



**Commonwealth of Australia**  
**APSJobs - Vacancies Daily**  
**PS11 Daily Gazette Friday - 15 March 2024.pdf**

**Australian Government**

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 PS12 Weekly Gazette Thursday - 21 March 2024.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 PS12 Weekly Gazette Thursday - 21 March 2024.pdf.

**Gazette Lodgement Inquiries**

Phone: (02) 6202 3559

Email: [contact@apsjobs.gov.au](mailto:contact@apsjobs.gov.au)

**IMPORTANT INFORMATION**

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Vacancies

Vacancy VN-0738836

Australian Competition and Consumer Commission

Closing Date:Sunday 31 March 2024

Coporate  
Information Management and Technology Services

|                 |                                                                                                                     |
|-----------------|---------------------------------------------------------------------------------------------------------------------|
| Job Title       | Assistant Director, Program Management Office                                                                       |
| Job Type        | Full-Time;Part-Time, Ongoing;Non-Ongoing                                                                            |
| Location        | Canberra ACT, Sydney NSW, Melbourne VIC, Brisbane QLD, Adelaide SA, Perth WA, Darwin NT, Hobart TAS, Townsville QLD |
| Salary          | \$114,589 - \$126,815                                                                                               |
| Classification  | Executive Level 1                                                                                                   |
| Position Number | EA2024/83                                                                                                           |
| Agency Website  | <a href="https://www.accc.gov.au/">https://www.accc.gov.au/</a>                                                     |

Job Description

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

- Do you want to work at an agency where each day reveals new opportunities to work on some of the biggest issues facing consumers and businesses and have opportunities to pursue new and exciting pathways?
- Do you want to work at a place where smart and dedicated people from all walks of life collaborate to work on meaningful matters?
- Do you want to be responsible for the provision of effective program and project management reporting, support, and advice in one of Australia's most essential government agencies?

**Then this is the place for you!** At the ACCC, we're proud of the impact we can make together. We understand the responsibilities and challenges that come with a fast moving and ever-changing environment. Our high performing culture is built on a foundation of care, support and inclusion. It's why we're driven by connection and collaboration, sharing our skills, knowledge and support with each other freely and frequently. It's why we prioritise the wellbeing of our people and empower them to work autonomously, flexibly and courageously. At the ACCC, we believe the best version of you is the one that's true to who you are – and that's the you we want working alongside us.

We value flexibility, and all roles can be performed from any capital city in a state or territory or Townsville and are available on a full-time, part-time or job-share basis.

**Applicants from diverse backgrounds including First Nations peoples, people with disability and those from different cultural backgrounds are encouraged to apply.**

## **Duties**

As the Assistant Director, Program Management Officer you will provide definition, integration, and management of PMO processes and functions to improve the consistency and efficiency of program and project delivery. Other duties include:

- Contributing to the development of the PMO framework (including Benefits Strategy) and lead the design and implementation of a common program and project management methodology, standards, and tools to drive and facilitate the successful delivery of projects.
- Contributing to PMO governance, reporting and review framework to provide a holistic and accurate view of all project activity and benefits.
- Coordinating across projects to ensure that information relating to project deliverables, benefits, risks, and issues are effectively communicated between stakeholders and that key performance indicators are monitored and evaluated.
- Providing high quality, responsive and timely advice to the PMO Director, Senior Executive, and governance bodies.
- Fostering collaborative and mutually supportive relationships with benefit owners, project leaders, project teams, and senior stakeholders.

## **Eligibility**

### **About you**

In order to succeed in the role, you will have:

- A demonstrated ability to engage effectively and work cohesively with internal and external stakeholders.
- Clear, concise, and articulate oral and written communication skills, with the ability to influence, persuade and negotiate.
- The ability to identify, measure and report on program and project parameters, including benefits, arising from a multi-year digital transformation program.
- Highly developed organisational skills including the ability to prioritise and collaborate with others to achieve deadlines.
- Experience working on change programs/projects in a multi-disciplinary team environment with a demonstrated understanding of program and project management methodologies.

To find out more about us and the role, please read the Candidate Kit.

## **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 Competition and Consumer Commission

The ACCC is an independent statutory authority that administers the Competition and Consumer Act 2010 and other Acts. The ACCC works to promote effective competition and fair trading in the market place to benefit consumers, business and the community, and efficiency in the delivery of certain infrastructure services. The AER is a part of the ACCC. The AER is Australia's national energy market regulator and has an independent board. The AER shares employees, resources and facilities with the ACCC.

To Apply

|                         |                                                                                                             |
|-------------------------|-------------------------------------------------------------------------------------------------------------|
| Position Contact        | Peter Conlon, (02) 6243 1177                                                                                |
| Agency Recruitment Site | <a href="https://accr.bigredsky.com/page.php?pageID=106">https://accr.bigredsky.com/page.php?pageID=106</a> |

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Vacancy VN-0738889

Australian Competition and Consumer Commission

Closing Date: Sunday 31 March 2024

AER - Network Regulation  
Distributed Energy Resources

|                 |                                                                    |
|-----------------|--------------------------------------------------------------------|
| Job Title       | Senior Analyst/Assistant Director                                  |
| Job Type        | Full-Time;Part-Time, Ongoing                                       |
| Location        | Canberra ACT, Melbourne VIC, Sydney NSW, Brisbane QLD, Adelaide SA |
| Salary          | \$92,228 - \$126,815                                               |
| Classification  | APS Level 6;Executive Level 1                                      |
| Position Number | EA2024/84                                                          |
| Agency Website  | <a href="https://www.accc.gov.au/">https://www.accc.gov.au/</a>    |

- **Do you want to work at an agency where each day reveals new opportunities to work on some of the biggest issues facing consumers and businesses and have opportunities to pursue new and exciting pathways?**
- **Do you want to work at a place where smart and dedicated people from all walks of life collaborate to work on meaningful matters?**
- **Do you want to contribute to/lead a team that researches, analyses, investigates and develops solutions to complex problems in the regulated sector of electricity?**

**Then this is the place for you!** At the AER, we work to make energy consumers better off, now and in the future. We focus on ensuring a secure, reliable and affordable energy future for Australia as it transitions to net zero emissions. Our high performing culture is built on a foundation of care, support and inclusion. It's why we're driven by connection and collaboration, sharing our skills, knowledge and support with each other freely and frequently. It's why we prioritise the wellbeing of our people and empower them to work autonomously, flexibly and courageously. We believe the best version of you is the one that's true to who you are – and that's the you we want working alongside us.

We value flexibility, this role can be performed at any of the AER offices located in Adelaide, Brisbane, Canberra, Melbourne, or Sydney and are available on a full-time, part-time or job-share basis.

**Applicants from diverse backgrounds including First Nations peoples, people with disability and those from different cultural backgrounds are encouraged to apply.**

## **Duties**

### **What you will do as the Senior Analyst, Consumer Energy Resources (CER) Team**

The Senior Analyst researches, analyses, investigates and develops solutions to complex problems in the regulated sector of electricity – specifically relating to efficient integration of CER in electricity distribution networks. Duties include:

- Contribute to the leadership of CER team.
- Research, investigate and analyse relevant information to develop advice and recommended positions for consideration by the AER.
- Assist in the design, administer and facilitate processes for consultation and engagement with stakeholders.
- Assess submissions from stakeholders on various matters.
- Draft a range of documents for a wide audience including issues papers, reports, correspondence, briefings, guidelines, advice and submissions on regulatory issues.

### **What you will do as the Assistant Director, Consumer Energy Resources (CER) Team**

In addition to the above, as the Assistant Director, you will:

- Oversee, design, administer and facilitate processes for consultation and engagement with stakeholders.
- Manage the collection, use and storage of information associated with the AER's regulatory responsibilities.
- Oversee and contribute to the planning and management of projects in a timely and effective way and provide employees of the section with clear direction and supervision to meet the objectives of the project and their developmental needs.
- Cultivate and maintain relationships with industry, Governments (Commonwealth and State), consumer groups and other related agencies.

## Eligibility

### About you

In order to succeed in the role, you will have:

1. Technical knowledge:
  - A well-developed understanding, or ability to quickly acquire an understanding of Australian electricity and gas markets and the role, purpose, and objectives of the AER.
  - Tertiary qualifications in economics, corporate finance, law, public policy, or related fields with **at least 2 years** post-qualifications experience is highly desirable.
2. A demonstrated ability to effectively:
  - Research, investigate and analyse issues, interpret and apply legislation, policies and procedures and make decisions.
  - Engage, support, motivate and work collaboratively with other people, including the ability to contribute/respond/inform people.
  - Plan, organise and prioritise and coordinate others to fulfil a demanding workload and deliver high quality results.
3. Demonstrated experience in network regulation, operating and/or capital expenditure of regulated entities or related fields and/or stakeholder engagement, viewed favourably.

In addition to the requirements above, in order to succeed in the Assistant Director role, you will have:

1. Technical knowledge:
  - Tertiary qualifications in economics, corporate finance, law, public policy, or related fields with **at least 5 years** post-qualifications experience is highly desirable.
2. A highly motivated and resilient outlook and demonstrated ability to:
  - Provide leadership, coaching and direction to less experienced staff and assist in building their capacity.
  - Contribute to the management of teams.
  - Negotiate with and influence internal and external stakeholders to achieve project and AER outcomes.

To find out more about us and the role, please read the Candidate Kit.

## 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 Competition and Consumer Commission

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To Apply

|                         |                                                                                                             |
|-------------------------|-------------------------------------------------------------------------------------------------------------|
| Position Contact        | Sara Stark, 03 9290 1881                                                                                    |
| Agency Recruitment Site | <a href="https://accb.bigredsky.com/page.php?pageID=106">https://accb.bigredsky.com/page.php?pageID=106</a> |

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Vacancy VN-0738830

|                        |                                                               |
|------------------------|---------------------------------------------------------------|
| <b>Job Title</b>       | Engagement Officer, NSW Operations                            |
| <b>Job Type</b>        | Full-Time, Ongoing                                            |
| <b>Location</b>        | Haymarket NSW                                                 |
| <b>Salary</b>          | \$79,169 - \$86,763                                           |
| <b>Classification</b>  | APS Level 5                                                   |
| <b>Position Number</b> | 2024-104 12895                                                |
| <b>Agency Website</b>  | <a href="https://www.aec.gov.au/">https://www.aec.gov.au/</a> |

## Job Description

<https://candidate.aurion.cloud/aec/production/>

You will join a high-performing, collaborative team that leads, enables and motivates staff to administer, prepare for and deliver electoral events.

