACT, Sydney NSW, Melbourne VIC, Perth WA
Salary	\$80,266 - \$186,140
Future Merit Locations	Canberra, Sydney, Melbourne, Perth
Office Arrangement	Flexible
Office Arrangement Details	Flexible working arrangements can be negotiated in accordance with Treasury's Enterprise Agreement and the operational needs of the role.
Classification	APS Level 4;APS Level 5;APS Level 6;Executive Level 1;Executive Level 2
Position Number	2026 Critical Workforce
Agency Website	www.treasury.gov.au

Job Description

<https://treasury.gov.au/the-department/recruitment-and-careers>

The Treasury is a respected and influential central economic agency that is at the forefront of providing economic advice to the Government.

We are a professional and diverse workforce that draws on the judgement and expertise of our people to respond to the evolving and challenging environment in which we operate.

If you want to thrive individually, develop strong affiliations with your co-workers and value work that impacts the lives of all Australians, then consider a position with us.

About the register:

The Critical Workforce Register has been established to help us deliver important projects and welcomes people with a range of skills and experiences, including those with emerging capabilities.

We value diverse perspectives and encourage applicants from all backgrounds to join us in making an impact.

The register is open to all members of the public across the APS Level 4 to Executive Level 2 classifications interested in:

- **Ongoing and Temporary Transfer** opportunities under [Section 26](#) of the *Public Service Act 1999*.
- **Non-Ongoing** opportunities for an initial period of up to 12 months, with the option to extend to a total period of 18 months.

Please note this register is an expression of interest and does not guarantee an offer of employment.

Duties

What you'll bring to Treasury:

We welcome registrations from people who value flexibility, collaboration, and opportunities for growth.

You'll work closely with managers and colleagues to build strong relationships and contribute to innovative solutions.

Experience from any sector can help bring fresh perspectives and strengthen our operations, policies, and practices.

We welcome and encourage you to register if you bring any of the following skills, experience, or perspectives:

- **Accounting:** APS external budget specialists, management and financial accountants
- **Finance:** Technical understanding of financial services/insurance/mortgage broker industry and financial sector regulatory frameworks
- **Human Resources:** Workforce planning and data, recruitment and talent attraction
- **ICT:** Business analysts, project managers, Dynamics/CRM developer experience and network engineers
- **Legal:** Drafting consultation papers and legislation, undertaking regulatory assessments
- **Data:** Analytical and statistical capabilities, data and trend analysis, statistical software and report preparation
- **Policy:** Research and analysis, drafting reports and correspondence
- **Communications:** Strategic communication and event management, managing internal and external communication content, delivering communications products to support business.

How to apply:

You can express your interest via Treasury's online application form. Please click '**Apply**' below to commence your application.

Candidates are also encouraged to view and apply for specific [vacancies](#) available within Treasury.

Your application will remain active until 31 January 2027, and you may be contacted at any time if your skills closely align to those needed.

Eligibility

Under Section 22(8) of the [Public Service Act 1999](#), employees of the Treasury are required to be Australian Citizens.

Successful candidates will be required to obtain and maintain, at a minimum, a Baseline security clearance, and will be subject to pre-employment screening checks.

Some positions may require a higher level of clearance.

If you are interested in an **Executive Assistant** role, you can register your details on Treasury's [Executive Assistant Register](#).

Notes

About the Department of the Treasury

The Treasury is a respected and influential central economic agency. We provide authoritative advice and analysis to the Australian Government on a broad range of economic, fiscal, structural, financial and tax policy issues. We also monitor global economic conditions to make sure Australia is well placed to respond to emerging trends. Treasury provides some of the best opportunities in the public service. Treasury presents a challenging and rewarding career with the opportunity to contribute substantially to Government policy that affects all Australians. The Treasury's staff are drawn from many professions representing diversity in experience and skills. We seek passionate staff who will work collaboratively to deliver the ideas and advice that will help Australia meet the challenges of the coming years. Treasury offers attractive salaries and employer superannuation as well as a range of other benefits, including generous leave entitlements, salary packaging and a closedown period over the Christmas holiday. The Treasury is a flexible, dynamic and diverse workplace with offices in Canberra, Sydney, Melbourne and Perth.

To Apply

Position Contact	recruitment@treasury.gov.au, 02 6263 2222, option 3
Agency Recruitment Site	https://treasury.gov.au/the-department/recruitment-and-careers

This notice is part of the electronic Public Service Gazette PS1 Weekly Gazette Thursday (Vacancy Notices) - 08 January 2026.pdf
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Vacancy VN-0766089

Job Title	Executive Assistant Register
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Canberra ACT, Sydney NSW, Melbourne VIC, Perth WA
Salary	\$80,266 - \$96,022
Future Merit Locations	Canberra, Sydney, Melbourne, Perth
Office Arrangement	Flexible
Office Arrangement Details	Flexible working arrangements can be negotiated in accordance with Treasury's Enterprise Agreement and the operational needs of the role.
Classification	APS Level 4;APS Level 5
Position Number	2026 EA Register
Agency Website	www.treasury.gov.au

Job Description

<https://treasury.gov.au/the-department/recruitment-and-careers>

Treasury is seeking candidates to join our Executive Assistant (EA) teams at the APS4 and APS5 classification levels.

In these roles you will be required to provide high-level executive and administrative support to Senior Executive Service (SES) officers and divisional staff.

As an employee of Treasury, you'll have the opportunity to be part of an inclusive and diverse work environment.

You will have opportunities to develop professional and personal skills, be supported by a range of employee networks and receive generous employment conditions, including a competitive base salary.

About the register:

The Executive Assistant Register has been created to support the recruitment of Executive Assistant positions across the Treasury, and will be used to fill the following roles:

- **Ongoing and Temporary Transfer** opportunities under [Section 26](#) of the *Public Service Act 1999*.
- **Non-Ongoing** opportunities for an initial period of up to 12 months, with the option to extend to a total period of 18 months.

Please note this register is an expression of interest and does not guarantee an offer of employment.

Duties

What you'll bring to Treasury:

Experience as an Executive Assistant is not required. If you're proactive and willing to learn - We would like to hear from you!

We're looking for Executive Assistants who enjoy working collaboratively, can manage priorities effectively, and pays attention to detail.

Strong communication skills and the ability to plan and organise work will help you succeed in this role.

As an **Executive Assistant** you will:

- Manage, coordinate and prioritise the workflow of the SES office to ensure priorities and deadlines are met including diary management, email and telephone enquiry handling and routine correspondence such as emails.
- Provide secretariat support including agendas and meeting minutes and maintain information resources e.g. procedures, processes, documents and planning tools within your work area to foster and support the division's goals and objectives.
- Provide high level administrative and coordination support, including managing and organising meetings, briefings and events and anticipating and managing competing commitments.
- Handle sensitive information, maintain confidentiality and model ethical behaviour and practices consistent with the APS Code of Conduct and APS Values.
- Work collaboratively with other Executive Assistants/Executive Officers and the broader business area.

- Undertake a broad range of corporate and administrative support functions across the division including procurement, accounts processing, project and research work or analysis and other tasks as required.
- Manage records and use systems including SharePoint, Microsoft Office, PDMS, Tech1 and other tools and share information and knowledge across the Executive Assistant network.
- Liaise with internal and external stakeholders on behalf of the SES to ensure effective communication, strong relationships, and timely responses to requests.
- Assist with data collation, tracking of performance indicators, and preparation of reports, briefs or dashboards to support informed decision-making by SES.
- Assist in fostering a positive workplace culture by supporting staff wellbeing, diversity and inclusion initiatives, and modelling respectful workplace behaviours.

At the **APS4 level** you will manage the office and diaries of at least one SES Band 1.

At the **APS5 level** you will have experience in a previous EA or senior administration support role managing the office and diary of least one SES Band 2 or equivalent. You will mentor and support new staff members and assist Senior Executive Assistants when required.

EAs at Treasury are highly valued employees and have access to support and opportunities such as mentoring, peer support, shared learning and ongoing professional development.

How to apply:

You can express your interest via Treasury's online application form. Please click '**Apply**' below to commence your application.

Candidates are also encouraged to view and apply for specific [vacancies](#) available within Treasury.

Your application will remain active until 31 January 2027, and you may be contacted at any time about available opportunities.

Eligibility

Under Section 22(8) of the [Public Service Act 1999](#), employees of the Treasury are required to be Australian Citizens.

Successful candidates will be required to obtain and maintain, at a minimum, a Baseline security clearance, and will be subject to pre-employment screening checks.

Some positions may require a higher level of clearance.

Notes

About the Department of the Treasury

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To Apply

Position Contact	recruitment@treasury.gov.au, 02 6263 2222, option 3
Agency Recruitment Site	https://treasury.gov.au/the-department/recruitment-and-careers

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Vacancy VN-0766133

Department of the Treasury

Closing Date: Thursday 22 January 2026

Corporate Division
Information Services Branch

Job Title	APS4 Service Desk Analyst
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Canberra ACT
Salary	\$80,266 - \$84,465
Future Merit Locations	Canberra
Office Arrangement	Flexible
Office Arrangement Details	Flexible working arrangements can be negotiated in accordance with Treasury's Enterprise Agreement and the operational needs of the role.
Classification	APS Level 4
Position Number	01-2026
Agency Website	www.treasury.gov.au

Job Description

<https://treasury.gov.au/the-department/recruitment-and-careers>

The Service Desk Analyst is part of Treasury's IT Service Desk team. The team is responsible for the delivery of level 1 and level 2 ICT support services and end user hardware support to Treasury employees.

The role is directly supported by an APS5 Senior Service Desk Team Lead and APS6 Service Desk Team Lead, together the team works in collaboration to deliver high level ICT services for the Department.

On a daily basis the Service Desk Analyst will interact with stakeholders through phone requests, walk-ups and Treasury's ticketing system and is responsible for the effective delivery of IT solutions to users. They will be at the forefront of a high-achieving Service Delivery team.

A core function of the role includes creating Knowledge Articles and Standard Operating Procedures for the Service Desk knowledge base. These articles will be created and maintained using knowledge gained through troubleshooting and advice from 3rd-level teams. All documentation should be store appropriately in an approved system as per the Departments Information Governance Framework.

Additionally, the role has a requirement for interstate travel, work hours in accordance with a rotating shift roster Monday to Friday, the ability to work remotely, on call and afterhours to support business-critical work 7 days a week on a rotating roster.

As an APS4 Service Desk Analyst, your responsibilities will include

- Delivery of IT and hardware services to Treasury staff, senior executives, and ministerial offices.
- Providing online and in-person level 1 and 2 technical support.
- Supporting switchboard, IT Mobility, Interstate Liaison and VIP functions as required.
- Participating in a rotating shift roster (Monday to Friday) and on-call support after hours and weekends.
- Supporting and mentoring junior IT Service Desk staff.
- Maintaining and improving process documentation and knowledge sharing within the Service Delivery team.

You will self-manage workloads effectively through the corporate ticketing system, ensuring strong customer engagement and understand the importance of consistent and effective communication within the Department's organisational structure.

Duties

Desirable Skills / Experience

- You will have a strong track record in delivering IT support in a fast-paced, high-volume environment.
- Be highly organised, proactive, and capable of self-managing workloads and a corporate ticketing system.
- Communicate clearly and professionally, ensuring a high standard of customer engagement.
- Be flexible, available for travel, and able to work within a structured roster and remote working arrangements.
- A current driver's licence.
- 12 months of experience in an ICT support environment, with Microsoft Products, including Windows Operating Systems and the Microsoft Office Suite and Privileged User Account is highly desirable.
- Have experience effectively engaging with stakeholders with limited technical expertise on complex issues, both face-to-face and over the phone.

Eligibility

Under Section 22(8) of the [Public Service Act 1999](#), employees of the Treasury are required to be Australian Citizens.

Successful candidates will be required to obtain and maintain, at a minimum, a Baseline security clearance, and will be subject to pre-employment screening checks.

Some positions may require a higher level of clearance, as specified in the position description.

Notes

This recruitment process is being used to fill an ongoing position. A merit pool may be established to fill future ongoing or non-ongoing vacancies, should they become available within 18 months from the date advertised.

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To Apply

Position Contact	James Edwards, +61 438 611 689
Agency Recruitment Site	https://treasury.gov.au/the-department/recruitment-and-careers

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Vacancy VN-0765809

Job Title	2026 - Temporary Employment Register
Job Type	Full-Time;Part-Time, Non-Ongoing
Location	Townsville QLD, Cairns QLD, Canberra ACT, Gladstone QLD, Airlie Beach QLD
Salary	\$69,027 - \$172,470
Future Merit Locations	Townsville, Cairns, Canberra, Gladstone, Airlie Beach
Office Arrangement	On Site;Hybrid
Office Arrangement Details	Hybrid working arrangements are available and may be negotiated with the business area
Classification	APS Level 3;APS Level 4;APS Level 5;APS Level 6;Executive Level 1;Executive Level 2
Position Number	Various
Agency Website	

Job Description

<https://www2.gbrmpa.gov.au/careers>

Register Your Interest Today and Help Protect the Great Barrier Reef

Managing a reef roughly the size of Italy demands many skills and talents, so you don't have to be a marine biologist to contribute to our mission. From finance to marketing roles, we have a team almost as diverse as the ecosystem we protect. Our commitment and dedication to the Great Barrier Reef and the Australian public have a long-lasting impact, and we are looking for individuals who can bring their unique skills, experience, and knowledge to our high-performing and inclusive organisation.

The Great Barrier Reef Marine Park Authority (the Reef Authority) invites motivated individuals to submit a general Expression of Interest (EOI) for temporary employment opportunities.

About the Temporary Employment Register

Our Temporary Employment Register enables us to quickly fill short-term roles across the Reef Authority when vacancies arise. By joining, you'll be considered for non-ongoing opportunities - typically 3 to 18 months - across a wide range of disciplines. Positions may be offered on a full-time or part-time basis, depending on team needs and operational priorities.

Current APS employees interested in temporary transfers and secondment opportunities are encouraged to register their interest in working with us via this register.

First Nations peoples are encouraged to apply via the [First Nations Employment Register](#) on our Careers page.

Duties

When applying, please indicate your area(s) of interest. Our job families include:

- Accounting and Finance
- Business and Organisational Management
- Communications and Engagement
- Compliance and Regulation
- Data and Research
- Human Resources
- ICT and Digital
- Intelligence and Information Management
- Legal and Parliamentary
- Policy
- Program and Project Management
- Science

Your application must include:

1. Proof of Australian Citizenship (e.g., birth certificate, passport, or citizenship certificate)
2. A current resume with contact details for at least two referees (one should be your current supervisor/manager)
3. A cover letter (maximum 2 pages) telling us:

- Your areas of interest to assist with job matching
- Relevant skills and experience

Important Information

- This is a register of interest only. Submitting an EOI does not guarantee an offer of employment.
- You may be contacted if a vacancy arises that matches your skills and experience.
- Employment, if offered, will be non-ongoing for a specified term (typically 3–18 months).

- Ongoing engagement or promotion under the Public Service Act 1999 is not possible through this register.
- Non-ongoing contracts can be offered for an initial engagement of up to 12 months, with the option to extend to a total period of 18 months.
- Your registration will remain active until 31 December 2026. After this time, you will need to renew your registration by submitting a new application to our 2027 register.
- We do not accept unsolicited résumés from recruitment agencies.

Eligibility

Employment with the Reef Authority is subject to:

- Conditions prescribed within the Public Service Act 1999.
- Australian Government Security Vetting Agency (AGSVA) granting a security clearance at the required level.
- Evidence of citizenship status.
- Evidence of qualifications required of the role.
- Evidence of a completed national police-check with no risks identified by the Reef Authority.
- The CEO of the Reef Authority, or their Delegate, approving a Notice of Engagement.
- The Australian Government Security Clearance Application Guide Book provides information on minimum eligibility requirements for holding a security clearance at the required level. Please ensure that you are able to provide the necessary documents if you apply for the position. More information on the security clearance vetting process is available on the AGSVA website.

Ready to Make a Difference?

Apply today to submit your Expression of Interest and help protect the Reef for future generations.

Notes

RecruitAbility applies to this vacancy. Under the RecruitAbility scheme you will be invited to participate in further assessment activity for the vacancy if you choose to apply under the scheme; declare you have a disability; and meet the minimum requirements for the job. For more information visit: <https://www.apsc.gov.au/recruitability>. This initiative/program is only applicable where the successful applicant will be employed under the Public Service Act 1999. Similar conditions may apply when employed under other Acts. For clarification please contact the agency.

About the Great Barrier Reef Marine Park Authority

To Apply

Position Contact	Recruitment Officer, 07 4750 0626
Agency Recruitment Site	https://www2.gbrmpa.gov.au/careers

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Vacancy VN-0765810

Great Barrier Reef Marine Park Authority

Closing Date: Thursday 31 December 2026

Job Title	2026 First Nations Employment Register (Affirmative Measures)
Job Type	Full-Time;Part-Time, Non-Ongoing
Location	Townsville QLD, Cairns QLD, Canberra ACT, Gladstone QLD, Airlie Beach QLD
Salary	\$69,027 - \$172,470
Future Merit Locations	Townsville, Cairns, Canberra, Gladstone, Airlie Beach
Office Arrangement	On Site;Hybrid
Office Arrangement Details	Hybrid working arrangements are available and may be negotiated with the business area
Classification	APS Level 2;APS Level 3;APS Level 4;APS Level 5;APS Level 6;Executive Level 1;Executive Level 2
Position Number	Various
Agency Website	

Job Description

<https://www2.gbrmpa.gov.au/careers>

Register Your Interest Today and Help Protect the Great Barrier Reef

Managing a reef roughly the size of Italy demands many skills and talents, so you don't have to be a marine biologist to contribute to our mission. From finance to marketing roles, we have a team almost as diverse as the ecosystem we protect. Our commitment and dedication to the Great Barrier Reef and the Australian public have a long-lasting impact, and we are looking for individuals who can bring their unique skills, experience, and knowledge to our high-performing and inclusive organisation.

The Great Barrier Reef Marine Park Authority (the Reef Authority) invites motivated individuals to submit a general Expression of Interest (EOI) for temporary employment opportunities.

About the First Nations Temporary Employment Register (Affirmative Measures)

The First Nations Temporary Employment Register is open to Aboriginal and/or Torres Strait Islander Peoples as an affirmative measure under Section 31 of the Australian Public Service Commissioner's Directions 2022. The register enables us to quickly fill short-term roles across the Reef Authority when vacancies arise. By joining, you'll be considered for non-ongoing opportunities - typically 3 to 18 months - across a wide range of disciplines. Positions may be offered on a full-time or part-time basis, depending on team needs and operational priorities.

Current APS employees interested in temporary transfers and secondment opportunities are encouraged to register their interest in working with us via this register.

Duties

When applying, please indicate your area(s) of interest. Our job families include:

- Accounting and Finance
- Business and Organisational Management
- Communications and Engagement
- Compliance and Regulation
- Data and Research
- Human Resources
- ICT and Digital
- Intelligence and Information Management
- Legal and Parliamentary
- Policy
- Program and Project Management
- Science

Your application must include:

1. Proof of Australian Citizenship (e.g., birth certificate, passport, or citizenship certificate)
2. A current resume with contact details for at least two referees (one should be your current supervisor/manager)
3. A cover letter (maximum 2 pages) telling us:

- Your areas of interest to assist with job matching
- Relevant skills and experience

Important Information

- This is a register of interest only. Submitting an EOI does not guarantee an offer of employment.
- Confirmation of Aboriginal and/or Torres Strait Islander heritage is a condition of engagement. You will be required to provide confirmation of Aboriginal and/or Torres Strait Islander heritage if you are offered employment from the First Nations Employment Register.
- You may be contacted if a vacancy arises that matches your skills and experience.
- Employment, if offered, will be non-ongoing for a specified term (typically 3 -18 months).
- Ongoing engagement or promotion under the Public Service Act 1999 is not possible through this register.
- Non-ongoing opportunities can be offered with an initial engagement of up to 12 months, with the option to extend to a total period of 18 months.
- Your registration will remain active until 31 December 2026. After this time, you will need to renew your registration by submitting a new application to our 2027 register.
- We do not accept unsolicited résumés from recruitment agencies.

Eligibility

Employment with the Reef Authority is subject to:

- Conditions prescribed within the Public Service Act 1999.
- Australian Government Security Vetting Agency (AGSVA) granting a security clearance at the required level.
- Evidence of citizenship status.
- Evidence of qualifications required of the role.
- Evidence of a completed national police-check with no risks identified by the Reef Authority.
- The CEO of the Reef Authority, or their Delegate, approving a Notice of Engagement.
- The Australian Government Security Clearance Application Guide Book provides information on minimum eligibility requirements for holding a security clearance at the required level. Please ensure that you are able to provide the necessary documents if you apply for the position. More information on the security clearance vetting process is available on the AGSVA website.

Ready to Make a Difference?

Apply today and help protect the Reef for future generations.

Notes

RecruitAbility applies to this vacancy. Under the RecruitAbility scheme you will be invited to participate in further assessment activity for the vacancy if you choose to apply under the scheme; declare you have a disability; and meet the minimum requirements for the job. For more information visit: <https://www.apsc.gov.au/recruitability>. This initiative/program is only applicable where the successful applicant will be employed under the Public Service Act 1999. Similar conditions may apply when employed under other Acts. For clarification please contact the agency.

About the Great Barrier Reef Marine Park Authority

To Apply

Position Contact	Recruitment Officer, 07 4750 0626
Agency Recruitment Site	https://www2.gbrmpa.gov.au/careers

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Vacancy VN-0766104

Taxation Ombudsman

Closing Date: Tuesday 27 January 2026

Job Title	Communications Officer
Job Type	Full-Time;Part-Time, Non-Ongoing
Location	Sydney NSW
Salary	\$101,786 - \$123,315
Future Merit Locations	Sydney
Office Arrangement	On Site;Flexible;Hybrid
Office Arrangement Details	Hybrid if Sydney-based. Other states will be considered.
Classification	APS Level 6
Position Number	CO-1- 2026
Agency Website	https://igt.gov.au/

Job Description

recruitment@taxombudsman.gov.au

We are looking for an experienced communications professional to lead the delivery of our internal and external communication strategies.

In this role, you will help implement our communications strategy – increasing awareness and engagement and building trust with key stakeholders including the public, tax professionals, government, and media. You will also lead internal communication activities and staff engagement.

We are looking for a storyteller with solid experience in creating digital content (social media, website content, photography and video production), experience using social media platforms and analytic tools, and who can develop and deliver communication material and collateral which supports the key work of the Tax Ombudsman in an informative and engaging way.

Initially the role will be offered non-ongoing for up to 12 months with a possibility of extension. We may create an order of merit from this selection to fill similar roles in future.

Duties

- Write, edit, and proofread a range of communication materials, including media releases, newsletters, talking points, web content, reports and stakeholder presentations.
- Maintain our website, manage content updates and search engine optimization.

- Manage our social media channels, develop content and maintain content calendars.
- Lead internal communications activities including developing content for newsletters and Sharepoint, planning and delivering staff events and activities.
- Develop and design digital content and collateral and support the production of publications and reports.
- Support media and public relations activities and brand management.
- Provide communications and media support for stakeholder engagement activities and events.
- Research, track and evaluate communication and media activities, and contribute to the continuous improvement of processes, capabilities, and tools.

Eligibility

- Undergo pre-employment checks.
- Subject to a probation period of 6 months.
- Ability to obtain and maintain a national police check.
- Australian Citizenship is a condition of eligibility.
- Ability to obtain and maintain a baseline security clearance.

Notes

Position: Communications Officer

Opportunity Type: Full-time or part-time

Opportunity Status: non-ongoing for a period of 12 months (at the end of which there may be an option for extension).

Existing employees of the Australian Public Service will transfer from their home agency for 12 months under s26 of the Public Service Act.

Salary: \$101,786 - \$123,315

Closing Date: 27 January 2026

Location: Sydney, NSW – other states will be considered.

Office arrangements: The office location is in Sydney, however, we will consider applicants in Queensland, New South Wales, South Australia, Tasmania, Australian Capital Territory and Victoria with a view to remote working after an initial induction at the Sydney office.

Local employees are hybrid – working at least 3 days in the office (Sydney CBD location, close to public transport). For remote employees, quarterly annual attendance at the Sydney office is required post induction, with more frequent attendance or other inter-State travel on request. Where travel is required, expenses will be covered in line with APS travel policies.

About the Agency:

The Tax Ombudsman is an independent statutory office whose purpose is to improve the fairness and integrity of taxation and superannuation administration in Australia.

In delivering against our purpose, our key activities are to:

- investigate and help resolve complaints from taxpayers or tax practitioners on the administration of the ATO or TPB in a timely and efficient way
- review and make recommendations on systemic issues relevant to improving tax administration
- provide independent advice to the Government and Parliament on tax administration, and
- raise awareness of the role of the Tax Ombudsman and promote the integrity of the tax system.

Why you'll love working at the Tax Ombudsman:

Meaningful work: At the Tax Ombudsman, you will have the chance to contribute to improving the fairness and transparency of Australia's tax system while supporting the rights of all taxpayers across Australia.

Empowerment and innovation: We encourage our employees to take ownership of their roles and drive change, fostering a culture of innovation and progress. This is a fairly new role, and you will be encouraged to help shape it to maximise the impact of your work

Work-life balance: We offer hybrid working arrangements with flexible hours to ensure a balanced career and personal life. Approximately 30% of our workforce currently works remotely, supporting a flexible and inclusive work environment.

Career growth: This role offers a unique opportunity to manage communications for a whole agency, not just a specific portfolio. As part of a small, impactful team, you'll build valuable skills for your future in the Australian Public Service (APS).

Role Overview

We are looking for an experienced communications professional to lead the delivery of our internal and external communication strategies.

In this role, you will help implement our communications strategy – increasing awareness and engagement and building trust with key stakeholders including the public, tax professionals, government, and media. You will also lead internal communication activities and staff engagement.

We are looking for a storyteller with solid experience in creating digital content (social media, website content, photography and video production), experience using social media platforms and analytic tools, and who can develop and deliver communication material and collateral which supports the key work of the Tax Ombudsman in an informative and engaging way.

Initially the role will be offered non-ongoing for up to 12 months with a possibility of extension. We may create an order of merit from this selection to fill similar roles in future.

Duties:

- Write, edit, and proofread a range of communication materials, including media releases, newsletters, talking points, web content, reports and stakeholder presentations.
- Maintain our website, manage content updates and search engine optimization.
- Manage our social media channels, develop content and maintain content calendars.
- Lead internal communications activities including developing content for newsletters and Sharepoint, planning and delivering staff events and activities.
- Develop and design digital content and collateral and support the production of publications and reports.
- Support media and public relations activities and brand management.
- Provide communications and media support for stakeholder engagement activities and events.
- Research, track and evaluate communication and media activities, and contribute to the continuous improvement of processes, capabilities, and tools.

Your skills and experience

To succeed in this role you will need:

- at least 5 years' experience in communications, media, or public relations.
- a tertiary qualification in marketing, media or communications and/or relevant experience in a similar role in either the Government or private sector.
- experience in creating social media and digital content as well as an understanding of search engine marketing and social media
- strong communication skills – exceptional writing and editing skills with strong attention to detail, capable of tailoring content to different audiences.
- experience in internal communications including planning and delivering staff events.
- web management experience (Word Press or similar).
- digital and graphic design skills – confident in InDesign or similar.
- photography/videography skills – experience in shooting/editing content is highly desirable.
- strong organisational skills and the ability to manage multiple priorities and deadlines.
- to be self-motivated with a positive attitude – we're looking for someone outgoing, who enjoys working with people, takes initiative, has sound judgement and can work both independently and collaboratively within a small team.

Eligibility

- Undergo pre-employment checks.
- Subject to a probation period of 6 months.
- Ability to obtain and maintain a national police check.
- Australian Citizenship is a condition of eligibility.
- Ability to obtain and maintain a baseline security clearance.

How to Apply

To apply, please submit your resume (maximum 4 pages) along with a 700-word pitch detailing your suitability for the role against the skills and experience listed above. Applications can be submitted by emailing recruitment@taxombudsman.gov.au by Tuesday, 27 January 2026

Please ensure you reference the job position number (CO-1- 2026) when submitting your application.

For any further inquiries, please contact Paul Wild on paul.wild@taxombudsman.gov.au or call (02) 8239 2190.

The Tax Ombudsman acknowledges the value of a diverse workforce and the wealth of perspectives, experiences, and ideas it brings. A culture of inclusion strengthens collaboration, drives innovation, and enhances decision-making, allowing us to better serve the diverse communities we represent.

We encourage applications from people of all backgrounds, including but not limited to: First Nations people, people with disability, people from culturally and linguistically diverse backgrounds, and individuals of all sexual orientations and gender identities. We are committed to providing reasonable adjustments to support applicants through the recruitment process where necessary.

About the Taxation Ombudsman

The Tax Ombudsman is an independent statutory office whose purpose is to improve the fairness and integrity of taxation and superannuation administration in Australia. In delivering against our purpose, our key activities are to: 1. investigate and help resolve complaints from taxpayers or tax practitioners on the administration of the ATO or TPB in a timely and efficient way 2.

review and make recommendations on systemic issues relevant to improving tax administration 3. provide independent advice to the Government and Parliament on tax administration, and 4. raise awareness of the role of the agency and promote the integrity of the tax system. For further information about our office and our role, refer to the IGT website at igt.gov.au/

To Apply

Position Contact	Paul Wild, 02 8239 2190
Agency Recruitment Site	recruitment@taxombudsman.gov.au

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Agriculture, Water and the Environment

Vacancy VN-0765983

Department of Agriculture, Fisheries and Forestry

Closing Date: Sunday 18 January 2026

Biosecurity Plant and Science Services
 Science & Surveillance Surveillance

Job Title	Field Surveillance Officer
Job Type	Full-Time, Ongoing
Location	Melbourne VIC, Sydney NSW
Salary	\$77,728 - \$84,619
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	On Site
Office Arrangement Details	Please refer to job description
Classification	APS Level 4
Position Number	2025/3890
Agency Website	https://www.agriculture.gov.au

Job Description

<https://www.agriculture.gov.au/about/jobs/apply>

Why YOU are important to us and what impact will you have on the Biosecurity Plant and Science Services Division and the departments' goal.

We protect Australia's plant health to support trade, the economy, and the environment. Our division provides scientific advice, diagnostics, biosecurity training, and risk assessments. We enable safe plant imports, strengthen systems, and engage stakeholders. Surveillance and response are conducted at national entry points and approved sites, including northern Australia. We work closely with communities and Indigenous rangers to manage biosecurity risks, including in the Torres Strait.

Our scientists are on the front line of biosecurity, leading early detection and response for pests, diseases and weeds at entry points and across northern Australia. We deliver diagnostics, inspections, and training that help stop biosecurity threats before they spread. By working with stakeholders and sharing expertise, we strengthen Australia's ability to protect its agriculture, environment and communities.

Within Operational Science and Surveillance is the National Border Surveillance (NBS) Program. The NBS program conducts surveillance in the vicinity of international ports and import facilities, with the primary objective being the early detection of pests that have escaped biosecurity control before they reach production areas or establish in the natural environment. The NBS program began operations in late 2016 is now one of the department's largest plant pest surveillance programs.

Duties

This is where you play an important role.

We are looking for a highly motivated and enthusiastic person to join the NBS team as a Field Surveillance Officer. This position will work as part of a team, locally and nationally, to undertake and support surveillance activity, with key duties including but not limited to:

- assessing biosecurity risk pathways at importers premises (or other relevant premises) and planning field surveillance for high priority plant pests, including liaising with external clients to schedule surveillance activities when directed
- conducting surveillance activities at the border, performing surveillance in the field throughout the year
- setting and maintaining biosecurity monitoring or trapping programs, including timely trap set up, maintenance and reporting
- contributing to the collection of accurate and up to date local surveillance data, including the use and maintenance of field surveillance devices and timely (up to date) completion of surveillance records
- conducting routine triage of field samples, and collecting, preparing and submitting samples to and liaising with diagnosticians to obtain accurate and timely pest identification
- contributing to pest status reporting, as required

- liaising with clients and other departmental programs to achieve departmental surveillance outcomes, participating where required in pest response situations
- ensuring surveillance supplies are in stock, including supply management and procuring consumables to enable ongoing surveillance activities
- ensuring compliance with departmental WH&S policies and guidelines and being alert for and reporting risks regarding WH&S issues.

Note: The merit pool established through this selection process, which is valid for a period of eighteen months from the date the vacancy was advertised in the Public Service Gazette, may also be used to fill future ongoing vacancies in the branch where the duties are of a similar nature.

Eligibility

What are we looking for

Knowledge and experience

The successful applicants will have:

- Experience in planning, managing and carrying out pest surveys or surveillance activity and collecting and preparing samples for diagnostics
- Experience in field surveillance and/or a relevant scientific field such as entomology, botany, or plant pathology
- Experience engaging with a diverse array of stakeholders in a professional setting, utilising various communication methods
- An understanding of the application of Work Health and Safety principles in office and field based context

Mandatory qualifications

A tertiary qualification in the areas of biological science, environmental science, agriculture, entomology, botany or plant pathology.

The successful candidate:

- Must hold a current Apply First Aid Certificate or have the ability to obtain this qualification,
- Must hold and maintain a valid Australian motor vehicle drivers licence,
- Must meet the physical requirements of the role(s) involve a combination of outdoor and office-based work,
- May be required to perform occasional out-of-hours and weekend work,
- May be required, from time to time, to work in difficult, remote and harsh environments (possibly for extended periods) under limited supervision or in teams,
- Must wear an official uniform supplied by the department, including during field operations (as applicable), in accordance with the department's uniform policy,

- Must wear appropriate protective personal equipment clothing and comply with departmental Work Health & Safety policies and procedures,
- Must satisfactorily complete the department's Biosecurity Foundation Program and meet minimum requirements to be appointed a Biosecurity Officer under the Biosecurity Act 2015.
- This position requires the candidate to obtain and maintain an ASIC Licence and MSIC Licence.

Notes

RecruitAbility applies to this vacancy. Under the RecruitAbility scheme you will be invited to participate in further assessment activity for the vacancy if you choose to apply under the scheme; declare you have a disability; and meet the minimum requirements for the job. For more information visit: <https://www.apsc.gov.au/recruitability>. This initiative/program is only applicable where the successful applicant will be employed under the Public Service Act 1999. Similar conditions may apply when employed under other Acts. For clarification please contact the agency.

This vacancy has been identified to participate in VetPaths. The Australian Public Service (APS) values the unique skills, perspectives, and experiences that veterans gain during their Australian Defence Force (ADF) employment and encourage veterans to apply. Support may be available to veterans transitioning to meaningful APS careers through participation in VetPaths, which offers veterans an opportunity to participate in a six-month program offering formal learning and development, career mentoring and activities for wellness and peer supports. For more visit: <https://www.dva.gov.au/vetpaths>

About the Department of Agriculture, Fisheries and Forestry

To Apply

Position Contact	Tom Handley, Tom.Handley@aff.gov.au
Agency Recruitment Site	https://www.agriculture.gov.au/about/jobs/apply

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Agriculture, Water and the Environment

Vacancy VN-0766036

Department of Agriculture, Fisheries and Forestry

Closing Date: Thursday 22 January 2026

Audit & Assurance Audit Operations

Job Title	Auditor
Job Type	Full-Time, Ongoing
Location	Adelaide SA, Brisbane QLD, Melbourne VIC, Perth WA, Sydney NSW
Salary	\$84,794 - \$93,020
Future Merit Locations	Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Sydney, Adelaide, Brisbane, Melbourne, Perth
Office Arrangement	Flexible
Office Arrangement Details	Subject to negotiation
Classification	APS Level 5
Position Number	2025/3996
Agency Website	https://www.agriculture.gov.au

Job Description

<https://www.agriculture.gov.au/about/jobs/apply>

Why YOU are important to us and what impact will you have on the Compliance & Enforcement Division and the departments' goal.

Our division protects Australia's biosecurity and trade systems by putting effective regulations, policies, controls and actions into place. Working with internal and external stakeholders, we monitor potential and actual biosecurity risks, enforce rules, and ensure industries comply with laws that help safeguard Australia's agriculture, economy, trade and way of life.

The Audit and Assurance Branch (AAB) provides organisational assurance through a comprehensive program of assurance activities, including the delivery of the majority of the department's regulatory audits. Through targeted, risk-based audit and assurance activities, we support the effective management of biosecurity, and facilitate export plant, food and other commodities; ensuring that regulatory risks are managed through an effective regulatory process.

The APS 5 Auditor undertakes compliance audits of approved arrangements and export facilities to ensure regulations and procedures are being met by industry. The role involves planning, conducting, and reporting on audits, identifying risks, and supporting continuous improvement. By

providing accurate, evidence-based audits, the position strengthens The Departments assurance framework and contributes to safeguarding Australia's agricultural industries and Biosecurity integrity.

Curious what a day in the life looks like? Watch our team in action and see the role come to life [here](#)

Duties

This is where you play an important role.

As an **APS 5 Auditor**, your duties may include, but are not limited to:

- Undertaking audits across commodities and functions against the relevant criteria, to build strong industry compliance.
- Leading and/or conduct audits, assessing risk against relevant legislation, criteria and guidelines
- Ensuring accurate and timely record keeping is maintained, meeting guidelines and client service standards
- Working within the parameters of the Auditor Management Framework with the possibility of overseas, interstate or intrastate travel.
- Maintaining all audit competencies and other training requirements

Note: The merit pool established through this selection process, which is valid for a period of eighteen months from the date the vacancy was advertised in the Public Service Gazette, may also be used to fill future ongoing vacancies in the branch where the duties are of a similar nature.

Eligibility

Our ideal candidate will have:

Successful applicants will demonstrate the following:

- Ability to lead, supervise or perform audits to ensure services are provided in accordance with operational policy, procedures, legislation and standards and provide feedback to Auditors on operational or technical issues
- Ensure accurate and timely record keeping is maintained to meet guidelines and client service standards
- Effectively communicate, liaise, negotiate with and respond to internal and external clients, including government agencies and industry parties, to achieve desired outcomes
- Be ethical and open minded with an ability to manage situations diplomatically
- Provide accurate and reliable strategic, operational and technical advice on operational issues and participate in the investigation and resolution of significant and/or complex operational issues and incidents, providing timely and accurate feedback on the outcomes
- Be observant, perceptive, versatile and able to make decisions in a collaborative environment
- Manage, mentor and coach other staff as required across commodities and functions, in preparation for competency assessment and to support best practice

- Commit to and lead business improvement initiatives, demonstrating a positive attitude towards change
- Build and maintain productive working relationships within the department, with clients and across industry.

Mandatory Requirements:

- This position requires you to hold a Lead Food Safety Auditor or Lead Quality Auditor qualification within the 6-month probationary period. This course is provided by the employer as part of induction. If you have current Food Safety or Lead Auditor qualifications, please include in your application.
- This position requires the candidate to obtain and maintain an ASIC Licence and MSIC Licence

The successful candidate:

- Must hold and maintain a valid Australian motor vehicle drivers licence,
- Must meet the physical requirements of the role(s) involve a combination of outdoor and office-based work,
- Must wear an official uniform supplied by the department, including during field operations (as applicable), in accordance with the department's uniform policy,
- Must wear appropriate protective personal equipment clothing and comply with departmental Work Health & Safety policies and procedures
- Be prepared to travel intra and interstate as required

Notes

RecruitAbility applies to this vacancy. Under the RecruitAbility scheme you will be invited to participate in further assessment activity for the vacancy if you choose to apply under the scheme; declare you have a disability; and meet the minimum requirements for the job. For more information visit: <https://www.apsc.gov.au/recruitability>. This initiative/program is only applicable where the successful applicant will be employed under the Public Service Act 1999. Similar conditions may apply when employed under other Acts. For clarification please contact the agency.

This vacancy has been identified to participate in VetPaths. The Australian Public Service (APS) values the unique skills, perspectives, and experiences that veterans gain during their Australian Defence Force (ADF) employment and encourage veterans to apply. Support may be available to veterans transitioning to meaningful APS careers through participation in VetPaths, which offers veterans an opportunity to participate in a six-month program offering formal learning and development, career mentoring and activities for wellness and peer supports. For more visit: <https://www.dva.gov.au/vetpaths>

About the Department of Agriculture, Fisheries and Forestry

To Apply

Position Contact	Kate Turchett, 0434 666 315
Agency Recruitment Site	https://www.agriculture.gov.au/about/jobs/apply

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Agriculture, Water and the Environment

Vacancy VN-0766139

Department of Agriculture, Fisheries and Forestry

Closing Date: Monday 26 January 2026

Biosecurity Operations
 Several Air/Sea Cargo Inspections, Cargo Assessments, Client Contact
 Group, Maritime Operations and Travellers Operations

Job Title	Team Leader
Job Type	Full-Time, Ongoing; Non-Ongoing
Location	Perth WA
Salary	\$84,794 - \$93,020
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	On Site
Office Arrangement Details	Please refer to job description
Classification	APS Level 5
Position Number	2025/4090
Agency Website	https://www.agriculture.gov.au

Job Description

<https://www.agriculture.gov.au/about/jobs/apply>

Who we are

Why YOU are important to us and what impact will you have on the Biosecurity Operations Division and the departments' goal.

We deliver biosecurity and import food regulatory activities to ensure goods, conveyances, travellers and mail meet Australia's import requirements. We are responsible for operational policy and front-line regulatory control settings to manage biosecurity and imported food risk through the delivery of screening, assessment and inspection activities, and stakeholder engagement and client contact services.

Air/Sea Cargo Inspections are responsible for the inspection of imported food, goods, vessels, aircraft, animals and animal genetic material and the assessment of documentation to confirm compliance with Australia's biosecurity and export market requirements. The team are also responsible for managing goods that do not comply with import/export requirements and capturing information to support evidence-based decisions.

Cargo Operations Assessments assess documentation to determine and manage, biosecurity risks related to cargo entering Australia. Commodities requiring assessment include food, plant, live animals, animal products and bulk commodities. The team are also responsible for providing high-level assessment related client support services.

Client Contact Group (CCG) is the central contact point for external clients to the department. The team responds to a diverse range of phone and email enquiries and accesses information about a broad range of topics to fulfil client expectations. Furthermore, CCG is responsible for actioning client requests for inspection of goods imported to Australia by booking appointments for biosecurity officers.

Maritime Operations delivers regulatory assessment and inspection of arriving international vessels to ensure compliance with Australia's biosecurity requirements. This pathway works with policy teams within the department to influence and inform operational policy and deliver regulatory functions in accordance with legislative requirements.

Travellers Operations delivers regulatory screening and inspections of travellers and their goods at the border to verify compliance with Australia's biosecurity requirements. Travellers Operations works with policy and risk owners within the department to influence and inform operational policy and deliver regulatory functions in accordance with legislative requirements, national standards and a risk-based operating model.

Please note that for Travellers Operations, the ability to perform shift work is a requirement when applying for this position(s).

The role of a Team Leader is to supervise staff to support the achievement of operational outcomes in line with the department's business objectives. The successful applicants will need to influence and contribute to change, while contributing to business planning and decision-making processes. They will also be required to demonstrate innovative leadership while providing support to and managing staff in a regulatory environment.

Duties

The Job

This is where you play an important role.

As the Team Leader, you will:

- Lead and manage the day-to-day operations of a team working in a regulatory environment, including managing workloads, quality assurance activities and actively fostering employee engagement and development.
- Make decisions based on sound judgement in line with the application of legislation and regulations.
- Effectively communicate with, and respond to, internal and external stakeholders including government agencies and industry partners.
- Provide timely and accurate advice on highly complex matters to employees, stakeholders/clients and senior managers.
- Prioritise tasks, adapt to changing priorities and make effective use of resources to ensure service delivery standards are met.
- Maintain a well-developed and up to date knowledge of legislation, regulations and compliance frameworks.
- Some roles lead geographically dispersed teams.

Note: The merit pool established through this selection process, which is valid for a period of eighteen months from the date the vacancy was advertised in the Public Service Gazette, may also be used to fill future ongoing vacancies in the branch where the duties are of a similar nature. Not all sections have vacancies and the merit pool that is developed will be used to fill expected vacancies.

Eligibility

What are we looking for

Knowledge and experience

The successful applicants will have:

- experience in leading, managing, mentoring and supporting staff in an operational and or regulatory environment
- computer literacy and experience in using electronic databases.

The successful candidate:

- Must hold and maintain a valid Australian motor vehicle drivers licence.
- Must meet the physical requirements of the role(s) involve a combination of outdoor and office-based work.
- May be required to perform occasional out-of-hours and weekend work.
- Must wear an official uniform supplied by the department, including during field operations (as applicable), in accordance with the department's uniform policy.
- Must wear appropriate protective personal equipment clothing and comply with departmental Work Health & Safety policies and procedures.
- For Travellers Operations, note that the ability to perform shift work is a requirement when applying for this role. Some roles may require you to obtain and maintain an Aviation Security Identification Card (ASIC), Maritime Security Identification Card (MSIC) and an Airside Licence.

Notes

RecruitAbility applies to this vacancy. Under the RecruitAbility scheme you will be invited to participate in further assessment activity for the vacancy if you choose to apply under the scheme; declare you have a disability; and meet the minimum requirements for the job. For more information visit: <https://www.apsc.gov.au/recruitability>. This initiative/program is only applicable where the successful applicant will be employed under the Public Service Act 1999. Similar conditions may apply when employed under other Acts. For clarification please contact the agency.

This vacancy has been identified to participate in VetPaths. The Australian Public Service (APS) values the unique skills, perspectives, and experiences that veterans gain during their Australian Defence Force (ADF) employment and encourage veterans to apply. Support may be available to veterans transitioning to meaningful APS careers through participation in VetPaths, which offers veterans an opportunity to participate in a six-month program offering formal learning and development, career mentoring and activities for wellness and peer supports. For more visit: <https://www.dva.gov.au/vetpaths>

About the Department of Agriculture, Fisheries and Forestry

To Apply

Position Contact	Brian Walsh, Brian.Walsh@aff.gov.au
Agency Recruitment Site	https://www.agriculture.gov.au/about/jobs/apply

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Agriculture, Water and the Environment

Vacancy VN-0766146

Department of Agriculture, Fisheries and Forestry

Closing Date: Thursday 22 January 2026

Biosecurity Plant and Science Services
Science and Surveillance NAQS Torres Strait and Field Operations

Job Title	Senior Biosecurity Officer - Identified Position
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Cairns QLD
Salary	\$77,728 - \$84,619
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - NT, Various locations - SA
Office Arrangement	Flexible
Office Arrangement Details	subject to negotiation
Classification	APS Level 4
Position Number	2025/3833
Agency Website	https://www.agriculture.gov.au

Job Description

<https://www.agriculture.gov.au/about/jobs/apply>

Why YOU are important to us and what impact will you have on the Biosecurity Plant and Science Services Division and the departments' goal.

We protect Australia's plant health to support trade, the economy, and the environment. Our division provides scientific advice, diagnostics, biosecurity training, and risk assessments. We enable safe plant imports, strengthen systems, and engage stakeholders. Surveillance and response are conducted at national entry points and approved sites, including northern Australia. We work closely with communities and Indigenous rangers to manage biosecurity risks, including in the Torres Strait.

Our scientists are on the front line of biosecurity, leading early detection and response for pests, diseases and weeds at entry points and across northern Australia. We deliver diagnostics, inspections, and training that help stop biosecurity threats before they spread. By working with stakeholders and sharing expertise, we strengthen Australia's ability to protect its agriculture, environment and communities.

As part of a team, you will be expected to deliver biosecurity inspection functions, support continuous business improvement, assist compliance with applicable WH&S and other regulations and policies and complete project work under supervision as they relate to Torres Strait

biosecurity regulation. Under limited supervision, perform a range of duties aligned to APS4 work level standards.

Duties

The key duties of the position include:

This is where you play an important role.

As the Senior Biosecurity Officer, you will:

- inspect conveyances, cargo, and other goods consistent with applicable biosecurity regulations and DAFF regulation policies.
- participate in community engagement activities and surveillance operations in the field.
- Assist with the collation, reporting and analysis of Torres Strait regulation data and management of related electronic systems.
- review and update instructional and other reference material.
- provide timely and accurate advice on complex biosecurity matters to employees, stakeholders, clients, and senior managers.
- provide logistical support to NAQS Torres Strait and Field Operations team, as required.
- provide assistance with the identification, management and mitigation of WH&S issues as they apply to operational staff in northern Australia.
- contribute to tasks and projects supporting improved operational capability including operational reviews, legislation changes, vehicle and other asset purchases, maintenance, and disposal.

Note: The merit pool established through this selection process, which is valid for a period of eighteen months from the date the vacancy was advertised in the Public Service Gazette, may also be used to fill future ongoing vacancies in the branch where the duties are of a similar nature.

Eligibility

What are we looking for

Knowledge and experience

Our ideal candidate will have:

- experience in, or capacity to deliver, biosecurity inspection services in accordance with applicable legislative and administrative requirements
- knowledge of the environments (operational, community, organisational) in which the Northern Australian Quarantine Strategy functions within
- sound understanding of WH&S issues relevant to the role
- understanding of the APS Values and Code of Conduct
- understanding the principles of a compliance model and able to identify when this is not met

- articulating clear purpose by understanding your role and the role of the department as a regulator, demonstrating attention to detail whilst remaining open and inquisitive to consider elements outside the task at hand
- flexible approach to problem solving and the ability to use initiative and work independently
- undertaking duties in line with work instructions and maintain biosecurity, and personal Integrity at all times.
- sound interpersonal skills coupled with the ability to communicate effectively both orally and in writing with diverse communities, industry clients, representative bodies, and other government departments in Northern Australia
- model the highest standards of ethical behaviour expected of government employees and behaviour consistent with the Public Service Act 1999 and the Australian Public Service (APS) Values and Code of Conduct
- exercising judgement to make evidence-based decisions in line with legislation
- being accountable for actions and able to make and explain informed (defensible) decisions
- working effectively in a team environment, building and sustaining collaborative relationships
- looking beyond the task at hand, identifying risk and having an understanding of how to manage them
- strong questioning techniques, understanding of contemporaneous note taking, and escalating concerns promptly.

The successful candidate:

- must hold and maintain a current manual driver's licence and ability to drive a 4WD vehicle,
- must meet the physical requirements of the role(s) involve a combination of outdoor and office-based work,
- may be required to perform occasional out-of-hours and weekend work.

Please note:

- relocation assistance is subject to negotiation,
- you will be required to travel in remote/isolated locations in northern Australia or its near northern neighbours, using a variety of transport including vessels, light/commercial aircraft, helicopters and manual four-wheel drive vehicles,
- wear an official uniform supplied by the department, including during field operations (as applicable), in accordance with the department's uniform policy.

Notes

Indigenous job seekers are encouraged to apply for this vacancy. If the job is 'Identified', then part or all of the duties impact on Indigenous Australian communities or their representatives.

RecruitAbility applies to this vacancy. Under the RecruitAbility scheme you will be invited to participate in further assessment activity for the vacancy if you choose to apply under the scheme; declare you have a disability; and meet the minimum requirements for the job. For more information visit: <https://www.apsc.gov.au/recruitability>. This initiative/program is only applicable where the successful applicant will be employed under the Public Service Act 1999. Similar conditions may apply when employed under other Acts. For clarification please contact the agency.

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About the Department of Agriculture, Fisheries and Forestry

To Apply

Position Contact	Valent Kirk, 0476 806 372
Agency Recruitment Site	https://www.agriculture.gov.au/about/jobs/apply

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Attorney-General's

Vacancy VN-0766005

Administrative Review Tribunal

Closing Date: Monday 19 January 2026

User Services

Job Title	Team Leader
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Adelaide SA, Canberra ACT, Hobart TAS, Melbourne VIC
Salary	\$94,563 - \$106,394
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Hybrid
Office Arrangement Details	Hybrid
Classification	APS Level 6
Position Number	tba
Agency Website	https://www.art.gov.au/

Job Description

<https://art.bigredsky.com/page.php?pageID=106>

Looking for a new challenge to start the New Year? Experienced in leading a high performing team? If so, this could be the perfect role for you!

The Administrative Review Tribunal (ART) is seeking applications for multiple APS6 Team Leaders to support the User Services section.

These ongoing, full-time hybrid positions can be based in Adelaide, Canberra, Hobart or Melbourne.

About the opportunity

As a Team Leader, you will play a critical role in the leadership structure, supporting executive leaders to deliver high quality services. You will provide leadership and direction to an operational team, including: -

- Coordinating and managing workflows
- Motivation and coaching staff

- Influencing performance and managing outcomes,
- Ensuring services provided to the ART's users, members and registrars are effective and efficient.

Reporting to an Assistant Director Operations (EL1) the User Services Section is responsible for delivering first level contact services to the Tribunal's users. This includes: -

- Managing incoming email and mail correspondence,
- Handling telephone calls
- Responding to in-person enquiries at the Tribunal's registries
- Providing support for hearings.

About the Tribunal:

The Administrative Review Tribunal plays a crucial role in the Australian legal landscape, providing a process for individuals and organisations to seek an independent review of administrative decisions made under a wide range of Commonwealth laws.

We believe in providing our employees with a work environment that is supportive and rewarding. Our culture is one that welcomes all and we embrace flexibility and diversity. We believe our people are our most valuable asset and we work to support the skills, knowledge and capability of our staff.

You can learn more about the Tribunal on [our website](#).

What we offer:

We believe the little extras can make a big difference in supporting your success and some of our great incentives include:

- flexible working options, including flexi-time and remote working to support you with your commitments outside of work.
- competitive salary including generous superannuation employer contribution of 15.4%
- salary packaging options
- supportive career development opportunities
- access to holistic health and wellbeing programs including Fitness Passport which provides discount to 350+ gyms, free annual influenza vaccinations and free eye tests.

- generous leave allowances including Christmas to New Year office closure with no deduction from your leave balance.
- Employee Assistance Program for you and your family
- positive and inclusive culture.

Read our [Enterprise Agreement](#) or more information about our terms and conditions of employment.

Duties

People management: Manage a team to deliver high quality services to users of the ART's services, members and registrars, with a focus on continuous improvement. Manage and develop individual and team performance. Plan and manage the workload and attendance of the team, including allocating, monitoring and quality-assuring work outputs. Model adherence to the APS Code of Conduct and other workplace policies to lead a positive, high-performance culture within the team.

Stakeholder management: Develop and maintain strong, productive relationships with internal stakeholders, providing expert advice and support to members, registrars and staff in the management of cases and caseloads. Develop a culture of user-centred service and act as a point of escalation for complex user liaison.

Case management oversight: Maintain an advanced working knowledge of applicable legislation and policy frameworks, operations, and practices of the jurisdictions of the ART. Oversee the management of the team's caseload and undertake case management tasks as required.

About you:

You will be dedicated, operationally focussed with strong leadership skills. You will have excellent communication skills with the ability to clearly translate information to help staff understand how the organisation's vision is being translated into operational outcomes.

To be successful you will have:

- Well-developed leadership skills including the ability to think strategically, manage team and individual performance, develop capability and capacity and drive change.
- Well-developed organisational skills, including the ability to organise workloads, workflows, and resources to meet demanding and competing priorities.
- Highly developed interpersonal, influencing and negotiation skills, including the ability to cultivate productive working relationships with a broad range of internal stakeholders, and the ability to deal effectively with the ART's diverse users.

- Excellent analytical and technical skills, including the ability to provide expert advice on complex issues to internal and external stakeholders ensuring advice is consistent with legislation, policies and procedures.
- Highly developed written and verbal communication skills, including the ability to target communications to a variety of audiences and explain complex concepts simply and clearly.

Eligibility

Essential:

- Australian Citizenship
- All employees are required to undertake an Australian Federal Police Check and a Health Assessment.

Desirable:

- Tertiary qualifications OR relevant experience in a similar work environment OR subject matter expertise related to one or more of the ARTs jurisdictions.

Please submit a CV (of no more than 4 pages) and cover letter (of no more than 3 pages) addressing all the required capabilities as detailed in the position description.

More information about this position, the scope of the role, duties and required capabilities and experience, is contained within the Position Description, which is linked below and available on our [Career Opportunities page](#).

Notes

We are a Circle Back Initiative Employer and commit to responding to every applicant.

Please note a merit list/pool may be created to fill future like vacancies. Suitable candidates on this merit list/pool may be contacted in relation to identical or similar non-ongoing and ongoing roles in the Tribunal, or the broader APS, within 18 months from the original advertised date in gazettal.

Please contact the Talent team on (02) 9276 5443 or recruitment@art.gov.au should you require assistance with accessing our website or with lodging your application.

The Administrative Review Tribunal is an Equal Opportunities employer committed to providing an inclusive workplace that embraces diversity and inclusion for all employees. We encourage and welcome applications from people with disability, Aboriginal and Torres Strait Islander descent,

culturally and linguistically diverse backgrounds, all genders, LGBTQI+ community and mature age people. If you have any support or access requirements, we encourage you to advise us if invited to interview.

RecruitAbility applies to this vacancy. Under the RecruitAbility scheme you will be invited to participate in further assessment activity for the vacancy if you choose to apply under the scheme; declare you have a disability; and meet the minimum requirements for the job. For more information visit: <https://www.apsc.gov.au/recruitability>. This initiative/program is only applicable where the successful applicant will be employed under the Public Service Act 1999. Similar conditions may apply when employed under other Acts. For clarification please contact the agency.

About the Administrative Review Tribunal

The ART plays a crucial role in the Australian legal landscape, providing a process for individuals and organisations to seek an independent review of decisions made under a wide range of Commonwealth laws. The ART can take a fresh look at decisions made by Australian Government ministers, departments and agencies – and, in limited circumstances, decisions made by state government and non-government bodies. It also can review decisions made under Norfolk Island laws. The ART comprises members, the independent statutory appointees who hear review applications, and staff, who provide services to support applicants and the review process, as well as the Tribunal's daily operations. You can learn more about the ART here: <https://www.art.gov.au/>.

To Apply

Position Contact	Nicole Simmons, 02 9276 5435
Agency Recruitment Site	https://art.bigredsky.com/page.php?pageID=106

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Attorney-General's

Vacancy VN-0766140

Attorney-General's Department

Closing Date: Sunday 25 January 2026

Information
IT Engagement, Innovation & Support

Job Title	IT Service Support Analyst
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Canberra ACT
Salary	\$86,464 - \$91,809
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible
Office Arrangement Details	Flexible working arrangements can be negotiated in accordance with our Enterprise Agreement and the operational needs of the role.
Classification	APS Level 5
Position Number	0002/26_ES/ID-EXT
Agency Website	https://www.ag.gov.au/Pages/default.aspx

Job Description

<https://agcareers.nga.net.au/?jati=AC233E82-524D-0C6B-D9A5-EC90E675CB22>

To obtain a copy of the Candidate Information Kit for this vacancy, please click on the 'Apply Now' button to the left of this advertisement.

Duties

Employment Opportunity

The IT Service Desk Analyst (APS5) works with the other IT Service Desk Analysts (APS5 and APS6) in the team to:

- provide second level troubleshooting on incidents, where they are unable to be resolved at first level and action service requests related to privileged accesses
- act as an escalation point and quality assurance gate prior to tickets being escalated to resolver teams, including:
 - application of advanced troubleshooting capability
 - ensuring that all information required by resolver teams is included in the ticket
- provide coaching and feedback to IT Service Support Officers (APS4) on solutions, troubleshooting steps/methods and completeness of information in tickets
- liaise with resolver teams to:
 - provide additional information where required/requested
 - follow up on tickets on a regular basis, where resolution is not immediate
 - ensure all relevant information regarding resolution of the issue is included in the ticket
- educate IT Service Support Officers on resolutions, where appropriate

- develop internal knowledge base articles related to the issue, if required (i.e. where IT Service Desk Officers/Analysts could do additional steps to resolve in the future, based on feedback from resolver teams)
- where the incident affects multiple users or has a high impact, liaise with IT Service Desk team leaders, managers and Incident/Problem manager
- ensure client is kept up to date with progress on their issue, including where there is no resolution and/or work is ongoing to resolve and/or any available workarounds
- provide backup VIP IT Support alongside the EL1 VIP Team Leader
- participate in the On-call roster providing 24/7 support.

How you can help us make a difference

We seek people who bring fresh ideas and perspectives, diverse experience, and are willing to explore innovative ways of working. People who work for us will display leadership at all levels, apply information effectively in order to solve problems, and work collaboratively to achieve outcomes.

Our ideal candidate will demonstrate:

- high-level client service skills, with the ability to deal sensitively with staff in high pressure situations and demonstrate discretion
- experience in an IT service support team in a busy and complex environment
- expertise, or ability to develop expertise, across a range of different IT applications
- ability to listen and communicate effectively with a wide range of stakeholders, and represent the Division positively
- sound judgment in responding effectively to stakeholder needs, including attention to detail
- strong teamwork, initiative, motivation and a positive attitude
- effective time management to accomplish tasks and monitor task completion against milestones
- effective prioritisation of work in line with team, Division, and Departmental objectives
- responsibility for completing own work tasks and supporting team members to do the same
- awareness of, and willingness to embody, the APS Values and Code of Conduct in their daily work.

Desirable: formal qualifications or training in any information systems related field.

Eligibility

To be eligible for employment at the Attorney-General's Department applicants must be Australian citizens.

Applicants offered employment will be required to successfully undergo a police record check and be able to obtain and maintain a security clearance at a specified clearance level. The successful applicant must be willing to disclose all relevant and required information.

Successful applicants engaged into the APS will be subject to a probation period.

Notes

A merit pool of suitable applicants may be created from this process, and will be active for 18 months after the date of this gazettal.

If you have any questions regarding the recruitment process or require any reasonable adjustments, please speak contact HR Assist at hr.assist@ag.gov.au or 02 6141 6111 (option 2).

The department is committed to creating a diverse and inclusive working environment. We actively support and encourage people of all backgrounds; gender, age, ethnicity, race, cultural background, disability, religion and sexual orientation to apply and aim to ensure that the recruitment and employee experience is as accessible and inclusive as possible.

Aboriginal and Torres Strait Islander people can contact us to discuss options for working from Country.

RecruitAbility applies to this vacancy. Under the RecruitAbility scheme you will be invited to participate in further assessment activity for the vacancy if you choose to apply under the scheme; declare you have a disability; and meet the minimum requirements for the job. For more information visit: <https://www.apsc.gov.au/recruitability>. This initiative/program is only applicable where the successful applicant will be employed under the Public Service Act 1999. Similar conditions may apply when employed under other Acts. For clarification please contact the agency.

