



Australian Government

**Commonwealth of Australia
APSJobs - Vacancies Daily
PS10 Daily Gazette Wednesday - 12 March
2025.pdf**

Published by Commonwealth of Australia

APSJobs - Vacancies Daily

This electronic document contains notifications of Vacancies now being advertised daily. These notices will also be published in the electronic Public Service Gazette PS10 Weekly Gazette Thursday - 13 March 2025.pdf.

The Gazette contains notifications of certain vacancies and employment decisions 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>

These Vacancies Daily will also appear in the Gazette PS10 Weekly Gazette Thursday - 13 March 2025.pdf.

Gazette Lodgement Inquiries

Phone: (02) 6202 3559

Email: contact@apsjobs.gov.au

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Vacancies

Vacancy VN-0755765

Defence Housing Australia

Closing Date: Wednesday 26 March 2025

CFO Group
Strategy and Engagement Strategy and Planning

Job Title	Research and Data Analyst
Job Type	Full-Time, Ongoing
Location	Gungahlin ACT, Newstead QLD
Salary	\$97,587 - \$112,189
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	On Site;Flexible;Hybrid
Office Arrangement Details	Flexible working arrangements can be negotiated
Classification	APS Level 6
Position Number	493576
Agency Website	https://www.dha.gov.au/

Job Description

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

DHA is seeking an experienced Research and Data Analyst to join the Business Planning and Research Services Team. Apply now and be part of 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 has an opportunity for an experienced Research and Data Analyst to join the team.

About your team

The Business Planning and Research Services team, within the Chief Financial Officer's Group is responsible for the delivery of a performance framework providing strategic direction, alignment, and collaboration across the organisation, with a clear line of sight through all their planning and reporting activities.

Duties

About the role

DHA is seeking an experienced Research and Data Analyst with a proven track record of conducting quantitative research and statistical analysis skills, including the design and validation of survey projects.

In this role you will Conduct research as part of DHA's in-house customer satisfaction survey program, including survey design, sample selection, collection of results using a survey tool, data preparation and analysis. You will deliver research and analysis projects, applying expertise to deliver insights that support evidence-based decision-making.

Our ideal candidate will have a flair for visually displaying research results and ideas.

The role is responsible for contributing meaningfully to the delivery of survey and data informed insights into members of the Defence Force and their families, providing specialist advice to internal and external stakeholders to support decision making and identifying opportunities for continuous improvement.

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

Eligibility

Employment with DHA is conditional on successful applicants demonstrating that they are an Australian citizen and can obtain and maintain a security clearance at the required level.

Notes

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 attached [Candidate Pack](#).

Any questions? Please contact James Campton, Research Services Manager T: (02) 6270 6058 E: James.Campton@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>

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	James Campton, (02) 6270 6058
Agency Recruitment Site	https://careers.dha.gov.au/

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Vacancy VN-0755773

Defence Housing Australia

Closing Date: Tuesday 25 March 2025

Business Solutions and Technology
Business Solutions and Technology App Support

Job Title	Applications Support Analyst
Job Type	Full-Time, Ongoing
Location	Gungahlin ACT
Salary	\$84,157 - \$90,998
Future Merit Locations	Gungahlin
Office Arrangement	On Site;Flexible;Hybrid
Office Arrangement Details	Flexible working arrangements can be negotiated
Classification	APS Level 4
Position Number	493585
Agency Website	https://www.dha.gov.au/

Job Description

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

DHA has an exciting new opportunity in our IT Client Services team! Apply now to become an Applications Support Analyst!

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 [DHA.gov.au](https://www.dha.gov.au/) or read our latest [Annual Report](#) .

About your team

The Business Solution and Technology (BS&T) Division provide technology and solutions across business analysis, architecture and integration, software development, software provision and support, data provisioning and reporting, telephony and networks, technical support, infrastructure and cyber security. We partner with the business to deliver a suite of initiatives that provide efficiencies to the broader organisation.

Duties

About the role

This position reports to the IT Client Services Team Lead within the IT Operations branch of the BS&T division.

The role is responsible for:

- Providing L2 support and administration for DHA's integrated applications
- Diagnosing and resolving escalated issues from the IT Service Desk
- Being a key liaison between the IT Service Desk, technical teams and business stakeholders
- Monitoring system uptime and performance to ensure business continuity
- Maintaining and updating knowledge base articles and documentation

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 combination of field, office and home-based work
- 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](#).

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 Position Description through the [online careers site](#).

Any questions? Please contact Mackenzie Woodhouse, IT Operations Support Officer T: (02) 6217 8449 E: mackenzie.woodhouse@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.

Applications close

11.55pm AEST Tuesday, 25 March 2025

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>

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	Mackenzie Woodhouse, 02 6217 8449
Agency Recruitment Site	https://careers.dha.gov.au/

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Vacancy VN-0755690

Murray-Darling Basin Authority

Closing Date: Tuesday 01 April 2025

Business Services
Legal, Secretariat and Governance

Job Title	Senior Legal Officer
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Mildura VIC, Adelaide SA, Canberra ACT, Goondiwindi QLD, Albury NSW, Murray Bridge SA, Wodonga VIC
Salary	\$122,535 - \$134,805
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
Classification	Executive Level 1
Position Number	100108
Agency Website	

Job Description

<https://www.mdba.gov.au/careers>

Join us to shape the future of one of Australia's greatest natural assets and protect it for future generations.

We are seeking people who want to contribute to a significant water reform program that aims to respond to the impacts of climate change, support community and industry needs, and improve access to water for First Nations people.

The Murray-Darling Basin Authority (MDBA) is an independent government agency which, in partnership with Basin governments, manages the Murray-Darling Basin's water resources in the national interest. With the enactment of the Water Act 2007, the MDBA was established as an independent expertise-based statutory agency.

The MDBA aims to achieve a healthy working Basin for the benefit of all Australians. The Murray-Darling Basin contains a rich diversity of natural environments that are unique in Australia and the world. The Basin is also crucial to Australia's economy and home to 2.3 million Australians, including people from over 50 First Nations. How we manage the Basin as a whole connected system, manage our water carefully, and protect it for future generations is set out in the [Murray-Darling Basin Plan](#).

There is a vacancy for an experienced lawyer with an understanding of government legal practice and expertise in one or more of the following areas:

- Commonwealth procurement and funding;
- administrative law/ statutory interpretation;
- water/ natural resources law; and/ or
- information law and privacy.

The successful candidate will work closely with officials across the agency, and more broadly across government, supporting all areas of the agency's work. This is an opportunity to be a leader in a close-knit team supporting the agency on a range of interesting issues.

Duties

- Provide timely, accurate and client-focused legal advice on government law issues.
- Provide advice on Commonwealth procurement and funding; administrative law/ statutory interpretation; water/ natural resources law; and/ or information law and privacy.
- Co-ordinate the delivery of legal services by external legal service providers.
- Represent, liaise and negotiate on behalf of the MDBA, as required.
- Deliver in-house training on legal matters, as required.
- Have an understanding of the legal and accountability frameworks within which the Commonwealth operates.
- Have the ability to work well in a team environment and to provide leadership.
- Display sound judgement and a sensible approach to management of workflow.

Eligibility

To be eligible for a position, you must be:

- an Australian citizen
- satisfy all other MDBA engagement requirements, including health and character clearance.

Notes

*Candidates who are interested in working from the current Wodonga VIC office, please note it is expected that the office will relocate to Albury NSW later in 2025.

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>.

About the Murray-Darling Basin Authority

To Apply

Position Contact	Shenal Siriwardhane, 02 6279 0067
Agency Recruitment Site	https://www.mdba.gov.au/careers

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Vacancy VN-0755756

Office of National Intelligence

Closing Date: Tuesday 25 March 2025

Analytical Capabilities Division
Open Source Intelligence Branch

Job Title	EL2 Director, Open Source
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Barton ACT
Salary	-
Future Merit Locations	Barton
Office Arrangement	On Site
Office Arrangement Details	On Site
Classification	Executive Level 2
Position Number	Various
Agency Website	

Job Description

www.oni.gov.au/vacancies

ONI is seeking to create a merit pool for open source directors to fill current and anticipated vacancies across a range of analytical and enabling functions.

Who are we looking for?

Our ideal candidate will be an experienced leader with an in-depth understanding of Australia strategic environment and a well-developed capacity to design teamwork plans which align w broader ONI, NIC and Government objectives. You will be adept at anticipating future requirements and risks and taking steps to ensure the team is well-postured to take advantag new technologies.

You will be an expert communicator, with a proven ability to bring people together across age and foreign partners to deliver tangible outcomes. You will role model best practice approach, resilience, integrity and inclusivity, with a commitment to promptly addressing behaviour that i inconsistent with ONI's high standards.

You will be committed to achieving high-quality outcomes and proactively identifying opportur to support ONI's broader mission. You will continually improve team tradecraft and processes deliver insightful analysis which meets Australian intelligence priorities.

The Team

Under the Office of National Intelligence Act 2018, ONI collects, interprets and disseminates publicly available information relating to matters of political, strategic or economic significance Australia to support the government's intelligence priorities, the work of the National Intelligen Community (NIC) and allied partner agencies.

The Open Source Intelligence Branch (OSIB) functions as Australia's centre of excellence in open source collection and analysis. Employees are linguistic, analytical and subject matter experts and work closely with all-source analysts in ONI, policy agencies and counterparts across the world to support and complement their work.

Duties

As Director, Open Source you will:

- Lead multiple small, multi-classification teams of open source analysts to deliver timely, high quality open source intelligence.
- Lead the planning and prioritisation of open source collection and analysis activities in line with government intelligence priorities.
- Lead the development of open source tradecraft and innovative approaches to open source analysis and research, including social media exploitation, quantitative and qualitative analysis and relevant language skills.
- Work with data specialists to develop and utilise new and innovative tools and ways of working with data and artificial intelligence.
- Develop and maintain productive networks within ONI and across the National Intelligence Community, and represent OSIB to wider Australian government, foreign and non-government stakeholders.
- Manage section budgets, ensure compliance with relevant governance frameworks and foster development of a positive, supportive and high-performing team culture.

Eligibility

You must be an Australian citizen.

Note: if you do not have a birth certificate issued by an Australian State or Territory Government, you must submit a copy of your Australian Citizenship Certificate with your job application.

You must have a checkable background.

Note: we must be able to practically verify, from independent and reliable sources, [cumulative periods of 12 months or more spent outside Australia.

You must be willing to undergo a comprehensive security clearance suitability assessment.

Note: 'willing to undergo' means fully cooperating in the assessment process, including the timely provision of information and documentary evidence.

Notes

About the Office of National Intelligence

To Apply

Position Contact	ONI Recruitment, N/A
Agency Recruitment Site	www.oni.gov.au/vacancies

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Vacancy VN-0755693

Productivity Commission

Closing Date: Sunday 13 April 2025

Job Title	Graduate Research Economists & Policy Analysts
Job Type	Full-Time, Ongoing
Location	Melbourne VIC, Canberra ACT
Salary	\$75,022 - \$75,022
Future Merit Locations	Melbourne, Canberra
Office Arrangement	On Site;Hybrid
Office Arrangement Details	Hybrid working arrangements available by agreement
Classification	APS Level 4
Position Number	PC-2504
Agency Website	

Job Description

<https://www.pc.gov.au/careers/graduate>

Are you passionate about public policy? Are you a critical thinker? Do you think you can solve some of Australia’s biggest economic, social and environmental policy problems? Would you like the opportunity to talk about problems and solutions with Australians from all walks of life, including small business owners, leading academics, heads of government agencies, and CEOs from Australian and international companies?

Duties

Join our 2026 graduate program

At the Productivity Commission, we undertake independent research and provide advice to the Australian Government on economic, social and environmental policies to improve the wellbeing of all Australians.

We are searching for highly motivated individuals who can demonstrate an awareness of Australian economic conditions and the

policy landscape. Successful applicants will possess a range of capabilities including well-developed conceptual, analytical and research skills, the ability to think critically, good communication skills and the ability to work effectively as part of a team.

We have offices in Melbourne and Canberra and can offer hybrid working arrangements. Successful candidates will be offered a graduate position in Melbourne or Canberra, with relocation assistance if required.

The Commission is a friendly, welcoming organisation with excellent employment conditions and development opportunities. Our graduates work with some of the best economists and policy analysts in the country and have access to both on-the-job and formal training.

To be eligible, successful applicants must complete a relevant academic qualification by January 2026 or have completed one within the last five years (undergraduate degree or higher).

Qualifications and experience that underpin your ability to do applied public policy analysis, such as economics, commerce and law, will be highly regarded. Other fields relevant to applied public policy such as mathematics, statistics, public policy, Indigenous studies and environmental science are also well regarded.

Successful applicants will commence on 2 February 2026.

Note: it is anticipated that first round offers to successful candidates will be made in late June 2025. Further offers may be made until December 2025.

Graduate Broadband

PC Graduates are engaged at the APS 4 classification with a starting salary of \$75,022, within the PC's Graduate broadband. In previous years, most graduates have progressed to the APS 5 classification upon completing the graduate program and meeting the conditions for advancement outlined in clause 75 of the [PC Enterprise Agreement](#).

Eligibility

To be eligible for employment with the Productivity Commission, applicants must:

- hold Australian Citizenship
- be willing to undergo a security and character clearance (which may include, but is not limited to, completing an identity verification check, police check, and obtaining/maintaining an Australian Government security vetting clearance if required by the role)
- provide evidence of relevant qualifications.

Notes

This vacancy has been nominated for filling within the Agencies Graduate program. A graduate program is a structured, on the job program, designed to introduce graduates to an APS organisation. They receive training and development, mentoring and on the job support.

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>

About the Productivity Commission

The Productivity Commission is the Australian Government's independent research and advisory body on a range of economic, social and environmental issues affecting the welfare of Australians. Its role, expressed simply, is to help governments make better policies in the long-term interest of the Australian community.

To Apply

Position Contact	Max Oss-Emer, (03) 9653 2219
Agency Recruitment Site	https://www.pc.gov.au/careers/graduate

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Vacancy VN-0755695

Productivity Commission

Closing Date: Sunday 13 April 2025

Job Title	Graduate Research Economists & Policy Analysts (Affirmative Measures)
Job Type	Full-Time, Ongoing
Location	Melbourne VIC, Canberra ACT
Salary	\$75,022 - \$75,022
Future Merit Locations	Melbourne, Canberra
Office Arrangement	On Site;Hybrid
Office Arrangement Details	Hybrid working arrangement available by agreement
Classification	APS Level 4
Position Number	PC-2504AM
Agency Website	

Job Description

<https://www.pc.gov.au/careers/graduate>

Are you passionate about public policy? Are you a critical thinker? Do you think you can solve some of Australia's biggest economic, social and environmental policy problems? Would you like the opportunity to talk about problems and solutions with Australians from all walks of life, including small business owners, leading academics, heads of government agencies, and CEOs from Australian and international companies?

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Qualifications and experience that underpin your ability to do applied public policy analysis, such as economics, commerce and law, will be highly regarded. Other fields relevant to applied public policy such as mathematics, statistics, public policy, Indigenous studies and environmental science are also well regarded.

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Eligibility

To be eligible for employment with the Productivity Commission, applicants must:

- hold Australian Citizenship
- be willing to undergo a security and character clearance (which may include, but is not limited to, completing an identity verification check, police check, and obtaining/maintaining an Australian Government security vetting clearance if required by the role)
- provide evidence of relevant qualifications.

Notes

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 vacancy has been nominated for filling within the Agencies Graduate program. A graduate program is a structured, on the job program, designed to introduce graduates to an APS organisation. They receive training and development, mentoring and on the job support.

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>

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The Productivity Commission is the Australian Government's independent research and advisory body on a range of economic, social and environmental issues affecting the welfare of Australians. Its role, expressed simply, is to help governments make better policies in the long-term interest of the Australian community.

To Apply

Position Contact	Max Oss-Emer, (03) 9653 2219
Agency Recruitment Site	https://www.pc.gov.au/careers/graduate

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Agriculture, Water and the Environment

Vacancy VN-0755680

Department of Agriculture, Fisheries and Forestry

Closing Date:Thursday 27 March 2025

Digital Business
Digital Clearance Service Enterprise Data Branch

Job Title	Assistant Director
Job Type	Full-Time, Ongoing
Location	Adelaide SA, Brisbane QLD, Canberra ACT, Darwin NT, Melbourne VIC, Perth WA, Sydney NSW
Salary	\$120,290 - \$129,379
Future Merit Locations	Adelaide, Brisbane, Canberra, Darwin, Melbourne, Perth, Sydney
Office Arrangement	Flexible
Office Arrangement Details	To be negotiated
Classification	Executive Level 1
Position Number	2025/695
Agency Website	https://www.agriculture.gov.au

Job Description

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

Who we are

The Department of Agriculture, Fisheries and Forestry develops and implements policies and programs to enhance our agricultural industries and trade, and to manage the threat of biosecurity risks to Australia. We have around 5000 staff working in offices,

airports, mail centres, shipping ports, laboratories and abattoirs; located in regional centres, rural communities and capital cities. We are committed to fostering a diverse and flexible workplace and actively encourage applications from people with disability, Aboriginal and Torres Strait Islander people, people from culturally and linguistically diverse backgrounds, and people that identify as LGBTI+. The department supports inclusiveness and encourages all employees regardless of their gender, cultural background, disability, sexual orientation, or age to bring their authentic self to work, and to achieve their full potential.

The **Enterprise Data Branch (EDB)** is a centre of excellence for data and analytics. We provide a range of services for the department, delivering advanced analytics products and curated high-quality data available for use by both internal and external teams. We develop products that transform raw data into information and usable intelligence to improve risk identification, management, and decision-making capabilities. We support the Chief Data Officer and the Accountable Official for Artificial Intelligence (AI) in driving and enabling enterprise-wide data and AI governance.

Development opportunities are available for both the generalist and specialist roles indicated above. The EDB Sections requiring an Assistant Director at this time include:

The **Production Support Team** ensures the reliability, performance, and security of EDB's data and analytics platform infrastructure. By delivering automation and maintaining robust systems for data storage and processing, this team plays a crucial role in enabling data-driven decision-making across the department. The team collaborates with data engineers, data scientists, and business teams, to deliver end-user-specific data products efficiently and securely.

The **Data Strategy & Governance Team** fosters and maintains enterprise-wide data governance, management, and capabilities. The team delivers initiatives aligned with the Data and Digital Government Strategy and provides critical support to the department's Accountable Official for Artificial Intelligence.

The **Biosecurity Data & Analytics Team** delivers data, analysis and reporting products that provide insights to enhance the operation and effectiveness of Australia's biosecurity system.

The **Corporate Data & Analytics Team** delivers high-value data products that enhance decision-making and drive operational efficiency, transparency, and continuous improvement in corporate functions such as human resources, finance, and integrity.

The **Architecture & Standards Team** is responsible for designing and maintaining EDB's enterprise data architecture, ensuring alignment with strategic objectives and enabling robust, scalable, and secure data solutions.

The **Artificial Intelligence (AI) Unit** is responsible for the delivery of AI solutions, aligning AI deliverables with valuable business problems, building skills, and fostering innovation across all levels. The unit also advocates for AI ethics and principles to ensure responsible practices, transparency, and compliance with regulations.