The New South Wales/Australian Capital Territory (NSW/ACT) State and divisional offices take a professional and dynamic approach to achieve high-quality, internationally recognised standards for electoral event delivery.

Reporting to the Senior Project Officer, the Project Officer is responsible for delivering a number of tasks critical to the delivery of a federal election including supporting election delivery staff in their work. This is a cohesive and high performing team that has a significant focus on effective communication with other business areas across the AEC to achieve key objectives.

## Duties

We are looking for an agile, energetic, self-motivated and results driven Project Officer to deliver large-scale projects relating to election and referendum planning, delivery and evaluation. You will need to be a self-starter able to work under pressure with limited guidance but also comfortable working in a team environment.

You will need to be flexible, organised, goal-oriented, able to clearly communicate results and focused on delivering high quality outcomes within strict timeframes lead by the Senior Project Officer. You will deliver projects focussed on engagement, stakeholder relationships, communication, workforce planning, procurement, financial management and logistics. You will assist in the day-to-day management of matters relating to corporate governance and election readiness functions of the State.

During an electoral event, the officers will support the delivery of state office election projects by supporting small teams to deliver moderately complex to complex and/or sensitive work, under limited direction, utilising expertise and knowledge to support the delivery of corporate, compliance and governance functions, election events and project outcomes.

To excel you'll have:

- Demonstrated ability to provide administrative support, accurately record project progression and complete tasks within strict timeframes.
- The ability to conduct research and analysis as required and reach evidence-based conclusions to assist in the management, preparation and coordination of procedures and delivery of projects.
- An ability to remain positive and respond to increased levels of pressure in a calm manner, while achieving goals within tight timeframes and responding to competing and changing priorities.
- A demonstrated ability to maintain key internal and external relationships, including liaising with stakeholders on project or operational issues, and responding to stakeholder needs and expectations.
- Experience in project management activities, including managing resources, budgets, and reporting, while ensuring project tasks are delivered on time and meet the needs of the end user.

- A proven ability to manage staff to increase capability and encourage success in a collaborative work environment.
- Experience in communication, stakeholder management, procurement, contract management and/or financial monitoring activities.

Desirable

- Familiarity with legislative and regulatory frameworks and requirements, including the Public Governance, Performance and Accountability Act and Commonwealth Electoral Act.
- Drivers Licence

Eligibility

- AEC employees must be Australian citizens.
- Any person who is, and seen to be active in political affairs, and intends to publicly carry on this activity, may compromise the strict neutrality of the AEC and cannot be considered.
- Applicants are required to consent to, undergo, obtain and maintain a character clearance.
- Applicants may be required to consent to, undergo, obtain and maintain the security clearance required for this role.

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 Electoral Commission

The Australian Electoral Commission (AEC) is at the heart of Australian democracy. The AEC is responsible for conducting federal elections and referendums, maintaining the Commonwealth electoral roll and making sure the Australian public is informed about all electoral matters. Our goal is to see that all eligible Australians actively participate in our democracy. The AEC values of electoral integrity through quality, agility and professionalism drive strategic and corporate planning and assist in organising the agency in a way that will effectively deliver the business into the future. The AEC is an equal opportunity employer which upholds the APS employment principles and actively encourages a diverse and inclusive workplace. The AEC’s statutory functions in relation to the conduct of elections and referendums require that the AEC and its employees must be, and must be seen to be, impartial and politically neutral. As a result, the AEC Enterprise Agreement and Political Neutrality Policy state that it is an inherent requirement of AEC employment that employees, and prospective employees, are not publicly active in any political affairs and do not publicly engage in such activities. This includes advocating any issues associated with a referendum. Should a prospective employee fail to meet this inherent requirement, they will be ineligible for employment with the AEC.

To Apply

|                         |                                                                                                             |
|-------------------------|-------------------------------------------------------------------------------------------------------------|
| Position Contact        | Isabella Torrisi, (02) 9375 6333                                                                            |
| Agency Recruitment Site | <a href="https://candidate.aurion.cloud/aec/production/">https://candidate.aurion.cloud/aec/production/</a> |

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Vacancy VN-0738822

Australian Signals Directorate

Closing Date:Sunday 31 March 2024

|                 |                                                                             |
|-----------------|-----------------------------------------------------------------------------|
| Job Title       | ASD 4, 5 & 6 Python Developer                                               |
| Job Type        | Full-Time, Ongoing                                                          |
| Location        | Canberra ACT, Brisbane QLD, Melbourne VIC, Perth WA                         |
| Salary          | \$77,788 - \$147,915                                                        |
| Classification  | APS Level 4;APS Level 5;APS Level 6                                         |
| Position Number | ASD/02313/24                                                                |
| Agency Website  | <a href="https://www.asd.gov.au/careers">https://www.asd.gov.au/careers</a> |

Job Description

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

About the Team

ASD is entering an exciting phase of growth, innovation and transformation. Our agency has committed to delivering REDSPICE, which is the most significant single investment in the Australian Signals Directorate's 75 years.

The Operational Engineering (OE) Branch comprises high-performing, dynamic, multidisciplinary teams committed to enabling ASD's missions in unique and exciting ways. Our people are highly skilled and work at the forefront of innovation to support mission requirements through their specialist skills in software, firmware and/or electronic development.

About the Role

Python developers are accountable for the design, delivery and maintenance of a range of microservices, web-applications and data processing workflows to support capability development and operations.

OE Branch are looking for individuals who:

- Enjoy working as members of an integrated, agile team;
- Look for innovative ways to solve problems, streamline processes and improve procedures;
- Will help design, deliver and maintain python-backed applications, micro-services and data processing pipelines;
- Are interested in learning new technologies, languages and development methodologies;
- Drive concepts and build them into workable and appropriate solutions for mission outcomes;
- Demonstrate dynamic analytical thinking, resilience, and adaptability.

*If you are successful in the application and assessment process, you will be placed into a merit pool and may be contacted for further testing as positions become available. These may be ongoing or non-ongoing opportunities.*

*Throughout the year, ASD may contact you to reconfirm your interest in roles and update you with any relevant information. We request that you also let us know if your circumstances change and you no longer wish to remain in the merit pool.*

Duties

Our Ideal Candidate

The occupants of these positions play a pivotal role in the design, development and delivery of critical capabilities used by ASD's workforce, ensuring they are fit-for-purpose to meet sensitive and time-critical mission requirements.

Interested candidates should have contemporary qualifications and/or demonstrated skills and experience in one or more of the following areas:

- Python programming

- Contemporary web development frameworks such as React
- Microservice architectures and API integration
- Containerised software development
- Orchestration services including Ansible, Puppet, Satellite and/or Terraform
- CI/CD tooling and automation including Artifactory, BitBucket, GitLab and Jenkins
- Messaging and dataflow services such as RabbitMQ, Kafka and/or NiFi
- Strong understanding of the role and function of each layer of the OSI model
- Experience developing and testing critical software, and integrating with complex systems

Eligibility

Please ensure that you meet the eligibility requirements outlined in this Information Pack prior to submitting an application.

**Citizenship** - To be eligible for employment with ASD, applicants must be an Australian citizen.

**Health Assessment** - The preferred applicant may be required to undergo a medical examination conducted by the Agency's preferred medical provider.

**Organisational Suitability Assessment** – To be eligible for employment within ASD, the preferred applicant will be required to undergo an Organisational Suitability Assessment (see Organisational Assessment section).

**Security Clearance** - The preferred applicant will be required to successfully undergo the security clearance vetting process at a specified clearance level. The preferred applicant **MUST** be willing to disclose all relevant and required information. It is a condition of employment that applicants are willing and able to obtain and maintain the requisite security clearance for the duration of their employment with ASD.

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 Signals Directorate

To Apply

|                         |                                                                                                     |
|-------------------------|-----------------------------------------------------------------------------------------------------|
| Position Contact        | ASD recruitment, <a href="mailto:asd.recruitment@defence.gov.au">asd.recruitment@defence.gov.au</a> |
| Agency Recruitment Site | <a href="https://www.asd.gov.au/careers">https://www.asd.gov.au/careers</a>                         |

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Vacancy VN-0738891

|                 |                                                                         |
|-----------------|-------------------------------------------------------------------------|
| Job Title       | Coordinator                                                             |
| Job Type        | Full-Time, Ongoing                                                      |
| Location        | Canberra ACT                                                            |
| Salary          | \$67,013 - \$79,723                                                     |
| Classification  | APS Level 4                                                             |
| Position Number | 993                                                                     |
| Agency Website  | <a href="https://www.sportaus.gov.au/">https://www.sportaus.gov.au/</a> |

**Job Description** <https://ausport.nga.net.au/?jati=6B444A62-8CA2-8BD4-961D-DA63CB264AB5>

**Duties**

Applications close at 11:30pm AEST on **Thursday, 28 March 2024** (late applications will not be accepted).

The Australian Sports Commission is embarking on the Green and Gold decade. An exciting time filled with international sporting competitions on home soil, including the Men's and Women's Rugby World Cup, and culminating in the Brisbane 2032 Olympic and Paralympic Games. We have an ambitious new Strategic Vision and we need the best players on our team to help us deliver real results for the sporting sector and all Australians.

Are you up for the challenge?

- Work for Australia's strategic high performance sporting agency
- Great location – Free parking
- Full-time / Permanent Ongoing position

The Swim School offers a range of programs including a Term programs, School Swimming programs & Holiday Intensive programs.

In conjunction with the Swim School Manager, you will coordinate the day-to-day operations of the Swim School at the Australian Institute of Sport (AIS). You will develop and implement strategies to continuously improve all aspects of the Swim School, particularly with a view to increase participation across all programs.

You will require demonstrated experience in a customer service environment and have (or obtain shortly after commencement) a current CPR certification and one of the following qualifications:

- AUSTSWIM Teacher of Swimming and Water Safety
- Swim Australia Teacher certificate
- Royal Life Saving 'Swim teacher'

The position is based in Canberra.

This position is offered as an **ongoing** position.

Employment benefits on the Canberra site include access to priority onsite childcare placements, a gymnasium, an aquatic pool, and free parking facilities.

We offer:

- Free onsite parking
- Onsite facilities including café, dining hall, gym, and swimming pool.
- Priority placement for your children to access the award winning, onsite AIS Caretaker's Cottage Childcare Centre.
- Options for flexible working arrangements.
- Annual allowances towards training based on individualised career goals.
- Access to a customised ASC L&D calendar for ongoing professional and career development.
- Generous superannuation scheme with up to 15.4% employer contributions.
- Corporate discount on AIS Shop merchandise.