About the Attorney-General's Department

The Attorney-General's Department delivers programs and policies to maintain and improve Australia's law and justice framework, and to facilitate jobs growth through policies that promote fair, productive, flexible and safe workplaces. Through the Australian Government Solicitor, we also provide legal services to the Commonwealth, including legal advice and representation. Our department is the central policy and coordinating element of the Attorney-General's portfolio. Our department is structured into four groups: • Australian Government Solicitor • Justice and Communities • Integrity and Security • Enabling Services The department operates in a diverse and complex environment to address challenging issues. We have a highly-skilled and engaged workforce involved in policy development and implementation and program administration. The department also has a large number of practicing lawyers, mainly within the Australian Government Solicitor Group within the department.

To Apply

Position Contact	Norman Lembit, (02) 6141 6678
Agency Recruitment Site	https://agcareers.nga.net.au/?jati=AC233E82-524D-0C6B-D9A5-EC90E6

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Attorney-General's

Vacancy VN-0766128

Australian Human Rights Commission

Closing Date: Tuesday 20 January 2026

Projects & Partnerships
Security Team Security Team

Job Title	Administrative and Research Officer
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Sydney NSW
Salary	\$75,041 - \$83,074
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Hybrid
Office Arrangement Details	Hybrid, Remote
Classification	APS Level 4
Position Number	1119
Agency Website	

Job Description

<https://ahrc.recruitmentplatform.com/details.html?jobId=389&jobTitle=Administrative%20and%20Research%20Offi>

The Australian Human Rights Commission (the Commission) is Australia's national human rights institution, dedicated to fostering a society where human rights are upheld, protected, and celebrated. We envision an Australia where every individual is valued equally in dignity and rights.

Our mission involves promoting and safeguarding the human rights of all Australians by:

- Advising all levels of government and various public and private organisations.
- Strengthening laws, policies, and practices while providing accessible investigation and conciliation services.
- Engaging inclusively with civil society, communities, and the private sector.
- Raising awareness about human rights and offering educational resources.

- Collaborating with partners to cultivate a culture of respect for human rights across the nation.

The Australian Human Rights Commission (the Commission) partners with other federal bodies to advance human rights and support inclusive and safe workplace cultures. The Commission's Security Group includes partnerships with the Australian Defence Force/Department of Defence (Defence), the Australian Federal Police (AFP) and Australian Border Force (ABF). This position offers an opportunity to support the Defence Collaboration team and to make a significant impact on the organisational culture of critical national institutions.

We are looking for a highly motivated, proactive, and organised Administrative and Research Officer to join our team and play a crucial role in advancing diversity, inclusion, and cultural reform initiatives within Australian security agencies. In this role, you will provide team administration support while having the opportunity to contribute to research and project work.

This full-time / part time, ongoing position / non ongoing position offers a competitive salary range of \$75,041 - \$83,074 per annum plus 15.4% superannuation.

We offer flexible, hybrid and remote work options.

Duties

What You'll Do:

- Coordinate, take minutes and monitor action items arising from team and other meetings.
- Liaise with internal and external Executive Assistants and stakeholders to organise meetings for the Director, the Senior Advisor and the Sex Discrimination Commissioner, as required.
- Draft correspondence under the direction of the Director or Senior Policy Officers.
- Assist with event management and logistics coordination for major meetings and internal Commission events as required. Arrange interviews and consultation visits for project teams.
- Manage team records, including filing relevant documents, updating databases and following and implementing records management protocols.
- Manage team Sharepoint sites by uploading and organising information and proactively investigating opportunities to improve.
- Provide accurate and timely research in relation to human-rights-based approaches to cultural change in Australian security agencies.
- Support project activities, including attending consultations, monitoring project progress against plans, sharing information between project teams and team members and monitoring project mailboxes.

Eligibility

What We're Looking For:

- Excellent organisational skills, including ability to work with minimal supervision, to set priorities, to meet deadlines, to work effectively in a team and to respond and easily adjust to changing work demands.
- Experience in conducting research, including desktop research into topics of relevance to human rights or cultural reform, undertaking field work including consultations and interviews, synthesising and analysing data and contributing to project reports and other materials.
- Ability to communicate information clearly, both verbally and in writing, and ability to build strong relationships with internal and external stakeholders.
- Excellent computer skills including MS Office, SharePoint and use of databases.

Notes

Why Join Us?

By becoming a part of our team, you'll play a vital role in influencing public conversations about human rights and making a meaningful impact. If you're ready to use your skills to support a cause that matters, we want to hear from you!

Apply Now! Help us shape the future of human rights in Australia. Join us in making a difference!

Applications close: 5pm 20 January 2026

Notes

Under section 22(8) of the Public Service Act 1999, employees must be Australian citizens to be employed in the Australian Public Service (APS).

The Commission is committed to providing an accessible, inclusive work environment to enable people with a disability to participate fully in all aspects of employment. Applicants are encouraged to request reasonable adjustment as required to assist your participation in this recruitment process.

Please note that this position may be filled on either an ongoing or non-ongoing basis. If an offer of non-ongoing employment is made, the successful applicant would be employed for an initial period of up to eighteen months with the possibility of extension up to a maximum period of two years in total. The merit pool established through this selection process, which is valid for a period of eighteen months from the date the vacancy was advertised in the Public Service Gazette, may be used to fill future ongoing and non-ongoing vacancies in the Commission where the duties are of a similar nature.

RecruitAbility applies to this vacancy. Under the RecruitAbility scheme you will be invited to participate in further assessment activity for the vacancy if you choose to apply under the scheme; declare you have a disability; and meet the minimum requirements for the job. For more information visit: <https://www.apsc.gov.au/recruitability>.

How to Apply

Please provide a resume and a statement (maximum of 2 pages) outlining your interest in this position(s), your experience that would lead to impactful outcomes in the role, and the skills and capabilities you bring.

The successful candidate will demonstrate the ability to fulfill the requirements of the role in an impartial and respectful manner as required by the APS Code of Conduct. The successful candidate will uphold the integrity and independence of the Australian Human Rights Commission.

As part of the recruitment and selection process, applicants will be required to consent to and undergo background checks which may include character and social media checks.

For more Information

Information about the role and Commission practices may be sought from Tara Crisp via email tara.crisp@humanrights.gov.au.

About the Australian Human Rights Commission

To Apply

Position Contact	Tara Crisp, tara.crisp@humanrights.gov.au
Agency Recruitment Site	https://ahrc.recruitmentplatform.com/details.html?jobId=389&jobTitle=Adr

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Attorney-General's

Vacancy VN-0766110

Fair Work Commission

Closing Date: Sunday 18 January 2026

Pay Equity and Awards Team
 Labour Standards Support Branch

Job Title	Director, Pay Equity and Awards
Job Type	Full-Time, Ongoing; Non-Ongoing
Location	Melbourne VIC
Salary	\$142,508 - \$166,782
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Hybrid
Office Arrangement Details	Commission staff have access to hybrid working arrangements where they can work a combination of in the office and from home.
Classification	Executive Level 2
Position Number	3245
Agency Website	https://www.fwc.gov.au/about-us/careers

Job Description

<https://fwc.bigredsky.com/page.php?pageID=106>

The Director, Pay Equity and Awards provides specialist oversight and strategic leadership to a team responsible for providing research, analysis and support to Fair Work Commission (the Commission) Members, Expert Panels and Full Bench's who exercise statutory functions related to Pay Equity (equal remuneration and work value), Community and Care sector and Award related matters before the Commission.

The Director will have comprehensive knowledge and experience of workplace relations matters relevant to the *Fair Work Act 2009* (Cth), in particular, Part 2-7, Part 2-6 and Part 2-3. They will lead and manage a team to oversee and deliver the production of high-quality research and

support and establish, develop and manage excellent working relationships with a range of internal and external stakeholders in the support of relevant matters. They will ensure oversight and management of the Modern Awards Pay Database.

Duties

- Drawing on the Director's specialist workplace relations knowledge, ensure oversight and timely delivery of high-quality research, analysis and other support to assist Commission Members, Expert Panels and Full Bench's exercising statutory functions related to Pay Equity (equal remuneration and work value), Community and Care sector and other Award matters (including where relevant Major Cases) before the Commission.
- Ensure the efficient management of resources to support Expert Panels and Full Bench's considering Pay Equity, Community and Care sector and other Award matters (including Major Cases) where relevant.
- Where required:
 - Ensure the provision of timely high-quality workplace relations analysis to the Commission's President, the National Practice Leader for Pay Equity and the Care and Community Sector, Commission Members and the General Manager.
 - Undertake external engagement to support the Commission's work (including with stakeholders, relevant domestic and International Government agencies and academic institutions).
 - Chair external stakeholder and/or reference groups to support relevant matters.
 - Work closely with Directors within the Branch and across the Commission to manage multi-disciplinary teams supporting relevant matters before the Commission.
- Build staff capabilities by providing leadership to team members, including working with the team to set the strategic direction, establishing work priorities and managing performance.
- Contribute to broader Commission functions and leadership including the Commission's Senior Management Group, the Branch leadership team as well as corporate management and related statutory responsibilities more generally including strategic planning, reporting, corporate, and budgetary responsibilities, and providing input into key Commission and Branch publications.
- Ensure active oversight and management of the Commission's Modern Awards Pay Database.
- Other duties as directed by the Branch Executive Director.

Eligibility

Citizenship: The Fair Work Commission requires Australian citizenship as a condition of engagement.

National Police Check: To be eligible for employment with the Commission, the successful applicant must undergo and satisfy a National Police Check.

How to apply: Applications must be lodged online through the Commission's web-based e-recruitment system and include a current CV and a statement of claim of no more than **1000 words**, outlining your skills and/or experience relevant to the advertised role using the '**Our ideal candidate**' section as your basis. For further information about 'Our ideal candidate' and how to apply, please click on 'Apply now' and follow the prompts.

Notes

This recruitment process is being used to fill both ongoing and non-ongoing positions.

A merit pool of suitable applicants may be created from this process and will be active for 18 months from the date of this advertisement. We may choose to use this merit pool to fill further ongoing and non-ongoing vacancies.

Non-ongoing vacancies may be filled for maximum period of 2 years.

The Fair Work Commission has a broad range of functions relating to the workplace and seeks to discharge these functions in a way that best meets the needs of our community with a focus on access to justice. As an employer, the Commission values diverse views and backgrounds, including First Nations Australians, mature age workers, people from culturally and linguistically diverse backgrounds, carers, LGBTQIA+, people with disability and people who are neurodiverse. Our aim is to create a workforce that reflects the community in which we live. We also welcome conversations about working flexibly.

RecruitAbility applies to this vacancy. Under the RecruitAbility scheme you will be invited to participate in further assessment activity for the vacancy if you choose to apply under the scheme; declare you have a disability; and meet the minimum requirements for the job. For more information visit: <https://www.apsc.gov.au/recruitability>. This initiative/program is only applicable where the successful applicant will be employed under the Public Service Act 1999. Similar conditions may apply when employed under other Acts. For clarification please contact the agency.

About the Fair Work Commission

The Fair Work Commission (Commission) is the national workplace relations tribunal. It is an independent body with power to carry out a range of functions relating to: • The safety net of minimum wages and employment conditions • Enterprise bargaining • Industrial action • Dispute resolution • Anti-bullying • Termination of employment • Registered Organisations. The Commission is a statutory authority with offices in each State and Territory. The majority of staff are based in Melbourne, Sydney and Brisbane. Commission staff are employed under the provisions of the Public Service Act 1999, which means they must uphold the APS Values and abide by the APS Code of Conduct. Employment conditions are set out in the Fair Work Commission Enterprise Agreement 2024-2027.

To Apply

Position Contact	Joelle Leggett, (03) 8650 0138
Agency Recruitment Site	https://fwc.bigredsky.com/page.php?pageID=106

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Attorney-General's

Vacancy VN-0766118

Fair Work Commission

Closing Date: Sunday 18 January 2026

Regulated Worker Standards Team
 Labour Standards Support Branch

Job Title	Director, Regulated Worker Standards
Job Type	Full-Time, Ongoing; Non-Ongoing
Location	Melbourne VIC
Salary	\$142,508 - \$166,782
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Hybrid
Office Arrangement Details	Commission staff have access to hybrid working arrangements where they can work a combination of in the office and from home.
Classification	Executive Level 2
Position Number	7300
Agency Website	https://www.fwc.gov.au/about-us/careers

Job Description

<https://fwc.bigredsky.com/page.php?pageID=106>

The Director, Regulated Worker Standards provides specialist oversight and strategic leadership to a team responsible for providing research, analysis, and support to Fair Work Commission (the Commission) Members, Expert Panels or Full Bench's, who exercise statutory functions related to setting of minimum standards orders and supply chain orders for regulated workers (employee-like workers and road transport contractors) under Part 3A and 3B of the *Fair Work Act 2009* (Cth).

The Director will have comprehensive knowledge and experience of workplace relations matters relevant to the *Fair Work Act 2009* (Cth), including knowledge relevant to Part 3A and 3B. They will lead and manage a team to oversee and deliver the production of high-quality research and support and establish, develop and manage excellent working relationships with a range of internal and external stakeholders in the support of relevant matters. They will support the team to work across the Commission on targeted communication and engagement activities with regulated workers and businesses.

Duties

- Drawing on the Director's specialist workplace relations knowledge, ensure oversight and timely delivery of high-quality research, analysis, and other support to assist Commission Members, Expert Panels or Full Bench's exercising statutory functions related to the setting of minimum standards orders and supply chain orders for regulated workers (employee-like workers and road transport contractors) under Part 3A and 3B of the *Fair Work Act 2009* (Cth) before the Commission.
- Ensure the efficient management of resources to support Commission Members and Expert Panels overseeing matters pertaining to Part 3A and 3B of the *Fair Work Act 2009* (Cth).
- Where required:
 - Ensure the provision of timely high-quality workplace relations analysis to the Commission's President, National Practice Leader, Commission Members, and the General Manager.
 - Undertake external engagement to support the Commission's work (including with stakeholders, relevant domestic and International Government agencies and academic institutions).
 - Provide support to the Commission's targeted communication and engagement activities with regulated workers and businesses.
 - Chair external stakeholder and/or reference groups to support relevant matters.
 - Work closely with Directors within the Branch and across the Commission to manage multi-disciplinary teams supporting relevant matters before the Commission.
- Build staff capabilities by providing leadership to team members, including setting the strategic direction of the team, anticipating and establishing work priorities, and managing performance.
- Actively contribute to broader Commission functions and leadership including the Commission's Senior Management Group and the Branch leadership team, as well as corporate management and related statutory responsibilities more generally including: strategic planning, reporting, corporate, and budgetary responsibilities, and providing input into key Commission and Branch publications.
- Other duties as directed by the Branch Executive Director.

Eligibility

Citizenship: The Fair Work Commission requires Australian citizenship as a condition of engagement.

National Police Check: To be eligible for employment with the Commission, the successful applicant must undergo and satisfy a National Police Check.

How to apply: Applications must be lodged online through the Commission's web-based e-recruitment system and include a current CV and a statement of claim of no more than **1000 words**, outlining your skills and/or experience relevant to the advertised role using the '**Our ideal candidate**' section as your basis. For further information about 'Our ideal candidate' and how to apply, please click on 'Apply now' and follow the prompts.

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Non-ongoing vacancies may be filled for maximum period of 2 years.

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To Apply

Position Contact	Joelle Leggett, (03) 8650 0138
Agency Recruitment Site	https://fwc.bigredsky.com/page.php?pageID=106

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Defence

Vacancy VN-0765178

Department of Defence

Closing Date: Thursday 22 January 2026

Joint Capabilities Group
Space & Cyber Capabilities

Job Title	Joint PNT Engineer
Job Type	Full-Time, Ongoing
Location	Majura ACT
Salary	\$95,187 - \$108,734
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	On Site
Office Arrangement Details	Defence is committed to supporting workplace flexibility. Please contact the contact officer for further details.
Classification	APS Level 6
Position Number	JCG/08008/25
Agency Website	

Job Description <https://defencecareers.nga.net.au/?jati=9D5B0449-4645-91C7-63BD-E47B0881A32C>

Duties

The Role

As an engineer in the Joint Position, Navigation and Timing Directorate (JPD), you will use your technical expertise to assess and improve complex Defence systems. JPD has become the focal point within Defence for Position, Navigation and Timing (PNT), supporting current capability assessments and guiding future acquisitions through analysis activities.

Key aspects of the engineering role within JPD's technical team include:

- **Test & Evaluation:** Plan, lead, and report on PNT test activities, ensuring safe and timely execution.
- **Risk Management:** Identify and mitigate risks during test events.

- Reporting: Deliver clear technical and non-technical PNT reports based on Objective Quality Evidence (OQE) which include PNT architecture and dependencies.
- RF Device Management: Model RF propagation, measure emissions for safety, and collect technical data.

You will work in a small, autonomous team, collaborating with Army, Navy, Air Force, DSTG, and industry partners. This work will involve providing both Alternate and Assured PNT data to the Defence Enterprise. Activities that the JPD Engineer will be involved in will include testing emerging technologies and supporting discrete testing events and complex joint exercises. Strong, influential, and clear communication skills are essential for engaging stakeholders across Defence, academia, and industry.

Additional responsibilities:

- Lead and mentor team members, allocate tasks, and manage resources.
- Review technical packages, assess equipment performance, and recommend improvements.
- Plan and execute PNT field exercises, simulate RF path loss, and support continuous improvement.
- Build team relationships and motivate developing technicians.

About our Team

The established Joint PNT Directorate (JPD) delivers an integrated approach towards the unique and complex ADF PNT capability. The JPD integrated campaigning approach involves partnerships across all domains, Whole of Australian Government, international partners, science and technology, academia and industry.

Through Joint Project 9380 Assured PNT, the Directorate is providing the ADF PNT focal point to prepare, collaborate, and transition PNT information and capabilities for the ADF.

JPD roles include; PNT standards, PNT resilience and technology readiness analysis, PNT operations and situational awareness support, Navigation Warfare support, PNT engagement, and Defence time. JPD Engineering provide the Directorate and Defence with critical and broad technical services across documentation, complex equipment and in the planning and execution of PNT field exercises.

Our Ideal Candidate

As the ideal candidate, you will demonstrate strong motivation to lead the planning, execution, and reporting, including analysis of complex Test & Evaluation (T&E) activities. You will apply

analytical skills to assess and clearly communicate the capability impacts of assured or degraded PNT data across the Enterprise and military platforms. This role requires initiative, sound judgment, and a commitment to fostering a collaborative culture that promotes knowledge sharing and continuous improvement within the Directorate and across the Australian Defence Force.

You must be prepared to undertake occasional interstate and remote work, including participation in trials on military platforms and exercises. JPD expects the Engineer to be an individual who can work both independently and as part of a team to achieve strategic objectives. The position also requires accountability for ongoing professional development, with JPD providing resources to support identified growth opportunities.

Our ideal candidate will have experience and interest in the following areas:

- **Test & Evaluation:** Proven ability to plan, conduct, and report on T&E activities within Defence, and an understanding of how T&E contributes to the One Defence Capability System.
- **RF Systems:** Knowledge and understanding of RF signals and propagation principles.
- **Analytics:** Experience developing analytic systems for performance evaluation, including software, hardware, and data integration.
- **Modelling and Simulation:** Proficiency in using modelling and simulation tools to support planning, validate results, and improve processes across the Defence Enterprises Modelling and Simulation Capabilities and procedures.
- **Systems Engineering:** Understanding of the One Defence Capability System and how policy and directives influence the capability lifecycle.

Eligibility

Security Clearance:

Applicants must be able to obtain and maintain a security clearance at “Negative Vetting Level 1”.

Mandatory Qualifications:

This engineering position requires a Bachelor of Engineering from an Australian institution, or a qualification gained elsewhere, that satisfies the requirements of the Washington Accord for recognition as a Professional Engineer.

Notes

RecruitAbility applies to this vacancy. Under the RecruitAbility scheme you will be invited to participate in further assessment activity for the vacancy if you choose to apply under the scheme; declare you have a disability; and meet the minimum requirements for the job. For more information visit: <https://www.apsc.gov.au/recruitability>. This initiative/program is only applicable where the successful applicant will be employed under the Public Service Act 1999. Similar conditions may apply when employed under other Acts. For clarification please contact the agency.

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To Apply

Position Contact	Callum Smith, 02 5109 8565
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=9D5B0449-4645-91C7-638D-E47

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Defence

Vacancy VN-0765613

Department of Defence

Closing Date: Sunday 25 January 2026

NAVY
Fleet Command

Job Title	Command Safety Advisor HMAS Encounter
Job Type	Full-Time, Ongoing
Location	Adelaide SA
Salary	\$86,887 - \$93,066
Future Merit Locations	Adelaide
Office Arrangement	On Site;Flexible
Office Arrangement Details	Defence is committed to supporting workplace flexibility. Please contact the contact officer for further details.
Classification	APS Level 5
Position Number	NAVY/08751/25
Agency Website	

Job Description <https://defencecareers.nga.net.au/?jati=B165D334-D109-B455-E8BA-E47802C8DB0E>

Duties

The Role

The APS 5 Command Safety Advisor (CSA) supports Defence’s strategic welfare function by contributing to the development, implementation, and continuous improvement of WHS systems and programs. The role requires sound knowledge of WHS legislation, strong analytical and communication skills, and the ability to work both independently and collaboratively. The CSA will engage with stakeholders, conduct risk assessments, support incident investigations, and provide practical advice to ensure compliance and promote a safe working environment. Key attributes include initiative, attention to detail, and the ability to interpret and apply policy. Strong interpersonal skills are essential for stakeholder engagement and team coordination. The role also involves preparing reports and recommendations, making it suited to individuals with a proactive mindset and a commitment to continuous improvement.

About our Team

The HMAS Encounter Command Team provides essential support to Navy activities and shipbuilding by managing base services, personnel welfare, and strategic coordination across Defence units located in the SA metropolitan region. Their core functions include overseeing safety, security, logistics, and infrastructure, while fostering a safe and effective working environment. The team plays a critical role in implementing Defence policy and ensuring

compliance with legislative frameworks, particularly in areas such as WHS. By aligning support with strategic objectives, the Command Team enables Defence personnel to focus on mission readiness and capability delivery, directly contributing to the organisation's broader goals.

Our Ideal Candidate

Our ideal candidate is a motivated and detail-oriented professional with a strong foundation in WHS, preferably within a Defence or government setting. They will demonstrate sound knowledge of WHS legislation, excellent communication skills, and the ability to work both independently and collaboratively.

We're looking for someone who takes initiative, can manage competing priorities, and is confident engaging with stakeholders to resolve complex safety issues. Experience in risk assessment, incident reporting, and WHS program delivery is highly valued. The successful candidate will be adaptable, proactive, and committed to continuous improvement, contributing positively to team culture and Defence outcomes.

Eligibility

Security Clearance

Applicants must be able to obtain and maintain a security clearance at "Baseline Vetting" level.

Notes

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To Apply

Position Contact	Samantha Fuss, 02 5130 3251
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=B165D334-D109-B455-E8BA-E4

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Defence

Vacancy VN-0765618

Department of Defence

Closing Date: Thursday 22 January 2026

Capability Acquisition and Sustainment Group
 Commercial

Job Title	Contracting Manager
Job Type	Full-Time, Ongoing
Location	Brindabella Business Park ACT
Salary	\$120,303 - \$135,701
Future Merit Locations	Brindabella Business Park
Office Arrangement	On Site
Office Arrangement Details	Defence is committed to supporting workplace flexibility. Please contact the contact officer for further details.
Classification	Executive Level 1
Position Number	CASG/09579/25
Agency Website	

Job Description <https://defencecareers.nga.net.au/?jati=DE12312E-4DE9-114C-D588-E478036C4105>

Duties

The Role

The Commercial Division, within Capability Acquisition & Sustainment Group (CASG) is looking for talented commercial, contracting, procurement managers, project managers and policy officers who can drive innovative policy and commercial outcomes across a wide range of procurement reform initiatives.

The role is responsible for:

- Lead and deliver innovative commercial and procurement strategies to support Defence capability outcomes.
- Manage complex contracting and procurement activities in accordance with Commonwealth legislation and policy.
- Drive procurement reform initiatives to improve efficiency compliance and value for money.
- Provide expert advice on commercial risk management and negotiation strategies.
- Develop and implement policy frameworks that enable best-practice procurement and contracting.
- Collaborate with internal stakeholders and industry partners to achieve strategic objectives.
- Oversee project planning, governance, and reporting to ensure successful delivery of commercial outcomes.
- Contribute to continuous improvement initiatives across procurement and contracting processes.

About our Team

If you are looking for a challenging and stimulating career in a role that makes a real difference, look no further than a role in Defence's Capability Acquisition & Sustainment Group (CASG). At CASG, you will have the opportunity to work on some of the biggest and most complex projects in Australia. CASG partners with industry to deliver material capability to Defence, managing a multi-billion dollar portfolio of complex, high-profile acquisitions and sustainment activities to support Australia's armed forces.

CASG manages an integrated, matrixed workforce to deliver projects and programs efficiently and effectively, with opportunities across a wide variety of disciplines including Engineering, Project Management, Commercial, Logistics and Corporate Enabling Services. You will be at the cutting edge of innovation in Defence, supported by tailored Professionalisation Pathways to support your development and unique and varied career opportunities. Our people are capable, committed and diverse. We support an inclusive culture that emphasises respect and collaboration.

Our Ideal Candidate

- Demonstrates strong commercial acumen and a deep understanding of procurement and contracting within a complex environment.
- Possesses excellent knowledge of Commonwealth procurement frameworks, legislation, and policy.
- Has proven experience in managing complex projects and delivering strategic commercial outcomes.

- Displays exceptional stakeholder engagement and negotiation skills, with the ability to influence and build productive relationships.
- Is proactive, innovative, and committed to driving reform and continuous improvement.
- Brings strong analytical and problem-solving capabilities to identify risks and develop effective mitigation strategies.
- Communicates clearly and confidently, both in writing and verbally, to provide expert advice and guidance.
- Thrives in a dynamic, fast-paced environment and can balance competing priorities effectively.

Eligibility

Security Clearance

Applicants must be able to obtain and maintain a security clearance at “Baseline Vetting” level.

Notes

RecruitAbility applies to this vacancy. Under the RecruitAbility scheme you will be invited to participate in further assessment activity for the vacancy if you choose to apply under the scheme; declare you have a disability; and meet the minimum requirements for the job. For more information visit: <https://www.apsc.gov.au/recruitability>. This initiative/program is only applicable where the successful applicant will be employed under the Public Service Act 1999. Similar conditions may apply when employed under other Acts. For clarification please contact the agency.

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To Apply

Position Contact	Gabrielle Miller, 02 5130 1982
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=DE12312E-4DE9-114C-D588-E4

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Defence

Vacancy VN-0765668

Department of Defence

Closing Date: Monday 26 January 2026

Capability Acquisition and Sustainment
Industry Engagement

Job Title	Program Support Officer
Job Type	Full-Time, Ongoing
Location	Canberra ACT, Brindabella Business Park ACT
Salary	\$79,176 - \$86,438
Future Merit Locations	Canberra, Brindabella Business Park
Office Arrangement	On Site;Flexible
Office Arrangement Details	Defence is committed to supporting workplace flexibility. Please contact the contact officer for further details.
Classification	APS Level 4
Position Number	CASG/09089/25
Agency Website	

Job Description <https://defencecareers.nga.net.au/?jati=2A8CA94E-CA86-772B-AED7-E4783FAE871A>

Duties

The Role

The Global Supply Chain (GSC) Program Directorate is seeking an enthusiastic APS 4 Program Support Officer to support the growth of Australian Suppliers through exports, by expanding their access into the global supply chains of major Defence companies (Primes). Duties include:

- Assist in the development, standardisation and management of a range of program activities appropriate to the Global Supply Chain Program;
- Contribute to contract and performance management in line with program procedures, legislation, and frameworks;
- Manage administration tasks, including correspondence, document workflows, group mailboxes and contribute to the smooth operation of records and information management processes.
- Assist with finance and invoicing activities;
- Extract, analyse, and synthesise data from multiple sources to assist in producing accurate, evidence-based briefs, correspondence, and reports for higher-level decision-making.

- Assist with events, industry engagement activities and stakeholder communication; and
- Collaborate effectively within the team, share feedback, and foster strong working relationships.

About our Team

The Industry Engagement Division (IE Div) is within Capability Acquisition and Sustainment Group, Department of Defence. We support Defence deliver on the Government's policy direction to equip and sustain the ADF. We assist in developing initiatives designed to drive behavioural change across Government, Defence and Industry to develop a deeper and broader sovereign industrial base while making Defence a stronger client.

The Global Supply Chain (GSC) Program Directorate assists in increasing the number of Australian suppliers and export opportunities within the global supply chains of major Defence companies, called Primes. Our team works closely with senior Defence Leaders, Minister's and industry providing advice on all aspects of the (GSC) Program.

Working with us will provide a unique opportunity to engage with Government and Industry on an important Government initiative, and an opportunity to develop or utilise your experience in public service and/or commercial acumen.

Our Ideal Candidate

Our ideal candidate enjoys a challenge and will be comfortable working with competing priorities, responding and adapting to new and changing circumstances, while maintaining strong attention to detail and focus on achieving program and Defence objectives. Our ideal candidates will have experience in engaging with, and maintaining positive relationships with internal and external stakeholders, using initiative to problem solve, developing advice for senior Defence leaders and Ministers based on strong analytical skills and have well developed written and verbal communication skills.

In return, we will invest in your training and development to ensure your time with us is deeply rewarding, both personally and professionally. We are committed to achieving a workplace culture that is inclusive and diverse; one, which directly reflects the needs, and scope of Defence's varied operational requirements.

Eligibility

Security Clearance:

Applicants must be able to obtain and maintain a security clearance at "Negative Vetting Level 1".

Notes

RecruitAbility applies to this vacancy. Under the RecruitAbility scheme you will be invited to participate in further assessment activity for the vacancy if you choose to apply under the scheme; declare you have a disability; and meet the minimum requirements for the job. For more information visit: <https://www.apsc.gov.au/recruitability>. This initiative/program is only applicable where the successful applicant will be employed under the Public Service Act 1999. Similar conditions may apply when employed under other Acts. For clarification please contact the agency.

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To Apply

Position Contact	Global Supply Chain Program, 02 5109 5323
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=2A8CA94E-CA86-772B-AED7-E4

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Defence

Vacancy VN-0765690

Department of Defence

Closing Date: Thursday 22 January 2026

Capability Acquisition and Sustainment Group
Joint Aviation Systems Division

Job Title	Repairable Item Manager
Job Type	Full-Time, Ongoing
Location	Enoggera QLD
Salary	\$95,187 - \$108,734
Future Merit Locations	Enoggera
Office Arrangement	On Site
Office Arrangement Details	Defence is committed to supporting workplace flexibility. Please contact the contact officer for further details.
Classification	APS Level 6
Position Number	CASG/09711/25
Agency Website	

Job Description <https://defencecareers.nga.net.au/?jati=8F3ACA30-27AE-68E2-A0D3-E478F12659ED>

Duties

The Role

The APS 6 Repairable Item Manager (RIM) is accountable under limited direction to perform and achieve complex materiel logistics inventory and asset management work within CHSPO. They are accountable to have and maintain a well-developed understanding of and compliance to logistics and procurement legislative frameworks, government decision-making and Defences mission and policy requirements.

An APS 6 RIM Manager will work independently with the opportunity for reasonable autonomy and accountability for the achievement of outcomes of their work. They will exercise both initiative and judgement in the interpretation of policy and in the application of practices and procedures. They will provide detailed logistics inventory and asset management in relation to complex work and contribute to strategic planning, program and project management and policy development.

They will be responsible for forecasting future requirements related to inventory and asset management for common items across the Army Aviation Systems Branch (AASB). It will be required that they actively plan, manage and monitor expenditure and commitment for Repairable Items, Inventory and Support and Test Equipment using mandated Defence Procurement and logistics tools.

This role has been identified as requiring access to International Traffic in Arms Regulations (ITAR) controlled technology. The ITAR is United States (US) law which regulates Defence articles, including technical data, and defence services on the United States Munitions List. Access restrictions may apply on the basis of currently held/previously held citizenship, as well as current permanent residency.

Defence may be able to utilise workforce exemptions to mitigate these restrictions, which generally requires that applicants provide details of all current citizenships and permanent residencies, as well as previously held citizenships. Defence collects these details to confirm an applicant's eligibility for the role and to maintain compliance with international obligations.

About our Team

The Cargo Helicopter Systems Program Office (CHSPO) delivers acquisition and through-life support for the CH-47F Chinook Helicopter. The Program Office is made up of the Cargo Helicopter Management Unit (CHMU) and the Business Management Unit (BMU).

CHSPO is based in Brisbane with small detachments in Oakey, Townsville and the USA. CHSPO supports career development through a comprehensive professional development program, encouraging employees to build both leadership and technical skills, and harnesses continuous improvement ideas and innovations.

Our Ideal Candidate

Our ideal candidate has experience in Integrated Logistics Support (ILS). Experience in managing Defence procurement activities with a strong focus on compliance, transparency, and achieving value for money outcomes. Skilled in engaging and managing diverse stakeholders across Defence and industry, ensuring alignment with strategic objectives and operational requirements. Proficient in applying procurement policy, conducting market analysis, and evaluating supplier performance to support informed decision-making and optimise resource utilisation.

Proficient in using AIMS to manage both consumable and repairable components of Defence inventory. To be successful in this role, you will be required to develop and manage a Repairable Item Management Plan to include Maintenance Managed Items (MMI) Overhaul Scheduling (OH) / Throw Away (TA) Scheduling, as governed by the Technical Management Publication (TMP).

They will be required to analyse supply chain data and resolve problems using expertise and recommend alternative courses of actions and draft responses to complex correspondence, briefs and reports.

Eligibility

Security Clearance:

Applicants must be able to obtain and maintain a security clearance at “Baseline Vetting” level.

Notes

RecruitAbility applies to this vacancy. Under the RecruitAbility scheme you will be invited to participate in further assessment activity for the vacancy if you choose to apply under the scheme; declare you have a disability; and meet the minimum requirements for the job. For more information visit: <https://www.apsc.gov.au/recruitability>. This initiative/program is only applicable where the successful applicant will be employed under the Public Service Act 1999. Similar conditions may apply when employed under other Acts. For clarification please contact the agency.

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To Apply

Position Contact	Richard Miller, 07 3253 8878
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=8F3ACA30-27AE-68E2-ACD3-E4

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Defence

Vacancy VN-0765693

Department of Defence

Closing Date: Monday 02 February 2026

Joint Capabilities Group
Joint Logistics Command

Job Title	Knowledge Management Officer
Job Type	Full-Time, Ongoing
Location	Bandiana VIC
Salary	\$86,887 - \$93,066
Future Merit Locations	Bandiana
Office Arrangement	Flexible
Office Arrangement Details	Defence is committed to supporting workplace flexibility. Please contact the contact officer for further details.
Classification	APS Level 5
Position Number	JCG/09204/25
Agency Website	

Job Description <https://defencecareers.nga.net.au/?jati=850C6D36-52F6-6E25-1FB8-E478F138A54D>

Duties

The Role

As an APS 5 Knowledge Management Officer, you will work under limited direction to deliver complex information and knowledge management outcomes within an integrated workforce. You are accountable for maintaining the Joint Logistics Unit-Victoria (JLU-V) Intranet Site.

The role involves organising workflows, making independent decisions, and providing advice based on legislation, policy, and procedures. You will conduct research, analysis, reviews, and investigations, and provide procedural support to achieve results. Responsibilities include coordinating team activities, setting priorities, allocating work, and managing performance.

You may coach or supervise staff, review work quality, and identify training opportunities. Engaging with stakeholders to provide advice and resolve issues is essential to achieving Defence objectives. The position also requires contributing to continuous improvement and professional development.

About our Team

As part of the Business Services Team, you will work in an integrated team of Australian Public Servants (APS), Australian Defence Force members and Industry partners. JLU-V offers you, training and mentoring, flexible working conditions, a broad variety of work and the opportunity to challenge yourself in a fast-paced working environment.

Our Ideal Candidate

The skills that we seek from you are:

- Provide recommendations to managers on compliance and assurance activities.
- Have the ability to interpret, create and apply procedures.
- Have an understanding of budget reporting.
- Have high level experience with Microsoft applications, Drupal and AI.
- Have demonstrated experience working collaboratively with internal and external stakeholders.
- Experience in contract management processes and contract performance reporting.

Eligibility

Security Clearance:

Applicants must be able to obtain and maintain a security clearance at Negative Vetting Level 1.

Notes

RecruitAbility applies to this vacancy. Under the RecruitAbility scheme you will be invited to participate in further assessment activity for the vacancy if you choose to apply under the scheme; declare you have a disability; and meet the minimum requirements for the job. For more information visit: <https://www.apsc.gov.au/recruitability>. This initiative/program is only applicable where the successful applicant will be employed under the Public Service Act 1999. Similar conditions may apply when employed under other Acts. For clarification please contact the agency.

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To Apply

Position Contact	Taricia Davies, 02 5950 7851
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=850C6D36-52F6-6E25-1FB8-E47

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Defence

Vacancy VN-0765695

Department of Defence

Closing Date: Thursday 12 February 2026

ARMY
ADFHQ-Office of Chief of Army

Job Title	Curator
Job Type	Full-Time, Ongoing
Location	Holsworthy NSW
Salary	\$86,887 - \$93,066
Future Merit Locations	Holsworthy
Office Arrangement	On Site
Office Arrangement Details	Defence is committed to supporting workplace flexibility. Please contact the contact officer for further details.
Classification	APS Level 5
Position Number	ARMY/09717/25
Agency Website	

Job Description <https://defencecareers.nga.net.au/?jati=A6393AE8-292C-D64D-EAB5-E478F1A9E9BD>

Duties

The Role

Under limited direction undertake complex curatorial and collection management activities and tasks. Undertake various historical research activities to support collection management, exhibition development and to provide responses to requests. The Curator has some authority and discretion to exercise initiative and judgement to achieve results.

About our Team

The Australian Army History Unit offers the opportunity to gain experience in the museum sector working with a network of museum professionals located at Army's Museums throughout Australia. The role assists Army Headquarters undertake public engagement through public visitation to its museums. You will achieve this through the provision of exhibitions which will educate the public on the history of the Australian Army Engineer Corps since the creation of the Australian Army.

Our Ideal Candidate

The Australian Army History Unit is seeking a dynamic and highly motivated individual to provide a full range of curatorial services for the Australian Army Engineer Museum. The successful applicant will require previous experience or training in the museum sector, along with excellent interpersonal and organisational skills. The Curator of the Australian Army Engineer Museum is responsible for the management of all curatorial services for a significant heritage collection. The Curator will lead a small but experienced team to undertake the development and installation of high-quality exhibitions and collection management requirements.

Eligibility

Security Clearance

Applicants must be able to obtain and maintain a security clearance at "Negative Vetting Level 1".

Mandatory Qualifications

Formal curatorial qualifications and/or experience of working or volunteering in a museum environment.

Notes

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To Apply

Position Contact	Neil Dailey, 0404 815 675
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=A6393AE8-292C-D64D-EA8B5-E4

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Defence

Vacancy VN-0765737

Department of Defence

Closing Date: Thursday 05 February 2026

Associate Secretary Group
 Data

Job Title	Information and Records Management Officer
Job Type	Full-Time, Ongoing
Location	Canberra ACT, Melbourne VIC, Sydney NSW
Salary	\$86,887 - \$93,066
Future Merit Locations	Canberra, Melbourne, Sydney
Office Arrangement	On Site;Flexible
Office Arrangement Details	Defence is committed to supporting workplace flexibility. Please contact the contact officer for further details.
Classification	APS Level 5
Position Number	ASG/09714/25
Agency Website	

Job Description <https://defencecareers.nga.net.au/?jati=3CAB1566-79F7-6115-316F-E4792CD1E43E>

Duties

The Role

The APS 5 Information and Records Management Officer will provide records management policy and advice across the Defence Organisation. You are accountable to have and maintain a well-developed understanding of compliance to relevant legislative frameworks, government decision-making, Defence's mission and policy requirements.

Working within established principles, work practices and procedures you will support the ongoing uplift of skills and knowledge within the Information and Records management domain by contributing to the team's development of policies, procedures, standards and strategies, supporting the continuing implementation of the Defence Records Management Policy uplift of records and information practice.

You will coordinate and contribute to the work of a team consistent to a work plan, provide advice and assistance on methods of task completion to team members and be accountable to set work priorities, allocate work, and manage workflows and performance.

You will be capable of reviewing and developing the quality of work undertaken by others and identifying opportunities for on-the-job training within a work unit.

You will deliver on the uplift of records and information practice across the enterprise in support of the Defence Data Strategy and legislative requirements in support of the Defence mission and business objectives.

About our Team

Data Division is in an exciting phase of growth, innovation and transformation and is the hub of a federated approach to uplift Defence's ability to generate insights from data and make better-informed decisions. Our goal is to lead by example and support groups and services across Defence to better govern, trust, discover, use and share their data. Data Division is a fully integrated civilian-military-contracted workforce with a variety of specialised skills.

Enterprise Records Management (ERM), as owners of the Defence Records Management Policy work to ensure Enterprise records and information compliance with legislation and policies. This exciting opportunity for you to be part of a fundamental shift in how Defence interacts its data, information and records to provide insights that support decision-making. ERM also provides records management advice and training across the organisation.

Our Ideal Candidate

Our ideal candidate will be an enthusiastic person with a proactive mindset, with a willingness to learn and interact with diverse stakeholder groups.

You will possess sound written and oral communication skills with the ability to:

- Coordinate and perform information and records management activities.
- Implement information and records management policies and procedures.
- Negotiate with influence and build collaborative relationships across Defence, public and partners to achieve outcomes.
- Interpret and comply with legislative, policy and regulatory frameworks.
- Investigate and recommend solutions for complex policy issues.
- Display adaptability, resilience and flexibility in a changing environment.
- Think strategically in a sensitive and fast-paced environment.

The successful applicant will have a demonstrated history of accomplishing organisational goals, implementing effective change and collaboratively working with an expansive stakeholder group.

Candidates with qualifications/experience in information and records management, including governance, assurance activities are strongly encouraged to apply.

Eligibility

Security Clearance:

Applicants must be able to obtain and maintain a security clearance at “Negative Vetting Level 1”.

Notes

RecruitAbility applies to this vacancy. Under the RecruitAbility scheme you will be invited to participate in further assessment activity for the vacancy if you choose to apply under the scheme; declare you have a disability; and meet the minimum requirements for the job. For more information visit: <https://www.apsc.gov.au/recruitability>. This initiative/program is only applicable where the successful applicant will be employed under the Public Service Act 1999. Similar conditions may apply when employed under other Acts. For clarification please contact the agency.

About the Department of Defence

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To Apply

Position Contact	Joanne Kopec, 02 6192 7414
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=3CAB1566-79F7-6115-316F-E47

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Defence

Vacancy VN-0765782

Department of Defence

Closing Date: Wednesday 04 February 2026

Security and Estate Group
 Infrastructure Division

Job Title	Senior Technical Engineering Specialist - Complex Technology Ranges
Job Type	Full-Time, Ongoing
Location	Various locations - ACT ACT, Brisbane QLD, Melbourne VIC, Various locations - VIC VIC
Salary	\$120,303 - \$135,701
Future Merit Locations	Various locations - ACT, Brisbane, Melbourne, Various locations - VIC
Office Arrangement	Flexible
Office Arrangement Details	Defence is committed to supporting workplace flexibility. Please contact the contact officer for further details.
Classification	Executive Level 1
Position Number	SEG/09529/25
Agency Website	

Job Description

<https://defencecareers.nga.net.au/?jati=3C2D1275-7917-9233-C06E-E4796865476A>

Duties

The Role

The Complex Technology Ranges Senior Technical Specialist position responsibilities may include:

- Support the CTechR Engineering Office in developing and leading the engineering functions required to support the initial and ongoing certification of Urban Operations Live Fire ranges.
- Contribute to the development of the maintenance supporting documents.
- Contribute to the development and conduct of test and evaluation activities.
- Support the conduct of Engineering Review Boards, Configuration Control Boards and Technical and Safety Risk Review Boards.

About our Team

The Complex Technology Ranges (CTechR) engineering team is part of the Directorate of Estate Engineering Policy (DEEP). The CTechR team is a new organisation and supports the first instance of the application of the Defence Landworthiness Management System to the Defence estate. The team will be required to work closely with the other engineering disciplines in DEEP and with other key CTechR stakeholders.

Our Ideal Candidate

You are an inquisitive and adaptable technical specialist who is practical, outcome focused. Is able to work both independently and as part of a multidisciplinary team. As a member of a new capability area, you are willing to learn new processes and contribute across a range of specialist technical functions.

The ideal candidate will have some or all of the following:

- Experience providing technical input and support to engineering assessments or certifications under the Defence Landworthiness Management System.
- Experience in supporting, conducting, or executing test and evaluation activities. This may include the execution of test plans in a field or range environment.
- Experience applying system safety, technical integrity and risk management processes within maintenance or in a technical support context.
- Strong communication and interpersonal skills with the ability to work effectively with engineers, contractors and users.
- A proactive, self-motivated approach with the ability to troubleshoot, solve technical problems and contribute positively to team outcomes while also working effectively with limited supervision.

Eligibility

Security Clearance:

Applicants must be able to obtain and maintain a security clearance at "Negative Vetting Level 1".

Mandatory Qualifications:

This technical position requires the individual to have obtained Engineers Australia Stage 1 competency standard for Engineering Associate recognition (or ability to obtain status as an Engineering Associate within three months) or relevant skills and work experience such that an individual can reasonably achieve a recognised AQF qualification if required by the position.

Notes

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To Apply

Position Contact	Brett Campbell, 0439 415 925
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=3C2D1275-7917-9233-C06E-E47

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Defence

Vacancy VN-0765792

Department of Defence

Closing Date: Thursday 05 February 2026

Security and Estate Group
Infrastructure Division

Job Title	Systems Engineer - Complex Technology Ranges
Job Type	Full-Time, Ongoing
Location	Melbourne VIC, Brisbane QLD
Salary	\$95,187 - \$108,734
Future Merit Locations	Melbourne, Brisbane
Office Arrangement	Flexible
Office Arrangement Details	Defence is committed to supporting workplace flexibility. Please contact the contact officer for further details.
Classification	APS Level 6
Position Number	SEG/09528/25
Agency Website	

Job Description <https://defencecareers.nga.net.au/?jati=DC961B0D-7E35-DE4C-4677-E4796AC34C40>

Duties

The Role

The Complex Technology Ranges systems engineer position responsibilities may include:

- Support the CTechR Engineering Office in developing and leading the engineering functions required to support the initial and ongoing certification of Urban Operations Live Fire ranges.
- Contribute to the development of the engineering management system and supporting documents.
- Contribute to the development and conduct of test and evaluation activities.
- Support the conduct of Engineering Review Boards, Configuration Control Boards and Technical and Safety Risk Review Boards.
- Conduct technical risk assessments and provide technical engineering advice to a diverse range of stakeholders.

About our Team

The Complex Technology Ranges (CTechR) engineering team is part of the Directorate of Estate Engineering Policy (DEEP). The CTechR team is a new organisation and supports the first instance of the application of the Defence Landworthiness Management System to the Defence estate. The team will be required to work closely with the other engineering disciplines in DEEP and with other key CTechR stakeholders.

Our Ideal Candidate

You are an inquisitive professional engineer who is flexible in your approach to work and is outcome focused. As part of a new team, you will be willing to learn new skills and to contribute across a number of specialist engineering functions.

The ideal candidate will have some or all of the following:

- Experience in contributing to technical determinations in support of the certification of systems under the Defence Landworthiness Management System.
- Experience in the development and conduct of test and evaluation activities. This may include the execution of test plans in a field environment.
- Experience in the application of system safety and risk management processes.
- Strong communication and interpersonal skills and the ability to develop and maintain productive working relationships across diverse stakeholder groups.
- A proactive, self motivated professional who works effectively both independently and as a collaborative team member, taking initiative to solve problems and contribute to the broader team

Eligibility

Security Clearance

Applicants must be able to obtain and maintain a security clearance at “Negative Vetting Level 1”.

Notes

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To Apply

Position Contact	Brett Campbell, 0439 415 925
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=DC961B0D-7E35-DE4C-4677-E4

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Defence

Vacancy VN-0765801

Department of Defence

Closing Date: Monday 26 January 2026

Defence People Group
 People Services and Wellbeing

Job Title	Human Resources - Case Management
Job Type	Full-Time, Ongoing
Location	Melbourne VIC, Enoggera QLD, Brindabella Business Park ACT, Darwin NT, Edinburgh SA, Fremantle WA, Penrith NSW, Sydney NSW
Salary	\$95,187 - \$108,734
Future Merit Locations	Melbourne, Enoggera, Brindabella Business Park, Darwin, Edinburgh, Fremantle, Penrith, Sydney
Office Arrangement	On Site;Flexible
Office Arrangement Details	Defence is committed to supporting workplace flexibility. Please contact the contact officer for further details.
Classification	APS Level 6
Position Number	DPG/09758/25
Agency Website	

Job Description <https://defencecareers.nga.net.au/?jati=4BACF288-AB87-409B-12B5-E4796ABCEDDF>

Duties

The Role:

We are looking for experienced HR professionals to be responsible for supporting our customers in complex HR situations and drive outcomes across an integrated workforce.

We are seeking leaders with strong case management experience, accountable for the achievement of corporate objectives, compliance with legislative and governance requirements and be actively involved in driving best practice for the Australian Government.

In this role, you will use your demonstrated customer service experience and ability to build and maintain stakeholder relationships as well as support APS employees and their supervisors to manage complex HR matters relating to performance, behaviour, mental health and wellbeing, change, conflict and other employment aspects.

No two days are the same and key activities include:

- Provide APS people policy advice, integrating HR expertise to achieve appropriate outcomes for employees and managers.
- Building manager capability through strategies and initiatives to coach and enable managers to make informed HR decisions.
- Partnering with stakeholders and being proactive in growing and maintaining strong connections.
- Provision of advice and strategies for employees and managers experiencing interpersonal conflict and/or unacceptable behaviour to support resolution.
- Opportunities to develop and present information to groups at various forums.

Within this role, you may be responsible for a small team. There may also be an opportunity to travel to other sites to perform work requirements and to meet with stakeholders. We have a different roles available across our National HR Services Team and will also look to develop a merit pool for future vacancies.

About our Team

We work with our customers to provide coaching and guidance to support the resolution of complex HR matters and provide advice and guidance on APS people policy and procedures. The Team collaborate with colleagues across the people domain and more broadly across the Enabling groups to deliver integrated, customer focused solutions.

We are trusted HR professionals to our customers and passionate about building organisational capability through people. You will support the Assistant Director by providing up to-date and relevant information on complex, critical or high profile matters. Your career development is also very important to us and you will have access to a range of professional development opportunities that will help you succeed in your role, and to build your career.

Our Ideal Candidate

- A passion for, and experience in HR case management and providing HR Services to personnel and managers who are geographically dispersed.
- Outstanding customer service skills and be able to demonstrate that you can build relationships with key stakeholders to ensure the delivery of seamless HR services that continues to meet the changing needs of our customers.
- A solutions-focused approach and be able to demonstrate initiative, innovation and agility to ensure the Defence workforce is well positioned to deliver Government priorities.
- The ability to deal with challenging HR issues and change in a proactive, positive and dynamic way.
- Excellent communication skills whilst responding to a range of HR related enquiries, working collaboratively with others and actively engaging and presenting with stakeholders as required.
- Demonstrated commitment to delivering exceptional customer service, with a track record of building and maintaining productive stakeholder relationships.

Eligibility

Security Clearance:

Applicants must be able to obtain and maintain a security clearance at Negative Vetting Level 1.

Notes

RecruitAbility applies to this vacancy. Under the RecruitAbility scheme you will be invited to participate in further assessment activity for the vacancy if you choose to apply under the scheme; declare you have a disability; and meet the minimum requirements for the job. For more information visit: <https://www.apsc.gov.au/recruitability>. This initiative/program is only applicable where the successful applicant will be employed under the Public Service Act 1999. Similar conditions may apply when employed under other Acts. For clarification please contact the agency.

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To Apply

Position Contact	Chris Lendrum, 02 6192 7807
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=4BACF288-AB87-409B-12B5-E4

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Defence

Vacancy VN-0765803

Department of Defence

Closing Date: Thursday 22 January 2026

Australian Defence Force Headquarters
Vice Chief of Defence Force Group

Job Title	Force Element Team Leader
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	\$95,187 - \$108,734
Future Merit Locations	Canberra
Office Arrangement	Flexible
Office Arrangement Details	Defence is committed to supporting workplace flexibility. Please contact the contact officer for further details.
Classification	APS Level 6
Position Number	ADFHQ/09249/25
Agency Website	

Job Description

<https://defencecareers.nga.net.au/?jati=91885B3B-5425-C30B-28F7-E4796B4DE960>

Duties

The Role

As the Force Element Team Leader within the Force Structure Operations Directorate, you will be responsible for the leadership, management and reporting of the Force Element Management Team, to ensure Defence establishments are optimised and accurately reflected in the system.

The team is focused on the management and transacting of organisational structures via the Enterprise Resource Planning SAP Platform. The team work closely with various areas across

Defence and are the primary point of contact for the implementation of structural change in the system. As the Force Element Team Leader you will be responsible for the rationalisation and integrity of department wide structural changes, providing quality operational advice to support all Defence stakeholders and assist in the development of workflow and process optimisation strategies. This position will include on the job training, as well as development and learning opportunities at the EL1 level.

About our Team

This role leads a team of two Force Element Planners, within a broader team supporting the Staff Officer (SO1) Force Element Management to achieve cohesion and deliver the shared workload to meet organisational outcomes. The Force Structure Operations (FS-OPS) team are comprised of APS and ADF members of diverse skills, backgrounds and disciplines who work together to provide a wide variety of activities undertaken by MWDD. It has a high performing culture and the successful candidate can expect to be challenged in this role and supported by an inclusive and considerate team and leadership group.

The Directorate sits within the Military Workforce Design Division (MWDD), which is maturing to deliver against its mission to “design and control the ADF organisational structure, in order to contribute to integrated capabilities for the ADF”.

Our Ideal Candidate

Ideally you have experience working within Human Resources. Our new team member either can demonstrate or has the ability to develop the knowledge and skills to provide accurate, consistent, timely and appropriate advice in relation to organisational structures, is curious enough to look at better ways of doing business and can work collaboratively and build strong stakeholder relationships, to ensure we manage our establishments effectively in the system and deliver outcomes for our people.

Our candidate must contribute to strategic planning, program and project management and policy development for the work unit and provide advice and ideas on innovation and business improvement.

Eligibility

Security Clearance

Applicants must be able to obtain and maintain a security clearance at “Negative Vetting Level 1”.

Notes

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To Apply

Position Contact	Kenneth Steinman, 02 5109 6339
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=91885B3B-5425-C30B-28F7-E47

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Defence

Vacancy VN-0765818

Department of Defence

Closing Date: Thursday 22 January 2026

Naval Shipbuilding and Sustainment Group
Submarines

Job Title	Engineer Professional - Electron/ Electric
Job Type	Full-Time, Ongoing
Location	Osborne SA
Salary	\$95,187 - \$108,734
Future Merit Locations	Osborne
Office Arrangement	On Site
Office Arrangement Details	Defence is committed to supporting workplace flexibility. Please contact the contact officer for further details.
Classification	APS Level 6
Position Number	NSSG/09770/25
Agency Website	

Job Description <https://defencecareers.nga.net.au/?jati=7D38C40B-599D-500F-437B-E4796B79BA78>

Duties

The Role

As an Electrical Engineer in the Collins Submarine Program, you'll play a critical role in shaping the future of Australia's submarine capability.

This position is an opportunity to work at the forefront of naval technology, supporting some of the most complex platforms in service.

Your responsibilities will include:

- Conducting technical risk assessments to ensure the safety, reliability, and performance of submarine electrical and electronic systems;
- Oversight of the Collins Life of Type Extension (LOTE) program, contributing to strategic decisions that extend the operational life of the fleet;
- Engineering assessments of design changes, covering everything from high-power propulsion systems to power conversion and distribution, control and monitoring systems, and combat systems;
- Supporting upgrade and sustainment projects, ensuring the latest technology is implemented safely and effectively; and

- Evaluating and providing advice on in-service defects, applying innovative solutions to maintain operational effectiveness under challenging conditions.

This role offers a blend of problem-solving, engineering analysis, strategic involvement, and operational support, making it ideal for engineers who thrive on complexity and impact. You'll be part of a team that ensures Australia's submarines remain safe, effective, and ready for the future.

This role has been identified as requiring access to International Traffic in Arms Regulations (ITAR) controlled technologies. The ITAR is United States (US) law that controls the manufacture, sale, use and access of defence and military end-use articles on the United States Munitions List. It is the policy of the US to deny exports of ITAR controlled technologies to proscribed countries.

This may also apply to access by persons who hold or have held a citizenship, or current permanent residency, of said countries. Defence utilises workforce mechanisms to mitigate these restrictions, which will require applicants provide details of all current citizenships and permanent residencies, as well as previously held citizenships. Defence collects citizenship details to confirm an applicant's eligibility for the role and to maintain compliance with international obligations.

This role is eligible for an additional remuneration benefit known in Defence as a Building Defence Capability Payment (BDGP). This enables Defence to provide a premium, in addition to the base salary otherwise payable under the Defence Enterprise Collective Agreement (DECA), for positions in occupational disciplines/classifications that are critical to Defence capability. For further information, please contact the contact officer

About our Team

The Collins Submarine Program within the Naval Shipbuilding & Sustainment Group (NSSG) is responsible for the maintenance and programmed upgrade of Australia's Collins Class submarines. The Program works in partnership with the Royal Australian Navy and Industry to deliver the strategic submarine capability to the nation.

You will have access to generous and attractive working conditions as an Australian Public Servant in Defence. Working for Defence will support you in balancing work life with family and other priorities. You can access a variety of flexible working arrangements, including part-time work, occasionally working from home and working hours that are not always nine to five.

Information on Defence employees' working conditions, including an attractive remuneration package that may respond to industry variations and a generous superannuation contribution (15.4%), can be sourced from the Defence Enterprise Agreement.

Our Ideal Candidate

Our ideal candidate will:

- Perform critical and complex engineering activities and provide advice in the field of electronics-electrical engineering under broad direction.
- Apply engineering knowledge and experience to identify issues and uncertainties and take these into account in planning, decision making and priority setting.
- Demonstrate electronics-electrical engineering knowledge and provide advice and recommendations on the development of advancements to established engineering principles, techniques, methods and regulations.
- Build and sustain positive relationships with team members, actively participate in team work and motivate and mentor developing engineers.
- Tailor communication style and language to communicate effectively with internal and external stakeholders.
- Assess technical and design packages including scoping, planning, reviewing, provide recommendations and contribute to the implementation of actions.
- Manage workflows, resources, prepare work area and team plans detailing measurable milestones and expected outcomes.

Eligibility

Security Clearance:

Applicants must be able to obtain and maintain a security clearance at “Negative Vetting Level 1”.

Mandatory Qualifications:

This engineering position requires a Bachelor of Engineering from an Australian institution, or a qualification gained elsewhere, that satisfies the requirements of the Washington Accord for recognition as a Professional Engineer.

Notes

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To Apply

Position Contact	NSSG Submarines Workforce Management, Contact Number Withheld
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=7D38C40B-599D-500F-437B-E47

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Defence

Vacancy VN-0765840

Department of Defence

Closing Date: Thursday 22 January 2026

NAVY
 Fleet Command

Job Title	Fleet C3 Communications Security (COMSEC) Account Manager (CAM) - Nowra
Job Type	Full-Time, Ongoing
Location	Nowra NSW
Salary	\$95,187 - \$108,734
Future Merit Locations	Nowra
Office Arrangement	On Site
Office Arrangement Details	Defence is committed to supporting workplace flexibility. Please contact the contact officer for further details.
Classification	APS Level 6
Position Number	NAVY/09748/25
Agency Website	

Job Description <https://defencecareers.nga.net.au/?jati=82B662E8-254E-662E-7A46-E479A635BE7C>

Duties

The Role

The Cryptographic Communications Security (COMSEC) Account Manager is responsible for the receipt, custody, handling, accounting, distribution, safeguarding and destruction of all COMSEC material and equipment held on charge or local issue.

The COMSEC account is required to be maintained in accordance with procedures issued by the Defence Cryptographic Authority (DCA) and the Australian Signals Directorate (ASD).

The COMSEC Account Manager engages with relevant stakeholders, offers expert advice, identifies and understands client needs in order to then plan and deliver through the COMSEC Account team.

COMSEC technical knowledge and experience combined with customer focus and team management skills are all essential to achieve outcomes for ADF operating units whilst continually operating within a regime of strict adherence to DCA and ASD requirements.

About our Team

The management and distribution of accountable COMSEC equipment and materials is essential to ensure the security of ADF voice and data communications. COMSEC NAS Nowra, located at HMAS Albatross, Nowra, NSW is a blended team of ADF and APS members delivering an essential support service to the fleet, particularly naval aircraft operating from HMAS Albatross or on deployment.

COMSEC support to Navy units is a key enabler to the conduct of operations such as border protection and regional deployments. As one of several Fleet COMSEC accounts located around Australia, the COMSEC NAS Nowra Account Manager is part of a national network of peer subject matter experts who support each other to ensure that Navy units get what they need.

Our Ideal Candidate

The ideal candidate will have gained extensive exposure to COMSEC practices, materials and equipment. Experience may have been gained through recent COMSEC employment in Defence, via a previous career as an ADF communications specialist or performing similar work for another government agency.

You are a customer-oriented problem solver who is focused on achievement of necessary outcomes. With multiple stakeholders to satisfy and under the pressure of customers' operational demands, you can plan, prioritise and communicate effectively to ensure that team efforts are appropriately directed to meeting customers' needs and keeping them informed.

Working within a strict compliance framework, you are a diligent record keeper and set the standard for others to follow. As part of the larger ADF COMSEC enterprise, you are a collaborator who shares knowledge and seeks to build the skill and expertise of those who work for and with you.

Eligibility

Security Clearance:

Applicants must be able to obtain and maintain a security clearance at “Negative Vetting Level 2”.