The **Business Administration Team** is an entry point to the branch and supports the branch's sections with: administrative and process support (eg, financial; workforce management); a small Project Management Office (PMO); and oversight of guilds and communities of practice.

NOTE: Candidates should note in their application if they have preference(s) for any of these Sections.

Duties

The Job

The work undertaken by Assistant Directors in EDB is diverse, and duties will vary between Sections, and over time. Under limited supervision, an EDB Assistant Director could be expected to:

- Work constructively as part of a team with demonstrated flexibility to adapt to a dynamic and agile environment and changing operational priorities.
- Contribute to issue resolution and undertake a range of activities to support the development and delivery of projects, in line with established branch and section objectives.
- Lead, facilitate or contribute to collaborative data engineering projects with internal and external stakeholders.
- Produce written and verbal documentation of data analysis, including appropriate interpretation of the results, assumptions and limitations.
- Liaise and collaborate with internal and external stakeholders, including other government agencies, industry, and academia to ensure the effective and timely delivery of the branch's outcomes.
- Contribute to the development and implementation of strategies to uplift capability and the value of the services EDB provides to the department and the commonwealth.
- Prepare high-quality reports, presentations, and briefing materials to support decision-making by senior executives and committees.
- Assist in risk management activities by identifying, tracking, and reporting potential project risks and issues.

Please note that 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 we are looking for
Knowledge and experience
Generalist

- Sound judgement and the ability to organise work to meet deadlines in an agile environment, under time pressures.
- Proven ability to work effectively and collaboratively within a team, and to build and maintain productive relationships with internal and external stakeholders.
- Experience in managing and delivering complex projects and activities within tight timeframes and budgets, and with multiple stakeholders.
- Strong written and oral communication skills, including the ability to prepare clear, concise, and persuasive briefings, reports, and presentations for a variety of audiences.
- Strong analytical and research skills, including the ability to source, synthesise, and interpret relevant information and data, and provide evidence-based advice and recommendations.
- Demonstrated commitment to the aps values, code of conduct, and department's vision and mission.

Specialist

- An interest in working at the interface of data and policy.
- Experience in analysing, visualising, and interpreting data to discover business insights and deliver business outcomes.
- Knowledge of methods and tools for data analysis and data engineering.
- Can translate data, and able to develop data systems of differing quality into a useful evidence base for program and policy areas
- Understanding of the current and emerging issues and opportunities in the field of data, modelling, artificial intelligence, and other technology elements, including the implications for Australia.
- Experience working with incomplete and uncertain datasets.
- Experience in business analysis, communication or stakeholder engagement is desirable.
- Demonstrated commitment to the aps values, code of conduct, and department's vision and mission.

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>

About the Department of Agriculture, Fisheries and Forestry

To Apply

Position Contact	Patrick O'Meley, patrick.o'meley@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-0755762

Department of Agriculture, Fisheries and Forestry

Closing Date: Wednesday 26 March 2025

Biosecurity Plant and Science Services
Science & Surveillance Science & Surveillance - Surveillance

Job Title	National Border Surveillance – Regional Coordinator
Job Type	Full-Time, Ongoing
Location	Perth Airport WA
Salary	\$81,690 - \$89,615
Future Merit Locations	Perth Airport, Sydney, Melbourne, Brisbane
Office Arrangement	On Site
Office Arrangement Details	On Site
Classification	APS Level 5
Position Number	2025/646
Agency Website	https://www.agriculture.gov.au

Job Description

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

Who we are

Science and Surveillance Group (SSG) is comprised of scientists, operations and support staff responsible for regulatory advice and training, technical input to biosecurity policy, regulation activity in the Torres Strait and diverse surveillance and diagnostic services around Australia, including animal and plant health surveillance measures under the Northern Australia Quarantine Strategy.

The Surveillance Section is one of the four national sections delivering diagnostic or surveillance activities within the Operational Science & Surveillance (OSS) component of the Science & Surveillance Group (SSG). The section is comprised of the National Border Surveillance (NBS) program, Vector Monitoring Program (VMP) and Hitchhiker Surveillance Program (HSP). The objectives of the National Border Surveillance (NBS) program are the early detection of pests that have escaped biosecurity control before

they reach production areas or establish in the natural environment, the collection of intelligence on the susceptibility and vulnerability of biosecurity entry points to pest invasion and the provision of feedback on the effectiveness of border-related biosecurity policies.

Duties

The Job

This position will undertake and support surveillance activity, with key duties including but not limited to:

- working as part of the national NBS team to ensure effective, consistent, accurate and timely implementation of surveillance methods and recording and reporting of NBS activities
- coordinating and participating in biosecurity surveillance activities, noting that this will involve working outside and conducting field surveillance and monitoring activities throughout the year
- the procurement, maintenance and management of surveillance devices and consumables
- ensuring the effective scheduling and planning of surveillance in line with the department's annual surveillance priorities and during pest response situations
- client and stakeholder public relations, feedback or reporting
- assessing high priority plant pest targets in your area and their associated risk pathways
- prioritising on ground surveillance based on resources and risk analysis
- ensuring the accurate collection and reporting of data in line with the surveillance outcome
- undertaking targeted priority pest surveillance research or trials
- as part of the national NBS team, ensuring diagnostic tasks are performed in a timely and accurate manner including triage of specimens in the field or laboratory
- the preparation of surveillance specimens for laboratory diagnosis and their long-term preservation for storage in the department's reference collections
- sourcing appropriate literature and diagnostic tools
- liaising with diagnosticians for more complex identification purposes
- ensuring accurate, consistent and timely (up to date) data entry and reporting
- liaising with clients, stakeholders and government agencies to manage surveillance operations and mitigation of biosecurity risk, as necessary
- promoting and ensuring compliance with departmental WH&S policies and guidelines and being alert for and reporting risks regarding WH&S issues
- supervising and managing the performance of a small team, including building and sustaining productive, positive, respectful relationships among team members and facilitating regular, constructive feedback and communication
- providing technical, administrative and managerial guidance to team members on key pests of biosecurity concern and helping to implement NBS activities, if required.

Please note that this process will **initially be used to fill one ongoing position in Perth**. 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 Perth, Brisbane, Sydney and Melbourne**.

To see more on science-based roles please click [here](#).

Eligibility

What we are looking for

Knowledge and experience

The successful applicant will have:

- experience in planning, managing and conducting pest surveys or surveillance activity
- knowledge and experience in entomology, plant pathology and/or botany
- an understanding of the application of WH&S principles in office and field-based contexts.

Mandatory qualifications

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

Eligibility and other requirements

The successful applicant must:

- 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
- note that the physical requirements of the role(s) involve a combination of outdoor and office-based work
- 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
- wear an official uniform supplied by the department, including during field operations (as applicable), in accordance with the department's uniform policy
- wear appropriate protective personal equipment and clothing to comply with departmental Work Health & Safety policies and procedures
- note that you must satisfactorily complete the department's Biosecurity Foundation Program and meet the minimum requirements in order to be appointed as a Biosecurity Officer under the *Biosecurity Act 2015*.

Notes

On 13 March 2025 the salary range for this position will increase to \$84,794 – \$93,020.

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>

About the Department of Agriculture, Fisheries and Forestry

To Apply

Position Contact	Cliff Kinoti, 0403 110 943
Agency Recruitment Site	https://www.agriculture.gov.au/about/jobs/apply

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Agriculture, Water and the Environment Vacancy VN-0755767

Department of Agriculture, Fisheries and Forestry Closing Date:Wednesday 26 March 2025

People, Property and Security
Security, Integrity and Assurance Assessment and Assurance

Job Title	Administrative Support Officer
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	\$74,882 - \$81,521
Future Merit Locations	Canberra
Office Arrangement	Flexible
Office Arrangement Details	Subject to negotiation
Classification	APS Level 4
Position Number	2025/728
Agency Website	https://www.agriculture.gov.au

Job Description

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

Who we are

The Security, Integrity and Assurance branch is responsible for the delivery of the department's integrated protective security and integrity frameworks. We prevent, detect, and respond to security incidents, suspected misconduct, fraud and corruption, and develop unique insights to proactively identify and mitigate risks to the department and its operations. Responsible for the provision of independent, objective and risk-based internal audit, assurance and advisory services, we also provide independent support to the Inspector-General of Biosecurity and Inspector-General of Animal Welfare and Live Animal Exports.

The Assessment and Assurance Section are the front door for the Security, Integrity and Assurance Branch. We receive, triage and assess all complaints, referrals and reports, coordinate reporting and provide assurance of employee declarations.

Duties

The Job

The duties of the role will include some or all of the following:

- Providing administrative support to the Security, Integrity and Assurance Branch.
- Management of group mailboxes including record keeping in accordance with departmental and branch protocols.
- Proactively triaging and responding to enquiries from a diverse range of stakeholders (both internal and external) on integrity and security matters.
- Contributing to, and supporting the development and implementation of, improvements and best practice in systems, processes and procedures.
- Building subject matter expertise through on the job training and learning opportunities.
- Ensuring precise data input into the relevant IT systems.

Please note that this process will initially be used to fill **one ongoing position in the section**. 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.

For further information on the work of our department please click [here](#).

Eligibility

What we are looking for

Skills and capabilities

The successful applicant will possess the following:

- Strong interpersonal and communication skills.
- The ability to understand and follow processes and procedures.
- The ability to identify and escalate issues and risks.
- The ability to prioritise competing tasks to deliver outcomes in a responsive, timely manner.
- A proactive can-do disposition with a track record of demonstrating initiative.
- Strong computer skills including proficiency with the Microsoft Office suite (e.g. Outlook, Word and Excel).
- High standards of professional and personal integrity.

Notes

On 13 March 2025 the salary range for this position will increase to \$77,728 – \$84,619.

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>

About the Department of Agriculture, Fisheries and Forestry

To Apply

Position Contact	Kat Coutsolitis, 02 6272 5218
Agency Recruitment Site	https://www.agriculture.gov.au/about/jobs/apply

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Attorney-General's

Vacancy VN-0755683

Attorney-General's Department

Closing Date: Tuesday 25 March 2025

Information Division
IT Engagement, Innovation and Support

Job Title	IT Service Support - Assistant Director
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Canberra ACT
Salary	\$119,142 - \$144,964
Future Merit Locations	Canberra
Office Arrangement	Flexible
Office Arrangement Details	Flexible working arrangements will be supported where possible.
Classification	Executive Level 1
Position Number	0086/25_ES/ID-EXT
Agency Website	https://www.ag.gov.au/Pages/default.aspx

Job Description

<https://agcareers.nga.net.au/?jati=A68C668D-D43D-91F9-7583-E3A72BB9D589>

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

Duties

Employment Opportunity

The Assistant Director leads a team of IT professionals committed to delivering high-quality service to the Attorney-General's Department (AGD). This role is responsible for managing day-to-day operations, ensuring the delivery of quality service and support, overseeing staff management, resolving technical issues, driving continuous quality improvements, managing workloads, responding to employee satisfaction metrics, and contributing to projects, reporting, and performance. Additionally, the role fosters a positive and innovative team culture.

As a senior representative of the Information Division, the Assistant Director ensures that service level standards are met, departmental and broader Commonwealth technology and security guidelines are followed, and best practices are applied to deliver a reliable and seamless experience that meets customer needs and enhances client satisfaction.

Key responsibilities include:

- Lead and supervise an IT Service Desk team, including VIP support and Business Application Support in an enterprise environment.
- Ensure IT Service Desk team is enabled to provide support for enterprise transition to Microsoft M365 product and systems.

- Exhibit exceptional communication, negotiation, and interpersonal skills, both written and verbal.
- Provide technical support, guidance, and mentoring to team members while contributing to the broader division.

How you can help make a difference

We seek people who bring fresh ideas, diverse experience, and global perspectives, and are willing to explore innovative ways of working. People who work for us will be strong communicators, have excellent client service skills, display leadership at all levels, apply information effectively to solve problems, and work collaboratively to achieve outcomes.

Our ideal candidate will:

- Lead by example, fostering a positive team culture focused on motivation, performance, and collaboration.
- Oversee the delivery of professional, effective, and efficient IT support services to the Department.
- Demonstrate exceptional communication, negotiation, and interpersonal skills, both written and verbal.
- Utilise structured time management skills to meet deadlines effectively.
- Take ownership of individual and team outcomes, ensuring timely delivery.
- Provide timely, practical advice, information, and expert technical guidance on support matters.
- Support the Director in achieving section deliverables outlined in business planning.
- Ensure all support service expectations are met and investigate discrepancies when they arise.
- Collaborate with project managers to scope, plan, and implement projects successfully, ensuring milestone and deadline management.
- Promote forward-thinking solutions that balance immediate business needs with long-term objectives.
- Lead staff recruitment and team development initiatives, including coaching and performance management.
- Build and maintain strong working relationships with senior management, project managers, engineers, architects, analysts, and developers.
- Set clear performance expectations and provide timely, constructive feedback.
- Act as the primary escalation point for the team.

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 contact HR Assist at hr.assist@ag.gov.au or 02 6141 6111 (Option 2).

We encourage and welcome applications from people with disability, Aboriginal and Torres Strait Islander peoples, LGBTIQ+.

people, people from culturally and linguistically diverse backgrounds and mature age people.

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>

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 five groups: • Australian Government Solicitor • Justice and Communities • National Security and Criminal Justice • Integrity and International • 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. The department is committed to having a flexible and inclusive workplace and recognises and values the diversity of the wider Australia community. We encourage and welcome applications from people with disability, Aboriginal and Torres Strait Islander peoples, LGBTIQ+ people, people from culturally and linguistically diverse backgrounds and mature age people.

To Apply

Position Contact	Marwan Al-Allaq, (02) 6141 5908
Agency Recruitment Site	https://agcareers.nga.net.au/?jati=A68C668D-D43D-91F9-7583-E3A72BB9D589

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Attorney-General's

Vacancy VN-0755685

Job Title	IT Service Support - Assistant Director - Affirmative Measures - Indigenous
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Canberra ACT
Salary	\$119,142 - \$144,964
Future Merit Locations	Canberra
Office Arrangement	Flexible
Office Arrangement Details	Flexible working arrangements will be supported where possible.
Classification	Executive Level 1
Position Number	0087/25_ES/ID-EXT
Agency Website	https://www.ag.gov.au/Pages/default.aspx

Job Description

<https://agcareers.nga.net.au/?jati=3297EBF3-1A77-6F3F-20BE-E3A72BC8F669>

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

Duties

Employment Opportunity

The Assistant Director leads a team of IT professionals committed to delivering high-quality service to the Attorney-General's Department (AGD). This role is responsible for managing day-to-day operations, ensuring the delivery of quality service and support, overseeing staff management, resolving technical issues, driving continuous quality improvements, managing workloads, responding to employee satisfaction metrics, and contributing to projects, reporting, and performance. Additionally, the role fosters a positive and innovative team culture.

As a senior representative of the Information Division, the Assistant Director ensures that service level standards are met, departmental and broader Commonwealth technology and security guidelines are followed, and best practices are applied to deliver a reliable and seamless experience that meets customer needs and enhances client satisfaction.

Key responsibilities include:

- Lead and supervise an IT Service Desk team, including VIP support and Business Application Support in an enterprise environment.
- Ensure IT Service Desk team is enabled to provide support for enterprise transition to Microsoft M365 product and systems.
- Exhibit exceptional communication, negotiation, and interpersonal skills, both written and verbal.
- Provide technical support, guidance, and mentoring to team members while contributing to the broader division.

How you can help make a difference

We seek people who bring fresh ideas, diverse experience, and global perspectives, and are willing to explore innovative ways of working. People who work for us will be strong communicators, have excellent client service skills, display leadership at all levels, apply information effectively to solve problems, and work collaboratively to achieve outcomes.

Our ideal candidate will:

- Lead by example, fostering a positive team culture focused on motivation, performance, and collaboration.
- Oversee the delivery of professional, effective, and efficient IT support services to the Department.
- Demonstrate exceptional communication, negotiation, and interpersonal skills, both written and verbal.
- Utilise structured time management skills to meet deadlines effectively.
- Take ownership of individual and team outcomes, ensuring timely delivery.
- Provide timely, practical advice, information, and expert technical guidance on support matters.
- Support the Director in achieving section deliverables outlined in business planning.
- Ensure all support service expectations are met and investigate discrepancies when they arise.
- Collaborate with project managers to scope, plan, and implement projects successfully, ensuring milestone and deadline management.
- Promote forward-thinking solutions that balance immediate business needs with long-term objectives.
- Lead staff recruitment and team development initiatives, including coaching and performance management.
- Build and maintain strong working relationships with senior management, project managers, engineers, architects, analysts, and developers.
- Set clear performance expectations and provide timely, constructive feedback.
- Act as the primary escalation point for the team.

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.

The Affirmative Measures (Indigenous) process is open only to Aboriginal or Torres Strait Islander people who meet the criteria below. The filling of this vacancy is intended to constitute an affirmative measure under Section 31 of the Australian Public Service Commissioner's Directions 2022.

To be eligible to apply for this role, you must:

- be of Aboriginal or Torres Strait Islander descent and/or identify as Aboriginal or Torres Strait Islander
- be accepted by community as being Aboriginal or Torres Strait Islander.

Confirmation of Aboriginal or Torres Strait Islander heritage will only be required from candidates

who are found suitable at the end of the process. The department will consider allowances in some circumstances, however evidence of Aboriginal or Torres Strait Islander status is likely to include the following:

- a letter signed by the Chairperson of an incorporated Indigenous organisation confirming that the applicant is recognised as an Aboriginal or Torres Strait Islander person
- a confirmation of Aboriginal or Torres Strait Islander descent document executed by an Indigenous organisation.

Note: The need to provide confirmation of Aboriginal or Torres Strait Islander heritage is not required as part of the application process. Confirmation will be requested prior to the on boarding process. **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 contact HR Assist at hr.assist@ag.gov.au or 02 6141 6111 (Option 2).

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

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.

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>

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 five groups: • Australian Government Solicitor • Justice and Communities • National Security and Criminal Justice • Integrity and International • 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. The department is committed to having a flexible and inclusive workplace and recognises and values the diversity of the wider Australia community. We encourage and welcome applications from people with disability, Aboriginal and Torres Strait Islander peoples, LGBTIQ+ people, people from culturally and linguistically diverse backgrounds and mature age people.

To Apply

Position Contact	Marwan Al-Allaq, (02) 6141 5908
Agency Recruitment Site	https://agcareers.nga.net.au/?jati=3297EBF3-1A77-6F3F-20BE-E3A72BC8F669

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Attorney-General's

Vacancy VN-0755735

Australian Federal Police

Closing Date: Wednesday 26 March 2025

Job Title	Team Leader - Pacific Strategy
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	\$118,673 - \$127,101
Future Merit Locations	Canberra
Office Arrangement	Work From Home;On Site
Office Arrangement Details	On Site/Work from Home
Classification	Executive Level 1
Position Number	14258
Agency Website	https://careers.afp.gov.au

Job Description

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

Did you know?

The mission of the Australian Federal Police is to provide dynamic and effective law enforcement to the people of Australia. It provides policing throughout Australia in relation to the prevention and detection of crimes against the Commonwealth, its laws and integrity, and community police services to the Community of the ACT.

Working for the AFP provides you with a diverse and rewarding career. Whether you immerse yourself in a position on the frontline, or provide critical operational or professional support, the work you do makes a big impact on the people of Australia.