- Access to Clearinghouse for Sport, an information sharing platform for Sporting professionals.

If you have any questions about this opportunity, please contact:

**Contact Officer:** Kathryn Blackman, Swim School Manager  
**Phone number:** (02) 6214 1924  
**Email address:** [kathryn.blackman@ausport.gov.au](mailto:kathryn.blackman@ausport.gov.au)

Eligibility

To be eligible for employment with the Australian Sports Commission, it is preferred that applicants are Australian citizens or permanent residents of Australia

As part of the Commonwealth Child Safety Framework the ASC is committed to being a Child Safe Organisation and leading the way in Child Safety across the sports sector. This position requires a Working with Vulnerable/Children People check to obtain employment.

Notes

- The ASC is committed to protecting children from harm. We require all applicants that will work with children to undergo screening processes prior to appointment.
- Should a merit pool be established for this position, it may be used to fill ongoing or fixed term opportunities as they arise within 18 months from the date advertised.
- The ASC operates under the [Australian Sports Commission Act 1989](#) and is separate to the Public Service Act 1999. The ASC accepts most leave liability and recognition of prior service if you are currently employed at a Commonwealth agency.
- If you are experiencing issues or have any questions with the e-recruitment system, please contact the People & Culture Hub via email [people@ausport.gov.au](mailto:people@ausport.gov.au) or phone (02) 6214 1328.

About the Australian Sports Commission

At the Australian Sports Commission (ASC), we champion the value of sport. We encourage and help Australians of all backgrounds, ages and abilities to get involved in sport and enjoy the many benefits. We play a central leadership role across the broader sport sector through collaboration and direction. The ASC delivers a variety of grants through investment in high performance and national sport participation programs, performance pathways, people development and wellbeing, and research and innovation. We manage high performance operations at the AIS Campus in Canberra, supporting seven National Training Centres of Excellence, and a European Training Centre in Italy. Further, we individually support thousands of athletes and dozens of Australian sports through guidance and collaboration.

To Apply

|                         |                                                                                                                                                           |
|-------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------|
| Position Contact        | Kathryn Blackman, (02) 6214 1924                                                                                                                          |
| Agency Recruitment Site | <a href="https://ausport.nga.net.au/?jati=6B444A62-8CA2-8BD4-961D-DA63CB264AB5">https://ausport.nga.net.au/?jati=6B444A62-8CA2-8BD4-961D-DA63CB264AB5</a> |

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Vacancy VN-0738627

Australian Submarine Agency

Closing Date:Tuesday 02 April 2024

|                 |                                                                                                                   |
|-----------------|-------------------------------------------------------------------------------------------------------------------|
| Job Title       | Recruitment Officer                                                                                               |
| Job Type        | Full-Time, Ongoing                                                                                                |
| Location        | Adelaide SA, Canberra ACT                                                                                         |
| Salary          | \$83,706 - \$89,659                                                                                               |
| Classification  | APS Level 5                                                                                                       |
| Position Number | ASA/02254/24                                                                                                      |
| Agency Website  | <a href="https://www.defence.gov.au/about/taskforces/aukus">https://www.defence.gov.au/about/taskforces/aukus</a> |

**Job Description** <https://defencecareers.nga.net.au/?jati=8BC6E3C1-EF46-2038-E805-DA8F182D6998>

Duties

**The Role**  
The acquisition of conventionally-armed, nuclear-powered submarines is an historic and transformative endeavour for Australia. The whole-of-nation effort to safely and securely deliver the cutting edge nuclear-powered submarine program will transform Australia’s economic and national security landscape for decades to come.

ASA Recruitment has several expected and upcoming APS5 vacancies for individuals who can see themselves as Recruitment Professionals. The recent establishment of this Agency presents a unique opportunity for recruitment professionals to be involved in developing innovative and contemporary strategies, policies and processes to build the required workforce.

As an ASA Recruitment Officer you will work as part of a multidisciplinary team of ADF members, public servants and contractors.

Some of the duties that you can expect to undertake in the role are:

- Accountable for the quality and integrity of recruitment information and records in accordance with policies and work practices ensuring the accuracy of data in the Defence e-Recruitment and human resource information systems.
- Accountable to undertake complex transactional, procedural, operational and administrative recruitment activities relating to the selection processes of APS employees.
- Work closely with colleagues across the Agency’s divisions and APS Recruitment to achieve ASA goals. Additionally, you will be responsible for providing support to the APS6 Team Leaders and management oversight to APS4 Recruitment Officers.
- Clarify and apply recruitment legislation, policies and procedures to determine appropriate course of action for complex recruitment activities.

About our Team

As part of the ASA Recruitment team you will regularly interact and work together across multiple

domains, both locally and across the country to achieve successful outcomes for the Australian Submarine Agency.

You will enjoy working in a complex, fast paced environment as part of a geographically diverse and inclusive team that encompasses a variety of knowledge, skills and experience with a supportive Executive Team.

Our people are capable, committed and diverse. We support an inclusive culture that emphasises respect and collaboration and prioritises safety and security. Our greatest asset is our people.

We offer flexible working arrangements and a range of formal and informal professional development opportunities.

### **Our Ideal Candidate**

Whilst it is desirable to have previous experience in Recruitment and eRecruit, our focus is on engaging candidates who are able to demonstrate that they can learn the content of the role and outline how their existing skills and capabilities are transferrable to the Australian Submarine Agency.

Specifically, we are looking for candidates who have the following skills:

- Good interpersonal skills, strong stakeholder management skills and the ability to build productive working relationships.
- Familiarisation with reading, interpreting and applying policy and legislation to process decisions.
- Self-motivated and outcomes focused with excellent organisational and time management skills.
- A confident communicator with a creative approach to problem solving and a willingness to be part of a broad and dynamic team

We are a dynamic organisation seeking employees who are agile, innovative, motivated and energised to join our team. You will have the opportunity to shape work with ASA, industry, Australian Government regulators, state and territory agencies and international partners.

### **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 Australian Submarine Agency**

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The Australian Submarine Agency was established on 1 July 2023 and is responsible and accountable for the management and oversight of Australia's nuclear-powered submarine program. Australia's acquisition of conventionally-armed, nuclear-powered submarines through the AUKUS partnership will be critical to ensuring our Defence Force has the capabilities needed to keep Australians safe. The Australian Submarine Agency operates under the Defence portfolio and maintains strong linkages with the Department of Defence. Our workforce comprises a mixture of Australian Public Servants, Australian Defence Force members and contractors. At the Australian Submarine Agency, you will enjoy experiences and opportunities that, as an APS employee, you simply would not get in any other organisation. You are able to undertake interesting, challenging and unique work. This ranges from intelligence and strategic policy right through to human resources, communications, infrastructure and engineering, and information technology. As part of the Australian Submarine Agency you will be working at the cutting edge of capability delivery, supported by professionalisation pathways so you can continue to develop, along with unique and varied career opportunities. Our

people are capable, committed and diverse. We support an inclusive culture that emphasises respect and collaboration and prioritises safety and security. Our greatest asset is our people. We offer flexible working arrangements and a range of formal and informal professional development opportunities.

To Apply

|                         |                                                                                                                                                                         |
|-------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Position Contact        | ASA Recruitment, Withheld                                                                                                                                               |
| Agency Recruitment Site | <a href="https://defencecareers.nga.net.au/?jati=8BC6E3C1-EF46-2038-E805-DA8F182D6998">https://defencecareers.nga.net.au/?jati=8BC6E3C1-EF46-2038-E805-DA8F182D6998</a> |

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Vacancy VN-0738838

Defence Housing Australia

Closing Date:Friday 29 March 2024

CFO Group  
Finance and Business Partners Partnering and Performance

|                 |                                                               |
|-----------------|---------------------------------------------------------------|
| Job Title       | Senior Management Accountant                                  |
| Job Type        | Full-Time, Ongoing                                            |
| Location        | Gungahlin ACT                                                 |
| Salary          | \$93,834 - \$107,874                                          |
| Classification  | APS Level 6                                                   |
| Position Number | 493259                                                        |
| Agency Website  | <a href="https://www.dha.gov.au/">https://www.dha.gov.au/</a> |

Job Description

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

**About your team:**  
As a member of the Finance Business Partners team, part of the wider Partnering and Performance Team, you will provide critical support to DHA's internal stakeholders and the CFO Group. Our Finance Business Partners are a team of specialists delivering financial advice,

financial performance reporting, and facilitating a coordinated interface between DHA business areas and the CFO Group. This team support the making of key business decisions by identifying and analysing issues, developing suitable options and enabling appropriate decision making based on strategic organisational needs.

To be effective in this role you will ensure the integrity of financial data in relation to DHA's operational and corporate support programs and be responsible for the ongoing provision of management reporting across these programs to support sound decision making.

## **Duties**

### **Your contribution:**

The Senior Management Accountant role requires a sound appreciation of management and project accounting concepts, financial accounting and cash flow management. In this role, you will have the ability to liaise effectively with all stakeholders on a regular basis, ensuring internal business needs are met and that DHA meets its regulatory compliance obligations.

### **Skills you need to succeed in the role:**

- Expertise in management accounting and/or project accounting and reporting and the ability to work with limited supervision within a time critical environment and ability to prioritise work to ensure reporting deadlines are achieved.
- A high level of attention to detail and the ability to work effectively and independently with limited supervision as well as prioritise work, train and mentor other team members in a collaborative working environment.
- Excellent oral and written communication skills with proven ability to liaise effectively with stakeholders on technical accounting and financial management matters.
- Demonstrated experience using a complex multi ledger Financial Management Information System and experience using management forecasting software and reporting systems and tools.
- Tertiary qualifications in Accounting/Finance and/or working towards membership of CPA or CA are desirable but not essential.

### **You will stand out if you have:**

- You will have excellent interpersonal communication skills and be able to liaise effectively with stakeholders at all levels.

## **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
- Work-life balance
- support career development opportunities
- Generous leave entitlements including 15 days personal leave and 20 days annual leave annually\*

For more detail on what we offer, visit the DHA [website](#).

### How to apply:

Apply now via our [online careers site](#) with your current resume and a 500-word pitch, as outlined in the position description. 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.