Notes

RecruitAbility applies to this vacancy. Under the RecruitAbility scheme you will be invited to participate in further assessment activity for the vacancy if you choose to apply under the scheme; declare you have a disability; and meet the minimum requirements for the job. For more information visit: <https://www.apsc.gov.au/recruitability>. This initiative/program is only applicable where the successful applicant will be employed under the Public Service Act 1999. Similar conditions may apply when employed under other Acts. For clarification please contact the agency.

About the Department of Defence

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To Apply

Position Contact	Jack Trippett, 0427 196 003
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=82B662E8-254E-662E-7A46-E47

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Defence

Vacancy VN-0765848

Department of Defence

Closing Date: Friday 30 January 2026

Capability Acquisition and Sustainment Group
Joint Systems

Job Title	Communications Technician - Strategic High Frequency Communications (SHFC) - IC3SPO
Job Type	Full-Time, Ongoing
Location	Campbell ACT
Salary	\$95,187 - \$108,734
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	On Site
Office Arrangement Details	Defence is committed to supporting workplace flexibility. Please contact the contact officer for further details.
Classification	APS Level 6
Position Number	CASG/09103/25
Agency Website	

Job Description <https://defencecareers.nga.net.au/?jati=8B713D11-8323-EC85-74EC-E47B0A35F333>

Duties

The Role

As a Communications Technician for Strategic High-Frequency Communications (SHFC), you will support technical assurance activities for high-frequency (HF) communication systems. Your responsibilities include reviewing technical documentation, assessing compliance with Defence standards, and contributing to risk identification and mitigation across the capability lifecycle. You will ensure technical integrity by applying established processes and governance frameworks, supporting configuration control, and validating system performance against specified requirements. This role requires a sound understanding of communication principles, attention to detail in technical assessments, and the ability to work within structured engineering governance processes.

About our Team

The Strategic High-Frequency Communications (SHFC) Team delivers critical communications capabilities to the Australian Defence Force (ADF), combining procurement, sustainment, and innovation to support operational readiness. The team operates collaboratively across Defence and industry, ensuring alignment with the Capability Manager's objectives and broader organisational goals.

With a focus on achieving outcomes specified in Materiel Acquisition Agreement, the team ensures delivery within defined budgets, schedules, and performance standards. Employing best practice project management and governance frameworks, the SHFC Team prioritises efficiency, effectiveness, and value for money while meeting contractual and policy obligations.

The team fosters a culture of communication and collaboration, integrating expertise across technical, operational, and strategic domains. By maintaining strong partnerships with Defence customers, Capability Acquisition & Sustainment Group (CASG) elements, and industry stakeholders, the SHFC Team ensures seamless delivery of enhanced HF capabilities that meet Defence requirements, support mission success, and drive continuous improvement.

Our Ideal Candidate

Our ideal candidate has experience in communications engineering or technical assurance, with strong analytical skills and the ability to interpret technical packages and standards. You should be comfortable working in structured Defence frameworks, engaging with stakeholders, and contributing to continuous improvement. Attributes such as precision, problem-solving ability, and effective communication are essential.

Eligibility

Security Clearance:

Applicants must be able to obtain and maintain a security clearance at “Negative Vetting Level 1”.

Mandatory Qualifications:

This engineering position requires a Bachelor of Engineering from an Australian institution, or a qualification gained elsewhere, that satisfies the requirements of the Washington Accord for recognition as a Professional Engineer.

Notes

RecruitAbility applies to this vacancy. Under the RecruitAbility scheme you will be invited to participate in further assessment activity for the vacancy if you choose to apply under the scheme; declare you have a disability; and meet the minimum requirements for the job. For more information visit: <https://www.apsc.gov.au/recruitability>. This initiative/program is only applicable where the successful applicant will be employed under the Public Service Act 1999. Similar conditions may apply when employed under other Acts. For clarification please contact the agency.

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To Apply

Position Contact	Olivia Anson, 02 5130 2586
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=8B713D11-8323-EC85-74EC-E47

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Defence

Vacancy VN-0765856

Department of Defence

Closing Date: Friday 30 January 2026

Capability Acquisition and Sustainment Group
 Joint Systems

Job Title	Project Scheduler - JP9101 - IC3SPO
Job Type	Full-Time, Ongoing
Location	Campbell ACT
Salary	\$95,187 - \$108,734
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	On Site
Office Arrangement Details	Defence is committed to supporting workplace flexibility. Please contact the contact officer for further details.
Classification	APS Level 6
Position Number	CASG/09104/25
Agency Website	

Job Description

<https://defencecareers.nga.net.au/?jati=09E74F8A-A1AF-B3E7-DE92-E47B0ACBB4C7>

Duties

The Role

As a Project Scheduler for Joint Project 9101 Phase 1 (JP9101), you will be responsible for developing, maintaining, and assuring project schedules that support delivery of the Strategic High-Frequency Communications (SHFC) capability. Your role includes coordinating schedule performance, identifying risks and opportunities, and providing advice to enable informed decision-making. You will ensure compliance with Defence governance frameworks and contribute to planning and reporting activities that underpin program success. This position requires strong knowledge of scheduling principles, proficiency with scheduling tools, and the ability to operate within structured project management processes to support capability outcomes

About our Team

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Employing best practice project management and governance frameworks, the SHFC Team prioritises efficiency, effectiveness, and value for money while meeting contractual and policy obligations. The team fosters a culture of communication and collaboration, integrating expertise across technical, operational, and strategic domains. By maintaining strong partnerships with Defence customers, Capability Acquisition & Sustainment Group (CASG) elements, and industry stakeholders, the SHFC Team ensures seamless delivery of enhanced HF capabilities that meet Defence requirements, support mission success, and drive continuous improvement.

Our Ideal Candidate

Our ideal candidate has experience in project scheduling within complex or Defence environments, with strong analytical skills and attention to detail. You should be able to develop and maintain integrated schedules, assess performance, and provide clear recommendations. Attributes such as problem-solving ability, stakeholder engagement, and effective communication are essential. Experience in project management or scheduling, experience with tools such as Primavera or MS Project, and eligibility for a security clearance will be highly regarded

Eligibility

Security Clearance:

Applicants must be able to obtain and maintain a security clearance at "Negative Vetting Level 1".

Notes

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To Apply

Position Contact	Olivia Anson, 02 5130 2586
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=09E74F8A-A1AF-B3E7-DE92-E4

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Defence

Vacancy VN-0765858

Department of Defence

Closing Date: Monday 19 January 2026

Army
Aviation Command

Job Title	Information and Records Management Officer
Job Type	Full-Time, Ongoing
Location	Townsville QLD
Salary	\$79,176 - \$86,438
Future Merit Locations	Townsville
Office Arrangement	On Site
Office Arrangement Details	Defence is committed to supporting workplace flexibility. Please contact the contact officer for further details.
Classification	APS Level 4
Position Number	ARMY/09703/25
Agency Website	

Job Description <https://defencecareers.nga.net.au/?jati=E9E78B5C-D86C-1F45-91F3-E479DFB046C2>

Duties

The Role

The APS 4 Information and Records Management Officer is accountable under limited direction to perform and achieve moderately complex information and records management work within an integrated workforce. They are accountable to have a good understanding of and compliance to relevant legislative frameworks, government decision-making and Defence’s mission and policy requirements.

The position holder is responsible for the management and distribution of aviation related technical publications and documents, within an Army aviation unit. The position holder is also responsible for auditing these documents in accordance with current Defence Instructions.

Daily tasks include, but are not limited to, the following:

- Management of the Technical and Aircrew Publications Library in both hardcopy and electronic format. Involving issue, reproduction, recording and distribution of publications, associated amendments, Airworthiness Directives (eg. Special Technical Instructions) and Foreign Source Data, using the Microsoft Office suite of software.

- Ensuring all mobile devices (laptops/Toughbooks) containing aviation maintenance and aircrew procedural data are maintained and updated with the most current publication version/s and supporting software.
- Perform information and records management activities in accordance with relevant legislative and Defence policies.
- Maintain security classified information material in accordance with Defence requirements.
- Physical records management requirement where required. Eg Aircrew checklist.
- Amendment of local digital records within the Aviation Documents (AVDOCS) delivery platform as require to support unit needs.
- Workgroup Coordinator access within Objective to support Information and Record Management.
- Conducting scheduled and unscheduled audits of technical publication holdings, including Interactive Electronic Technical Publications.
- The actioning of Special Publication Instructions.

The successful applicant should possess an ability to work autonomously to achieve required outcomes, while maintaining an ability to interact and cooperate with other stakeholders as part of normal duties. The applicant should also possess the ability to assimilate information, conform to process standards, adapt to changes and contribute towards innovation and continual improvement.

About our Team

The successful applicant will experience the satisfaction of working within a professional, dynamic and safety focused organisation, including exposure to highly technical aviation assets and interaction with highly trained maintenance and operational staff. The successful applicant will be working as part of the integrated aviation team, through management of key procedural information.

Our Ideal Candidate

To be successful in this role you will have:

- Demonstrated experience in using the Microsoft Office suite of software.
- Strong interpersonal skills with the ability to communicate clearly and with influence.
- The ability to be responsive to changing priorities in a positive and flexible manner within an environment of competing priorities and deadlines.
- The ability to harness information and an innovative approach to work to support strategic direction.
- A willingness to work independently and collaboratively as part of a high performing team in a Joint operationally focused headquarters.
- The applicant should also possess the ability to assimilate information, conform to process standards, adapt to changes and contribute towards innovation and continual improvement.

Eligibility

Security Clearance:

Applicants must be able to obtain and maintain a security clearance at Negative Vetting Level 1.

Notes

RecruitAbility applies to this vacancy. Under the RecruitAbility scheme you will be invited to participate in further assessment activity for the vacancy if you choose to apply under the scheme; declare you have a disability; and meet the minimum requirements for the job. For more information visit: <https://www.apsc.gov.au/recruitability>. This initiative/program is only applicable where the successful applicant will be employed under the Public Service Act 1999. Similar conditions may apply when employed under other Acts. For clarification please contact the agency.

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To Apply

Position Contact	Jeffrey Peachey, 07 4430 1132
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=E9E78B5C-D86C-1F45-91F3-E4

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Defence

Vacancy VN-0765861

Department of Defence

Closing Date: Thursday 22 January 2026

Capability Acquisition and Sustainment Group
Joint Aviation Systems Division

Job Title	Compliance Assurance Specialist
Job Type	Full-Time, Ongoing
Location	Nowra NSW
Salary	\$95,187 - \$108,734
Future Merit Locations	Nowra
Office Arrangement	On Site;Flexible
Office Arrangement Details	Defence is committed to supporting workplace flexibility. Please contact the contact officer for further details.
Classification	APS Level 6
Position Number	CASG/09566/25
Agency Website	

Job Description <https://defencecareers.nga.net.au/?jati=EE8F0536-21F7-836B-29FB-E479E011AC90>

Duties

The Role

Working within a small team of specialists providing technical governance, and assurance expertise in support of key Navy and Army aviation capabilities.

Duties include support and services in the areas of:

- Perform Military Airworthiness Reviews and issue Military Airworthiness Review Certificates on Navy managed aircraft;
- Perform governance and oversight of External aircraft maintenance service providers;
- Perform governance and oversight of Navy Aviation procedures and processes;
- Review Maintenance, Technical, Engineering reporting, data and information;
- Review Legislative, regulatory and policy compliance documents; and
- Provide Technical advice in support of Defence contracts.

About our Team

Navy Aviation System Program Office (NASPO) within Capability Acquisition and Sustainment Group is responsible for supporting current Navy Aviation capabilities while developing and supporting new technologies into the future.

TESSU is a specialised aviation engineering team embedded within NASPO who are responsible for providing core-engineering design and engineering support services for NASPO managed Aviation platforms. TESSU comes under direct management of the NASPO Chief Engineer and provides the central engineering resources for NASPO to provide Defence Aviation Safety Authority (DASA) authorised Rotary Wing Design Organisation services (Part 21J) to the Navy Fleet Air Arm.

Our Ideal Candidate

The ideal candidate will have:

- The ability to apply their knowledge and experience in problem solving, self-management and teamwork to provide recommendations on process adherence and improvement;
- Demonstrated experience in aviation maintenance engineering industry either in a mechanical or avionics stream meeting the requirements to issue of a Military Airworthiness Review Certificate;
- Demonstrated understanding of, and experience working within, an auditing an engineering and/or technical quality management system; and
- The ability to analyse information for continuous improvement opportunities, resolve problems, and implement alternative course of action.

Eligibility

Security Clearance:

Applicants must be able to obtain and maintain a security clearance at “Negative Vetting Level 1”.

Mandatory Qualifications:

This technical position requires the individual to have obtained a recognised Australian Qualifications Framework (AQF) Level 6 qualification in a relevant technical domain or relevant skills and work experience such that an individual can reasonably achieve a recognised AQF qualification if required by the position.

Notes

RecruitAbility applies to this vacancy. Under the RecruitAbility scheme you will be invited to participate in further assessment activity for the vacancy if you choose to apply under the scheme; declare you have a disability; and meet the minimum requirements for the job. For more information visit: <https://www.apsc.gov.au/recruitability>. This initiative/program is only applicable where the successful applicant will be employed under the Public Service Act 1999. Similar conditions may apply when employed under other Acts. For clarification please contact the agency.

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To Apply

Position Contact	Stephen Bates, 02 4449 5424
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=EE8F0536-21F7-836B-29FB-E47

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Defence

Vacancy VN-0765896

Department of Defence

Closing Date: Thursday 22 January 2026

Army
 2nd Division

Job Title	Administration Officer
Job Type	Full-Time, Ongoing
Location	Ballarat VIC
Salary	\$69,898 - \$77,016
Future Merit Locations	Ballarat
Office Arrangement	On Site
Office Arrangement Details	Defence is committed to supporting workplace flexibility. Please contact the contact officer for further details.
Classification	APS Level 3
Position Number	ARMY/09543/25
Agency Website	

Job Description <https://defencecareers.nga.net.au/?jati=C883D853-9549-B13D-C694-E47A93A8C464>

Duties

The Role

The Administration Officer provides essential support to the 8/7 Royal Victoria Regiment by delivering high-quality administrative, personnel, and governance services. The role requires strong organisational skills, attention to detail, and the ability to work effectively in a dynamic military environment.

Key duties:

- Managing correspondence and records.
- Maintaining personnel data in Defence systems.
- Coordinating meetings and training schedules.
- Assisting with finance and procurement processes.

About our Team

The 8/7 Royal Victoria Regiment administration team provides critical administrative, governance, and personnel support to ensure the operational readiness of the unit. Our core functions include managing personnel records, coordinating training and operational activities, maintaining compliance with Defence policies, and delivering finance and procurement support.

We work closely with military staff, APS colleagues, and external stakeholders to enable effective planning and execution of unit tasks. By ensuring accurate information management, timely reporting, and efficient administrative processes, the team underpins the Regiment's ability to meet its capability objectives and support Army's broader mission of defending Australia and its national interests.

Our Ideal Candidate

We are seeking a highly organised and proactive individual with strong attention to detail and the ability to manage competing priorities in a dynamic environment. The ideal candidate will have demonstrated experience in administrative support, including records management, personnel administration, and coordination of meetings and training activities.

Proficiency in Microsoft Office. Excellent written and verbal communication skills, sound judgement, and the ability to maintain confidentiality are essential. You will be a team player who can build positive relationships with stakeholders, adapt to changing priorities, and contribute to process improvements. A commitment to compliance, accuracy, and delivering high-quality outcomes will ensure success in this role.

Eligibility

Security Clearance:

Applicants must be able to obtain and maintain a security clearance at Negative Vetting Level 1.

Notes

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To Apply

Position Contact	Stephanie Moncur, 0417 140 107
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=C883D853-9549-B13D-C694-E47

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Defence

Vacancy VN-0765904

Department of Defence

Closing Date: Thursday 22 January 2026

Security and Estate Group
Service Delivery Division

Job Title	Zone Operations and Coordination Officer
Job Type	Full-Time, Ongoing
Location	Melbourne VIC
Salary	\$86,887 - \$93,066
Future Merit Locations	Melbourne
Office Arrangement	Flexible
Office Arrangement Details	Defence is committed to supporting workplace flexibility. Please contact the contact officer for further details.
Classification	APS Level 5
Position Number	SEG/09123/25
Agency Website	

Job Description <https://defencecareers.nga.net.au/?jati=D3DBE93E-7496-5162-403C-E47A93ACF10C>

Duties

The Role

You will work under limited direction, whilst organising your own workload and making self-governing decisions that relate to your area of responsibility.

We are looking for someone who is accountable, proactive, and meets deadlines within complex procedural, operational, and administrative work environments.

We invite you to apply if:

- You are solutions-focused in a service delivery environment.
- Can provide procedural and policy advice with a high degree of attention to detail and tailor your approach to different stakeholders.
- Possess highly developed interpersonal skills with the ability to forge relationships at all levels.

About our Team

Our mission is to enable Defence capability by working in partnership with our clients to deliver integrated services through a highly capable workforce.

We support the Australian Defence Force and other Defence enabling Groups in meeting their capability and corporate objectives and play a leading role in integrating service delivery to better align with our One Defence model.

The Zone Operations and Coordination (ZOC) team provide administrative support, policy guidance, and centralised business co-ordination to the various teams across the South East Zone within Service Delivery Division.

Some of the functions performed by the ZOC include; workforce planning, learning and development, finance, information management, ministerial and media enquiries. You will be part of a proactive and dynamic team that is trusted, proven and regarded as contributing to the positive service delivery culture.

If you are looking for an opportunity to make a real difference and contribute to a high-performance team where no two days are the same, please engage with the contact officer to discuss this opportunity further

Our Ideal Candidate

To be successful within this role, you will have experience operating within an integrated workforce, focusing on end-to-end support of projects and tasks across multiple teams, each with competing priorities.

You put people first and understand that to achieve results you need an equal mix of emotional intelligence and policy-based communication.

Our ideal candidate possesses curiosity and a strong work ethic, anticipating the needs of customers and taking the initiative in finding appropriate solutions.

Our ideal candidate will:

- Follow direction under limited supervision.
- Excel in working in ambiguous and rapidly changing environments.
- Be self-motivated and organized.
- Have a strong work ethic.
- Thrive in a high tempo environment, adapting to changes as they occur.
- Have resilience and personal drive.
- Manage competing priorities and meet deadlines while maintaining attention to detail.
- Have a solutions and outcomes focused mindset.
- Have sound verbal, written and negotiation skills.
- Possess strong skills across the Microsoft suite
- Demonstrate initiative and sound judgement to interpret and apply policy.

Eligibility

Security Clearance:

Applicants must be able to obtain and maintain a security clearance at “Baseline Vetting”.

Notes

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To Apply

Position Contact	Michael Falloon, 0400 372 529
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=D3DBE93E-7496-5162-403C-E4

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Defence

Vacancy VN-0765968

Department of Defence

Closing Date: Thursday 29 January 2026

Security and Estate Group
Defence Security

Job Title	Financial Analyst
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	\$95,187 - \$108,734
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible
Office Arrangement Details	Defence is committed to supporting workplace flexibility. Please contact the contact officer for further details.
Classification	APS Level 6
Position Number	SEG/06514/25
Agency Website	

Job Description <https://defencecareers.nga.net.au/?jati=7419469C-3F18-6E5D-BD78-E47B098DE5DB>

Duties

The Role

AGSVA is seeking an outstanding APS 6 Finance Officer to deliver high quality finance outcomes to Defence and whole-of-government clients and stakeholders within the AGSVA vetting operations service delivery environment.

Duties of the position include but are not limited to:

- Contribute to a high performing team, and work independently with the opportunity for reasonable autonomy and accountability for the achievement of outcomes with the team.
- Assist AGSVA finance team in preparation and maintenance of AGSVA cost model. Prior experience in cost modelling are highly desirable.

- Accountable to set work priorities and manage workflows, and are expected to be capable of building team capability through coaching, feedback and developing the quality of work undertaken by others within the team.
- Drawing upon Finance experience and expertise, provide detailed professional advice in relation to complex work, and contribute to strategic planning, developing strategies, and evaluating business outcomes.
- Considerable level of stakeholder engagement and liaison with a wide range of stakeholders in relation to complex issues.
- Budget management, financial analysis, cost recovery, cost modelling and meeting financial deadlines given internally and by Defence Finance Group.
- Identify opportunities for continuous improvement.
- Build, sustain and encourage productive working relationships with a wide range of stakeholders to influence decisions and ensure alignment with broader Defence objectives.
- Excellent people management. This position has people management responsibility and you will be required to exercise your people management skills and knowledge, to lead a high performing and cohesive team.
- Excellent customer service. This position has customer service responsibilities in cost recovery.

About our Team

The Australian Government Security Vetting Agency (AGSVA) is the central authority responsible for processing and granting security clearances across most Australian Government departments, as well as state and territory agencies. We are seeking an APS 6 Finance Officer to join our Finance and Cost Recovery Team within the Business Enablement Directorate.

This is a dynamic and fast-paced team, that plays a key role in shaping and building a modern AGSVA aligned with Government priorities and strategies. As part of a collaborative and highly respected team, you will contribute to a positive service delivery culture in a high-tempo environment, where trust, professionalism, and strategic thinking are valued.

Our Ideal Candidate

Our ideal candidate will have the following skills and attributes:

- Ability to operate and produce high quality outcomes in a fast-paced environment with competing priorities.
- Stakeholder skills including being able to identify, anticipate and respond to stakeholders' needs and expectations to achieve AGSVA outcomes.
- Ability to prepare briefs and papers in accordance with government writing standards.
- Exceptional results orientation, resilience and a positive approach to issues resolution.
- Excellent interpersonal and analytical skills with the ability to manage competing requirements.
- Strong initiative based on sound judgement.
- Excellent people management. This position has people management responsibility and as such you will be required to exercise your people management skills and knowledge to lead a high performing and cohesive team.

- Excellent customer service.

Eligibility

Security Clearance:

Applicants must be able to obtain and maintain a security clearance at “Baseline Vetting” level.

Notes

RecruitAbility applies to this vacancy. Under the RecruitAbility scheme you will be invited to participate in further assessment activity for the vacancy if you choose to apply under the scheme; declare you have a disability; and meet the minimum requirements for the job. For more information visit: <https://www.apsc.gov.au/recruitability>. This initiative/program is only applicable where the successful applicant will be employed under the Public Service Act 1999. Similar conditions may apply when employed under other Acts. For clarification please contact the agency.

About the Department of Defence

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To Apply

Position Contact	Nidhi Prasad, 02 6203 6950
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=7419469C-3F18-6E5D-BD78-E47

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Defence

Vacancy VN-0766019

Department of Defence

Closing Date: Friday 30 January 2026

Capability Acquisition and Sustainment Group
Joint Systems

Job Title	Project Manager - Strategic High Frequency Communications (SHFC) - Multiple Positions - IC3SPO
Job Type	Full-Time, Ongoing
Location	Campbell ACT
Salary	\$95,187 - \$108,734
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	On Site
Office Arrangement Details	Defence is committed to supporting workplace flexibility. Please contact the contact officer for further details.
Classification	APS Level 6
Position Number	CASG/09101/25
Agency Website	

Job Description <https://defencecareers.nga.net.au/?jati=A21A5288-1595-5B75-8411-E47B44C5F20E>

Duties

The Role

As a Project Manager within the Strategic High-Frequency Communications (SHFC) program and Joint Project 09101 Phase 01 (JP9101), you will manage complex project activities across the capability lifecycle. You will be accountable for planning, coordinating, and delivering project outcomes in accordance with Defence governance frameworks, policies, and standards. Key responsibilities include managing schedule, risk, budget, and resources; preparing briefings, submissions, and reports; and ensuring compliance with legislative and regulatory requirements. This role requires strong stakeholder engagement skills, the ability to communicate with influence, and sound judgement in applying project management methodologies. You will contribute to strategic planning, resolve issues through analysis of alternatives, and develop strategies to achieve project objectives.

About our Team

The Strategic High-Frequency Communications (SHFC) Team delivers critical communications capabilities to the Australian Defence Force (ADF), combining procurement, sustainment, and innovation to support operational readiness. The team operates collaboratively across Defence and industry, ensuring alignment with the Capability Manager's objectives and broader organisational goals. With a focus on achieving outcomes specified in Materiel Agreements, the team ensures delivery within defined budgets, schedules, and performance standards.

Employing best practice project management and governance frameworks, the SHFC Team prioritises efficiency, effectiveness, and value for money while meeting contractual and policy obligations. The team fosters a culture of communication and collaboration, integrating expertise across technical, operational, and strategic domains. By maintaining strong partnerships with Defence customers, Capability Acquisition & Sustainment Group (CASG) elements, and industry stakeholders, the SHFC Team ensures seamless delivery of enhanced HF capabilities that meet Defence requirements, support mission success, and drive continuous improvement.

Our Ideal Candidate

Our ideal candidate has experience in project management within Defence or complex technical environments. You should demonstrate the ability to manage multiple priorities, interpret policy, and lead project activities to achieve defined outcomes. Attributes such as initiative, analytical thinking, and effective stakeholder engagement are essential. Experience in project planning, risk management, and governance frameworks will be highly regarded. Eligibility for a security clearance and strong communication skills are critical to success in this role.

Eligibility

Security Clearance:

Applicants must be able to obtain and maintain a security clearance at “Negative Vetting Level 1”.

Notes

RecruitAbility applies to this vacancy. Under the RecruitAbility scheme you will be invited to participate in further assessment activity for the vacancy if you choose to apply under the scheme; declare you have a disability; and meet the minimum requirements for the job. For more information visit: <https://www.apsc.gov.au/recruitability>. This initiative/program is only applicable where the successful applicant will be employed under the Public Service Act 1999. Similar conditions may apply when employed under other Acts. For clarification please contact the agency.

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To Apply

Position Contact	Olivia Anson, 02 5130 2586
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=A21A5288-1595-5B75-8411-E471

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Defence

Vacancy VN-0766040

Department of Defence

Closing Date: Sunday 18 January 2026

Capability Acquisition and Sustainment Group
 Aerospace Systems

Job Title	Contracts Officer
Job Type	Full-Time, Ongoing
Location	Amberley QLD
Salary	\$86,887 - \$93,066
Future Merit Locations	Amberley
Office Arrangement	On Site;Hybrid
Office Arrangement Details	Defence is committed to supporting workplace flexibility. Please contact the contact officer for further details.
Classification	APS Level 5
Position Number	CASG/09342/25
Agency Website	

Job Description <https://defencecareers.nga.net.au/?jati=385EEFC2-46EF-A18E-8F3C-E47B81379DFC>

Duties

The Role

Join the Air Combat Electronic Attack System Program Office (ACEASPO) as an APS 5 Contracts Officer, and contribute to delivering critical procurement and contract management outcomes that sustain the Super Hornet and Growler capabilities for Defence.

In this role, you will work independently under the broad guidance of Contract Managers. As a Contracts Officer, you will be responsible for managing contract administration and procurement tasks associated with the management of prime local and international contracts, ranging from straightforward activities to more complex assignments delegated by Contract Managers.

Your responsibilities will include:

- Assisting Contract Managers with contract administration tasks ie. preparing documentation for contract changes, creating purchase orders, processing invoices, and accurate records management and maintenance;
- Managing contract performance reporting, including reviewing monthly contractor performance surveys and performance data;
- Overseeing contract governance and assurance activities, including reviewing contract deliverables and drafting feedback to contractors;
- Supporting procurement activities by drafting and progressing commercial artefacts in accordance with policy and legislation; and
- Ensuring compliance with Commonwealth procurement frameworks and statutory reporting requirements.

About our Team

As part of the ACEASPO Commercial Team, you will have the opportunity to work closely with leading Industry Partners and contribute to the delivery of relevant and ready Air Combat Electronic Attack capabilities for the joint force. The Commercial Team is a key part of the Business Management Unit within ACEASPO, and is responsible for delivering a range of business, commercial, financial, and budgetary services.

Join our small, specialised, and dedicated team and make a real impact on a daily basis.

This role offers a unique opportunity to work at RAAF Base Amberley, located near Ipswich in QLD.

Apply today and be a part of a dynamic and supportive team committed to defending Australia and its national interests.

Our Ideal Candidate

We are seeking a motivated, organised and resilient team player who will apply their extensive commercial experience to enable and support a number of key activities while supporting the delivery of commercial business improvement goals across the ACEA Enterprise.

Our ideal candidate is engaging and a self-starter, while being someone who thrives in a dynamic business environment. You will be able to apply a high level of initiative and importantly demonstrate accountability in the work undertaken. You will need to draw accurate, evidence-based conclusions, providing detailed professional advice in relation to complex contract management issues. The Contracts Officer will be required to assess and report on contractual, financial and budgetary performance.

You will be able to demonstrate:

- An excellent level of stakeholder engagement skills and the ability to liaise with stakeholders in relation to complex issues to identify, anticipate and respond to stakeholder needs and expectations to achieve work, unit and Defence outcomes;
- Contract management knowledge, assurance and expertise as a means to provide excellent service and to uphold our strong relationship with our Industry Partners;
- The ability to monitor and manage contract administration, performance and risks against the contracts, and contribute to implementing appropriate action;
- The ability to exercise both initiative and judgement in the interpretation of contracts, policy and in the application of practices and procedures;
- Sound knowledge of, and compliance with, Commonwealth legislative frameworks, government decision making and Defence's mission and policy requirements;
- The ability to work independently with the opportunity for reasonable autonomy and accountability for the achievement of outcomes of your work; and
- A willingness to learn and to work in, and contribute towards, a team environment.

Eligibility

Security Clearance

Applicants must be able to obtain and maintain a security clearance at "Negative Vetting Level 1".

Notes

RecruitAbility applies to this vacancy. Under the RecruitAbility scheme you will be invited to participate in further assessment activity for the vacancy if you choose to apply under the scheme; declare you have a disability; and meet the minimum requirements for the job. For more information visit: <https://www.apsc.gov.au/recruitability>. This initiative/program is only applicable where the successful applicant will be employed under the Public Service Act 1999. Similar conditions may apply when employed under other Acts. For clarification please contact the agency.

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workers, IT specialists and contract managers to name a few. We offer a rewarding career that includes professional development, work-life balance, recognition, a flexible and supportive work environment and a diverse workforce. To find out more about a career with Defence please visit <https://www.defence.gov.au/jobs-careers>

To Apply

Position Contact	Sharon Fullarton, 07 5361 8268
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=385EEFC2-46EF-A18E-8F3C-E4

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Defence

Vacancy VN-0766042

Department of Defence

Closing Date: Monday 26 January 2026

ARMY
 ADFHQ-Office of Chief of Army

Job Title	Media & Communications Officer
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	\$95,187 - \$108,734
Future Merit Locations	Canberra
Office Arrangement	On Site;Flexible
Office Arrangement Details	Defence is committed to supporting workplace flexibility. Please contact the contact officer for further details.
Classification	APS Level 6
Position Number	ARMY/09944/25
Agency Website	

Job Description <https://defencecareers.nga.net.au/?jati=3E82CB57-21F3-D12A-1383-E47B813DD1B7>

Duties

The Role

An APS6 Media and Communication Officer will be required to:

- **Strategic Advice:** Provide expert guidance on the design, development, and implementation of communication plans and media products;
- **Media Engagement:** Respond promptly to media enquiries and support stakeholders in managing media interactions;
- **Content Creation:** Tell Army's story through news articles, social media posts, and media releases;
- **Risk Management:** Identify risks and opportunities, incorporating these into planning and decision-making;
- **Relationship Building:** Develop and maintain strong, collaborative relationships with stakeholders and subject matter experts;
- **Strategic Alignment:** Ensure all communication activities align with Defence priorities and the broader strategic environment.

About our Team

The Communications Office within Army's Land Capability Division (Chief of Staff Branch) provides strategic media and communication support across the Capability System, delivering internal and external messaging that reflects the Department of Defence's mission and values.

The successful candidate will work as part of a collaborative and innovative team, interacting with a variety of stakeholders and business areas within Defence. In a fast-paced environment, the team delivers initiative and attention to detail, with the ability to review and adjust priorities and work activities to effectively tell Army's story.

Our Ideal Candidate

Our ideal candidate will possess:

- Proven experience as a communication specialist (including strategy development);
- Effective written and verbal communication skills;
- Knowledge and understanding of the Australian media landscape;
- An ability to work collaboratively while managing competing priorities.

Eligibility

Security Clearance:

Applicants must be able to obtain and maintain a security clearance at "Negative Vetting Level 1".

Notes

RecruitAbility applies to this vacancy. Under the RecruitAbility scheme you will be invited to participate in further assessment activity for the vacancy if you choose to apply under the scheme; declare you have a disability; and meet the minimum requirements for the job. For more information visit: <https://www.apsc.gov.au/recruitability>. This initiative/program is only applicable where the successful applicant will be employed under the Public Service Act 1999. Similar conditions may apply when employed under other Acts. For clarification please contact the agency.

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To Apply

Position Contact	Peta Dixon, 02 5108 8142
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=3E82CB57-21F3-D12A-1383-E47

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Defence

Vacancy VN-0766043

Department of Defence

Closing Date: Thursday 22 January 2026

Defence People Group
Joint Support Services

Job Title	Family Liaison Officer
Job Type	Full-Time, Non-Ongoing
Location	Hmas Cerberus VIC
Salary	\$79,176 - \$86,438
Future Merit Locations	Hmas Cerberus
Office Arrangement	On Site;Flexible
Office Arrangement Details	Defence is committed to supporting workplace flexibility. Please contact the contact officer for further details.
Classification	APS Level 4
Position Number	DPG/09925/25
Agency Website	

Job Description <https://defencecareers.nga.net.au/?jati=30378B13-48F2-490B-B65B-E47B815C7D1B>

Duties

The Role

As a Family Liaison Officer you will be an integral part of the Defence Members and Family Support (DMFS) Cerberus team and be at the forefront of helping Defence families connect and engage with their wider community and other Defence families. The Family Liaison Officer role includes:

- Engagement with Defence families, key stakeholders and the wider community
- Organising and facilitating social functions to promote networking amongst Defence families and the wider community
- Using innovation and creative ways to promote and deliver DMFS programs and events
- Providing information and advice about local community resources and services
- Participating in Command and Unit facilitated events and functions for families
- Building knowledge of community services and engaging with service providers to inform them of the needs of defence families
- Working as part of a dynamic and multidisciplinary team

About our Team

Defence Member and Family Support Branch (DMFS), Directorate of Regional Engagement offers a broad range of programs and services to help Commanders, Australian Defence Force members and their families manage the military way of life. DMFS supports Defence families' self-reliance and increases the capacity of the wider community to support the needs of Defence families.

The Family Liaison Officer Cerberus position will form part of the Victoria/ Tasmania team that consists of Defence Social Workers, Military Support Officers, an Educational Liaison Officer and Business Support Officer. DMFS Victoria/ Tasmania covers Melbourne, Puckapunyal, Sale, HMAS Cerberus and Tasmania. We work collaboratively to provide crisis support, advice to Commanders, referrals to external agencies, information on local services, education advice and general information on Defence matters. DMFS has a suite of programs and services that support ADF families navigating the Defence lifestyle.

The workplace environment requirements for this role include; computer use, generic screen based, sitting at a desk, working in a customer service environment, facilitating events at a range of different venues in the local community and on Base and travel across the Victoria/Tasmania region.

Our Ideal Candidate

We are looking for who can use their initiative to provide innovative ways to engage with Defence families to help connect them with the local community. Strong stakeholder engagement is required. Our ideal candidate will be a team player with strong organisational skills. Excellent communication is a must as well as liaising and event planning skills to promote Defence family events including setting and packing up. The candidate must be able to coordinate functions; prioritise; work independently and demonstrate an understanding of confidentiality. Some after hours and weekend work is required.

Eligibility

Security Clearance:

Applicants must be able to obtain and maintain a security clearance at "Baseline Vetting".

Notes

RecruitAbility applies to this vacancy. Under the RecruitAbility scheme you will be invited to participate in further assessment activity for the vacancy if you choose to apply under the scheme; declare you have a disability; and meet the minimum requirements for the job. For more information visit: <https://www.apsc.gov.au/recruitability>. This initiative/program is only applicable where the successful applicant will be employed under the Public Service Act 1999. Similar conditions may apply when employed under other Acts. For clarification please contact the agency.

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To Apply

Position Contact	Samantha Black, 0408 622 388
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=30378B13-48F2-490B-B65B-E47

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Defence

Vacancy VN-0766054

Department of Defence

Closing Date: Thursday 22 January 2026

Guided Weapons and Explosive Ordnance Group
 GWEO Delivery Division

Job Title	Project Support Officer
Job Type	Full-Time, Ongoing
Location	Brindabella Business Park ACT
Salary	\$95,187 - \$108,734
Future Merit Locations	Brindabella Business Park
Office Arrangement	On Site
Office Arrangement Details	Defence is committed to supporting workplace flexibility. Please contact the contact officer for further details.
Classification	APS Level 6
Position Number	GWEO/09879/25
Agency Website	

Job Description <https://defencecareers.nga.net.au/?jati=A2D63B17-DFB7-ABAB-2E14-E47C332E25A6>

Duties

The Role

There are two Project Support Officer (PSO) roles available under this recruitment. One role will provide workforce and resource management support and the other will support budget and finance management activities.

However, these roles do not limit their scope and responsibilities and incumbents may be required to assist on other project or program activities.

APS6 – PSO – Workforce/ Resource Management

Position Responsibilities include:

- Personnel and resource management, organisation administration, position data & reporting;
- Contractor management, including contract establishment, maintenance and monthly reporting;
- Recruitment management (on-boarding & off-boarding);
- Support with exit interviews and data collection;
- General project and program support activities.

APS6 – PSO – Finance

Position Responsibilities include:

- Budget management activities including preparation of budget estimates;
- Enterprise Resource Planning (ERP) activities including creating purchase orders, processing transactions etc;
- Drafting financial reports and analysing data.

These roles have been identified as requiring access to International Traffic in Arms Regulations (ITAR) controlled technologies. The ITAR is United States (US) law that controls the manufacture, sale, use and access of defence and military end-use articles on the United States Munitions List. It is the policy of the US to deny exports of ITAR controlled technologies to proscribed countries. This may also apply to access by persons who hold or have held a citizenship, or current permanent residency, of said countries. Defence utilises workforce mechanisms to mitigate these restrictions, which will require applicants to provide details of all current citizenships and permanent residencies, as well as previously held citizenships. Defence collects citizenship details to confirm an applicant's eligibility for the role and to maintain compliance with international obligations.

About our Team

Guided Weapons and Explosive Ordnance Group (GWEO) Maritime & Maintenance Branch is part of the Guided Weapons & Explosive Ordnance Systems Division. Our team consists of various disciplines (including engineering, project management, commercial, logistics, and corporate enabling services). We are located in Canberra, Penrith, Amberley, Melbourne, Stirling and the US, and our focus is to acquire and sustain guided weapons and munitions for the Australian Defence Force.

GWEO Maritime & Maintenance Branch is dedicated to providing our staff with a diverse, manageable, favourable work-life balance, and we support flexible working arrangements. We will also invest in your training and development to ensure your time with us is deeply rewarding, both personally and professionally. We are committed to achieving a workplace culture that is inclusive and diverse; one that directly reflects the needs and scope of Defence's varied operational requirements.

Our people are capable, innovative, committed and diverse. We support an inclusive culture that emphasises respect and collaboration.

In GWEO Maritime and Maintenance Branch, you will enjoy experiences and opportunities that, as an APS employee, you simply would not get with any other organisation. Other benefits include:

- 15.4% superannuation;
- Access to personalised professional development pathways, including opportunities for Defence-funded post-graduate study;
- Additional leave days between Christmas and New Year;
- Focus on work/life balance; and
- Salary sacrifice opportunities.

Our Ideal Candidate

Our ideal candidate will possess:

- Subject matter expertise in workforce or finance;
- Be accountable and self-motivated;
- Demonstrate sound judgement and initiative.
- The ability to build and maintain successful working relationships with stakeholders at all levels and work collaboratively in an integrated environment;
- A positive work ethic and the ability to contribute to a productive and cohesive team culture.

Eligibility

Security Clearance:

Applicants must be able to obtain and maintain a security clearance at "Negative Vetting Level 1".

Notes

RecruitAbility applies to this vacancy. Under the RecruitAbility scheme you will be invited to participate in further assessment activity for the vacancy if you choose to apply under the scheme; declare you have a disability; and meet the minimum requirements for the job. For more information visit: <https://www.apsc.gov.au/recruitability>. This initiative/program is only applicable where the successful applicant will be employed under the Public Service Act 1999. Similar conditions may apply when employed under other Acts. For clarification please contact the agency.

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To Apply

Position Contact	Tracy Best, 02 5109 6007
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=A2D63B17-DFB7-ABAB-2E14-E4

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Defence

Vacancy VN-0766056

Department of Defence

Closing Date: Thursday 22 January 2026

Guided Weapons and Explosive Ordnance
GWEO Delivery Division

Job Title	Engineer Professional Explosive Ordnance
Job Type	Full-Time, Ongoing
Location	Brindabella Business Park ACT, Penrith NSW, Rockingham WA
Salary	\$95,187 - \$108,734
Future Merit Locations	Brindabella Business Park, Penrith, Rockingham
Office Arrangement	On Site
Office Arrangement Details	Defence is committed to supporting workplace flexibility. Please contact the contact officer for further details.
Classification	APS Level 6
Position Number	GWEO/09875/25
Agency Website	

Job Description <https://defencecareers.nga.net.au/?jati=E6AB7DD8-8AEC-D0E0-1D24-E47C3379253E>

Duties

The Role

Are you an experienced engineer with a passion for things that go bang? Are you looking for a meaningful engineering role to apply your skills? Join our dynamic and vibrant Defence project team in the Maritime Explosive Ordnance System Program Office (MEOSPO) as an APS 6 Engineering Officer. If you are searching for new career opportunities with an agile, empowering, positive and open organisation, this role could be for you!

You will spend your days:

- Investigating, analysing and reporting on engineering concepts and risks
- Managing the configuration of our range of guided weapons and explosive ordnance items
- Planning and delivering critical engineering activities
- Providing advice to stakeholders
- Enabling good inventory decisions with quality and timely engineering advice

Your ability to analyse and apply systems of work, Government decision-making and Defence's mission and policy requirements will be key to allowing you to deliver outcomes. Candidates will be required to obtain an engineering delegation under the engineering management system within six months of commencement.

Please be advised, these positions are located at either HMAS Stirling WA, Brindabella Business Park ACT, or Penrith NSW. These roles are on-site roles and are not suitable for remote work.

This role has been identified as requiring access to International Traffic in Arms Regulations (ITAR) controlled technologies. The ITAR is United States (US) law that controls the manufacture, sale, use and access of defence and military end-use articles on the United States Munitions List. It is the policy of the US to deny exports of ITAR controlled technologies to proscribed countries.

This may also apply to access by persons who hold or have held a citizenship, or current permanent residency, of said countries. Defence utilises workforce mechanisms to mitigate these restrictions, which will require applicants to provide details of all current citizenships and permanent residencies, as well as previously held citizenships. Defence collects citizenship details to confirm an applicant's eligibility for the role and to maintain compliance with international obligations.

Note: This position will be required to access US export controlled materiel and therefore applicants will be requested to disclose any dual citizenship with another country during the recruitment process. Dual citizens may be subject to further assessment and appointment to this position will be conditional upon approval to access US controlled export materiel in accordance with International Traffic in Arms Regulations (ITAR).

About our Team

Guided Weapons and Explosive Ordnance (GWEO) Maritime & Maintenance Branch is part of the Guided Weapons & Explosive Ordnance Systems Division. Our team consists of various disciplines (including engineering, project management, commercial, logistics, and corporate enabling services). We are located in Canberra, Penrith, Amberley, Melbourne, Stirling and the US, and our focus is to acquire and sustain guided weapons and munitions for the Australian Defence Force.

GWEO Maritime & Maintenance Branch is dedicated to providing our staff with a diverse, manageable, favourable work-life balance, and we support flexible working arrangements. We will also invest in your training and development to ensure your time with us is deeply rewarding, both personally and professionally. We are committed to achieving a workplace culture that is inclusive and diverse; one that directly reflects the needs and scope of Defence's varied operational requirements.

Our people are capable, innovative, committed and diverse. We support an inclusive culture that emphasises respect and collaboration. In GWEO Maritime and Maintenance Branch, you will enjoy experiences and opportunities that, as an APS employee, you simply would not get with any other organisation.

Other benefits include:

15.4% superannuation

Access to personalised professional development pathways, including opportunities for Defence-funded post-graduate study

Additional leave days between Christmas and New Year

Focus on work/life balance

Salary sacrifice opportunities

Our Ideal Candidate

Our ideal candidate will:

- Be a highly proactive and organised Engineer
- Have demonstrated experience as a productive and collaborative team member delivering high quality engineering activities, including producing detailed engineering reports and artefacts, presenting information and advice to inform executive decision making
- Have a background in explosive ordnance, mechanical, chemical or electrical engineering
- Be a clear and concise communicator (written and verbal), strong team player, able to analyse, interpret and apply engineering guidance, policy and regulations, influence stakeholders and evaluate strategies to achieve outcomes
- Take the initiative to resolve issues by identifying and developing ideas through analysis of alternative courses of action, whilst identifying their implications and associated risks.

We are committed to building a diverse and inclusive workplace.

Eligibility Notes

Security clearance:

Applicants must be able to obtain and maintain a security clearance at “Negative Vetting Level 1”.

RecruitAbility applies to this vacancy. Under the RecruitAbility scheme you will be invited to participate in further assessment activity for the vacancy if you choose to apply under the scheme; declare you have a disability; and meet the minimum

requirements for the job. For more information visit: <https://www.apsc.gov.au/recruitability>. This initiative/program is only applicable where the successful applicant will be employed under the Public Service Act 1999. Similar conditions may apply when employed under other Acts. For clarification please contact the agency.

About the Department of Defence

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To Apply

Position Contact	Tracy Best, 02 5109 6169
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=E6AB7DD8-8AEC-D0E0-1D24-E

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Defence

Vacancy VN-0766059

Department of Defence

Closing Date: Thursday 22 January 2026

Guided Weapons and Explosive Ordnance Group
GWEO Delivery Division

Job Title	Deputy Project Manager
Job Type	Full-Time, Ongoing
Location	Brindabella Business Park ACT
Salary	\$95,187 - \$108,734
Future Merit Locations	Brindabella Business Park
Office Arrangement	On Site
Office Arrangement Details	Defence is committed to supporting workplace flexibility. Please contact the contact officer for further details.
Classification	APS Level 6
Position Number	GWEO/09948/25
Agency Website	

Job Description <https://defencecareers.nga.net.au/?jati=BEE71AF5-6AE1-9897-9736-E47C3447FDAE>

Duties

The Role

As an APS 6 Deputy Project Manager working within the Guided Weapons and Explosive Ordnance Systems Division (GWEOSD), you will be given the unique opportunity to work within a diverse team to deliver Australian Defence Force systems that are at the leading edge of Defence Capability.

Every day will be different as you embrace opportunities to:

- Actively plan, establish, schedule, engage and manage projects in support of guided weapons and munitions for the Australian Defence Force;
- Exercise sound initiative and judgment in applying appropriate policies and procedures in accordance with organisational practices;
- Identify, anticipate and respond to stakeholders' needs and expectations to achieve work, unit and Defence outcomes;
- Engage with Defence and industry stakeholders in the delivery of explosive ordnance projects.

Secure your next role with us at Defence as an APS employee for generous employment benefits including professional learning opportunities.

This role has been identified as requiring access to International Traffic in Arms Regulations (ITAR) controlled technologies. The ITAR is United States (US) law that controls the manufacture, sale, use and access of defence and military end-use articles on the United States Munitions List. It is the policy of the US to deny exports of ITAR controlled technologies to proscribed countries. This may also apply to access by persons who hold or have held a citizenship, or current permanent residency, of said countries. Defence utilises workforce mechanisms to mitigate these restrictions, which will require applicants to provide details of all current citizenships and permanent residencies, as well as previously held citizenships. Defence collects citizenship details to confirm an applicant's eligibility for the role and to maintain compliance with international obligations.

This role is eligible for an additional remuneration benefit known in Defence as a Building Defence Capability Payment (BDCP). This enables Defence to provide a premium, in addition to the base salary otherwise payable under the [Defence Enterprise Collective Agreement](#) (DECA), for positions in occupational disciplines/classifications that are critical to Defence capability. For further information, please contact the contact officer.

About our Team

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Our people are capable, innovative, committed and diverse. We support an inclusive culture that emphasises respect and collaboration.

In GWEO Maritime and Maintenance Branch, you will enjoy experiences and opportunities that, as an APS employee, you simply would not get with any other organisation.

Other benefits include:

- 15.4% superannuation;
- Access to personalised professional development pathways, including opportunities for Defence-funded post-graduate study;
- Additional leave days between Christmas and New Year;
- Focus on work/life balance; and
- Salary sacrifice opportunities.

Our Ideal Candidate

Our ideal candidate will possess the following skills and capabilities:

- Ability to manage a diverse range of stakeholders;
- Flexibility to adapt to a highly dynamic work environment;
- Strong verbal and written communication skills;
- Time management skills to appropriately meet deadlines; and
- Ability to be organised and multi-task in a high-pressure environment.

If you are someone who:

- Enjoys supporting challenging and highly complex activities,
- Is creative, pragmatic and solutions focused, and;
- Is not afraid to challenge the traditional ways of doing business.

Then this is the role for you!

Eligibility

Security Clearance:

Applicants must be able to obtain and maintain a security clearance at “Negative Vetting Level 1”.

Notes

RecruitAbility applies to this vacancy. Under the RecruitAbility scheme you will be invited to participate in further assessment activity for the vacancy if you choose to apply under the scheme; declare you have a disability; and meet the minimum requirements for the job. For more information visit: <https://www.apsc.gov.au/recruitability>. This initiative/program is only applicable where the successful applicant will be employed under the Public Service Act 1999. Similar conditions may apply when employed under other Acts. For clarification please contact the agency.

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To Apply

Position Contact	Viki Ginoska, 02 6246 8705
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=BEE71AF5-6AE1-9897-9736-E47

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Defence

Vacancy VN-0766064

Department of Defence

Closing Date: Thursday 22 January 2026

NAVY
 Fleet Command

Job Title	Work, Health, Safety and Environment Risk Oversight Coordinator
Job Type	Full-Time, Ongoing
Location	Sydney NSW
Salary	\$86,887 - \$93,066
Future Merit Locations	Sydney
Office Arrangement	On Site;Flexible
Office Arrangement Details	Defence is committed to supporting workplace flexibility. Please contact the contact officer for further details.
Classification	APS Level 5
Position Number	NAVY/09987/25
Agency Website	

Job Description <https://defencecareers.nga.net.au/?jati=ADA47EBC-7F7F-704F-7500-E47C6FB3CDC4>

Duties

The Role

As the Work, Health, Safety and Environment WHSE Risk Oversight Coordinator, you will manage and optimise Fleets WHSE Hazard and Risk information systems to improve data integrity and reporting accuracy. Your work will provide actionable insights that support strategic decision-making across Fleet Command.

Reporting to the Hazard and Risk Data Manager, you will contribute to the development of quarterly safety and environmental reports, influence operational safety outcomes, and promote environmental stewardship. This role offers the chance to expand your expertise in safety governance, audit processes, and assurance activities while applying your skills in data analytics and safety systems.

About our Team

The Maritime Safety Bureau is to be the centre of excellence for professional, environmental, and safety services to the Fleet. Our vision is a Fleet that exemplifies a proactive safety culture by:

- Delivering the Fleet Command Safety and Environment Assurance Program.
- Developing targeted training and awareness programs.
- Conducting safety and environmental incident trend analysis and investigations.

Our Ideal Candidate

You are an effective communicator and team player with experience in WHSE fields, governance, data analytics, dashboard development, and information management. You will bring:

- Knowledge of WHS and environmental management principles.
- Strong problem-solving skills and the ability to learn new tools quickly.
- A collaborative approach and adaptability in dynamic environments.

Eligibility

Security Clearance:

Applicants must be able to obtain and maintain a security clearance at “Negative Vetting Level 1”.

Notes

RecruitAbility applies to this vacancy. Under the RecruitAbility scheme you will be invited to participate in further assessment activity for the vacancy if you choose to apply under the scheme; declare you have a disability; and meet the minimum requirements for the job. For more information visit: <https://www.apsc.gov.au/recruitability>. This initiative/program is only applicable where the successful applicant will be employed under the Public Service Act 1999. Similar conditions may apply when employed under other Acts. For clarification please contact the agency.

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To Apply

Position Contact	Nicolas Parathiras, (02) 8440 4865
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=ADA47EBC-7F7F-704F-7500-E4

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Defence

Vacancy VN-0766084

Department of Defence

Closing Date: Thursday 22 January 2026

Security and Estate Group
Service Delivery Division

Job Title	Work Health and Safety Officer
Job Type	Full-Time, Ongoing
Location	Albury NSW, Various locations - TAS TAS, Various locations - VIC VIC, Wagga Wagga NSW
Salary	\$95,187 - \$108,734
Future Merit Locations	Albury, Various locations - TAS, Various locations - VIC, Wagga Wagga
Office Arrangement	Flexible
Office Arrangement Details	Defence is committed to supporting workplace flexibility. Please contact the contact officer for further details.
Classification	APS Level 6
Position Number	SEG/10025/25
Agency Website	

Job Description <https://defencecareers.nga.net.au/?jati=766890A8-92AB-6861-68C0-E47CAAF2B8A0>

Duties

The Role

The APS 6 Work Health and Safety Officer role is critical to assisting Security and Estate Group (SEG) to meet its work health and safety obligations.

- You will provide advice on the application of work health and safety legislation, Codes of Practice, Defence and SEG safety policies and procedures;
- You will engage with base management teams, Product Directors and contractors to positively influence how health and safety risks and incidents are managed on Defence Bases;
- You will undertake research and analysis, conduct reviews, assessments and investigations to improve health and safety outcomes across SEG;
- You will be responsible for contributing to Base Work, Health and Safety (WHS) committees and Base WHS Management Planning and be required to provide input to broader Security & Estate Group policy and papers as needed.

About our Team

The Directorate of Work Health and Safety provides advice on the impact of Work Health and Safety legislation, Codes of Practice, prescribed Australian Standards and Defence policy requirements.

This is a small but expert team with in-depth knowledge of work health and safety and a passion for the importance of the role they play in Defence. The activities undertaken by the team are many and varied from policy and process development, assurance, education, out-reach and WHS incident investigation.

Key functions of the Directorate include:

- Providing analysis and reporting to the Senior Leadership Group on WHS responsibilities, performance and trends;
- Managing SEG's interactions with Comcare, as the Commonwealth WHS Regulator;
- Working with SEG's industry partners to ensure effective management of WHS for contracted workers;
- Working with Defence Groups and Services to ensure a coordinated approach to safety across Defence;
- Representing SEG in Defence WHS and in the development of Defence WHS policies; and
- Leading and coordinating a national network of WHS subject matter experts.

Our Ideal Candidate

Our ideal candidate will be a highly motivated and adaptable person who has:

- An understanding of WHS legislation and policy frameworks and their application in dynamic workplace arrangements;
- The ability to provide accurate technical advice in relation to WHS matters;
- Excellent attention to detail and be able to develop practical WHS solutions based on legislation, policy and procedures;
- The ability to undertake complex work tasks under limited direction;
- Experience coordinating workflows and monitoring simultaneous work packages to ensure tasks are completed to a schedule;
- Demonstrated strong written and verbal communication skills and the ability to work with various stakeholders to influence safety outcomes;
- A passion for safety!

Eligibility

Security Clearance:

Applicants must be able to obtain and maintain a security clearance at "Baseline Vetting" level.

Notes

RecruitAbility applies to this vacancy. Under the RecruitAbility scheme you will be invited to participate in further assessment activity for the vacancy if you choose to apply under the scheme; declare you have a disability; and meet the minimum requirements for the job. For more information visit: <https://www.apsc.gov.au/recruitability>. This initiative/program is only applicable where the successful applicant will be employed under the Public Service Act 1999. Similar conditions may apply when employed under other Acts. For clarification please contact the agency.

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To Apply

Position Contact	Mikki Johns, 03 5781 6273
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=766890A8-92AB-6861-68C0-E47

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Defence

Vacancy VN-0766085

Department of Defence

Closing Date: Thursday 22 January 2026

Security and Estate Group
Service Delivery Division

Job Title	Work Health and Safety Officer
Job Type	Full-Time, Ongoing
Location	Canberra ACT, Wagga Wagga NSW, Various locations - VIC VIC, Various locations - TAS TAS
Salary	\$86,887 - \$93,066
Future Merit Locations	Canberra, Wagga Wagga, Various locations - VIC, Various locations - TAS
Office Arrangement	Flexible
Office Arrangement Details	Defence is committed to supporting workplace flexibility. Please contact the contact officer for further details.
Classification	APS Level 5
Position Number	SEG/09661/25
Agency Website	

Job Description <https://defencecareers.nga.net.au/?jati=3A58A379-94F3-0EB2-4842-E47CAAF5B796>

Duties

The Role

The APS 5 Work Health and Safety (WHS) Officer role is critical in assisting the Security and Estate Group (SEG) to meet its work health and safety obligations.

As the APS 5 Work Health and Safety Officer you will:

- You will provide advice on the application of work health and safety legislation, Codes of Practice, Defence and SEG safety policies and procedures.
- You will engage with stakeholders to positively influence how health and safety risks and incidents are managed within SEG.
- You will undertake research and analysis, conduct reviews, assessments and investigations to improve health and safety outcomes across SEG.
- You will be responsible for contributing to SEG WHS committees and management planning and be required to provide input to broader SEG policy and papers as needed.
- You will be responsible for undertaking administrative tasks on behalf of the Directorate, including contributing to the development and implementation of safety policies and procedures.

About our Team

The Directorate of Work Health and Safety provides advice on the impact of Work Health and Safety legislation, Codes of Practice, prescribed Australian Standards and Defence policy requirements. This is a small but expert team with in-depth knowledge of work health and safety and a passion for the importance of the role they play in Defence.

The activities undertaken by the team are many and varied from policy and process development, assurance, education, out-reach and WHS incident investigation.

Key functions of the Directorate include:

- Providing analysis and reporting to the Senior Leadership Group on WHS responsibilities, performance and trends;
- Managing SEG's interactions with Comcare, as the Commonwealth WHS Regulator;
- Working with SEG's industry partners to ensure effective management of WHS for contracted workers;
- Working with Defence Groups and Services to ensure a coordinated approach to safety across Defence;
- Representing SEG in Defence WHS and in the development of Defence WHS policies.

Our Ideal Candidate

Our ideal candidate will be a highly motivated and adaptable person who has:

- The ability and drive to develop and implement practical WHS solutions based on legislation, policy and procedures and required outcomes.
- The ability to provide accurate and timely advice in relation to WHS matters.
- Excellent attention to detail and is self-motivated to achieve safety results and meet deadlines.
- The ability to undertake complex work tasks under limited direction.
- Demonstrated strong written and verbal communication.

Eligibility

Security Clearance

Applicants must be able to obtain and maintain a security clearance at "Baseline Vetting" level.

Notes

RecruitAbility applies to this vacancy. Under the RecruitAbility scheme you will be invited to participate in further assessment activity for the vacancy if you choose to apply under the scheme; declare you have a disability; and meet the minimum requirements for the job. For more information visit: <https://www.apsc.gov.au/recruitability>. This initiative/program is only applicable where the successful applicant will be employed under the Public Service Act 1999. Similar conditions may apply when employed under other Acts. For clarification please contact the agency.

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To Apply

Position Contact	Mikki Johns, 03 5781 6273
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=3A58A379-94F3-0EB2-4842-E47

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Defence

Vacancy VN-0766095

Department of Defence

Closing Date: Wednesday 21 January 2026

Job Title	Senior Executive Service Band 1 - Chief Program Officer - Capability Delivery (CPO-CD)
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	-
Future Merit Locations	Various locations - ACT
Office Arrangement	On Site
Office Arrangement Details	Office arrangement maybe discussed with successful candidate.
Classification	Senior Executive Service Band 1
Position Number	ADFHQ/00006/26
Agency Website	

Job Description <https://defencecareers.nga.net.au/?jati=38331AB4-3249-F262-6321-EC906FB42CD0>

Duties

Introduction

The Department of Defence is seeking an outstanding senior executive to lead at the SES Band 1 level within the Advanced Strategic Capabilities Accelerator (ASCA).

ASCA is at the forefront of transforming how military capabilities are delivered—rapidly translating cutting-edge technologies into operational advantage for the Australian Defence Force (ADF). Our mission is to accelerate the development and transition of asymmetric capabilities to the ADF through innovation, in order to meet Defence priority needs. Guided by Defence values, ASCA is reshaping the way Defence harnesses innovation to meet the demands of a rapidly evolving strategic environment.

In an increasingly complex strategic environment, the transformation of Australia’s defence innovation ecosystem is critical. ASCA plays a central role by connecting and streamlining innovation pathways, focusing on mission-led priorities, and adopting agile, flexible approaches to procurement. This enables faster transition of innovative solutions into deployable capabilities—meeting the urgency of Australia’s national security needs.

Your Role

As a key member of the ASCA Senior Executive, the Chief Program Officer for Capability Delivery provides strategic leadership to the Capability Delivery Branch. In this role, you will collaborate closely with the Capability Transition and Strategy & Operations Branches to drive innovation and accelerate the development and transition of asymmetric capabilities to the Australian Defence Force (ADF).

This role leads the Missions Program and the Innovation Incubation Program, both of which are designed to deliver minimum viable capabilities that can be rapidly deployed in support of prioritised and urgent Defence requirements. These programs are central to ASCA's mission to deliver operationally relevant solutions at speed.

This position requires the leadership of an integrated team comprising APS, ADF and specialised contractors. The role oversees the full lifecycle of capability projects—from execution strategy and procurement through to delivery—ensuring alignment with performance requirements, timeframes and budget constraints. Close collaboration with ADF Capability Managers and Delivery Managers is essential to ensure success.

The Australian Government has committed up to \$3.8 billion over the first ten years to support ASCA's objectives. The Chief Program Officer is responsible for managing a significant portion of this investment, ensuring all activities comply with relevant legislation and governance frameworks.