We recognise your contribution to our workforce and offer generous remuneration and conditions including:

- Six weeks (30 days) of paid annual leave per year + additional paid Christmas stand down
- 4 extra days of mandatory rest leave per year
- 18 days of paid personal leave per year
- Generous superannuation of 15.4%
- 18 weeks paid Parental Leave for Primary Caregiver (and 11 weeks for Secondary Caregiver) + additional unpaid leave entitlements for up until 24 months from the child's date of birth or placement
- Generous salaries and incremental salary progression governed by the [AFP Enterprise Agreement](#)
- Flexible and hybrid working arrangement that provides work/life balance
- Health & wellbeing services – with a focus on early intervention, education and prevention
- Access to ongoing training and professional development opportunities

Duties

Applications are sought from suitably qualified applicants wishing to be considered for the role of Team Leader – Pacific Strategy.

The AFP, through Pacific Command, has a lead role in Australia's strategic engagement in the Pacific.

This role requires a strategic thinker with a passion for collaborating and contributing to operational and strategic outcomes. The successful candidate will be responsible for leading a broad range of complex and sensitive projects working collaboratively across the organisation and the National Intelligence Community (NIC). Working closely with the Coordinator, you will contribute to analysis and advice to enable the Pacific Strategy team to meet its operational priorities and objectives.

You will also be required to act in accordance with the regulatory framework, the AFP Code of Conduct and the AFP Governance Instruments.

What will you do?

The successful applicant will be expected to lead and manage a team, prioritising, delegating and collaborating as necessary to ensure the delivery of quality, timely and professional outcomes. Working under broad direction, this role requires a cooperative and collaborative environment that is responsive and flexible in meeting the AFP's objectives.

The primary responsibilities of the role are:

- Manage a team including building capability, performance, and professional development.
- Supervise and undertake the timely development of high-quality products with clear, concise analysis in written or oral form.

- Lead, manage and balance a broad range of reactive and proactive work across the organisation and National Intelligence Community.
- Manage projects and focus resources on supporting strategic objectives.
- Design and develop initiatives, tools, or reports to enhance current ways of working.
- Build strong productive networks to establish avenues of enquiry, data sharing and collaboration opportunities across the NIC.

As a Team Leader you will also play a pivotal role in developing people, managing change and influencing behaviours that lead to a supportive culture that respects the perspectives, talents and value of each individual. Consistent with the AFP values, AFP leadership philosophy, organisational reform agendas, AFP corporate business plans and your Performance Development Agreement, the expectation is that you will deliver on the core responsibilities and meet any requirements of the position as outlined below.

Eligibility

Essential Requirements:

- Extensive experience and knowledge intelligence concepts, methods and analysis and their effects.
- Proven ability to lead and manage a team.
- A proven ability to set the strategic direction and deliver operational and organisational outcomes.
- Strong written and oral communication skills, with the ability to convey complex issues to non-expert audiences
- A Top Secret Positive Vetting security clearance or the ability to obtain

Desirable Requirements:

- Experience and knowledge of threat and risk analysis.
- Demonstrated knowledge of geopolitics and Australia's foreign policy and national security objectives.
- Highly developed strategic, analytical and critical thinking.
- Cultural, social, religious or language skills and experience.
- Knowledge of controlled operations.

Notes

- This role is an AFP Band 7 level.
- This role is located in ACT and applicants are expected to be based in ACT.

Commitment to Diversity & Inclusion:

At the AFP we value the different perspectives, approaches and lived experiences of our people, and recognise that our collective intelligence and diversity is what makes us stronger. As such, we encourage applications from people from all walks of life, including people from culturally and linguistically diverse backgrounds, First Nations people, women, the LGBTQI community and people with a disability.

About the Australian Federal Police

As Australia's national policing agency, the AFP is a key member of the Australian law enforcement and national security community, leading efforts to keep Australians and Australian interests safe both at home and overseas. The AFP also has responsibility for providing community policing services to the Australian Capital Territory and Australia's territories, including Christmas Island, Cocos (Keeling) Islands, Norfolk Island and Jervis Bay

To Apply

Position Contact	Alison Cooper, 02 5126 5997
Agency Recruitment Site	https://careers.afp.gov.au

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Attorney-General's

Vacancy VN-0755751

Australian Federal Police

Closing Date:Wednesday 02 April 2025

Job Title	Senior Communications Officer
Job Type	Full-Time, Ongoing
Location	Canberra ACT, Sydney NSW
Salary	\$107,559 - \$118,673
Future Merit Locations	Canberra, Sydney
Office Arrangement	On Site
Office Arrangement Details	On Site
Classification	APS Level 6
Position Number	14253
Agency Website	https://careers.afp.gov.au

Job Description

<https://careers.afp.gov.au/job-invite/14253/>

Did you know?

The mission of the Australian Federal Police is to provide dynamic and effective law enforcement to the people of Australia. It provides policing throughout Australia in relation to the prevention and detection of crimes against the Commonwealth, its laws and integrity, and community police services to the Community of the ACT.

Working for the AFP provides you with a diverse and rewarding career. Whether you immerse yourself in a position on the frontline, or provide critical operational or professional support, the work you do makes a big impact on the people of Australia.

We recognise your contribution to our workforce and offer generous remuneration and conditions including:

- Six weeks (30 days) of paid annual leave per year + additional paid Christmas stand down
- 4 extra days of mandatory rest leave per year
- 18 days of paid personal leave per year
- Generous superannuation of 15.4%

- 18 weeks paid Parental Leave for Primary Caregiver (and 11 weeks for Secondary Caregiver) + additional unpaid leave entitlements for up until 24 months from the child's date of birth or placement
- Generous salaries and incremental salary progression governed by the [AFP Enterprise Agreement](#)
- Flexible and hybrid working arrangement that provides work/life balance
- Health & wellbeing services – with a focus on early intervention, education and prevention
- Access to ongoing training and professional development opportunities

Duties

As a senior member in the team, you will report to the Team Leader Enterprise Communications. Working as part of a small team, you will lead the development, design and delivery of internal communications including:

- The Pulse – the agency's weekly digital all staff newsletter
- AFP News Online – the agency's daily internal news channel
- staff announcements and promotion of upcoming events
- education and training on internal communications channels and the correct application of the Australian Government Style Manual
- general brand guidance and AFP logo licensing management
- corporate merchandise management
- strategy development, implementation and continuous improvement
- internal channel management and uplift.

Your challenge is to strengthen our internal communications, making an impact with our employees.

You will bring ideas and expertise that fuels employee engagement, influences connectivity and culture, positively impacting all employees. Help us to improve what we do and introduce new ways of engaging our teams across Australia and the world.

A positive attitude, good interpersonal skills, leadership qualities and a desire to further develop your communication skills are a must.

What will you do?

Key accountabilities

- Editorial and content development: Writes clear, concise and engaging content. Leads and supports other business areas in writing impactful and engaging content that effectively describes and promotes our internal programs and initiatives.
- Quality assurance: Ensures communication messaging and materials are high quality, accurate, in the correct format and style and reflect the agency's values and priorities.

- Channel management: Uses appropriate tools and channels to maximise the agency's internal communications effectiveness and ensures consistent messaging, branding, imagery and identity.
- Best practice: Develops and manages appropriate governance and guidelines. Promotes the importance of accessibility, readability and other Australian Government writing standards, ensuring the agency meets these standards.
- Positive working relationships: Builds and maintains strong relationships with internal stakeholders.
- Leadership and mentoring: Leads and mentors more junior members in the team, supporting the team leader.
- Reporting: Develops, implements and measures the effectiveness of internal communication channels and measures with the goal of continuously improving internal communications to reach and engage employees.
- Continuous improvement: Works with the broader communication and ICT teams to explore/recommend new channels, technologies and process improvement.

Key challenges

- Maintaining attention to detail, processes and procedures, while working in a dynamic, high-pressure environment involving multiple stakeholders and a diverse range of activities.
- Understanding the issues and differences inherent in communicating within a geographically disparate agency.
- Supporting transformational change given the range of internal stakeholders across the agency.

Knowledge, skills and attributes

- Excellent attention to detail, proofreading and editing skills (strong grammar and spelling) including experience in translating complex information into plain English, particularly in the digital space.
- Excellent communication skills, including the ability to develop productive working relationships.
- Expertise in digital skills, including data analysis and online communication platforms, along with a proven track record of quickly adapting to new software and programs.
- Demonstrated initiative in identifying and resolving problems or complex issues and working collaboratively to develop solutions.
- Demonstrated ability to meet deadlines while balancing competing tasks and priorities.
- Strong understanding of and demonstrated application of the Australian Government Style Manual, readability and accessibility standards.
- Self-motivated, persuasive, priority-driven and collaborative.
- Ability to work independently and as part of a team.
- Consistently demonstrates strong business acumen and judgment.

Corporate Communications overview

Corporate Communications supports the delivery of strategic, creative executions that achieve the desired outcomes of raising awareness, driving behavioural change and supporting agency objectives.

Through a specialised range of skills and experience, Corporate Communications seeks to ensure clear and accessible messaging with internal and external audiences about the AFP's priorities, initiatives, campaigns and operational successes.

The section works in partnership with Strategic Communications, Marketing Communications, Media and other business areas to deliver creative executions ranging from one-off initiatives requiring design, photography, videography, web or intranet publishing and internal communications.

Corporate Communications is made up of the following areas:

- Enterprise Communications
- Digital Engagement
- Design
- Production.

This is a senior role in Enterprise Communications. From copyediting and corporate writing style management to channel management and uplift, Enterprise Communications connects business areas to the right communication support, improves current internal communication practices and identifies new initiatives to enhance internal communications for our people.

Eligibility

Essential Requirements

- Minimum of 5-7 years' work experience in a communications, marketing or related field.
- Tertiary qualification/s in communications, marketing or related field will be highly regarded.
- Mentoring and team management experience.
- A security clearance (NV1) or the ability to obtain one.
- Must be an Australian citizen at the time of application.

Notes

- This position is an AFP Band level 6.
- The strong preference is for this role to be based in Canberra so applicants may need to be willing to relocate.

Commitment to Diversity & Inclusion

At the AFP we value the different perspectives, approaches and lived experiences of our people, and recognise that our collective intelligence and diversity is what makes us stronger. As such, we encourage applications from people from all walks of life, including people from culturally and linguistically diverse backgrounds, First Nations people, women, the LGBTIQI community and people with disability.

About the Australian Federal Police

As Australia's national policing agency, the AFP is a key member of the Australian law enforcement and national security community, leading efforts to keep Australians and Australian interests safe both at home and overseas. The AFP also has responsibility for providing community policing services to the Australian Capital Territory and Australia's territories, including Christmas Island, Cocos (Keeling) Islands, Norfolk Island and Jervis Bay

To Apply

Position Contact	Rachael Roberts, 02 51266504
Agency Recruitment Site	https://careers.afp.gov.au/job-invite/14253/

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Attorney-General's

Vacancy VN-0755752

Australian Federal Police

Closing Date: Wednesday 02 April 2025

Job Title	Communications Officer
Job Type	Full-Time, Ongoing
Location	Canberra ACT, Sydney NSW
Salary	\$99,285 - \$107,559
Future Merit Locations	Canberra, Sydney
Office Arrangement	On Site
Office Arrangement Details	On Site
Classification	APS Level 5
Position Number	14252
Agency Website	https://careers.afp.gov.au

Job Description

<https://careers.afp.gov.au/job-invite/14252/>

Did you know?

As Australia's national policing agency our role is to protect Australians and Australia's interests. With over 8,000 employees based across Australia and the world, we prevent and disrupt threats to lives, livelihoods and Australia's way of life here and overseas.

We are a criminal law enforcement and policy agency in the Attorney General's portfolio and have the jurisdiction to investigate Commonwealth (federal) crimes across Australia, as well as crimes that occur in the Australian Capital Territory (ACT). Internationally, we support law enforcement partners in our region to deliver professional policing services, share intelligence on transnational crime threats and strengthen regional resilience.

Working for us provides you with a diverse and rewarding career. Whether you immerse yourself in a position on the frontline, or provide critical operational or professional support, the work you do makes a big impact on the people of Australia.

We recognise your contribution to our workforce and offer generous remuneration and conditions including:

- Six weeks (30 days) of paid annual leave per year + additional paid Christmas stand down
- 4 extra days of mandatory rest leave per year
- 18 days of paid personal leave per year
- Generous superannuation of 15.4%
- 18 weeks paid Parental Leave for Primary Caregiver (and 11 weeks for Secondary Caregiver) + additional unpaid leave entitlements for up until 24 months from the child's date of birth or placement
- Generous salaries and incremental salary progression governed by the [AFP Enterprise Agreement](#)
- Flexible and hybrid working arrangement that provides work/life balance
- Health & wellbeing services – with a focus on early intervention, education and prevention
- Access to ongoing training and professional development opportunities

Duties

Working as part of a small team you will support the development, design and delivery of internal communications including:

- The Pulse – the agency's digital all staff newsletter
- AFP News Online – the agency's daily internal news channel
- staff announcements and promotion of upcoming events
- education and training on internal communications channels and the correct application of the Australian Government Style Manual
- general brand guidance and AFP logo licensing management
- corporate merchandise management
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- internal channel management and uplift.

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A positive attitude, good interpersonal skills and a desire to further develop your communication skills are a must.

What will you do?

Key accountabilities

- Editorial and content development: Writes clear, concise and engaging content. Supports other business areas in writing impactful and engaging content that effectively describes and promotes our internal programs and initiatives.
- Quality assurance: Ensures communication messaging and materials are high quality, accurate, in the correct format and style and reflect the agency's values and priorities.
- Channel management: Uses appropriate tools and channels to maximise the agency's internal communications effectiveness and ensures consistent messaging, branding, imagery and identity.

- **Best practice:** Contributes to appropriate governance and guidelines. Promotes the importance of accessibility, readability and other Australian Government writing standards, ensuring the agency meets these standards.
- **Positive working relationships:** Builds and maintains strong relationships with internal stakeholders.
- **Reporting:** Measures the effectiveness of internal communication channels with the goal of continuously improving internal communications to reach and engage employees.
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Key challenges

- Maintaining attention to detail, processes and procedures, while working in a dynamic, high-pressure environment involving multiple stakeholders and a diverse range of activities.
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Knowledge, skills and attributes

- Excellent attention to detail, proofreading and editing skills (strong grammar and spelling) including experience in translating complex information into plain English, particularly in the digital space.
- Excellent communication skills, including the ability to develop productive working relationships.
- Expertise in digital skills, including data analysis and online communication platforms, along with a proven track record of quickly adapting to new software and programs.
- Demonstrated initiative in identifying and resolving problems or complex issues and working collaboratively to develop solutions.
- Demonstrated ability to meet deadlines while balancing competing tasks and priorities.
- Understanding of and demonstrated application of the Australian Government Style Manual, readability and accessibility standards.
- Self-motivated, persuasive, priority-driven and collaborative.
- Ability to work independently and as part of a team.
- Demonstrated business acumen and sound judgment.

Corporate Communications Overview

Corporate Communications supports the delivery of strategic, creative executions that achieve the desired outcomes of raising awareness, driving behavioural change and supporting agency objectives.

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Corporate Communications is made up of the following areas:

- Enterprise Communications
- Digital Engagement
- Design
- Production.

From copyediting and corporate writing style management to channel management and uplift, Enterprise Communications connects business areas to the right communication support, improves current internal communication practices and identifies new initiatives to enhance internal communications for our people.

Eligibility

Essential Requirements

- Minimum of 2-4 years' work experience in a communications, marketing or related field.
- Tertiary qualifications in communications, marketing or related field would be highly regarded.
- A security clearance (NV1) or the ability to obtain one.
- Must be an Australian citizen at the time of application.

Notes

- This position is an AFP Band level 5.
- The strong preference is for this role to be based in Canberra so applicants may need to be willing to relocate.

Commitment to Diversity & Inclusion

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To Apply

Position Contact	Rachael Jeffrey, 02 51266087
Agency Recruitment Site	https://careers.afp.gov.au/job-invite/14252/

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Attorney-General's

Vacancy VN-0755760

Federal Court of Australia

Closing Date: Wednesday 26 March 2025

Corporate Services
Information Technology

Job Title	Business Intelligence Developer (Digital Court Program)
Job Type	Full-Time, Ongoing
Location	Darwin NT, Adelaide SA, Brisbane QLD, Canberra ACT, Hobart TAS, Melbourne VIC, Perth WA, Sydney NSW
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	Flexible;Hybrid
Office Arrangement Details	Hybrid working arrangements are available, with ability to split time between working in the office and from home with a fair degree of flexibility
Classification	Executive Level 1
Position Number	0170-02-25
Agency Website	https://www.fedcourt.gov.au/about/employment

Job Description

<https://www.fedcourt.gov.au/about/employment>

Position Overview

The Business Intelligence Developer (Digital Court Program) will utilise their technical expertise to develop strategic and operational reports within the Courts' Digital Court Program (DCP) using Microsoft SQL Server Reporting Services and Visual Studio against Oracle and Microsoft SQL databases. The role will involve working closely with a range of stakeholders and project team members to build user centric, accurate and integrated reporting products within the Program.

Using industry-standard principles and methodologies, and working in accordance with established team processes, the role is critical to Program goals of ensuring that technical solutions meet a range of strategic objectives including an uplift in the way the Courts manage, analyse and use our data.

Duties

Duties

1. Working as part of a multi-disciplinary project team, design and develop high-quality reporting products that meet strategic and operational objectives.
2. Liaise and negotiate with stakeholders, including operational stakeholders, subject-matter experts and technical teams to ensure that report development is undertaken in line with business expectations and requirements.
3. Contribute to the consistency of processes used to ensure that products are developed, tested and improved in line with program objectives and best-practice standards.
4. Actively participate in cross-skilling within the team to build report development capacity and gain a deep understanding of our operating environment.
5. Ensure that reports comprise consistent and clear information, with data quality issues proactively managed through agreed processes.

6. Support and contribute to the design, implementation and maintenance of an evolving analytics landscape at the Courts, including the modernisation of our suite of reporting tools and a transition to the cloud.

Selection Criteria

1. Mandatory: Demonstrated technical experience in the development of reports using Microsoft SQL Server Reporting Services and Visual Studio against Oracle and Microsoft SQL databases.
2. Experience working within project teams to design, develop, integrate and maintain business intelligence products and components in the context of a complex strategic and technical environment.
3. Highly developed problem-solving skills and excellent attention to detail.
4. High-level communications skills, including the ability to engage constructively with stakeholders and transform requirements into clear, accurate code.
5. Sound judgement and ability to strategically coordinate the design and delivery of business intelligence initiatives and changes.
6. Proven ability to work effectively as part of a geographically dispersed team.

Other Requirements

Relevant industry or tertiary qualifications would be well regarded. **Eligibility**

Employment with the Court is subject to the conditions prescribed in the Public Service Act 1999, and the following:

1. Australian citizenship – the successful applicant must hold Australian citizenship;
2. Security and character clearance – the successful applicant must satisfy a Police Records Check, and may also be required to complete security clearances during the course of their employment;
3. Successful applicants engaged into the APS will be subject to a probation period

Interested candidates who have received a redundancy benefit from an APS agency are welcome to apply but note that they cannot be engaged until their redundancy benefit period has expired.