**Please note: we will be unable to progress your application if you do not complete this 500-word pitch.**

Any questions? Please email: [HumanResources@dha.gov.au](mailto:HumanResources@dha.gov.au)

### 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.

### Order of merit

Any merit pools established from this merit-based process 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:** AEST 11:55pm Friday 29 March 2024

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

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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        | Human Resources, 0262178512                                           |
| Agency Recruitment Site | <a href="https://careers.dha.gov.au/">https://careers.dha.gov.au/</a> |

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Vacancy VN-0735997

Department of Home Affairs

Closing Date: Sunday 31 March 2024

People & Culture  
People Strategy & Engagement

|                 |                                                                                                                                                                                                                                   |
|-----------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Job Title       | APS 6- HR Advisors - People and Culture Division                                                                                                                                                                                  |
| Job Type        | Full-Time;Part-Time, Ongoing                                                                                                                                                                                                      |
| Location        | Various locations - WA WA, Various locations - ACT ACT, Various locations in NSW NSW, Various locations - QLD QLD, Various locations - NT NT, Various locations - SA SA, Various locations - TAS TAS, Various locations - VIC VIC |
| Salary          | \$90,199 - \$103,770                                                                                                                                                                                                              |
| Classification  | APS Level 6                                                                                                                                                                                                                       |
| Position Number | JR 131191                                                                                                                                                                                                                         |
| Agency Website  | <a href="http://www.homeaffairs.gov.au">www.homeaffairs.gov.au</a>                                                                                                                                                                |

Job Description

<https://jobs.homeaffairs.gov.au/job-invite/131191/>

The Department of Home Affairs acknowledges the Traditional Custodians of Country throughout Australia and their continuing connection to land, sea and community. We pay our respects to all Aboriginal and Torres Strait Islander peoples, their cultures and to their Elders past and present.

We are committed to providing an inclusive work environment that values diversity and inclusion and supports staff to reach their full potential. Our success depends largely on our ability to foster the innovation, efforts and diverse skills of our people. We strive to create a motivating and rewarding working environment in which we value inclusion, our people, performance, integrity, service, and service standards.

We acknowledge that the diversity of our people is our greatest strength and understand that a diverse workplace will have a greater understanding of its clients and the needs of the community. We encourage applications from people of all genders and diverse backgrounds including Aboriginal and Torres Strait Islander peoples, people with disability, people who are neurodivergent, culturally and linguistically diverse people, and people who identify as LGBTIQ+.

For more information see <https://www.homeaffairs.gov.au/about-us/careers/working-with-us/workplace-diversity>

### **About the Division**

People and Culture Division delivers high quality human resource (HR) services and advice to internal and external stakeholders across a broad range of HR disciplines including the employment framework, HR policy and workforce conditions, enterprise bargaining, recruitment, career management, work health and safety, industrial relations and workforce design. HR Advisors support the efficient and effective management of staff through the provision of HR services and advice to managers, staff and partner agencies. They pursue improved processes for data collection, ensuring the integrity and currency of HR systems data and work with new and current staff to develop and maintain Departmental records. These positions may also include Work Health and Safety Specialists, Employment Conditions Specialists and Industrial Relations Specialists

People and Culture Division is made up of four Branches:

- Payroll and Conditions
- Recruitment, Diversity and Learning
- Health, Safety and Wellbeing
- People Engagement, Planning and Innovation

Please visit our website for more information about the [Department of Home Affairs](#) or [Australian Border Force](#)

### **Our ideal candidate**

APS 6 Human Resource Advisors work under limited direction to conduct complex, high quality Human Resources (HR) services and provide advice to managers and other staff. They coordinate and respond to complex requests and enquiries by employees, handle escalated cases and provide support to junior staff. They are committed to developing expertise across various HR practice areas and have sound understanding of current business objectives and external trends.

#### **Duties**

##### **Role Attributes**

Tasks and duties may include but is not limited to:

- Lead provision of logistical HR support on complex enquiries in accordance with relevant legislation, departmental policies and procedures.
- Provide legislation and policy interpretation and guidance on industrial relations, recruitment, workforce safety and wellbeing, workforce management and succession planning as relevant.
- Act with integrity and in accordance with APS legislation in the course of HR management activities.
- Manage relationships with stakeholders to achieve work area goals.
- Collaborate with managers and executive staff to identify and manage HR risks, compliance and issues.
- Collaboratively work with other HR practitioners in undertaking research, analysis and resolution of complex HR issues and opportunities.
- Manage the maintenance and update of personnel and departmental records as appropriate and in accordance with departmental policy and convention.
- Use data and systems to assess and mitigate HR risks, liaising and escalating as required.
- Adapt and manage HR technologies to support innovation and compliance.
- Create and implement improvements to HR processes in day-to-day operations.
- Lead design, development and implementation of HR initiatives that improve staff performance, engagement, and wellbeing.
- Verify sources and provide up-to-date written guidance on emerging issues.

- Consult and implement feedback in the formulation of HR management strategies, policies and plans in response to changing business needs or legislation.
- Understand and translate strategic priorities across the Department and Portfolio into section goals, plans and activities.
- Maintain knowledge of best practice HR and apply within the departmental context.
- Monitor the overall completion of work to ensure quality outputs and information flow is maintained and deadlines are met.
- Act as an escalation point for moderately complex HR issues.

## Eligibility

To be eligible for the position you must be an Australian Citizen.

The successful candidate will be required to obtain and maintain a Baseline Vetting (AGSVA) security clearance and an Employment Suitability Clearance (ESC).

## Notes

The Department of Home Affairs offers an attractive remuneration package, including salary, superannuation benefits and flexible working conditions appropriate to the level of the position.

The Department may provide relocation assistance to eligible APS employees required to relocate. The level of assistance will vary depending on the reason for relocating and your personal circumstances. For further information please enquire with the contact officer listed in the advertisement.

Information about employment and advice on how to apply for vacancies can be obtained from the Department's website at <https://www.homeaffairs.gov.au/about-us/careers>.

Candidates should be aware that in roles where vaccination against COVID-19 is required by public health orders/directions or other legislation proof of vaccination will be required. If a candidate is not fully vaccinated or is unwilling to be vaccinated within a reasonable time period, they may not be offered that 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 Department of Home Affairs

The Department of Home Affairs is responsible for central coordination, and strategy and policy leadership in relation to cyber and critical infrastructure resilience and security, immigration, border security and management, counter-terrorism, the protection of our sovereignty, citizenship and social cohesion. The Department implements a strategically coordinated approach to the cyber security and resilience of all Australians through the appointment of a Cyber Security Coordinator and continues to enable rapid responses to threats of foreign interference through the dedicated Counter Foreign Interference Coordinator. Additionally, the Department contributes to Australia's prosperity and unity through the management and delivery of the migration, humanitarian and refugee programs. The Department also promotes social cohesion through multicultural programs, providing settlement services and through managing and conferring citizenship. We encourage applications from Indigenous Australians, people with disability and people from other diverse backgrounds. We are committed to providing a working environment that values diversity and inclusion and supports staff to reach their full potential. For more information [www.homeaffairs.gov.au/about-us/careers/working-with-us/workplace-diversity](http://www.homeaffairs.gov.au/about-us/careers/working-with-us/workplace-diversity)

## To Apply

|                         |                                                                                                                     |
|-------------------------|---------------------------------------------------------------------------------------------------------------------|
| Position Contact        | Casey Douglas, N/A                                                                                                  |
| Agency Recruitment Site | <a href="https://jobs.homeaffairs.gov.au/job-invite/131191/">https://jobs.homeaffairs.gov.au/job-invite/131191/</a> |

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Vacancy VN-0736357

Department of Home Affairs

Closing Date: Sunday 31 March 2024

People & Culture Division  
People Strategy & Engagement

|                 |                                                                                                                                                                                                                                       |
|-----------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Job Title       | APS 5 HR Advisors - People and Culture Division                                                                                                                                                                                       |
| Job Type        | Full-Time;Part-Time, Ongoing                                                                                                                                                                                                          |
| Location        | Various locations in NSW NSW, Various locations - ACT ACT, various locations in QLD QLD, various locations in NT NT, Various locations - SA SA, Various locations - TAS TAS, various locations in VIC VIC, Various locations in WA WA |
| Salary          | \$80,748 - \$87,572                                                                                                                                                                                                                   |
| Classification  | APS Level 5                                                                                                                                                                                                                           |
| Position Number | JR131199                                                                                                                                                                                                                              |
| Agency Website  | www.homeaffairs.gov.au                                                                                                                                                                                                                |

Job Description

<https://jobs.homeaffairs.gov.au/job-invite/131199/>

The Department of Home Affairs acknowledges the Traditional Custodians of Country throughout Australia and their continuing connection to land, sea and community. We pay our respects to all Aboriginal and Torres Strait Islander peoples, their cultures and to their Elders past and present.

We are committed to providing an inclusive work environment that values diversity and inclusion and supports staff to reach their full potential. Our success depends largely on our ability to foster the innovation, efforts and diverse skills of our people. We strive to create a motivating and rewarding working environment in which we value inclusion, our people, performance, integrity, service, and service standards. We acknowledge that the diversity of our people is our greatest strength and understand that a diverse workplace will have a greater understanding of its clients and the needs of the community. We encourage applications from people of all genders and diverse backgrounds including Aboriginal and Torres Strait Islander peoples, people with disability, people who are neurodivergent, culturally and linguistically diverse people, and people who identify as LGBTIQ+. For more information see <https://www.homeaffairs.gov.au/about-us/careers/working-with-us/workplace-diversity>

About the Division

People and Culture Division delivers high quality human resource (HR) services and advice to internal and external stakeholders across a broad range of HR disciplines including the employment framework, HR policy and workforce conditions, enterprise bargaining, recruitment, career management, work health and safety, industrial relations and workforce design. HR Advisors support the efficient and effective management of staff through the provision of HR services and advice to managers, staff and partner agencies. They pursue improved processes for data collection, ensuring the integrity and currency of HR systems data and work with new and current staff to develop and maintain Departmental records. These positions may also include Work Health and

Safety Specialists, Employment Conditions Specialists and Industrial Relations Specialists.

People and Culture Division is made up of four Branches:

- Payroll and Conditions
- Recruitment, Diversity and Learning
- Health, Safety and Wellbeing
- People Engagement, Planning and Innovation

Please visit our website for more information about the [Department of Home Affairs](#) or [Australian Border Force Duties](#)

#### **About the role**

APS 5 Human Resource Advisors work under limited supervision to conduct high quality Human Resources (HR) services and provide advice to portfolio employees; they coordinate and respond to requests and enquiries by employees, and maintain the integrity and currency of HR systems data and work with new and current staff to develop and maintain departmental records. They are committed to developing competence across various HR practice areas and have a sound understanding of current business objectives and external trends.