This role demands a forward-thinking approach to capability delivery—challenging conventional processes, establishing new procurement pathways, and fostering innovation to meet Defence's evolving needs. Your leadership will directly contribute to advancing Defence technology, supporting the ADF's operational effectiveness and Defence's mission.

Eligibility Notes

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To Apply

Position Contact	Felix Krecak, 02 6103 8094
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=38331AB4-3249-F262-6321-EC9

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Education

Vacancy VN-0766053

Department of Education

Closing Date: Wednesday 04 February 2026

Financial Management
Financial and Resource Management Management Accounting

Job Title	Assistant Director, Project Finance and Asset Management
Job Type	Full-Time;Part-Time, Ongoing
Location	Canberra ACT
Salary	\$125,220 - \$138,394
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible
Office Arrangement Details	We support a range of flexible work arrangements in accordance with our Enterprise Agreement.
Classification	Executive Level 1
Position Number	25/0632
Agency Website	https://www.education.gov.au/about-department/work-us

Job Description

<https://www.education.gov.au/about-department/work-us>

Assistant Directors within the Management Accounting section at the Department of Education undertake interesting and varied work that supports the internal financial management of the department. The team is responsible for leading the internal reporting, internal budgeting, and asset management functions, administering the department's financial management information systems, and undertaking various ad hoc financial management activities as required.

The Assistant Director, Project Finance and Asset Management play a key role in leading the team in the provision of financial reports and analysis for projects to the Executive, Senior Responsible Officers and Project Managers. A key component of this is ensuring accurate and timely budgets, forecasts and actuals are available and supporting Project Managers. The role is also responsible for the department's asset management function, including contributed to the department's annual financial statements.

Duties

In this role, your responsibilities will include the following:

- Contribute to the strategic direction of the department and support key decision making through the provision of timely and accurate project reporting and financial analysis to the Executive, Senior Responsible Officers and Project Managers
- Manage the completion the department's asset accounting functions, including contribution to the annual financial statements, ensuring compliance with relevant accounting standards and internal financial management policies and the delivery of key outcomes

- Liaise and collaborate with a broad range of stakeholders, provide expert strategic financial advice and guidance, share knowledge, and identify emerging issues
- Lead robust financial management practices, maintain policies, frameworks and processes, ensuring compliance and effectiveness, and support a continuous improvement approach
- Foster an inclusive and positive team culture, provide leadership, and support team members to enhance their capability, professional development and contribute to a high performing team

Qualifications and Education

- Completion or working towards Tertiary qualifications in Accounting, Finance or Commerce (Mandatory)

Eligibility

Employment at the Department of Education is subject to conditions prescribed within the Public Service Act 1999 including:

- **Citizenship:** Under section 22(8) of the Public Service Act 1999, employees must be Australian citizens to be employed in the APS unless the Agency delegate has agreed, in writing.
- **Security Clearance:** This is a designated security assessed position. The successful candidate will have the ability to obtain and maintain the required security clearance.

Notes

RecruitAbility applies to this vacancy. Under the RecruitAbility scheme you will be invited to participate in further assessment activity for the vacancy if you choose to apply under the scheme; declare you have a disability; and meet the minimum requirements for the job. For more information visit: <https://www.apsc.gov.au/recruitability>. This initiative/program is only applicable where the successful applicant will be employed under the Public Service Act 1999. Similar conditions may apply when employed under other Acts. For clarification please contact the agency.

About the Department of Education

The Department of Education contributes to Australia's economic prosperity and social wellbeing by creating opportunities and driving better outcomes through access to quality education and learning. A strong early childhood education system built around early learning and child care gives children the best start in life—supporting them to build social and behavioural skills to help prepare them to transition to school. For parents and carers, affordable child care enables them to participate in the workforce, pursue further education or other opportunities to contribute to their community — bolstering the social wellbeing and economic prosperity of the nation. As children continue their journey through school, access to quality education creates the foundation for a bright future – it opens a world of possibilities and equips children and young people with the skills, knowledge, and career advice to prepare them for further work or study to fulfil their dreams. An affordable, and accessible higher education sector allows Australians and international students to pursue their passion in life or reskill for the jobs of the future. A strong higher education and research sector in step with national priority areas provides people with an opportunity to choose a career path that addresses skill shortages or the challenges of the future including, clean energy, advanced manufacturing, health, and education. Through education and learning, we change lives, create opportunities, and support Australia's economic success and social wellbeing.

To Apply

Position Contact	Pete Lee, (02) 6121 5070
Agency Recruitment Site	https://www.education.gov.au/about-department/work-us

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Education

Vacancy VN-0766153

National Gallery of Australia

Closing Date: Wednesday 28 January 2026

Artistic Programs
 Directorate

Job Title	Executive Officer
Job Type	Full-Time, Ongoing
Location	Parkes ACT
Salary	\$92,164 - \$106,531
Future Merit Locations	Parkes
Office Arrangement	Flexible
Office Arrangement Details	On-site
Classification	APS Level 6
Position Number	0133
Agency Website	https://nga.gov.au

Job Description

<https://candidate.aurion.cloud/natgal/production/redirect/to/dmFjYW5jaWVzLzI5MTI0NzA0MTgzNjkwOTI-MS9IZGI>

OVERVIEW OF THE ROLE

Do you have strong organisational skills and an ability to build effective working relationships to achieve positive outcomes?

Do you thrive in a fast-paced environment and enjoy a challenge?

This is an ideal opportunity to work as part of the Directorate supporting priority projects and providing high level executive support to the Deputy Director. You will be given the opportunity to positively contribute to business improvement process that will elevate the executive support of the Deputy Director and shape the future of the National Gallery.

In this role you will support the Artistic Programs Portfolio in the administration, coordination and management of projects and reporting. You will work with stakeholders to understand their and concerns in order to support them in meeting business requirements and objectives.

This position reports to the Deputy Director and is responsible for a range of advisory and administrative tasks that cover the full spectrum of matters relating to the artistic programming of the National Gallery of Australia.

Duties

WHAT WILL YOU DO?

In accordance with the APS 6 work level standards, you will:

- Provide pro-active, high level confidential administrative and operational support to the office of the Deputy Director, across the full range of activities undertaken by the Artistic Programs Portfolio.
- Identify, develop, implement and maintain strategies, structures and systems to ensure the provision of effective and efficient support to the Deputy Director are provided.
- Undertake planning, scheduling, and management of approvals, relationships, correspondence and functions, internally and externally to the Gallery, to ensure that deadlines are met, the highest quality is maintained, and clarity is communicated.
- Research, analyse, prepare and coordinate briefing notes, reports, advice and requests.
- Act as the key liaison for a range of internal departments and external stakeholders to ensure that the Deputy Director and National Gallery of Australia are represented in an exemplary manner.

Eligibility

Citizenship - To be eligible for employment with the Gallery, you must be an Australian citizen.

Police Check - To be eligible for this role you must complete a police check.

Notes

HOW TO APPLY

To apply for this role please go to the National Gallery's [Careers portal](#).

You should provide a tailored CV (maximum of three pages) along with a statement of no more than two pages that outlines your skills, capabilities and experience, against the information above.

In your statement response you should keep in mind the capabilities and behaviours required to be successful for this role, as identified in the information above. Try not to duplicate information that can be found in your CV but do highlight any specific examples or achievements that demonstrate your ability to perform the role.

An order of merit - or merit pool - may be established from this selection process and may be used to fill future identical vacancies over the next 18 months. Selection may be based on application and referee reports only.

If you do not wish to be added to an order of merit, please notify us in your application.

About the National Gallery of Australia

The National Gallery is one of Australia's leading visual arts institutions. The National Gallery is based in Canberra and is a vital part of the Australian cultural landscape. Our Purpose is to collect, preserve, promote and share the national collection of art. The Vision of the National Gallery is to be the international reference point for art in Australia, inspiring all people to explore, experience and learn. Our Values include Boldness, Integrity, Respect, and Excellence.

To Apply

Position Contact	Adam Lindsay, 6240 6429
Agency Recruitment Site	https://candidate.aurion.cloud/natgal/production/redirect/to/dmFjYW5jaWV

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Clean Energy Regulator

Closing Date: Tuesday 30 June 2026

Corporate Corporate Communications

Job Title	Contact Centre Operator – Temporary Employment Register
Job Type	Full-Time, Non-Ongoing
Location	Canberra ACT
Salary	\$82,926 - \$87,490
Future Merit Locations	Canberra
Office Arrangement	Flexible
Office Arrangement Details	The agency supports and promotes flexible working, including remote options on negotiation and where appropriate based on the specifics of the role
Classification	APS Level 4
Position Number	NON 001/26
Agency Website	https://cer.gov.au/about-us/who-we-are

Job Description

<https://cleanenergyregulatorcareers.nga.net.au/cp/index.cfm>

The Temporary Employment Register is open to candidates to submit an expression of interest for employment with the Clean Energy Regulator (CER).

The Register enables us to access appropriately skilled and experienced individuals at short notice for non-ongoing or temporary positions. Depending on operational requirements, opportunities may be offered on a full-time, part-time or intermittent/irregular (casual) basis for up to an initial engagement period of 12 months, which can possibly be extended once to a maximum of 18 months as per the [Australian Public Service Commissioner's Directions 2022](#).

There is no guarantee that an offer of employment will be made whilst your application remains on the register. You will only be contacted regarding your application if a vacancy arises that matches your skills and experience.

The Clean Energy Regulator Contact Centre is part of our Communications and Contact Centre section, in the Corporate branch.

The Contact Centre is the central point of entry for our stakeholders via phone and email. Our Contact Centre Operators answer a range of queries across all the work of the Clean Energy Regulator, providing trusted advice.

Our Contact Centre Operators provide a first point of contact for stakeholders.

Duties

Following the initial training to familiarise you with our schemes and legislation, you will:

- Provide a high level of customer service to stakeholders via telephone and email.
- Meet service level standards.
- Demonstrate a sound general knowledge of the agency's schemes and projects, including a broad understanding of relevant legislation and associated policy frameworks.
- Follow internal processes, using templates and guidelines, and bring together information from various sources to answer telephone or email enquiries in a timely and professional manner.
- Exercise judgement to refer enquiries to relevant subject matter experts (SMEs) in accordance with process.
- Accurately capture and record interactions in the Customer Relationship Management (CRM) system.
- Work independently on tasks, including manage different priorities, to meet team and individual outcomes.
- Provide support to team leader and colleagues to ensure team outcomes are met.
- Assist with quality assurance checks within the team, by reviewing peers' work to ensure the accuracy and appropriateness of responses.

Knowledge, Skills and Attributes

We are seeking candidates from a variety of backgrounds to fill these vacancies as they arise.

Previous experience in customer service and/or a contact centre environment is highly desirable, but not essential.

We are looking for candidates with people skills, and a passion for the work of the agency who would like to make a difference through their interactions with our stakeholders.

The primary skills required to be successful in the role are:

- Excellent communication skills, written and written.
- A high level of attention to detail.
- Stakeholder engagement skills.

Eligibility

Your registration will remain active until 30 June 2026. After this time, you will need to submit a new expression of interest by reapplying.

CER is committed to workplace diversity and aims to create an environment that values and utilises the contribution of people from different backgrounds, experiences and perspectives.

To be eligible for a non-ongoing (temporary) employment, you must:

- Be an Australian Citizen.
- Satisfy a number of pre-employment checks.
- Satisfy any mandatory qualification requirements applicable to the position.
- Obtain and maintain a security clearance to the level applicable to the position.

Notes

The [Public Service Act 1999](#) requires all people joining the Australian Public Service to be Australian citizens. You will be asked to declare your citizenship status as part of the application process.

We will conduct pre-employment checks before we offer you employment. For us to do this, you will be required to supply certified copies of identity documents.

It is a condition of employment with the Clean Energy Regulator that you can obtain and maintain a security clearance to the level applicable to the position. If you are offered a role and do not already hold a security clearance at or above level applicable to the position, you will need to undertake the security clearance process before you can commence employment. Any employment offer will be contingent upon obtaining this clearance.

About the Clean Energy Regulator

The Clean Energy Regulator is the Government body responsible for administering legislation to reduce carbon emissions and increase the use of clean energy. The Clean Energy Regulator has administrative responsibilities for the: • National Greenhouse and Energy Reporting Scheme, under the National Greenhouse and Energy Reporting Act 2007 • Emissions Reduction Fund, under the Carbon Credits (Carbon Farming Initiative) Act 2011, • Renewable Energy Target, under the Renewable Energy (Electricity) Act 2000, and • Australian National Registry of Emissions Units, under the Australian National Registry of Emissions Units Act 2011, • Nature Repair Market, under the Nature Repair Act 2023, • Guarantee of Origin, under the Future Made in Australia (Guarantee of Origin) Bill 2024. Our purpose is to accelerate carbon abatement for Australia. We work with our stakeholders and clients including Australian Government departments and agencies, industry bodies, liable entities and the community to provide regulatory services of the highest standard. We offer challenging and rewarding work in administering

legislation that will reduce carbon emissions and increase the use of clean energy. Our agency is committed to workplace diversity and aims to create an environment that values and utilises the contribution of people from different backgrounds, experiences and perspectives. We encourage applications from Aboriginal and Torres Strait Islander People, people with a disability, people from diverse cultural and linguistic backgrounds and mature age workers

To Apply

Position Contact	Recruitment Team, 02 6159 3223
Agency Recruitment Site	https://cleanenergyregulatorcareers.nga.net.au/cp/index.cfm

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Environment and Energy

Vacancy VN-0766068

Clean Energy Regulator

Closing Date: Tuesday 30 June 2026

Job Title	Corporate and Legal – Temporary Employment Register
Job Type	Full-Time, Non-Ongoing
Location	Canberra ACT
Salary	\$73,793 - \$112,596
Future Merit Locations	Canberra
Office Arrangement	Flexible
Office Arrangement Details	The agency supports and promotes flexible working, including remote options on negotiation and where appropriate based on the specifics of the role
Classification	APS Level 3;APS Level 4;APS Level 5;APS Level 6
Position Number	NON 002/26
Agency Website	https://cer.gov.au/about-us/who-we-are

Job Description

<https://cleanenergyregulatorcareers.nga.net.au/cp/index.cfm>

The Corporate and Legal Temporary Employment Register is open to candidates to submit an expression of interest for employment with the Clean Energy Regulator (CER).

The Register enables us to access appropriately skilled and experienced individuals at short notice for non-ongoing or temporary positions. Depending on operational requirements, opportunities may be offered on a full-time, part-time or intermittent/irregular (casual) basis for up to an initial engagement period of 12 months, which can possibly be extended once to a maximum of 18 months as per the [Australian Public Service Commissioner's Directions 2022](#).

There is no guarantee that an offer of employment will be made whilst your application remains on the register. You will only be contacted regarding your application if a vacancy arises that matches your skills and experience.

CER offers employment opportunities across a wide range of vacancies on a non-ongoing basis across our Corporate and Legal Services and Governance branch. These branches contain roles such as:

- Corporate:
 - Finance
 - Human resources
 - Communications
 - Parliamentary support

- Legal Services and Governance:
 - Legal officers
 - Governance and secretariat support
 - Risk, audit and fraud

Duties

We are seeking candidates from a variety of backgrounds to fill these vacancies as they arise.

We are looking for candidates who can demonstrate some or all of the following capabilities, at varying level of skill dependant on the level:

- A high level of attention to detail.
- Excellent communication skills, written and oral.
- Stakeholder engagement skills.

- Ability to work as part of multidisciplinary teams.
- Time management and organisational skills.
- Ability to take initiative and a curious mind to grow and develop.

Roles at APS Level 6 will entail a leadership responsibility through coaching of APS staff, identification of goals and organising team initiatives.

The following experience and qualifications are highly desirable but not essential – with the exception of Legal Services who require qualifications in Law to fill Legal Officer positions.

Corporate Branch

- Finance:
 - Experience using an FMIS like TechOne or similar.
 - Financial qualifications.
- Human Resources, Facilities and Security:
 - Experience in using HRMIS/ATS/LMS such as Aurion, eRecruit and LearnHub.
 - Qualifications in human resources.
 - Experience or an understanding of personnel security and/or facilities management.
- Communications:
 - Experience in media, stakeholder engagement or internal communications.
 - Qualifications in communications or a related field.

Legal Services and Governance Branch

- Legal:
 - Qualification in Law and admitted as a practicing lawyer.
- Governance and secretariat support:
 - Experience working with committees and/or secretariat work.
- Risk, Audit and Fraud:
 - Experience working in risk management, internal audit and/or fraud detection.
 - Tertiary qualifications in a related discipline.

Eligibility

Your registration will remain active until 30 June 2026. After this time, you will need to submit a new expression of interest by reapplying.

CER is committed to workplace diversity and aims to create an environment that values and utilises the contribution of people from different backgrounds, experiences and perspectives.

To be eligible for a non-ongoing (temporary) employment, you must:

- Be an Australian Citizen.
- Satisfy a number of pre-employment checks.
- Satisfy any mandatory qualification requirements applicable to the position.
- Obtain and maintain a security clearance to the level applicable to the position.

Notes

The [Public Service Act 1999](#) requires all people joining the Australian Public Service to be Australian citizens. You will be asked to declare your citizenship status as part of the application process.

We will conduct pre-employment checks before we offer you employment. For us to do this, you will be required to supply certified copies of identity documents.

It is a condition of employment with the Clean Energy Regulator that you can obtain and maintain a security clearance to the level applicable to the position. If you are offered a role and do not already hold a security clearance at or above level applicable to the position, you will need to undertake the security clearance process before you can commence employment. Any employment offer will be contingent upon obtaining this clearance.

About the Clean Energy Regulator

The Clean Energy Regulator is the Government body responsible for administering legislation to reduce carbon emissions and increase the use of clean energy. The Clean Energy Regulator has administrative responsibilities for the: • National Greenhouse and Energy Reporting Scheme, under the National Greenhouse and Energy Reporting Act 2007 • Emissions Reduction Fund, under the Carbon Credits (Carbon Farming Initiative) Act 2011, • Renewable Energy Target, under the Renewable Energy (Electricity) Act 2000, and • Australian National Registry of Emissions Units, under the Australian National Registry of Emissions Units Act 2011, • Nature Repair Market, under the Nature Repair Act 2023, • Guarantee of Origin, under the Future Made in Australia (Guarantee of Origin) Bill 2024. Our purpose is to accelerate carbon abatement for Australia. We work with our stakeholders and clients including Australian Government departments and agencies, industry bodies, liable entities and the community to provide regulatory services of the highest standard. We offer challenging and rewarding work in administering legislation that will reduce carbon emissions and increase the use of clean energy. Our agency is committed to workplace diversity and aims to create an environment that values and utilises the contribution of people from different backgrounds, experiences and perspectives. We encourage applications from Aboriginal and Torres Strait Islander People, people with a disability, people from diverse cultural and linguistic backgrounds and mature age workers

To Apply

Position Contact	Recruitment Team, 02 6159 3223
Agency Recruitment Site	https://cleanenergyregulatorcareers.nga.net.au/cp/index.cfm

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Environment and Energy

Vacancy VN-0766071

Clean Energy Regulator

Closing Date: Tuesday 30 June 2026

Job Title	Executive Assistant – Temporary Employment Register
Job Type	Full-Time, Non-Ongoing
Location	Canberra ACT
Salary	\$82,926 - \$95,099
Future Merit Locations	Canberra
Office Arrangement	On Site
Office Arrangement Details	The agency supports and promotes flexible working on negotiation and where appropriate based on the specifics of the role
Classification	APS Level 4; APS Level 5
Position Number	NON 003/26
Agency Website	https://cer.gov.au/about-us/who-we-are

Job Description

<https://cleanenergyregulatorcareers.nga.net.au/cp/index.cfm>

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The Register enables us to access appropriately skilled and experienced individuals at short notice for non-ongoing or temporary positions. Depending on operational requirements, opportunities may be offered on a full-time, part-time or intermittent/irregular (casual) basis for up to an initial engagement period of 12 months, which can possibly be extended once to a maximum of 18 months as per the [Australian Public Service Commissioner's Directions 2022](#).

There is no guarantee that an offer of employment will be made whilst your application remains on the register. You will only be contacted regarding your application if a vacancy arises that matches your skills and experience.

Executive Assistants are a key role within the agency. Our Executive Assistants work across the agency, supporting our Senior Executive and their branch/division.

Duties

As a high performing Executive Assistant, you will support your Senior Executive by providing high quality, accurate, timely and professional administrative support. This will include, but is not limited to:

- Effective diary management and coordination, including but not limited to travel, meetings, papers and events.
- Monitoring and managing the General Manager's to do lists, key deadlines and activities through the Microsoft suite of applications (such as Outlook, Teams Planner and OneNote).
- General administrative support to ensure efficient provision of executive assistance, including but not limited to:
 - taking minutes for meetings, preparation of meeting documentation and logistics associated with arranging meetings and administrative support to the Branches/Sections.
 - quality control of documentation, including checking for accuracy and ensuring documentation presented is ready for General Manger review.
 - undertaking ad hoc administrative tasks and projects that support agency objectives such as maintaining organisation charts, mailing lists, leave schedules, ordering of stationery and other tasks.
 - drafting basic correspondence as required.
- Creating, preparing and updating reports and visual materials or infographics to collate and present data and information using a range of computer applications such as Microsoft Word, Excel and PowerPoint.
- Financial reconciliation, undertaking purchasing and payment of accounts and action required in TechOne.
- Liaising with internal and external stakeholders.
- Identifying matters for delegation and escalation and actioning appropriately.
- Participate in the Executive Support Network and attend monthly Executive Support Forums Management of Branch finances and travel in line with allocated budgets.

Knowledge, Skills and Attributes

We are seeking candidates from a variety of backgrounds to fill these vacancies as they arise.

Previous experience in an executive and/or administrative support role will be highly regarded.

Candidates should also be able to demonstrate:

- Proficiency in the Microsoft Office applications (Outlook, OneNote, Word, Excel, PowerPoint).
- Excellent communication skills and a strong attention to detail.
- Effective time management and communication skills.
- Flexibility and resilience to achieve results in a dynamic environment.
- Interpersonal skills, with an ability to build and maintain strong professional relationships.

We are looking for candidates at either the APS Level 4 or APS Level 5. The level offered will be dependent on:

- The skills and experience of the candidate; and,
- The availability of roles.

Eligibility

Your registration will remain active until 30 June 2026. After this time, you will need to submit a new expression of interest by reapplying.

CER is committed to workplace diversity and aims to create an environment that values and utilises the contribution of people from different backgrounds, experiences and perspectives.

To be eligible for a non-ongoing (temporary) employment, you must:

- Be an Australian Citizen.
- Satisfy a number of pre-employment checks.
- Satisfy any mandatory qualification requirements applicable to the position.
- Obtain and maintain a security clearance to the level applicable to the position.

Notes

The [Public Service Act 1999](#) requires all people joining the Australian Public Service to be Australian citizens. You will be asked to declare your citizenship status as part of the application process.

We will conduct pre-employment checks before we offer you employment. For us to do this, you will be required to supply certified copies of identity documents.

It is a condition of employment with the Clean Energy Regulator that you can obtain and maintain a security clearance to the level applicable to the position. If you are offered a role and do not already hold a security clearance at or above level applicable to the position, you will need to undertake the security clearance process before you can commence employment. Any employment offer will be contingent upon obtaining this clearance.

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To Apply

Position Contact	Recruitment Team, 02 6159 3223
Agency Recruitment Site	https://cleanenergyregulatorcareers.nga.net.au/cp/index.cfm

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Clean Energy Regulator

Closing Date: Tuesday 30 June 2026

Job Title	Temporary Employment Register
Job Type	Full-Time, Non-Ongoing
Location	Canberra ACT
Salary	\$73,793 - \$112,596
Future Merit Locations	Canberra
Office Arrangement	Flexible
Office Arrangement Details	The agency supports and promotes flexible working, including remote options on negotiation and where appropriate based on the specifics of the role
Classification	APS Level 3;APS Level 4;APS Level 5;APS Level 6
Position Number	NON 004/26
Agency Website	https://cer.gov.au/about-us/who-we-are

Job Description

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There is no guarantee that an offer of employment will be made whilst your application remains on the register. You will only be contacted regarding your application if a vacancy arises that matches your skills and experience.

CER offers employment opportunities across a wide range of vacancies on a non-ongoing basis across various areas of the agency. Through this register we are looking for:

- Regulatory Officers
- Compliance Officers
- Data Officers
- Program and Project Officers

Duties

We are seeking candidates from a variety of backgrounds to fill these vacancies as they arise.

We are looking for candidates who can demonstrate some or all of the following capabilities, at varying level of skill dependant on the level:

- Ability to interpret and apply complex legislation.
- Excellent communication skills, written and oral.
- Project and program management skills.
- A high level of attention to detail.
- Stakeholder engagement skills.
- Ability to work as a part of multidisciplinary teams.
- Time management and organisational skills.
- Ability to take initiative and a curious mind to grow and develop.

Roles at the APS Level 6 may entail a leadership responsibility through coaching of APS staff, identification of goals and organising team initiatives.

We employ people from a variety of backgrounds and qualifications, including but not limited to:

- Business and Commerce
- Economics
- Engineering/Technology
- Environmental Studies
- Politics/Public Policy
- Law/Combined Law
- Mathematics/Statistics
- Data Science
- Science

Eligibility

Your registration will remain active until 30 June 2026. After this time, you will need to submit a new expression of interest by reapplying.

CER is committed to workplace diversity and aims to create an environment that values and utilises the contribution of people from different backgrounds, experiences and perspectives.

To be eligible for a non-ongoing (temporary) employment, you must:

- Be an Australian Citizen.
- Satisfy a number of pre-employment checks.
- Satisfy any mandatory qualification requirements applicable to the position.
- Obtain and maintain a security clearance to the level applicable to the position.

Notes

The [Public Service Act 1999](#) requires all people joining the Australian Public Service to be Australian citizens. You will be asked to declare your citizenship status as part of the application process.

We will conduct pre-employment checks before we offer you employment. For us to do this, you will be required to supply certified copies of identity documents.

It is a condition of employment with the Clean Energy Regulator that you can obtain and maintain a security clearance to the level applicable to the position. If you are offered a role and do not already hold a security clearance at or above level applicable to the position, you will need to undertake the security clearance process before you can commence employment. Any employment offer will be contingent upon obtaining this clearance.

About the Clean Energy Regulator

The Clean Energy Regulator is the Government body responsible for administering legislation to reduce carbon emissions and increase the use of clean energy. The Clean Energy Regulator has administrative responsibilities for the: • National Greenhouse and Energy Reporting Scheme, under the National Greenhouse and Energy Reporting Act 2007 • Emissions Reduction Fund, under the Carbon Credits (Carbon Farming Initiative) Act 2011, • Renewable Energy Target, under the Renewable Energy (Electricity) Act 2000, and • Australian National Registry of Emissions Units, under the Australian National Registry of Emissions Units Act 2011, • Nature Repair Market, under the Nature Repair Act 2023, • Guarantee of Origin, under the Future Made in Australia (Guarantee of Origin) Bill 2024. Our purpose is to accelerate carbon abatement for Australia. We work with our stakeholders and clients including Australian Government departments and agencies, industry bodies, liable entities and the community to provide regulatory services of the highest standard. We offer challenging and rewarding work in administering legislation that will reduce carbon emissions and increase the use of clean energy. Our agency is committed to workplace diversity and aims to create an environment that values and utilises the contribution of people from different backgrounds, experiences and perspectives. We encourage applications from Aboriginal and Torres Strait Islander People, people with a disability, people from diverse cultural and linguistic backgrounds and mature age workers

To Apply

Position Contact	Recruitment Team, 02 6159 3223
Agency Recruitment Site	https://cleanenergyregulatorcareers.nga.net.au/cp/index.cfm

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Environment and Energy

Vacancy VN-0766073

Clean Energy Regulator

Closing Date: Tuesday 30 June 2026

Job Title	Temporary Employment Register - Executive Level 1/2
Job Type	Full-Time, Non-Ongoing
Location	Canberra ACT
Salary	\$121,724 - \$171,175
Future Merit Locations	Canberra
Office Arrangement	Flexible
Office Arrangement Details	The agency supports and promotes flexible working, including remote options on negotiation and where appropriate based on the specifics of the role
Classification	Executive Level 1; Executive Level 2
Position Number	NON 005/26
Agency Website	https://cer.gov.au/about-us/who-we-are

Job Description

<https://cleanenergyregulatorcareers.nga.net.au/cp/index.cfm>

The Temporary Employment Register is open to candidates to submit an expression of interest for employment with the Clean Energy Regulator (CER).

The Register enables us to access appropriately skilled and experienced individuals at short notice for non-ongoing or temporary positions. Depending on operational requirements, opportunities may be offered on a full-time, part-time or intermittent/irregular (casual) basis for up to an initial engagement period of 12 months, which can possibly be extended once to a maximum of 18 months as per the [Australian Public Service Commissioner's Directions 2022](#).

There is no guarantee that an offer of employment will be made whilst your application remains on the register. You will only be contacted regarding your application if a vacancy arises that matches your skills and experience.

CER offers employment opportunities across a wide range of vacancies on a non-ongoing basis across various areas of the agency.

Duties

We are seeking candidates from a variety of backgrounds to fill these vacancies as they arise. We are looking for candidates who can demonstrate some or all of the following capabilities, at varying level of skill dependant on the position:

- Ability to lead and manage teams, fostering a collaborative and inclusive work environment to deliver outcomes.
- Ability to interpret and apply complex legislation and policy, providing clear advice and ensuring compliance.
- Excellent written and verbal communication skills, including the ability to produce high-quality reports and present to senior stakeholders.
- Ability to develop and maintain professional relationships with key stakeholders, influencing and negotiating to achieve strategic goals.
- Strong strategic thinking and decision-making skills, identifying priorities and solving complex problems with significant impact.
- Ability to manage projects or programs, ensuring alignment with organisational priorities.
- Expertise in finance and resource management, contributing to the development and implementation of strategic initiatives.
- Strong leadership in change management, guiding teams through transformation and improving organisational performance.
- Ability to manage risk and ensure governance, ensuring compliance with organisational standards and identifying strategic risks.

Roles at the Executive Level 1 and Executive Level 2 will entail a leadership responsibility through coaching of APS staff, identification of goals and organising team initiatives.

We employ people from a variety of backgrounds and qualifications, including but not limited to:

- Business and Commerce
- Economics
- Engineering/Technology
- Environmental Studies
- Politics/Public Policy
- Law/Combined Law
- Mathematics/Statistics
- Data Science
- Science

Eligibility

Your registration will remain active until 30 June 2026. After this time, you will need to submit a new expression of interest by reapplying. CER is committed to workplace diversity and aims to create an environment that values and utilises the contribution of people from different backgrounds, experiences and perspectives.

To be eligible for a non-ongoing (temporary) employment, you must:

- Be an Australian Citizen.
- Satisfy a number of pre-employment checks.
- Satisfy any mandatory qualification requirements applicable to the position.
- Obtain and maintain a security clearance to the level applicable to the position.

Notes

The [Public Service Act 1999](#) requires all people joining the Australian Public Service to be Australian citizens. You will be asked to declare your citizenship status as part of the application process.

We will conduct pre-employment checks before we offer you employment. For us to do this, you will be required to supply certified copies of identity documents.

It is a condition of employment with the Clean Energy Regulator that you can obtain and maintain a security clearance to the level applicable to the position. If you are offered a role and do not already hold a security clearance at or above level applicable to the position, you will need to undertake the security clearance process before you can commence employment. Any employment offer will be contingent upon obtaining this clearance.

About the Clean Energy Regulator

The Clean Energy Regulator is the Government body responsible for administering legislation to reduce carbon emissions and increase the use of clean energy. The Clean Energy Regulator has administrative responsibilities for the: • National Greenhouse and Energy Reporting Scheme, under the National Greenhouse and Energy Reporting Act 2007 • Emissions Reduction Fund, under the Carbon Credits (Carbon Farming Initiative) Act 2011, • Renewable Energy Target, under the Renewable Energy (Electricity) Act 2000, and • Australian National Registry of Emissions Units, under the Australian National Registry of Emissions

Units Act 2011, • Nature Repair Market, under the Nature Repair Act 2023, • Guarantee of Origin, under the Future Made in Australia (Guarantee of Origin) Bill 2024. Our purpose is to accelerate carbon abatement for Australia. We work with our stakeholders and clients including Australian Government departments and agencies, industry bodies, liable entities and the community to provide regulatory services of the highest standard. We offer challenging and rewarding work in administering legislation that will reduce carbon emissions and increase the use of clean energy. Our agency is committed to workplace diversity and aims to create an environment that values and utilises the contribution of people from different backgrounds, experiences and perspectives. We encourage applications from Aboriginal and Torres Strait Islander People, people with a disability, people from diverse cultural and linguistic backgrounds and mature age workers

To Apply

Position Contact	Recruitment Team, 02 6159 3223
Agency Recruitment Site	https://cleanenergyregulatorcareers.nga.net.au/cp/index.cfm

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Environment and Energy

Vacancy VN-0766075

Clean Energy Regulator

Closing Date: Tuesday 30 June 2026

Job Title	Section 26 Transfer Expression of Interest Register
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Canberra ACT
Salary	\$73,793 - \$112,596
Future Merit Locations	Canberra
Office Arrangement	Flexible
Office Arrangement Details	The agency supports and promotes flexible working, including remote options on negotiation and where appropriate based on the specifics of the role
Classification	APS Level 3;APS Level 4;APS Level 5;APS Level 6
Position Number	S26 001/26
Agency Website	https://cer.gov.au/about-us/who-we-are

Job Description

<https://cleanenergyregulatorcareers.nga.net.au/cp/index.cfm>

The Expression of Interest Register is open to eligible ongoing APS employees from outside the Agency for employment with the Clean Energy Regulator (CER). Candidates can express their interest in potential ongoing (at level) and temporary (non-ongoing, at level or with higher duties) transfer opportunities under section 26 of the [Public Service Act 1999](#). These opportunities span a wide range of classifications and branches.

Section 26 transfers facilitate mobility across the APS, promoting diversity of thinking and capability development. Depending on operational requirements, opportunities may be offered on a full-time or part-time. Roles may be offered as a temporary transfer at the substantive level, either on a temporary or permanent basis, or as an acting position at a higher level. There is also the possibility of extension or permanent transfer at the substantive level.

There is no guarantee that an offer of employment will be made whilst your application remains on the register. You will only be contacted regarding your application if a vacancy arises that matches your skills and experience.

CER offers employment opportunities across a wide range of vacancies. Some of the roles offered may include but not limited to:

- Regulatory Officer
- Program and Project Officer
- Executive Assistant
- Communications Officer
- Governance and Secretariat Support Officer
- Compliance Officer
- Procurement Officer
- Finance Officer
- Contact Centre Operator
- Risk, Audit and Fraud Officer
- Data Officer
- Accountant
- Human Resources Officer
- Legal Officers
- Parliamentary Support Officer

Duties

We are seeking candidates from a variety of backgrounds to fill these vacancies as they arise. We are looking for candidates who can demonstrate some or all of the following capabilities, at varying level of skill dependant on the level:

- Ability to interpret and apply complex legislation.
- Excellent communication skills, written and oral.
- Project and program management skills.
- A high level of attention to detail.
- Stakeholder engagement skills.
- Ability to work as part of multidisciplinary teams.
- Time management and organisational skills.
- Flexibility and resilience to achieve results in a dynamic environment.
- Interpersonal skills, with an ability to build and maintain strong professional relationships.
- Ability to take initiative and a curious mind to grow and develop.

Roles at the APS Level 6 may entail a leadership responsibility through coaching of APS staff, identification of goals and organising team initiatives.

We employ people from a variety of backgrounds and qualifications, including but not limited to:

- Business and Commerce
- Environmental Studies
- Mathematics/Statistics
- Economics
- Politics/Public Policy
- Data Science
- Engineering/Technology
- Law/Combined Law

- Science

Eligibility

To be eligible for section 26 ongoing/non-ongoing transfer, you must:

- Be an Australian Citizen.
- An ongoing APS employee.
- If you are offered a temporary section 26 transfer, your home agency is required to agree to your release.
- Satisfy a number of pre-employment checks.
- Satisfy any mandatory qualification requirements applicable to the position.
- Be able to obtain and maintain a security clearance to the level applicable to the position.

Notes

The [Public Service Act 1999](#) requires all people joining the Australian Public Service to be Australian citizens. You will be asked to declare your citizenship status as part of the application process.

We will conduct pre-employment checks before we offer you employment. For us to do this, you will be required to supply certified copies of identity documents.

It is a condition of employment with the Clean Energy Regulator that you can obtain and maintain a security clearance to the level applicable to the position. If you are offered a role and do not already hold a security clearance at or above level applicable to the position, you will need to undertake the security clearance process before you can commence employment. Any employment offer will be contingent upon obtaining this clearance.

****Please note that this opportunity is only available to Australian Public Service employees****

About the Clean Energy Regulator

The Clean Energy Regulator is the Government body responsible for administering legislation to reduce carbon emissions and increase the use of clean energy. The Clean Energy Regulator has administrative responsibilities for the: • National Greenhouse and Energy Reporting Scheme, under the National Greenhouse and Energy Reporting Act 2007 • Emissions Reduction Fund, under the Carbon Credits (Carbon Farming Initiative) Act 2011, • Renewable Energy Target, under the Renewable Energy (Electricity) Act 2000, and • Australian National Registry of Emissions Units, under the Australian National Registry of Emissions Units Act 2011, • Nature Repair Market, under the Nature Repair Act 2023, • Guarantee of Origin, under the Future Made in Australia (Guarantee of Origin) Bill 2024. Our purpose is to accelerate carbon abatement for Australia. We work with our stakeholders and clients including Australian Government departments and agencies, industry bodies, liable entities and the community to provide regulatory services of the highest standard. We offer challenging and rewarding work in administering legislation that will reduce carbon emissions and increase the use of clean energy. Our agency is committed to workplace diversity and aims to create an environment that values and utilises the contribution of people from different backgrounds, experiences and perspectives. We encourage applications from Aboriginal and Torres Strait Islander People, people with a disability, people from diverse cultural and linguistic backgrounds and mature age workers

To Apply

Position Contact	Recruitment Team, 02 6159 3223
Agency Recruitment Site	https://cleanenergyregulatorcareers.nga.net.au/cp/index.cfm

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Environment and Energy

Vacancy VN-0766076

Clean Energy Regulator

Closing Date: Tuesday 30 June 2026

Job Title	Section 26 Transfer Expression of Interest Register - Executive Level 1/2
Job Type	Full-Time, Ongoing; Non-Ongoing
Location	Canberra ACT
Salary	\$121,724 - \$171,175
Future Merit Locations	Canberra
Office Arrangement	Flexible
Office Arrangement Details	The agency supports and promotes flexible working, including remote options on negotiation and where appropriate based on the specifics of the role
Classification	Executive Level 1; Executive Level 2
Position Number	S26 002/26
Agency Website	https://cer.gov.au/about-us/who-we-are

Job Description

<https://cleanenergyregulatorcareers.nga.net.au/cp/index.cfm>

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There is no guarantee that an offer of employment will be made whilst your application remains on the register. You will only be contacted regarding your application if a vacancy arises that matches your skills and experience.

Duties

We are seeking candidates from a variety of backgrounds to fill these vacancies as they arise. We are looking for candidates who can demonstrate some or all of the following capabilities, at varying level of skill dependant on the position:

- Ability to lead and manage teams, fostering a collaborative and inclusive work environment to deliver outcomes.
- Ability to interpret and apply complex legislation and policy, providing clear advice and ensuring compliance.
- Excellent written and verbal communication skills, including the ability to produce high-quality reports and present to senior stakeholders.
- Ability to develop and maintain professional relationships with key stakeholders, influencing and negotiating to achieve strategic goals.
- Strong strategic thinking and decision-making skills, identifying priorities and solving complex problems with significant impact.
- Ability to manage projects or programs, ensuring alignment with organisational priorities.
- Expertise in finance and resource management, contributing to the development and implementation of strategic initiatives.
- Strong leadership in change management, guiding teams through transformation and improving organisational performance.
- Ability to manage risk and ensure governance, ensuring compliance with organisational standards and identifying strategic risks.

Roles at the Executive Level 1 and Executive Level 2 will entail a leadership responsibility through coaching of APS staff, identification of goals and organising team initiatives.

We employ people from a variety of backgrounds and qualifications, including but not limited to:

- Business and Commerce
- Economics
- Engineering/Technology
- Environmental Studies

- Politics/Public Policy
- Law/Combined Law
- Mathematics/Statistics
- Data Science
- Science

Eligibility

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To be eligible for section 26 ongoing/non-ongoing transfer, you must:

- Be an Australian Citizen.
- An ongoing APS employee.
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- Satisfy a number of pre-employment checks.
- Satisfy any mandatory qualification requirements applicable to the position.
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Notes

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To Apply

Position Contact	Recruitment Team, 02 6159 3223
Agency Recruitment Site	https://cleanenergyregulatorcareers.nga.net.au/cp/index.cfm

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Health

Vacancy VN-0766130

Australian Commission on Safety and Quality in Health Care (ACSQHC)

Closing Date: Tuesday 20 January 2026

ACSQHC
ACSQHC Medicine Safety and IPC

Job Title	EL2 Manager, Medicine Safety and Quality
Job Type	Full-Time, Ongoing
Location	Sydney NSW
Salary	\$144,162 - \$170,679
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Hybrid
Office Arrangement Details	Position will be offered in a hybrid model of office based and WFH, where operationally feasible. A regular weekly presence in the office is required.
Classification	Executive Level 2
Position Number	20042587
Agency Website	https://www.safetyandquality.gov.au/careers

Job Description

<https://www.safetyandquality.gov.au/about-us/working-us>

The Manager, Medicines Safety and Quality is responsible for managing the program of work associated with the development of national policy content, guidance, information, and communications about key quality use of medicines issues in the Australian health system. The Manager provides oversight and management of a team that reviews and analyses emerging evidence on the safe and quality use of medicines, provides recommendations and guidance on best practice, convenes events to share knowledge on safe and quality use of medicines, and publishes safety and quality alerts on critical medicines issues. The Manager supports progress of projects and advice for the Commission's Executive in consultation with the Director, Medicines Safety and Infection Prevention and Control (MSIPC).

The Manager works closely with the Senior Medication Safety Clinical Advisors and the Senior Project Manager, Medication Safety, the MedicineInsight, Analytics, Digital Health, Communications, and the Partnerships with Consumers teams. The Manager supports the achievement of Commission priorities and programs regarding the safe and quality use of medicines in health care.

The Manager also supports the Commission's work to build and maintain strategic and effective linkages across Commonwealth, state and territory governments, the private and public acute and primary healthcare sectors and non-government healthcare organisations.

The Manager will have a superior understanding of the Australian health system and specific knowledge and experience related to medicines safety and quality issues, quality use of medicine indicators and medication safety priorities for key stakeholders in the acute and primary care sectors. They must have a high level of experience in:

- Planning and implementing major projects
- Engaging in, and developing relationships with key stakeholders
- Effectively managing multidisciplinary teams to achieve organisational deliverables

Duties

Duties of the Manager will include, but are not limited to, the following:

1. With the Director, MSIPC lead the planning and conceptualisation of strategies and national guidance to support safe and quality use of medicines.
2. Provide program leadership by managing and coordinating the team that supports planning, development and implementation of the safe and quality use of medicines work program.
3. Manage the development and maintenance of interventions, guidance, tools and resources to support the safe and quality use of medicines.
4. Ensure program delivery and messaging is cohesive and consistent across the Commission and external stakeholders.
5. Prepare high-quality written reports, briefs and other documents for a range of audiences on complex healthcare issues.
6. Promote the program's priorities and work through a range of communications and public relations as required by the Director, MSIPC and the Commission Executive.
7. Undertake project management activities including project planning and documentation, implementation, monitoring and reporting on progress, providing recommendations about managing risk, and identifying and resolving problems.
8. Maintenance of current knowledge of strategic and clinical issues related to safe and quality use of medicines and investigate how they may be addressed by the Commission.
9. Consult with experts and stakeholders including development of consultation strategies and coordination of formal consultation processes to achieve the objectives of the Commission.
10. Liaise, and foster productive working relationships with clinical organisations, consumer groups, government agencies, industry bodies and contractors.
11. Provide secretariat support to the work of relevant committees and expert groups including the Health Services Medication Expert Advisory Group, Antimicrobial Stewardship Advisory Committee and the Medication Safety and Quality Advisory Committee.
12. Collaborate with other teams across the Commission to ensure alignment with other work programs and strategic priorities.
13. Other duties as required by the Commission.

Eligibility

The successful candidate will have:

- An extensive and comprehensive understanding of Australia's healthcare system, including sound understanding of current health care safety and quality issues and standards relevant to medicines.
- Excellent policy development and project management experience relevant to quality use of medicines.
- Highly developed analytical skills and conceptual ability, with the demonstrated capacity for sound judgement and innovative problem-solving.
- Highly developed oral and written communication skills including demonstrated ability to prepare high quality documents and submissions, present to a range of audiences, and explain complex technical and clinical issues simply.

- Demonstrated highly developed interpersonal skills, in particular, an excellent ability to manage a team and to consult and negotiate with a wide variety of complex stakeholders.
- Demonstrated skills in leading a team.

Notes

To apply for this position, please complete and submit an application form through <https://www.safetyandquality.gov.au/careers> and upload:

- A CV summarising your relevant experience, qualifications and referee details (one of which must be your current supervisor).
- A two-page statement addressing your suitability against each of the selection criteria.

Candidates must be Australian citizens to be eligible to apply.

Please note: This position will be offered in a hybrid model of office based (Sydney) and working from home, where operationally feasible. A regular weekly presence in the office is required.

Questions about the role can be directed to Sankit Lalseta (02) 7232 6225.

Closing date for applications is 11.59pm Australian Eastern Daylight Time (AEDT), Tuesday 20 January 2026.

RecruitAbility applies to this vacancy. Under the RecruitAbility scheme you will be invited to participate in further assessment activity for the vacancy if you choose to apply under the scheme; declare you have a disability; and meet the minimum requirements for the job. For more information visit: <https://www.apsc.gov.au/recruitability>. This initiative/program is only applicable where the successful applicant will be employed under the Public Service Act 1999. Similar conditions may apply when employed under other Acts. For clarification please contact the agency.

About the Australian Commission on Safety and Quality in Health Care (ACSQHC)

The Australian Commission on Safety and Quality in Health Care's (the Commission) role is to lead and coordinate national improvements in the safety and quality of health care. The Commission works in partnership with the Australian Government, state and territory governments and the private sector to achieve a safe, high-quality and sustainable health system. In doing so, the Commission also works closely with patients, carers, clinicians, managers, policymakers and healthcare organisations. Key functions of the Commission include developing national safety and quality standards, developing clinical care standards to improve the implementation of evidence-based health care, coordinating work in specific areas to improve outcomes for patients, and providing information, publications and resources about safety and quality. The Commission works in four priority areas: 1. Patient safety 2. Partnering with patients, consumers and communities 3. Quality, cost and value 4. Supporting health professionals to provide care that is informed, supported and organised to deliver safe and high-quality health care. For more information please visit the Commission's website.

To Apply

Position Contact	Sankit Lalseta, (02) 7232 6225
Agency Recruitment Site	https://www.safetyandquality.gov.au/about-us/working-us

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Health

Vacancy VN-0766157

Australian Commission on Safety and Quality in Health Care (ACSQHC)

Closing Date: Wednesday 21 January 2026

Measurement for Improvement

Job Title	APS6 Project Officer, MedicineInsight
Job Type	Full-Time, Non-Ongoing
Location	Sydney NSW
Salary	\$98,327 - \$110,927
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Hybrid
Office Arrangement Details	Position will be offered in a hybrid model of office based and WFH, where operationally feasible. A regular weekly presence in the office is required
Classification	APS Level 6
Position Number	20042759
Agency Website	https://www.safetyandquality.gov.au/careers

Job Description

<https://www.safetyandquality.gov.au/about-us/working-us>

The Measurement for Improvement Program (MFI) is responsible for a range of projects to support the feedback of safety and quality data to multiple levels of the health system including

consumers, clinicians, administrators and funders. This work also supports the Commission's national health information role and commitments under the National Health Reform Act 2011, and the National Health Reform and Information Agreements.

MedicineInsight operates within the MFI after the transition to the Commission in January 2023 when the Commission became the custodian of a range of Quality Use of Medicines (QUM) functions. MedicineInsight is a quality improvement program using data from Australian general practices to support best practice and the post-market surveillance of medicines. It allows general practitioners to reflect on their prescribing patterns and patient care and review their practice results as well as the aggregate of all participating MedicineInsight practices.

Participating practices are offered customised quality improvement recommendations that align with best practice and identify key areas for improvement which benefit patients.

The Project Officer will be expected to work with limited supervision, within a team context and with internal and external stakeholders. The position requires excellent skills in customer service, communication, problem solving and time management and would suit a highly performing candidate with cross-functional role experience.

Duties

Duties of the Project Officer will include, but are not limited to, the following:

1. Undertake project management activities including input into project planning and documentation; assistance with implementation; monitoring and reporting on progress, identifying problems and proposing possible solutions.
2. Provide strong customer service and technical support to health professionals and IT providers.
3. Operate multiple software programs and databases such as Microsoft Dynamics CRM, Jira and TeamViewer.
4. Collate, edit and draft meeting papers, correspondence, discussion papers, submissions, consultation materials, briefing notes and other written materials associated with the program.
5. Provide secretariat support for committees and expert groups, including preparation of agenda papers, meeting notes, logistics and other administrative tasks.
6. Undertake procurement and contract management activities including financial administration and budget preparation and monitoring as necessary.
7. Collaborate with other team members and other program teams within the Commission to support the work of the team.
8. Other duties as required and directed.

Eligibility

The successful candidate will have:

- Demonstrated project management and customer service skills and experience.
- Well-developed oral and written communication skills including demonstrated ability to prepare documents including briefing papers, reviews, submissions, correspondence and meeting papers.

- Demonstrated strong interpersonal skills with an ability to communicate effectively and develop productive working relationships with a range of stakeholders.
- Strong conceptual, analytical and research skills, including demonstrated sound judgement and innovative problem-solving skills.
- Effective teamwork skills including the ability to work collaboratively to achieve results and outcomes in a timely manner.

Notes

To apply for this position, please complete and submit an application form through <https://www.safetyandquality.gov.au/careers> and upload:

- A CV summarising your relevant experience and qualifications
- A two-page cover letter broadly addressing your suitability against both the position description and selection criteria.

Candidates must be Australian citizens to be eligible to apply.

Please note: This position will be offered in a hybrid model of office based (Sydney) and working from home, where operationally feasible. A regular weekly presence in the office is required.

Questions about the role can be directed to Anna Lewis (02) 7232 6059.

Closing date for applications is 11.59pm Australian Eastern Daylight Time (AEDT), Wednesday 21 January 2026.

RecruitAbility applies to this vacancy. Under the RecruitAbility scheme you will be invited to participate in further assessment activity for the vacancy if you choose to apply under the scheme; declare you have a disability; and meet the minimum requirements for the job. For more information visit: <https://www.apsc.gov.au/recruitability>. This initiative/program is only applicable where the successful applicant will be employed under the Public Service Act 1999. Similar conditions may apply when employed under other Acts. For clarification please contact the agency.

About the Australian Commission on Safety and Quality in Health Care (ACSQHC)

The Australian Commission on Safety and Quality in Health Care's (the Commission) role is to lead and coordinate national improvements in the safety and quality of health care. The Commission works in partnership with the Australian Government, state and territory governments and the private sector to achieve a safe, high-quality and sustainable health system. In doing so, the Commission also works closely with patients, carers, clinicians, managers, policymakers and healthcare organisations. Key functions of the Commission include developing national safety and quality standards, developing clinical care standards to improve the implementation of evidence-based health care, coordinating work in specific areas to improve outcomes for patients, and providing information, publications and resources about safety and quality. The Commission works in four priority areas: 1. Patient safety 2. Partnering with patients, consumers and communities 3. Quality, cost and value 4. Supporting health professionals to provide care that is informed, supported and organised to deliver safe and high-quality health care. For more information please visit the Commission's website.

To Apply

Position Contact	Anna Lewis, (02) 7232 6059
Agency Recruitment Site	https://www.safetyandquality.gov.au/about-us/working-us

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Home Affairs

Vacancy VN-0765709

Australian Transaction Reports and Analysis Centre (AUSTRAC)

Closing Date: Sunday 18 January 2026

Regulation
 Regulatory Operations

Job Title	Officer and Senior Officer, Regulatory Operations
Job Type	Full-Time, Ongoing; Non-Ongoing
Location	Brisbane QLD, Docklands VIC, Haymarket NSW, Barton ACT
Salary	\$80,608 - \$99,126
Future Merit Locations	Brisbane, Docklands, Haymarket, Barton
Office Arrangement	Flexible
Office Arrangement Details	Flexible working arrangements will be discussed on commencement.
Classification	APS Level 4; APS Level 5
Position Number	TBC
Agency Website	https://www.austrac.gov.au/

Job Description

<https://austraccareers.nga.net.au/cp/>

As Australia's AML/CTF regulator and financial intelligence unit, AUSTRAC is responsible for detecting, deterring and disrupting criminal exploitation of the Australian financial system, to protect the Australian community from serious and organised crime.

AUSTRAC's unique value is our dual, interconnected regulation and intelligence functions, and our collaboration with industry and government partners in working towards the vision of a financial system free from criminal abuse. AUSTRAC's regulation hardens the financial sector against criminal exploitation, while our intelligence provides crucial information to national security and law enforcement partners.

The Regulatory Operations Branch within the Regulation Division leads AUSTRAC's supervision and risk and insights functions. We currently oversee the compliance of more than 19,000 Australian businesses with their obligations under the Anti-Money Laundering and Counter-Terrorism Financing Act 2006 (AML/CTF Act) with the expected number of Australian businesses to increase to more than 100,000 in the coming years.

We are seeking applications from a diverse range of individuals to fill several positions across the Regulatory Operations Branch.

The Regulatory Operations section plays a critical role at AUSTRAC by monitoring and supervising our regulated entity population. We ensure that these businesses have appropriate systems and controls in place to help prevent their exploitation for serious financial crime.

The businesses we currently regulate include domestic and foreign banks, casinos, bookmakers, pubs and clubs, remittance service providers, digital currency exchange providers, financial service providers and bullion dealers and will soon extend to real estate, legal, accounting, trust and company service professionals and dealers in precious metals and stones.

Duties

Under direction, Officers (APS4) are responsible for:

- Assisting in the preparation of initiatives that encourage positive behaviour and support regulated entities to meet their obligations under the AML/CTF Act.
- Having accountability for tasks contributing to outcomes to ensure appropriate systems and controls are in place to help prevent their exploitation for serious financial crime.
- Having a general knowledge and understanding of the AML/CTF Act, associated rules, and AUSTRAC's processes, guidelines, and regulations.
- Liaising with internal and external stakeholders, including AUSTRAC management, regulated entities, partner agencies, and other government bodies to complete allocated work.
- Providing advice and interpretation on straightforward regulatory and compliance matters.
- Investigating straight forward matters and providing assistance to team members on moderately complex matters.

Under limited guidance, all Senior Officers (APS5) are responsible for:

- Assisting in the preparation and execution of initiatives that encourage positive behaviour and support regulated entities to meet their obligations under the AML/CTF Act.
- Having accountability for tasks contributing to the outcomes to ensure appropriate systems and controls in place to help prevent their exploitation for serious financial crime.
- Having a professional knowledge and understanding of the AML/CTF Act, associated rules, and AUSTRAC's processes, guidelines, and regulations.
- Liaising with internal and external stakeholders, including AUSTRAC management, regulated entities, partner agencies, and other government bodies.
- Assisting Branch leadership in improving systems and procedures that enhance the efficiency and transparency of operational activities.
- Providing advice and interpretation within a technical or professional area, including the preparation of relevant strategic information, where appropriate.
- Assisting in the preparation of executive briefings, staff communications, speeches, and correspondence.

Eligibility

To be eligible for this role you:

- Must be an Australian citizen at the time you apply.
- Will need to undertake AUSTRAC's pre-engagement checks.
- Will need to obtain and maintain an ongoing Baseline Security Clearance

Notes

AUSTRAC is an inclusive employer, and we actively encourage applications from Indigenous Australians, people with disabilities, LGBTI+ people and people with diverse linguistic and cultural backgrounds and those of mature age. We are committed to creating a working environment that values and uses the contributions and experiences of employees from a diversity of backgrounds.

We are committed to providing flexibility in working arrangements to recognise the importance of balancing work commitments with family, caring and other personal commitments of employees outside of work. AUSTRAC operates within a hybrid work arrangement.

RecruitAbility applies to this vacancy. Under the RecruitAbility scheme you will be invited to participate in further assessment activity for the vacancy if you choose to apply under the scheme; declare you have a disability; and meet the minimum requirements for the job. For more information visit: <https://www.apsc.gov.au/recruitability>. This initiative/program is only applicable where the successful applicant will be employed under the Public Service Act 1999. Similar conditions may apply when employed under other Acts. For clarification please contact the agency.

About the Australian Transaction Reports and Analysis Centre (AUSTRAC)

AUSTRAC is the Australian Government's financial intelligence unit and anti-money laundering and counter-terrorism financing regulator. With government and industry partners, we use financial intelligence and regulation to:

- prevent criminal abuse of the financial sector
- help business, government and law enforcement partners detect, deter and disrupt money laundering, terrorism

financing and other serious crimes • build and maintain trust and integrity in Australia's financial system. Every day our people use their intellect, skills, initiative and the latest technologies to protect our country, economy and community. With supportive benefits and culture, we offer a challenging and rewarding career where you can make a real impact.

To Apply

Position Contact	Rachael, (02) 9950 0880
Agency Recruitment Site	https://austraccareers.nga.net.au/cp/

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Home Affairs

Vacancy VN-0765713

Australian Transaction Reports and Analysis Centre (AUSTRAC)

Closing Date: Sunday 18 January 2026

Regulation
Regulatory Strategy

Job Title	Officer and Senior Officer, Regulatory Operations (Affirmative Measures - First Nations)
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Brisbane QLD, Docklands VIC, Haymarket NSW, Barton ACT
Salary	\$80,608 - \$99,126
Future Merit Locations	Brisbane, Docklands, Haymarket, Barton
Office Arrangement	Flexible
Office Arrangement Details	Flexible working arrangements will be discussed on commencement.
Classification	APS Level 4;APS Level 5
Position Number	TBC
Agency Website	https://www.austrac.gov.au/

Job Description

<https://www.austrac.gov.au/>

As Australia's AML/CTF regulator and financial intelligence unit, AUSTRAC is responsible for detecting, deterring and disrupting criminal exploitation of the Australian financial system, to protect the Australian community from serious and organised crime.

AUSTRAC's unique value is our dual, interconnected regulation and intelligence functions, and our collaboration with industry and government partners in working towards the vision of a financial system free from criminal abuse. AUSTRAC's regulation hardens the financial sector against criminal exploitation, while our intelligence provides crucial information to national security and law enforcement partners.

The Regulatory Operations Branch within the Regulation Division leads AUSTRAC's supervision and risk and insights functions. We currently oversee the compliance of more than 19,000 Australian businesses with their obligations under the Anti-Money Laundering and Counter-Terrorism Financing Act 2006 (AML/CTF Act) with the expected number of Australian businesses to increase to more than 100,000 in the coming years.

We are seeking applications from a diverse range of individuals to fill several positions across the Regulatory Operations Branch.

The Regulatory Operations section plays a critical role at AUSTRAC by monitoring and supervising our regulated entity population. We ensure that these businesses have appropriate systems and controls in place to help prevent their exploitation for serious financial crime.

The businesses we currently regulate include domestic and foreign banks, casinos, bookmakers, pubs and clubs, remittance service providers, digital currency exchange providers, financial service providers and bullion dealers and will soon extend to real estate, legal, accounting, trust and company service professionals and dealers in precious metals and stones.

Duties

Under direction, Officers (APS4) are responsible for:

- Assisting in the preparation of initiatives that encourage positive behaviour and support regulated entities to meet their obligations under the AML/CTF Act.
- Having accountability for tasks contributing to outcomes to ensure appropriate systems and controls are in place to help prevent their exploitation for serious financial crime.
- Having a general knowledge and understanding of the AML/CTF Act, associated rules, and AUSTRAC's processes, guidelines, and regulations.
- Liaising with internal and external stakeholders, including AUSTRAC management, regulated entities, partner agencies, and other government bodies to complete allocated work.
- Providing advice and interpretation on straightforward regulatory and compliance matters.
- Investigating straight forward matters and providing assistance to team members on moderately complex matters.

Under limited guidance, all Senior Officers (APS5) are responsible for:

- Assisting in the preparation and execution of initiatives that encourage positive behaviour and support regulated entities to meet their obligations under the AML/CTF Act.
- Having accountability for tasks contributing to the outcomes to ensure appropriate systems and controls in place to help prevent their exploitation for serious financial crime.
- Having a professional knowledge and understanding of the AML/CTF Act, associated rules, and AUSTRAC's processes, guidelines, and regulations.
- Liaising with internal and external stakeholders, including AUSTRAC management, regulated entities, partner agencies, and other government bodies.
- Assisting Branch leadership in improving systems and procedures that enhance the efficiency and transparency of operational activities.
- Providing advice and interpretation within a technical or professional area, including the preparation of relevant strategic information, where appropriate.
- Assisting in the preparation of executive briefings, staff communications, speeches, and correspondence.

Eligibility

To be eligible for this role you:

- Must be an Australian citizen at the time you apply.

- Will need to undertake AUSTRAC's pre-engagement checks.
- Will need to obtain and maintain an ongoing Baseline Security Clearance

Notes

AUSTRAC is an inclusive employer, and we actively encourage applications from Indigenous Australians, people with disabilities, LGBTI+ people and people with diverse linguistic and cultural backgrounds and those of mature age. We are committed to creating a working environment that values and uses the contributions and experiences of employees from a diversity of backgrounds.

We are committed to providing flexibility in working arrangements to recognise the importance of balancing work commitments with family, caring and other personal commitments of employees outside of work. AUSTRAC operates within a hybrid work arrangement.

The filling of this vacancy is intended to constitute an affirmative measure under section 8(1) of the 'Racial Discrimination Act 1975'. This vacancy is only available to Aboriginal and/or Torres Strait people. This initiative/program is only applicable where the successful applicant will be employed under the Public Service Act 1999. Similar conditions may apply when employed under other Acts. For clarification please contact the agency.