Diversity and Inclusion

Federal Court Australia is committed to supporting an inclusive and diverse workforce and welcomes and encourages applications from People with Disability. First Nations peoples, LGBTIQ+ people, people from Culturally and Linguistically Diverse backgrounds, Mature age workers, as well as young workers and supporting an inter-generational workforce and supporting gender equity and families.

Federal Court Australia will provide reasonable adjustments for candidates to participate equitably in the recruitment process and discuss workplace adjustments to fulfil the inherent requirements of the role.

Notes

How to Apply

To apply, please complete the application form on the Court's careers portal.

As part of your application, you will be required to submit a written response to the selection criteria listed in the position description (maximum word limit 1500). Please ensure this document is attached before submitting your application

If you have any technical issues with applying, please email recruitment@fedcourt.gov.au

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>

About the Federal Court of Australia

The Chief Executive Officer and Principal Registrar of the Federal Court, together with officers and staff identified under the Federal Court of Australia Act 1976, the Federal Circuit and Family Court of Australia Act 2021 and the Native Title Act 1993, constitute a single Statutory Agency for the purposes of the Public Service Act 1999. Employees are engaged to work in support of the following courts or tribunal: • Federal Court of Australia, • Federal Circuit and Family Court of Australia, and • National Native Title Tribunal. Employees are covered by the Federal Court of Australia Enterprise Agreement 2024-2027. The Federal Court and the Federal Circuit and Family Court each maintain a distinct statutory identity, with separate functions and judicial independence.

To Apply

Position Contact	Melanie Jozsa, 0403 283 521
Agency Recruitment Site	https://www.fedcourt.gov.au/about/employment

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Attorney-General's

Vacancy VN-0755768

Federal Court of Australia

Closing Date:Wednesday 26 March 2025

Federal Court of Australia
Court & Tribunal Services

Job Title	Court Support Coordinator - SA/NT FCFCOA
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Adelaide SA
Salary	\$71,560 - \$78,001
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	Work from home will be available.
Classification	APS Level 4
Position Number	0181-03-25
Agency Website	https://www.fedcourt.gov.au/about/employment

Job Description

<https://www.fedcourt.gov.au/about/employment>

Salary from 13 March 2025: \$75,022 - \$81,775 per annum, plus 15.4% superannuation

Position Overview

The position is responsible for the day-to-day management, allocation and functioning of Federal Court courtrooms and hearings. As hearings at the Federal Court fluctuate depending on judicial listings and requirements, the position is also responsible for the allocation and management of a small team of casual court officers. The position reports directly to the Manager, Digital Practice and National Listings.

Duties

1. Prepare for and manage all aspects of courtroom allocation in the Adelaide and Darwin Registries, including preparation and publication of the daily list and distribution of video conferencing details.
2. Managing a team of casual court officers, including allocation of work, training, and administrative support.
3. Oversight of in-court technology, including liaising with chambers staff, the onsite transcription service and other technology providers.
4. Communicating and co-ordinating attendance of litigants with external agencies, including government agencies such as immigration detention centres.
5. Provide training and support for in-court processes, including opening and closing court, swearing in witnesses, and videoconference process.
6. Corresponding with practitioners and legal support staff in relation to videoconference procedure, including related administrative process.
7. Provide assistance and coordination with Court events, including seminars, webinars and ceremonial/formal occasions.

8. Other administrative duties, for instance the allocation of courtrooms, mediation suites and visiting chambers, as required.

Eligibility

Selection Criteria

1. Strong administrative and organisational skills with demonstrated attention to detail and a capacity to perform effectively under pressure in a high-volume environment.
2. Ability to lead, train, develop, and performance manage a team.
3. Relationship management capacity, including an ability to communicate effectively with people at all levels, including judicial officers, as well as strong interpersonal skills, including a proven ability to manage stressful and/or conflict situations in a professional manner, on a continual basis.
4. Ability to work with minimal supervision and as a member of an operational team.
5. Initiative, adaptability and sound problem-solving skills, including in relation to technology.

How to apply

As part of your application, you will be required to submit a written response to the selection criteria listed in the position description (maximum word limit 1500). Please ensure this document is attached before submitting your application.

If you have any technical issues with applying, please email recruitment@fedcourt.gov.au **Notes**

Eligibility

Employment with the Court is subject to the conditions prescribed in the Public Service Act 1999, and the following:

1. Australian citizenship – the successful applicant must hold Australian citizenship.
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3. Successful applicants engaged into the APS will be subject to a probation period

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Diversity and Inclusion

Federal Court Australia is committed to supporting an inclusive and diverse workforce and welcomes and encourages applications from People with Disability. First Nations peoples, LGBTIQ+ people, people from Culturally and Linguistically Diverse backgrounds, Mature age workers, as well as young workers and supporting an inter-generational workforce and supporting gender equity and families.

Federal Court Australia will provide reasonable adjustments for candidates to participate equitably in the recruitment process and discuss workplace adjustments to fulfil the inherent requirements of the role.

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>

About the Federal Court of Australia

The Chief Executive Officer and Principal Registrar of the Federal Court, together with officers and staff identified under the Federal Court of Australia Act 1976, the Federal Circuit and Family Court of Australia Act 2021 and the Native Title Act 1993, constitute a single Statutory Agency for the purposes of the Public Service Act 1999. Employees are engaged to work in support of the following courts or tribunal: • Federal Court of Australia, • Federal Circuit and Family Court of Australia, and • National Native Title Tribunal. Employees are covered by the Federal Court of Australia Enterprise Agreement 2024-2027. The Federal Court and the Federal Circuit and Family Court each maintain a distinct statutory identity, with separate functions and judicial independence.

To Apply

Position Contact	Jordan Green, (08) 7201 6053
Agency Recruitment Site	https://www.fedcourt.gov.au/about/employment

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Defence

Vacancy VN-0755524

Department of Defence

Closing Date:Wednesday 09 April 2025

Joint Capabilities Group
Joint Logistics Command

Job Title	Strategy and Policy Support Officer
Job Type	Full-Time, Ongoing
Location	Sydney NSW, Campbell ACT, Melbourne VIC
Salary	\$95,187 - \$108,734
Future Merit Locations	Campbell, 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 6
Position Number	JCG/01881/25
Agency Website	

Job Description <https://defencecareers.nga.net.au/?jati=31E953FE-2105-E8C9-CC84-E3A6787B6C7B>

Duties

The Role

The Directorate of Strategic Energies and Planning in Fuel Capability Branch (FCB) is a multi-disciplinary team delivering strategic and policy advice on Australian Defence Force fuel preparedness, national energy resilience matters, and activities supporting the Australian Government's national support agenda. We are seeking motivated and enthusiastic individual to provide oversight and policy support to fuel/energy policy initiatives.

Key duties include:

- Support the preparation of briefs, ministerial reporting, and communications products regarding Defence's fuel and energy requirements.
- Contribute to national preparedness and support in collaboration with Australian government agencies and industry stakeholders.
- Coordinate engagement activities with external agencies in relation to Whole of Government fuel/energy policies.
- Support the Director Strategic Energies and Planning to manage Defence's efforts to support implementation of the National Defence Strategy.
- Represent Fuel Capability Branch at meetings, conferences, seminars and committees.

About our Team

The Directorate of Strategic Energies and Planning in FCB is responsible for leading futures thinking and planning matters as they relate to Defence's future fuel/energy requirements and the Defence Fuel Supply Chain (DFSC). We are dedicated to providing our staff with a manageable and favourable work-life balance, and support flexible working arrangements. We will also invest in your training and development to ensure your time with us is rewarding, both personally and

professionally. FCB is committed to achieving a workplace culture that is inclusive and diverse. We support an inclusive culture with emphasis on respect and collaboration to create an environment for our people to be innovative, capable and committed.

Our Ideal Candidate

We're looking for great individuals who can write, research, have a good eye for detail, and aren't afraid to ask for help. In return, we will train you, support you and help you to achieve your career goals.

The ideal candidate will possess the following:

- Excellent written and influential communication skills.
- Excellent stakeholder engagement skills.
- Ability to think strategically and evaluate complex information.
- Resilience and agility to respond positively to change in a dynamic environment.
- An understanding of Australia's fuel and energy policy frameworks, legislations and Defence preparedness and logistics requirements is desirable.

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>

About the Department of Defence

The Department of Defence employs around 18,000 Australian Public Service (APS) employees. Defence APS employees work in a wide variety of critical roles, Australia wide, enabling our three services Navy, Army and Air Force, to do their job. Defence has a range of Australian Public Service (APS) career opportunities that offer interesting, challenging, and unique work. Our workforce includes administrative support, accountants, intelligence analysts, engineers, policy advisors, graphic designers, lawyers, social 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	Mr Jeff Arendse, 02 6132 7811
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=31E953FE-2105-E8C9-CC84-E3A6787B6C7B

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Education

Vacancy VN-0755741

Department of Education

Closing Date: Wednesday 26 March 2025

Improving Student Outcomes
Inclusion and Disability

Job Title	Senior Policy Officers (APS6)
Job Type	Full-Time;Part-Time, Ongoing
Location	Melbourne VIC, Perth WA, Canberra ACT, Sydney NSW, Brisbane QLD, Adelaide SA, Darwin NT, Alice Springs NT, Hobart TAS
Salary	\$101,833 - \$111,979
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	25/0150
Agency Website	https://www.education.gov.au/

Job Description

<https://dese.nga.net.au/?AudienceTypeCode=EXT-EDU>

As a Senior Policy Officer at the Department of Education, you will be responsible for policies, programs and projects that seek to improve the inclusion and outcomes of school students with disability, as well as leading the department's engagement with whole of government disability reforms and strategy.

The Inclusion and Disability Branch also has responsibility for the Disability Standards for Education 2005, which is a key piece of national anti-discrimination legislation. A current focus for the Branch is leading national work in response to inclusive school education recommendations of the Disability Royal Commission.

We are in an exciting and dynamic period with significant reform opportunities, where you can use your skills to help make a meaningful difference.

Duties

In this role, you will be responsible for the following:

- Supporting engagement with internal and external stakeholders to inform policy design and implementation.
- Conducting high level research and analysis to inform policy development and advice.
- Assisting in the preparation of papers, briefs, reports, presentations and talking points, providing general secretariat support.
- Undertaking procurement, contract and project management activities.
- Contributing to a safe, supportive and vibrant team and Branch culture.

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>

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	Molly Caddey, (02) 6121 3303
Agency Recruitment Site	https://dese.nga.net.au/?AudienceTypeCode=EXT-EDU

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Foreign Affairs and Trade

Vacancy VN-0754391

Austrade

Closing Date: Wednesday 26 March 2025

Trade and Investment - South Asia

Job Title	Senior Trade and Investment Commissioner, Mumbai
Job Type	Full-Time, Non-Ongoing
Location	International International
Salary	-
Future Merit Locations	International
Office Arrangement	On Site
Office Arrangement Details	The candidate will be required to work predominantly on site; work from home will be supported where operationally feasible.
Classification	Senior Executive Service Band 1
Position Number	5176_03/25
Agency Website	https://www.austrade.gov.au/about/employment

Job Description

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

Austrade is an Australian Commonwealth Government agency with approximately 1,110 staff based across 98 offices in 50 countries. Austrade reports to the Trade and Tourism Minister. Austrade's core purpose is to grow Australia's prosperity and promote Australia on the global stage.

Through our teams located across Australia and our extensive international network, we help Australian exporters to grow, expand and diversify internationally, facilitating high-quality international investment into Australia, boosting Australia's visitor economy, delivering commercial insights to inform government policy, executing government programs, and implementing simplified trade reforms.

Austrade values the diversity of its workforce and strives to ensure its workplaces are inclusive for all our people.

Want to know more about working at Austrade? Click [here](#).

Duties

The senior role will focus on building visibility of Australian opportunity for investment and will be located in Mumbai – India's (and South Asia's) business and finance capital. It will establish a 3-year strategy that defines the opportunity for Australia and develops a pipeline of investors and of investment targets in Australia. The incumbent will develop a network of contacts at most senior levels in Mumbai and across India and will draw on networks and expertise in both investment and in green economy projects in Australia to convert opportunity to outcomes.

As the Senior Trade and Investment Commissioner (STIC) in Mumbai you will lead an experienced locally engaged team and other Austrade staff to advance Australia's economic and business interests and develop highly valuable business and government networks in India. You will contribute to Australia's global reputation by enhancing economic prosperity and promoting Australian capability in the region.

Leveraging the badge of government to establish trusted relationships, you will build strategies for engagement and assist Australian organisations to access opportunities in the respective markets. As the senior leader of a culturally diverse team, you will be a confident, persuasive leader with a track record of successfully leading teams in complex operating environments, engaging teams to improve performance and delivery.

Eligibility

Australian Citizenship – Our successful candidate must be an Australian citizen.

Language Proficiency – Our successful candidate must be fluent in written and spoken English.

Overseas Posting Eligibility – Internal candidates must meet the eligibility requirements outlined in Austrade's People Policy – Overseas Postings & Return to Australia (A-Based Employees).

Security Clearance – Our successful candidate is required to hold, or have the ability to obtain, and maintain a Negative Vetting Level 2 security clearance.

Notes

The opportunity

This non-ongoing opportunity at the SES Band 1 classification is compromised of the following:

- A pre-posting placement based in Australia for a non-ongoing (specified task), for a period of up to six (6) months, to complete mandatory pre-departure requirements; and
- A long-term overseas assignment in Mumbai, India, for a non-ongoing (specified task), for a period of up to three (3) years.

Commencement with Austrade in Australia is anticipated to be in mid-2025, with overseas Posting assignment in India in late 2025. Posting is subject to obtaining a Negative Vetting 2 security clearance and meeting pre-posting requirements.

How to apply

Applications are to be submitted via Austrade's online application system. Please ensure that you receive an email acknowledgement confirming receipt of your application.

Applications close Wednesday 26 March 2025.

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>

About the Austrade

Austrade is an Australian Commonwealth Government agency with approximately 1,1100 staff based across 98 offices in 50 countries. Austrade reports to the Minister for Trade and Tourism. Austrade's core purpose is to grow Australia's prosperity and promote Australia on the global stage. Through our teams located across Australia and our extensive international network, we help Australian exporters to grow, expand and diversify internationally, facilitate high-quality international investment into Australia, boost Australia's visitor economy, deliver commercial insights to inform government policy, execute government programs, and implement simplified trade reforms. Austrade is a key enabler and delivery agency for Australia's economic security with a focus on net zero transformation, trade modernisation, export diversification, building critical capabilities and technologies, the visitor economy and the growth of First Nations businesses. With international trade and capital markets continuing to navigate economic uncertainty and intensifying competition, Austrade's role has never been more important. Austrade values the diversity of its workforce and strives to ensure its workplaces are inclusive for all our people. Want to know more about working at Austrade? Visit <https://www.austrade.gov.au/About/Employment/Working-at-Austrade>.

To Apply

Position Contact	SES Unit, sesunit@austrade.gov.au
Agency Recruitment Site	https://austradejobs.nga.net.au/cp/

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Industry, Science, Energy and
Resources

Vacancy VN-0755758

Australian Nuclear Science and Technology
Organisation

Closing Date:Monday 24 March 2025

Information Technology
SAP Solutions

Job Title	SAP Enterprise Assets Management Team Lead
Job Type	Full-Time, Ongoing
Location	Lucas Heights NSW
Salary	\$111,000 - \$125,000
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	to be discussed with manager
Classification	
Position Number	2522
Agency Website	https://www.ansto.gov.au/about/what-we-do

Job Description

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

Position Overview

- Ongoing| Full Time | Salary commensurate with experience +15.4% super
- Sutherland Shire location | Flexible Work practices | Health & Wellbeing Programs
- Great location, onsite parking and sporting facilities including swimming pool

- Expertise in SAP – Enterprise Assets Management (EAM) & Plant Maintenance (PM) modules
- Play a crucial role in the design, implementation & optimisation of SAP solutions

About the Opportunity

As a key member of our SAP Solutions team, this position will play a crucial role in the design, implementation, and optimisation of SAP solutions to meet the organisation's evolving business needs.

This role requires deep expertise in SAP – Enterprise Assets Management (EAM) & Plant Maintenance (PM) modules coupled with a strong understanding of associated best business practices.

This position will collaborate closely with cross-functional teams, including business stakeholders, IT professionals, and external vendors, to ensure successful delivery of SAP projects, Discoveries and Support.

About You

We are seeking a highly skilled professional with:

- A Bachelor's degree or equivalent in Computer Science, Information Systems, Business Administration, or a related field. Advanced degrees or SAP certifications are a plus.
- Significant hands-on experience in Business Requirements Analysis, Solution Architecture, Design, Configuration, Testing, Documentation and Training, specialised in the EAM / PM domain.
- Strong understanding of integration between Enterprise Assets Management and other core business processes.

Duties

Your Duties and Responsibilities

1. Requirement Gathering and Analysis:

- Collaborate with business stakeholders to understand their requirements and translate them into SAP functional specifications.
- Conduct detailed analysis of business processes to identify gaps and opportunities for process improvements.

1. Solution Design and Configuration:

- Design SAP solutions based on best practices and industry standards to meet business requirements.
- Configure SAP modules according to business needs, ensuring alignment with organisational goals and objectives.

1. Implementation and Deployment:

- Lead or contribute to the implementation of SAP projects, including system setup, data migration, and integration with other enterprise systems.
- Collaborate closely with technical teams to ensure successful deployment of SAP solutions within established timelines and budgets.

1. Testing and Quality Assurance:

- Develop and execute test plans to validate SAP configurations and customisations.
- Collaborate with business users to conduct user acceptance testing (UAT) and ensure solutions meet their expectations.
- Ensure that the Solutions are compliant with the Change Control Process.
- Provide Quality Assurance to the Solutions proposed by Contractors / vendors.

Please [click here](#) to view the Position Description. **Eligibility**

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:

We support and reward our employees through eligibility for training, development and mentoring opportunities as well as performance-based salary increases.

ANSTO offers 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
- 8 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!

How to Apply

For further technical information relating to this position please refer to the [Position Description](#) or contact Shailesh Chitnis on (02) 9717 3619. 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: 24 March 2025 at 11:59pm.

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	Shailesh Chitnis, (02) 9717 3619
Agency Recruitment Site	https://careers.ansto.gov.au/

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Infrastructure, Transport, Regional Development and Communications

Vacancy VN-0755738

Australian Maritime Safety Authority

Closing Date: Tuesday 25 March 2025

Operations
National Operations Central Vessel Safety Unity

Job Title	Senior Naval Architect
Job Type	Full-Time, Ongoing
Location	Hobart TAS, Fremantle WA, Canberra ACT, Cairns QLD, Adelaide SA, Melbourne VIC, Sydney NSW
Salary	\$144,374 - \$167,369
Future Merit Locations	Hobart, Fremantle, Canberra, Cairns, Adelaide, Melbourne, Sydney
Office Arrangement	Flexible
Office Arrangement Details	flexible
Classification	Executive Level 2
Position Number	2241
Agency Website	https://www.amsa.gov.au/about

Job Description

<https://careers.amsa.gov.au/en/listing/>

Senior Naval Architect

\$144,374 - \$167,369 + 15.4% super

Flexible location

Ongoing

- **Great team of professionals**
- **Flexible working arrangements**
- **Deal with an incredibly diverse range of vessels working in the Australian domestic maritime industry.**

ABOUT THE ROLE

The Senior Naval Architect will take a leading role in the Vessel Safety Unit to deliver technical advice and expertise in naval architecture to support their goal in maximising compliance with National Law and supporting safety outcomes.