Tasks and duties may include but is not limited to:

- Provide logistical HR support to internal and external stakeholders in accordance with relevant legislation, departmental policies and procedures
- Provide legislation and policy guidance on industrial relations, recruitment, workforce safety and wellbeing, workforce management and succession planning as relevant. Act with integrity and in accordance with APS legislation in the course of HR management activities
- Communicate with and provide advice and recommendations to a wide variety of stakeholders on moderately complex-to-complex issues
- Support collaboration with managers and executive staff and management of HR risks, compliance and issues
- Update and maintain personnel and departmental records as appropriate
- Use data and systems to assess and mitigate HR risks, liaising and escalating as required
- Review and improve on HR processes in day-to-day operations
- Conduct design, development and implementation of HR initiatives that improve staff performance, engagement, and wellbeing
- Undertake research and assist with written guidance on emerging issues
- Assist with consultation and the implementation of feedback in the formulation of HR management strategies, policies and plans in response to changing business needs or legislation
- Support the establishment of communities of practice, professional networks and learning hubs that enhance knowledge and sharing in HR matters
- Demonstrate ethical behaviour and integrity to enhance team culture and contribute to a positive workplace
- Promote and champion an inclusive and diverse workplace culture and ensure all staff are valued and recognised for their qualities, ideas and perspectives
- Cultivate a high performance culture by setting an example for peers to follow.

#### **Eligibility**

Employment with the Department of Home Affairs is subject to the conditions outlined in the [Public Service Act 1999](#) (PS Act).

To be eligible for these positions you must be an Australian Citizen.

The successful candidate will be required to:

- obtain and maintain a Baseline Vetting (Protected) security clearance or hold a current security clearance of an appropriate level. More information on the process is available on the [AGSVA website](#).
- be assessed through our pre-employment screening process including our Employee Suitability Clearance.

## Notes

The Department of Home Affairs offers an attractive remuneration package, including salary, superannuation benefits and flexible working conditions appropriate to the level of the position.

The Department may provide relocation assistance to eligible APS employees required to relocate. The level of assistance will vary depending on the reason for relocating and your personal circumstances. For further information please enquire with the contact officer listed in the advertisement.

Information about employment and advice on how to apply for vacancies can be obtained from the Department's website at <https://www.homeaffairs.gov.au/about-us/careers>.

Candidates should be aware that in roles where vaccination against COVID-19 is required by public health orders/directions or other legislation proof of vaccination will be required. If a candidate is not fully vaccinated or is unwilling to be vaccinated within a reasonable time period, they may not be offered that 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 Department of Home Affairs

The Department of Home Affairs is responsible for central coordination, and strategy and policy leadership in relation to cyber and critical infrastructure resilience and security, immigration, border security and management, counter-terrorism, the protection of our sovereignty, citizenship and social cohesion. The Department implements a strategically coordinated approach to the cyber security and resilience of all Australians through the appointment of a Cyber Security Coordinator and continues to enable rapid responses to threats of foreign interference through the dedicated Counter Foreign Interference Coordinator. Additionally, the Department contributes to Australia's prosperity and unity through the management and delivery of the migration, humanitarian and refugee programs. The Department also promotes social cohesion through multicultural programs, providing settlement services and through managing and conferring citizenship. We encourage applications from Indigenous Australians, people with disability and people from other diverse backgrounds. We are committed to providing a working environment that values diversity and inclusion and supports staff to reach their full potential. For more information [www.homeaffairs.gov.au/about-us/careers/working-with-us/workplace-diversity](http://www.homeaffairs.gov.au/about-us/careers/working-with-us/workplace-diversity)

## To Apply

|                                |                                                                                                                     |
|--------------------------------|---------------------------------------------------------------------------------------------------------------------|
| <b>Position Contact</b>        | Casey Douglas, n/a                                                                                                  |
| <b>Agency Recruitment Site</b> | <a href="https://jobs.homeaffairs.gov.au/job-invite/131199/">https://jobs.homeaffairs.gov.au/job-invite/131199/</a> |

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Vacancy VN-0736372

Department of Home Affairs

Closing Date: Sunday 31 March 2024

Division People & Culture  
People Strategy & Engagement

|                 |                                                                                                                                                                                                                                      |
|-----------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Job Title       | APS 4 - HR Advisors - People and Culture Division                                                                                                                                                                                    |
| Job Type        | Full-Time;Part-Time, Ongoing                                                                                                                                                                                                         |
| Location        | various locations in VIC VIC, Various locations in NSW NSW, Various locations - ACT ACT, various locations in QLD QLD, various locations in NT NT, Various locations - SA SA, Various locations - TAS TAS, Various locations - WA WA |
| Salary          | \$74,049 - \$79,871                                                                                                                                                                                                                  |
| Classification  | APS Level 4                                                                                                                                                                                                                          |
| Position Number | JR 131197                                                                                                                                                                                                                            |
| Agency Website  | www.homeaffairs.gov.au                                                                                                                                                                                                               |

Job Description

<https://jobs.homeaffairs.gov.au/job-invite/131197/>

The Department of Home Affairs acknowledges the Traditional Custodians of Country throughout Australia and their continuing connection to land, sea and community. We pay our respects to all Aboriginal and Torres Strait Islander peoples, their cultures and to their Elders past and present.

We are committed to providing an inclusive work environment that values diversity and inclusion and supports staff to reach their full potential. Our success depends largely on our ability to foster the innovation, efforts and diverse skills of our people. We strive to create a motivating and rewarding working environment in which we value inclusion, our people, performance, integrity, service, and service standards. We acknowledge that the diversity of our people is our greatest strength and understand that a diverse workplace will have a greater understanding of its clients and the needs of the community. We encourage applications from people of all genders and diverse backgrounds including Aboriginal and Torres Strait Islander peoples, people with disability, people who are neurodivergent, culturally and linguistically diverse people, and people who identify as LGBTIQ+. For more information see <https://www.homeaffairs.gov.au/about-us/careers/working-with-us/workplace-diversity>

About the Division

People and Culture Division delivers high quality human resource (HR) services and advice to internal and external stakeholders across a broad range of HR disciplines including the employment framework, HR policy and workforce conditions, enterprise bargaining, recruitment, career management, work health and safety, industrial relations and workforce design. HR Advisors support the efficient and effective management of staff through the provision of HR services and advice to managers, staff and partner agencies. They pursue improved processes for data collection, ensuring the integrity and currency of HR systems data and work with new and current staff to develop and maintain Departmental records. These positions may also include Work Health and Safety Specialists, Employment Conditions Specialists and Industrial Relations Specialists

People and Culture Division is made up of four Branches:

- Payroll and Conditions
- Recruitment, Diversity and Learning
- Health, Safety and Wellbeing

- People Engagement, Planning and Innovation

Please visit our website for more information about the [Department of Home Affairs](#) or [Australian Border Force Duties](#)

APS4 Human Resource Advisors work under general supervision to provide support to deliver Human Resources (HR) services and advice to managers and other staff.

Tasks and duties may include but is not limited to:

- Assist in provision of logistical HR support to internal and external stakeholders in accordance with relevant legislation, departmental policies and procedures
- Act with integrity and in accordance with APS legislation in the course of HR management activities
- Communicate with and provide information and advice to a range of stakeholders to resolve moderately complex issues.
- Update and maintain personnel and departmental records as appropriate.
- Identify opportunities to adapt HR technologies in support of innovation and compliance.
- Assist with consultation and the implementation of feedback in the formulation of HR management strategies, policies and plans in response to changing business needs or legislation.
- Demonstrate ethical behaviour and integrity to enhance team culture and contribute to a positive workplace.
- Promote an inclusive and diverse workplace culture and ensure all staff are valued and recognised for their qualities, ideas and perspectives.
- Cultivate a high performance culture by setting an example for peers to follow.

## Eligibility

To be eligible for the position you must be an Australian Citizen.

The successful candidate will be required to obtain and maintain a Baseline Vetting (AGSVA) security clearance and an Employment Suitability Clearance (ESC).

## Notes

The Department of Home Affairs offers an attractive remuneration package, including salary, superannuation benefits and flexible working conditions appropriate to the level of the position.

The Department may provide relocation assistance to eligible APS employees required to relocate. The level of assistance will vary depending on the reason for relocating and your personal circumstances. For further information please enquire with the contact officer listed in the advertisement.

Information about employment and advice on how to apply for vacancies can be obtained from the Department's website at <https://www.homeaffairs.gov.au/about-us/careers>.

Candidates should be aware that in roles where vaccination against COVID-19 is required by public health orders/directions or other legislation proof of vaccination will be required. If a candidate is not fully vaccinated or is unwilling to be vaccinated within a reasonable time period, they may not be offered that 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 Department of Home Affairs

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The Department of Home Affairs is responsible for central coordination, and strategy and policy leadership in relation to cyber and critical infrastructure resilience and security, immigration, border security and management, counter-terrorism, the protection of our sovereignty, citizenship and social cohesion. The Department implements a strategically coordinated approach to the cyber security and resilience of all Australians through the appointment of a Cyber Security Coordinator and continues to enable rapid

responses to threats of foreign interference through the dedicated Counter Foreign Interference Coordinator. Additionally, the Department contributes to Australia’s prosperity and unity through the management and delivery of the migration, humanitarian and refugee programs. The Department also promotes social cohesion through multicultural programs, providing settlement services and through managing and conferring citizenship. We encourage applications from Indigenous Australians, people with disability and people from other diverse backgrounds. We are committed to providing a working environment that values diversity and inclusion and supports staff to reach their full potential. For more information [www.homeaffairs.gov.au/about-us/careers/working-with-us/workplace-diversity](http://www.homeaffairs.gov.au/about-us/careers/working-with-us/workplace-diversity)

To Apply

|                         |                                                                                                                              |
|-------------------------|------------------------------------------------------------------------------------------------------------------------------|
| Position Contact        | Selection Innovation Team,<br><a href="mailto:selection.innovation@homeaffairs.gov">selection.innovation@homeaffairs.gov</a> |
| Agency Recruitment Site | <a href="https://jobs.homeaffairs.gov.au/job-invite/131197/">https://jobs.homeaffairs.gov.au/job-invite/131197/</a>          |

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Vacancy VN-0737347

Department of Home Affairs

Closing Date: Sunday 31 March 2024

Various  
Various Various

|                 |                                                                    |
|-----------------|--------------------------------------------------------------------|
| Job Title       | APS 4 - Executive Assistants - Multiple Vacancies                  |
| Job Type        | Full-Time;Part-Time, Ongoing                                       |
| Location        | Various locations - ACT ACT                                        |
| Salary          | \$74,049 - \$79,871                                                |
| Classification  | APS Level 4                                                        |
| Position Number | 130489                                                             |
| Agency Website  | <a href="http://www.homeaffairs.gov.au">www.homeaffairs.gov.au</a> |

Job Description

<https://jobs.homeaffairs.gov.au/job-invite/130489/>

The Department of Home Affairs acknowledges the Traditional Custodians of Country throughout Australia and their continuing connection to land, sea and community. We pay our respects to all Aboriginal and Torres Strait Islander peoples, their cultures and

to their Elders past and present.