About the Australian Transaction Reports and Analysis Centre (AUSTRAC)

AUSTRAC is the Australian Government's financial intelligence unit and anti-money laundering and counter-terrorism financing regulator. With government and industry partners, we use financial intelligence and regulation to: • prevent criminal abuse of the financial sector • help business, government and law enforcement partners detect, deter and disrupt money laundering, terrorism financing and other serious crimes • build and maintain trust and integrity in Australia's financial system. Every day our people use their intellect, skills, initiative and the latest technologies to protect our country, economy and community. With supportive benefits and culture, we offer a challenging and rewarding career where you can make a real impact.

To Apply

Position Contact	Rachael, (02) 9950 0880
Agency Recruitment Site	https://www.austrac.gov.au/

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**Australian Transaction Reports and Analysis Centre
(AUSTRAC)**

Closing Date: Sunday 18 January 2026

Regulation
Regulatory Strategy

Job Title	Officer and Senior Officer, Regulatory Operations (Affirmative Measures - Disability)
Job Type	Full-Time, Ongoing; Non-Ongoing
Location	Brisbane QLD, Docklands VIC, Haymarket NSW, Barton ACT
Salary	\$80,608 - \$99,126
Future Merit Locations	Brisbane, Docklands, Haymarket, Barton
Office Arrangement	Flexible
Office Arrangement Details	Flexible working arrangements will be discussed on commencement.
Classification	APS Level 4; APS Level 5
Position Number	TBC
Agency Website	https://www.austrac.gov.au/

Job Description

<https://www.austrac.gov.au/>

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Duties

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- Having a general knowledge and understanding of the AML/CTF Act, associated rules, and AUSTRAC's processes, guidelines, and regulations.
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- Providing advice and interpretation on straightforward regulatory and compliance matters.
- Investigating straight forward matters and providing assistance to team members on moderately complex matters.

Under limited guidance, all Senior Officers (APS5) are responsible for:

- Assisting in the preparation and execution of initiatives that encourage positive behaviour and support regulated entities to meet their obligations under the AML/CTF Act.
- Having accountability for tasks contributing to the outcomes to ensure appropriate systems and controls in place to help prevent their exploitation for serious financial crime.
- Having a professional knowledge and understanding of the AML/CTF Act, associated rules, and AUSTRAC's processes, guidelines, and regulations.
- Liaising with internal and external stakeholders, including AUSTRAC management, regulated entities, partner agencies, and other government bodies.
- Assisting Branch leadership in improving systems and procedures that enhance the efficiency and transparency of operational activities.
- Providing advice and interpretation within a technical or professional area, including the preparation of relevant strategic information, where appropriate.
- Assisting in the preparation of executive briefings, staff communications, speeches, and correspondence.

Eligibility

To be eligible for this role you:

- Must be an Australian citizen at the time you apply.
- Will need to undertake AUSTRAC's pre-engagement checks.
- Will need to obtain and maintain an ongoing Baseline Security Clearance

Notes

AUSTRAC is an inclusive employer, and we actively encourage applications from Indigenous Australians, people with disabilities, LGBTI+ people and people with diverse linguistic and cultural backgrounds and those of mature age. We are committed to creating a working environment that values and uses the contributions and experiences of employees from a diversity of backgrounds.

We are committed to providing flexibility in working arrangements to recognise the importance of balancing work commitments with family, caring and other personal commitments of employees outside of work. AUSTRAC operates within a hybrid work arrangement.

The filling of this vacancy is intended to constitute an affirmative measure under Section 33 of the Australian Public Service Commissioner's Direction 2022. This vacancy is open only to people with disability. This initiative/program is only applicable where the successful applicant will be employed under the Public Service Act 1999. Similar conditions may apply when employed under other Acts. For clarification please contact the agency.

About the Australian Transaction Reports and Analysis Centre (AUSTRAC)

AUSTRAC is the Australian Government's financial intelligence unit and anti-money laundering and counter-terrorism financing regulator. With government and industry partners, we use financial intelligence and regulation to: • prevent criminal abuse of the financial sector • help business, government and law enforcement partners detect, deter and disrupt money laundering, terrorism financing and other serious crimes • build and maintain trust and integrity in Australia's financial system. Every day our people use their intellect, skills, initiative and the latest technologies to protect our country, economy and community. With supportive benefits and culture, we offer a challenging and rewarding career where you can make a real impact.

To Apply

Position Contact	Rachael, (02) 9950 0880
Agency Recruitment Site	https://www.austrac.gov.au/

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Australian Nuclear Science and Technology Organisation

Closing Date: Friday 23 January 2026

Finance and Business Support
ANSTO Enterprise Services Sourcing and Procurement

Job Title	Manager Sourcing and Procurement
Job Type	Full-Time, Ongoing
Location	Lucas Heights NSW
Salary	-
Future Merit Locations	Lucas Heights
Office Arrangement	Hybrid
Office Arrangement Details	Hybrid
Classification	
Position Number	PD-2608
Agency Website	https://www.ansto.gov.au/about/what-we-do

Job Description

www.ansto.gov.au

Manager Sourcing Procurement

Position Overview

- Ongoing | Full Time | Salary commensurate with experience | 15.4% Super
- Sutherland Shire location | Flexible work practices | On-site Childcare facility for employees
- Partner with Business & Enabler Teams to achieve Value for Money outcomes for ANSTO
- Exposure to working with large-scale Capital Projects across a broad Commodity Base

About the Opportunity

The Manager Sourcing and Procurement leads a multi-disciplinary team to plan, develop, source and manage the delivery of diverse procurement and sourcing services. The position manages the program of sourcing & contract management, in collaboration with business managers, which is consistent with best practice standards and statutory requirements, to effectively meet organisational and business objectives.

About You

"The successful candidate will have extensive and broad experience in Strategic Sourcing, Contract Management, Legal & Contract Negotiations and Procurement Operations with the ability to build capability in people and improve effectiveness/efficiencies of the site wide Sourcing & Procurement team." Grahame Batger, General Manager ANSTO Enterprise Services

About Us

ANSTO leverages great science to deliver big outcomes. We partner with scientists and engineers and apply new technologies to provide real-world benefits. Our work improves human health, saves lives, builds our industries and protects the environment. ANSTO is the home of Australia's most significant landmark and national infrastructure for research. Thousands of scientists from industry and academia benefit from gaining access to state-of-the-art instruments every year.

Working with us you will enjoy

ANSTO offers training and development, performance-based salary increases and an extensive range of leave provisions to help employees balance work and personal commitments.

- 18 days personal/carers leave for each year of service
- 3 days paid leave between Christmas and New Year
- Generous parental leave provisions:
 - 18 weeks Parental leave for primary caregiver
 - 11 weeks Parental leave for secondary caregiver (with incremental increase to a maximum of 18 weeks effective 01/03/2027)
- Annual flu vaccinations

- Cultural, Naidoc and First Nations ceremonial leave

If you want to join a world class organisation that's making a difference in the lives of Australians, apply now!

Duties

Your Duties and Responsibilities

Lead, direct and oversee the functions of the Sourcing and Procurement team ensuring effective management of staff, budget, resources and compliance with agreed Service Level Agreements, Commonwealth Procurement Rules in conjunction with ANSTO policies & procedures.

- Comply with the overall performance standards for service delivery across the organisation, monitor compliance and ensure customer needs are central to the organisations planning processes.
- Lead strategic vision and planning across Sourcing and Procurement including developing implementation plans and acting as project lead where required.
- Create a culture which embraces high quality customer service , ensuring that management systems and processes drive service delivery outcomes
- Undertake business needs assessment, supply market analysis and commercial risk assessments to support procurement planning and sourcing decisions; develop, co-ordinate and lead sourcing activities to establish supply arrangements that meet business needs.
- Administer diverse contracts for the supply of goods and services, negotiate changes and modifications, monitor supplier performance management and compliance requirements through effective supplier relationships to enhance business outcomes.

Please view the full [Position Description](#) or click Apply to view.

Eligibility

How to Apply

For further technical information relating to this position please refer to the [Position Description](#) or contact Grahame Batger on (02) 9717 3744. For all other queries please contact Talent Acquisition on +61 (02) 9717 9361.

To be eligible for appointment, applicants will require a security and pre-employment medical assessment.

Application closing date: 11:59pm, Friday 23 January 2026

All applicants must be Australian citizens.

In order to solve great challenges, we need great minds and great teams. At ANSTO, we understand that diverse teams produce better outcomes and we value the merit that a diverse perspective can bring to our team. We encourage people from diverse backgrounds to apply for our roles including Aboriginal and Torres Strait Islander people, primary carers, those with a disability, and women in STEM. ANSTO is a charter member of the Science in Australia Gender Equity (SAGE) initiative and is proudly taking action to create a gender-inclusive workforce.

Notes

About the Australian Nuclear Science and Technology Organisation

ANSTO leverages great science to deliver big outcomes. We partner with scientists and engineers and apply new technologies to provide real-world benefits. Our work improves human health, saves lives, builds our industries and protects the environment. ANSTO is the home of Australia's most significant landmark and national infrastructure for research. Thousands of scientists from industry and academia benefit from gaining access to state-of-the-art instruments every year.

To Apply

Position Contact	Grahame Batger, +61 2 9717 3744
Agency Recruitment Site	www.ansto.gov.au

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Industry, Science, Energy and Resources

Vacancy VN-0766096

Commonwealth Scientific and Industrial Research Organisation (CSIRO)

Closing Date: Sunday 25 January 2026

Job Title	Deputy Finance Manager - Financial Accounting
Job Type	Full-Time, Ongoing
Location	Brisbane QLD, Canberra ACT, Melbourne VIC, Sydney NSW, Hobart TAS
Salary	-
Future Merit Locations	Brisbane, Canberra, Melbourne, Sydney, Hobart
Office Arrangement	Flexible
Office Arrangement Details	Hybrid - mix of home and office
Classification	
Position Number	101227
Agency Website	http://www.csiro.au

Job Description

<https://jobs.csiro.au/>

- **Join CSIRO - Australia's National Science & Innovation Agency**
- **Partner with executives and the Board to deliver trusted financial insights**
- **Showcase your expertise in accounting, financial management and taxation**

As the Deputy Finance Manager - Financial Accounting you'll support the leadership of CSIRO's Accounting and Tax team, whilst also providing finance services to its subsidiaries.

This role is responsible for ensuring accurate, practical accounting advice and processes are in place, along with playing a key role in coaching and developing junior accountants to foster a high-performing team. The position is both strategic and hands-on, driving business outcomes through the delivery of timely, accurate and compliant financial processes and advice.

In addition, the Deputy Manager contributes strategic and analytical insights to CSIRO, subsidiary management and a range of stakeholders, supporting the achievement of broader business objectives.

Duties

Your duties will include:

- Assist the Manager to lead and coordinate the function to ensure the provision of accurate, reliable, flexible and efficient financial processes, governance and systems that anticipate and meet customer needs, and that are compliant with regulatory and government requirements.
- Superior people management and interpersonal skills and proven success in developing and motivating high performing teams. Coaching team members, including accountability for the ongoing enhancement of the team's capability through a commitment to learning and development and effective knowledge transfer across the Finance function.
- Assist the Manager to establish and maintain a robust financial controls environment including creation of financial policy standards and procedures relating to accounting and tax, disseminating advice and educating the business and providing appropriate reports to relevant stakeholders.
- Management reporting, accounting, budgeting and forecasting for CSIRO subsidiaries.
- Preparation of papers and provision of advice for CSIRO Board and CSIRO Board Audit and Risk Committee and subsidiary committees
- Build and maintain strong working relationships with key internal and external stakeholders including a strong and open relationship with the Australian National Audit Office, external auditors and other regulators.
- Ensure compliance with government legislation, taxation legislation and other relevant financial legislation, government practices and accounting standards.
- Meet management expectations of a high-quality financial management service with an emphasis on best practice and innovation in service delivery standards.

Location: Canberra, Hobart, Sydney, Brisbane, Melbourne

Salary: AU\$118,102 - AU\$127,808 plus up to 15.4% superannuation

Tenure: Indefinite

Reference: 101227

Eligibility

To be considered you will need:

- Degree qualified CA/CPA or equivalent work experience.
- Excellent leadership skills with a track record of developing, maintaining and motivating high-performing staff to achieve finance key performance indicators and leading change initiatives.
- Demonstrated experience and strong technical and working knowledge of accounting standards, financial management frameworks and/or taxation.
- Proven experience in preparing financial statements and providing value-added financial advice (accounting or taxation) and information to management, executives and the Board.
- Superior communication, interpersonal and influencing skills and successful track record in developing and maintaining collaborative relationships (externally and internally) at peer and executive as well as team level.
- Demonstrated ability to apply financial policies, plan, prioritise and manage accounting and tax activities, and shape and implement financial process and system improvements Demonstrated experience in working proactively, prioritising goals and being principally accountable for delivering value-add team financial results and balancing competing priorities

Desirable:

- Experience in Australian taxation and working with the Australian Taxation Office (FBT, GST and other matters). Or experience in dealing with international taxation matters.

For full details about this role please review the Position Description

Applications for this position are open to Australian Citizens only. The successful candidate will be required to obtain and maintain a security clearance at the Baseline Level.

Appointment to this role is subject to provision of a national police check and may be subject to other security/medical/character requirements.

Notes

About the Commonwealth Scientific and Industrial Research Organisation (CSIRO)

We imagine. We collaborate. We innovate. We are Australia's national science research agency. We solve the greatest challenges using innovative science and technology. At the Commonwealth Scientific and Industrial Research Organisation (CSIRO), we shape the future. We do this by using science to solve real issues to unlock a better future for our community, our economy, our planet. We pride ourselves on recruiting the best talent - bold change-makers, imaginative problem solvers and people driven by impact, whose creativity and skill match their enthusiasm for science and innovation. Join us, and help unlock a better future for everyone.

To Apply

Position Contact	Sarah Lyons, +61 3 9545 7979
Agency Recruitment Site	https://jobs.csiro.au/

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Industry, Science, Energy and Resources

Vacancy VN-0766101

Geoscience Australia

Closing Date: Sunday 18 January 2026

Corporate
Enabling Services Human Resources

Job Title	Recruitment and Development Advisor (Multiple)
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Symonston ACT
Salary	\$84,286 - \$93,584
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible
Office Arrangement Details	Flexible working arrangements will be considered in accordance with the Geoscience Australia Enterprise Agreement 2024–27.
Classification	APS Level 5
Position Number	Multiple
Agency Website	www.ga.gov.au

Job Description

<https://www.ga.gov.au/about/careers/current-vacancies>

Geoscience Australia values the lands, water and sky as we work to deepen a shared understanding of Country and Earth. We respect First Nations peoples and their enduring connection, contribution and obligations to Country. Reflecting on our shared history, we are committed to listen and learn.

About us

Geoscience Australia is Australia's pre-eminent public sector geoscience organisation. We are the nation's trusted advisor on the geology and geography of Australia. We apply science and technology to describe and understand the Earth for the benefit of Australia. We apply our diverse professional expertise, our deep and trusted knowledge, our national-scale Earth observation infrastructure and our strong partnerships, to the opportunities and challenges that face our nation.

Our culture

Our strength lies in our people, including our diversity in backgrounds, skills and experiences, and the way we work together to respond to the emerging needs of our work. We value diversity in gender, backgrounds, culture, and experiences of our employees and are committed to providing an inclusive workplace culture that ensures everyone has equal opportunity to contribute, participate and progress. Applications from people who reflect this diversity are encouraged.

Our workplace is committed to the health, safety and wellbeing of our employees and offers a variety of flexible working arrangements to enhance flexibility, including remote working arrangements.

What we can offer you

When you work at Geoscience Australia you will have access to a range of benefits and the opportunity to experience a workplace culture that truly values and promotes diversity, inclusion, equity and belonging. To learn more about our competitive salary, free onsite parking, generous flexible working arrangements and the role you can play in growing our culture [click here](#).

Our team

The Enabling Services Branch delivers key corporate functions across Geoscience Australia, including communications, cyber security, finance and facilities, governance, and human resources (HR). Our success is driven by a trusted partnership that connects our expertise with the needs of our stakeholders. Within the HR function, our team provides a range of services to support our people, including recruitment and development, safety and wellbeing, workplace relations, culture and engagement, and workforce data and planning.

Our Recruitment and Development Team plays a vital role in ensuring our people have the skills, knowledge, and opportunities they need to succeed in their roles and grow within the organisation. We are dedicated to fostering a positive, inclusive, and growth-oriented environment that empowers individuals to reach their full potential and contribute to the broader success of Geoscience Australia.

Duties

APS5 Recruitment Advisor

Join Geoscience Australia as a Recruitment Advisor and play a key role in shaping our workforce. Reporting to the Team Leader of Recruitment, you will deliver end-to-end recruitment services, from designing job advertisements and supporting selection panels to facilitating onboarding and ensuring compliance with APS standards and legislation. Working closely with hiring managers, you will develop role profiles, attraction strategies, and support classification management, while preparing employment offers and maintaining accurate records. With opportunities to contribute to projects and drive continuous improvement, this role is central to building capability and supporting our strategic workforce goals.

APS5 Learning and Development Advisor

Join Geoscience Australia as a Learning & Development Advisor and help shape the future of our workforce. Reporting to the Team Leader, you will manage key programs including the LMS, Graduate Program, Scholarships, and Development grants. You will partner with stakeholders to identify training needs, design tailored solutions, and deliver engaging workshops and e-learning modules. As a central point of contact, you will provide advice, manage correspondence, and

ensure initiatives align with legislation, policy, and best practice. With opportunities to contribute to projects, improve processes, and build strong relationships, this role is vital to enhancing our learning and development framework.

To be successful in the role you will:

APS5 Recruitment Advisor:

- Demonstrate experience delivering end-to-end recruitment processes within the APS, including job advertisement design, candidate attraction, selection panel support, and onboarding.
- Apply knowledge of APS recruitment frameworks, classification management, and compliance requirements to provide expert advice to hiring managers and panel chairs on recruitment policies, procedures, and legislative obligations, ensuring recruitment outcomes meet organisational standards.
- Confidently use Aurion to manage onboarding workflows, candidate data entry, IT access, and TRIM to maintain accurate recruitment records.
- Draft clear and tailored recruitment documentation, including role profiles, employment offers, and correspondence with candidates and hiring managers.
- Assist panel chairs throughout the recruitment process, ensuring they follow required procedures and compliance standards, while monitoring progress to deliver timely outcomes with a strong focus on candidate care.
- Contribute to continuous improvement by identifying opportunities to streamline recruitment practices, enhance candidate experience, and embed best practice.

APS5 Learning and Development Advisor:

- Demonstrate experience administering and delivering learning programs such as graduate, leadership, and entry-level initiatives, as well as management of grants and study assistance.
- Apply knowledge of APS learning and development frameworks, policies, and compliance requirements to ensure programs meet organisational standards.
- Confidently use Acorn PLMS, Aurion, and other systems to manage training delivery, reporting, and compliance including creating workflows, building programs, designing content, and monitoring completion.
- Manage the logistics of training programs, including scheduling, participant coordination, reporting, and evaluation, to ensure smooth delivery and measurable outcomes.
- Lead or support program management of rewards and recognition activities, contributing to a positive and high performing workplace culture.
- Collaborate with internal and external stakeholders to identify training needs and codesign tailored modules, workshops, e-learning, and capability building solutions.
- Contribute to continuous improvement by reviewing processes, embedding best practice, and identifying opportunities to enhance organisational capability.

Required skills, knowledge, experience and/or qualifications

- Strong communication skills, with the ability to draft clear, tailored correspondence and provide operational advice for recruitment needs or on learning initiatives.
- Proven ability to review processes, update SOPs, and embed best practice to enhance processes and organisational capability.
- Experience supporting project management activities and contributing to the delivery recruitment and development initiatives.
- Ability to work collaboratively within a team, promoting a positive, inclusive workplace culture and building strong stakeholder relationships.
- Qualification in Human Resources or a related discipline (desirable).

To Apply

Please visit the [careers page](#) of our website to submit your application via our e-Recruit system. Your application should include:

- Your resume (no more than 3 pages)
- A brief statement (no more than 700 words) outlining your transferable skills, experience and capabilities related to the role and the value you would bring to Geoscience Australia.

If you have any questions regarding the role, please contact Makenzie Smith via email on Makenzie.Smith@ga.gov.au

To learn more about applying for roles within the Australian Public Services please review, '[Applying for an APS job: cracking the code](#)'.

Are you unsure about applying?

Did you know that a Hewlett Packard internal report found that men apply for jobs when they meet an average of 60 per cent of the job requirements? Women and other people from diverse backgrounds tend to only apply when they check every box. If you think you have what it takes, but don't necessarily meet every single point on what we are looking for, please still apply or get in touch with the contact officer to learn more about the role.

Eligibility

To be eligible to apply for this position you must meet the below eligibility criteria.

- Be an Australian Citizen at the closing date of application.
- The successful applicant must be able to obtain, hold and maintain a security clearance of an appropriate level relevant to this role.
- Commencement of employment is subject to the successful applicant undergoing and satisfying pre- employment screening, which includes a police history check.

Recruitability

RecruitAbility applies to this vacancy. Under the RecruitAbility scheme you will be invited to participate in further assessment activity for the vacancy if you choose to apply under the scheme; declare you have a disability; and meet the minimum requirements for the position. For more information please visit the [Australian Public Service Commission website](#).

Hearing or speech impaired applicants are invited to use the National Relay Service by contacting 133 677, and requesting to be connected with our Recruitment team on 02 6249 9777 in order to obtain selection documentation.

Notes

Technical Assistance

If you require technical assistance, call our Recruitment team on (02) 6249 9777 or email recruitment@ga.gov.au.

A merit list/pool may be created from this process. If you are successful for the merit pool, your details may be shared with other Australian Public Service agencies unless you choose not to have your details disclosed.

About the Geoscience Australia

Geoscience Australia is an Australian Government listed entity within the Industry, Innovation and Science portfolio. Geoscience Australia is Australia's pre-eminent public sector geoscience organisation. We are the nation's trusted advisor on the geology and geography of Australia. We apply science and technology to describe and understand the Earth for the benefit of Australia. We apply our diverse professional expertise, our deep and trusted knowledge, our national-scale Earth observation infrastructure and our strong partnerships, to the opportunities and challenges that face our nation. We value diversity in gender, backgrounds, culture, and experiences of our employees and are committed to providing an inclusive workplace culture that ensures everyone has equal opportunity to contribute, participate and progress. Applications from people who reflect this diversity are encouraged. We are committed to the health, safety and wellbeing of our employees and offer a flexible and diverse workplace.

To Apply

Position Contact	Makenzie Smith, Makenzie.Smith@ga.gov.au
Agency Recruitment Site	https://www.ga.gov.au/about/careers/current-vacancies

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Industry, Science, Energy and Resources

Vacancy VN-0766099

IP Australia

Closing Date: Monday 09 February 2026

Policy and Stakeholders Indigenous and Strategic Engagement

Job Title	First Nations Project Officer - Affirmative Measures (Indigenous)
Job Type	Full-Time, Ongoing; Non-Ongoing
Location	Various locations - ACT ACT, Various locations - QLD QLD, Various locations - VIC VIC, Various locations - WA WA, Various locations - TAS TAS, Various locations - NT NT, Various locations - SA SA, Various locations - NSW NSW
Salary	\$95,395 - \$108,365
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible
Office Arrangement Details	Flexible working arrangements are available
Classification	APS Level 6
Position Number	1607
Agency Website	https://www.ipaustralia.gov.au/about-us

Job Description

<https://careers.ipaustralia.gov.au>

This role has a particular focus on matters relating to Aboriginal and Torres Strait Islander peoples. This includes the protection of Indigenous Knowledge within the IP system, as well as delivery of our First Nations Strategy to ensure that our services, policies and practices are respectful, inclusive, and supportive of First Nations peoples. APS6 Officers in Policy Stakeholders Group (PSG) assist with research and analysis of IP policy, project and procedural matters, draft briefings and advice for Ministers and IP Australia's Senior Executive, assist with stakeholder consultations and attend meetings with other government agencies and departments.

Please review our Candidate Kit on our Careers page for more information about the role and what it's like to work at IP Australia.

Duties

The successful applicant should be able to meet the capabilities defined in the IP Australia Capability Framework relevant to APS6 level which can be reviewed in our Candidate Kit on our Careers page, and possess:

- A high level of cultural capability and awareness of sensitivities relating to Aboriginal and Torres Strait Islander peoples
- The ability to think strategically and support shared purpose and direction
- Well refined ability to be flexible and adapt to change
- The ability to manage, develop and support networks and relationships
- Self-motivation, with a track record of taking responsibility and delivering results
- Demonstrated high-level organisational and administrative skills and experience
- Enthusiasm for new challenges and applying skills confidently in a range of situations
- Excellent interpersonal skills at all levels
- Excellent written and oral communication skills, including the ability to produce high quality and well-structured documents that are fit for purpose and require minimal editing
- Well-developed research, analysis and problem-solving skills.

Eligibility

Affirmative Measures eligibility

The filling of this vacancy is intended to constitute an affirmative measure under Section 26 of the Australian Public Service Commissioner's Directions 2022. This vacancy is open only to Aboriginal and/or Torres Strait Islander people.

To become our First Nations Project Officer, you must:

- be an Aboriginal and/or Torres Strait Islander person and be able to provide documentation as evidence to confirm your Aboriginal and/or Torres Strait Islander heritage
- be an Australian citizen at the time of application.

Please note that: Evidence will only be required for candidates progressing to interview and must be provided on or before the scheduled interview date.

General eligibility

Under section 22(8) of the *Public Service Act 1999*, employees must be Australian citizens to be employed in the Australian Public Service (APS).

All applicants offered employment will be required to successfully undergo a pre-engagement screening check, even if they have a security clearance. The screening check involves reviewing your background & personal circumstances to minimise risks in giving access to IP Australia information/resources. This screening check is conducted in accordance with the Australian Government Protective Security Policy Framework requirements.

The successful applicant must be willing to disclose all relevant and required information.

Notes

At the end of the recruitment process, a merit pool of suitable candidates may be created. Those found suitable will be advised that they have been placed in the pool. The merit pool is valid for 18 months from the date the process was advertised. The merit pool may be used throughout the period to fill similar positions in the event positions become vacant.

IP Australia acknowledges that those with diverse experiences, perspectives, and backgrounds enhance our workplace and our capability for innovation. Aboriginal and/or Torres Strait Islander People, People with Disability and LGBTIQ+ people are encouraged to apply for any advertised position, that they may be suitable for, within IP Australia.

IP Australia embraces flexibility, including hours and location. Most of our roles can be done from anywhere in Australia, as long as you have reliable internet connection and an appropriate office set-up. We have offices in Canberra (Ngunnawal Country) and Melbourne (Naarm Country) for employees who are located within a reasonable distance to the office and most employees work a mixture of days in the office and days from home. We have a shared hub in Sydney (Gadigal Country). Employees who are not located near an office, work completely remotely.

The filling of this vacancy is intended to constitute an affirmative measure under section 8(1) of the 'Racial Discrimination Act 1975'. This vacancy is only available to Aboriginal and/or Torres Strait people. This initiative/program is only applicable where the successful applicant will be employed under the Public Service Act 1999. Similar conditions may apply when employed under other Acts. For clarification please contact the agency.

RecruitAbility applies to this vacancy. Under the RecruitAbility scheme you will be invited to participate in further assessment activity for the vacancy if you choose to apply under the scheme; declare you have a disability; and meet the minimum requirements for the job. For more information visit: <https://www.apsc.gov.au/recruitability>. This initiative/program is only applicable where the successful applicant will be employed under the Public Service Act 1999. Similar conditions may apply when employed under other Acts. For clarification please contact the agency.

About the IP Australia

IP Australia is the Australian Government agency that drives innovation by administering intellectual property (IP) rights, including patents, trade marks, designs, and plant breeder's rights. Our mission is simple: to help Australians turn great ideas into reality through a world-class IP system that fuels creativity, investment, and economic growth. Working with us means being part of a team that influences global IP frameworks, supports trade agreements, and educates businesses and individuals on the value of IP. We're not just about protecting ideas—we're about enabling innovation that benefits everyone. At IP Australia, we foster an inclusive and diverse culture where every individual feels respected and valued. We believe that diversity drives innovation, and we are committed to creating a workplace where everyone can thrive and reach their full potential. We understand the importance of

flexibility and wellbeing. That's why we offer hybrid work arrangements, flexible hours, and programs to support mental health and overall wellbeing. Our focus on psychological safety ensures that employees feel secure and supported in their roles. Professional growth is a priority for us. We provide opportunities for skill development, education support, and clear pathways for career progression. Whether you're starting your career or looking to advance, IP Australia offers the tools and resources to help you succeed. Our benefits are designed to support your lifestyle and future. With competitive conditions such as 15.4% superannuation contributions, salary packaging options, and family-friendly policies, we make sure our employees are well taken care of. Finally, integrity is at the heart of everything we do. We uphold the highest standards of fairness and respect, maintaining a workplace built on trust and collaboration. At IP Australia, you'll be part of an organisation that values both people and purpose.

To Apply

Position Contact	Joshua Roberts, 0262832394
Agency Recruitment Site	https://careers.ipaustralia.gov.au

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Infrastructure, Transport, Regional Development and Communications

Vacancy VN-0766143

Civil Aviation Safety Authority Australia

Closing Date: Thursday 22 January 2026

Stakeholder Engagement
Communications

Job Title	Finance and Business Coordinator
Job Type	Full-Time, Non-Ongoing
Location	Canberra ACT
Salary	\$107,477 - \$117,914
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Hybrid
Office Arrangement Details	Candidate may work from home averaging up to 50% of their working hours
Classification	APS Level 6
Position Number	9306
Agency Website	https://www.casa.gov.au/about-us/careers-casa

Job Description

<https://www.casa.gov.au/about-us/careers-casa>

The Role

The Civil Aviation Safety Authority (CASA) conducts safety regulation of civil air operations in Australia, Australian civil airspace and the operation of Australian aircraft overseas. The Communications Branch is responsible for CASA’s communication activities. This includes broad public and industry consultation and communication strategies, media engagement, website and intranet management, social media channels, safety promotion activities, graphic design, video production, sponsorships and event management, and manages the Stakeholder Engagement Division financial reporting requirements.

The Finance and Business Coordinator will need to work independently and closely with Section Manager Community Partnerships and Team Leader Events and Partnerships to support the financial requirements of the Stakeholder Engagement Division. You will be responsible for coordinating and working with staff to provide responses to Stakeholder Engagement Division financial objectives and ensure decisions align with CASA’s governance.

Reporting to Team Leader, Events and Partnerships, the Finance and Business Coordinator is responsible following deliverables, which represents an ongoing body of work:

- Prepares, coordinates and reviews annual budget and forecasting submissions for multiple sections and cost centres.

- Manages financial reporting requirements including monthly cost centre analysis, accruals, correction journals and procurements for multiple sections and cost centres within Stakeholder Engagement Division.
- Provides support and advice to Stakeholder Engagement division management and other team members on financial reporting, budgeting and contract requirements.
- Ensures procurement and purchasing requirements align and comply with financial policies and procedures.
- Conducts analysis and reporting to management on employee and supplier expenditure against budget allocations.
- Supports the business requirements of CASA's safety promotion sponsorship, scholarship and events program within the Community Partnerships section and Communications branch including mailbox management, recruitment, record keeping, and assisting the division as required.
- Provides coaching, mentoring and informal supervision to others in the team performing similar or related roles.
- Maintains strong working relationships with business areas such as Budgeting and Planning, Contracts and Procurement, Recruitment and Workforce Planning as required on financial and staffing matters.
- Promote workplace safety, equity and diversity and participative management and environmental management practices in the workplace and act in accordance with the CASA values and behaviours.

Duties

Ideal Candidate

Our ideal candidate must have:

- Demonstrated knowledge and experience in coordinating and preparing budgets, monitoring budget expenditures and procurement activities.
- Demonstrated experience in financial analysis, monitoring and tracking.
- Demonstrated experience in a fast-paced and customer focused administration, finance or communications environment.
- Strong written and oral communication skills, including a demonstrated capacity in liaising, managing and working professionally with a diverse range of people
- Strong stakeholder engagement skills including the ability to build effective relationships with stakeholders and colleagues through consultation and collaboration.
- Excellent organisational and time management skills with the ability to adapt and manage multiple tasks with changing and competing priorities, whilst maintaining a high level of attention to detail.
- High level skills using MS Office application suite, including demonstrated proficiency in Microsoft Excel, and TechOne (or other financial management tool).
- Ability to engage with Aboriginal and Torres Strait Islander employees in a sensitive, respectful and equitable manner.
- Ability to promote workplace safety, equity and diversity, and act in accordance with the CASA Values and Behaviours.

The following ideal candidate requirements are desirable:

- Experience within a financial department or institute. Supervisory or management experience in this area would be highly regarded.
- Experience within an aviation or public sector environment.
- Experience and knowledge of financial policies, practices and procedures in a government setting.

Eligibility

Eligibility Requirements

These are mandatory requirements for the role:

- Must be an Australia citizen or permanent resident
- Undergo pre-employment screening including a Police Check

Notes

Canberra preferred, All CASA office locations considered.

This vacancy is being advertised concurrently under a general and an affirmative measure recruitment process.

Affirmative measures is only available to Aboriginal and/or Torres Strait people or people living with a disability, evidence will be requested if your application progresses under an affirmative measures process.

About the Civil Aviation Safety Authority Australia

"Safe skies for all—it begins with you." CASA is established by and operates under the Civil Aviation Act 1988 and the Airspace Act 2007. CASA's primary function is to conduct the safety regulation of civil air operations in Australia and the operation of Australian aircraft overseas. We license pilots, register aircraft, oversee aviation safety and promote safety awareness. We are also responsible for making sure that Australian airspace is administered and used safely. CASA is a Corporate Commonwealth entity and is subject to the Public Governance, Performance and Accountability Act 2013 which deals with a range of matters, including reporting and the use of and management of public resources. We employ over 800 people working across Australia. We are an engaged team and proud to work for CASA. We strongly believe in the vision, mission and goals of our agency. We are highly connected to CASA's Values and Regulatory Philosophy that underpin all we do. We understand how our roles directly contribute to aviation safety. We are a relationship-based organisation and value the unput and ideas of others.

To Apply

Position Contact	Skye Harris, 02 6217 1066
Agency Recruitment Site	https://www.casa.gov.au/about-us/careers-casa

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Infrastructure, Transport, Regional Development and Communications

Vacancy VN-0766144

Civil Aviation Safety Authority Australia

Closing Date: Thursday 22 January 2026

Stakeholder Engagement
Communications

Job Title	Finance and Business Coordinator - Aboriginal and/or Torres Strait Islander and/or Disability
Job Type	Full-Time, Non-Ongoing
Location	Canberra ACT
Salary	\$107,477 - \$117,914
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Hybrid
Office Arrangement Details	Candidate may work from home averaging up to 50% of their working hours
Classification	APS Level 6
Position Number	9306
Agency Website	https://www.casa.gov.au/about-us/careers-casa

Job Description

<https://www.casa.gov.au/about-us/careers-casa>

The Role

The Civil Aviation Safety Authority (CASA) conducts safety regulation of civil air operations in Australia, Australian civil airspace and the operation of Australian aircraft overseas. The Communications Branch is responsible for CASA's communication activities. This includes broad public and industry consultation and communication strategies, media engagement, website and intranet management, social media channels, safety promotion activities, graphic design, video production, sponsorships and event management, and manages the Stakeholder Engagement Division financial reporting requirements.

The Finance and Business Coordinator will need to work independently and closely with Section Manager Community Partnerships and Team Leader Events and Partnerships to support the financial requirements of the Stakeholder Engagement Division. You will be responsible for

coordinating and working with staff to provide responses to Stakeholder Engagement Division financial objectives and ensure decisions align with CASA's governance.

Reporting to Team Leader, Events and Partnerships, the Finance and Business Coordinator is responsible following deliverables, which represents an ongoing body of work:

- Prepares, coordinates and reviews annual budget and forecasting submissions for multiple sections and cost centres.
- Manages financial reporting requirements including monthly cost centre analysis, accruals, correction journals and procurements for multiple sections and cost centres within Stakeholder Engagement Division.
- Provides support and advice to Stakeholder Engagement division management and other team members on financial reporting, budgeting and contract requirements.
- Ensures procurement and purchasing requirements align and comply with financial policies and procedures.
- Conducts analysis and reporting to management on employee and supplier expenditure against budget allocations.
- Supports the business requirements of CASA's safety promotion sponsorship, scholarship and events program within the Community Partnerships section and Communications branch including mailbox management, recruitment, record keeping, and assisting the division as required.
- Provides coaching, mentoring and informal supervision to others in the team performing similar or related roles.
- Maintains strong working relationships with business areas such as Budgeting and Planning, Contracts and Procurement, Recruitment and Workforce Planning as required on financial and staffing matters.
- Promote workplace safety, equity and diversity and participative management and environmental management practices in the workplace and act in accordance with the CASA values and behaviours.

Duties

Ideal Candidate

Our ideal candidate must have:

- Demonstrated knowledge and experience in coordinating and preparing budgets, monitoring budget expenditures and procurement activities.
- Demonstrated experience in financial analysis, monitoring and tracking.
- Demonstrated experience in a fast-paced and customer focused administration, finance or communications environment.
- Strong written and oral communication skills, including a demonstrated capacity in liaising, managing and working professionally with a diverse range of people
- Strong stakeholder engagement skills including the ability to build effective relationships with stakeholders and colleagues through consultation and collaboration.
- Excellent organisational and time management skills with the ability to adapt and manage multiple tasks with changing and competing priorities, whilst maintaining a high level of attention to detail.
- High level skills using MS Office application suite, including demonstrated proficiency in Microsoft Excel, and TechOne (or other financial management tool).
- Ability to engage with Aboriginal and Torres Strait Islander employees in a sensitive, respectful and equitable manner.

- Ability to promote workplace safety, equity and diversity, and act in accordance with the CASA Values and Behaviours.

The following ideal candidate requirements are desirable:

- Experience within a financial department or institute. Supervisory or management experience in this area would be highly regarded.
- Experience within an aviation or public sector environment.
- Experience and knowledge of financial policies, practices and procedures in a government setting.

Eligibility

Eligibility Requirements

These are mandatory requirements for the role:

- Must be an Australia citizen or permanent resident
- Undergo pre-employment screening including a Police Check

Notes

Canberra preferred, All CASA office locations considered.

The filling of this vacancy is intended to constitute an affirmative measure under section 8(1) of the 'Racial Discrimination Act 1975'. This vacancy is only available to Aboriginal and/or Torres Strait people. This initiative/program is only applicable where the successful applicant will be employed under the Public Service Act 1999. Similar conditions may apply when employed under other Acts. For clarification please contact the agency.

The filling of this vacancy is intended to constitute an affirmative measure under Section 33 of the Australian Public Service Commissioner's Direction 2022. This vacancy is open only to people with disability. This initiative/program is only applicable where the successful applicant will be employed under the Public Service Act 1999. Similar conditions may apply when employed under other Acts. For clarification please contact the agency.

About the Civil Aviation Safety Authority Australia

"Safe skies for all—it begins with you." CASA is established by and operates under the Civil Aviation Act 1988 and the Airspace Act 2007. CASA's primary function is to conduct the safety regulation of civil air operations in Australia and the operation of Australian aircraft overseas. We license pilots, register aircraft, oversee aviation safety and promote safety awareness. We are also responsible for making sure that Australian airspace is administered and used safely. CASA is a Corporate Commonwealth entity and is subject to the Public Governance, Performance and Accountability Act 2013 which deals with a range of matters, including reporting and the use of and management of public resources. We employ over 800 people working across Australia. We are an engaged team and proud to work for CASA. We strongly believe in the vision, mission and goals of our agency. We are highly connected to CASA's Values and Regulatory Philosophy that underpin all we do. We understand how our roles directly contribute to aviation safety. We are a relationship-based organisation and value the input and ideas of others.

To Apply

Position Contact	Skye Harris, 02 6217 1066
Agency Recruitment Site	https://www.casa.gov.au/about-us/careers-casa

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Infrastructure, Transport, Regional Development and Communications

Vacancy VN-0766122

High Speed Rail Authority

Closing Date: Wednesday 30 December 2026

General Counsel and Governance
General Counsel and Governance

Job Title	2026 HSRA Section 26 Transfer Register
Job Type	Full-Time, Ongoing; Non-Ongoing
Location	Sydney NSW, Canberra ACT
Salary	-
Future Merit Locations	Sydney, Canberra
Office Arrangement	Flexible
Office Arrangement Details	Flexible
Classification	APS Level 5; APS Level 6; Executive Level 1; Executive Level 2
Position Number	120805
Agency Website	

Job Description

recruitment@hsra.gov.au

APS Section 26 Transfer Register

Expressions of Interest

High Speed Rail Authority invites expressions of interest from suitably qualified and experienced APS employees seeking Section 26 transfer opportunities. We are building a register of talent to support critical functions across legal, governance, risk, and projects. These roles offer the

opportunity to contribute to high impact work, uphold HSRA values, and strengthen organisational capability.

Duties

We are seeking interest across the following streams:

• Legal and Compliance Roles

- *Procurement and Contracts Lawyer (EL2)* – Provide expert legal advice on procurement strategies, contract drafting, and compliance with Commonwealth frameworks.
- *Probity, Ethics, and Integrity Officer (EL1–EL2)* – Embed ethical governance, manage probity risks, and advise on integrity matters across business units.
- *Legal Compliance Manager/Officer (EL2)* – Lead compliance frameworks, monitor obligations, and advise executives on emerging risks.
- *Senior Legal Counsel – Projects, Construction & Infrastructure (EL2, 5–10 years)* – Deliver strategic legal advice on large scale projects, contracts, and risk allocation.
- *Legal Assistant/Paralegal (APS5–EL1)* – Provide critical support in drafting, research, and case preparation.

• Governance and Risk Roles

- *Enterprise Risk Manager (EL2, 5–10 years)* – Design and implement enterprise-wide risk frameworks, embed risk culture, and advise executives.
- *Assistant Board Secretary (EL2, 5–10 years)* – Deliver high level secretariat services, prepare board papers, and ensure compliance with governance obligations.

• Project and Business Support Roles

- *Senior Business Analyst (EL1)* – Lead business process reviews, requirements gathering, and solution design to support APS projects.
- *Project Coordinator – PMO(APS6)* – Support program management office functions, coordinate schedules, and ensure governance documentation.
- *Project Coordinator – General (APS6)* – Provide adaptable project support across diverse initiatives, assisting with planning, monitoring, and reporting.

Eligibility

Employment with the Authority is subject to conditions prescribed within the Public Service Act 1999 included:

- **Citizenship:** must be an Australian citizen to be eligible for employment with the Authority.
- **Pre-Employment Screening:** Police check is a mandatory requirement check
- **Security Clearance:** Baseline Clearance

Notes

Why Join the Register?

By submitting an expression of interest, you will be considered for temporary or ongoing opportunities that align with your skills and experience. This register enables the agency to quickly

identify and engage talent for critical roles, ensuring defensible, merit-based recruitment consistent with APS/HSRA values.

Notes

There is no guarantee that an offer of employment will be made whilst your application remains on the register - you will only be contacted regarding your application if a vacancy arises that matches your skills and experience. Your application will be considered until 30th Dec 2026. After this date; you will be required to reapply.

About High Speed Rail Authority

High speed rail will create generations of opportunities for Australian regions, cities and communities – helping connect Australians in faster, smarter and more sustainable ways.

Our work will deliver enduring benefits, setting new foundations for how Australians work, live and connect for generations to come. High speed rail is more than just a transport project – by significantly reducing travel times we will make a big country smaller and turn vast distances into opportunities, bridging the gap between regional and metropolitan economies.

Whether starting your career or bringing experience, you will help build the capability and industries Australia needs for the future.

Working with us means access to global best practice while shaping Australia's own expertise in a new form of sustainable infrastructure.

You will join a team committed to learning, innovation and professional growth, where your contribution will leave a legacy for the nation.

Why Join Us

At the High-Speed Rail Authority, you'll help shape the systems that support Australia's proposed future high speed rail network. We offer:

- Salary Range Min \$86,291 to Max \$162,627 plus 15.4% superannuation
- A purpose-driven culture focused on integrity and innovation
- Opportunities to influence national governance and risk strategy

- Flexibility, growth, and meaningful work
- Support for relevant learning, training and study assistance for staff's professional development
- 4 weeks annual leave
- 20 days personal/carers leave per annum
- Free annual flu vaccinations
- Fitness passport
- EAP services

How to Apply

Interested APS employees are encouraged to submit an expression of interest outlining their skills, experience, and preferred role(s). Please ensure your application demonstrates alignment with APS capabilities and highlights relevant achievements.

Any questions about the role should be directed to recruitment team via email on recruitment@hsra.gov.au with the position title in the subject line.

Privacy Collection Notice

The High Speed Rail Authority (the Authority) collects personal information from you in order to process your employment, contract or secondment application, as part of your recruitment and on-boarding at the Authority. HSRA will take steps to protect your information from interference or unauthorised access or disclosure. Link to our [Privacy Collection Notice](#).

Please note that this opportunity is only available to Australian Public Service employees

About the High Speed Rail Authority

About Us The High Speed Rail Authority, an independent corporate Commonwealth entity, has been tasked with developing a national high speed rail network. Stage 1 would connect Newcastle to Sydney on a dedicated new railway line with new world-class trains capable of travelling up to 320km/h. High speed rail stations would be built in central Newcastle, on the Central Coast and in central Sydney. Other stations are also under consideration. Journeys would be at least twice as fast as now – it would take about an hour to get from Newcastle to Sydney and about 30 minutes from the Central Coast to Newcastle or to Sydney. As the proposed network expands, further regions and communities would be connected by high speed rail. A journey from Canberra to Sydney would take about 90 minutes, while it would take about four hours to travel from Melbourne to Sydney or from Sydney to Brisbane.

To Apply

Position Contact	HSRA Recruitment, 0437 514 815
Agency Recruitment Site	recruitment@hsra.gov.au

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Infrastructure, Transport, Regional Development and Communications

Vacancy VN-0766123

High Speed Rail Authority

Closing Date: Wednesday 30 December 2026

General Counsel and Governance
 General Counsel and Governance

Job Title	HSRA Temporary Employment Register
Job Type	Full-Time, Ongoing; Non-Ongoing
Location	Canberra ACT, Sydney NSW
Salary	-
Future Merit Locations	Canberra, Sydney
Office Arrangement	Flexible
Office Arrangement Details	Flexible
Classification	APS Level 5; APS Level 6; Executive Level 1; Executive Level 2
Position Number	120805
Agency Website	

Job Description

recruitment@hsra.gov.au

Temporary Employment Register

Expressions of Interest

High Speed Rail Authority invites expressions of interest from suitably qualified and experienced APS employees seeking temporary employment opportunities. We are building a register of talent to support critical functions across legal, governance, risk, and projects. These roles offer the opportunity to contribute to high impact work, uphold HSRA values, and strengthen organisational capability.

Duties

We are seeking interest across the following streams:

Legal and Compliance

- *Procurement and Contracts Lawyer (EL2)* – Provide expert legal advice on procurement strategies, contract drafting, and compliance with Commonwealth frameworks.
- *Probity, Ethics, and Integrity Officer (EL1–EL2)* – Embed ethical governance, manage probity risks, and advise on integrity matters across business units.
- *Legal Compliance Manager/Officer (EL2)* – Lead compliance frameworks, monitor obligations, and advise executives on emerging risks.
- *Senior Legal Counsel – Projects, Construction & Infrastructure (EL2, 5–10 years)* – Deliver strategic legal advice on large scale projects, contracts, and risk allocation.
- *Legal Assistant/Paralegal (APS5–EL1)* – Provide critical support in drafting, research, and case preparation.

Governance and Risk

- *Enterprise Risk Manager (EL2, 5–10 years)* – Design and implement enterprise-wide risk frameworks, embed risk culture, and advise executives.
- *Assistant Board Secretary (EL2, 5–10 years)* – Deliver high level secretariat services, prepare board papers, and ensure compliance with governance obligations.

Project and Business Support

- *Senior Business Analyst (EL1)* – Lead business process reviews, requirements gathering, and solution design to support APS projects.
- *Project Coordinator – PMO(APS6)* – Support program management office functions, coordinate schedules, and ensure governance documentation.
- *Project Coordinator – General (APS6)* – Provide adaptable project support across diverse initiatives, assisting with planning, monitoring, and reporting.

Eligibility

Eligibility Requirements

Employment with the Authority is subject to conditions prescribed within the Public Service Act 1999 included:

- **Citizenship:** must be an Australian citizen to be eligible for employment with the Authority.
- **Pre-Employment Screening:** Police check is a mandatory requirement check
- **Security Clearance:** Baseline Clearance

Notes

Why Join the Register?

By submitting an expression of interest, you will be considered for temporary or ongoing opportunities that align with your skills and experience. This register enables the agency to quickly identify and engage talent for critical roles, ensuring defensible, merit-based recruitment consistent with APS/HSRA values.

Notes

There is no guarantee that an offer of employment will be made whilst your application remains on the register - you will only be contacted regarding your application if a vacancy arises that matches your skills and experience. Your application will be considered until 30th Dec 2026. After this date; you will be required to reapply.

About HSRA

High speed rail will create generations of opportunities for Australian regions, cities and communities – helping connect Australians in faster, smarter and more sustainable ways.

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- Opportunities to influence national governance and risk strategy
- Flexibility, growth, and meaningful work
- Support for relevant learning, training and study assistance for staff's professional development
- 4 weeks annual leave
- 20 days personal/carers leave per annum
- Free annual flu vaccinations
- Fitness passport
- EAP services

How to Apply

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Agency Recruitment Site	recruitment@hsra.gov.au

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Prime Minister and Cabinet

Vacancy VN-0765945

Aboriginal Hostels Limited

Closing Date: Monday 26 January 2026

Top End Operations

Job Title	Cooks, Kitchenhands, Night Attendants and Housekeepers
Job Type	Full-Time;Part-Time;Casual, Ongoing;Non-Ongoing
Location	Katherine NT, Darwin NT, Nhulunbuy NT
Salary	\$59,520 - \$64,877
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	On Site
Office Arrangement Details	Onsite
Classification	APS Level 2
Position Number	Various
Agency Website	https://www.ahl.gov.au/work

Job Description

<https://www.ahl.gov.au/work>

About AHL

Aboriginal Hostels Limited provide safe, culturally appropriate and affordable accommodation for First Nations people who need to be away from home to access medical services, education and economic opportunities.

Across its network of hostels, dedicated Aboriginal Hostels Limited (AHL) staff provide accommodation and meals for residents in a supportive environment, assisted by local First Nations service providers and referral agencies.

We will provide you with a chance to contribute to improving the quality of life and economic opportunities for First Nations people. We offer rewarding experiences and rewarding employment conditions.

Duties

AHL is looking for Cooks, Kitchenhands, Night Attendants and Housekeepers for the Katherine, Darwin and Nhulunbuy (Northern Territory) regions who are highly motivated, energetic and enthusiastic about delivering quality services to our residents.

Under the general direction of the Hostel Manager, all hostel worker positions will provide high quality care and support within a residential setting for First Nations people.

Cooks/Kitchenhands

The Cook position will assist with the preparation of meals and day-to-day operation of the kitchen in accordance with food standards and relevant legislation.

Duties include but not limited to:

- Preparing and serving meals for residents.
- Receiving, rotating and storing food and kitchen supplies.
- Assisting with stock management.
- Maintaining a clean and safe kitchen environment.
- Preparing and cleaning the dining room for all residents.

Night Attendants

The Night Attendant position will assist with the monitoring of the night security of the hostel in accordance with AHL's policies and procedures.

Duties include but not limited to:

- Monitor premises to preserve order and protect property.
- Oversee and record entry/exit of residents, staff and visitors.
- Report and assist in escalating emergencies following established procedures.

Administrative tasks:

- Enter and maintain data on AHL's online reservation system.
- Record daily activities and note irregularities, eg. equipment or property damage, theft, unauthorised persons, or unusual occurrences) using established templates.

General domestic duties:

- Carry out cleaning duties to ensure hostel grounds, gardens, windows, and the property are kept tidy.
- Prepare rooms for housekeeping the following day.

Housekeepers

The Housekeeper position will assist with maintaining a clean, safe and welcoming environment for residents and staff in accordance with organisational standards and relevant legislation.

Duties include but are not limited to:

- Undertaking daily cleaning tasks throughout the hostel, including resident rooms, common and service areas.
- Ensure cleaning is performed to a high standard and maintaining hygiene requirements.
- Monitoring and maintaining an adequate supply of cleaning products and equipment.
- Inspecting rooms and facilities regularly for maintenance requirements and reporting issues to the Hostel Manager or Assistant Hostel Manager.
- Supporting the hostel team with general housekeeping and ad hoc cleaning tasks as required.

Eligibility

- Be an Australian Citizen.
- Undergo a Satisfactory National Criminal History Check (prior to engagement).
- Hold and maintain Working with Children Check in Northern Territory (prior to engagement)
- Meet Fitness for Duty requirements (prior to engagement).
- All Hostel Workers are required to be in good physical health, and will be required to walk, lift and carry due to the nature of the positions. These positions work a flexible schedule and must be able to move continuously during working hours. Shift work may apply.
- Hold or obtain relevant qualifications.

Essential Qualifications and Training

Night Attendant

- First Aid Certificate
- Emergency Warden Training (or ability to obtain in the first six months of employment)

Cook

- Food Safety Handling Certificate (or ability to obtain in the first six months of employment).

Housekeeper

- Chemical Handling Training through an AHL's approved supplier (currently Jaysol) (or ability to complete within the first six months of employment).

Notes

How to apply

- For further information including what skills we are looking for please review the position description on [Work with us | Aboriginal Hostels Limited](#)
- Complete the Application Form available here [Work with us | Aboriginal Hostels Limited](#)
- Email your current Resume and the completed Application Form to jobs@ahl.gov.au before 11:59pm AEST on Monday, 26 January 2026
- Please include your name and the job reference (VN-0765945) in the subject of your email.

Indigenous job seekers are encouraged to apply for this vacancy. If the job is 'Identified', then part or all of the duties impact on Indigenous Australian communities or their representatives.

RecruitAbility applies to this vacancy. Under the RecruitAbility scheme you will be invited to participate in further assessment activity for the vacancy if you choose to apply under the scheme; declare you have a disability; and meet the minimum requirements for the job. For more information visit: <https://www.apsc.gov.au/recruitability>. This initiative/program is only applicable where the successful applicant will be employed under the Public Service Act 1999. Similar conditions may apply when employed under other Acts. For clarification please contact the agency.

About the Aboriginal Hostels Limited

Our purpose is to provide culturally safe and affordable accommodation for First Nations people who need to be away from home to access services and economic opportunities. Across our network of hostels, dedicated AHL staff provide accommodation and meals for residents in a culturally safe and supportive environment. We have a strong network of relationships with other organisations, including First Nations organisations. This network both refers residents to AHL and works alongside AHL to support residents to meet their needs. We are proud to be one of the largest employers of First Nations people in the Australian Public Service, First Nations employees make up over 40% of our workforce. Working with us will provide you with a chance to contribute to improving the quality of life and economic opportunities for First Nations people.

To Apply

Position Contact	Augustine Joseph, 02 6212 2001
Agency Recruitment Site	https://www.ahl.gov.au/work

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Prime Minister and Cabinet

Vacancy VN-0765950

Aboriginal Hostels Limited

Closing Date: Monday 26 January 2026

Job Title	Cooks, Kitchenhands, Night Attendants and Housekeepers
Job Type	Full-Time;Part-Time;Casual, Ongoing;Non-Ongoing
Location	Various locations - QLD QLD, Brisbane QLD, Mackay QLD, Rockhampton QLD
Salary	-
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	On Site
Office Arrangement Details	Onsite
Classification	APS Level 2
Position Number	Various
Agency Website	https://www.ahl.gov.au/work

Job Description

<https://www.ahl.gov.au/work>

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Duties

AHL is looking for Cooks, Kitchenhands, Night Attendants and Housekeepers for the Brisbane, Mackay and Rockhampton regions who are highly motivated, energetic and enthusiastic about delivering quality services to our residents.

Under the general direction of the Hostel Manager, all hostel worker positions will provide high quality care and support within a residential setting for First Nations people.

Cooks/Kitchenhands

The Cook position will assist with the preparation of meals and day-to-day operation of the kitchen in accordance with food standards and relevant legislation.

Duties include but not limited to:

- Preparing and serving meals for residents.
- Receiving, rotating and storing food and kitchen supplies.
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Duties include but not limited to:

- Monitor premises to preserve order and protect property.
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- Enter and maintain data on AHL's online reservation system.
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Eligibility

- Be an Australian Citizen.
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- All Hostel Workers are required to be in good physical health, and will be required to walk, lift and carry due to the nature of the positions. These positions work a flexible schedule and must be able to move continuously during working hours. Shift work may apply.
- Hold or obtain relevant qualifications.

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Night Attendant

- First Aid Certificate
- Emergency Warden Training (or ability to obtain in the first six months of employment)

Cook

- Food Safety Handling Certificate (or ability to obtain in the first six months of employment).

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- Chemical Handling Training through an AHL's approved supplier (currently Jaysol) (or ability to complete within the first six months of employment).

Notes

How to apply

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- Please include your name and the job reference (VN-0765950) in the subject of your email.

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To Apply

Position Contact	Augustine Joseph, 02 6212 2001
Agency Recruitment Site	https://www.ahl.gov.au/work

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Prime Minister and Cabinet

Vacancy VN-0766090

Aboriginal Hostels Limited

Closing Date: Sunday 01 February 2026

Job Title	Senior Executive Service Band 1 - Chief People Officer
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Various locations - ACT ACT, Various locations - NSW NSW, Various locations - VIC VIC, Various locations - WA WA, Various locations - QLD QLD, Various locations - SA SA, Various locations - TAS TAS
Salary	-
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible
Office Arrangement Details	Hybrid Work arrangement
Classification	Senior Executive Service Band 1
Position Number	9106
Agency Website	https://www.ahl.gov.au/work

Job Description

<https://www.ahl.gov.au/work>

Lead Transformation. Champion Culture. Empower our Future at Aboriginal Hostels Limited!

Aboriginal Hostels Limited (AHL) provides safe, culturally supportive accommodation services for Aboriginal and Torres Strait Islander people across Australia. For more than 50 years, AHL has played a critical role in strengthening opportunities, mobility and wellbeing for First Nations people through access for affordable, culturally respectful lodging.

As we move forward with a renewed focus on workforce excellence, cultural safety and organisational capability, AHL is seeking a visionary Chief People Officer (CPO) to lead a new era of transformation within our People Branch who provide critical Human Resource and WHS services.

This position is offered under Affirmative Measures – First Nations and is open only to Aboriginal and Torres Strait Islander applicants. This role is central to our commitment to expanding First Nations leadership and ensuring AHL’s workforce reflects and supports the communities we serve.

About the role

The Chief People Officer (CPO) is a key member of AHL's Executive Leadership Team and provides strategic leadership across all people, culture and workforce functions. This role leads the transformation and delivery of contemporary human resources, workplace relations, work health and safety, and capability development frameworks.

The CPO will champion diversity, equity, and inclusion, with a strong focus on attracting, supporting, and retaining First Nations employees through affirmative measures and culturally safe employment practices. The role provides expert advice to the Chief Executive Officer, Executive, and Board ensuring compliance with APS legislation and best practice people governance.

This is a unique opportunity to shape a culturally strong, high-performing Company that directly contributes to improved outcomes for Aboriginal and Torres Strait Islander peoples.

AHL is a commonwealth Company which engages employees in accordance with the Public Service Act 1999.

Duties

Key responsibilities

- Developing and implementing innovative people strategies that align with AHL goals and APS priorities.
- Driving employee engagement strategies to enhance workforce satisfaction and retention.
- Leading strategies to attract, support, and retain First Nations employees, incorporating affirmative measures where appropriate.
- Providing authoritative advice to the CEO, Executive and Board on workforce planning, industrial relations, WHS, and cultural matters.
- Championing culturally safe, inclusive, and high-performing workplace practices.
- Leading strategic workforce planning, recruitment, talent management, and succession planning.
- Overseeing industrial relations, policy development, enterprise bargaining, performance management, and dispute resolution.
- Ensuring compliance with APS legislation, policies, and guidelines, including the Public Service Act 1999 and the Fair Work Act 2009.
- Driving capability strategies and initiatives to build leadership and workforce capability
- Building strong relationships with internal and external stakeholders, including APSC, NIAA and Comcare.

For more information, please see the Position Description at [Work with us | Aboriginal Hostels Limited](#)

About you

You are a dynamic and values-driven leader with a deep understanding of contemporary human resources practices within the public sector or a comparable environment. You lead with integrity, empathy, and strategic foresight, and are passionate about creating inclusive, culturally safe workplaces – particularly for First Nations peoples.

You will bring:

- Significant senior leadership experience in human resources or a related field.
- Expertise in workforce planning, industrial relations, policy development, and WHS.
- Strong stakeholder engagement and communication skills.
- Demonstrated ability to lead complex change and deliver outcomes aligned to APS leadership expectations.

Eligibility

Eligibility, Qualifications and Experience

Essential:

- Australian Citizenship
- Ability to obtain and maintain a Negative Vetting 1 Security Clearance.
- Significant professional experience working in a human resources or related environment, including senior leadership roles within the public sector or a comparable environment.

Desirable:

- Qualifications in human resources or a related field (highly desirable).
- AHRI membership and/or certification (highly desirable).

Notes

How to Apply

Please submit your updated CV and statement (no more than two (2) pages) outlining your alignment to the role and eligibility under Affirmative Measures - First Nations to eva.kirby@ahl.gov.au

For confidential discussion about the role, please contact Shane Hamilton on 02 6212 050 or shane.hamilton@ahl.gov.au

Other information

This role is open under the RecruitAbility scheme. Applicants with a disability who opt in and meet the minimum requirements will progress to the next assessment stage supporting fair and inclusive recruitment. We encourage eligible candidates to participate and request any adjustments they may need.

Salary band: A competitive remuneration package will be negotiated based on the candidate's experience, qualifications and skills.

Location: Preference for Capital Cities - other locations considered.

Status: Ongoing/Non-ongoing (AHL has one ongoing SES position).