You will be responsible for:

- Reviewing structural and stability assessments and approvals
- Providing advice on applications for exemptions, approvals, and certification under the National Law
- Providing subject matter expertise on standards interpretations and development
- Play a key role in accreditation, audits, assessment, and monitoring activities relating to private accredited surveyors

SKILLS AND EXPERIENCE

To be successful in this position, you will have the following skills and experience:

- Knowledge and understanding of domestic vessel survey regimes, modern audits, and investigation techniques.
- Solid foundations within the Australian Maritime industry
- Understanding of the application of national and international standards and conventions.
- Ability to engage and network with stakeholders.
- Strong written and verbal skills
- Experience in construction, administration or customer service is desirable, not just in the marine industry
- Qualifications in a Naval Architecture discipline

For more information about this role, please refer to the position description.

Note: Information about our terms and conditions of employment are contained in the [AMSA Enterprise Agreement 2024-2027](#).

Duties

AMSA BENEFITS

We are committed a supportive and collaborative work environment, which is why AMSA offers:

- Flexible work including work from home arrangements
- Health and wellbeing programs including annual flu vaccinations and a healthy lifestyle reimbursement
- An office-wide Christmas period shutdown (in addition to annual leave provisions)
- An ability to work for an organisation charged with protecting our marine environments and saving lives

ABOUT AMSA

The Australian Maritime Safety Authority (AMSA) is responsible for the safety of international shipping and domestic commercial vessels, protection of the environment from ship sourced pollution and search and rescue nationally.

AMSA offers unique and interesting career opportunities, and we employ around 450 people across Australia. To learn more about our organisation please visit [our website](#).

DIVERSITY AND INCLUSION

Diversity and inclusion are a priority at AMSA.

Our role means that we impact and influence communities right across Australia, this is why it is essential that we draw on the diversity of our people to successfully deliver our mission of “ensuring safe vessel operations, combatting marine pollution and rescuing people in distress”.

We are proud to have been recognised as an [Inclusive Employer 2022-2023](#) by the Diversity Council of Australia, and continue to focus on embedding inclusive values within our organisation.

Don't meet every single requirement? At AMSA we are dedicated to building a diverse, inclusive and authentic workplace, so if you're excited about this role but your past experience doesn't align perfectly with every qualification in the job description, we encourage you to apply anyway – you might just be the person we're looking for!

We encourage applications from people of all diverse backgrounds and are committed to supporting you to reach your full potential. You can find more information about our diversity and inclusion commitments in our [Diversity and Inclusion Strategy](#).

HOW TO APPLY

Please complete your application on our website via the [Careers at AMSA](#) page by 11.55PM Tuesday 25 March 2025. You will need to provide:

- your resume (maximum of 3 pages)
- a brief cover letter (maximum 800 words) outlining what you will bring to this role.

For any questions regarding the role please contact Rob Maher at rob.maher@amsa.gov.au.

If you have any questions about the recruitment process please contact Human Resources on recruitment@amsa.gov.au

AMSA does not engage staff under the Public Service Act 1999. AMSA engages employees under the Australian Maritime Safety Authority Act 1990 and our remuneration arrangements are specific to AMSA.

Eligibility
Notes

At the Australian Maritime Safety Authority (AMSA), we acknowledge the value diversity brings. We encourage applications from Aboriginal and Torres Strait Islander People, people with a disability and people from other diverse backgrounds. AMSA is Australia's National agency responsible for coordinating maritime and aviation search and rescue. We regulate domestic commercial vessels, Australian and foreign shipping – from 12 metre prawn trawlers to 350 metre liquefied natural gas tankers, and everything commercial in between. We are also responsible for protecting Australia's precious marine environments like the Great Barrier Reef, from the impacts of shipping. Our stakeholders are just as diverse as our role but our mission connects them all and inspires our people to make a real difference every day – “Safe and clean seas, saving lives”. AMSA offers unique and challenging career opportunities, and we employ around 430 people across Australia. To learn more about our organisation please visit our website.

To Apply

Position Contact	Rob Maher, rob.maher@amsa.gov.au
Agency Recruitment Site	https://careers.amsa.gov.au/en/listing/

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Infrastructure, Transport, Regional
Development and Communications

Vacancy VN-0755745

Civil Aviation Safety Authority Australia

Closing Date:Tuesday 25 March 2025

Guidance, Transformation and Safety Systems
Safety, Risk and Intelligence

Job Title	Safety Analyst
Job Type	Full-Time, Non-Ongoing
Location	Brisbane QLD
Salary	\$103,943 - \$114,037
Future Merit Locations	Brisbane
Office Arrangement	Flexible;Hybrid
Office Arrangement Details	Hybrid working arrangement up to 50% - Up to the discretisation of the hiring manager.
Classification	APS Level 6
Position Number	4257
Agency Website	https://www.casa.gov.au/about-us/careers-casa

Job Description

<https://www.casa.gov.au/about-us/careers-casa>

About the opportunity

A Safety Analyst plays a pivotal role in driving data-informed decision-making to support strategic objectives and operational effectiveness within CASA. The role is responsible for delivering data analysis, generating actionable insights, and contributing to projects that require advanced problem-solving skills. Safety Analysts leverage their expertise in data collection, processing, and statistical analysis to produce reports that influence policy, improve operational efficiencies, and aid in organisational planning.

This position operates with a degree of autonomy, effectively resolving complex or sensitive issues and delivering high-quality outcomes that support CASA's strategic priorities. The Safety Analyst is responsible for providing analysis and strategic recommendations that contribute to achieving CASA's goals. This role demands a broad understanding of data management practices and analytical software, along with the ability to communicate complex findings clearly and succinctly to diverse stakeholders.

- **Data Collection and Analysis:** Gather and process data from multiple sources to perform statistical analysis, ensuring the accuracy and reliability of information used in decision-making.
- **Insights and Reporting:** Design reports, dashboards, and presentations, that translate complex data into actionable insights for both technical and non-technical audiences.
- **Support Strategic Initiatives:** Provide analytical support for organisational projects, by identifying trends, forecasting outcomes, and informing strategic decisions that align with CASA's objectives.
- **Stakeholder Collaboration:** Collaborate with internal stakeholders to assess data needs, provide technical guidance, and facilitate data-driven decision-making processes.
- **Policy and Process Improvement:** Contribute to the development and refinement of policies, processes, and procedures related to data management and analysis, ensuring adherence to best practices and compliance with relevant standards.
- **Quality Assurance:** Perform data validation and quality checks to maintain the integrity and reliability of data, promptly identifying and where possible rectifying inconsistencies.

- Research and Development: Keep abreast of industry trends, emerging analytical tools, and methodologies to enhance CASA's analytical capabilities and effectiveness.
- Planning: Actively contribute to the development of team objectives for short term tasks and strategic operational planning for longer term initiatives.

Duties

Our ideal candidate

Qualifications and Experience

- Tertiary qualifications, or equivalent experience, in statistics, data analysis, or a related field.
- Strong analytical skills with a focus on critical thinking, pattern recognition, and data interpretation to produce actionable insights.
- Technical proficiency in statistical software (e.g. SQL, R, Python, Matlab) and data visualisation tools, preferably Power BI.
- Proficient verbal and written communication skills to present complex data insights.
- Demonstrated effective time management skills.

Eligibility

Employment with CASA is subject to conditions prescribed within the Civil Aviation Act 1988. The following eligibility requirements apply to this position:

- **Must be an Australia citizen or permanent resident**
- **Undergo pre-employment screening including a Police Check**

Currently holds a Commonwealth security clearance to Baseline have the ability to obtain and hold a clearance at this level. Notes

Affirmative Measures

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 input and ideas of others.

To Apply

Position Contact	Richard Gregor, 07 31447334
Agency Recruitment Site	https://www.casa.gov.au/about-us/careers-casa

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Infrastructure, Transport, Regional
Development and Communications

Vacancy VN-0755747

Civil Aviation Safety Authority Australia

Closing Date:Tuesday 25 March 2025

Guidance, Transformation and Safety Systems
Safety, Risk and Intelligence

Job Title	Safety Analyst - Affirmative Measures - Aboriginal and/or Torres Strait Islander and/or Disability
Job Type	Full-Time, Non-Ongoing
Location	Brisbane QLD
Salary	-
Future Merit Locations	Brisbane
Office Arrangement	Flexible;Hybrid
Office Arrangement Details	Hybrid working arrangement up to 50% - Up to the discretisation of the hiring manager.
Classification	APS Level 6
Position Number	4257
Agency Website	https://www.casa.gov.au/about-us/careers-casa

Job Description

<https://www.casa.gov.au/about-us/careers-casa>

About the opportunity

A Safety Analyst plays a pivotal role in driving data-informed decision-making to support strategic objectives and operational effectiveness within CASA. The role is responsible for delivering data analysis, generating actionable insights, and contributing to projects that require advanced problem-solving skills. Safety Analysts leverage their expertise in data collection, processing, and statistical analysis to produce reports that influence policy, improve operational efficiencies, and aid in organisational planning.

This position operates with a degree of autonomy, effectively resolving complex or sensitive issues and delivering high-quality outcomes that support CASA's strategic priorities. The Safety Analyst is responsible for providing analysis and strategic recommendations that contribute to achieving CASA's goals. This role demands a broad understanding of data management practices and analytical software, along with the ability to communicate complex findings clearly and succinctly to diverse stakeholders.

- **Data Collection and Analysis:** Gather and process data from multiple sources to perform statistical analysis, ensuring the accuracy and reliability of information used in decision-making.
- **Insights and Reporting:** Design reports, dashboards, and presentations, that translate complex data into actionable insights for both technical and non-technical audiences.
- **Support Strategic Initiatives:** Provide analytical support for organisational projects, by identifying trends, forecasting outcomes, and informing strategic decisions that align with CASA's objectives.
- **Stakeholder Collaboration:** Collaborate with internal stakeholders to assess data needs, provide technical guidance, and facilitate data-driven decision-making processes.
- **Policy and Process Improvement:** Contribute to the development and refinement of policies, processes, and procedures related to data management and analysis, ensuring adherence to best practices and compliance with relevant standards.
- **Quality Assurance:** Perform data validation and quality checks to maintain the integrity and reliability of data, promptly identifying and where possible rectifying inconsistencies.
- **Research and Development:** Keep abreast of industry trends, emerging analytical tools, and methodologies to enhance CASA's analytical capabilities and effectiveness.
- **Planning:** Actively contribute to the development of team objectives for short term tasks and strategic operational planning for longer term initiatives.

Duties

Our ideal candidate

Qualifications and Experience

- Tertiary qualifications, or equivalent experience, in statistics, data analysis, or a related field.
- Strong analytical skills with a focus on critical thinking, pattern recognition, and data interpretation to produce actionable insights.
- Technical proficiency in statistical software (e.g. SQL, R, Python, Matlab) and data visualisation tools, preferably Power BI.
- Proficient verbal and written communication skills to present complex data insights.
- Demonstrated effective time management skills.

Eligibility

Employment with CASA is subject to conditions prescribed within the Civil Aviation Act 1988. The following eligibility requirements apply to this position:

- **Must be an Australia citizen or permanent resident**
- **Undergo pre-employment screening including a Police Check**

Currently holds a Commonwealth security clearance to Baseline have the ability to obtain and hold a clearance at this level. Notes

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.

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.

"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	Richard Gregor, 07 3144 7334
Agency Recruitment Site	https://www.casa.gov.au/about-us/careers-casa

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Infrastructure, Transport, Regional Development and Communications

Vacancy VN-0755668

National Film and Sound Archive of Australia

Closing Date: Wednesday 19 March 2025

Digital Digital Platforms

Job Title	Business Analyst, Digital Platforms
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Acton TAS
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	On Site;Flexible
Office Arrangement Details	May apply for flexible working arrangements
Classification	APS Level 6
Position Number	89958
Agency Website	https://www.nfsa.gov.au/

Job Description

<https://nfsa.elmogov.com.au/careers/nfsa/jobs>

About the National Film and Sound Archive

The National Film and Sound Archive of Australia (NFSA) is Australia's audiovisual archive, telling the national story by collecting, preserving and sharing audiovisual media, the cultural experience platforms of our time. The collection itself dates back to 1935, making it one of the world's oldest audiovisual collections. It is also one of the country's most used cultural collections, with around 125 million views of collection content each year.

The NFSA is in a period of significant change. Following increased Government investment, the institution is in a process of digital transformation, establishing the NFSA as Australia's most dynamic and valued cultural organisation. We are rebuilding our curatorial workforce and developing the NFSA's capacity to digitise our collection at scale – to preserve it for the future, to make sure it can be discovered, and to share it with all Australians. We continue to work on developing a stable, secure and future proof workforce across our four physical sites based in Canberra and Mitchell in the ACT as well as in Sydney and Melbourne.

We are an ambitious organisation, and we aim to be an employer of choice within the Galleries, Libraries, Archives and Museums (GLAM) sector, providing exciting and challenging work, as well as favourable employment conditions and unique development opportunities for our staff.

About the Team

The Digital Platforms team is part of NFSA's Digital Branch. This team of engineers and product

managers build and manage our websites and services such as 'Search' and 'our Player', and a range of machine learning and data pipelines that we are using to pioneer the idea of a 'conversational archive'.

The Opportunity

The Business Analyst, Digital Platforms will play a key role in three upcoming NFSA technology projects: the Platform 2025 website; the migration of material from our Shop service to NFSA Player; and new machine learning services to be launched in 2026. This role will also assist with requirements gathering, business analysis, user research, user-story and use-case creation across a wide range of other NFSA Digital Platforms projects.

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. **Duties**

Key Responsibilities/Duties

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

- Interviewing internal and external users of NFSA services; understanding how users currently work with those services; and identifying each services' benefits, faults, and potential areas of improvement.
- Documenting these insights into digital strategy planning, user stories, use cases, project plans and other agile documentation that allows developers and engineers to build better replacements of existing systems, and to create innovative new services.
- Project manage ongoing digital development against your and others' plans and strategy, to ensure projects are finished to correct specification, on budget and on time.
- Ensure the Digital Platforms team and projects are compliant with best practice standards, reporting and budgeting requirements.
- As required, provide ad hoc project support to assist other Business Analysts, Project Managers and Digital Platforms' management, to ensure others' projects are delivered to specification, time and budget.

Selection Criteria

The successful candidate will demonstrate capacity against the following:

1. A demonstrated ability to manage complex business and organisational challenges into readable, actionable documentation that developers utilise to build and update systems.
2. Demonstrated ability to communicate effectively both verbally and in writing, including the preparation of high quality and accurate documentation and reporting.
3. Strong interpersonal skills and the ability to work effectively in a fast paced, adaptive team environment including developing and maintaining productive working relationships with stakeholders and staff members.
4. Experience in supporting productive working relationships as a team member, with a strong client focussed approach.
5. An ability to prioritise, plan and organise work independently and be accountable for own work output.

Qualifications and/or relevant experience required

Desirable:

- Experience as a coordinator, business analyst or project manager within a team that has successfully completed a large-scale digital or content project.
- Experience in a project management or content strategy role within a National Cultural Institution or equivalently complex regional GLAM/arts organisation.

Eligibility

To be eligible for this position you must:

- Be an Australian Citizen.
- Satisfactorily complete an Australian Federal Police National Police Check.

What we offer

We provide a diverse, inclusive, and supportive work environment with access to:

- Great training and development opportunities.
- Generous leave and flexible working arrangements.
- Our Employee Assistance Program (EAP – a free counselling service for you and your family).
- A competitive salary, plus 15.4% superannuation.
- Rewards and recognition initiatives.

How to Apply

When applying via our online e-recruitment system, please address the details in the 'Key Responsibilities/Duties' and 'Selection Criteria' by outlining in 1,000 or less, how your skills and relevant experience demonstrate that you would be our ideal candidate. Your current resume is also required in your application.

We welcome and encourage applications from people with disability, the LGBTIQ+ communities, from Aboriginal and/or Torres Strait Islander people, and people from culturally and linguistically diverse backgrounds. **Notes**

Cultural Values

We are an equal opportunity employer, embracing a diverse range of applicants such as veterans, and people who identify as Aboriginal and/or Torres Strait Islander, LGBTQIA community members, individuals with disabilities and/or health conditions, as well as those from varied faith and cultural backgrounds. At the NFSA we prioritise the development of a safe, inclusive, and high-performance culture through shared actions and behaviours that align with our strategy and direction. This empowers our employees to effectively contribute to our goals.

The National Film and Sound Archive of Australia is committed to ensuring a child-safe and child-friendly environment. All employees are expected to demonstrate a commitment to, and support for these principles in theory and practice.

Recruitment Ability

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 see: RecruitAbility | Australian Public Service Commission (<https://apsc.gov.au>)

About the National Film and Sound Archive of Australia

The National Film and Sound Archive of Australia (NFSA) is the national agency concerned with the visibility, usability and sustainability of Australia's audio-visual heritage. The NFSA's mission is to collect, preserve, and share the national audio-visual collection for others to learn, experience and create with it.

To Apply

Position Contact	Grant Heinrich, 0434310158
Agency Recruitment Site	https://nfsa.elmogov.com.au/careers/nfsa/jobs

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Infrastructure, Transport, Regional
Development and Communications

Vacancy VN-0755755

Job Title	Workforce and Culture Advisor
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Acton ACT
Salary	\$75,281 - \$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	Flexible
Office Arrangement Details	You may apply for flexible working arrangements
Classification	APS Level 4
Position Number	89626
Agency Website	https://www.nfsa.gov.au/

Job Description

<https://nfsa.elmogov.com.au/careers/nfsa/jobs>

About the National Film and Sound Archive

The National Film and Sound Archive of Australia (NFSA) is Australia's audiovisual archive, telling the national story by collecting, preserving and sharing audiovisual media, the cultural experience platforms of our time. The collection itself dates back to 1935, making it one of the world's oldest audiovisual collections. It is also one of the country's most used cultural collections, with around 125 million views of collection content each year. The NFSA is in a period of significant change. Following increased Government investment, the institution is in a process of digital transformation, establishing the NFSA as Australia's most dynamic and valued cultural organisation. We are rebuilding our curatorial workforce and developing the NFSA's capacity to digitise our collection at scale – to preserve it for the future, to make sure it can be discovered, and to share it with all Australians.

We continue to work on developing a stable, secure and future-proof workforce across our four physical sites based in Canberra and Mitchell in the ACT as well as in Sydney and Melbourne.

We are also undergoing a program of business improvement for many of our corporate systems to improve efficiency and reduce manual handling.

We are an ambitious organisation, and we aim to be an employer of choice within the Galleries, Libraries, Archives and Museums (GLAM) sector, providing exciting and challenging work, as well as favourable employment conditions and unique development opportunities for our staff.

Cultural Values

We are an equal opportunity employer, embracing a diverse range of applicants such as veterans, and people who identify as Aboriginal and/or Torres Strait Islander, LGBTQIA community members, individuals with disabilities and/or health conditions, as well as those from varied faith and cultural backgrounds. At the NFSA we prioritise the development of a safe, inclusive, and high-performance culture through shared actions and behaviours that align with our strategy and direction. This empowers our employees to effectively contribute to our goals.