## Diversity and Inclusion

We are committed to providing an inclusive work environment that values diversity and inclusion and supports staff to reach their full potential. Our success depends largely on our ability to foster the innovation, efforts and diverse skills of our people. We strive to create a motivating and rewarding working environment in which we value inclusion, our people, performance, integrity, service, and service standards.

We acknowledge that the diversity of our people is our greatest strength and understand that a diverse workplace will have a greater understanding of its clients and the needs of the community. We encourage applications from people of all genders and diverse backgrounds including Aboriginal and Torres Strait Islander peoples, people with disability, people who are neurodivergent, culturally and linguistically diverse people, and people who identify as LGBTIQ+.

For more information see <https://www.homeaffairs.gov.au/about-us/careers/working-with-us/workplace-diversity>

## About the Department

The Department of Home Affairs is responsible for centrally coordinated strategy and policy leadership in relation to domestic and national security arrangements, law enforcement, emergency management, counter-terrorism, social cohesion, the protection of our sovereignty, the integrity of our border and the resilience of our national infrastructure.

The Australian Border Force, an operationally independent body within the Department of Home Affairs, is Australia's frontline border law enforcement agency and Australia's customs service. The Australian Border Force deliver critical border protection and national security outcomes while facilitating the movement of people and goods across the border. The Australian Border Force's mission is to protect Australia's border and enable legitimate travel and trade.

Please visit our website for more information about the [Department of Home Affairs](#) or [Australian Border Force](#).

## Our ideal candidate

Our ideal candidates are effective communicators, have great time management skills, display close attention to detail, are able to manage competing priorities and manage work accordingly.

These candidates should work with a solutions focus, using knowledge, creative thinking and sound judgement to manage various types of issues/situations that arise. Under limited direction, they may undertake some basic research and analysis activities, as well as additional ad hoc tasks at the discretion of the executive.

An APS 4 Executive Assistant provides administrative support to executive officers within the Department of Home Affairs or the Australian Border Force. They are able to quickly build a successful partnership with their supervisor by using their emotional intelligence and utilising knowledge of the executive's individual preferences. They are required to perform a range of routine to moderately complex administrative support work, within a fast-paced environment. They are required to have a sound understanding of, and be compliant with, relevant legislative frameworks, government decision-making processes and policy requirements.

## Duties

Under general direction, APS 4 Executive Assistants are expected to:

- Undertake diary management, including prioritising time and drawing attention to matters of importance
- Address routine to moderately complex telephone and email enquiries and independently respond to internal and external queries
- Have excellent interpersonal skills and undertake other administrative tasks and ad hoc activities for the executive as required
- Provide quality assurance including proof reading, editing and drafting) of documents such as briefs, minutes and other advice in accordance with departmental guidelines
- Liaise with stakeholders and assist with the resolution of moderately complex issues
- Effectively re-negotiate timeframes with stakeholders, if it is clear that timeframes are not going to be met
- Anticipate and identify relevant internal stakeholders' expectations and concerns and adapt communication style to present messages in a clear and concise manner
- Provide support and guidance to a lower level or new staff member to successfully carry out the role

- Explore opportunities for improved practices and processes, both individually and as part of the broader Executive Support Network
- Contribute to a healthy and safe working environment, modelling ethical behaviour and practices consistent with the APS Code of Conduct and APS Values

Candidates interested in these positions who may not meet all of the specific duties / responsibilities listed but believe they have transferable skills to successfully fulfil this role are still encouraged to apply. **Eligibility**

To be eligible for the position you must be an Australian Citizen.

The successful candidate will be required obtain and maintain a Baseline Vetting (AGSVA) security clearance and an Employment Suitability Clearance (ESC).

## Notes

The Department of Home Affairs offers an attractive remuneration package, including salary, superannuation benefits and flexible working conditions appropriate to the level of the position.

The Department may provide relocation assistance to eligible APS employees required to relocate. The level of assistance will vary depending on the reason for relocating and your personal circumstances. For further information please enquire with the contact officer listed in the advertisement.

Information about employment and advice on how to apply for vacancies can be obtained from the Department's website at <https://www.homeaffairs.gov.au/about-us/careers>.

Candidates should be aware that in roles where vaccination against COVID-19 is required by public health orders/directions or other legislation proof of vaccination will be required. If a candidate is not fully vaccinated or is unwilling to be vaccinated within a reasonable time period, they may not be offered that 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 Department of Home Affairs

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## To Apply

|                                |                                                                                                                                    |
|--------------------------------|------------------------------------------------------------------------------------------------------------------------------------|
| <b>Position Contact</b>        | Selection Innovation Team,<br><a href="mailto:Selection.innovation@homeaffairs.gov.au">Selection.innovation@homeaffairs.gov.au</a> |
| <b>Agency Recruitment Site</b> | <a href="https://jobs.homeaffairs.gov.au/job-invite/130489/">https://jobs.homeaffairs.gov.au/job-invite/130489/</a>                |

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Vacancy VN-0738511

Department of Home Affairs

Closing Date: Sunday 31 March 2024

People & Culture  
People Strategy & Engagement

|                 |                                                                                                                                                                                                                                  |
|-----------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Job Title       | APS 4 - HR Advisors - People and Culture Division - Affirmative Measures Disability                                                                                                                                              |
| Job Type        | Full-Time;Part-Time, Ongoing                                                                                                                                                                                                     |
| Location        | Various locations - NT NT, Various locations - ACT ACT, Various locations - NSW NSW, Various locations - SA SA, Various locations - QLD QLD, Various locations - WA WA, Various locations - TAS TAS, Various locations - VIC VIC |
| Salary          | \$74,049 - \$79,871                                                                                                                                                                                                              |
| Classification  | APS Level 4                                                                                                                                                                                                                      |
| Position Number | JR131743                                                                                                                                                                                                                         |
| Agency Website  | www.homeaffairs.gov.au                                                                                                                                                                                                           |

Job Description

<https://jobs.homeaffairs.gov.au/job-invite/131743/>

The Department of Home Affairs acknowledges the Traditional Custodians of Country throughout Australia and their continuing connection to land, sea and community. We pay our respects to all Aboriginal and Torres Strait Islander peoples, their cultures and to their Elders past and present.

We are committed to providing an inclusive work environment that values diversity and inclusion and supports staff to reach their full potential. Our success depends largely on our ability to foster the innovation, efforts and diverse skills of our people. We strive to create a motivating and rewarding working environment in which we value inclusion, our people, performance, integrity, service, and service standards. We acknowledge that the diversity of our people is our greatest strength and understand that a diverse workplace will have a greater understanding of its clients and the needs of the community. We encourage applications from people of all genders and diverse backgrounds including Aboriginal and Torres Strait Islander peoples, people with disability, people who are neurodivergent, culturally and linguistically diverse people, and people who identify as LGBTIQ+. For more information see <https://www.homeaffairs.gov.au/about-us/careers/working-with-us/workplace-diversity>

About the Division

People and Culture Division delivers high quality human resource (HR) services and advice to internal and external stakeholders across a broad range of HR disciplines including the employment framework, HR policy and workforce conditions, enterprise bargaining, recruitment, career management, work health and safety, industrial relations and workforce design. HR Advisors support the efficient and effective management of staff through the provision of HR services and advice to managers, staff and partner agencies. They pursue improved processes for data collection, ensuring the integrity and currency of HR systems data and work with new and current staff to develop and maintain Departmental records. These positions may also include Work Health and Safety Specialists, Employment Conditions Specialists and Industrial Relations Specialists

People and Culture Division is made up of four Branches:

- Payroll and Conditions
- Recruitment, Diversity and Learning
- Health, Safety and Wellbeing
- People Engagement, Planning and Innovation

Please visit our website for more information about the [Department of Home Affairs](#) or [Australian Border Force Duties](#)

APS4 Human Resource Advisors work under general supervision to provide support to deliver Human Resources (HR) services and advice to managers and other staff.

Tasks and duties may include but is not limited to:

- Assist in provision of logistical HR support to internal and external stakeholders in accordance with relevant legislation, departmental policies and procedures
- Act with integrity and in accordance with APS legislation in the course of HR management activities
- Communicate with and provide information and advice to a range of stakeholders to resolve moderately complex issues.
- Update and maintain personnel and departmental records as appropriate
- Identify opportunities to adapt HR technologies in support of innovation and compliance
- Assist with consultation and the implementation of feedback in the formulation of HR management strategies, policies and plans in response to changing business needs or legislation
- Demonstrate ethical behaviour and integrity to enhance team culture and contribute to a positive workplace
- Promote an inclusive and diverse workplace culture and ensure all staff are valued and recognised for their qualities, ideas and perspectives
- Cultivate a high performance culture by setting an example for peers to follow.

## Eligibility

Employment with the Department of Home Affairs is subject to the conditions outlined in the Public Service Act 1999 (PS Act)

To be eligible for these positions you must be an Australian Citizen.

The successful candidate will be required to:

- obtain and maintain a Baseline Vetting (Protected) security clearance or hold a current security clearance of an appropriate level. More information on the process is available on the AGSVA website
- be assessed through our pre-employment screening process including our Employee Suitability Clearance
- provide evidence of disability to satisfy eligibility requirements.

## Notes

The Department of Home Affairs offers an attractive remuneration package, including salary, superannuation benefits and flexible working conditions appropriate to the level of the position.

The Department may provide relocation assistance to eligible APS employees required to relocate. The level of assistance will vary depending on the reason for relocating and your personal circumstances. For further information please enquire with the contact officer listed in the advertisement.