The filling of this vacancy is intended to constitute an affirmative measure under section 8(1) of the 'Racial Discrimination Act 1975'. This vacancy is only available to Aboriginal and/or Torres Strait people. This initiative/program is only applicable where the successful applicant will be employed under the Public Service Act 1999. Similar conditions may apply when employed under other Acts. For clarification please contact the agency.

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To Apply

Position Contact	Eva Kirby, eva.kirby@ahl.gov.au
Agency Recruitment Site	https://www.ahl.gov.au/work

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Prime Minister and Cabinet

Vacancy VN-0766030

Australian National Audit Office

Closing Date: Wednesday 06 January 2027

Various
Various Various

Job Title	2026 ANAO Internship Program Register (University Students)
Job Type	Casual, Non-Ongoing
Location	Canberra ACT
Salary	\$55,392 - \$67,335
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	On Site
Office Arrangement Details	The employee will be required to work from our Canberra office only. No remote work or relocation will be offered.
Classification	APS Level 1
Position Number	001/2026
Agency Website	https://www.anao.gov.au

Job Description

<https://www.anao.gov.au>

- Gain foundational APS knowledge and skills that provide a unique introduction to the work of government and make you highly competitive for Graduate Programs and other APS positions.
- Current hourly rate is **\$35.39 plus 15.4% superannuation**.
- All positions are located in Forrest, ACT.

At the ANAO, you will make meaningful and valuable contributions to public sector administration through a full range of audit and assurance services.

We are a professional and high performing organisation underpinned by the values of integrity, respect and excellence. Our people are technical and analytical experts in their field and are driven to produce high quality outcomes.

Internship opportunities may be available in the following areas:

Financial Statements Audit Services Group (FSASG) conducts annual financial statement audits of Australian government entities and agencies, and plays a crucial role in improving the standards of financial management and administration across the public sector.

Systems Assurance and Data Analytics Group (SADA) provides IT audit and data analytics support and advice to all service groups within the ANAO. The Group specialises in IT assurance and data analytics across areas ranging from governance and compliance, financial reporting, cyber security, service delivery and policy development. SADA plays a crucial role in improving the standards of financial management and administration across the public sector.

Performance Audit Services Group (PASG) provides Parliament with assurance about the quality of public resource management, and assists the public sector by identifying and promoting better administrative and management practices.

Performance Statements Audit Service Group (PSASG) provides the Parliament and the public with assurance on the non-financial performance information reported in entities' corporate plans, portfolio budget statements and annual reports.

Duties

The opportunities

Are you looking to stand out when applying for future graduate programs? An internship with the ANAO offers you the opportunity to apply the skills you're developing at university in a meaningful, real-world context. You'll contribute to audits and reviews that enhance transparency, accountability, and integrity in government spending and decision-making.

Our work helps improve financial management and public administration across the Australian Government, with findings reported directly to Parliament. As an intern, you'll gain unique and diverse experience in public sector auditing and accounting, working with both large and small government agencies.

At the ANAO, we value curiosity and a commitment to learning. You'll have access to a range of training and development resources designed to support your professional growth.

Successful candidates will be employed on a casual basis, allowing for flexible working hours that accommodate your study commitments. Start dates and work schedules will be negotiated to ensure your academic progress remains the priority. Casual contracts are open-ended, providing flexibility to meet both the ANAO's needs and your availability.

Who we are looking for

You're inquisitive, meticulous, humble and you often let your work speak for itself. You will also:

- Have a strong record of maintaining and balancing study commitments.

- Be a strong communicator who possesses the skills needed to build relationships with both your team and managers.
- Be able to commit (on average) 15 hours per week to the work placement with an increase of hours during university breaks.
- Be interested in developing their skills and building a career in audit.
- Be living in Canberra, where the office is located.

Desirable qualifications

Given the nature of the work within Financial Statement Services Group, a currently enrolled Accounting, Finance, Economics or equivalent tertiary qualification is essential to the role.

The Performance Audit Services Group and Performance Statement Audit Services Group accepts all degrees, but we do look for people with highly developed skills in writing, research and analysis.

The System Assurance and Data Analytics Group accepts degrees in; data analytics; business information systems; business informatics; engineering; IT security; dual degrees in finance/IT.

How to apply

Applications must be submitted using the [online recruitment system](#).

Applicants are required to submit:

- Your most recent academic transcript (an unofficial copy is fine); and
- A current CV/resume and a statement of claims (**500 words maximum**) outlining why you are interested in an internship placement with the Australian National Audit Office and why you believe that you have the skills, capabilities, knowledge and experience to be considered for this role. Please provide examples which demonstrate your ability to perform the duties of the position. We highly recommend that you refer to the [ANAO Core Capability Framework](#) when preparing your statement of claims.

Eligibility

Eligibility

- Citizenship – To be eligible for employment with the ANAO, applicants must be an Australian citizen.
- Security Clearance – The Australian community requires the highest level of integrity from ANAO employees. The preferred applicant will be required to obtain and maintain a [security](#)

[clearance](#). For more information about the AGSVA security clearance process, please refer to the [AGSVA website](#).

- Tertiary Education – To be eligible for these opportunities you must be completing an Australian Qualifications Framework Level 7 qualification (a Bachelor degree), equivalent, or higher.
- We encourage and welcome applications from Aboriginal and Torres Strait Islander peoples, people with Disability, LGBTIQ+ people, people from culturally and linguistically diverse backgrounds and mature aged people.
- 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, including a 25% loading in lieu of annual leave, personal leave and public holidays.
- Relocation assistance is not able to be offered as part of the internship. Candidates wishing to take up these opportunities who reside outside the Canberra region will need to relocate at their own expense.

Notes

Please Note: This is an **internship register only** and **not a current job advertisement**. Submitting your details will place you in our internship candidate pool for future opportunities. Suitable applicants may be contacted as internship placements become available.

RecruitAbility applies to this vacancy. Under the RecruitAbility scheme you will be invited to participate in further assessment activity for the vacancy if you choose to apply under the scheme; declare you have a disability; and meet the minimum requirements for the job. For more information visit: <https://www.apsc.gov.au/recruitability>. This initiative/program is only applicable where the successful applicant will be employed under the Public Service Act 1999. Similar conditions may apply when employed under other Acts. For clarification please contact the agency.

About the Australian National Audit Office

The Australian National Audit Office (ANAO) is a specialist public sector entity that provides a full range of audit services to the Australian Parliament, the Australian Government and public sector entities. The 'Auditor-General Act 1997' provides the legislative framework for the role of the Auditor-General and the ANAO. The purpose of the ANAO is to drive accountability and transparency in the Australian Government sector through quality evidence based audit services and independent reporting to Parliament, the Executive and the public, with the result of improving public sector performance. The Executive is accountable to Parliament for its use of public resources and the administration of legislation passed by the Parliament. The Auditor-General scrutinises and provides independent assurance as to whether the Executive is operating and accounting for its performance in accordance with Parliament's purpose.

To Apply

Position Contact	Early Career Programs team, (02) 6203 7560
Agency Recruitment Site	https://www.anao.gov.au

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- that the names of successful applicants will also be notified in all formats of the electronic Public Service Gazette
- applicants found suitable may be offered similar employment opportunities by other Australian Public Service agencies

Prime Minister and Cabinet

Vacancy VN-0766052

Australian National Audit Office

Closing Date: Wednesday 06 January 2027

Various
Various Various

Job Title	2026 ANAO Temporary Employment Register
Job Type	Full-Time;Part-Time;Casual, Non-Ongoing
Location	Barton ACT
Salary	-
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Hybrid
Office Arrangement Details	Flexible working arrangements where the employee works partly in the office and partly from home.
Classification	APS Level 4;APS Level 5;APS Level 6;Executive Level 1;Executive Level 2;Senior Executive Service Band 1;Senior Executive Service Band 2
Position Number	002/2026
Agency Website	https://www.anao.gov.au

Job Description

<https://www.anao.gov.au/>

The **Australian National Audit Office (ANAO)** purpose is to support accountability and transparency in the Australian Government sector through independent reporting to the Parliament, and thereby contribute to improved public sector performance.

At the ANAO, you will make meaningful and valuable contributions to public sector administration through a full range of audit and assurance services.

We are a professional and high performing organisation underpinned by the values of integrity, respect and excellence. Our people are technical and analytical experts in their field and are driven to produce high quality outcomes.

Duties

The ANAO is seeking talented, curious and adaptable professionals with a broad cross section of skills and experience for our Temporary Employment Register (TER). The TER assists the ANAO with filling temporary opportunities, up to 18 months, across a range of classifications and business areas.

Opportunities may vary across classification levels and may be for a specified term, a specified task, or duties that are irregular or intermittent based on the ANAO's needs. Candidates may register interest in temporary employment at the APS Level 4 – SES Band 2 classifications.

We are seeking applicants from all sectors who demonstrate the following:

- Critical and creative problem-solving approach
- High level research and analysis skills
- Excellent communication and writing skills
- Professional curiosity
- Attention to detail
- Strong digital literacy

Candidates should be aware that this is a register and that you will only be contacted regarding your application if an opportunity arises that matches your skills, qualifications and/or experience.

The TER may be used to source candidates for opportunities across the following business areas:

Corporate Management Group

The Corporate Management Group (CMG) leads corporate strategy, operations and change to ensure the efficient operations of the ANAO. CMG lead and support a culture of continuous improvement, with innovative approaches to business processes that are fit for purpose, create value, and improve productivity across the ANAO. CMG provides services in the following areas to enable the delivery of the ANAO's purpose: human resource management, financial and business management, legal, governance, external relations, communication, culture, and digital.

Financial Statement Audit Services Group

The Financial Statement Audit Services Group (FSASG) conducts annual financial statement audits of Australian government entities and agencies, and plays a crucial role in improving the standards of financial management and administration across the public sector.

Performance Statement Audit Services Group

The Performance Statement Audit Services Group (PSASG) drives improvements in the transparency and quality of Australian Government entities' performance reporting and, in turn, increase entities' accountability to the Parliament of Australia and the public.

Performance Audit Services Group

The Performance Audit Services Group (PASG) provides Parliament with assurance about the quality of public resource management, and assists the public sector by identifying and promoting better administrative and management practices.

Professional Services Group

The Professional Services Group (PSG) provides timely, expert advice and assistance across the Office on a diverse range of audit and related topics. PSG also provides direct support to the Executive through independent quality reviews, the provision of advice and the preparation of responses to Australian Government reform.

Systems Assurance and Data Analytics Group

The Systems Assurance and Data Analytics (SADA) Group provides leading-edge IT support and resources to our assurance and performance audit areas, with staff from a range of professional and technical backgrounds including project management, system administration, database development, data analysis and financial systems management

The TER is open for candidates to register a general expression of interest for employment opportunities with the ANAO. As vacancies arise, your application will be shared with the relevant ANAO business areas to consider whether your skills and experiences align with the available positions. If suitable, the business area representative will contact you to discuss the potential opportunity further.

Applications on this register will remain active until **11.30pm AEDT, Wednesday 6 January 2027**.

Eligibility

Citizenship – To be eligible for employment with the ANAO, applicants must be an Australian citizen.

Security Clearance – The Australian public require the highest level of integrity from ANAO employees. The preferred applicant will be required to obtain and maintain a minimum Baseline [security clearance](#). For more information about the AGSVA security clearance process, please refer to the [AGSVA website](#).

Notes

Please note: there is no guarantee that an offer of employment will be made while an application remains on the register. You should submit a separate application to any vacancies advertised as ongoing in accordance with the requirements of that recruitment process.

RecruitAbility applies to this vacancy. Under the RecruitAbility scheme you will be invited to participate in further assessment activity for the vacancy if you choose to apply under the scheme; declare you have a disability; and meet the minimum requirements for the job. For more information visit: <https://www.apsc.gov.au/recruitability>. This initiative/program is only applicable where the successful applicant will be employed under the Public Service Act 1999. Similar conditions may apply when employed under other Acts. For clarification please contact the agency.

About the Australian National Audit Office

The Australian National Audit Office (ANAO) is a specialist public sector entity that provides a full range of audit services to the Australian Parliament, the Australian Government and public sector entities. The 'Auditor-General Act 1997' provides the legislative framework for the role of the Auditor-General and the ANAO. The purpose of the ANAO is to drive accountability and transparency in the Australian Government sector through quality evidence based audit services and independent reporting to Parliament, the Executive and the public, with the result of improving public sector performance. The Executive is accountable to Parliament for its use of public resources and the administration of legislation passed by the Parliament. The Auditor-General scrutinises and provides independent assurance as to whether the Executive is operating and accounting for its performance in accordance with Parliament's purpose.

To Apply

Position Contact	Careers Team, (02) 6203 7560
Agency Recruitment Site	https://www.anao.gov.au/

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Prime Minister and Cabinet

Vacancy VN-0766055

Australian National Audit Office

Closing Date: Wednesday 06 January 2027

Various
Various Various

Job Title	2026 ANAO Section 26 Transfer Register
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Canberra ACT
Salary	-
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible
Office Arrangement Details	Flexible working arrangements where the employee works partly in the Canberra office and partly from home.
Classification	APS Level 4;APS Level 5;APS Level 6;Executive Level 1;Executive Level 2;Senior Executive Service Band 1;Senior Executive Service Band 2
Position Number	003/2026
Agency Website	https://www.anao.gov.au

Job Description

<https://www.anao.gov.au>

The ANAO is seeking talented, curious and adaptable APS professionals with a broad cross section of skills and experience for our ANAO APS Section 26 Transfer Register (Transfer Register).

This is an exciting time to join us to add value to public sector effectiveness and the independent assurance of public sector administration and accountability, by applying professional and technical leadership to have a real impact on real issues.

Duties

This register is only open to **ongoing Australian Public Service (APS) employees** interested in an ongoing (permanent, at-level) and non-ongoing (temporary) transfer opportunity under section 26 of the Public Service Act 1999.

The intention of the Transfer Register is to allow ANAO to readily access suitable candidates in response to high priority and urgent projects and provide individuals with development opportunities to work across our critical agency within a fast paced, challenging and unique operating context.

Opportunities may vary across classification levels based on the ANAO's needs. Candidates may register interest in employment at the APS Level 4 - SES Band 2 classifications for a range of job types across our Canberra based positions.

We are looking for dynamic APS staff with experience in any of the functions listed below:

- Critical and creative problem-solving approach

- High level research and analysis skills

- Excellent communication and writing skills

- Professional curiosity

- Attention to detail

- Strong digital literacy

The Transfer Register may be used to source candidates for the following business areas:

Corporate Management Group

The Corporate Management Group (CMG) leads corporate strategy, operations and change to ensure the efficient operations of the ANAO. CMG lead and support a culture of continuous improvement, with innovative approaches to business processes that are fit for purpose, create value, and improve productivity across the ANAO. CMG provides services in the following areas to enable the delivery of the ANAO's purpose: human resource management, financial and business management, legal, external relations, governance, communication, culture, digital.

Financial Statement Audit Services Group

The Financial Statement Audit Services Group (FSASG) conducts annual financial statement audits of Australian government entities and agencies, and plays a crucial role in improving the standards of financial management and administration across the public sector.

Performance Statement Audit Services Group

The Performance Statement Audit Services Group (PSASG) drives improvements in the transparency and quality of Australian Government entities' performance reporting and, in turn, increase entities' accountability to the Parliament of Australia and the public.

Performance Audit Services Group

The Performance Audit Services Group (PASG) provides Parliament with assurance about the quality of public resource management, and assists the public sector by identifying and promoting better administrative and management practices.

Professional Services Group

The Professional Services Group (PSG) provides timely, expert advice and assistance across the Office on a diverse range of audit and related topics. PSG also provides direct support to the Executive through independent quality reviews, the provision of advice and the preparation of responses to Australian Government reform.

Systems Assurance and Data Analytics Group

The Systems Assurance and Data Analytics (SADA) Group provides leading-edge IT support and resources to our assurance and performance audit areas, with staff from a range of professional and technical backgrounds including project management, system administration, database development, data analysis and financial systems management.

Eligibility

The Transfer Register is open for APS ongoing candidates to register a general expression of interest for at level ongoing or non-ongoing transfer opportunities with the ANAO. As vacancies arise, your application will be shared with the relevant ANAO business areas to consider whether your skills and experiences align with the available positions. If suitable, the business area representative will contact you to discuss the potential opportunity further.

We are committed to building an inclusive and culturally diverse workforce. We actively encourage applications from across our community including Indigenous Australians, people with disabilities, those who identify as LGBTIQ+, people with diverse linguistic and cultural backgrounds, mature aged employees and carers.

All positions are Canberra based, however, if you're relocating to Canberra on an ongoing basis, the ANAO may arrange and pay for your travel and removal of furniture and effects (if appropriate). We'll pay for you (and your dependants, as appropriate) in an apartment for the first three weeks while you find long-term accommodation.

Notes

Please note: Candidates should be aware that this is a register and that you will only be contacted regarding your application if an opportunity arises that matches your skills, qualifications and/or experience. Submitting an application does not guarantee you will receive an offer for transfer to ANAO. You should submit a separate application to any specific vacancies advertised in accordance with the requirements of that recruitment process.

If you have any questions regarding the Transfer Register, please contact Careers at careers@anao.gov.au.

Applications on this register will remain active until **11.30pm AEDT, Wednesday 6 January 2027**.

****Please note that this opportunity is only available to Australian Public Service employees****

About the Australian National Audit Office

The Australian National Audit Office (ANAO) is a specialist public sector entity that provides a full range of audit services to the Australian Parliament, the Australian Government and public sector entities. The 'Auditor-General Act 1997' provides the legislative framework for the role of the Auditor-General and the ANAO. The purpose of the ANAO is to drive accountability and transparency in the Australian Government sector through quality evidence based audit services and independent reporting to Parliament, the Executive and the public, with the result of improving public sector performance. The Executive is accountable to Parliament for its use of public resources and the administration of legislation passed by the Parliament. The Auditor-General scrutinises and provides independent assurance as to whether the Executive is operating and accounting for its performance in accordance with Parliament's purpose.

To Apply

Position Contact	Careers, (02) 6203 7560
Agency Recruitment Site	https://www.anao.gov.au

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Prime Minister and Cabinet

Vacancy VN-0766025

Australian Public Service Commission

Closing Date: Thursday 31 December 2026

Job Title	Temporary Employment Register
Job Type	Full-Time;Part-Time, Non-Ongoing
Location	Various locations - TAS TAS, Various locations - ACT ACT, Various locations - NSW NSW, Various locations - QLD QLD, Various locations - NT NT, Various locations - WA WA, Various locations - SA SA, Various locations - VIC VIC
Salary	\$54,516 - \$169,043
Future Merit Locations	Various locations - TAS, Various locations - ACT, Various locations - NSW, Various locations - QLD, Various locations - NT, Various locations - WA, Various locations - SA, Various locations - VIC
Office Arrangement	Work From Home;On Site;Flexible;Hybrid
Office Arrangement Details	Some work from home will be considered in line with team arrangements
Classification	APS Level 1;APS Level 2;APS Level 3;APS Level 4;APS Level 5;APS Level 6;Executive Level 1;Executive Level 2
Position Number	2026_01
Agency Website	https://www.apsc.gov.au/

Job Description

<https://apsc.nga.net.au/?jati=BDDE3AA9-9063-4312-972E-E47B497574CA>

About the Australian Public Service Commission (the Commission)

The Australian Public Service Commission (the Commission) is a medium sized agency within the portfolio of the Department of the Prime Minister and Cabinet. Our purpose is to steward the Australian Public Service as custodians of public service integrity, workforce management and capability. Our vision is for a trusted and contemporary Australian Public Service that delivers for Government and for Australia.

Our statutory responsibilities and commitment to change provides the opportunity to work on exciting and engaging projects and programs whilst supporting our internal priorities.

In line with our statutory responsibilities, we promote four key activities aligned to the four APS Reform pillars within our Corporate Plan. Whilst these priorities are external facing and drive the delivery of our work, we embed these priorities internally:

Our 2024-28 key activities and priorities build on our current Corporate Plan

- Promote and uphold the high standards of integrity and conduct within the APS
- Lead and support the development of quality APS workforce management policy
- Build APS capability and leadership for the future
- Foster an APS that engages and partners with people, communities and business
- Ensure trusted contemporary enabling capabilities for the APSC (internal activity)

You can learn more about the APSC by visiting <https://www.apsc.gov.au/about-us>.

Duties

The Australian Public Service Commission (the APSC) seeks to attract, develop and retain diverse, enthusiastic and high-performing employees. To help us in achieving this, we maintain a temporary employment register of interested applicants that the APSC can use to fill a variety of employment opportunities across various classifications and business areas. The positions may be full time, part time or casual depending on individual team needs.

If there is a suitable opportunity that matches your skills and experience, you may be contacted regarding your application. Submitting an application does not guarantee employment with the APSC.

The register may be utilised to access candidates to fill roles at short notice such as advisors on taskforces relating to emerging Government priorities, policy roles, governance and corporate roles, management and leadership positions and administrative support including Executive Assistants and more!

Please note:

Non-ongoing opportunities may be offered with an initial engagement of up to 12 months, with one possible extension of up to 6 months (a total maximum contract period of 18 months).

Ongoing engagement or promotion under the Public Service Act 1999 is not possible through this register.

Under section 22(8) of the Public Service Act 1999, employees must be Australian citizens to be employed in the Australian Public Service (APS) unless the Agency Head has agreed otherwise, in writing.

Successful applicants will be required to undergo the process to obtain and maintain, or continue to hold the required security clearance of an appropriate level for the role. At the APSC all employees must hold a baseline level security clearance at a minimum, however some roles may require a higher level of clearance.

Successful applicants will be required to undergo a mandatory National Criminal History check (NCHC).

Applications remain active until 31 December 2026. Applications are not carried over after this time, you will be required to submit a new application for the following year.

How does a temporary register work?

The Commission's employment register is used to fill a variety of vacancies across the Commission.

To help us better match you with a role that suits your employment preferences, interests and skills, we want to know more about you and the work that you are interested in and we will collect this information via the application form.

While your preferences outlined within your application will be taken into account, your details may be shared with hiring managers for roles across the Commission, not necessarily aligned with your identified preferences.

Eligibility

For detailed information about this role including what to include in your application, please refer to the downloadable Candidate Information Pack below.

Under section 22(8) of the Public Service Act 1999, employees must be Australian citizens to be employed in the Australian Public Service (APS) or, in limited circumstances, in the process of obtaining citizenship.

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 Commission staff are required to have a minimum Baseline security clearance prior to commencement.

Successful applicants will be required to undergo a mandatory National Criminal History check as part of the pre-employment eligibility checks.

The Australian Public Service Commission 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.

Notes

RecruitAbility applies to this vacancy. Under the RecruitAbility scheme you will be invited to participate in further assessment activity for the vacancy if you choose to apply under the scheme; declare you have a disability; and meet the minimum requirements for the job. For more information visit: <https://www.apsc.gov.au/recruitability>. This initiative/program is only applicable where the successful applicant will be employed under the Public Service Act 1999. Similar conditions may apply when employed under other Acts. For clarification please contact the agency.

About the Australian Public Service Commission

The Australian Public Service Commission (APSC) is a central agency within the Prime Minister and Cabinet portfolio. The Commission supports two statutory office holders: the Australian Public Service Commissioner—who is also agency head—and the Merit Protection Commissioner. Their functions are set out in sections 41(1) and 50(1), respectively, of the Public Service Act 1999. About the Commission The Australian Public Service Commission is a non-corporate Commonwealth entity within the Prime Minister and Cabinet portfolio. Our Statutory responsibilities are detailed in the Public Service Act 1999. The APSC also provides resources to support the Merit Protection Commissioner. We operate under the Public Governance, Performance and Accountability Act 2013. We employ around 350 staff, and have offices in Canberra and Sydney.

To Apply

Position Contact	People team, 02 6202 3834
Agency Recruitment Site	https://apsc.nga.net.au/?jati=BDDE3AA9-9063-4312-972E-E47B497574C

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Prime Minister and Cabinet

Vacancy VN-0766029

Australian Public Service Commission

Closing Date: Thursday 31 December 2026

Job Title	S26 Transfer Register
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Various locations - VIC VIC, Various locations - SA SA, Various locations - ACT ACT, Various locations - NSW NSW, Various locations - QLD QLD, Various locations - NT NT, Various locations - WA WA, Various locations - TAS TAS
Salary	\$54,516 - \$169,043
Future Merit Locations	Various locations - VIC, Various locations - SA, Various locations - ACT, Various locations - NSW, Various locations - QLD, Various locations - NT, Various locations - WA, Various locations - TAS
Office Arrangement	Work From Home;On Site;Flexible;Hybrid
Office Arrangement Details	Some work from home will be considered in line with team arrangements
Classification	APS Level 1;APS Level 2;APS Level 3;APS Level 4;APS Level 5;APS Level 6;Executive Level 1;Executive Level 2
Position Number	2026_02
Agency Website	https://www.apsc.gov.au/

Job Description

<https://apsc.nga.net.au/?jati=F638258B-4745-E3AC-C437-E47B832681CA>

This register is only open to ongoing Australian Public Service (APS) employees interested in potential ongoing (at-level) and temporary (non-ongoing, at level or with higher duties) transfer opportunities to the Australian Public Service Commission (the Commission).

About the Commission

The Commission is a medium sized agency within the portfolio of the Department of the Prime Minister and Cabinet. Our purpose is to steward the Australian Public Service as custodians of public service integrity, workforce management and capability. Our vision is for a trusted and contemporary Australian Public Service that delivers for Government and for Australia.

Our statutory responsibilities and commitment to change provides the opportunity to work on exciting and engaging projects and programs whilst supporting our internal priorities.

You can learn more about the APSC by visiting <https://www.apsc.gov.au/about-us>.

Duties

Section 26 transfers facilitate mobility across the APS, promoting diversity of thinking and capability development. Depending on operational requirements, opportunities may be offered on a full-time or part-time basis.

We are looking for flexible, adaptable, professional staff to contribute to the Commission's work.

As part of your application, you will be required to indicate your preferred work areas and classifications/levels (maximum of 3). The [APS Work Level Standards](#), outline the key capabilities required for each classification.

The register enables the Commission to access suitable and experienced APS employees for opportunities across a broad range of classifications and business areas:

- You must be employed as an ongoing APS employee to apply
- You will only be contacted in the event a vacancy arises that matches your skills and experience
- Your application is not a guarantee that an offer of employment will be made
- Your application will remain active until 31 December 2026
- Applications are not carried over after this time; you will be required to submit a new application for the Section 26 Transfer Register.

Eligibility

For detailed information about this role including what to include in your application, please refer to the downloadable Candidate Information Pack below.

Under section 22(8) of the Public Service Act 1999, employees must be Australian citizens to be employed in the Australian Public Service (APS) or, in limited circumstances, in the process of obtaining citizenship.

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 Commission staff are required to have a minimum Baseline security clearance prior to commencement.

Successful applicants will be required to undergo a mandatory National Criminal History check as part of the pre-employment eligibility checks.

Ongoing engagement and promotion under the Public Service Act 1999 are not possible through this recruitment register.

The Australian Public Service Commission 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.

Notes

RecruitAbility applies to this vacancy. Under the RecruitAbility scheme you will be invited to participate in further assessment activity for the vacancy if you choose to apply under the scheme; declare you have a disability; and meet the minimum requirements for the job. For more information visit: <https://www.apsc.gov.au/recruitability>. This initiative/program is only applicable where the successful applicant will be employed under the Public Service Act 1999. Similar conditions may apply when employed under other Acts. For clarification please contact the agency.

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To Apply

Position Contact	People team, 02 6202 3834
Agency Recruitment Site	https://apsc.nga.net.au/?jati=F638258B-4745-E3AC-C437-E47B832681C

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Prime Minister and Cabinet

Vacancy VN-0766081

National Indigenous Australians Agency

Closing Date: Sunday 01 February 2026

Central
ALGE Regional Strategies and Priorities

Job Title	Assistant Director, Regional Strategies and Priorities - Central Group
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Darwin NT
Salary	\$126,342 - \$143,993
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible
Office Arrangement Details	The NIAA has a range of flexible working arrangements available to its employees under the Enterprise Agreement
Classification	Executive Level 1
Position Number	NIAA/2026/001
Agency Website	https://www.niaa.gov.au/

Job Description

<https://niaa.nga.net.au/?jati=4482B4D2-45E3-37CE-8B25-E47C7242A02C>

The branch’s work program involves delivering a range of regional strategies and priorities across Arnhem Land and Groote Eylandt in alignment with national Closing the Gap targets, self-determination and economic development while fostering strong partnerships with First Nations communities and stakeholders. As an EL1, Assistant Director you will operate with a high level of independence under the broad supervision and direction of the Director. You will be expected to lead the planning and delivery of selected aspects of the branch’s work program, ensuring performance measures are met and reporting on progress against key indicators.

This role is critical in shaping strategic priorities, driving improvement initiatives, and strengthening partnerships that advance outcomes for First Nations Australians. This role may include some or all of the following duties:

- provide leadership and guidance to staff to deliver branch outcomes aligned with NIAA’s strategic priorities
- analyse and provide a regional perspective informing national procedures, programs, policy, including a detailed analysis of diverse data and views where there are a range of viable options
- promote the NIAA's business objectives through key strategic relationships
- maintain and effectively manage excellent stakeholder relationships with internal and external partners, individuals, service providers and First Nations communities

- provide advice and support on complex grant processes, including feedback on draft guidelines, assessment of application and management of key contracts
- work with internal teams to develop policy, implement programs, and ensure government partner priorities are reflected in outcomes
- drive outcomes that align with the aspirations of First Nations communities and lead staff to deliver the NIAA's work program within the Agency's Key Performance Measures, quality indicators and risk frameworks
- prepare high-quality briefs, reports, and recommendations for senior executives and governance committees
- create a culturally safe workplace by fostering an environment where the concept of culture, and how it influences the workplace, is understood
- guide the implementation of culturally appropriate strategies for working with people from diverse cultural backgrounds
- identify and develop talent, support staff through coaching and mentoring, and model accountability for performance.

Duties

We are seeking a highly motivated, passionate and experienced leader who can operate with independence and sound judgment in a complex and dynamic environment. The ideal candidate will demonstrate:

- proven ability to lead teams, deliver outcomes, and drive innovation
- capacity to manage competing priorities and implement change effectively
- ability to provide expert policy advice and resolve complex issues
- skilled in risk assessment and management, with a focus on quality outcomes
- strategic thinking that considers broader agency objectives and implications
- exceptional communication and negotiation skills to build and maintain relationships
- experience representing an agency in cross-government forums and managing sensitive issues
- ability to influence and collaborate with diverse stakeholders to achieve shared goals
- deep understanding of the APS operating environment and government decision-making processes
- commitment to continuous improvement and business innovation
- high-level analytical and problem-solving skills to manage complex challenges.

Eligibility

- To be eligible for this position you must be an Australian Citizen.
- Occupants must be able to obtain and maintain a Baseline level security clearance, or hold a current security clearance of an appropriate level.
- Successful candidates will be required to be assessed through our pre-employment screening checks, such as an Australian Criminal History Check.

Notes

Ongoing & Non-ongoing (for an initial period of up to 12 months).

These roles are being advertised as both ongoing and non-ongoing, with the employment type to be determined in negotiation with the preferred candidate and the NIAA delegate.

Where a non-ongoing specified term is offered, this would be for an initial period of up to 12 months, with possibility of extension up to a maximum period of two years.

A non-ongoing offer may result in conversion to an ongoing offer of employment, however this must occur within 18 months from the opening date of this advertisement.

The National Indigenous Australians Agency (NIAA) has a range of flexible working arrangements available to its employees under the Enterprise Agreement and relevant policies and guidance materials. Working arrangements can be negotiated with successful candidates on a case-by-case basis, taking into consideration the operational requirements of the role and the individual's personal circumstances and preferences.

Indigenous job seekers are encouraged to apply for this vacancy. If the job is 'Identified', then part or all of the duties impact on Indigenous Australian communities or their representatives.

RecruitAbility applies to this vacancy. Under the RecruitAbility scheme you will be invited to participate in further assessment activity for the vacancy if you choose to apply under the scheme; declare you have a disability; and meet the minimum requirements for the job. For more information visit: <https://www.apsc.gov.au/recruitability>. This initiative/program is only applicable where the successful applicant will be employed under the Public Service Act 1999. Similar conditions may apply when employed under other Acts. For clarification please contact the agency.

About the National Indigenous Australians Agency

The National Indigenous Australians Agency (NIAA) works directly to, and supports the Minister for Indigenous Australians, to implement whole-of-government policies and programs to improve the lives of all Aboriginal and Torres Strait Islander peoples. This includes liaising closely with State and Territory governments, Indigenous peak bodies, stakeholders, and service providers to ensure that Indigenous programs and services are delivering for Aboriginal and Torres Strait Islander peoples as intended. The NIAA team includes people across Australia who work closely with communities to address their unique needs.

To Apply

Position Contact	Mark Hautop, 0438 870 112
Agency Recruitment Site	https://niaa.nga.net.au/?jati=4482B4D2-45E3-37CE-8B25-E47C7242A02

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National Indigenous Australians Agency

Closing Date: Sunday 01 February 2026

Central
 ALGE RSP

Job Title	Senior Engagement Officer, Central Group
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Darwin NT
Salary	\$98,314 - \$110,483
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible
Office Arrangement Details	The NIAA has a range of flexible working arrangements available to its employees under the Enterprise Agreement
Classification	APS Level 6
Position Number	NIAA/2026/002
Agency Website	https://www.niaa.gov.au/

Job Description

<https://niaa.nga.net.au/?jati=64318DED-EE17-A939-F2BE-EC90717CA11F>

The branch’s work program involves delivering a range of regional strategies and priorities across Arnhem Land and Groote Eylandt in alignment with national Closing the Gap targets, self-determination and economic development while fostering strong partnerships with First Nations communities and stakeholders.

We’re looking for two passionate APS6 Senior Engagement Officers to join our Regional Strategies and Priorities Branch! In this role, you’ll take the lead on shaping and delivering impactful work programs while building strong relationships with key stakeholders. This is your opportunity to influence outcomes, collaborate with diverse teams, and make a real difference in how we engage and deliver for First Nations communities.

As an APS 6 team member, you will play a key role in supporting the branch’s work program and strengthening partnerships that deliver outcomes for First Nations Australians. Your responsibilities will include:

- support and foster a culturally safe workplace aligned with NIAA values

- support the delivery of high-quality results and prepare accurate briefs, content, reports and presentations in line with NIAA standards
- monitor engagement channels and assist in managing relationships with government, providers and community partners
- provide advice and feedback on grant guidelines and support the assessment of applications and the management of key contracts
- undertake research and analysis to inform strategic activities and project work while offering a regional perspective to inform national procedures, programs, policy
- support the development of policy, program implementation, and ensure government and community priorities are reflected in outcomes
- contribute to branch improvement projects that enhance collaboration and service delivery
- build and maintain productive relationships with internal and external stakeholders and participate in external forums where required
- support the implementation of appropriate strategies for working with people from diverse cultural backgrounds
- provide informal coaching and support team capability while managing your own performance through the NIAA Engage Framework.

Duties

Our ideal APS 6 candidates will demonstrate the following skills and attributes:

- highly motivated and passionate individuals who possess a genuine desire to deliver positive outcomes for First Nations peoples and communities
- expertise and technical knowledge in a specialist area involving strategic programs and/or project related activities
- provides professional, accurate and timely advice and issues management
- understands and complies with legislative, financial, and administrative frameworks, as well as agency guidelines
- contributes to short-term planning and longer-term strategic objectives
- capacity to collaborate with colleagues and work effectively within a dynamic team environment
- supports and adapts to change well by managing uncertainty and prioritising problem-solving
- promotes innovation and contributes to business improvement initiatives
- anticipates, evaluates and supports risk management activities within their area of responsibility
- builds and maintains strong relationships both inside and outside of the agency to achieve the branch's goals
- capable of representing the agency in external forums where required and promoting its interests across government and community networks
- demonstrates cross-cultural awareness and a desire to learn and continuously improve personal development
- supports partners and stakeholders through change and manages sensitivities effectively.

Eligibility

- To be eligible for this position you must be an Australian Citizen.
- Occupants must be able to obtain and maintain a Baseline level security clearance, or hold a current security clearance of an appropriate level.
- Successful candidates will be required to be assessed through our pre-employment screening checks, such as an Australian Criminal History Check.

Notes

Ongoing & Non-ongoing (for an initial period of up to 12 months).

These roles are being advertised as both ongoing and non-ongoing, with the employment type to be determined in negotiation with the preferred candidate and the NIAA delegate.

Where a non-ongoing specified term is offered, this would be for an initial period of up to 12 months, with possibility of extension up to a maximum period of two years.

A non-ongoing offer may result in conversion to an ongoing offer of employment however this must occur within 18 months from the opening date of this advertisement.

The National Indigenous Australians Agency (NIAA) has a range of flexible working arrangements available to its employees under the Enterprise Agreement and relevant policies and guidance materials. Working arrangements can be negotiated with successful candidates on a case-by-case basis, taking into consideration the operational requirements of the role and the individual's personal circumstances and preferences.

Indigenous job seekers are encouraged to apply for this vacancy. If the job is 'Identified', then part or all of the duties impact on Indigenous Australian communities or their representatives.

RecruitAbility applies to this vacancy. Under the RecruitAbility scheme you will be invited to participate in further assessment activity for the vacancy if you choose to apply under the scheme; declare you have a disability; and meet the minimum requirements for the job. For more information visit: <https://www.apsc.gov.au/recruitability>. This initiative/program is only applicable where the successful applicant will be employed under the Public Service Act 1999. Similar conditions may apply when employed under other Acts. For clarification please contact the agency.

About the National Indigenous Australians Agency

The National Indigenous Australians Agency (NIAA) works directly to, and supports the Minister for Indigenous Australians, to implement whole-of-government policies and programs to improve the lives of all Aboriginal and Torres Strait Islander peoples. This includes liaising closely with State and Territory governments, Indigenous peak bodies, stakeholders, and service providers to ensure that Indigenous programs and services are delivering for Aboriginal and Torres Strait Islander peoples as intended. The NIAA team includes people across Australia who work closely with communities to address their unique needs.

To Apply

Position Contact	Mark Hautop, 0438 870 112
Agency Recruitment Site	https://niaa.nga.net.au/?jati=64318DED-EE17-A939-F2BE-EC90717CA1

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Prime Minister and Cabinet

Vacancy VN-0765943

Torres Strait Regional Authority

Closing Date: Thursday 31 December 2026

Torres Strait Regional Authority
 Administration

Job Title	TSRA 2026 Non-Ongoing (Temporary) Employment Register
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Thursday Island QLD
Salary	\$54,516 - \$159,778
Future Merit Locations	Thursday Island
Office Arrangement	On Site
Office Arrangement Details	All positions are in office positions based at TSRA offices
Classification	APS Level 1;APS Level 2;APS Level 3;APS Level 4;APS Level 5;APS Level 6;Executive Level 1;Executive Level 2
Position Number	Multiple Programs
Agency Website	http://www.tsra.gov.au/opportunities/work-for-us

Job Description

<https://tsra.nga.net.au/cp/index.cfm?event=jobs.home&CurATC=EXT&CurBID=62AFB35D%2D9273%2D4A11%21>

TSRA maintains a register to assist in filling non-ongoing (temporary) employment opportunities that may arise. The register is used to allow TSRA Managers to search for suitable candidates when a vacancy arises.

These vacancies are non-ongoing (temporary) employment opportunities and contracts may be offered with an initial engagement up to 12 months, depending on the business requirement of TSRA with the option to extend up to a total period of 18 months.

The positions may be full time, part time or casual. Casual positions can be of an intermittent nature with hours and working days varying as required.

Duties

Positions that are office based and may be filled at the APS 1-6 level or Executive 1 and 2 levels. Positions may become available in a range of disciplines including Human Resources, General Administration, Finance, Executive Assistance, Information Technology, Policy Development and Implementation, Project Management, Environmental Management, Procurement and Contract Management, Economic Development.

This is a register for non-ongoing employment only. Vacancies may be filled as the need arises.

Eligibility

Eligibility

Employment with TSRA is subject to the following conditions:

- **Citizenship** – applicants must be an Australian Citizen.
- **Police check** – any new APS employee must undergo an Australian Federal Police Check.
- **Probation** – a probation period will apply to any new APS employee.
- **Security clearance** – successful candidates may be required to obtain and maintain a AGSVA security clearance commensurate with their particular role requirements.
- **A 'working with children' Blue Card, or ability to obtain a 'working with children' Blue Card.**

*****Please note that this opportunity is only available to Ongoing Australian Public Service employees*****

Notes

Indigenous job seekers are encouraged to apply for this vacancy. If the job is 'Identified', then part or all of the duties impact on Indigenous Australian communities or their representatives.

The filling of this vacancy is intended to constitute an affirmative measure under section 8(1) of the 'Racial Discrimination Act 1975'. This vacancy is only available to Aboriginal and/or Torres Strait people. This initiative/program is only applicable where the successful applicant will be employed under the Public Service Act 1999. Similar conditions may apply when employed under other Acts. For clarification please contact the agency.

About the Torres Strait Regional Authority

The Torres Strait Regional Authority (TSRA) is a Corporate entity engaged in a wide range of programmes and service delivery functions for the benefit of Torres Strait Islander and Aboriginal people living in the region.

To Apply

Position Contact	Human Resources, 0740690700
Agency Recruitment Site	https://tsra.nga.net.au/cp/index.cfm?event=jobs.home&CurATC=EXT&Cu

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Social Services

Vacancy VN-0765659

National Disability Insurance Agency

Closing Date: Saturday 09 January 2027

Job Title	2026 NDIA Temporary Employment Register
Job Type	Full-Time;Part-Time, Non-Ongoing
Location	Various locations - SA SA, Various locations - ACT ACT, Various locations - NSW NSW, Various locations - VIC VIC, Various locations - WA WA, Various locations - NT NT, Various locations - TAS TAS, Various locations - QLD QLD
Salary	\$59,830 - \$161,291
Future Merit Locations	Various locations - SA, Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - NT, Various locations - TAS, Various locations - QLD
Office Arrangement	Flexible
Office Arrangement Details	Flexible Working Arrangements to be discussed with Line Manager
Classification	APS Level 2;APS Level 3;APS Level 4;APS Level 5;APS Level 6;Executive Level 1;Executive Level 2
Position Number	2026ERS
Agency Website	https://www.ndis.gov.au

Job Description

<https://www.ndis.gov.au/about-us/careers-ndia>

Duties

The NDIA is looking for people to register their interest for upcoming or future non-ongoing vacancies. Employment periods can range anywhere from one week up to 12 months.

Our online application form will ask you to express an interest in roles from the APS2 Level to Executive Level 2 classifications and Senior Executive Services roles - you can select up to two levels to be considered for.

Opportunities may be across a variety of the following job families, and you can select up to two job families:

- **Accounting & Finance**
- **Administration**
- **Communications & Marketing**
- **Compliance & Regulation**
- **Data & Research**
- **Human Resources**
- **ICT**

- **Intelligence**
- **Legal**
- **Audit**
- **Policy**
- **Project Management**
- **Senior Executive**
- **Service Delivery**
- **Science & Health (Allied Health)**

You will also be asked to select your two location preferences. Locations are Australia wide.

Your application will remain active until 07 January 2027.

Eligibility

Successful candidates will be required to undergo a pre-employment National Police History check, and provide evidence of Australian Citizenship. Failure to do so may jeopardise your offer of employment.

Dependent on the role the appropriate Working with Children / Working with Vulnerable People check may be required as per State/Territory legislation. In addition to these checks, a Worker Screening Check issued by the relevant State/Territory worker screening unit will also be required for any role for which the normal duties are likely to require more than incidental contact with people with disability.

Notes

This non-ongoing position will be offered for a specified term of up to 12 months, with possibility of extension for a further 6 months.

RecruitAbility applies to this vacancy. Under the RecruitAbility scheme you will be invited to participate in further assessment activity for the vacancy if you choose to apply under the scheme; declare you have a disability; and meet the minimum requirements for the job. For more information visit: <https://www.apsc.gov.au/recruitability>. This initiative/program is only applicable where the successful applicant will be employed under the Public Service Act 1999. Similar conditions may apply when employed under other Acts. For clarification please contact the agency.

About the National Disability Insurance Agency

The NDIS provides funding to eligible people with disability to gain more time with family and friends, greater independence, access to new skills, jobs, or volunteering in their community, and an improved quality of life. The NDIS also connects anyone with disability to services in their community. This includes connections to doctors, community groups, sporting clubs, support groups, libraries and schools, as well as providing information about what support is provided by each state and territory government. The NDIS now supports over 500,000 Australians with disability to access the services and supports they need. This includes supporting approximately 80,000 children with developmental delay, ensuring they receive supports early so that they achieve the best outcomes throughout their lives.

To Apply

Position Contact	DFP Recruitment, 1300 138 337
Agency Recruitment Site	https://www.ndis.gov.au/about-us/careers-ndia

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Social Services

Vacancy VN-0766034

National Disability Insurance Scheme (NDIS) Quality and Safeguards Commission

Closing Date: Friday 23 January 2026

People and Culture
 People and Culture Security and Workplace Services

Job Title	Assistant Director, Property Projects
Job Type	Full-Time, Ongoing; Non-Ongoing
Location	Brisbane QLD, Perth WA, Melbourne VIC, Adelaide SA, Canberra ACT, Darwin NT, Hobart TAS, Parramatta NSW, Penrith NSW
Salary	\$120,307 - \$136,563
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible
Office Arrangement Details	Arrangements can be negotiated.
Classification	Executive Level 1
Position Number	241_12/25
Agency Website	https://www.ndiscommission.gov.au/

Job Description

<https://ndiscommission.nga.net.au/?AudienceTypeCode=EXT>

The People and Culture Division delivers high quality workforce services that support NDIS Commission employees to uphold the rights of NDIS Participants to safe and quality supports.

The People and Culture Division has a strong focus on employee safety and wellbeing, enhancing the capability of our leaders, building organisational resilience, prioritising Diversity and inclusion and fostering a culture of respect.

The Division is made up of four sections that support the Deputy Commissioner People and Culture to deliver organisational workforce services: People Services, People Strategy, People Initiatives and Property and Workplace Services.

About the team

The Property Projects team is responsible for enhancing the NDIS Commission's business through strategically and operationally managing the national property and accommodation portfolio to ensure our people, properties and assets remain safe, accessible, secure and fit for purpose, across the Commission's footprint. The Property Projects team works alongside and directly with the Security and Workplace Services team to deliver effective, efficient, safe and secure workplaces for the Commission.

Duties

Duties may include, but are not limited to, the following:

- manage the Commission's portfolio of property projects to a high standard
- lead high-volume property operations, including co-ordination of a wide variety of repairs, maintenance and modifications to a national property portfolio
- prepare senior executive reporting on a range of matters
- provide leadership and advice, and well as collaborate with other teams on other capabilities relevant to property, such as procurement, work, health and safety, risk management and business continuity within the Commission
- engage across Government to ensure that the Commission is aligned with whole of government movements and policies
- shape Commission strategy and policy to ensure the Commission continues to achieve excellent value for money outcomes
- work closely with internal and external stakeholders to ensure high quality outcomes.

Eligibility

Notes

RecruitAbility applies to this vacancy. Under the RecruitAbility scheme you will be invited to participate in further assessment activity for the vacancy if you choose to apply under the scheme; declare you have a disability; and meet the minimum requirements for the job. For more information visit: <https://www.apsc.gov.au/recruitability>. This initiative/program is only applicable where the successful applicant will be employed under the Public Service Act 1999. Similar conditions may apply when employed under other Acts. For clarification please contact the agency.

About the National Disability Insurance Scheme (NDIS) Quality and Safeguards Commission

The NDIS Quality and Safeguards Commission (NDIS Commission) offers roles that make a real difference in the community. As the dedicated national regulator of NDIS service providers and workers in Australia, the NDIS Commission upholds the rights of NDIS participants to quality and safe supports or services, including those received under the National Disability Insurance Scheme (NDIS). The NDIS Commission encourage applications from people with disabilities, LGBTQIA+ people, women and people with diverse linguistic and cultural backgrounds. The organisation recognises the richness of Aboriginal and Torres Strait Islander culture, and the unique knowledge Aboriginal and Torres Strait Islander employees bring to the workplace, policy development and service delivery. The NDIS Commission participates in the Australian Public Service RecruitAbility Scheme which provides equitable adjustments for applicants with disability A full definition of disability is included on this website Definition of Disability.

To Apply

Position Contact	Sinead Walsh, 0461 344 486
Agency Recruitment Site	https://ndiscommission.nga.net.au/?AudienceTypeCode=EXT

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Treasury

Vacancy VN-0766063

Australian Bureau of Statistics

Closing Date: Wednesday 28 January 2026

Census Field Operations Pilbara Operational Support Centre

Job Title	Census Area Support Officer & Census Area Manager
Job Type	Full-Time;Part-Time, Non-Ongoing
Location	Port Hedland WA
Salary	\$85,204 - \$95,714
Future Merit Locations	Port Hedland
Office Arrangement	Hybrid
Office Arrangement Details	Hybrid model of working from home and the office
Classification	APS Level 5;APS Level 6
Position Number	26/Census_Pilbara_APS5_6
Agency Website	https://www.abs.gov.au/

Job Description

<https://abs.nga.net.au/?jati=EC27B938-0394-8B4A-D4E4-E47B484D46E6>

The Australian Bureau of Statistics (ABS) is looking to recruit an **Area Manager** (APS 6) and **Area Support Officer** (APS 5) for the Pilbara Census Operational Support Centre located in Port Hedland.

Duties

Step into a dynamic role where your work directly shapes the success of the 2026 Census in your community. As part of a passionate and purpose-driven team, you'll help deliver one of Australia's most important national projects—ensuring every voice is counted.

Area Manager (APS 6)

As a Census Area Manager working in the Pilbara Operational Support Centre, you will lead and support a high-performing and collaborative team. You will recruit, train and manage field staff and be responsible for the field staff you recruit. You will effectively manage your team to achieve a successful Census count within the region.

Key tasks include:

- leading and managing a team responsible for collecting Census data in the Pilbara
- assisting with attracting, recruiting, onboarding and training a local team responsible for collecting quality Census data
- resolving or escalating queries, issues and incidents
- coordinating travel and WHS practices for the team
- coordinating workloads for Census field staff within your work area
- undertaking procedural, operational and administrative tasks
- ensuring the privacy and security of ABS staff information, Census data and materials
- undertaking progressive and final evaluation of Census operations for your work area.

Area Support Officer (APS 5)

As a Census Area Support Officer working in the Pilbara Operational Support Centre, you will provide support to both engagement and operational teams across the region. You will assist the teams with planning, coordinating and delivering various objectives throughout the Census, ensuring various project phases are kept on task and administered effectively. You will provide administrative support to the OSC Manager and Regional Engagement Lead.

Key tasks include:

- providing administrative and logistical support to the OSC team in the Pilbara
- assist with attracting, recruiting, onboarding and training a local team responsible for collecting quality Census data
- assisting with the coordination of travel and WHS practices for the team
- undertake procedural and operational tasks as required
- ensuring privacy and security of ABS staff information, Census data and materials
- assisting with progressive and final evaluation of Census operations for your work area.

What we are looking for

We're seeking motivated individuals eager to expand their skill sets and take on challenges in diverse environments.

Ideal candidates will possess most or all the following:

- understanding of working in regional and/or remote areas, and willingness to travel to various work areas (as required)
- ability to demonstrate good judgement in problem solving and decision making
- strong project management skills including risk and issues management
- strong administrative skills

- collaborative approach to tackling team tasks
- strong oral and written communication skills.

Additional requirements for the Area Manager role:

- demonstrated experience in supervising and managing teams within a complex environment
- ability to demonstrate cultural competency and/or experience working with Aboriginal and /or Torres Strait Islander peoples, people experiencing homelessness, culturally and linguistically diverse groups and/or people with low literacy or low digital literacy
- highly motivated to lead a high-performing team within a diverse and complex environment to deliver high-quality Census data
- strong stakeholder engagement skills to deliver the best possible results.

Eligibility

You must be an Australian citizen in order to eligible to apply.

Notes

To apply, you will need to indicate the role(s) you wish to be considered for, upload your current resume, provide referee details, and provide a statement of claims (max. 300 words) to the following:

Explain how your skills and experience match the key requirements of your preferred role. Include a specific example that demonstrates your ability to perform the role's responsibilities.

About the Australian Bureau of Statistics

The Australian Bureau of Statistics' (ABS) purpose is to inform Australia's important decisions by partnering and innovating to deliver relevant, trusted, objective data, statistics and insights. As the national statistical authority for Australia and provider of statistical services to the states and territories, we focus on three priorities: • Providing high quality official statistics and insights • Transforming the ABS for the future • Delivering new statistical solutions to maximise the value of public data. We operate in a dynamic, continually transforming environment. New technology, statistical methods and opportunities for accessing and integrating data are becoming available, growing the potential to provide new insights into matters of importance to Australians, businesses, and community organisations. The ABS houses permanent offices in Canberra, Sydney, Melbourne, Brisbane, Adelaide, Perth, Hobart, Darwin, Dandenong and Geelong. We also have a number of field staff working across all parts of Australia. We encourage and value a diverse workforce. Aboriginal and Torres Strait Islander people and people with a disability are encouraged to apply. To find out more visit 'Careers' on our website at <https://www.abs.gov.au/careers>

To Apply

Position Contact	Evan Wallace, 08 9360 5236
Agency Recruitment Site	https://abs.nga.net.au/?jati=EC27B938-0394-8B4A-D4E4-E47B484D46E

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Treasury

Vacancy VN-0766074

Australian Bureau of Statistics

Closing Date: Sunday 18 January 2026

Census and Population Division
2026 Census of Population and Housing

Job Title	Field Operations Manager
Job Type	Full-Time, Non-Ongoing
Location	Darwin NT
Salary	\$99,734 - \$111,767
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Hybrid
Office Arrangement Details	Hybrid model of working from home and the office
Classification	APS Level 6
Position Number	26/Census_FOM_DRW_APS6
Agency Website	https://www.abs.gov.au/

Job Description

<https://abs.nga.net.au/?jati=2995A6C2-A427-8199-C4B1-E47B84EE03C1>

The Australian Bureau of Statistics (ABS) is looking to recruit a **Field Operations Manager** in our Darwin office to support the 2026 Census of Population and Housing.

Duties

Field Operations Managers are responsible for the day-to-day management of national field operations for the 2026 Census. This includes recruitment and training of field staff, work allocation and monitoring, issue resolution and provision of support to field staff as they undertake their work.

As a Field Operations Manager you will lead a small team within the section to provide timely and effective support to ensure the success of 2026 Census field operations.

You may be required to do some or all of the following:

- lead and manage a team of staff, communicating clearly with the team about work progress, issues, team directions and key decisions
- provide workload, procedural, Work Health and Safety and/or technical help to Census field and office staff
- resolve or escalate complex field queries, issues and incidents
- undertake performance management of office-based and field staff when required
- coordinate the creation, allocation and progress monitoring of workloads to field staff within their work areas
- provide regular feedback regarding status updates and emerging issues to your team and management
- support the recruitment and training of office-based and field staff when required
- ensure high levels of confidentiality and security of Census information and materials.

What we are looking for

The successful candidate will be able to demonstrate all or most of the following:

- a high degree of motivation to lead a team in delivering quality outcomes within a dynamic and complex environment
- strong conceptual and analytical thinking skills to ensure timely, evidence-based decision making that is aligned to agreed outcomes
- good judgement in problem solving and decision making, effectively managing risks
- strong project management skills, including risk and issues management, taking a collaborative approach to tackling team tasks and to working with stakeholders to deliver the best possible results
- strong interpersonal, customer relations and communication skills
- ability and confidence to present face-to-face training and provide performance coaching to individuals and groups
- ability to quickly acquire the skills to use a range of office systems
- ability to work autonomously.

Eligibility

You must be an Australian citizen to be eligible to apply.

Notes

As part of the application process you will need to upload your resume, provide referee details and submit a statement (maximum 500 words) to the following:

Outlining how you meet the qualities and skills being sought for the role of Field Operations Manager.

About the Australian Bureau of Statistics

The Australian Bureau of Statistics' (ABS) purpose is to inform Australia's important decisions by partnering and innovating to deliver relevant, trusted, objective data, statistics and insights. As the national statistical authority for Australia and provider of statistical services to the states and territories, we focus on three priorities: • Providing high quality official statistics and insights • Transforming the ABS for the future • Delivering new statistical solutions to maximise the value of public data. We operate in a dynamic, continually transforming environment. New technology, statistical methods and opportunities for accessing and integrating data are becoming available, growing the potential to provide new insights into matters of importance to Australians, businesses, and community organisations. The ABS houses permanent offices in Canberra, Sydney, Melbourne, Brisbane, Adelaide, Perth, Hobart, Darwin, Dandenong and Geelong. We also have a number of field staff working across all parts of Australia. We encourage and value a diverse workforce. Aboriginal and Torres Strait Islander people and people with a disability are encouraged to apply. To find out more visit 'Careers' on our website at <https://www.abs.gov.au/careers>

To Apply

Position Contact	Ashton Freeman, 03 9615 7278
Agency Recruitment Site	https://abs.nga.net.au/?jati=2995A6C2-A427-8199-C4B1-E47B84EE03C

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Treasury

Vacancy VN-0766079

Australian Bureau of Statistics

Closing Date: Sunday 18 January 2026

Census and Population Division
Census Field Operations Census Workforce Support Team

Job Title	Workforce Support Agent
Job Type	Casual, Non-Ongoing
Location	Belconnen ACT, Perth WA
Salary	-
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	On Site
Office Arrangement Details	Stationed within operational contact centres
Classification	APS Level 3
Position Number	26/Census_WSA_APS3
Agency Website	https://www.abs.gov.au/

Job Description

<https://abs.nga.net.au/?jati=1DCDFBE5-A4AD-B815-B19A-E47C34F9B7DD>

The Australian Bureau of Statistics (ABS) is looking to recruit several **Workforce Support Agents** to support the 2026 Census temporary workforce.

These are casual positions, with variable working hours (shifts): you should be able to attend a minimum of 3 shifts per week which may include days, evenings and weekends.

Duties

About the role

Workforce Support Agents are stationed within operational contact centres and serve as the frontline support to candidates and staff throughout the Census journey.

Responsibilities include providing high quality, frontline assistance which may include resolving queries relating to application support and providing technical and operational procedures to Census staff.

In this dynamic role, you will:

- provide prompt service in answering enquiries via the telephony system
- reference internal systems for accurate information
- accurately record details of calls in ticketing system
- escalate issues in alignment with operating processes
- adhere to processes and procedures, ensuring callers receive the most up to date information.

What we are looking for

Successful candidates will be able to demonstrate most, or all, of the following:

- strong customer service and dispute resolution skills, with a focus on delivering positive outcomes
- high attention to detail, ensuring accuracy and consistency in all tasks
- clear, well-structured verbal and written communication skills
- a proactive and flexible approach to achieving work outcomes and meeting deadlines
- ability to be agile and adapt to changing priorities in a fast-paced, dynamic and operational environment, while demonstrating resilience under pressure
- willingness to learn, adapt and contribute positively within a diverse and collaborative team environment
- ability to engage respectfully and effectively with Aboriginal and Torres Strait Islander peoples and apply culturally appropriate communication to interaction
- ability to build and sustain positive relationships with team members and actively participate in teamwork and group activities
- capacity to develop and maintain relevant knowledge in relation to business operations.

Eligibility

You must be an Australian citizen to be eligible to apply.

Notes

To apply you will need to:

- upload your current resume
- provide referee details
- submit a statement of claims (maximum 300 words) responding to the following:

Explain how your experience and skills align with the requirements of the Workforce Support Agent role.

The Australian Bureau of Statistics' (ABS) purpose is to inform Australia's important decisions by partnering and innovating to deliver relevant, trusted, objective data, statistics and insights. As the national statistical authority for Australia and provider of statistical services to the states and territories, we focus on three priorities: • Providing high quality official statistics and insights • Transforming the ABS for the future • Delivering new statistical solutions to maximise the value of public data. We operate in a dynamic, continually transforming environment. New technology, statistical methods and opportunities for accessing and integrating data are becoming available, growing the potential to provide new insights into matters of importance to Australians, businesses, and community organisations. The ABS houses permanent offices in Canberra, Sydney, Melbourne, Brisbane, Adelaide, Perth, Hobart, Darwin, Dandenong and Geelong. We also have a number of field staff working across all parts of Australia. We encourage and value a diverse workforce. Aboriginal and Torres Strait Islander people and people with a disability are encouraged to apply. To find out more visit 'Careers' on our website at <https://www.abs.gov.au/careers>

To Apply

Position Contact	Bernie Fitzpatrick, 02 6252 5776
Agency Recruitment Site	https://abs.nga.net.au/?jati=1DCDFBE5-A4AD-B815-B19A-E47C34F9B7

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Treasury

Vacancy VN-0766155

Australian Bureau of Statistics

Closing Date: Wednesday 28 January 2026

Census Field Operations Field Operations Support

Job Title	Census Remote Area Manager
Job Type	Full-Time;Part-Time, Non-Ongoing
Location	Mount Isa QLD
Salary	\$95,714 - \$108,092
Future Merit Locations	Mount Isa
Office Arrangement	Hybrid
Office Arrangement Details	Hybrid model of working from home and the office
Classification	APS Level 6
Position Number	26/Census_MTISA_APS6
Agency Website	https://www.abs.gov.au/

Job Description

<https://abs.nga.net.au/?jati=67511A72-8EC6-6B89-0AF8-EC90E9BBF76A>

For the 2026 Census, the Australian Bureau of Statistics has established an Operational Support Centre (OSC) in Mount Isa. We are seeking to recruit a Remote Area Manager to work until the end of October 2026.

Duties

Step into a dynamic role where your work directly shapes the success of the 2026 Census in your community. As part of a passionate and purpose-driven team, you'll help deliver one of Australia's most important national projects—ensuring every voice is counted.

Role Responsibilities

As a Census Remote Area Manager working in the Mount Isa Operational Support Centre you will lead and support a high-performing and collaborative team. You will recruit, train and manage field staff and be responsible for the field staff you recruit. You will effectively manage your team to achieve a successful Census count within the region.