The National Film and Sound Archive of Australia is committed to ensuring a child-safe and child-friendly environment. All employees are expected to demonstrate a commitment to, and support for these principles in theory and practice.

About the Team

Our Workforce and Culture (W&C) Team is a critical part of the NFSA's transformation. The team partners with managers across the organisation to achieve our strategic goals, with deep networks and a strong partnership approach to all of its functions.

The team delivers all elements of Human Resources to the NFSA including workforce planning, payroll, learning and development (L&D), Work Health, and Safety (WHS), wellbeing, recruitment, performance management, employee relations (ER), industrial relations (IR), and HR reporting. The team is responsible for leading and managing NFSA's current and future workforce, including driving the strategic future growth and culture of the NFSA.

The Opportunity

The Workforce and Culture Advisor is responsible for providing HR advice and assistance to the staff within the NFSA. The role will play a pivotal role in supporting the workforce of the NFSA and requires someone who is enthusiastic, highly motivated, keen to learn, and work as part of a small team to deliver quality outcomes.

The Workforce and Culture Advisor will apply their problem-solving skills, highly developed communication and stakeholder management skills, and will be a team player who genuinely believe in collaborating to achieve outcomes.

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.

Duties

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

- Provide Workforce and Culture (W&C) services to the NFSA on a range of HR related functions whilst escalating any complex matters to senior team members - with particular focus on:
 - learning and development; and
 - health and wellbeing.
- Complete HR administrative tasks associated with the delivery of W&C systems and services, including:
 - maintaining the LearnHub program content and data, and compiling statistical reporting,
 - accurate and timely processing of invoices and ServiceNow ticketing requests,
 - maintaining the team budget sheet,
 - monitoring and actioning the W&C email inbox,
 - coordinating the employee wellbeing calendar and events,
 - Coordinating the new starters' building tours,
 - updating team communication on internal platforms e.g., SharePoint and internal newsletter,
 - monitoring and updating the staff parking register; and
 - assisting with the drafting of reports for the Board and relevant NFSA committees.
- Provide timely and accurate advice to staff and managers to ensure compliance.
- Undertake policy and legislative research as necessary to support allocated tasks.
- Actively participate in a variety of short-term projects in maintaining, developing, and promoting HR related activities.

Selection Criteria

The successful candidate will demonstrate their capacity against the following:

1. Demonstrated experience in supporting HR related administration functions in providing efficient and effective outcomes.
2. Ability to interpret, research and apply relevant HR related legislation, policies, and procedures.
3. Well-developed organisational and time management skills, with the ability to balance workload whilst meeting deadlines and having attention to detail.

4. Demonstrated communication and stakeholder management skills and in being an active member of a small team.

Desired Skills and Experience

- Background or interest in Human Resources is desirable.

Eligibility

To be eligible for this position you must:

- Be an Australian Citizen.
- Satisfactorily complete an Australian Federal Police National Police Check.

How to Apply

When applying via our online e-recruitment system, please address the details in the 'Key Responsibilities' and 'Selection Criteria' by outlining in 500 words or less, how your skills and relevant experience demonstrate that you would be our ideal candidate. 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.

We welcome and encourage applications from people with disability, the LGBTIQ+ communities, from Aboriginal and/or Torres Strait Islander people, and people from culturally and linguistically diverse backgrounds.

What we offer you

We provide a diverse, inclusive, and supportive work environment with access to:

- Great training and development opportunities.
- Generous leave and flexible working arrangements.
- Our Employee Assistance Program (EAP – a free counselling service for you and your family).
- A competitive salary, plus 15.4% superannuation.
- Rewards and recognition initiatives.

Notes

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 job. For more information see: RecruitAbility | Australian Public Service Commission (<https://apsc.gov.au>)

The National Film and Sound Archive of Australia (NFSA) is the national agency concerned with the visibility, usability and sustainability of Australia's audio-visual heritage. The NFSA's mission is to collect, preserve, and share the national audio-visual collection for others to learn, experience and create with it.

To Apply

Position Contact	Ceinwyn Whittaker, 02 6248 2255
Agency Recruitment Site	https://nfsa.elmogov.com.au/careers/nfsa/jobs

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Prime Minister and Cabinet

Vacancy VN-0755722

Australian Institute of Aboriginal and Torres Strait Islander Studies

Closing Date: Sunday 06 April 2025

Strategic Operations Group
Digital Services

Job Title	Desktop Support Officer – Level 1 / 2 IT Support (Affirmative Measures)
Job Type	Full-Time, Ongoing
Location	Canberra ACT
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	Flexible
Office Arrangement Details	Flexible work arrangements may be negotiated with the successful candidate.
Classification	APS Level 6
Position Number	08_01/25
Agency Website	https://aiatsis.gov.au/

Job Description

<https://aiatsis.gov.au/about/work-us/current-vacancies>

About the Group

The Strategic Operations Group is an enabling services function providing strategic support to the Institute. The group comprises 5 areas covering Office of the Deputy CEO, People Services, Finance, Digital Services and the Central Australia facility (Mparntwe).

About the Program Area

Digital Services sits within the Strategic Operations Group. Digital Services has four core teams (Development Services, ICT Operations, ICT Security & Infrastructure, and Information & Data Governance) that work together under the direction of the Chief Information Officer to provide a secure, flexible, and modern ICT capability allowing AIATSIS to take full advantage of digital capabilities whilst providing a stable and mature platform to deliver its day-to-day operations. The section also leads digital transformation initiatives from start to finish for AIATSIS ensuring that the agency excels in providing cutting-edge services to our customers, such as the modernising and transformation of our existing educational platform to constructing secure, transformative digital experiences and galleries.

Role Summary

As a smaller ICT team, but with the same remit as many other government departments, the role of Desktop Support Officer - Level 1/2 IT Support, provides an exciting opportunity to any suitably experienced candidate wanting to gain greater breadth of knowledge, exposure to a wider range of functions in a solution focused digital environment to build their own skills and capability. The role of Desktop Support Officer - Level 1/2 IT Support, sits within the ICT Operations Team reporting to the ICT Operations Manager and covers multiple facets of the AIATSIS ICT environment to ensure reliable systems operation, core service support and great customer experience for all our internal and external stakeholders.

Duties

- support the software, applications, and hardware in the Standard Operating Environment (SOE) based primarily on Microsoft Windows 11 and Microsoft 365 used by AIATSIS.
- support, build, image and reimage, and provision ICT assets using our cloud-based endpoint management solution Microsoft Intune.
- SharePoint administration including, but not limited to:

- configuration and customisation of SharePoint Online sites, libraries, lists, and access controls, to meet organisational needs
- implementation of SharePoint Online features such as automations, workflows and file sharing
- Jira administration including, but not limited to:
 - configuration, management, and optimisation of Jira projects, workflows, permissions and custom fields to support team processes
 - integrating Jira with other tools (e.g., SharePoint Online) to streamline workflows and enable real-time collaboration.
- support a range of commercial and specialised software / hardware used throughout AIATSIS including Wavelab, digital signage solutions (Exterity / VITEC), CommBox and Polycom.
- manage system access and perform system administration tasks applicable to the level of the role using Active Directory, Microsoft Entra and Microsoft 365 Admin centres.
- respond to customer support requests within agreed SLAs, and document feedback from customers to improve Digital Services support delivery.
- provide technical support to remote users by using TeamViewer.
- provide end-user support during core business hours via phone, email, instant messaging, and in person interactions.
- provide a VIP technical support service to AIATSIS executives including the Chief Executive Officer and Deputy Chief Executive Officer.
- work collaboratively with the appropriate teams to resolve escalated issues.
- provide guidance to clients on ICT policies, procedures and technical issues.
- develop and maintain operational procedures and documentation for the ICT systems within AIATSIS.

Eligibility

Cultural capability - essential

Roles at AIATSIS require candidates to have an understanding of the issues affecting Aboriginal and Torres Strait Islander peoples and proven culturally appropriate engagement and communications skills. The nature of this role requires the candidate to consistently demonstrate the following specific cultural capabilities:

- understands Aboriginal and Torres Strait Islander business with the agency and the outcomes the agency is responsible for delivering
- engages with Aboriginal and Torres Strait Islander employees in a sensitive and equitable manner.
- takes the perspective of others, seeking to understand Aboriginal and Torres Strait Islander peoples' points of view and experiences.
- encourages and draws on different cultural experiences and knowledge.

AIATSIS embodies Yindymarra in everything we do

Skills, knowledge and personal attributes

To be successful in the role, you will be a solution focused, dynamic problem solver with well-developed communications skills, including the ability to convey complex issues concisely and the ability to build effective working relationships. You will be someone who can thrive in a fast-paced technical environment under limited direction, and you will be attuned to your own strengths, weaknesses, goals and areas for development.

You will come with the following skills, experience and attributes:

- Certificate IV, Diploma or Degree level tertiary qualifications in ICT related studies
 - Computer Science
 - System's Design & Analysis
 - Artificial Intelligence,
 - Cybersecurity & Networking

- Information Technology / Information Systems
- and / or significant (>2 years) demonstrated practical experience working in an ICT related field working across the breadth of ICT operational support functions performing level 1 and level 2 functions.
- strong understanding of and practical experience supporting operating systems, software, and devices whether hosted locally or cloud-based, particularly Microsoft Platforms including Windows Server, Windows 11, Microsoft 365 and Microsoft Exchange, SharePoint, Jira and print servers.
- experience supporting Microsoft Intune and / or other endpoint management solutions.
- experience supporting other common business systems, equipment and ICT enabled functions such as smart devices, video conferencing, mobile phones, network drive mapping, onboarding / offboarding, distribution lists and Bitlocker recovery.
- basic working knowledge of ICT Infrastructure and Networking.
- awareness of current Cybersecurity requirements for the Australian government.
- significant degree of analytical and problem-solving skills as well as the ability to effectively escalate issues when necessary.
- demonstrated experience in a customer facing ICT support role with exceptional communication skills, written and verbal.

Notes

Successful candidate will be required to undergo:

- Police check
- 6 month probation
- Medical clearance

Affirmative Measures positions

Jobs in the APS are open to all Australian citizens. There are some jobs, though, that are open only to specific members of the Australian population. This practice is known as an Affirmative measure and is a targeted strategy to ensure the diversity of the APS workforce reflects the diversity of the Australian population.

Any job can be restricted to Aboriginal and/or Torres Strait Islander people only, and it doesn't necessarily have to involve working on Indigenous issues. If a position has been advertised as an Affirmative measure, it will be clearly marked as such.

The use of the Indigenous Affirmative Measures provision at AIATSIS allows for targeted recruitment of Indigenous Australians into the organisation. If you are applying for an Affirmative Measures position, you will need to indicate your Aboriginal and/or Torres Strait Islander heritage on our application form and provide confirmation if required.

What is Cultural Capability?

As all positions at AIATSIS are 'Identified' each position will have various elements of involvement with the delivery of Indigenous specific services, programs, and policies as part of AIATSIS core functions. AIATSIS therefore needs to also identify the cultural knowledge; skills and personal attributes needed to deliver the required outcomes.

Every part of how we work, who we work with and for, requires varying levels of knowledge of Aboriginal and Torres Strait Islander cultures, protocols and an understanding of issues that enable effective communication and ultimately effective performance in the role. To assist you in determining the required cultural capabilities of this role, you can refer to the Aboriginal and Torres Strait Islander Cultural Capability – A Framework for Commonwealth Agencies.

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.

About the Australian Institute of Aboriginal and Torres Strait Islander Studies

We are Australia's only national institution focused exclusively on the diverse history, cultures, and heritage of Aboriginal and Torres Strait Islander Australia. We house the world's most important and extensive collection of cultural information and material and we provide leadership, publish and promote greater understanding and appreciation of Aboriginal and Torres Strait Islander peoples. We create opportunities for people the world over to engage with and be transformed by the knowledge, the culture and the story of Australia's Indigenous peoples. We are Australia's national institution for leadership in Aboriginal and Torres Strait Islander research. We care for a priceless collection, including films, photographs, video and audio recordings as well as the world's largest collection of printed and other resource materials for Aboriginal and Torres Strait Islander studies. We undertake and encourage scholarly, ethical, community-based research in a variety of sectors, including health, native title, languages and education. Our publishing house, Aboriginal Studies Press, regularly publishes outstanding writing that promotes Australian Indigenous cultures. Our activities affirm and raise awareness of the richness and diversity of Aboriginal and Torres Strait Islander cultures and histories.

To Apply

Position Contact	Michael Burn, 02 6246 1171
Agency Recruitment Site	https://aiatsis.gov.au/about/work-us/current-vacancies

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Prime Minister and Cabinet

Vacancy VN-0755724

Australian Institute of Aboriginal and Torres Strait
Islander Studies

Closing Date:Sunday 06 April 2025

Strategic Operations Group
Digital Services

Job Title	Desktop Support Officer – Level 1 / 2 IT Support
Job Type	Full-Time, Ongoing
Location	Canberra ACT
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	Flexible
Office Arrangement Details	Flexible work arrangements may be negotiated with the successful candidate.
Classification	APS Level 6
Position Number	33_03/25
Agency Website	https://aiatsis.gov.au/

Job Description

<https://aiatsis.gov.au/about/work-us/current-vacancies>

This is an Identified position open to all Australian Citizens

About the Group

The Strategic Operations Group is an enabling services function providing strategic support to the Institute. The group comprises 5 areas covering Office of the Deputy CEO, People Services, Finance, Digital Services and the Central Australia facility (Mparntwe).

About the Program Area

Digital Services sits within the Strategic Operations Group. Digital Services has four core teams (Development Services, ICT Operations, ICT Security & Infrastructure, and Information & Data Governance) that work together under the direction of the Chief Information Officer to provide a secure, flexible, and modern ICT capability allowing AIATSIS to take full advantage of digital capabilities whilst providing a stable and mature platform to deliver its day-to-day operations. The section also leads digital transformation initiatives from start to finish for AIATSIS ensuring that the agency excels in providing cutting-edge services to our customers, such as the modernising and transformation of our existing educational platform to constructing secure, transformative digital experiences and galleries.

Role Summary

As a smaller ICT team, but with the same remit as many other government departments, the role of Desktop Support Officer - Level 1/2 IT Support, provides an exciting opportunity to any suitably experienced candidate wanting to gain greater breadth of knowledge, exposure to a wider range of functions in a solution focused digital environment to build their own skills and capability. The role of Desktop Support Officer - Level 1/2 IT Support, sits within the ICT Operations Team reporting to the ICT Operations Manager and covers multiple facets of the AIATSIS ICT environment to ensure reliable systems operation, core service support and great customer experience for all our internal and external stakeholders.

Duties

- support the software, applications, and hardware in the Standard Operating Environment (SOE) based primarily on Microsoft Windows 11 and Microsoft 365 used by AIATSIS.

- support, build, image and reimage, and provision ICT assets using our cloud-based endpoint management solution Microsoft Intune.
- SharePoint administration including, but not limited to:
 - configuration and customisation of SharePoint Online sites, libraries, lists, and access controls, to meet organisational needs
 - implementation of SharePoint Online features such as automations, workflows and file sharing
- Jira administration including, but not limited to:
 - configuration, management, and optimisation of Jira projects, workflows, permissions and custom fields to support team processes
 - integrating Jira with other tools (e.g., SharePoint Online) to streamline workflows and enable real-time collaboration.
- support a range of commercial and specialised software / hardware used throughout AIATSIS including Wavelab, digital signage solutions (Exterity / VITEC), CommBox and Polycom.
- manage system access and perform system administration tasks applicable to the level of the role using Active Directory, Microsoft Entra and Microsoft 365 Admin centres.
- respond to customer support requests within agreed SLAs, and document feedback from customers to improve Digital Services support delivery.
- provide technical support to remote users by using TeamViewer.
- provide end-user support during core business hours via phone, email, instant messaging, and in person interactions.
- provide a VIP technical support service to AIATSIS executives including the Chief Executive Officer and Deputy Chief Executive Officer.
- work collaboratively with the appropriate teams to resolve escalated issues.
- provide guidance to clients on ICT policies, procedures and technical issues.
- develop and maintain operational procedures and documentation for the ICT systems within AIATSIS.

Eligibility

Cultural capability - essential

Roles at AIATSIS require candidates to have an understanding of the issues affecting Aboriginal and Torres Strait Islander peoples and proven culturally appropriate engagement and communications skills. The nature of this role requires the candidate to consistently demonstrate the following specific cultural capabilities:

- understands Aboriginal and Torres Strait Islander business with the agency and the outcomes the agency is responsible for delivering
- engages with Aboriginal and Torres Strait Islander employees in a sensitive and equitable manner.
- takes the perspective of others, seeking to understand Aboriginal and Torres Strait Islander peoples' points of view and experiences.
- encourages and draws on different cultural experiences and knowledge.

AIATSIS embodies Yindymarra in everything we do

Skills, knowledge and personal attributes

To be successful in the role, you will be a solution focused, dynamic problem solver with well-developed communications skills, including the ability to convey complex issues concisely and the ability to build effective working relationships. You will be someone who can thrive in a fast-paced technical environment under limited direction, and you will be attuned to your own strengths, weaknesses, goals and areas for development.

You will come with the following skills, experience and attributes:

- Certificate IV, Diploma or Degree level tertiary qualifications in ICT related studies
 - Computer Science

- System's Design & Analysis
- Artificial Intelligence,
- Cybersecurity & Networking
- Information Technology / Information Systems
- and / or significant (>2 years) demonstrated practical experience working in an ICT related field working across the breadth of ICT operational support functions performing level 1 and level 2 functions.
- strong understanding of and practical experience supporting operating systems, software, and devices whether hosted locally or cloud-based, particularly Microsoft Platforms including Windows Server, Windows 11, Microsoft 365 and Microsoft Exchange, SharePoint, Jira and print servers.
- experience supporting Microsoft Intune and / or other endpoint management solutions.
- experience supporting other common business systems, equipment and ICT enabled functions such as smart devices, video conferencing, mobile phones, network drive mapping, onboarding / offboarding, distribution lists and Bitlocker recovery.
- basic working knowledge of ICT Infrastructure and Networking.
- awareness of current Cybersecurity requirements for the Australian government.
- significant degree of analytical and problem-solving skills as well as the ability to effectively escalate issues when necessary.
- demonstrated experience in a customer facing ICT support role with exceptional communication skills, written and verbal.

Notes

Successful candidate will be required to undergo:

- Police check
- 6 month probation
- Medical clearance

Identified positions

Identified positions are roles that require people to understand the issues affecting Indigenous Australians and a proven ability to communicate sensitively with them. These requirements are generally for jobs that involve providing services or developing policies for Indigenous Australians, and/or direct interaction with Indigenous communities.

Identified positions are crucial in ensuring that the APS has the right people working on initiatives to improve the delivery of services and close the gap between Indigenous and non-Indigenous Australians and are open to all Australian citizens.

At AIATSIS all positions are Identified positions where candidates are required to demonstrate an understanding of the diversity of Aboriginal and Torres Strait Islander peoples, their cultures, and their issues and to be able to communicate respectfully with them.

You must provide the name and contact details of an Aboriginal and Torres Strait Islander referee. This referee will be contacted to determine your cultural capability.

What is Cultural Capability?