Information about employment and advice on how to apply for vacancies can be obtained from the Department's website at <https://www.homeaffairs.gov.au/about-us/careers>.

Candidates should be aware that in roles where vaccination against COVID-19 is required by public health orders/directions or other legislation proof of vaccination will be required. If a candidate is not fully vaccinated or is unwilling to be vaccinated within a reasonable time period, they may not be offered that role.

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.

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 Home Affairs

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## To Apply

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|                                |                                                                                                                                    |
|--------------------------------|------------------------------------------------------------------------------------------------------------------------------------|
| <b>Position Contact</b>        | Selection Innovation Team,<br><a href="mailto:selection.innovation@homeaffairs.gov.au">selection.innovation@homeaffairs.gov.au</a> |
| <b>Agency Recruitment Site</b> | <a href="https://jobs.homeaffairs.gov.au/job-invite/131743/">https://jobs.homeaffairs.gov.au/job-invite/131743/</a>                |

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Vacancy VN-0738512

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**Department of Home Affairs**

Closing Date: Sunday 31 March 2024

People & Culture  
People Strategy & Engagement

|                        |                                                                                                                                                                                                                                  |
|------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Job Title</b>       | APS 4 - HR Advisors - People and Culture Division - Affirmative Measures Indigenous                                                                                                                                              |
| <b>Job Type</b>        | Full-Time;Part-Time, Ongoing                                                                                                                                                                                                     |
| <b>Location</b>        | various locations in ACT , Various locations in NSW NSW, Various locations - SA SA, Various locations - NT NT, various locations in QLD QLD, Various locations - TAS TAS, Various locations - VIC VIC, Various locations - WA WA |
| <b>Salary</b>          | \$74,049 - \$79,871                                                                                                                                                                                                              |
| <b>Classification</b>  | APS Level 4                                                                                                                                                                                                                      |
| <b>Position Number</b> | JR131715                                                                                                                                                                                                                         |
| <b>Agency Website</b>  | <a href="http://www.homeaffairs.gov.au">www.homeaffairs.gov.au</a>                                                                                                                                                               |

## Job Description

<https://jobs.homeaffairs.gov.au/job-invite/131715/>

The Department of Home Affairs acknowledges the Traditional Custodians of Country throughout Australia and their continuing connection to land, sea and community. We pay our respects to all Aboriginal and Torres Strait Islander peoples, their cultures and to their Elders past and present.

We are committed to providing an inclusive work environment that values diversity and inclusion and supports staff to reach their full potential.

Our success depends largely on our ability to foster the innovation, efforts and diverse skills of our people. We strive to create a motivating and rewarding working environment in which we value inclusion, our people, performance, integrity, service, and service standards. We acknowledge that the diversity of our people is our greatest strength and understand that a diverse workplace will have a greater understanding of its clients and the needs of the community. We encourage applications from people of all genders and diverse backgrounds including Aboriginal and Torres Strait Islander peoples, people with disability, people who are neurodivergent, culturally and linguistically diverse people, and people who identify as LGBTQ+.

For more information see <https://www.homeaffairs.gov.au/about-us/careers/working-with-us/workplace-diversity>

### About the Division

People and Culture Division delivers high quality human resource (HR) services and advice to internal and external stakeholders across a broad range of HR disciplines including the employment framework, HR policy and workforce conditions, enterprise bargaining, recruitment, career management, work health and safety, industrial relations and workforce design. HR Advisors support the efficient and effective management of staff through the provision of HR services and advice to managers, staff and partner agencies. They pursue improved processes for data collection, ensuring the integrity and currency of HR systems data and work with new and current staff to develop and maintain Departmental records. These positions may also include Work Health and Safety Specialists, Employment Conditions Specialists and Industrial Relations Specialists

People and Culture Division is made up of four Branches:

- Payroll and Conditions
- Recruitment, Diversity and Learning
- Health, Safety and Wellbeing
- People Engagement, Planning and Innovation

Please visit our website for more information about the [Department of Home Affairs](#) or [Australian Border Force Duties](#)

APS4 Human Resource Advisors work under general supervision to provide support to deliver Human Resources (HR) services and advice to managers and other staff.

Tasks and duties may include but is not limited to:

- Assist in provision of logistical HR support to internal and external stakeholders in accordance with relevant legislation, departmental policies and procedures
- Act with integrity and in accordance with APS legislation in the course of HR management activities
- Communicate with and provide information and advice to a range of stakeholders to resolve moderately complex issues
- Update and maintain personnel and departmental records as appropriate
- Identify opportunities to adapt HR technologies in support of innovation and compliance
- Assist with consultation and the implementation of feedback in the formulation of HR management strategies, policies and plans in response to changing business needs or legislation
- Demonstrate ethical behaviour and integrity to enhance team culture and contribute to a positive workplace
- Promote an inclusive and diverse workplace culture and ensure all staff are valued and recognised for their qualities, ideas and perspectives
- Cultivate a high performance culture by setting an example for peers to follow.

## Eligibility

Employment with the Department of Home Affairs is subject to the conditions outlined in the Public Service Act 1999 (PS Act)

To be eligible for these positions you must be an Australian Citizen.

The successful candidate will be required to:

- obtain and maintain a Baseline Vetting (Protected) security clearance or hold a current security clearance of an appropriate level. More information on the process is available on the AGSVA website
- be assessed through our pre-employment screening process including our Employee Suitability Clearance
- provide confirmation of Aboriginal and/or Torres Strait Islander heritage.

## Notes

The Department of Home Affairs offers an attractive remuneration package, including salary, superannuation benefits and flexible working conditions appropriate to the level of the position.

The Department may provide relocation assistance to eligible APS employees required to relocate. The level of assistance will vary depending on the reason for relocating and your personal circumstances. For further information please enquire with the contact officer listed in the advertisement.

Information about employment and advice on how to apply for vacancies can be obtained from the Department's website at <https://www.homeaffairs.gov.au/about-us/careers>.

Candidates should be aware that in roles where vaccination against COVID-19 is required by public health orders/directions or other legislation proof of vaccination will be required. If a candidate is not fully vaccinated or is unwilling to be vaccinated within a reasonable time period, they may not be offered that role.

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 Department of Home Affairs

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sovereignty, citizenship and social cohesion. The Department implements a strategically coordinated approach to the cyber security and resilience of all Australians through the appointment of a Cyber Security Coordinator and continues to enable rapid responses to threats of foreign interference through the dedicated Counter Foreign Interference Coordinator. Additionally, the Department contributes to Australia's prosperity and unity through the management and delivery of the migration, humanitarian and refugee programs. The Department also promotes social cohesion through multicultural programs, providing settlement services and through managing and conferring citizenship. We encourage applications from Indigenous Australians, people with disability and people from other diverse backgrounds. We are committed to providing a working environment that values diversity and inclusion and supports staff to reach their full potential. For more information [www.homeaffairs.gov.au/about-us/careers/working-with-us/workplace-diversity](http://www.homeaffairs.gov.au/about-us/careers/working-with-us/workplace-diversity)

To Apply

|                         |                                                                                                                                    |
|-------------------------|------------------------------------------------------------------------------------------------------------------------------------|
| Position Contact        | Selection Innovation Team,<br><a href="mailto:selection.innovation@homeaffairs.gov.au">selection.innovation@homeaffairs.gov.au</a> |
| Agency Recruitment Site | <a href="https://jobs.homeaffairs.gov.au/job-invite/131715/">https://jobs.homeaffairs.gov.au/job-invite/131715/</a>                |

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Vacancy VN-0738519

Department of Home Affairs

Closing Date:Sunday 31 March 2024

People & Culture  
People Strategy & Engagement

|                 |                                                                                                                                                                                                                                   |
|-----------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Job Title       | APS 6- HR Advisors - People and Culture Division - Affirmative Measures Disability                                                                                                                                                |
| Job Type        | Full-Time;Part-Time, Ongoing                                                                                                                                                                                                      |
| Location        | Various locations - ACT ACT, Various locations - NSW NSW, Various locations - NT NT, various locations in QLD QLD, Various locations - VIC VIC, Various locations - TAS TAS, Various locations - SA SA, Various locations - WA WA |
| Salary          | \$90,199 - \$103,770                                                                                                                                                                                                              |
| Classification  | APS Level 6                                                                                                                                                                                                                       |
| Position Number | JR131739                                                                                                                                                                                                                          |
| Agency Website  | <a href="http://www.homeaffairs.gov.au">www.homeaffairs.gov.au</a>                                                                                                                                                                |

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We acknowledge that the diversity of our people is our greatest strength and understand that a diverse workplace will have a greater understanding of its clients and the needs of the community. We encourage applications from people of all genders and diverse backgrounds including Aboriginal and Torres Strait Islander peoples, people with disability, people who are neurodivergent, culturally and linguistically diverse people, and people who identify as LGBTIQ+.

For more information see <https://www.homeaffairs.gov.au/about-us/careers/working-with-us/workplace-diversity>

### **About the Division**

People and Culture Division delivers high quality human resource (HR) services and advice to internal and external stakeholders across a broad range of HR disciplines including the employment framework, HR policy and workforce conditions, enterprise bargaining, recruitment, career management, work health and safety, industrial relations and workforce design. HR Advisors support the efficient and effective management of staff through the provision of HR services and advice to managers, staff and partner agencies. They pursue improved processes for data collection, ensuring the integrity and currency of HR systems data and work with new and current staff to develop and maintain Departmental records. These positions may also include Work Health and Safety Specialists, Employment Conditions Specialists and Industrial Relations Specialists

People and Culture Division is made up of four Branches:

- Payroll and Conditions
- Recruitment, Diversity and Learning
- Health, Safety and Wellbeing
- People Engagement, Planning and Innovation

Please visit our website for more information about the [Department of Home Affairs](#) or [Australian Border Force](#)

### **Our ideal candidate**

APS 6 Human Resource Advisors work under limited direction to conduct complex, high quality Human Resources (HR) services and provide advice to managers and other staff. They coordinate and respond to complex requests and enquiries by employees, handle escalated cases and provide support to junior staff. They are committed to developing expertise across various HR practice areas and have sound understanding of current business objectives and external trends.

### **Duties**

#### **Role Attributes**

Tasks and duties may include but is not limited to:

- Lead provision of logistical HR support on complex enquiries in accordance with relevant legislation, departmental policies and procedures.
- Provide legislation and policy interpretation and guidance on industrial relations, recruitment, workforce safety and wellbeing, workforce management and succession planning as relevant.
- Act with integrity and in accordance with APS legislation in the course of HR management activities.
- Manage relationships with stakeholders to achieve work area goals.
- Collaborate with managers and executive staff to identify and manage HR risks, compliance and issues.