Key tasks include:

- leading and managing a team responsible for collecting Census data across western Queensland
- assisting with attracting, recruiting, onboarding and training a local team responsible for collecting quality Census data
- resolving or escalating queries, issues and incidents
- coordinating travel and WHS practices for the team
- coordinating workloads for Census field staff within your work area
- undertaking procedural, operational and administrative tasks
- ensuring the privacy and security of ABS staff information, Census data and materials
- undertaking progressive and final evaluation of Census operations for your work area.

What we are looking for

We're seeking motivated individuals eager to expand their skill sets and take on challenges in diverse environments.

Ideal candidates will possess most or all the following:

- understanding of working in regional and/or remote areas, and willingness to travel to various work areas (as required)
- ability to demonstrate good judgement in problem solving and decision making
- strong project management skills including risk and issues management
- strong administrative skills
- collaborative approach to tackling team tasks
- strong oral and written communication skills.

Additional requirements for the Remote Area Manager role:

- demonstrated experience in supervising and managing teams within a complex environment
- ability to demonstrate cultural competency and/or experience working with Aboriginal and /or Torres Strait Islander peoples, people experiencing homelessness, culturally and linguistically diverse groups and/or people with low literacy or low digital literacy
- highly motivated to lead a high-performing team within a diverse and complex environment to deliver high-quality Census data
- strong stakeholder engagement skills to deliver the best possible results.

Eligibility

You must be an Australian citizen to be eligible to apply.

Notes

To apply you will need to:

- upload your current resume
- provide referee details
- submit a statement of claims (maximum 300 words) responding to the following:

Explain how you meet the skills and qualities required for this role. Provide an example of a time when you have to work flexibly to deliver on a project or task.

About the Australian Bureau of Statistics

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To Apply

Position Contact	Jacka Hicks, (02) 6252 6109
Agency Recruitment Site	https://abs.nga.net.au/?jati=67511A72-8EC6-6B89-0AF8-EC90E9BBF76

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Treasury

Vacancy VN-0766100

Australian Office of Financial Management

Closing Date: Monday 26 January 2026

Investor Relations

Job Title	Manager - Investor Relations
Job Type	Full-Time, Ongoing
Location	Canberra ACT, Sydney NSW
Salary	\$150,210 - \$187,762
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible
Office Arrangement Details	Flexible working arrangements will be considered as per the AOFM Enterprise Agreement and relevant policies.
Classification	Executive Level 1
Position Number	IR-01
Agency Website	https://www.aofm.gov.au/

Job Description

<https://www.aofm.gov.au/about/careers/current-opportunities>

Salary: \$150,210 to \$187,762 per annum plus 15.4% superannuation.

The Investor Relations Unit is responsible for the development and delivery of investor relations strategy for the AOFM, with a focus on promoting understanding of the economic and financial environment influencing the Australian Government Securities (AGS) market and the AOFM's issuance plans (including issuance of Green Treasury Bonds). This includes direct engagement with investors and collaboration with intermediaries to conduct marketing activities, prepare promotional materials, and gather insights into investor preferences and concerns.

The Manager - Investor Relations plays a key role in promoting the AOFM's debt products and sustainable finance initiatives to domestic and international stakeholders. The role supports and leads investor engagement activities, informing annual issuance strategy, managing external communications and supports the strategic direction of the AOFM through effective communication and stakeholder management.

The role requires strong judgement, strategic thinking and the ability to represent the agency high-level forums, including internationally.

Duties

The Manager - Investor Relations will undertake the following duties:

- Lead relationships with financial market intermediaries and key investor groups including in relation to green bond issuance and sustainable finance initiatives.
- Lead implement and review strategies for marketing Australian Government debt products and green bonds.
- Lead a small team within the Investor Relations Unit.
- Collaborate with the Treasury and other stakeholders to maintain the Green Bond Framework and reporting.
- Ensure alignment with Commonwealth and international standards for sustainable finance and investor relations.
- Lead investor engagement activities including roadshows, presentations, and meetings.
- Monitor investor preferences, concerns, and market trends to inform AOFM strategy.
- Prepare promotional materials and maintain online investor communications.

Eligibility

- Citizenship – applicants must be an Australian Citizen.
- Security Clearance – positions at AOFM require a Baseline security clearance.
- Other checks – successful applicants are required to undergo a mandatory Australian Federal Police Check and other checks to confirm their suitability for employment.

The AOFM will make arrangements to establish a security clearance and arrange suitability checks for successful candidates.

We encourage applications from the Australian community including Aboriginal and Torres Strait Islander people, people of all ages, people from culturally and linguistically diverse backgrounds, and people with disability.

We will accommodate requests for reasonable adjustment for people with disabilities to assist in the application and interview process.

Notes

At the conclusion of the selection process a merit pool will be established. This merit pool may be used to fill the same or similar vacancies across the AOFM and broader APS and will be valid for 18 months from the date the job advertisement appeared on APS Jobs.

About the Australian Office of Financial Management

The Australian Office of Financial Management (AOFM) is small specialised agency that plays a central role in the Australian financial markets. AOFM manages for Australia a portfolio of sovereign debt (as at 2023 some \$900 billion+) and a variety of financial assets (including the Structured Finance Support Fund and the Australian Business Securitisation Fund). AOFM ensures that the government's expenditure obligations are able to be met at all times. AOFM staff ensure that budget financing needs are delivered cost effectively without undue risk. The AOFM operates within global financial markets in order to effectively achieve AOFM's financing and portfolio management responsibilities.

To Apply

Position Contact	Charles Barlin, 0262631111
Agency Recruitment Site	https://www.aofm.gov.au/about/careers/current-opportunities

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Treasury

Vacancy VN-0766003

Australian Taxation Office

Closing Date: Thursday 22 January 2026

Compliance and Engagement Group
Various teams

Job Title	Project Officer
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Townsville QLD, Box Hill VIC, Brisbane QLD, Adelaide SA, Albury NSW, Wollongong NSW, Canberra ACT, Dandenong VIC, Geelong VIC, Gosford NSW, Hobart TAS, Melbourne VIC, Moonee Ponds VIC, Newcastle NSW, Parramatta NSW, Penrith NSW, Perth WA, Sydney NSW, Upper Mount Gravatt QLD
Salary	\$90,596 - \$96,042
Future Merit Locations	Adelaide, Albury, Box Hill, Brisbane, Canberra, Dandenong, Geelong, Gosford, Hobart, Melbourne, Moonee Ponds, Newcastle, Parramatta, Penrith, Perth, Sydney, Townsville, Upper Mount Gravatt, Wollongong
Office Arrangement	Flexible
Office Arrangement Details	Flexible working arrangements are available in the ATO, including working between the office and home, and is considered on a case-by-case basis.
Classification	APS Level 5
Position Number	EXT_CEG_895_2025
Agency Website	http://www.ato.gov.au/careers

Job Description

<https://ato.nga.net.au/?jati=3420EAA7-8A1C-1926-5479-E47B0C8DA3C2>

Duties

We are seeking experienced project professionals to join the ATO and deliver initiatives that make a real impact. In these roles, you'll play a part in supporting project managers to plan, organise, and deliver initiatives focused on legislative change and business improvement projects.

As a Project Officer, in the Compliance and Engagement Group, you will assist with developing work plans, managing tasks, and monitoring progress to ensure projects remain on track and aligned with strategic objectives. Using established project and program management frameworks, you'll contribute to delivering high quality outcomes within agreed timeframes and standards.

Applying your organisational skills and attention to detail, you will work closely with a range of stakeholders to support smooth project delivery and help achieve objectives effectively. You'll consult with key business partners to monitor progress, evaluate delivery against agreed requirements, and ensure strong, productive working relationships across the project environment.

Under general guidance, you will prepare and maintain key artefacts, including project plans, schedules, and status reports, in line with ATO methodology. You'll identify and escalate risks or issues promptly to support timely mitigation and maintain project momentum.

We embrace the strength of diversity – through our people and the perspectives they bring.

We are committed to inclusive recruitment practices and encourage applications from people with disability or neurodivergence, Aboriginal and Torres Strait Islander peoples, and individuals from all backgrounds. Reasonable adjustments can be provided throughout the recruitment process.

Eligibility Notes

RecruitAbility applies to this vacancy. Under the RecruitAbility scheme you will be invited to participate in further assessment activity for the vacancy if you choose to apply under the scheme; declare you have a disability; and meet the minimum requirements for the job. For more information visit: <https://www.apsc.gov.au/recruitability>. This initiative/program is only applicable where the successful applicant will be employed under the Public Service Act 1999. Similar conditions may apply when employed under other Acts. For clarification please contact the agency.

About the Australian Taxation Office

We are globally recognised for leading best practice in the administration of tax and superannuation, promoting a level playing field and fairness for all. Our work makes a real difference to the lives of Australians and positively impacts their economic and social wellbeing. Our people are problem-solvers, curious, dynamic and are at the heart of our success. We are inclusive and embrace the strength of diversity. Flexible working arrangements are available to help balance work and life. We offer more than you expect. We offer a place where you can belong, a say in how you make a difference, and the chance to grow a successful career.

To Apply

Position Contact	CEG Recruitment, N/A
Agency Recruitment Site	https://ato.nga.net.au/?jati=3420EAA7-8A1C-1926-5479-E47B0C8DA3C

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Australian Taxation Office

Closing Date: Thursday 22 January 2026

Compliance and Engagement Group
 Various teams

Job Title	Project Officer
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Hobart TAS, Geelong VIC, Adelaide SA, Albury NSW, Box Hill VIC, Brisbane QLD, Canberra ACT, Dandenong VIC, Gosford NSW, Melbourne VIC, Moonee Ponds VIC, Newcastle NSW, Parramatta NSW, Penrith NSW, Perth WA, Sydney NSW, Townsville QLD, Upper Mount Gravatt QLD, Wollongong NSW
Salary	\$97,816 - \$112,312
Future Merit Locations	Adelaide, Albury, Box Hill, Brisbane, Canberra, Dandenong, Geelong, Gosford, Hobart, Melbourne, Moonee Ponds, Newcastle, Parramatta, Penrith, Perth, Sydney, Townsville, Upper Mount Gravatt, Wollongong
Office Arrangement	Flexible
Office Arrangement Details	Flexible working arrangements are available in the ATO, including working between the office and home, and is considered on a case-by-case basis.
Classification	APS Level 6
Position Number	EXT_CEG_898_2025
Agency Website	http://www.ato.gov.au/careers

Job Description

<https://ato.nga.net.au/?jati=B315CE8E-E624-8443-9E73-E47B4526752B>

Duties

We are seeking experienced project professionals to join the ATO and deliver initiatives that make a real impact. In these roles, you'll play a key part in supporting Project Managers to plan, organise, and deliver initiatives focused on legislative change and business improvement projects.

As a Project Officer, in the Compliance and Engagement Group, you will contribute to developing work plans, coordinating activities, and monitoring progress to ensure projects are delivered on time and to a high standard. Applying your organisational skills and problem solving abilities, you will work closely with stakeholders to achieve outcomes. Limited opportunities may also be available in the Enterprise Portfolio and Value Management office.

You will contribute to achieving project objectives by managing tasks, tracking progress, and ensuring key activities align with broader strategies and work plans. Working under limited direction, you'll apply established project and program management frameworks to guide your work.

You will develop and deliver high quality project products and services within agreed timeframes and quality standards. This includes preparing and maintaining project artefacts such as project plans, schedules, and status reports in line with ATO project methodology.

Building strong, effective working relationships, you'll engage and collaborate with a diverse range of internal, external, and cross agency stakeholders to drive progress and achieve outcomes.

We embrace the strength of diversity – through our people and the perspectives they bring.

We are committed to inclusive recruitment practices and encourage applications from people with disability or neurodivergence, Aboriginal and Torres Strait Islander peoples, and individuals from all backgrounds. Reasonable adjustments can be provided throughout the recruitment process.

Eligibility Notes

RecruitAbility applies to this vacancy. Under the RecruitAbility scheme you will be invited to participate in further assessment activity for the vacancy if you choose to apply under the scheme; declare you have a disability; and meet the minimum requirements for the job. For more information visit: <https://www.apsc.gov.au/recruitability>. This initiative/program is only applicable where the successful applicant will be employed under the Public Service Act 1999. Similar conditions may apply when employed under other Acts. For clarification please contact the agency.

About the Australian Taxation Office

We are globally recognised for leading best practice in the administration of tax and superannuation, promoting a level playing field and fairness for all. Our work makes a real difference to the lives of Australians and positively impacts their economic and social wellbeing. Our people are problem-solvers, curious, dynamic and are at the heart of our success. We are inclusive and embrace the strength of diversity. Flexible working arrangements are available to help balance work and life. We offer more than you expect. We offer a place where you can belong, a say in how you make a difference, and the chance to grow a successful career.

To Apply

Position Contact	CEG Recruitment, N/A
Agency Recruitment Site	https://ato.nga.net.au/?jati=B315CE8E-E624-8443-9E73-E47B4526752B

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Treasury

Vacancy VN-0766028

Australian Taxation Office

Closing Date: Thursday 22 January 2026

Compliance and Engagement Group
Various teams

Job Title	Project Manager
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Brisbane QLD, Canberra ACT, Townsville QLD, Adelaide SA, Albury NSW, Box Hill VIC, Dandenong VIC, Geelong VIC, Gosford NSW, Hobart TAS, Melbourne VIC, Moonee Ponds VIC, Newcastle NSW, Parramatta NSW, Penrith NSW, Perth WA, Sydney NSW, Upper Mount Gravatt QLD, Wollongong NSW
Salary	\$125,291 - \$136,595
Future Merit Locations	Adelaide, Albury, Box Hill, Brisbane, Canberra, Dandenong, Geelong, Gosford, Hobart, Melbourne, Moonee Ponds, Newcastle, Parramatta, Penrith, Perth, Sydney, Townsville, Upper Mount Gravatt, Wollongong
Office Arrangement	Flexible
Office Arrangement Details	Flexible working arrangements are available in the ATO, including working between the office and home, and is considered on a case-by-case basis.
Classification	Executive Level 1
Position Number	EXT_CEG_899_2025
Agency Website	http://www.ato.gov.au/careers

Job Description

<https://ato.nga.net.au/?jati=8AE76E21-B7B8-4208-F228-E47B4811CAED>

Duties

We are seeking experienced project professionals to join the ATO and deliver initiatives that make a real impact. In these roles, you will lead and manage complex projects that support the ATO's strategic priorities, ensuring outcomes are delivered on time, within scope, and to a high standard.

As a Project Manager, in the Compliance and Engagement Group, you will lead the planning and delivery of complex legislative and business improvement projects. You'll develop strategies, and work plans that support priority outcomes, ensuring projects are delivered on time, within scope, and on budget.

You will apply contemporary project management methodologies, analyse business requirements, and provide expert advice to guide decision making. You'll maintain clear governance, documentation, schedules, and budgets to support accountability. A strong focus of the role is building effective relationships across the organisation and with other government agencies, ensuring clear communication and the successful design and delivery of agreed outcomes. You'll also monitor progress, prepare reports, and present updates to project directors and governance bodies.

We embrace the strength of diversity – through our people and the perspectives they bring.

We are committed to inclusive recruitment practices and encourage applications from people with disability or neurodivergence, Aboriginal and Torres Strait Islander peoples, and individuals from all backgrounds. Reasonable adjustments can be provided throughout the recruitment process.

Eligibility Notes

RecruitAbility applies to this vacancy. Under the RecruitAbility scheme you will be invited to participate in further assessment activity for the vacancy if you choose to apply under the scheme; declare you have a disability; and meet the minimum requirements for the job. For more information visit: <https://www.apsc.gov.au/recruitability>. This initiative/program is only applicable where the successful applicant will be employed under the Public Service Act 1999. Similar conditions may apply when employed under other Acts. For clarification please contact the agency.

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To Apply

Position Contact	CEG Recruitment, N/A
Agency Recruitment Site	https://ato.nga.net.au/?jati=8AE76E21-B7B8-4208-F228-E47B4811CAE1

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Treasury

Vacancy VN-0766031

Australian Taxation Office

Closing Date: Thursday 22 January 2026

Compliance and Engagement Group
 Various teams

Job Title	Project Director
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Adelaide SA, Albury NSW, Box Hill VIC, Brisbane QLD, Canberra ACT, Dandenong VIC, Geelong VIC, Gosford NSW, Hobart TAS, Melbourne VIC, Moonee Ponds VIC, Newcastle NSW, Parramatta NSW, Penrith NSW, Perth WA, Sydney NSW, Townsville QLD, Upper Mount Gravatt QLD, Wollongong NSW
Salary	\$150,784 - \$179,606
Future Merit Locations	Adelaide, Albury, Box Hill, Brisbane, Canberra, Dandenong, Geelong, Gosford, Hobart, Melbourne, Moonee Ponds, Newcastle, Parramatta, Penrith, Perth, Sydney, Townsville, Upper Mount Gravatt, Wollongong
Office Arrangement	Flexible
Office Arrangement Details	Flexible working arrangements are available in the ATO, including working between the office and home, and is considered on a case-by-case basis.
Classification	Executive Level 2
Position Number	EXT_CEG_900_2025
Agency Website	http://www.ato.gov.au/careers

Job Description

<https://ato.nga.net.au/?jati=895DC5B1-71A5-BE9B-01A2-E47B489E5F0B>

Duties

We are seeking experienced project professionals to join the ATO and deliver initiatives that make a real impact. In these roles, you will provide strategic leadership and oversight for complex legislative and business improvement projects.

As a Project Director, in the Compliance and Engagement Group, you will be responsible for planning and guiding work that delivers priority policy outcomes, leading teams, and ensuring projects achieve their objectives within a dynamic and evolving environment. Your role spans the full project lifecycle, from project initiation through to benefits realisation, closure, and evaluation. Limited opportunities may also be available in the Enterprise Portfolio and Value Management office.

You will apply and adapt defined project management methodologies to suit the context and complexity of each initiative. This includes leading the development of strategies and work plans to support the delivery of priority outcomes, as well as establishing and managing project governance artefacts, schedules, budgets, and documentation to ensure clarity and accountability.

Strong capability in influencing and managing diverse stakeholder relationships particularly with other government agencies will be essential, along with the ability to facilitate effective communication to define, design, and deliver successful outcomes, this includes preparing and presenting project artefacts for approval to governing officers, committees, and boards.

You will provide high level expertise and advice in the development of business requirements, design patterns, strategies, and processes as well as monitoring, reviewing, and reporting on project progress

We embrace the strength of diversity – through our people and the perspectives they bring.

We are committed to inclusive recruitment practices and encourage applications from people with disability or neurodivergence, Aboriginal and Torres Strait Islander peoples, and individuals from all backgrounds. Reasonable adjustments can be provided throughout the recruitment process.

Eligibility Notes

RecruitAbility applies to this vacancy. Under the RecruitAbility scheme you will be invited to participate in further assessment activity for the vacancy if you choose to apply under the scheme; declare you have a disability; and meet the minimum requirements for the job. For more information visit: <https://www.apsc.gov.au/recruitability>. This initiative/program is only applicable where the successful applicant will be employed under the Public Service Act 1999. Similar conditions may apply when employed under other Acts. For clarification please contact the agency.

About the Australian Taxation Office

We are globally recognised for leading best practice in the administration of tax and superannuation, promoting a level playing field and fairness for all. Our work makes a real difference to the lives of Australians and positively impacts their economic and social wellbeing. Our people are problem-solvers, curious, dynamic and are at the heart of our success. We are inclusive and embrace the strength of diversity. Flexible working arrangements are available to help balance work and life. We offer more than you expect. We offer a place where you can belong, a say in how you make a difference, and the chance to grow a successful career.

To Apply

Position Contact	CEG Recruitment, N/A
Agency Recruitment Site	https://ato.nga.net.au/?jati=895DC5B1-71A5-BE9B-01A2-E47B489E5F0F

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Veterans' Affairs (part of the Defence Portfolio)

Vacancy VN-0765794

Australian War Memorial

Closing Date: Wednesday 21 January 2026

Commemoration and Visitor Engagement
 Public Programs Education

Job Title	Education Officer - Project and Programs
Job Type	Full-Time, Ongoing; Non-Ongoing
Location	Campbell ACT
Salary	\$75,022 - \$81,775
Future Merit Locations	Canberra, Campbell
Office Arrangement	On Site
Office Arrangement Details	On site
Classification	APS Level 4
Position Number	25-153
Agency Website	https://www.awm.gov.au/get-involved/employment

Job Description

<https://www.awm.gov.au/get-involved/employment>

The Education team is made up of nine ongoing staff, up to 30 casuals and approximately 8 volunteers. Approximately 100,000 school children visit the Memorial each year with the majority undertaking a facilitated program. Many more engage with the Memorial remotely via virtual excursions, webinars and the DVA supported Memorial Box program. The team may also deliver after-hours tours for visitors to the Memorial.

Under general direction, the Education Officer: Projects and programs will assist with the coordination of and delivery of public program projects within the Education team, liaising with internal and external stakeholders, as well as develop and deliver resources, and school learning programs aligned to the Australian Curriculum.

This role contributes to the training, development, and supervision of casual Education staff in program delivery, as well as regular reporting and administrative tasks.

Duties

Under general direction:

1. Contribute to the development, coordination and delivery of school holiday Education public programs for families, including administration, training and staff rostering.
2. Contribute to the training and supervision of casual team members, building positive relationships and valuing diversity.
3. Liaise with visitors and staff across the Memorial to facilitate the delivery of public programs, identifying issues and providing advice to staff and management.
4. Assist in the development and delivery of a range of Education programs and school learning resources in accordance with the Memorial's strategic goals and the Australian Curriculum.

Technical capabilities and requirements

- Relevant formal qualifications in Education or Museum Studies and/or equivalent professional experience.
- A current ACT Government Working with Vulnerable People Registration or ability to obtain one.
- A willingness and ability to work outside core business hours including on weekends and public holidays, including Anzac Day.
- Baseline security clearance or ability to obtain one.
- This role requires manual handling and movement of a variety of items.

Eligibility

Employment with the Australian War Memorial is subject to conditions prescribed within the Public Service Act 1999.

Citizenship – To be eligible for employment with the Australian War Memorial, applicants must be an Australian citizen. Only in exceptional circumstances can this requirement be waived.

Police Check – The preferred applicants will be required to successfully undergo a police record check. The preferred applicants must be willing to disclose all relevant and required information.

Notes

Positions offered as non-ongoing will be offered for an initial 12 months with the possibility of extension for a total period of up to 2 years in accordance with Fair Work ACT regulations.

RecruitAbility applies to this vacancy. Under the RecruitAbility scheme you will be invited to participate in further assessment activity for the vacancy if you choose to apply under the scheme; declare you have a disability; and meet the minimum requirements for the job. For more information visit: <https://www.apsc.gov.au/recruitability>. This initiative/program is only applicable where the successful applicant will be employed under the Public Service Act 1999. Similar conditions may apply when employed under other Acts. For clarification please contact the agency.

About the Australian War Memorial

The Australian War Memorial combines a shrine, a world-class museum, and an extensive archive. The Memorial's purpose is to commemorate the sacrifice of those Australians who have died in war or on operational service and those who have served our nation in times of conflict. Its mission is leading remembrance and understanding of Australia's wartime experience.

To Apply

Position Contact	Nathan Rogers, (02) 6243 4298
Agency Recruitment Site	https://www.awm.gov.au/get-involved/employment

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Veterans' Affairs (part of the Defence Portfolio)

Vacancy VN-0765823

Australian War Memorial

Closing Date: Wednesday 21 January 2026

Commemoration and Visitor Engagement
 Public Programs Events and Ceremonies

Job Title	Last Post Ceremony - Project Officer
Job Type	Full-Time, Ongoing; Non-Ongoing
Location	Campbell ACT
Salary	\$75,022 - \$81,775
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	On Site
Office Arrangement Details	On site
Classification	APS Level 4
Position Number	25-155
Agency Website	https://www.awm.gov.au/get-involved/employment

Job Description

<https://www.awm.gov.au/get-involved/employment>

The Commemoration and Visitor Engagement (CVE) Section is part of the Public Programs Branch. The Section delivers the Memorial’s visitor experience across commemorative, interpretive and visitor service platforms. The Section is comprised of four teams: Visitor Services; Education; Events & Ceremonies; and the Last Post Ceremony

The Last Post Ceremony (LPC) team is responsible for the overall organisation, coordination and administration of every LPC, as this is integral to the Memorial’s ongoing commitment to remembrance and understanding of Australia’s wartime experience. The Visitor Services team also plays a major role in commemoration at the Memorial and is responsible for the delivery of the daily LPC. The Visitor Services and LPC teams work closely together to ensure the successful and appropriate delivery of these ceremonies. The Visitor Services team is committed to the provision and delivery of world-class service excellence to visitors to the Memorial 364 days a year. The commitment of both the LPC and Visitor Services teams ensures the visitor experience is not only meaningful, but engaging and memorable.

Who are we looking for?

The successful candidate will need to have an excellent work and customer service ethic, including comprehensive judgment and problem solving skills. They will also need to contribute and communicate effectively not just within a large and diverse section, but with other internal and external stakeholders. These will include families and Veterans organisations seeking to have a loved one commemorated at an LPC. Fostering and maintaining strong professional relationships is also essential to the role as is empathy. Additionally, successful candidates will be responsible for the ongoing administration and coordination of LPCs, including all aspects from responding to initial enquiries, negotiating workable outcomes, and achieving annual budget targets.

Duties

Under general direction you will be responsible for:

- Providing efficient and responsive communications to internal and external stakeholders (including Memorial staff, and LPC families) ensuring concise, polite and professional standards that build and maintain strong working relationships.
- Negotiate workable alternates when scheduling conflicts exist or when resources are pressured.
- Ensuring constructive planning to achieve Memorial objectives within a performance management framework.
- Contributing positively within the CVE section as well as the wider Memorial by providing information and advice surrounding LPCs and apply people management strategies in accordance with current APS workplace values.
- Providing a wide range of administration and office support tasks including but not limited to, calendar management, drafting email and written correspondence, and assist with reporting and section purchasing utilising TechnologyOne (Financial Management Information System) and SharePoint (Content Management System).
- Working collaboratively as part of the wider CVE section in support of the Memorial Development Program.
- Undertake basic research into historic military documents and service records.

Additional Requirements

This position will be required to:

- Undertake training and then apply emergency response practices (applicants must be able to move freely up and down stairs to fulfil this component of the role);
- Undertake manual handling tasks; and
- Assist with other work in the CVE team at level as required.

Eligibility

Employment with the Australian War Memorial is subject to conditions prescribed within the Public Service Act 1999.

Citizenship – To be eligible for employment with the Australian War Memorial, applicants must be an Australian citizen. Only in exceptional circumstances can this requirement be waived.

Police Check – The preferred applicants will be required to successfully undergo a police record check. The preferred applicants must be willing to disclose all relevant and required information.

Notes

RecruitAbility applies to this vacancy. Under the RecruitAbility scheme you will be invited to participate in further assessment activity for the vacancy if you choose to apply under the scheme; declare you have a disability; and meet the minimum requirements for the job. For more information visit: <https://www.apsc.gov.au/recruitability>. This initiative/program is only applicable where the successful applicant will be employed under the Public Service Act 1999. Similar conditions may apply when employed under other Acts. For clarification please contact the agency.

About the Australian War Memorial

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To Apply

Position Contact	Roger Adams, (02) 6206 9846
Agency Recruitment Site	https://www.awm.gov.au/get-involved/employment

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Veterans' Affairs (part of the Defence Portfolio)

Vacancy VN-0766098

Australian War Memorial

Closing Date: Monday 19 January 2026

Corporate Services
Human Resources Work Health and Safety

Job Title	Work Health and Safety Manager
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Campbell ACT
Salary	\$116,859 - \$126,287
Future Merit Locations	Canberra, Campbell
Office Arrangement	Flexible
Office Arrangement Details	We support a range of flexible work arrangements in accordance with our Teamwork Agreement
Classification	Executive Level 1
Position Number	26-001
Agency Website	https://www.awm.gov.au/get-involved/employment

Job Description

<https://www.awm.gov.au/get-involved/employment>

The Manager, Work Health and Safety (WHS) plays a key role in delivering the Memorial's work, health and safety strategy and early intervention and injury management program. The role operates under broad direction exercising a degree of independence to resolve WHS issues and delivery quality outcomes. The role is committed to partnering with business, cultivating a safety risk management culture and working independently and flexibly. This involves working with all levels of the organisation including the Corporate and Senior Management Groups, being pro-active and solution focussed, and coaching and influencing to enable safety to be integrated in core business operations. The role is responsible for managing and leading a small team and is also required to contribute to the work of the broader HR Team.

Duties

Work Health and Safety Service Delivery

- Ensure the effective delivery of work health and safety services and initiatives in alignment with the Memorial's work health and safety strategic priorities.
- Provide in-depth advice and guidance on the practical interpretation and application of relevant legislation, Codes of Practice, industry standards and internal guidelines relevant to the Memorial's diverse activities across diverse working environments.

- Foster and maintain effective working relationships with internal stakeholders including but not limited to HR team members, Branch Heads, Section Heads, Team Managers/ Leaders as well Building Services and the Memorial Development Team. Considering the diverse range of stakeholder needs, accounting for the range of operational contexts in which the Memorial and its people operate and manage this with sensitivity and appropriate care.
- Provide coaching and mentoring to employees in workplace responsibility roles (for example, First Aid Officers, Health and Safety Representatives, Harassment Contact Officers, Work Health and Safety Committee) to ensure they understand their responsibilities and obligations.

Work Health and Safety Policy and Risk Management

- Maintain the suite of policies and supporting documents under the work health and safety management system and frameworks to ensure legislative and regulatory compliance.
- Provide guidance and review of risk management plans for major Memorial events including ANZAC Day and Remembrance Day, and conduct lessons learned following these events to enable continuous improvement in the Memorial's risk management approach.

Early Intervention

- Provide oversight to early intervention programs, and case management to assist rehabilitation and return to work and evaluate and report on performance quarterly.

Work Health and Safety Reporting and Investigations

- Use experience and expertise to analyse and interpret data and statistical information to assess the effectiveness of relevant plans and interventions, identifying emerging trends to proactively manage identified risks.
- Foster a collaborative relationship with Comcare and other safety regulators ensuring effective engagement with Building Services (and where relevant the Memorial's Development Team) on matters impacting employees and requiring corrective action including notifiable incidents.

- Develop reports to Executive and Council covering work health and safety activities, identified trends and corrective actions, legislative and regularly compliance, injury prevention and management outcomes. As required, prepare complex and/or sensitive correspondence, corporate documents, submissions, proposal papers.
- Manage investigation of incidents including coordination of serious incident investigation with sections (and external specialists where relevant) to ensure appropriate analysis and effective mitigation/prevention of re-occurrence.

Work Health and Safety Operations

- Lead, coach and manage the WHS Team to produce quality outcomes.
- Manage the WHS budget and procurement activities in accordance with the Commonwealth finance and procurement processes.
- Represent the Work Health and Safety team with external stakeholders including Comcare, other safety regulators, and relevant agency work health and safety forums.

Mandatory Requirements

- Relevant qualification in work health and safety or similar related field with demonstrated experience in health and safety management in organisations with complex operational environments.
- Ability to obtain and maintain a baseline security clearance

Eligibility

Employment with the Australian War Memorial is subject to conditions prescribed within the Public Service Act 1999.

Citizenship – To be eligible for employment with the Australian War Memorial, applicants must be an Australian citizen. Only in exceptional circumstances can this requirement be waived.

Police Check – The preferred applicants will be required to successfully undergo a police record check. The preferred applicants must be willing to disclose all relevant and required information.

Notes

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About the Australian War Memorial

The Australian War Memorial combines a shrine, a world-class museum, and an extensive archive. The Memorial's purpose is to commemorate the sacrifice of those Australians who have died in war or on operational service and those who have served our nation in times of conflict. Its mission is leading remembrance and understanding of Australia's wartime experience.

To Apply

Position Contact	Janette Coulton, (02) 6243 4295
Agency Recruitment Site	https://www.awm.gov.au/get-involved/employment

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Veterans' Affairs (part of the Defence Portfolio)

Vacancy VN-0765532

Department of Veterans' Affairs

Closing Date: Thursday 22 January 2026

Ministerial, Engagement and Communication
Client and Information Access

Job Title	Freedom of Information Officer
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Adelaide SA, Brisbane QLD, Canberra ACT, Sydney NSW
Salary	\$92,302 - \$96,191
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible
Office Arrangement Details	We support a range of flexible work arrangements in accordance with our Enterprise Agreement. Please contact the contact officer for further details.
Classification	APS Level 5
Position Number	EXT-2025-0305
Agency Website	https://www.dva.gov.au/about-us/careers/jobs

Job Description

<https://dvajobs.nga.net.au/cp/index.cfm?event=jobs.home>

The Department's Information Access Unit within the Client and Information Access Branch is responsible for the management and processing of requests for information made under the Freedom of Information Act 1982, and Privacy Act 1988 and certain administrative access arrangements. Additionally, the Information Access Unit manages, and processes information access requests made under subpoena and other notices to produce information from regulatory agencies.

The Information Access Unit is seeking an experienced Freedom of Information (FOI) Officer who is passionate about working in a hands-on role, in a fast-paced and agile environment. The FOI Officer will work across a broad range of personal and non-personal information requests, internal FOI review and engage with internal and external stakeholders on other complex matters.

Duties

- Manage complex Freedom of Information (FOI) matters relating to personal and non-personal access requests
- Analyse, integrate and evaluate information to make decisions on complex matters
- Prepare correspondence including briefing papers, reports, Ministerial responses and provide input into submissions to the Office of the Australian Information Commissioner where required
- Manage and resolve sensitive issues, refer stakeholders to appropriate business areas and/or escalate complex issues where necessary
- Provide advice to staff and stakeholders to assist in managing FOI requests

- Maintain and file records in accordance with information management processes and security requirements
- Exercise delegations appropriate to role in accordance with legislation and guidelines
- Encourage and contribute to a collaborative culture. Manage, support and mentor staff including coaching and training to build knowledge and capability.

Eligibility

- Under section 22(8) of the Public Service Act 1999, employees must be Australian citizens to be employed in the Australian Public Service (APS).
- All applicants external to DVA offered employment will be required to successfully undergo a pre-engagement screening check, even if they have a security clearance. The screening check is conducted in accordance with the Australian Government Protective Security Policy Framework requirements.
- The successful candidate will be required obtain and maintain a Baseline Vetting (AGSVA) security clearance.

Notes

This recruitment process is being used to fill ongoing and/or non-ongoing position/s. For more information about the role, please see the Candidate Information Pack.

Where a non-ongoing position is offered, the role will be filled for an initial specified term of up to 23 months.

A merit pool of suitable applicants may be created which may be used to fill future ongoing and non-ongoing vacancies should they become available over the next 18 months.

Successful applicants engaged into the APS will be subject to a probation period.

DVA embraces and fosters a culture that supports diversity, inclusion and respect, where people are empowered to fulfil their potential. We welcome people with diverse skills, experiences, perspectives and backgrounds. We are dedicated and committed to attracting and recruiting Aboriginal and Torres Strait Islander peoples and encourage applications from people with disability, people that identify as LGBTQIA+ and people from culturally and linguistically diverse backgrounds. Take on a rewarding, varied, and broad career with an Australian Public Service Department that can bring balance and flexibility to your working life, while supporting you to stay connected to your community.

DVA is committed to improving the data skills and capability of our workforce to underpin our goal of becoming a leading data-driven organisation.

RecruitAbility applies to this vacancy. Under the RecruitAbility scheme you will be invited to participate in further assessment activity for the vacancy if you choose to apply under the scheme; declare you have a disability; and meet the minimum

requirements for the job. For more information visit: <https://www.apsc.gov.au/recruitability>. This initiative/program is only applicable where the successful applicant will be employed under the Public Service Act 1999. Similar conditions may apply when employed under other Acts. For clarification please contact the agency.

This vacancy has been identified to participate in VetPaths. The Australian Public Service (APS) values the unique skills, perspectives, and experiences that veterans gain during their Australian Defence Force (ADF) employment and encourage veterans to apply. Support may be available to veterans transitioning to meaningful APS careers through participation in VetPaths, which offers veterans an opportunity to participate in a six-month program offering formal learning and development, career mentoring and activities for wellness and peer supports. For more visit: <https://www.dva.gov.au/vetpaths>

About the Department of Veterans' Affairs

The Department of Veterans' Affairs (DVA) exists to fulfil the nation's duty to support our serving and ex-serving Australian Defence Force members and their families. We do this through programs of care, compensation, commemoration, income and Defence support services. Our aim is to enhance self-sufficiency, quality of life, financial wellbeing and community recognition for those we support. DVA is both a policy and service delivery agency. We have strong relationships with Australian ex-service organisations, Federal and State Government agencies and the veteran community. DVA's vision is to honour veterans, and empower them and their families to continue life after service, within a society that understands and values their military service and their ongoing contribution to the community.

To Apply

Position Contact	Jarrad Clark, 0488 551 137
Agency Recruitment Site	https://dvajobs.nga.net.au/cp/index.cfm?event=jobs.home

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Veterans' Affairs (part of the Defence Portfolio)

Vacancy VN-0766105

Department of Veterans' Affairs

Closing Date: Thursday 22 January 2026

Open Arms - Veterans and Families Counselling
Clinical Operations North Queensland

Job Title	Outreach Program Coordinator
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Townsville QLD
Salary	\$101,449 - \$115,199
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible
Office Arrangement Details	We support a range of flexible work arrangements in accordance with our Enterprise Agreement.
Classification	APS Level 6
Position Number	EXT-2026-0001
Agency Website	https://www.dva.gov.au/about-us/careers/jobs

Job Description

<https://dvajobs.nga.net.au/cp/index.cfm?event=jobs.home>

Open Arms – Veterans & Families Counselling (formerly VVCS) is Australia’s leading provider of high-quality mental health assessment and clinical counselling services for Australian veterans and their families. Open Arms are focused on meeting client needs through a combination of proven clinical practices and new and emerging evidence-based approaches.

Outreach Program Coordinators (APS 6) work within the Open Arms Division of the Department of Veterans’ Affairs (DVA), providing coordination and management of the Open Arms Outreach Provider Program inclusive of Outreach Program Clinicians, Group Program Facilitators, external Clinical Supervisors, and partnership referrals.

Outreach Program Coordinators work under the direction of an Assistant Director. They are required to make decisions, problem solve and navigate complex client issues, whilst adhering to relevant legislation, ethical guidelines and policies. Critical thinking, communication and interpersonal skills are paramount, and Clinicians must demonstrate high levels of integrity and emotional intelligence. Bringing knowledge of veterans’ and their families’ experiences to the role, Outreach Program Coordinators will demonstrate respect for all clients and uphold a strong commitment to confidentiality and privacy.

You will be supported through the provision of ongoing learning and development opportunities and funded clinical supervision.

Duties

- Develop and maintain professional relationships with Outreach Program Providers, facilitate communications and coordinate activities of the Outreach Provider Program.
- Provide training on-boarding and off-boarding to Outreach Program Providers and act as the Open Arms liaison point of contact by providing on-going information, debriefing and support.
- Ensure that Outreach Program Providers meet Key Performance Indicators in accordance with the Open Arms Quality and Safety Framework to ensure continuous improvement. (* This will not be required when new Model of Care (MoC) is introduced).
- Support Outreach Program Providers in meeting clinical liaison notification requirements and provide post-vention support as required.
- Review requests for partnership referrals and advise on suitability.
- Develop, maintain, and manage a database of Outreach Program Providers and update Intake Allocators and administrative staff on availability.
- In accordance with organisational goals and identified regional demand, ensure a program of treatment and psychoeducational groups and workshops are developed, promoted, and delivered to targeted populations and areas to achieve maximum client and stakeholder access.
- Engaging with complainants of Outreach Program Providers to identify concerns and develop options to achieve resolution.
- Assess and analyse complaints received regarding the Outreach Provider Program with a view to deciding the appropriate resolution actions.
- Act as the first escalation point for complex Outreach Provider Program issues raised by Intake Allocators and Clinical Governance Officers.
- Schedule and attend Continuing Professional Development (CPD) activities, including clinical supervision, to maintain professional registration.
- Apply the principles of cooperative and safe working practices consistent with APS Values and the Department's mission, vision, approach and values.
- Maintain a small clinical workload of clients as negotiated with the Assistant Director.
- Participate in community development and service promotion activities, as required.
- Participate in Open Arms program evaluation and research activities, contributing to project management activities that implement strategic directions and quality improvement recommendations, and provide feedback for ongoing development of clinical policies and procedures, as required.

Eligibility

- Under section 22(8) of the Public Service Act 1999, employees must be Australian citizens to be employed in the Australian Public Service (APS).
- All applicants external to DVA offered employment will be required to successfully undergo a pre-engagement screening check, even if they have a security clearance. The screening check is conducted in accordance with the Australian Government Protective Security Policy Framework requirements.
- The successful candidate will be required obtain and maintain a Baseline Vetting (AGSVA) security clearance.

Mandatory Requirements

- Currently hold or ability to obtain a Working with Vulnerable People registration OR
- Currently hold or ability to obtain a Working with Children check.

In addition to the above, one of the following:

- Qualifications as a registered Psychologist / Occupational Therapist / Registered Nurse with full AHPRA registration, OR
- Qualification as a Social Worker with membership of the Australian Association Social Workers (AASW) on commencement, OR
- A Masters-level counselling qualification and registration with PACFA as a Registered Clinical Counsellor or with ACA at Level 3 or Level 4.

Notes

This recruitment process is being used to fill ongoing and/or non-ongoing position/s. For more information about the role, please see the Candidate Information Pack.

Where a non-ongoing position is offered, the role will be filled for an initial specified term of up to 23 months.

A merit pool of suitable applicants may be created which may be used to fill future ongoing and non-ongoing vacancies should they become available over the next 18 months.

Successful applicants engaged into the APS will be subject to a probation period.

DVA embraces and fosters a culture that supports diversity, inclusion and respect, where people are empowered to fulfil their potential. We welcome people with diverse skills, experiences, perspectives and backgrounds. We are dedicated and committed to attracting and recruiting Aboriginal and Torres Strait Islander peoples and encourage applications from people with disability, people that identify as LGBTQIA+ and people from culturally and linguistically diverse backgrounds. Take on a rewarding, varied, and broad career with an Australian Public Service Department that can bring balance and flexibility to your working life, while supporting you to stay connected to your community.

DVA is committed to improving the data skills and capability of our workforce to underpin our goal of becoming a leading data-driven organisation.

RecruitAbility applies to this vacancy. Under the RecruitAbility scheme you will be invited to participate in further assessment activity for the vacancy if you choose to apply under the scheme; declare you have a disability; and meet the minimum requirements for the job. For more information visit: <https://www.apsc.gov.au/recruitability>. This initiative/program is only applicable where the successful applicant will be employed under the Public Service Act 1999. Similar conditions may apply when employed under other Acts. For clarification please contact the agency.

This vacancy has been identified to participate in VetPaths. The Australian Public Service (APS) values the unique skills, perspectives, and experiences that veterans gain during their Australian Defence Force (ADF) employment and encourage veterans to apply. Support may be available to veterans transitioning to meaningful APS careers through participation in VetPaths, which offers veterans an opportunity to participate in a six-month program offering formal learning and development, career mentoring and activities for wellness and peer supports. For more visit: <https://www.dva.gov.au/vetpaths>

About the Department of Veterans' Affairs

The Department of Veterans' Affairs (DVA) exists to fulfil the nation's duty to support our serving and ex-serving Australian Defence Force members and their families. We do this through programs of care, compensation, commemoration, income and Defence support services. Our aim is to enhance self-sufficiency, quality of life, financial wellbeing and community recognition for those we support. DVA is both a policy and service delivery agency. We have strong relationships with Australian ex-service organisations, Federal and State Government agencies and the veteran community. DVA's vision is to honour veterans, and empower them and their families to continue life after service, within a society that understands and values their military service and their ongoing contribution to the community.

To Apply

Position Contact	Michelle Baird, (07) 4723 9155
Agency Recruitment Site	https://dvajobs.nga.net.au/cp/index.cfm?event=jobs.home

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Veterans' Affairs (part of the Defence Portfolio)

Vacancy VN-0766109

Department of Veterans' Affairs

Closing Date: Thursday 22 January 2026

Open Arms - Veterans and Families Counselling
Clinical Operations North Queensland

Job Title	Service Support Officer
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Townsville QLD
Salary	\$73,316 - \$78,758
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible
Office Arrangement Details	We support a range of flexible work arrangements in accordance with our Enterprise Agreement.
Classification	APS Level 3
Position Number	EXT-2026-0002
Agency Website	https://www.dva.gov.au/about-us/careers/jobs

Job Description

<https://dvajobs.nga.net.au/cp/index.cfm?event=jobs.home>

Open Arms – Veterans & Families Counselling (formerly VVCS) is Australia’s leading provider of high-quality mental health assessment and clinical counselling services for Australian veterans and their families. Open Arms are focused on meeting client needs through a combination of proven clinical practices and new and emerging evidence-based approaches.

You will be supported through the provision of ongoing learning and development opportunities and funded clinical supervision.

A Service Support Officer provides the front line of customer service for clients accessing services from Open Arms Veterans and Families Counselling. This customer service is provided in person (at front reception) or via telephone. In addition, they provide operational and administrative support to the regional clinical service delivery staff to ensure quality services to the veteran and families community.

Duties

- Provide high quality customer service as the first point of contact for clients, visitors and stakeholders, in person, over the phone or via email and SMS.
- Provide administrative support to operational tasks as directed by regional Practice Manager.
- Resolve client enquiries, provide information and options in accordance with policy and procedures, and refer to relevant service delivery team.

- Provide frontline administrative support and first point of contact to clients presenting for in-centre appointments including appointment management activities via the Client Management System.
- Provide administrative support in the coordination of regional events inclusive of group treatment and educative programs, internal meetings, and community-based events.
- Provide administrative support across all service delivery streams inclusive of data entry, record keeping, and workflow tasks.
- Deliver correspondence both internally and externally related to client allocations, referrals, appointments, and service satisfaction.
- Provide administrative support to external referral platforms including contracted health providers and external stakeholders.
- Support the daily operations of the region including management of regional correspondence and deliveries, arranging travel, processing invoices, raising resource requests and responding to property and maintenance issues.
- Support the Practice Manager / Assistant Practice Manager in reporting quality assurance and operational data.
- Support workplace practices in line with policies of Occupational Health and Safety, Workplace Diversity, the Australian Public Service Values and Employment Principles, and Code of Conduct.
- Understand and support the vision, mission and business objectives of Open Arms.

Eligibility

- Under section 22(8) of the Public Service Act 1999, employees must be Australian citizens to be employed in the Australian Public Service (APS).
- All applicants external to DVA offered employment will be required to successfully undergo a pre-engagement screening check, even if they have a security clearance. The screening check is conducted in accordance with the Australian Government Protective Security Policy Framework requirements.
- The successful candidate will be required obtain and maintain a Baseline Vetting (AGSVA) security clearance.

Notes

This recruitment process is being used to fill ongoing and/or non-ongoing position/s. For more information about the role, please see the Candidate Information Pack.

Where a non-ongoing position is offered, the role will be filled for an initial specified term of up to 23 months.

A merit pool of suitable applicants may be created which may be used to fill future ongoing and non-ongoing vacancies should they become available over the next 18 months.

Successful applicants engaged into the APS will be subject to a probation period.

DVA embraces and fosters a culture that supports diversity, inclusion and respect, where people are empowered to fulfil their potential. We welcome people with diverse skills, experiences,

perspectives and backgrounds. We are dedicated and committed to attracting and recruiting Aboriginal and Torres Strait Islander peoples and encourage applications from people with disability, people that identify as LGBTQIA+ and people from culturally and linguistically diverse backgrounds. Take on a rewarding, varied, and broad career with an Australian Public Service Department that can bring balance and flexibility to your working life, while supporting you to stay connected to your community.

DVA is committed to improving the data skills and capability of our workforce to underpin our goal of becoming a leading data-driven organisation.

RecruitAbility applies to this vacancy. Under the RecruitAbility scheme you will be invited to participate in further assessment activity for the vacancy if you choose to apply under the scheme; declare you have a disability; and meet the minimum requirements for the job. For more information visit: <https://www.apsc.gov.au/recruitability>. This initiative/program is only applicable where the successful applicant will be employed under the Public Service Act 1999. Similar conditions may apply when employed under other Acts. For clarification please contact the agency.

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To Apply

Position Contact	Susan Dixon-Grover, (07) 4723 9155
Agency Recruitment Site	https://dvajobs.nga.net.au/cp/index.cfm?event=jobs.home

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Bureau of Meteorology

Closing Date: Friday 23 January 2026

Data and Digital
Observing Systems and Operations

Job Title	Technical Officer Level 3
Job Type	Full-Time, Non-Ongoing
Location	Brisbane QLD
Salary	\$84,228 - \$91,809
Future Merit Locations	Brisbane
Office Arrangement	On Site;Hybrid
Office Arrangement Details	Flexible working arrangements, including work from home, are available subject to operational requirements
Classification	APS Level 5
Position Number	60018641
Agency Website	

Job Description

<https://bomcareers.nga.net.au/cp/>

About the Bureau

We are Australia's weather, climate, water, oceans and space weather agency. Our work touches the lives of all Australians every day.

Our products and services include observations, forecasts, warnings, analysis and advice. They cover Australia's atmosphere, water, oceans and space environments.

The Bureau operates under the authority of the Meteorology Act 1955 and the Water Act 2007. We also fulfill Australia's international obligations under the Convention of the World Meteorological Organization and related international meteorological treaties and agreements.

Read the Bureau of Meteorology Strategy 2022–27 to find out more about our organisation and the work we do for all Australians.

Working at the Bureau

The Bureau represents a dynamic and exciting opportunity. At the Bureau you will:

- do meaningful work that brings real benefits to the Australian community, businesses, and government.
- work with dedicated experts and professionals who constantly seek to improve the services we provide to our customers.
- work in excellent workplaces in a variety of great locations. You'll have access to the latest technology in a diverse, safe and inclusive environment for everyone.
- experience our commitment to learning, growth, training and clear career pathways. You'll receive competitive salary and benefits.

Position overview

We are seeking enthusiastic and qualified Electronics, Electrical, Instrumentation or Telecommunications Technicians or Engineers, ideally with previous field experience.

Who are you?

You have an appetite for working in remote locations, so a willingness to travel is essential.

You are a suitably qualified team player who likes to get hands-on in the field, and the prospect of seeing many parts of Australia excites you.

Who are we?

The Observing Operations Hubs are the Bureau of Meteorology's Technical Operations centres comprising of 8 Hubs, one in each capital city and Cairns.

Staff based at the Observing Operations Hub travel far and wide and into remote areas, utilising 4WD's, planes, boats and helicopters to maintain service delivery within the various instrumentation networks. This includes:

- Rain Radars
- Automatic Weather Stations (AWS)
- Upper-Air monitoring systems (Sounding Balloons)
- Sea Level Monitoring Stations
- Wave and Wave height buoys
- Satellite ground reception and space weather instruments
- Flood warning/rainfall monitoring systems
- Cooperative observers, volunteer rainfall stations
- Communications, telemetry and instrumentation systems

We are part of a national maintenance workforce and there is every likelihood of travel to other parts of Australia on occasion to support the other seven Hubs around the country.

We offer specialised, in-house competency-based training on all our equipment and will ensure you have the necessary tools and skills to undertake this work.

We strive to deliver exceptional customer service, as we engage with stakeholders, contractors, support staff and the Australian public.

We promote a diverse and inclusive workplace culture that prioritises the health, safety and wellbeing of all our staff.

You will report to and be mentored by a Team Lead in the Observing Operations Hub.

Duties

The responsibilities of the role include but are not limited to:

- **Maintenance & Operations:** Undertake routine and detailed operational diagnostics, fault finding, repair and return to service of moderate to complex field equipment. Verify the performance of meteorological instruments against calibrated reference standards. At a medium level of difficulty, take, record and report observations from meteorological systems. Undertake site inspections, document the meteorological exposure, and maintain associated records.
- **Asset and Service Management:** Support a strong asset management culture and consistent usage of enterprise asset management system (Maximo) to accurately record asset information, asset performance and issue stakeholder communication. Adhere to service management processes based on the ITIL framework and work to meet service level targets for maintenance completion and outage restoration response times.
- **Documentation & Record Keeping:** Prepare operational and technical maintenance reports and associated documentation. Undertake administrative tasks such as finance reconciliations, procurement, inventory records, stores, and stock control.
- **Travel & Incident Response:** Regular travel away from your home base by air, sea and road is an essential part of this role. Field work and incident response support may require working outside of normal business hours including weekends, for which over-time and other allowances may be payable.
- **Supervision:** Mentor, manage, supervise, and develop staff.
- **Data Quality:** Manage Observing network data quality through remote monitoring. Diagnose and triage faults within the Observing networks as they arise.
- **Liaison and Representation:** Liaise with various internal and external stakeholders at the appropriate level and represent the Bureau in a professional manner in accordance with Australian Public Service values and Code of Conduct. Respond to queries on observing assets in your area of responsibility and provision of asset information and data.
- **Quality Management:** Participate in ensuring the quality and effectiveness of products and services and the ongoing development, implementation, and continual improvement of the

quality management system to achieve and maintain the ongoing certification of compliance with the ISO 9001 Quality Management Standard.

- **Compliance:** Comply with all relevant legislation, policies, procedures, and guidance in the course of your work.
- **Diversity & Inclusion:** Understand and promote an inclusive environment that respects and values diversity and complies with the Diversity and Inclusion Statement of Commitment.
- **WHSE:** Comply with all Bureau work, health, safety and environment policies and procedures, and take reasonable care for your own wellbeing and that of your team members, other employees, contractors, and visitors who may be affected by your conduct.
- **Technical Competency:** Required to obtain technical foundational skills across observing networks with provided on the job training. Commitment to ongoing training, expanding, and maintaining individual technical competency.
- **Other relevant duties** as required, within the scope of the employee's training, capability, and role expectations.

Eligibility

- Australian Citizen
- hold a current Australian driver's licence
- be eligible to obtain and maintain a Baseline security clearance from the Australian Government Vetting Agency (AGSVA)

Notes

RecruitAbility applies to this vacancy. Under the RecruitAbility scheme you will be invited to participate in further assessment activity for the vacancy if you choose to apply under the scheme; declare you have a disability; and meet the minimum requirements for the job. For more information visit: <https://www.apsc.gov.au/recruitability>. This initiative/program is only applicable where the successful applicant will be employed under the Public Service Act 1999. Similar conditions may apply when employed under other Acts. For clarification please contact the agency.

About the Bureau of Meteorology

The Bureau of Meteorology is one of the few organisations that touches the lives of all Australians and all Australia, every day. The Bureau works across Australia and remote islands, providing services from the Antarctic to beyond the equator, and from the Indian Ocean to the Pacific. We are Australia's national weather, climate and water agency, in the Agriculture, Water and Environment portfolio of the Australian Government, operating under the authority of the Meteorology Act 1955 and the Water Act 2007. We provide data, information, knowledge, insight and wisdom to help Australians prepare and respond to the realities of their natural environment, including droughts, floods, fires, storms, tsunami and tropical cyclones. Our products and services include observations, forecasts, analysis and advice covering Australia's atmosphere, water, oceans and space environments. We undertake focused scientific research in support of our operations and services. Through regular forecasts, warnings, monitoring and advice, we provide one of Australia's most fundamental and widely used public services. We have strong relationships with our customers, partners and stakeholders in Australia, including the Australian Community and the emergency services sectors, all-levels of Government, and focus sectors including aviation, agriculture, energy and resources, national security and water.

To Apply

Position Contact	Sally Wintour, 0447 129 238
Agency Recruitment Site	https://bomcareers.nga.net.au/cp/

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Climate Change, Energy, the Environment and Water

Vacancy VN-0765954

Bureau of Meteorology

Closing Date: Tuesday 20 January 2026

Enterprise Services
 Business Management

Job Title	Senior Procurement Officer
Job Type	Full-Time;Part-Time, Non-Ongoing
Location	Adelaide SA, Brisbane QLD, Canberra ACT, Darwin NT, Hobart TAS, Melbourne VIC, Perth WA, Sydney NSW
Salary	\$94,563 - \$105,910
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Hybrid
Office Arrangement Details	Flexible working arrangements, including work from home, are available subject to operational requirements
Classification	APS Level 6
Position Number	60019546
Agency Website	

Job Description

<https://bomcareers.nga.net.au/cp/>

The Bureau has an established Procurement and Contracts function resourced with qualified procurement and contract management professionals supporting the Bureau's \$200m+ annual expenditure on goods & services.

The Senior Procurement Officer is responsible for the end-to-end procurement lifecycle of strategic, complex and routine procurements consistent with legislation, Government policy and enterprise processes under the service model.

With experience in undertaking complex and routine procurements in industries such as (but not limited to) Government, Utilities, Mining or Transport in an environment, the Senior Procurement

Officer will collaborate with the Bureau's considerable commercial capabilities to deliver complex procurements in line best practice standards, frameworks, practices and tools.

The incumbent must have experience in a procurement environment characterised by high volume, complexity, active prioritisation, internal engagement, and hands-on delivery of procurements and contracts. They will develop and maintain productive relationships with stakeholders to ensure priorities are delivered as according to timelines.

Merit pool

The selection process will establish a merit pool that may be used to fill similar positions within 18 months.

How to Apply

Applications can be lodged through [the Bureau of Meteorology Careers](#).

Your application will consist of resume, contact details for two referees and a '800-word pitch' that considers:

- position overview
- job responsibilities
- selection criteria
- relevant sections of the [Integrated Leadership System \(ILS\)](#) and [APS work level standards](#)
-

Duties

The responsibilities of the role include but are not limited to:

- Manage end to end strategic, complex and routine tender and RFQ processes including the development of RFT/Q documentation, assisting with drafting evaluation reports for Evaluation Committee review, and papers for endorsement through the relevant governance bodies that is consistent with legislation, Government policy and enterprise processes.
- Provide advice on procurement processes to the stakeholder and relevant governance bodies to ensure the implementation of, and adherence to, Bureau procurement policies and relevant rules and legislation.
- Apply commercial acumen and high-level negotiation skills to optimise cost of ownership and balance value, compliance, efficiency, risk and service levels.
- Ensure that all procurement activities comply with Bureau's policies and the Commonwealth Procurement Rules.
- Collaboration with other team members including technical subject matter experts, Commercial Advisors, Negotiators, Legal Advisors, pricing and financial analysis, Procurement, Probity, risk, security, and other subject matter experts on an as needs basis.
- Draft and provide input as necessary to executive briefing and approval papers necessary for tender finalisation and agreement execution.

- Contributes to procurement process improvement activities and improvement initiatives
- Create an environment of, and commitment to, service excellence by consistently meeting and exceeding expectations.
- Demonstrate attention to detail, ensuring quality output in a timely manner.
- Comply with all Bureau work, health and safety policies and procedures, and take reasonable care for your own health and safety and that of employees, contractors and visitors who may be affected by your conduct; and
- Commitment to APS Values, Employment Principles and Code of Conduct and an understanding of the Bureau's Commitment to Diversity and Inclusion and the Bureau Way

Eligibility

Australian Citizen

Notes

RecruitAbility applies to this vacancy. Under the RecruitAbility scheme you will be invited to participate in further assessment activity for the vacancy if you choose to apply under the scheme; declare you have a disability; and meet the minimum requirements for the job. For more information visit: <https://www.apsc.gov.au/recruitability>. This initiative/program is only applicable where the successful applicant will be employed under the Public Service Act 1999. Similar conditions may apply when employed under other Acts. For clarification please contact the agency.

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To Apply

Position Contact	Colby Au, Colby.Au@bom.gov.au
Agency Recruitment Site	https://bomcareers.nga.net.au/cp/

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Climate Change, Energy, the Environment and Water

Vacancy VN-0765994

Bureau of Meteorology

Closing Date: Friday 23 January 2026

Data and Digital
Observing Systems and Operations

Job Title	Field Services Technician - Radar and RF systems
Job Type	Full-Time, Ongoing; Non-Ongoing
Location	Brisbane QLD
Salary	\$84,228 - \$91,809
Future Merit Locations	Brisbane
Office Arrangement	On Site; Hybrid
Office Arrangement Details	Flexible working arrangements, including work from home, are available subject to operational requirements
Classification	APS Level 5
Position Number	60014398 and 60014395
Agency Website	

Job Description

<https://bomcareers.nga.net.au/cp/>

About the Bureau

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Our products and services include observations, forecasts, warnings, analysis, and advice. They cover Australia's atmosphere, water, oceans, and space environments.

The Bureau operates under the authority of the Meteorology Act 1955 and the Water Act 2007. We also fulfill Australia's international obligations under the Convention of the World Meteorological Organization and related international meteorological treaties and agreements.

Read the [Bureau of Meteorology Strategy 2022–27](#) to find out more about our organisation and the work we do for all Australians.

Working at the Bureau

The Bureau represents a dynamic and exciting opportunity. At the Bureau you will:

- do meaningful work that brings real benefits to the Australian community, businesses, and government.
- work with dedicated experts and professionals who constantly seek to improve the services we provide to our customers.
- work in excellent workplaces in a variety of great locations. You'll have access to the latest technology in a diverse, safe, and inclusive environment for everyone.
- experience our commitment to learning, growth, training, and clear career pathways. You'll receive competitive salary and benefits.

Position overview

We are seeking two enthusiastic and qualified Electronics, Electrical or Instrumentation Technician or Engineer, ideally with previous field experience. All our technicians are trained across multiple instrumentation networks; however, an immediate focus is to build additional capability to support our RF and radar operational infrastructure.

Who are you?

You have an appetite for working in remote locations, so a willingness to travel is essential.

You are a suitably qualified team player who likes to get hands-on in the field, and the prospect of seeing many parts of Australia excites you.

Who are we?

The Brisbane Observing Operations Hub are part of eight Bureau of Meteorology's premier technical Operations centres.

Staff based at the Brisbane Observing Operations Hub travel far and wide and into remote areas, utilising 4WD's, planes, boats, and helicopters to maintain service delivery within the various instrumentation networks. This includes:

- Rain Radars
- Automatic Weather Stations (AWS)
- Upper-Air monitoring systems (Sounding Balloons)
- Sea Level Monitoring Stations
- Wave and Wave height buoys
- Satellite ground reception and space weather instruments
- Flood warning/rainfall monitoring systems
- Cooperative observers, volunteer rainfall stations
- Communications, telemetry, and instrumentation systems

We are part of a national maintenance workforce and there is every likelihood of travel to other parts of Australia on occasion to support the other seven Hubs around the country.