As all positions at AIATSIS are 'Identified' each position will have various elements of involvement with the delivery of Indigenous specific services, programs, and policies as part of AIATSIS core functions. AIATSIS therefore needs to also identify the cultural knowledge; skills and personal attributes needed to deliver the required outcomes.

Every part of how we work, who we work with and for, requires varying levels of knowledge of Aboriginal and Torres Strait Islander cultures, protocols and an understanding of issues that

enable effective communication and ultimately effective performance in the role. To assist you in determining the required cultural capabilities of this role, you can refer to the Aboriginal and Torres Strait Islander Cultural Capability – A Framework for Commonwealth Agencies.

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 Australian Institute of Aboriginal and Torres Strait Islander Studies

We are Australia's only national institution focused exclusively on the diverse history, cultures, and heritage of Aboriginal and Torres Strait Islander Australia. We house the world's most important and extensive collection of cultural information and material and we provide leadership, publish and promote greater understanding and appreciation of Aboriginal and Torres Strait Islander peoples. We create opportunities for people the world over to engage with and be transformed by the knowledge, the culture and the story of Australia's Indigenous peoples. We are Australia's national institution for leadership in Aboriginal and Torres Strait Islander research. We care for a priceless collection, including films, photographs, video and audio recordings as well as the world's largest collection of printed and other resource materials for Aboriginal and Torres Strait Islander studies. We undertake and encourage scholarly, ethical, community-based research in a variety of sectors, including health, native title, languages and education. Our publishing house, Aboriginal Studies Press, regularly publishes outstanding writing that promotes Australian Indigenous cultures. Our activities affirm and raise awareness of the richness and diversity of Aboriginal and Torres Strait Islander cultures and histories.

To Apply

Position Contact	Michael Burn, 02 6246 1171
Agency Recruitment Site	https://aiatsis.gov.au/about/work-us/current-vacancies

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Prime Minister and Cabinet

Vacancy VN-0755725

Australian Institute of Aboriginal and Torres Strait Islander Studies

Research and Education Group
Research Policy and Ethics

Closing Date: Sunday 23 March 2025

Job Title	Director Ethics and Research Governance (Affirmative Measures)
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Canberra ACT
Salary	\$133,382 - \$145,386
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
Office Arrangement Details	Flexible work arrangements may be negotiated with the successful candidate.
Classification	Executive Level 2
Position Number	28_02/25
Agency Website	https://aiatsis.gov.au/

Job Description

<https://aiatsis.gov.au/about/work-us/current-vacancies>

About the Group

The purpose of the Research and Education Group is to define, lead, produce, share and support cutting edge research and learning by, with, and for Aboriginal and Torres Strait Islander peoples. The Group supports an annual flagship AIATSIS summit and connects AIATSIS with universities and the wider research sector to coordinate and influence research agendas.

About the Program Area

The team sits within the Research and Education Group and has the lead in developing a national report on the situation and status of Aboriginal and Torres Strait Islander cultures and heritage. As a multistage project, the Situation and Status of Indigenous Cultures and Heritage report (SSICH) is a complex project that aims to provide a comprehensive and dynamic insight into the vitality of Aboriginal and Torres Strait Islander cultures. This project is being developed with the view to enable more effective policy making for advancing and supporting Aboriginal and Torres Strait Islander people's cultural aspirations through providing publicly available advice on the status and outcomes of the state of Indigenous culture and heritage.

Role Summary

The Director Ethics and Research Governance is responsible for providing strategic direction and leadership to the Ethics and Research Governance team and undertaking work with a high level of complexity. We are seeking a high performing and talented Director who will be responsible for leading a small team to produce a Situation and Status of Indigenous Cultures and Heritage report (SSICH). Designing and leading the development of cutting-edge research initiatives. Promoting and advocating ethical and responsible practice in Aboriginal and Torres Strait Islander research in line with the AIATSIS Code of Ethics for Aboriginal and Torres Strait Islander Research. The successful candidate is expected to apply and maintain an extensive understanding of the role and responsibilities of the agency, incorporating a comprehensive understanding of the agency's impact on the wider political and community context in which it operates and be effective, versatile and action oriented. As part of the senior leadership cohort, the Director Ethics and Research Governance will work collaboratively with the Executive Director and other Directors within the Group as well as across the agency to achieve the goals as outlined in the AIATSIS Corporate Plan and to strategically shape the agency's culture. The position requires skills in strategic thinking and forward planning, formulation and co-ordination of policies, analytical skills to resolve complex issues and to design and manage projects. The position encompasses all aspects of staff and team management including supervision, training, as well as professional development and performance management. The Director Ethics and Research Governance reports to the Executive Director Research and Education Group.

Duties

- lead the development of a new national report on the situation and status of Aboriginal and Torres Strait Islander cultures and heritage.
- develop and maintain relationships with stakeholders, including the university sector, Aboriginal and Torres Strait Islander researchers and peak bodies, and other cultural institutions.
- oversee the operations of the AIATSIS Indigenous Knowledge Exchange Platform known as Yumi Sabe and its continued development.
- provide expert advice and coordinate the review, contribution and production of high-quality research and cultural publications and resources for a range of audiences to a high standard.
- provide complex written reports, submissions and correspondence as well as developing and managing the program workplan, budget and reporting functions.
- oversee the provision of administrative related support to the AIATSIS Research Ethics Committee and promotion of the AIATSIS Code of Ethics to researchers, universities and the broader research community.
- work closely with internal and external stakeholders to facilitate the ethical conduct of research consistent with and aligned to the Australian Code for the Responsible Conduct of Research and the National Statement on Ethical Conduct in Human Research.
- represent AIATSIS at various forums and events.

Eligibility

Cultural capability - essential

Roles at AIATSIS require candidates to have an understanding of the issues affecting Aboriginal and Torres Strait Islander peoples and proven culturally appropriate engagement and communications skills. The nature of this role requires the candidate to consistently demonstrate the following specific cultural capabilities:

- understanding of the AIATSIS vision to create a world in which Aboriginal and Torres Strait Islander people's knowledge and cultures are recognised, respected, celebrated and valued.
- informed, authentic and respectful understanding of Aboriginal and Torres Strait Islander cultures and societies, including ethical research and policy matters related to the lives of Aboriginal and Torres Strait Islander people.
- capability to incorporate Aboriginal and Torres Strait Islander peoples' voices, experiences, and perspectives in all of our work.

AIATSIS embodies Yindyamarra in everything we do

Skills, knowledge and personal attributes

To be successful in this role, you will demonstrate respect for diverse backgrounds, experiences, and perspectives, and possess a high level of cultural capability in order to lead and champion an authentic and respectful interest and engagement with Aboriginal and Torres Strait Islander research, policy and peoples. You will come with the following skills, experience and attributes:

- demonstrate respect for diverse backgrounds, experiences, and perspectives. In particular, the ideal candidate should possess a high level of cultural capability in order to lead and champion an authentic and respectful interest and engagement with Aboriginal and Torres Strait Islander culture, policy and peoples.
- proven ability to shape strategic thinking, provide strategic advice, along with the ability to solve complex issues and translate strategy into operational goals.
- demonstrated ability and experience in managing programs, including budgets.
- proven ability to lead and inspire a team through excellent people management and leadership, commitment to organisational culture and resilience and capability to manage competing priorities, in a changing environment.

- proven skill and experience in cultivating and nurturing productive working relationships, facilitating cooperation by fostering teamwork, resolving conflict using appropriate strategies, display integrity and professionalism and a commitment to achieving results.
- demonstrated ability to communicate with influence. Strong interpersonal, negotiation, liaison and collaborative skills evidenced in interactions with internal and external clients.
- strong understanding of ethical research practice and a demonstrated track record of undertaking high-quality impactful research.

Notes

Successful candidate will be required to undergo:

- Police check
- 6 month probation
- Medical clearance (ongoing roles only)

Affirmative Measures positions

Jobs in the APS are open to all Australian citizens. There are some jobs, though, that are open only to specific members of the Australian population. This practice is known as an Affirmative measure and is a targeted strategy to ensure the diversity of the APS workforce reflects the diversity of the Australian population.

Any job can be restricted to Aboriginal and/or Torres Strait Islander people only, and it doesn't necessarily have to involve working on Indigenous issues. If a position has been advertised as an Affirmative measure, it will be clearly marked as such.

The use of the Indigenous Affirmative Measures provision at AIATSIS allows for targeted recruitment of Indigenous Australians into the organisation. If you are applying for an Affirmative Measures position, you will need to indicate your Aboriginal and/or Torres Strait Islander heritage on our application form and provide confirmation if required.

What is Cultural Capability?

As all positions at AIATSIS are 'Identified' each position will have various elements of involvement with the delivery of Indigenous specific services, programs, and policies as part of AIATSIS core functions. AIATSIS therefore needs to also identify the cultural knowledge; skills and personal attributes needed to deliver the required outcomes.

Every part of how we work, who we work with and for, requires varying levels of knowledge of Aboriginal and Torres Strait Islander cultures, protocols and an understanding of issues that enable effective communication and ultimately effective performance in the role. To assist you in determining the required cultural capabilities of this role, you can refer to the Aboriginal and Torres Strait Islander Cultural Capability – A Framework for Commonwealth Agencies.

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.

About the Australian Institute of Aboriginal and Torres Strait Islander Studies

We are Australia's only national institution focused exclusively on the diverse history, cultures, and heritage of Aboriginal and Torres Strait Islander Australia. We house the world's most important and extensive collection of cultural information and material and we provide leadership, publish and promote greater understanding and appreciation of Aboriginal and Torres Strait Islander peoples. We create opportunities for people the world over to engage with and be transformed by the knowledge, the culture and the story of Australia's Indigenous peoples. We are Australia's national institution for leadership in Aboriginal and Torres Strait Islander research. We care for a priceless collection, including films, photographs, video and audio recordings as well as the

world's largest collection of printed and other resource materials for Aboriginal and Torres Strait Islander studies. We undertake and encourage scholarly, ethical, community-based research in a variety of sectors, including health, native title, languages and education. Our publishing house, Aboriginal Studies Press, regularly publishes outstanding writing that promotes Australian Indigenous cultures. Our activities affirm and raise awareness of the richness and diversity of Aboriginal and Torres Strait Islander cultures and histories.

To Apply

Position Contact	John Gibbs, 0417 764 356
Agency Recruitment Site	https://aiatsis.gov.au/about/work-us/current-vacancies

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Prime Minister and Cabinet

Vacancy VN-0755726

Australian Institute of Aboriginal and Torres Strait Islander Studies

Closing Date: Sunday 23 March 2025

Research and Education
Research Policy and Ethics

Job Title	Director Ethics and Research Governance
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Canberra ACT
Salary	\$133,382 - \$145,386
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
Office Arrangement Details	Flexible work arrangements may be negotiated with the successful candidate.
Classification	Executive Level 2
Position Number	34_03/25
Agency Website	https://aiatsis.gov.au/

Job Description

<https://aiatsis.gov.au/about/work-us/current-vacancies>

This is an Identified position open to all Australian Citizens

About the Group

The purpose of the Research and Education Group is to define, lead, produce, share and support cutting edge research and learning by, with, and for Aboriginal and Torres Strait Islander peoples. The Group supports an annual flagship AIATSIS summit and connects AIATSIS with universities and the wider research sector to coordinate and influence research agendas.

About the Program Area

The team sits within the Research and Education Group and has the lead in developing a national report on the situation and status of Aboriginal and Torres Strait Islander cultures and heritage. As a multistage project, the Situation and Status of Indigenous Cultures and Heritage report (SSICH) is a complex project that aims to provide a comprehensive and dynamic insight into the vitality of Aboriginal and Torres Strait Islander cultures. This project is being developed with the view to enable more effective policy making for advancing and supporting Aboriginal and Torres Strait Islander people's cultural aspirations through providing publicly available advice on the status and outcomes of the state of Indigenous culture and heritage.

Role Summary

The Director Ethics and Research Governance is responsible for providing strategic direction and leadership to the Ethics and Research Governance team and undertaking work with a high level of complexity. We are seeking a high performing and talented Director who will be responsible for leading a small team to produce a Situation and Status of Indigenous Cultures and Heritage report (SSICH). Designing and leading the development of cutting-edge research initiatives. Promoting and advocating ethical and responsible practice in Aboriginal and Torres Strait Islander research in line with the AIATSIS Code of Ethics for Aboriginal and Torres Strait Islander Research. The successful candidate is expected to apply and maintain an extensive understanding of the role and responsibilities of the agency, incorporating a comprehensive understanding of the agency's impact on the wider political and community context in which it operates and be effective, versatile and action oriented. As part of the senior leadership cohort, the Director Ethics and Research Governance will work collaboratively with the Executive Director and other Directors within the Group as well as across the agency to achieve the goals as outlined in the AIATSIS Corporate Plan and to strategically shape the agency's culture. The position requires skills in strategic thinking and forward planning, formulation and co-ordination of policies, analytical skills to resolve complex issues and to design and manage projects. The position encompasses all aspects of staff and team management including supervision, training, as well as professional development and performance management. The Director Ethics and Research Governance reports to the Executive Director Research and Education Group.

Duties

- lead the development of a new national report on the situation and status of Aboriginal and Torres Strait Islander cultures and heritage.
- develop and maintain relationships with stakeholders, including the university sector, Aboriginal and Torres Strait Islander researchers and peak bodies, and other cultural institutions.
- oversee the operations of the AIATSIS Indigenous Knowledge Exchange Platform known as Yumi Sabe and its continued development.
- provide expert advice and coordinate the review, contribution and production of high-quality research and cultural publications and resources for a range of audiences to a high standard.
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- represent AIATSIS at various forums and events.

Eligibility

Cultural capability - essential

Roles at AIATSIS require candidates to have an understanding of the issues affecting Aboriginal and Torres Strait Islander peoples and proven culturally appropriate engagement and communications skills. The nature of this role requires the candidate to consistently demonstrate the following specific cultural capabilities:

- understanding of the AIATSIS vision to create a world in which Aboriginal and Torres Strait Islander people's knowledge and cultures are recognised, respected, celebrated and valued.
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- capability to incorporate Aboriginal and Torres Strait Islander peoples' voices, experiences, and perspectives in all of our work.

AIATSIS embodies Yindyamarra in everything we do

Skills, knowledge and personal attributes

To be successful in this role, you will demonstrate respect for diverse backgrounds, experiences, and perspectives, and possess a high level of cultural capability in order to lead and champion an authentic and respectful interest and engagement with Aboriginal and Torres Strait Islander research, policy and peoples. You will come with the following skills, experience and attributes:

- demonstrate respect for diverse backgrounds, experiences, and perspectives. In particular, the ideal candidate should possess a high level of cultural capability in order to lead and champion an authentic and respectful interest and engagement with Aboriginal and Torres Strait Islander culture, policy and peoples.
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- demonstrated ability to communicate with influence. Strong interpersonal, negotiation, liaison and collaborative skills evidenced in interactions with internal and external clients.
- strong understanding of ethical research practice and a demonstrated track record of undertaking high-quality impactful research.

Notes

Successful candidate will be required to undergo:

- Police check
- 6 month probation
- Medical clearance (ongoing roles only)

Identified positions

Identified positions are roles that require people to understand the issues affecting Indigenous Australians and a proven ability to communicate sensitively with them. These requirements are generally for jobs that involve providing services or developing policies for Indigenous Australians, and/or direct interaction with Indigenous communities.

Identified positions are crucial in ensuring that the APS has the right people working on initiatives to improve the delivery of services and close the gap between Indigenous and non-Indigenous Australians and are open to all Australian citizens.

At AIATSIS all positions are Identified positions where candidates are required to demonstrate an understanding of the diversity of Aboriginal and Torres Strait Islander peoples, their cultures, and their issues and to be able to communicate respectfully with them.

You must provide the name and contact details of an Aboriginal and Torres Strait Islander referee. This referee will be contacted to determine your cultural capability.

What is Cultural Capability?

As all positions at AIATSIS are 'Identified' each position will have various elements of involvement with the delivery of Indigenous specific services, programs, and policies as part of AIATSIS core functions. AIATSIS therefore needs to also identify the cultural knowledge; skills and personal attributes needed to deliver the required outcomes.

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To Apply

Position Contact	John Gibbs, 0417 764 356
Agency Recruitment Site	https://aiatsis.gov.au/about/work-us/current-vacancies

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Prime Minister and Cabinet

Vacancy VN-0755616

National Indigenous Australians Agency

Closing Date: Wednesday 26 March 2025

Eastern
Western NSW Central West Engagement Team

Job Title	Engagement Senior Officer, Western NSW
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Broken Hill NSW, Dubbo NSW
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/2025/035
Agency Website	https://www.niaa.gov.au/

Job Description

<https://niaa.nga.net.au/?jati=3D909574-1EDC-3D5F-1C4A-E3A6F019E7ED>

This is an exciting opportunity to support First Nations People and issues whilst working on Country. The NIAA's vision is to ensure Aboriginal and Torres Strait Islander peoples are heard, recognised and empowered. The NIAA is committed to implementing the Government's policies and programs to provide the greatest benefit to all First Nations peoples.

The priorities are informed by the Government's commitment to work in genuine partnership with First Nations peoples for better outcomes. The Engagement Senior Officer is an integral role as the NIAA representative in the region. The engagement team's role is to develop relationships in the regions and ensure that initiatives of the Australian Government are identified and supported on the ground in regional Australia.

The Engagement Senior Officer role is a leadership position within the Branch. Key aspects of the role include:

- plan and coordinate team workflow to ensure even distribution and management of priorities
- undertake planning and implementation of small-scale projects for the team or branch
- effectively monitor and report on team and project performance and workload. Implement remedial action as required to ensure performance indicators are met and quality is maintained
- provide technical and operational guidance and direction to the team. Analyse and respond to level technical enquiries and complaints with some complexity
- develop and maintain internal and external relationships with stakeholders
- represent the Agency to build productive relationships and networks through collaboration with providers/stakeholders to resolve issues and realise outcomes
- apply sound judgement and make evidence-based decisions aligned to the organisational operating environment and legislative frameworks. Guide others to identify and mitigate foreseeable risks.

The role also requires a high level of cultural acumen as the positions work directly with First

Nations people and communities.

Link to Galambany, Org Design and Agency's Way of Working:

- the role supports Galambany by **building our influence** at the regional level and facilitates investing to deliver the greatest benefit by working in partnership with First Nations communities on the ground to **identify priorities and direct investment**
- the role links Galambany work streams of **Our Engagement**:
 - by engaging directly with First Nations people on Country, Our Investment
 - by providing an on-Country presence to respond to community priorities and needs (**convenor and broker**) and Our People
 - by recruiting a candidate that holds the expertise for the role and to grow others in similar roles.

Duties

Do you want to be a Team member that works in genuine partnership to enable the self-determination and aspirations of First Nations Communities?

Do you want to be a part of NIAA that leads and influences change across Government to ensure Aboriginal and Torres Strait Islander Peoples have a say in the decisions that affect them?

We are looking for candidates with a strategic focus to maintain an inclusive, supportive, high-performing team culture. The candidates will be self-starters and consistently relied upon by supervisors, including the Regional Manager, and will need to be confident to take charge of issues and deliver high-quality outputs.

To fill the role we are looking for candidates who can demonstrate the following competencies:

- understand NIAA's vision and purpose and how the work of the branch contributes to this
- review performance of the team and section, review quality of outcomes and identify systemic issues and solutions for consideration by the wider leadership group and guide others in implementing and adapting to change
- treat NIAA staff and stakeholders with respect and courtesy, actively recognise and listen to the diverse opinions and voices of staff and stakeholders
- act professionally at all times and operate within the boundaries of organisational processes and legal and public policy constraints
- work within, and promotes, NIAA's values focusing on achieving objectives in difficult circumstances
- communicate tailored information and messages confidently, with demonstrated cultural competence
- identify relevant stakeholders and anticipate expectations and concerns
- approach difficult negotiations with a clear understanding of key issues and desired outcomes.

Tertiary qualifications in a relevant field or relevant work experience would be desirable.

A current driver's license is essential to the role.

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

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>

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	Shelbi Ryan, 0436 432 241
Agency Recruitment Site	https://niaa.nga.net.au/?jati=3D909574-1EDC-3D5F-1C4A-E3A6F019E7ED

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Social Services

Vacancy VN-0755674

National Disability Insurance Scheme (NDIS) Quality and Safeguards Commission

Closing Date: Sunday 23 March 2025

Corporate Division
Corporate Executive Security and Workplace Services

Job Title	Assistant Director, Protective Security
Job Type	Full-Time, Ongoing
Location	Adelaide SA, Brisbane QLD, Canberra ACT, Darwin NT, Hobart TAS, Melbourne VIC, Parramatta NSW, Penrith NSW, Perth WA
Salary	\$115,903 - \$131,563
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;Hybrid
Office Arrangement Details	Flexible and Hybrid option available
Classification	Executive Level 1
Position Number	064_03/25
Agency Website	https://www.ndiscommission.gov.au/

Job Description

<https://ndiscommission.nga.net.au/?AudienceTypeCode=EXT>

About the NDIS Quality and Safeguards Commission

The NDIS Quality and Safeguards Commission (the NDIS Commission) is an independent agency established on 1 July 2018 to improve the quality and safety of NDIS supports and services. The Commission is the dedicated national regulator of NDIS service providers in Australia and a non-corporate entity under the Public Governance, Performance and Accountability Act 2013.

The NDIS Commission works with people with disability, the National Disability Insurance Agency (NDIA), governments and the sector who together deliver the National Disability Insurance Scheme (NDIS). We strongly and actively encourage applicants from a diverse range of backgrounds and experiences, including people with disability, First Nations peoples, people from Culturally and Linguistically Diverse (CALD) backgrounds and LGBTIQ+. We know a diverse workforce and inclusive workplace drives our success.

Security and Workplace Services

Security and Workplace Services is responsible for enhancing the Commission's business, security and resilience capability through strategically and operationally managing the national fleet, property and accommodation portfolio. Our protective security and resilience management programs ensure our people, properties and assets remain safe, accessible, secure and fit for purpose across the Commission's footprint.

Duties

Under broad direction, the Assistant Director, Protective Security reports to the Director, Security and Workplace Services and will undertake the following key duties:

- Lead and manage a small operational team delivering protective security services, providing direction, mentoring and professional development to enhance team capability and performance.
- Act as an advisor to the Director and Chief Security Officer on security risk management for the Commission conducting site security risk assessments, site audits, security maturity reporting and other risk management activities.

- Oversee personnel and physical security programs, including pre-employment screening, ongoing suitability assessments, vetting processes, access control, visitor management, security guard services and electronic security systems (CCTV, alarms, duress systems) ensuring compliance with the Protective Security Policy Framework (PSPF).

Eligibility

The occupant of the position:

- Has a positive and contemporary attitude to people with disability.
- Extensive experience and knowledge of the PSPF and related standards, guidelines and Australian Security Intelligence Organisation (ASIO) technical notes.
- Demonstrated experience designing and implementing protective security management strategies, policies, plans and programs to uplift maturity in a federal or state government environment.
- Experience overseeing personnel security vetting, pre-engagement checking processes and familiarity of security risks in this domain.

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>

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	Lacey Shields, 0476 220 028
Agency Recruitment Site	https://ndiscommission.nga.net.au/?AudienceTypeCode=EXT

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National Disability Insurance Scheme (NDIS) Quality and Safeguards Commission

Closing Date: Tuesday 25 March 2025

Corporate Division
Corporate Executive Security and Workplace Services

Job Title	Senior Personnel Security Officer - Affirmative Measures
Job Type	Full-Time, Ongoing; Non-Ongoing
Location	Adelaide SA, Parramatta NSW, Penrith NSW, Brisbane QLD, Darwin NT, Hobart TAS, Melbourne VIC, Perth WA, Canberra ACT
Salary	\$84,927 - \$90,696
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	WFH and Flexible option available
Classification	APS Level 5
Position Number	067_03/25
Agency Website	https://www.ndiscommission.gov.au/

Job Description

<https://ndiscommission.nga.net.au/?AudienceTypeCode=EXT>

About the NDIS Quality and Safeguards Commission

The NDIS Quality and Safeguards Commission (the NDIS Commission) is an independent agency established on 1 July 2018 to improve the quality and safety of NDIS supports and services. The Commission is the dedicated national regulator of NDIS service providers in Australia and a non-corporate entity under the Public Governance, Performance and Accountability Act 2013.

The NDIS Commission works with people with disability, the National Disability Insurance Agency (NDIA), governments and the sector who together deliver the National Disability Insurance Scheme (NDIS). We strongly and actively encourage applicants from a diverse range of backgrounds and experiences, including people with disability, First Nations peoples, people from Culturally and Linguistically Diverse (CALD) backgrounds and LGBTIQ+ . We know a diverse workforce and inclusive workplace drives our success.

Duties

Security and Workplace Services

Security and Workplace Services is responsible for enhancing the Commission's business, security and resilience capability through strategically and operationally managing the national fleet, property and accommodation portfolio. Our protective security and resilience management programs ensure our people, properties and assets remain safe, accessible, secure and fit for purpose across the Commission's footprint.

Key duties

The successful candidate will report to the Assistant Director, Personnel Security and will undertake the following key duties but are not limited to, the following:

- Supervise a small team responsible for the operational management of the Commission's personnel security arrangements including:
 - pre-employment screening,
 - security clearance processes, and
 - ongoing suitability and separating personnel requirements.
- Liaising with internal and external stakeholders, including the Australia Government Security Vetting Agency (AGSVA).
- Managing the security clearance process and being a point of contact for clearance holders on their respective clearance-related issues.
- Assist with identifying threats, risk and vulnerabilities, and providing effective solutions to mitigate identified risks.

Eligibility

Capability requirements

The occupant of the position:

- Has a positive and contemporary attitude to people with disability
- Supervises a team to achieve objectives with a focus on safety, staff wellbeing and high performance
- Is responsive to client and stakeholder needs
- Works collaboratively and operates as an effective team member
- Has well-developed organisational skills to manage competing demands

Notes

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.

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	Lacey Shields, 0476 220 028
Agency Recruitment Site	https://ndiscommission.nga.net.au/?AudienceTypeCode=EXT

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Treasury

Vacancy VN-0755588

Australian Taxation Office

Closing Date:Wednesday 26 March 2025

Enterprise Solutions and Technology
Digital Identity Services

Job Title	IT Technical Specialist (Mobile Application Developer)
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Brisbane QLD, Canberra ACT, Melbourne VIC
Salary	\$150,784 - \$179,606
Future Merit Locations	Box Hill, Brisbane, Canberra, Dandenong, Melbourne, Moonee Ponds, Upper Mount Gravatt
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_EST_161_2025
Agency Website	http://www.ato.gov.au/careers

Job Description

<https://ato.nga.net.au/?jati=ED011DC9-F596-333A-15E6-E3A6ED9652BA>

Duties

We are seeking experienced and motivated IT Technical Specialists (Mobile Application Developer) to join our Digital Identity Services team.

As an IT Technical Specialist (Mobile Application Developer), in our Enterprise Solutions and Technology division, you'll play a critical leadership role in an agile delivery environment. Collaborating with business and subject matter experts, you'll drive the development and implementation of scalable, sustainable, and integrated mobile application solutions. Your expertise will ensure the delivery of optimal outcomes by providing high-level technical, professional, and policy guidance while adhering to existing system constraints and IT standards.

You will plan and lead the identification and assessment of emerging technologies and evaluate potential impacts, threats, and

opportunities. You'll uplift the team around you by sharing your expertise and providing feedback, encouraging others to adopt an agile approach and support a culture of continuous improvement and innovation.

We embrace the strength of diversity – through our people and the experiences they bring with them. We provide reasonable adjustments to support candidates with disability to participate in our recruitment processes and encourage people with disability and Aboriginal and Torres Strait Islander peoples to apply.

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>

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	Ben Alexander, (07) 3213 8034
Agency Recruitment Site	https://ato.nga.net.au/?jati=ED011DC9-F596-333A-15E6-E3A6ED9652BA

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Climate Change, Energy, the
Environment and Water

Vacancy VN-0755733

Bureau of Meteorology

Closing Date:Wednesday 19 March 2025

Business Solutions
Energy & Resources

Job Title	Projects Lead
Job Type	Full-Time;Part-Time, Ongoing
Location	Perth WA, Brisbane QLD, Melbourne VIC, Adelaide SA, Cairns QLD, Canberra ACT, Darwin NT, Hobart TAS, Sydney NSW
Salary	\$125,428 - \$140,871
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	Executive Level 2
Position Number	60019054
Agency Website	

Job Description <https://bomcareers.nga.net.au/?jati=9C9220A7-8796-BDA2-4A7F-E3A8173BE4DE>

Duties

The Energy & Resources (E&R) Program is responsible for delivering impact and value to improve the safety, reliability, resilience and productivity of the energy and resources sectors in Australia and the Asia-Pacific Region.

The E&R Projects Lead, under the broad direction of the General Manager, Energy & Resources and in partnership with the Sector Leads and Service Delivery Manager, oversees project and program management within E&R's growing portfolio.

We are seeking an experienced and motivated Projects Lead, with an in-depth knowledge and experience in project, program and people management, to shape and drive E&R's capability in achieving our strategic objectives. This role requires knowledge of project delivery and assurance methods, and well-developed communication and interpersonal skills to collaborate effectively across multi-disciplinary programs within the Bureau. Programs include the Enterprise Portfolio Management Office, various programs within the Data and Digital Group, Research, Research to Operations, and operational teams.

The Projects Lead position would suit an applicant with a high degree of initiative and leadership capability. Experience establishing strong working relationships with stakeholders and team members and employing a consultative and influencing approach is essential.

The Projects Lead reports to the General Manager Energy and Resources.

Eligibility

The successful candidate may be required to obtain a Baseline 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>

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	Stephen Duggan – General Manager Energy & Resources, +61 411 592 960
Agency Recruitment Site	https://bomcareers.nga.net.au/?jati=9C9220A7-8796-BDA2-4A7F-E3A8173BE4DE

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Climate Change, Energy, the Environment and Water

Vacancy VN-0755737

Bureau of Meteorology

Closing Date:Wednesday 26 March 2025

Business Solutions Group
Energy & Resources

Job Title	Business Administration Officer
Job Type	Full-Time;Part-Time, Ongoing
Location	Cairns QLD, Adelaide SA, Hobart TAS, Brisbane QLD, Melbourne VIC, Perth WA, Canberra ACT, Darwin NT, 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	Flexible
Office Arrangement Details	Flexible working arrangements, including work from home, are available subject to operational requirements.
Classification	APS Level 6
Position Number	60019053
Agency Website	

Job Description <https://bomcareers.nga.net.au/?jati=2491691F-D9C1-0EE4-CD17-E3A81718E6A7>

Duties

The Bureau of Meteorology is seeking an enthusiastic and motivated Business Administration Officer to join the Energy and Resources team in the Business Solutions Group. This role will report to the Business Manager and deliver exceptional service experience to both internal and external customers and stakeholders. As a Administration Officer, you will provide financial and administrative support and will be liaising with a wide range of customers and stakeholders, both internal and external to the Bureau. The occupant of this position must have administrative ability of a very high order.

The responsibilities of the role include but are not limited to:

- Complying 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.
- Provide administrative expertise and advice and perform activities to ensure they meet appropriate probity, accountability, and compliance requirements.
- Manage the purchase of goods and services, arrange payment of accounts and seeking approval in line with delegations and legislation to ensure smooth procure to pay process.
- Assist the business with queries as required including managing customer expectations and identifying customer needs and ability to communicate effectively with customers and stakeholders.
- Demonstrated organisational skills and the ability to prioritise work to meet strict deadlines and respond to changing requirements.
- Demonstrated ability to operate a range of desktop computing applications including spread sheets, word processors and data bases.
- Manage the end-to-end lifecycle of purchase orders from creation, amendments and closure.

- Participate in continuous improvement opportunities within the Procure-to-Pay function.
- Other tasks as directed depending on the business requirements.
- Be aware of, and apply as necessary, the principles and practices of the various elements of the Bureau's Social Justice Strategy.

Eligibility

Affirmative measures.

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>

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	Madi Ivin – a/g Business Manager, madison.ivin@bom.gov.au
Agency Recruitment Site	https://bomcareers.nga.net.au/?jati=2491691F-D9C1-0EE4-CD17-E3A81718E6A7

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Climate Change, Energy, the Environment and Water

Vacancy VN-0755585

Job Title	Multiple Data Positions
Job Type	Full-Time, Ongoing
Location	Canberra ACT, Adelaide SA, Brisbane QLD, Darwin NT, Hobart TAS, Melbourne VIC, Perth WA, Sydney NSW
Salary	\$91,944 - \$104,393
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 will be considered based on operational requirements.
Classification	APS Level 6
Position Number	2025/114
Agency Website	https://www.dcceew.gov.au/

Job Description <https://dcceewjobs.nga.net.au/?jati=B68F052B-100D-EB7A-8651-E3A72B06B5F1>

Who we are

Environment Information Australia (EIA) is division of DCCEEW that provides the best available environmental data and information to inform critical decision making about Australia's natural capital. EIA is critical to ensuring sustainable development and environment protection and rehabilitation through transparency, accountability and faster, clearer decision-making. EIA works closely with private and public partners, including the wider Department, state and territory governments, First Nations partners, environment experts, academia, industry and other Commonwealth agencies.

The Environment Data and Analysis Branch (EDAB) specialises in data analytics, management, governance, and the development of digital infrastructure and tools for Environment Information Australia (EIA). EDAB supports the building and maintenance of EIA platforms and systems, and facilitates data availability through collection, sharing, and aggregation with other internal and external data custodians. EDAB is a key component of the Department's evidence-based decision-making process. Its custom-developed and managed databases provide essential information for a wide range of environmental analyses, assessments, and reports. Additionally, EDAB's geospatial data products, models, boundaries, and systems form the core of the Department's spatial assets, enhancing data and reporting capabilities across various business areas within DCCEEW.

The Decision Support & Analysis section specialises in advanced spatial analysis, development of national datasets, visualisation and delivery of geospatial platforms and software. Our goal is to help staff use the power of location to make better decisions. The Ecosystem and Protected Places section focuses on national modelling of vegetation and environmental threats, using a variety of tools including machine learning and remote sensing. Our vision is to improve and develop national environmental datasets to support nature-positive outcomes, ensuring a sustainable and vibrant Australia. The Geospatial Data Management, Species and Threatened Communities section is responsible for management and delivery of national environment data in the enterprise geodatabase and the creation and maintenance of threatened species distribution models and mapping the distribution of threatened ecological communities.

For more information about us please visit our [website](#).

Duties

We are looking for Geospatial Developers, Senior Spatial Analysts, Spatial Data Managers and Spatial Ecologists to join multi-disciplinary teams.

Duties may include, but not limited to:

- Providing leadership and project management across:
 - the creation and analysis of environmental geospatial information using a range of sources to produce consistent authoritative national environmental data products
 - advice and oversight on geospatial infrastructure, including data processing (i.e. ETL) to deliver authoritative environmental information to a range of internal and external users and
 - provide project leadership and well-developed communication skills to develop environmental data and tools that support decision making and reporting, with a focus on stakeholder engagement to understand key development needs.
- Providing expertise to the team in the management of geospatial data, including metadata management, and publishing and sharing data appropriately.
- Leveraging geospatial capabilities to design and implement solutions, including the production of mapping products to standards, to support policy development, decision making and reporting.
- Investigating innovative technical approaches to improve the production of environmental data and tools
- Proactively maintaining positive working relationships with data providers and stakeholders.

For detailed information about the job-specific capabilities for this role, please view the Job Description which can be downloaded from the relevant job posting on 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

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>

About the Department of Climate Change, Energy, the Environment and Water (DCCEEW)

To Apply

Position Contact	Mark Crossley, 0417 180 996
Agency Recruitment Site	https://dcceewjobs.nga.net.au/?jati=B68F052B-100D-EB7A-8651-E3A72B06B5F1

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Climate Change, Energy, the Environment and Water

Vacancy VN-0755682

Department of Climate Change, Energy, the Environment and Water (DCCEEW)

Closing Date: Monday 07 April 2025

Alligator Rivers Region Technical Committee

Job Title	Independent Scientific Members
Job Type	Part-Time, Non-Ongoing
Location	Adelaide SA, Brisbane QLD, Canberra ACT, Darwin NT, Hobart TAS, Melbourne VIC, Sydney NSW
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	Work From Home;On Site;Hybrid
Office Arrangement Details	Members may be based anywhere in Australia with meetings 4 times per year in Darwin or Jaibru
Classification	Statutory Appointment
Position Number	2025/689
Agency Website	https://www.dcceew.gov.au/

Job Description

arrtcsecretariat@dcceew.gov.au

Duties

The Alligator Rivers Region Technical Committee (ARRTC), established under the Environment Protection (Alligator Rivers Region) Act 1978, advises the Australian Government Minister for the Environment and Water on the quality and appropriateness of the scientific research undertaken by the Supervising Scientist and mining companies to protect and restore the environment in the Alligator Rivers Region from the impacts of uranium mining.

Further information about the role of ARRTC can be found at:

<https://www.dcceew.gov.au/science-research/supervising-scientist/communication/committees/arrtc>

The Supervising Scientist is seeking applications for five independent scientific member positions on ARRTC for a 3-year term commencing in August 2025. We are seeking candidates with significant skills and experience in each of the following areas:

- Mine restoration ecology
- Soil biogeochemistry and contaminated sites assessment
- Hydrogeology and hydrogeochemistry
- Surface water quality modelling and freshwater ecology
- Environmental monitoring design and statistical analysis

The role requires travel to attend two meetings per year in either Darwin or Jabiru NT, usually held over 4-days. From time to time there also may be additional out of session meetings.

Appointments to ARRTC are made by the Australian Government Minister for the Environment and Water. Members will receive a sitting fee, currently \$464 per day, as set by the Remuneration Tribunal for part-time office holders. All travel and accommodation costs required for committee business will be covered.

In accordance with the Australian Government’s commitment to achieving gender balance on government boards, women are encouraged to apply.

Applications, including a cover letter and current CV, should be provided to the ARRTC Secretariat at arrtcsecretariat@dcceew.gov.au by close of business on 7 April 2025.

If you have any questions about the positions, please email the ARRTC Secretariat. **Eligibility Notes**

About the Department of Climate Change, Energy, the Environment and Water (DCCEEW)

To Apply

Position Contact	Che Doering, arrtcsecretariat@dcceew.gov.au
Agency Recruitment Site	arrtcsecretariat@dcceew.gov.au

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