We offer specialised, in-house competency-based training on all our equipment and will ensure you have the necessary tools and skills to undertake this work.

We strive to deliver exceptional customer service, as we engage with stakeholders, contractors, support staff and the Australian public.

We promote a diverse and inclusive workplace culture that prioritises the health, safety, and wellbeing of all our staff.

You will report to and be mentored by a Team Lead in the Observing Operations Hub.

Duties

- **Maintenance & Operations:** Undertake routine and detailed operational diagnostics, fault finding, repair and return to service of moderate to complex field equipment. Verify the performance of meteorological instruments against calibrated reference standards. At a medium level of difficulty, take, record and report observations from meteorological systems. Undertake site inspections and document the meteorological exposure and maintain associated records.
- **Asset and Service Management:** Support a strong asset management culture and consistent usage of enterprise asset management system (Maximo) to accurately record asset information, asset performance and issue stakeholder communication. Adhere to service management processes based on the ITIL framework and work to meet service level targets for maintenance completion and outage restoration response times.

- **Documentation & Record Keeping:** Prepare operational and technical maintenance reports and associated documentation. Undertake administrative tasks such as finance reconciliations, procurement, inventory records, stores, and stock control.
- **Travel & Incident Response:** Regular travel away from your home base by air, sea and road is an essential part of this role. Field work and incident response support may require working outside of normal business hours including weekends, for which over-time and other allowances are payable.
- **Supervision:** Mentor, manage, supervise, and develop junior staff.
- **Data Quality:** Manage Observation network data quality through remote monitoring. Diagnose and triage faults within the Observations networks as they arise.
- **Liaison and Representation:** Liaise with various internal and external stakeholders at the appropriate level and represent the Bureau in a professional manner in accordance with Australian Public Service values and Code of Conduct. Respond to queries on observing assets in your area of responsibility and provision of asset information and data.
- **Quality Management:** Participate in ensuring the quality and effectiveness of products and services and the ongoing development, implementation, and continual improvement of the quality management system to achieve and maintain the ongoing certification of compliance with the ISO 9001 quality management Standard.
- **Other Relevant Duties:** Undertake other relevant Hub, station, field, and business duties as required, such as new site selection, installations, decommissioning of assets, project support and work package delivery.
- **Compliance:** Comply with all relevant legislation, policies, procedures, and guidance in the course of your work.
- **Diversity & Inclusion:** Understand and promote an inclusive environment that respects and values diversity and complies with the Diversity and Inclusion Statement of Commitment.
- **WHSE:** Comply with all Bureau work, health, safety and environment policies and procedures, and take reasonable care for your own wellbeing and that of your team members, other employees, contractors, and visitors who may be affected by your conduct.

Eligibility

- Australian Citizenship
- A Certificate III (AQF Level 3 or above) electronics or electrical preferred from an Australian educational institution, OR
- A degree or diploma of an Australian educational institution, or a comparable overseas qualification, which is appropriate to the duties; OR other comparable qualifications, which are appropriate to the duties.

Successful applicants will be required to:

- Hold a current Australian Drivers Licence
- Eligible to obtain and maintain a Baseline security clearance from the Australian Government Vetting Agency (AGSVA)

Notes

RecruitAbility applies to this vacancy. Under the RecruitAbility scheme you will be invited to participate in further assessment activity for the vacancy if you choose to apply under the scheme; declare you have a disability; and meet the minimum requirements for the job. For more information visit: <https://www.apsc.gov.au/recruitability>. This initiative/program is only applicable where the successful applicant will be employed under the Public Service Act 1999. Similar conditions may apply when employed under other Acts. For clarification please contact the agency.

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To Apply

Position Contact	Sally Wintour, Sally.Wintour@bom.gov.au
Agency Recruitment Site	https://bomcareers.nga.net.au/cp/

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Climate Change, Energy, the Environment and Water

Vacancy VN-0766114

Bureau of Meteorology

Closing Date: Friday 30 January 2026

Science & Innovation
Research

Job Title	Research Scientist
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Melbourne VIC, Brisbane QLD, Perth WA, Adelaide SA, Canberra ACT, Darwin NT, Sydney NSW, Hobart TAS
Salary	\$94,563 - \$125,832
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible
Office Arrangement Details	Flexible working arrangements, including work from home, are available subject to operational requirements
Classification	
Position Number	60019553
Agency Website	

Job Description

<https://bomcareers.nga.net.au/?jati=176B78E4-C448-3A4E-CB7E-EC907299F092>

The Research Program delivers world-class research aligned with the Bureau Strategy and R&DPlan enabling the Bureau to deliver better weather, water, climate, oceans and earth system predictions information and insights and innovations.

This position is embedded in the Forecast Innovation team within the Research Program, where the occupant will be a member of a team of scientists and software developers. The Forecast Innovation team is providing numerical weather prediction model post-processing capability with focal areas including thunderstorms, public weather and volcanic ash. This position is intended to widen the aviation industry-relevant research and development activities in the team to include airframe icing and turbulence primarily based on numerical and machine learning model outputs.

This position involves working as a team member to deliver enhanced products for operational aviation meteorologists at the Bureau and to aviation industry customers. It will involve developing shorter-range (out to ~1 day) forecasts of the deep convection, turbulence and airframe icing potential that is hazardous to aviation operations. The upgraded or new products resulting from this work will support the Bureau's aviation hazard forecasters and their customers. The candidate will work closely within a project team comprising aviation forecasters, satellite, verification and data scientists to develop new automated, probabilistic and scenario-based aviation forecasting services.

The successful applicant should have demonstrated knowledge or experience in one or more of the following areas:

- The capability to develop and verify techniques to conduct short-term forecasting of aviation relevant turbulence and icing using numerical weather prediction and machine learning models.
- The ability to nowcast turbulence and icing based on satellite observations and other observational datasets (e.g., radar) is desirable but less relevant than the model-based skills listed above.

You will be expected to have teamwork and leadership skills appropriate to the Bureau Broadband 3 (APS6/EL1) level in the Australian Government Public Service's Integrated Leadership System.

Duties

The responsibilities of the role include but are not limited to:

1. Under limited supervision, perform scientific research into the prediction (including accuracy) of aviation turbulence, icing potential and deep moist convection out to about ~1 day based on Numerical Weather Model (NWP) and Machine Learning (ML) models. Such research benefits from originality, creativity and innovation and the application of knowledge and skills gained from a demonstrated compatible research background.
2. Lead the development and transition to operations of future turbulence and icing prediction guidance which includes the generation of either uplifted existing or new products. Provide scientific expertise and advice to operational aviation meteorologists, the Aviation, Land and Maritime Transport program, and the Research program leadership.
3. Liaise with other teams in the Science and Innovation Group (SIG) to provide science advice for improving the short-range prediction of turbulence or icing conditions and for the implementation turbulence and icing guidance system upgrades into an operational production environment.
4. Publish research results in peer-reviewed journals, technical or research reports. Present results at internal meetings and seminars, and at external for a including domestic and international science conferences.
5. Be aware of, and apply as necessary, the principles and practices of the various elements of the Bureau's Social Justice Strategy and a demonstrated commitment to the APS Values and Code of Conduct.

Eligibility

Notes

RecruitAbility applies to this vacancy. Under the RecruitAbility scheme you will be invited to participate in further assessment activity for the vacancy if you choose to apply under the scheme; declare you have a disability; and meet the minimum requirements for the job. For more information visit: <https://www.apsc.gov.au/recruitability>. This initiative/program is only applicable where the successful applicant will be employed under the Public Service Act 1999. Similar conditions may apply when employed under other Acts. For clarification please contact the agency.

About the Bureau of Meteorology

The Bureau of Meteorology is one of the few organisations that touches the lives of all Australians and all Australia, every day. The Bureau works across Australia and remote islands, providing services from the Antarctic to beyond the equator, and from the Indian Ocean to the Pacific. We are Australia's national weather, climate and water agency, in the Agriculture, Water and Environment

portfolio of the Australian Government, operating under the authority of the Meteorology Act 1955 and the Water Act 2007. We provide data, information, knowledge, insight and wisdom to help Australians prepare and respond to the realities of their natural environment, including droughts, floods, fires, storms, tsunami and tropical cyclones. Our products and services include observations, forecasts, analysis and advice covering Australia's atmosphere, water, oceans and space environments. We undertake focused scientific research in support of our operations and services. Through regular forecasts, warnings, monitoring and advice, we provide one of Australia's most fundamental and widely used public services. We have strong relationships with our customers, partners and stakeholders in Australia, including the Australian Community and the emergency services sectors, all-levels of Government, and focus sectors including aviation, agriculture, energy and resources, national security and water.

To Apply

Position Contact	Harald Richter, 61 425 826 526
Agency Recruitment Site	https://bomcareers.nga.net.au/?jati=176B78E4-C448-3A4E-CB7E-EC907

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Climate Change, Energy, the Environment and Water

Vacancy VN-0766160

Bureau of Meteorology

Closing Date: Thursday 22 January 2026

Data and Digital
Service and Infrastructure Management

Job Title	ITSM Capability Lead
Job Type	Full-Time, Ongoing
Location	Melbourne VIC
Salary	\$115,443 - \$125,832
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Work From Home;Hybrid
Office Arrangement Details	Flexible working arrangements, including work from home, are available subject to operational requirements
Classification	Executive Level 1
Position Number	60015695
Agency Website	

Job Description

<https://bomcareers.nga.net.au/cp/>

About the Bureau

We are Australia's weather, climate, water, oceans and space weather agency. Our work touches the lives of all Australians every day.

Our products and services include observations, forecasts, warnings, analysis and advice. They cover Australia's atmosphere, water, oceans and space environments.

The Bureau operates under the authority of the *Meteorology Act 1955* and the *Water Act 2007*. We also fulfill Australia's international obligations under the Convention of the World Meteorological Organization and related international meteorological treaties and agreements.

Read the [Bureau of Meteorology Strategy 2022–27](#) to find out more about our organisation and the work we do for all Australians.

Working at the Bureau

The Bureau represents a dynamic and exciting opportunity. At the Bureau you will:

- do meaningful work that brings real benefits to the Australian community, businesses and government.
- work with dedicated experts and professionals who constantly seek to improve the services we provide to our customers.
- work in excellent workplaces in a variety of great locations. You'll have access to the latest technology in a diverse, safe and inclusive environment for everyone.
- experience our commitment to learning, growth, training and clear career pathways. You'll receive competitive salary and benefits.

Position overview

Within the Data and Digital Group, the Service Management & Performance Team is responsible for leading the Service Management Capability and maturing of the ITIL based processes that support Enterprise Service Management across the Bureau.

It is also responsible for the development, support, and maintenance of the Bureau's Enterprise Service Management (ESM) system- currently Cherwell provided by Ivanti.

This is utilised across the Bureau of Meteorology for management of all technology incidents and requests, and other ITIL aligned processes required to manage the technology environment within the Bureau. The team takes an end-to-end view of user support and adheres to ITIL best practice for service management.

Based at the Bureau's Melbourne Office, this role with other team members is crucial in leading the Service management capability uplift work currently underway and managing the Bureau's New ESM (Enterprise Service Management) system Neurons.

The ITSM Capability Lead are expected to lead the maturing and uplift of key ITIL process capability areas including but not limited to Service catalogue, Configuration management, Knowledge management, and Service level management. You will have excellent experience in dealing with internal colleagues and senior leaders, providing expertise, guidance, and practical process knowledge in the ITIL based service management capability uplift.

The appointee will be expected to participate in the development, implementation and continuous improvement of the Bureau's service management capability. A strong record of service management experience in developing ITIL processes and their successful implementation along with excellent communication and organisational skills of a high order are required. The appointee will need to have excellent written and verbal communication skills to liaise with internal colleagues, support teams, vendors and management. The ability to produce and then present ITIL Service management artefacts is also greatly desired.

Based at the Bureau's Melbourne Office, working collaboratively within a team environment is essential, as team members collectively support ongoing initiatives and contribute to the successful implementation and management of the Bureau's new Enterprise Service Management (ESM) platform, Neurons, and will report to the ITSM Manager, working closely with all groups of Bureau.

Duties

The responsibilities of the role include but are not limited to:

Service Management

- Contributing to the development and implementation of plans, policies, and procedures to increase the value and impact of service management and related activities, including collaboration and integration with other Bureau Programs.
- Provide high-level expertise and technical knowledge to develop and improve service management solutions and articulate the benefits realised by this capability to the Data & Digital Group and the broader Bureau groups.
- Maintaining an understanding of the operational environment, within which the Service Management Program functions, and actively contribute to routine reporting on key performance metrics.
- Engaging and collaborating with key stakeholders on the Service Management Program to identify service improvement opportunities, achieve stated Program and team outcomes and facilitate cooperation across the Program.
- Participating in the development and coordination of team-level and Bureau-wide training requirements and artefacts. Supporting the development of key ESM artefacts and their adoption across the Bureau

Capability Leadership

- Drive and continually improve the ITIL based Service management capability
- Support the organisational change management teams regarding Service management processes
- Take responsibility for the achievements of one's own and team outcomes, monitoring progress and follow through on activities to deliver quality outcomes with a focus on competency, culture, and cohesion.
- Comply with all Bureau work, health and safety policies and procedures, and taking reasonable care for your own health and safety and that of employees, contractors and visitors who may be affected by your conduct.
- Be aware of, and apply as necessary, the principles and practices of the various elements of the Bureau's Diversity and Inclusion Statement of Commitment.

Eligibility

- Australian Citizenship
- Ability to obtain, and maintain, a Baseline or Negative Vetting Level 1 security clearance from the Australian Government Security Vetting Agency

Notes

RecruitAbility applies to this vacancy. Under the RecruitAbility scheme you will be invited to participate in further assessment activity for the vacancy if you choose to apply under the scheme; declare you have a disability; and meet the minimum

requirements for the job. For more information visit: <https://www.apsc.gov.au/recruitability>. This initiative/program is only applicable where the successful applicant will be employed under the Public Service Act 1999. Similar conditions may apply when employed under other Acts. For clarification please contact the agency.

About the Bureau of Meteorology

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To Apply

Position Contact	Madappuli A L N Fernando, madappuli.fernando@bom.gov.au
Agency Recruitment Site	https://bomcareers.nga.net.au/cp/

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Climate Change, Energy, the Environment and Water

Vacancy VN-0766077

Climate Change Authority

Closing Date: Thursday 31 December 2026

Job Title	Temporary Employment Register
Job Type	Full-Time;Part-Time, Non-Ongoing
Location	Various locations - WA WA, Various locations - NT NT, Various locations - SA SA, Various locations - QLD QLD, Various locations - NSW NSW, Various locations - ACT ACT, Various locations - VIC VIC, Various locations - TAS TAS
Salary	-
Future Merit Locations	Various locations - WA, Various locations - NT, Various locations - SA, Various locations - QLD, Various locations - NSW, Various locations - ACT, Various locations - VIC, Various locations - TAS
Office Arrangement	Flexible
Office Arrangement Details	Flexible working arrangements, including work from home, are available subject to operational requirements
Classification	APS Level 3;APS Level 4;APS Level 5;APS Level 6;Executive Level 1;Executive Level 2;Senior Executive Service Band 1;Senior Executive Service Band 2;Senior Executive Service Band 3
Position Number	TBC
Agency Website	https://www.climatechangeauthority.gov.au/about-cca

Job Description

recruitment@climatechangeauthority.gov.au

The Climate Change Authority (the Authority) is an independent statutory body located in the Climate Change, Energy, the Environment and Water portfolio. The Authority provides balanced, expert, evidence-based advice to the Australian Government on climate change, including through conducting regular and specifically commissioned reviews and through undertaking climate change research.

Working for the Authority

The Authority is committed to a workplace culture that is respectful, inclusive, and diverse, where all employees have a sense of belonging and can bring their authentic selves to work each day.

The Authority's temporary employment register is used to identify suitable candidates for non-ongoing (temporary) positions.

We offer:

- exciting and fulfilling work that contributes to Australia's transition to net zero
- interesting and challenging opportunities for highly motivated and skilled individuals, including research, analysis and stakeholder engagement
- access to flexible working arrangements
- a diverse and inclusive workplace that embraces innovative and strategic thinking
- access to a range of professional development opportunities
- the opportunity to work in a team environment with motivated and experienced leaders who encourage and support your development and career goals.

For further information around the Authority's employment conditions please see our [Enterprise Agreement](#).

Duties

We offer temporary roles across a wide range of functions including:

- policy analysis, development, and implementation
- consultation
- communications
- economic analysis
- qualitative research
- administration
- executive/Secretariat support
- research
- project management
- human resources
- finance
- procurement
- governance
- risk management.

Eligibility

Citizenship: to be eligible for employment with the Authority you must be an Australian citizen.

Security Clearance: this position requires an Australian Government Security Vetting Agency (AGSVA) Baseline security clearance. You will be required to obtain and maintain a clearance at this level.

Pre-employment checks: your suitability for employment will be assessed through a pre-employment screening process. This process includes a requirement to undergo and satisfy a National Police Check, identity checks and referee checks.

Notes

We are committed to fostering a flexible, inclusive and respectful workplace that reflects the diversity of the Australian community. We welcome applications from:

- Aboriginal and Torres Strait Islander peoples
- People with disability
- LGBTQIA+ individuals
- People from culturally and linguistically diverse backgrounds
- Mature age candidates.

To apply

To apply to the Authority's temporary employment register, please email recruitment@climatechangeauthority.gov.au with:

- your current CV/resume
- a high impact pitch outlining why you are interested in working at the Authority and the skills you would bring (maximum 200 words)
- which key duties, from the above list, you would be most interested in
- contact details for 2 referees
- your current APS level and AGS number (if currently in the APS).

If a position becomes available that suits your skill set, experience, knowledge, and qualifications, the Authority may contact you to discuss your interest in that position.

The register will expire on 31 December 2026. The Authority will advise temporary employment register participants of the approaching expiry date in December 2026 and will invite them to re-apply for the 2027 temporary employment register.

About the Climate Change Authority

To Apply

Position Contact	Climate Change Authority Recruitment team, -
Agency Recruitment Site	recruitment@climatechangeauthority.gov.au

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Climate Change, Energy, the Environment and Water

Vacancy VN-0765768

Department of Climate Change, Energy, the Environment and Water (DCCEEW)

Closing Date: Monday 19 January 2026

Office of the Supervising Scientist
Office of the Supervising Scientist Science Facilitation Team

Job Title	Work Health and Safety (WHS) Advisor
Job Type	Full-Time, Ongoing
Location	Darwin NT
Salary	\$84,794 - \$93,020
Future Merit Locations	Darwin
Office Arrangement	On Site
Office Arrangement Details	Onsite - employee will be expected to work in the office or onsite in the location specified.
Classification	APS Level 5
Position Number	2025/3326
Agency Website	https://www.dcceew.gov.au/

Job Description

<https://www.dcceew.gov.au/about/jobs/apply>

Who we are

The Office of the Supervising Scientist (OSS) is a specialist scientific area within the Department of Climate Change, Energy, the Environment and Water (Commonwealth). We are responsible for protecting the people and environment of the Alligator Rivers Region, including Kakadu National Park, from the effects of uranium mining. We conduct environmental research and monitoring around operating and rehabilitated uranium mining sites, participate in and oversee the regulatory process and develop standards and practices for environmental protection.

The Science Facilitation Team provides high quality business, operational and governance support to the OSS, including WHS and the coordination of our statutory committees. The Science Facilitation Team also coordinates the management of property and assets at a local level to ensure high standards of compliance and safety are maintained.

For more information about us please visit our [website](#).

Duties

- Support and promote a positive safety culture.
- Contribute to the systematic management of WHS risk through providing WHS advice and support, proactively engaging with work areas to mitigate risk.
- Support and drive WHS and health and wellbeing strategies and initiatives.
- Contribute to the development, maintenance, and continuous improvement of OSSs WHS Management System.
- Assist with incident investigations and work with stakeholders to identify appropriate corrective actions.
- Support the implementation and review of site-specific risk controls and registers, ensuring that critical risks are documented, and appropriate controls are implemented.
- Provide support for OSS specific WHS training and induction presentations.
- Coordinate WHS activities for OSS including tracking and maintenance of training metrics and training certificates, WHS report preparation, coordination of inspections and other WHS compliance tracking and reporting.
- Promote increased understanding, awareness and use of the department's incident management system (SIRUS) through training, coaching and support.
- Provide administration services and support to WHS working groups and committees as directed.

For detailed information about the job-specific capabilities for this role, please view the Job Description which can be downloaded from our website - the **Apply Now** link will take you there.

Eligibility

Additional requirements

- Hold a current Apply First Aid Certificate or have the ability to obtain this qualification.
- Hold and maintain a valid Australian motor vehicle drivers licence.

Eligibility and other requirements

Citizenship - to be eligible for employment with the Department of Climate Change, Energy, the Environment and Water you must be an Australian citizen.

Security Clearance - this position requires a **Baseline** Vetting security clearance. You will be required to obtain and maintain a clearance at this level.

Pre-employment checks - your suitability for employment will be assessed through a pre-employment screening process. This process includes a requirement to undergo and satisfy a National Police Check, referee checks, character clearance and where required a pre-employment medical assessment, specified mandatory qualification(s) validation and a probation period.

Notes

We currently have one vacancy available for immediate filling which can be worked from Darwin, NT.

A merit pool for filling the same or similar positions from Darwin, NT may be established at the conclusion of this selection process.

RecruitAbility applies to this vacancy. Under the RecruitAbility scheme you will be invited to participate in further assessment activity for the vacancy if you choose to apply under the scheme; declare you have a disability; and meet the minimum requirements for the job. For more information visit: <https://www.apsc.gov.au/recruitability>. This initiative/program is only applicable where the successful applicant will be employed under the Public Service Act 1999. Similar conditions may apply when employed under other Acts. For clarification please contact the agency.

About the Department of Climate Change, Energy, the Environment and Water (DCCEEW)

To Apply

Position Contact	Stewart Ross, 0487 709 967
Agency Recruitment Site	https://www.dcceew.gov.au/about/jobs/apply

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**Climate Change, Energy, the
Environment and Water**

Vacancy VN-0765885

Department of Climate Change, Energy, the Environment and Water (DCCEEW)

Closing Date: Sunday 25 January 2026

Parks Australia
 Chief Financial Officer & Corporate Services Procurement and Finance

Job Title	Senior Procurement Advisor, Management Accountant, Asset Accountant
Job Type	Full-Time, Ongoing
Location	Adelaide SA, Brisbane QLD, Canberra ACT, Darwin NT, Kingston TAS, Perth WA, Sydney NSW
Salary	\$95,438 - \$108,360
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Hybrid
Office Arrangement Details	Arrangements to work on site, from home some days each week, or remotely may be negotiated.
Classification	APS Level 6
Position Number	2025/3476
Agency Website	https://www.dcceew.gov.au/

Job Description <https://dcceewjobs.nga.net.au/?jati=35A6E2AE-EE82-4354-95DF-E47A91559703>

The Parks Procurement Section provides advice, assistance, and support to staff throughout the procurement process. The team also manages the internal procurement framework and coordinates mandatory procurement reporting requirements. The Parks Finance section provides advice, assistance, and support to staff across financial accounting, budgeting, end of month, reporting, asset accounting, and treasury activities. This section is made up of three teams covering these functions including the Financial Accounting team, Management Accounting team, and Treasury and Asset Accounting team.

Duties

As an APS 6 Senior Procurement Advisor you will:

- Provide quality, considered advice on the Agency’s procurement processes (simple-to-complex) and the Australian Government procurement framework which effectively considers risks and the Agency’s priorities.

- Review procurement documents including requests for quote/tender, draft contracts, probity and evaluation plans, and approval briefs in accordance with Australian Government Policy Framework and the Agency's governance processes.
- Ensure compliance with legislative obligations, the procurement framework, the Agency's risk framework, and internal governance processes.
- Assist with procurement related reporting requirements (internal and external) for the Agency.
- Assist with continual improvement activities including development of internal documents (e.g. tender documents, contracts, standard operating procedures, and templates).
- Assist with the delivery of procurement policy and systems training for staff, including group training sessions and one-on-one training.
- Promote best practice, environmentally sustainable procurement, and engagement with First Nations businesses.
- Effectively manage competing priorities.

As an APS 6 Management Accountant you will:

- Support the Finance Business Partner, Deputy CFO and CFO to allocate and manage the organisation's budget, in line with strategic priorities, risks and outcomes.
- Support the Finance Business Partner to inform and develop strategic advice for managing financial performance, budget, and resources across business areas.
- Support the Finance Business Partner in collaboration with business areas to undertake budget development, integrated and aligned with operational plans, and within-year forecast management in support of comprehensive financial management.
- Leading budgeting, forecasting and reporting activities with business areas with the organisation's financial management information system (TechnologyOne).
- Perform other end of month activities, including journals preparation, transaction analysis, variance analysis, explanations and insights, and ad hoc reports production.
- Support the Finance Business Partner in monthly discussions and other ad-hoc financial briefings to senior leaders of business areas.
- Contribute to the ongoing continuous improvement activities within the section. Other ad hoc duties as required by the Finance Business Partner and Deputy CFO to support the broader finance team.

As an APS6 Asset Accountant you will:

- Establish, maintain and manage assets within the financial management information system.
- Finalise capital projects and capitalise assets.
- Manage asset disposals in accordance with accounting standards and internal procedures.
- Prepare and post journals for asset expenditure, including both capital and operating entries.
- Contribute to month-end processes, including posting depreciation and reviewing works in progress.
- Develop and maintain capital budget allocations and relevant funding.
- Monitor and analyse project financials.
- Provide expert guidance to stakeholders on asset management practices aligned with Australian Accounting Standards and internal policies.

- Contribute financial data and analysis to support briefs, Senate Estimates, Questions on Notice, and other official communications.
- Assist in the asset stocktake, impairment assessments, and valuation cycles.
- Support the annual audit process, including preparation of documentation and responses to audit queries.

For detailed information about the job-specific capabilities for this role, please view the Job Description which can be downloaded from our website - the **Apply Now** link will take you there.

Eligibility

Citizenship - to be eligible for employment with the Department of Climate Change, Energy, the Environment and Water you must be an Australian citizen.

Security Clearance - this position requires a **Baseline Vetting** security clearance. You will be required to obtain and maintain a clearance at this level.

Pre-employment checks - your suitability for employment will be assessed through a pre-employment screening process. This process includes a requirement to undergo and satisfy a National Police Check, referee checks, character clearance and where required a pre-employment medical assessment, specified mandatory qualification(s) validation and a probation period.

Notes

We currently have once vacancy available for the Senior Procurement Advisor position in any Australian capital city. Merit pools will be established for this vacancy, as well as the Management Accountant and Asset Accountant roles to fill future vacancies in any location in Australia.

RecruitAbility applies to this vacancy. Under the RecruitAbility scheme you will be invited to participate in further assessment activity for the vacancy if you choose to apply under the scheme; declare you have a disability; and meet the minimum requirements for the job. For more information visit: <https://www.apsc.gov.au/recruitability>. This initiative/program is only applicable where the successful applicant will be employed under the Public Service Act 1999. Similar conditions may apply when employed under other Acts. For clarification please contact the agency.

About the Department of Climate Change, Energy, the Environment and Water (DCCEEW)

To Apply

Position Contact	Geoff Henderson, 02 5162 3341
Agency Recruitment Site	https://dcceewjobs.nga.net.au/?jati=35A6E2AE-EE82-4354-95DF-E47A9

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Climate Change, Energy, the Environment and Water

Vacancy VN-0766093

Department of Climate Change, Energy, the Environment and Water (DCCEEW)

Closing Date: Monday 26 January 2026

Australian Antarctic
Science Polar Technology

Job Title	Electronics Laboratory Coordinator
Job Type	Full-Time, Ongoing
Location	Kingston TAS
Salary	\$95,438 - \$108,360
Future Merit Locations	Kingston
Office Arrangement	On Site
Office Arrangement Details	The employee will be expected to work in the office or onsite in any of the location/s specified.
Classification	APS Level 6
Position Number	2025/3257
Agency Website	https://www.dcceew.gov.au/

Job Description

<https://dcceewjobs.nga.net.au/?jati=C6B62232-E51B-7B7A-AAB0-EC906E6C60E9>

Who we are

The Australian Antarctic Division (AAD) is part of the Commonwealth Department of Climate Change, Energy, the Environment and Water. As primary agency for Australia's Antarctic Program (AAP), the AAD is responsible for achieving the Australian Government's Antarctic goals.

These goals are to:

- maintain the Antarctic Treaty System and enhance Australia's influence within it
- protect the Antarctic environment
- understand the role of Antarctica in the global climate system
- undertake scientific work of practical, economic and national significance.

The AAD also has responsibility for administering the Australian Antarctic Territory and the Territory of Heard Island and McDonald Islands.

The AAD Science Branch leads, conducts and supports a world class program of scientific research and environmental management, consistent with national priorities through the Australian Antarctic Science Decadal Strategy. The responsibilities of the Science Branch are diverse as we lead the Australian Government's scientific program in Antarctica. The branch provides research and advice to support Australia's Antarctic policy objectives, including participation in the Antarctic Treaty system and other international committees, commissions and intergovernmental panels. It manages and administers the Australian Antarctic Science Program and provides scientific and research advice to support regulatory and management decisions. Our research addresses critical issues including climate change, human impacts in Antarctica, and the conservation of Antarctic and Southern Ocean biodiversity. The branch also provides advice for Antarctic capability projects, conducts impact assessments and develops and implements strategies to address environmental legacies while undertaking targeted outreach promoting the value of Australian Antarctic science.

The Polar Technology Section supports the advancement of Australia's strategic, scientific, environmental and economic interests in the Antarctic by providing and managing technical support to the Australian Antarctic Science program in areas including data collection, acoustics, computing, instrumentation and electronics.

For more information about us please visit our [website](#).

Duties

The Electronics Laboratory Coordinator reports directly to the Technical Services Manager who will provide broad guidance on the tasks to be performed. From time to time, they will be directed to work under the supervision of other senior team members. Based at the Head Office of the Australian Antarctic Division in Kingston, the Electronics Laboratory Coordinator will join the Polar Technology section to coordinate the operations of the Electronics laboratory in support of the Australian Antarctic Program.

Under limited direction from their team leader, the Electronics Laboratory Coordinator will be required to:

- ensure a safe working environment within the electronics laboratory by developing and maintaining safety systems & procedures, inducting new laboratory users and ensuring that all equipment is serviced and maintained appropriately

- manage electronics infrastructure located in and associated with the electronics laboratory which includes asset and hazardous goods management as well as maintenance.
Laboratory equipment includes:
 - environmental test chambers
 - soldering/rework stations
 - basic workshop tools
 - an extensive suite of test equipment (oscilloscopes, signal analysers, power supplies etc)
- provide technical support service in preparation for and during marine science voyage(s) or other Antarctic or subantarctic expeditions, often but not always in conjunction with other support personnel. This includes:
 - assisting stakeholders to establish operational systems which may include instrumentation, marine, laboratory, IT and mechanical gear as well as provision of logistic support and will require communicating and working with a diverse range of people, and good management of time and other resources in a stressful environment.
 - maintaining/operating scientific equipment and instrumentation
 - developing innovative solutions to meet technical or operational problems while working in remote areas without immediate technical or logistical support, and with limited supervision
- manufacture, install, commission, calibrate, maintain and repair equipment (these may be general or science specific) as well as purchase spares and consumables
- develop and maintain documentation including:
 - improving the content and coverage of relevant documentation systems
 - writing design and operational documents including engineering drawings, routine voyage reports, metadata generation and standard operating procedures
- Support the Australian Antarctic Program by providing technical services and advice to clients.
- Work to maintain the electronics workshop on the RSV Nuyina. In particular:
 - Ensure the workshop is appropriately equipped for long duration Antarctic Science voyages
 - Implement processes ensuring safety standards are met as technology continues to evolve

Eligibility

Citizenship - to be eligible for employment with the Department of Climate Change, Energy, the Environment and Water you must be an Australian citizen.

Security Clearance - this position requires a Baseline Vetting security clearance. You will be required to obtain and maintain a clearance at this level.

Pre-employment checks - your suitability for employment will be assessed through a pre-employment screening process. This process includes a requirement to undergo and satisfy a National Police Check, referee checks, character clearance and where required a pre-employment medical assessment, specified mandatory qualification(s) validation and a probation period.

MSIC - the position requires unescorted access within a maritime security zone, and the successful candidate will be required to obtain and maintain a Maritime Security Identification Card (MSIC).

Notes

Please note that the successful applicant will be required to travel to the Antarctic and sub-Antarctic

regions therefore they will be expected to meet specific medical, adaptability and personal qualities

requirements appropriate to working in those environments.

They will need to:

- demonstrate the range of personal qualities and interpersonal skills necessary to perform as a
- team member within isolated Antarctic and sub-Antarctic environments
- demonstrate an ability to effectively adapt and respond to the demands of living and working in an
- isolated and confined environment as determined by a psychological (adaptability) assessment
- be certified as fit for Antarctic service by the AAD's Polar Medicine Unit.
- note that you may be required to perform occasional out-of-hours and weekend work,
- note that you will be required, from time to time, to work in difficult, remote and harsh environments (possibly for extended periods) under limited supervision or in teams.

RecruitAbility applies to this vacancy. Under the RecruitAbility scheme you will be invited to participate in further assessment activity for the vacancy if you choose to apply under the scheme; declare you have a disability; and meet the minimum requirements for the job. For more information visit: <https://www.apsc.gov.au/recruitability>. This initiative/program is only applicable where the successful applicant will be employed under the Public Service Act 1999. Similar conditions may apply when employed under other Acts. For clarification please contact the agency.

About the Department of Climate Change, Energy, the Environment and Water (DCCEEW)

To Apply

Position Contact	Michael Santarossa, 0475 927 792
Agency Recruitment Site	https://dceewjobs.nga.net.au/?jati=C6B62232-E51B-7B7A-AAB0-EC906

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Climate Change, Energy, the Environment and Water

Vacancy VN-0766112

Department of Climate Change, Energy, the Environment and Water (DCCEEW)

Closing Date: Sunday 18 January 2026

Parks Australia
Kakadu National Park Mary River

Job Title	Ranger
Job Type	Full-Time, Ongoing
Location	Kakadu NT
Salary	\$54,516 - \$77,125
Future Merit Locations	Kakadu
Office Arrangement	On Site
Office Arrangement Details	The employee will be expected to work in the office or onsite in any of the location/s specified
Classification	APS Level 1;APS Level 2;APS Level 3
Position Number	2025/3395
Agency Website	https://www.dcceew.gov.au/

Job Description <https://dcceewjobs.nga.net.au/?jati=B5D28A99-C587-7A6E-AD04-E47A94D1D64F>

Identified position

This position is an 'Identified' position which signifies that the role has a strong involvement in issues relating to Aboriginal and Torres Strait Islander people. The successful applicant must have an understanding of the issues affecting Aboriginal and/or Torres Strait Islander people and an ability to communicate sensitively and effectively with Aboriginal and/or Torres Strait Islander People.

Who we are

Australia's natural and cultural heritage is unique. Our land and seascapes are distinctive, home to plants and animals found nowhere else in the world, and to some of the oldest living cultures on

earth. These environments and cultures are an essential part of our national identity, and visitors travel from across the country and the world to experience them. The Director of National Parks (the Director) is responsible for six national parks, the Australian National Botanic Gardens, 58 Australian Marine Parks and the Heard Island and McDonald Islands Marine Reserve established under the Environment Protection and Biodiversity Conservation Act 1999. Parks Australia is the federal park agency that supports the Director, and they are a division of the Department of Climate Change, Energy, the Environment and Water (the Department). We work to showcase these natural and cultural wonders to the world, demonstrating to all why these places are so special, and inspiring communities to become more invested in their care and future.

Kakadu National Park is a world-heritage listed site for its natural and cultural values, and one of three national parks, leased by their Aboriginal owners to the Director of National Parks, and jointly managed by Traditional Owners and Parks Australia. Parks Australia assists with ongoing management of the park's natural and cultural heritage. In addition to ongoing management of the park's natural and cultural heritage, this branch also manages strategic priorities for Parks Australia, managing a range of strategic planning and major capital projects across the three jointly managed parks.

Duties

The Ranger is accountable under close direction to perform basic, routine and straightforward tasks within Kakadu National Park jointly managed by Traditional Owners and the Director of National Parks.

The duties of the role include:

- monitoring and protecting native plants and animals
- participating in feral animal and weed control
- carrying out fire management-controlled burns and wildfire response
- working with Traditional Owners to protect sacred and cultural sites
- using cultural knowledge to support joint management and visitor awareness
- maintaining walking tracks signs and visitor facilities
- responding to emergencies such as lost visitors and vehicle accidents
- ensuring visitors follow park regulations report and investigate any breaches
- maintaining Park equipment and report any damage
- working as part of a remote team.

What we are looking for

We are seeking candidates who can demonstrate the following:

- ability to work in a remote area with a small team to respond to emergencies
- experience in visitor management and compliance
- bush fires certificate or relevant experience in fire management
- weed identification and eradication experience
- ability to maintain and clean Kakadu National Park vehicles and equipment
- ability to carry out remote and overnight patrols

- ability to demonstrate a general understanding of the legislation, regulations and policies required by Parks Australia and the issues, needs and aspirations of Traditional Owners of the National Park.

For detailed information about the job-specific capabilities for this role, please view the Job Description which can be downloaded from our website - the **Apply Now** link will take you there.

Eligibility

- **Citizenship** - to be eligible for employment with the Department of Climate Change, Energy, the Environment and Water you must be an Australian citizen.
- **Pre-employment checks** - your suitability for employment will be assessed through a pre-employment screening process. This process includes a requirement to undergo and satisfy a National Police Check, referee checks, character clearance and where required a pre-employment medical assessment, specified mandatory qualification(s) validation and a probation period.

Notes

Additional requirements

- Hold and maintain a current manual driver's licence and ability to drive a 4WD vehicle.
- The ability to perform shift work is a requirement when applying for this position.
- You may be required to perform occasional out-of-hours and weekend work.

This position is a broadband classification (APS 1-3). The successful applicant may be engaged at any level within the broadband.

Indigenous job seekers are encouraged to apply for this vacancy. If the job is 'Identified', then part or all of the duties impact on Indigenous Australian communities or their representatives.

RecruitAbility applies to this vacancy. Under the RecruitAbility scheme you will be invited to participate in further assessment activity for the vacancy if you choose to apply under the scheme; declare you have a disability; and meet the minimum requirements for the job. For more information visit: <https://www.apsc.gov.au/recruitability>. This initiative/program is only applicable where the successful applicant will be employed under the Public Service Act 1999. Similar conditions may apply when employed under other Acts. For clarification please contact the agency.

About the Department of Climate Change, Energy, the Environment and Water (DCCEEW)

To Apply

Position Contact	Joe Markham, 0400 814 734
Agency Recruitment Site	https://dcceewjobs.nga.net.au/?jati=B5D28A99-C587-7A6E-AD04-E47A9

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Climate Change, Energy, the Environment and Water

Vacancy VN-0766113

Department of Climate Change, Energy, the Environment and Water (DCCEEW)

Closing Date: Sunday 18 January 2026

Parks Australia
Kakadu National Park Mary River

Job Title	Ranger (Affirmative Measure - Indigenous)
Job Type	Full-Time, Ongoing
Location	Kakadu NT
Salary	\$54,516 - \$77,125
Future Merit Locations	Kakadu
Office Arrangement	On Site
Office Arrangement Details	The employee will be expected to work in the office or onsite in any of the location/s specified
Classification	APS Level 1;APS Level 2;APS Level 3
Position Number	2025/3480
Agency Website	https://www.dcceew.gov.au/

Job Description

<https://dcceewjobs.nga.net.au/?jati=2C2249CF-5033-D4B6-5E36-E47A94AD34F3>

Affirmative measure employment - Indigenous employment

The filling of this vacancy is intended to constitute an affirmative measure under section 8(1) of the 'Racial Discrimination Act 1975'. This vacancy is only available to Aboriginal and/or Torres Strait Islander people.

Who we are

Australia's natural and cultural heritage is unique. Our land and seascapes are distinctive, home to plants and animals found nowhere else in the world, and to some of the oldest living cultures on earth. These environments and cultures are an essential part of our national identity, and visitors travel from across the country and the world to experience them. The Director of National Parks (the Director) is responsible for six national parks, the Australian National Botanic Gardens, 58 Australian Marine Parks and the Heard Island and McDonald Islands Marine Reserve established under the Environment Protection and Biodiversity Conservation Act 1999. Parks Australia is the federal park agency that supports the Director, and they are a division of the Department of Climate Change, Energy, the Environment and Water (the Department). We work to showcase these natural and cultural wonders to the world, demonstrating to all why these places are so special, and inspiring communities to become more invested in their care and future.

Kakadu National Park is a world-heritage listed site for its natural and cultural values, and one of three national parks, leased by their Aboriginal owners to the Director of National Parks, and jointly managed by Traditional Owners and Parks Australia. Parks Australia assists with ongoing management of the park's natural and cultural heritage. In addition to ongoing management of the park's natural and cultural heritage, this branch also manages strategic priorities for Parks Australia, managing a range of strategic planning and major capital projects across the three jointly managed parks.

Duties

The Ranger is accountable under close direction to perform basic, routine and straightforward tasks within Kakadu National Park jointly managed by Traditional Owners and the Director of National Parks.

The duties of the role include:

- monitoring and protecting native plants and animals
- participating in feral animal and weed control
- carrying out fire management-controlled burns and wildfire response
- working with Traditional Owners to protect sacred and cultural sites
- using cultural knowledge to support joint management and visitor awareness
- maintaining walking tracks signs and visitor facilities
- responding to emergencies such as lost visitors and vehicle accidents
- ensuring visitors follow park regulations report and investigate any breaches
- maintaining Park equipment and report any damage
- working as part of a remote team.

What we are looking for

We are seeking candidates who can demonstrate the following:

- ability to work in a remote area with a small team to respond to emergencies
- experience in visitor management and compliance

- bush fires certificate or relevant experience in fire management
- weed identification and eradication experience
- ability to maintain and clean Kakadu National Park vehicles and equipment
- ability to carry out remote and overnight patrols
- ability to demonstrate a general understanding of the legislation, regulations and policies required by Parks Australia and the issues, needs and aspirations of Traditional Owners of the National Park.

For detailed information about the job-specific capabilities for this role, please view the Job Description which can be downloaded from our website - the **Apply Now** link will take you there.

Eligibility

- **Citizenship** - to be eligible for employment with the Department of Climate Change, Energy, the Environment and Water you must be an Australian citizen.
- **Pre-employment checks** - your suitability for employment will be assessed through a pre-employment screening process. This process includes a requirement to undergo and satisfy a National Police Check, referee checks, character clearance and where required a pre-employment medical assessment, specified mandatory qualification(s) validation and a probation period.

Notes

Additional requirements

- Hold and maintain a current manual driver's licence and ability to drive a 4WD vehicle.
- The ability to perform shift work is a requirement when applying for this position.
- You may be required to perform occasional out-of-hours and weekend work.

This position is a broadband classification (APS 1-3). The successful applicant may be engaged at any level within the broadband.

The filling of this vacancy is intended to constitute an affirmative measure under section 8(1) of the 'Racial Discrimination Act 1975'. This vacancy is only available to Aboriginal and/or Torres Strait people. This initiative/program is only applicable where the successful applicant will be employed under the Public Service Act 1999. Similar conditions may apply when employed under other Acts. For clarification please contact the agency.

RecruitAbility applies to this vacancy. Under the RecruitAbility scheme you will be invited to participate in further assessment activity for the vacancy if you choose to apply under the scheme; declare you have a disability; and meet the minimum requirements for the job. For more information visit: <https://www.apsc.gov.au/recruitability>. This initiative/program is only applicable where the successful applicant will be employed under the Public Service Act 1999. Similar conditions may apply when employed under other Acts. For clarification please contact the agency.

About the Department of Climate Change, Energy, the Environment and Water (DCCEEW)

To Apply

Position Contact	Joe Markham, 0400 814 734
Agency Recruitment Site	https://dceewjobs.nga.net.au/?jati=2C2249CF-5033-D4B6-5E36-E47A9

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Employment and Workplace Relations

Vacancy VN-0766065

Asbestos and Silica Safety and Eradication Agency

Closing Date: Monday 26 January 2026

Job Title	Data Scientist
Job Type	Full-Time;Part-Time, Non-Ongoing
Location	Canberra ACT, Sydney NSW
Salary	\$99,328 - \$109,228
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Work From Home;On Site;Flexible;Hybrid
Office Arrangement Details	Flexible working arrangements offered
Classification	APS Level 6
Position Number	24033
Agency Website	https://www.asbestossafety.gov.au/about-us/about-agency

Job Description

<https://www.asbestossafety.gov.au/about-us/about-agency/work-us>

The Data Scientist will work, as part of our Research, Evaluation, and Data team, on projects and strategies related to ASSEA’s core functions. This includes managing the development and implementation of data science projects to provide insights, analysis, and modelling that informs ASSEA’s policy and operational decisions, and enables agency influence and support for our

national and international partners. The role requires an innovative thinker who can manage complex datasets, apply advanced analytical techniques, and translate data into actionable and translatable intelligence.

This role requires expertise in data science, statistical analysis, machine learning, and data visualisation. Experience with R is an advantage. The successful candidate will collaborate with various internal and external stakeholders to develop solutions that meet the strategic goals of the Agency.

Relevant tertiary qualifications, and experience aligned to the functions is highly desirable.

Experience working:

- on public health issues from either a workplace, environment or community perspective;
- in government or similar organisations; and/or
- in data analytics

would also be an advantage.

Duties

The key responsibilities for the position include:

- Manage data science projects, from concept to delivery and implementation, ensuring alignment with the Agency's strategic objectives.
- Apply advanced statistical techniques to analyse complex datasets and provide actionable insights to support policy and operational decisions.
- Develop predictive and prescriptive models to solve policy challenges, optimise service delivery, and inform resource allocation.
- Provide technical capability, direction, and support to ensure project success.
- Collaborate with cross-functional teams, including external stakeholders to ensure data science projects are integrated into broader government initiatives.
- Take responsibility for the implementation of data governance frameworks, ensuring data quality, security, and ethical use of data, including data sovereignty for Aboriginal and Torres Strait Islander peoples.
- Communicate technical results and findings clearly and effectively to non-technical audiences, including senior executives, policy makers and community groups, through reports, presentations, and data visualisation tools.

- Stay abreast of emerging trends and innovations in data science and analytics to ensure the Agency adopts best practices and cutting-edge methodologies.
- Identify opportunities for the use of data and analytics to improve Agency outcomes, including service delivery.
- Ensure compliance with relevant government policies, standards, and frameworks related to data management and security.
- Demonstrate organisational flexibility and cohesion by undertaking other duties as directed.

Eligibility

Skills and capabilities

- Demonstrated experience providing strategic level specialist, professional and/or technical expertise relevant to the role.
- Demonstrated experience in communicating effectively with internal and external stakeholders.
- Ability to manage a range of stakeholder relationships to promote and progress business objectives.
- Demonstrated experience in establishing priorities, monitoring progress and working to deliver organisational functions and programs.
- Highly developed capabilities in the Identification and management of risk across all areas of decision-making.
- Demonstrated ability to operate under direction while exercising a significant degree of independence.
- Make decisions that are based on professional judgement, evaluating risks and in the context of a complex and changing environment.
- Analytical and problem-solving skills, including ability to interpret complex technical information, scientific papers and data.
- Ability to undertake independent research and analysis and produce accurate and concise reports, papers and other written content.
- Written and verbal communication skills, including providing accurate and concise technical advice and reports.
- Experience with of project management methodologies, including the preparation of project plans and undertaking project evaluation
- Demonstrated ability to liaise in a professional manner with a range of internal and external clients/stakeholders
- Experience in delivering presentations, facilitating discussion groups and/or training sessions
- Excellent time management, prioritisation and organisational skills.

- Demonstrated ability to work as part of a team
- Ability to meet tight deadlines
- Understanding of work health and safety risk management including knowledge of asbestos and respirable crystalline silica risks with the ability to interpret, prepare and present technical information in multiple formats.
- Proven ability to work with a high level of complexity, discretion, and sensitivity requiring negotiation and influence within these contexts.
- Understanding of government financial, legislative and administrative frameworks, and government decision making and well-developed verbal and written communication skills.

Qualifications & experience

- **Technical Expertise:** High-level proficiency in statistical analysis, data science techniques, machine learning, and data mining. Experience with programming languages such as Python, R, or SQL, and familiarity with data technologies.
- **Data Management:** Strong knowledge of data governance, data architecture, and data management principles, including data cleansing, transformation, and integration from disparate sources.
- **Problem-Solving:** Ability to develop innovative data-driven solutions to complex problems, applying advanced analytics to inform policy and operational decisions.
- **Communication:** Proven ability to translate complex data analysis into clear, actionable insights for non-technical audiences. Strong presentation and data visualisation skills. Strong listening skills with the ability to engage with diverse groups on data needs.
- **Project Management:** Demonstrated ability to manage multiple projects concurrently, including setting priorities, meeting deadlines, and delivering high-quality outcomes in a fast-paced environment.
- **Leadership:** Experience in delivering, with minimal supervision, project goals, with a focus on inclusion with those most impacted and/or have insight related to the projects.
- **Collaboration and Stakeholder Engagement:** Strong interpersonal skills and the ability to collaborate with cross-functional teams and engage with a wide range of internal and external stakeholders.

Notes

To be eligible for employment with ASSEA, you must be an Australian citizen and you will be required to successfully undergo a police record check.

The successful applicant must be able to obtain and maintain a minimum of a Baseline level security clearance or hold a current security clearance of an appropriate level. More

information on the security clearance vetting process is available on the [Australian Government Security Vetting Agency \(AGSVA\)](#) website.

Recruit Ability applies to this vacancy. Under the Recruit Ability scheme you will be invited to participate in further assessment activity for the vacancy if you choose to apply under the scheme; declare you have a disability; and meet the minimum requirements for the job. For more information visit: <https://www.apsc.gov.au/recruitability>

About the Asbestos and Silica Safety and Eradication Agency

The Asbestos and Silica Safety and Eradication Agency (ASSEA) oversees national efforts to prevent exposure to asbestos fibres and respirable crystalline silica in order to eliminate asbestos and silica related disease in Australia through coordinating the Asbestos National Strategic Plan and the Silica National Strategic Plan.

To Apply

Position Contact	Rick van der Zwan, (02) 9297 9099
Agency Recruitment Site	https://www.asbestossafety.gov.au/about-us/about-agency/work-us

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Employment and Workplace Relations

Vacancy VN-0765901

Department of Employment and Workplace Relations (DEWR)

Closing Date: Monday 19 January 2026

Enterprise Technology Division
Enterprise Business Platform Services Service Desk

Job Title	Service Desk Agent
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Canberra ACT
Salary	\$75,419 - \$78,554
Future Merit Locations	Canberra
Office Arrangement	On Site
Office Arrangement Details	This role will be 100% office based initially and will not offer the option of flexible work arrangements until all training requirements are met.
Classification	APS Level 3
Position Number	25/1525
Agency Website	https://www.dewr.gov.au/

Job Description

<https://dewr.nga.net.au/cp/>

Reporting to the Director, Service Desk Agents are responsible for providing support services to staff in the Department of Employment and Workplace Relations, client agencies, their Ministers and Assistant Ministers by being the first point of contact for information and assistance with IT and corporate services.

Please note this role will be 100% office based initially and will not offer the option of flexible work arrangements until all training requirements have been satisfied.

Duties

We provide support services for the following:

- Accessing the IT network and associated resources
- Business and Office applications support
- Telephony/VoIP and Mobile Services
- Switchboard.

The team delivers its services by:

- Being the first point of contact
- Managing Incidents and Requests
- Promoting service automation and self-service where appropriate
- Ensuring services are provided in the most effective and efficient way.
- Striving for excellence in customer service
- Caring for our staff
- Providing after-hours support
- The Service Desk operates from 7 am to 7 pm, Monday to Friday on a rotating roster.

Eligibility

Please note, under section 22(8) of the Public Service Act 1999, employees must be Australian citizens to be employed in the APS unless the Agency delegate has agreed, in writing.

This is a designated security assessed position. The successful candidate will have the ability to obtain and maintain a Baseline security clearance.

This selection process may be used to establish a merit pool. The pool might be accessed to fill ongoing and non-ongoing vacancies for similar roles in the Department over the next 18 months.

Notes

Qualifications and Education

- Ability to obtain and hold a Security Clearance at the Baseline level.
- Experience working in a call centre environment.

RecruitAbility applies to this vacancy. Under the RecruitAbility scheme you will be invited to participate in further assessment activity for the vacancy if you choose to apply under the scheme; declare you have a disability; and meet the minimum requirements for the job. For more information visit: <https://www.apsc.gov.au/recruitability>. This initiative/program is only applicable where the successful applicant will be employed under the Public Service Act 1999. Similar conditions may apply when employed under other Acts. For clarification please contact the agency.

About the Department of Employment and Workplace Relations (DEWR)

We are the department that helps job seeking Australians find safe, secure, and well-paid work while we ourselves strive to be a model employer. We provide the framework for fair and productive relationships between employers and employees. We also oversee skills development and training initiatives to support those entering the workforce or retraining to take advantage of emerging employment opportunities. Secure jobs are vital—driving future economic growth and providing people with the certainty. We focus on connecting Australians who are starting, advancing or changing their career with the relevant skills, knowledge and experience to gain or regain employment. Our work directly contributes to shaping the employment landscape. It is our unique purpose to help people realise their potential and we want you to be part of it. Underpinning our important work is our focus on culture. We recognise that how we do things is equally important as what we achieve. Our workplace is one where different perspectives are encouraged, people feel a sense of belonging and draw on the expertise of their peers. Our people demonstrate the APS Values, which includes being open, thoughtful, curious and candid. We also value employee wellbeing and developing leadership through investment in capability.

To Apply

Position Contact	Daniel McNamara, 02 6121 8487
Agency Recruitment Site	https://dewr.nga.net.au/cp/

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Communications and the Arts

Vacancy VN-0766060

Australian Communications and Media Authority

Closing Date: Tuesday 27 January 2026

Communications Infrastructure Division
 Licensing and Infrastructure Safeguards Branch Infrastructure and Equipment
 Safeguards Section

Job Title	Policy Officer
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Melbourne VIC
Salary	\$85,883 - \$106,898
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible;Hybrid
Office Arrangement Details	Flexible working arrangements such as working from home days may be considered.
Classification	APS Level 5;APS Level 6
Position Number	2224-2025-1
Agency Website	http://www.acma.gov.au

Job Description

<https://candidate.aurion.cloud/acma/production/redirect/to/dmFjYW5jaWVzLzI5MTI0NTI2MzAyODk2OTI-MS9IZGI/>

The Australian Communications and Media Authority (ACMA) is an independent Commonwealth statutory authority responsible for the regulation of broadcasting, radiocommunications, telecommunications and some online content.

This work underpins our vision for a connected, informed and entertained Australia.

Who we are

The Communications Infrastructure Division manages the planning and availability of radiofrequency spectrum. It manages the issue and renewal of licences for broadcasting, radiocommunications and telecommunications services, in addition to monitoring the compliance of services with technical standards and licence conditions.

The Licensing and Infrastructure Safeguards Branch is responsible for the issue and renewal of licences for broadcasting, radiocommunications and telecommunications services, monitoring and compliance activities for services and devices with technical standards and licence conditions. The Branch also oversees various telecommunications infrastructure matters, including technical regulation, carrier licensing, submarine cable and carrier infrastructure deployment arrangements.

The Infrastructure and Equipment Safeguards Section is responsible for:

- equipment regulation of devices under the Telecommunications Act and the Radiocommunications Act
- telecommunications customer cabling regulation
- telecommunications carrier licensing
- regulation of submarine cables and associated protection zones

About the role

This is an exciting opportunity to work in a multidisciplinary team engaging directly with industry and end-users of communications services to manage the risks of harms to the Australian community.

Be part of a highly respected and professional organisation that allows you to apply your knowledge while offering flexible working options and opportunities for professional growth.

Working in the Infrastructure and Equipment Safeguards Section you will manage legislative processes, regulatory development, and enquiries and testing associated with the regulation of devices and transmitters, customer cabling, telecommunications carrier licensing and submarine

cables. The Section also has a focus on development of infrastructure and equipment regulation for the communications sector and actively participates in a range of associated government and industry processes.

Duties

As a Policy Officer, you will work with under broad direction:

- in interpreting and applying relevant legislation and regulatory frameworks to complex matters requiring consultation, advice or investigation.
- to manage responses to enquiries and complaints.
- to identify process improvements and recommends solutions based on detailed understanding of relevant legislation and regulatory frameworks.
- to manage the development of maintenance of related standards and labelling instruments
- to research, analyse, and assesses complex regulatory issues and provides high-level written advice to ACMA management on a range of possible risk informed approaches and solutions.
- to prepare briefings, submissions and responses to requests ensuring comprehensive, accurate and timely written information.

Eligibility

To be eligible for employment with ACMA, applicants must be an Australian citizen.

The successful candidate will also be required to obtain and maintain a Baseline level security clearance. More information on the security clearance vetting process is available on the [Australian Government Security Vetting Agency \(AGSVA\)](#) website.

Notes

Suitable candidates will be placed in a merit pool from this selection process and may be used to fill similar ongoing roles in other areas of ACMA. Non-ongoing opportunities may be offered as a specified term.

RecruitAbility applies to this vacancy. Under the RecruitAbility scheme you will be invited to participate in further assessment activity for the vacancy if you choose to apply under the scheme; declare you have a disability; and meet the minimum requirements for the job. For more information visit: <https://www.apsc.gov.au/recruitability>. This initiative/program is only applicable where the successful applicant will be employed under the Public Service Act 1999. Similar conditions may apply when employed under other Acts. For clarification please contact the agency.

About the Australian Communications and Media Authority

ACMA is Australia's regulator for broadcasting, some online content, radiocommunications and telecommunications. We work with industry and government, locally and internationally, so that Australians can enjoy the best and most innovative media and communications services in a fair, responsible, safe and productive way. The ACMA provides a supportive and respectful work environment that values the diversity of our employees. Our three main offices are in Canberra, Melbourne and Sydney. Visit acma.gov.au for more information on joining our team.

To Apply

Position Contact	Dominic Byrne, 03 9963 6806
Agency Recruitment Site	https://candidate.aurion.cloud/acma/production/redirect/to/dmFjYW5jaWV

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Communications and the Arts

Vacancy VN-0766092

National Museum of Australia

Closing Date: Monday 19 January 2026

Growth and Engagement
 Commercial - Retail

Job Title	Retail Store Manager
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	\$72,047 - \$77,760
Future Merit Locations	Various locations - ACT
Office Arrangement	On Site
Office Arrangement Details	To be negotiated on Commencement
Classification	APS Level 3
Position Number	104308
Agency Website	https://www.nma.gov.au/about/employment

Job Description

<https://www.nma.gov.au/about/employment>

Role purpose

The Retail Store operates 364 days each year and plays a vital role in delivering a welcoming, professional, and memorable experience for every visitor. The Retail Store Manager is central to

ensuring smooth daytoday operations, maintaining high standards of customer service, and supporting the achievement of sales and performance targets.

Leading a team of casual and parttime staff, the position requires strong organisational skills, attention to detail, and a proactive approach to problem solving. The occupant of this role must be available to work across a 7 day roster and will contribute directly to the stores success by supervising staff, maintaining compliance with workplace policies, and ensuring the store is consistently presented to the highest standard.

This role is an opportunity to combine operational management with customer engagement, helping to create a retail environment that reflects the values and reputation of the organisation.

Duties

Key accountabilities

- Supervise and support retail staff, including part time and casual team members.
- Assist with rostering, monitoring attendance, and supporting leave management.
- Provide on the job guidance to staff and contribute to workplace performance conversations under direction.
- Ensure compliance with Workplace Health and Safety (WHS) requirements and store policies.
- Monitor stock levels, merchandising, and store presentation to maintain a professional retail environment.
- Support the implementation of sales strategies developed by senior management.
- Generate routine reports on store performance and team activities.
- Assist with staff inductions and onboarding processes.
- Contribute to the smooth operation of exhibition shops during peak periods.
- Demonstrate a strong commitment to Work Health and Safety (WH&S) by actively supporting a positive safety culture, following the Museum's WHS policies and procedures, and complying with reasonable instructions to ensure alignment with the Work Health and Safety Act 2011.

Eligibility

To be eligible to apply for this vacancy, applicants must:

- be an Australian citizen
- undergo pre-employment checks, including a police record check
- hold or be eligible to hold a security clearance at the level specified in the position description.

Notes

To apply

Applicants must include a 2-page pitch addressing their suitability for the role against the essential and desirable Skills, experience and qualifications. Applicants must also provide a resume and contact details for 2 referees.

Visit <https://www.nma.gov.au/about/employment> and apply online.

Applications close 11:59pm Monday 19 January 2026.

Reasonable adjustments are available throughout the recruitment process. If you require, or would like to discuss reasonable adjustments, please contact the Contact Officer for this position.

Indigenous job seekers are encouraged to apply for this vacancy. If the job is 'Identified', then part or all of the duties impact on Indigenous Australian communities or their representatives.

About the National Museum of Australia

The National Museum of Australia is recognised at home and around the world as the place where the story of Australia comes alive. The Museum is the only institution equipped to tell the complex and comprehensive story of Australia from 65,000 years ago to the present day. The story of Australia is a remarkable one, from the ancient and enduring histories of the world's oldest living cultures to the achievements of modern Australia. It is a story that is ever evolving and growing – and it is a story for a nation and for the world. Our vision and mission • The Museum inspires, challenges and empowers people to find their voice and place in the world. • We strive to build a just and equitable society that honours and respects the First Nations peoples of this continent and all who have come after. • We collect, document, research and make accessible heritage collections that represent the diversity of experience in Australia. • We engage with audiences physically and digitally to promote learning, dialogue and debate about our past, present and future. • We promote collaborative work across the breadth of artistic and creative practice to enhance the cultural life of our nation. • We value and respect the commitment and contribution of all who participate in and contribute to the Museum's community. • The National Museum of Australia brings to life the rich and diverse stories of Australia through compelling objects, ideas and events. For more information, visit the NMA website.

To Apply

Position Contact	Ginny McDonald, 02 6208 5036
Agency Recruitment Site	https://www.nma.gov.au/about/employment

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