- Collaboratively work with other HR practitioners in undertaking research, analysis and resolution of complex HR issues and opportunities.
- Manage the maintenance and update of personnel and departmental records as appropriate and in accordance with departmental policy and convention.
- Use data and systems to assess and mitigate HR risks, liaising and escalating as required.
- Adapt and manage HR technologies to support innovation and compliance.
- Create and implement improvements to HR processes in day-to-day operations.
- Lead design, development and implementation of HR initiatives that improve staff performance, engagement, and wellbeing.
- Verify sources and provide up-to-date written guidance on emerging issues.
- Consult and implement feedback in the formulation of HR management strategies, policies and plans in response to changing business needs or legislation.
- Understand and translate strategic priorities across the Department and Portfolio into section goals, plans and activities.
- Maintain knowledge of best practice HR and apply within the departmental context.
- Monitor the overall completion of work to ensure quality outputs and information flow is maintained and deadlines are met.
- Act as an escalation point for moderately complex HR issues.

## Eligibility

Employment with the Department of Home Affairs is subject to the conditions outlined in the Public Service Act 1999 (PS Act)

To be eligible for these positions you must be an Australian Citizen.

The successful candidate will be required to:

- obtain and maintain a Baseline Vetting (Protected) security clearance or hold a current security clearance of an appropriate level. More information on the process is available on the AGSVA website
- be assessed through our pre-employment screening process including our Employee Suitability Clearance
- provide evidence of disability to satisfy eligibility requirements

## Notes

The Department of Home Affairs offers an attractive remuneration package, including salary, superannuation benefits and flexible working conditions appropriate to the level of the position.

The Department may provide relocation assistance to eligible APS employees required to relocate. The level of assistance will vary depending on the reason for relocating and your personal circumstances. For further information please enquire with the contact officer listed in the advertisement.

Information about employment and advice on how to apply for vacancies can be obtained from the Department's website at <https://www.homeaffairs.gov.au/about-us/careers>.

Candidates should be aware that in roles where vaccination against COVID-19 is required by public health orders/directions or other legislation proof of vaccination will be required. If a candidate is not fully vaccinated or is unwilling to be vaccinated within a reasonable time period, they may not be offered that role.

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.

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>

The Department of Home Affairs is responsible for central coordination, and strategy and policy leadership in relation to cyber and critical infrastructure resilience and security, immigration, border security and management, counter-terrorism, the protection of our sovereignty, citizenship and social cohesion. The Department implements a strategically coordinated approach to the cyber security and resilience of all Australians through the appointment of a Cyber Security Coordinator and continues to enable rapid responses to threats of foreign interference through the dedicated Counter Foreign Interference Coordinator. Additionally, the Department contributes to Australia's prosperity and unity through the management and delivery of the migration, humanitarian and refugee programs. The Department also promotes social cohesion through multicultural programs, providing settlement services and through managing and conferring citizenship. We encourage applications from Indigenous Australians, people with disability and people from other diverse backgrounds. We are committed to providing a working environment that values diversity and inclusion and supports staff to reach their full potential. For more information [www.homeaffairs.gov.au/about-us/careers/working-with-us/workplace-diversity](http://www.homeaffairs.gov.au/about-us/careers/working-with-us/workplace-diversity)

To Apply

|                         |                                                                                                                                    |
|-------------------------|------------------------------------------------------------------------------------------------------------------------------------|
| Position Contact        | Selection Innovation Team,<br><a href="mailto:Selection.Innovation@homeaffairs.gov.au">Selection.Innovation@homeaffairs.gov.au</a> |
| Agency Recruitment Site | <a href="https://jobs.homeaffairs.gov.au/job-invite/131739/">https://jobs.homeaffairs.gov.au/job-invite/131739/</a>                |

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Vacancy VN-0738520

Department of Home Affairs

Closing Date: Sunday 31 March 2024

People & Culture  
People Strategy & Engagement

|                 |                                                                                                                                                                                                                                  |
|-----------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Job Title       | APS 6- HR Advisors - People and Culture Division - Affirmative Measures Indigenous                                                                                                                                               |
| Job Type        | Full-Time;Part-Time, Ongoing                                                                                                                                                                                                     |
| Location        | Various locations - ACT ACT, Various locations - NSW NSW, Various locations - NT NT, Various locations - QLD QLD, Various locations - SA SA, Various locations - WA WA, Various locations - TAS TAS, Various locations - VIC VIC |
| Salary          | \$90,199 - \$103,770                                                                                                                                                                                                             |
| Classification  | APS Level 6                                                                                                                                                                                                                      |
| Position Number | 131726                                                                                                                                                                                                                           |
| Agency Website  | <a href="http://www.homeaffairs.gov.au">www.homeaffairs.gov.au</a>                                                                                                                                                               |

## Job Description

<https://jobs.homeaffairs.gov.au/job-invite/131726/>

The Department of Home Affairs acknowledges the Traditional Custodians of Country throughout Australia and their continuing connection to land, sea and community. We pay our respects to all Aboriginal and Torres Strait Islander peoples, their cultures and to their Elders past and present.

We are committed to providing an inclusive work environment that values diversity and inclusion and supports staff to reach their full potential.

Our success depends largely on our ability to foster the innovation, efforts and diverse skills of our people. We strive to create a motivating and rewarding working environment in which we value inclusion, our people, performance, integrity, service, and service standards. We acknowledge that the diversity of our people is our greatest strength and understand that a diverse workplace will have a greater understanding of its clients and the needs of the community. We encourage applications from people of all genders and diverse backgrounds including Aboriginal and Torres Strait Islander peoples, people with disability, people who are neurodivergent, culturally and linguistically diverse people, and people who identify as LGBTIQ+.

For more information see <https://www.homeaffairs.gov.au/about-us/careers/working-with-us/workplace-diversity>

### About the Division

People and Culture Division delivers high quality human resource (HR) services and advice to internal and external stakeholders across a broad range of HR disciplines including the employment framework, HR policy and workforce conditions, enterprise bargaining, recruitment, career management, work health and safety, industrial relations and workforce design. HR Advisors support the efficient and effective management of staff through the provision of HR services and advice to managers, staff and partner agencies. They pursue improved processes for data collection, ensuring the integrity and currency of HR systems data and work with new and current staff to develop and maintain Departmental records. These positions may also include Work Health and Safety Specialists, Employment Conditions Specialists and Industrial Relations Specialists

People and Culture Division is made up of four Branches:

- Payroll and Conditions
- Recruitment, Diversity and Learning
- Health, Safety and Wellbeing
- People Engagement, Planning and Innovation

Please visit our website for more information about the [Department of Home Affairs](#) or [Australian Border Force](#).

### Our ideal candidate

APS 6 Human Resource Advisors work under limited direction to conduct complex, high quality Human Resources (HR) services and provide advice to managers and other staff. They coordinate and respond to complex requests and enquiries by employees, handle escalated cases and provide support to junior staff. They are committed to developing expertise across various HR practice areas and have sound understanding of current business objectives and external trends.

### Duties

#### Role Attributes

Tasks and duties may include but is not limited to:

- Lead provision of logistical HR support on complex enquiries in accordance with relevant legislation, departmental policies and procedures
- Provide legislation and policy interpretation and guidance on industrial relations, recruitment, workforce safety and wellbeing, workforce management and succession planning as relevant
- Act with integrity and in accordance with APS legislation in the course of HR management activities
- Manage relationships with stakeholders to achieve work area goals
- Collaborate with managers and executive staff to identify and manage HR risks, compliance and issues
- Collaboratively work with other HR practitioners in undertaking research, analysis and resolution of complex HR issues and opportunities
- Manage the maintenance and update of personnel and departmental records as appropriate and in accordance with departmental policy and convention
- Use data and systems to assess and mitigate HR risks, liaising and escalating as required

- Adapt and manage HR technologies to support innovation and compliance
- Create and implement improvements to HR processes in day-to-day operations
- Lead design, development and implementation of HR initiatives that improve staff performance, engagement, and wellbeing
- Verify sources and provide up-to-date written guidance on emerging issues
- Consult and implement feedback in the formulation of HR management strategies, policies and plans in response to changing business needs or legislation
- Understand and translate strategic priorities across the Department and Portfolio into section goals, plans and activities
- Maintain knowledge of best practice HR and apply within the departmental context
- Monitor the overall completion of work to ensure quality outputs and information flow is maintained and deadlines are met
- Act as an escalation point for moderately complex HR issues.

## Eligibility

Employment with the Department of Home Affairs is subject to the conditions outlined in the Public Service Act 1999 (PS Act)

To be eligible for these positions you must be an Australian Citizen.

The successful candidate will be required to:

- obtain and maintain a Baseline Vetting (Protected) security clearance or hold a current security clearance of an appropriate level. More information on the process is available on the AGSVA website
- be assessed through our pre-employment screening process including our Employee Suitability Clearance
- provide confirmation of Aboriginal and/or Torres Strait Islander heritage.

## Notes

The Department of Home Affairs offers an attractive remuneration package, including salary, superannuation benefits and flexible working conditions appropriate to the level of the position.

The Department may provide relocation assistance to eligible APS employees required to relocate. The level of assistance will vary depending on the reason for relocating and your personal circumstances. For further information please enquire with the contact officer listed in the advertisement.

Information about employment and advice on how to apply for vacancies can be obtained from the Department's website at <https://www.homeaffairs.gov.au/about-us/careers>.

Candidates should be aware that in roles where vaccination against COVID-19 is required by public health orders/directions or other legislation proof of vaccination will be required. If a candidate is not fully vaccinated or is unwilling to be vaccinated within a reasonable time period, they may not be offered that role.

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 Department of Home Affairs

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and through managing and conferring citizenship. We encourage applications from Indigenous Australians, people with disability and people from other diverse backgrounds. We are committed to providing a working environment that values diversity and inclusion and supports staff to reach their full potential. For more information [www.homeaffairs.gov.au/about-us/careers/working-with-us/workplace-diversity](http://www.homeaffairs.gov.au/about-us/careers/working-with-us/workplace-diversity)

To Apply

|                         |                                                                                                                     |
|-------------------------|---------------------------------------------------------------------------------------------------------------------|
| Position Contact        | Selection Innovation team,<br>Selection.Innovation@homeaffairs.gov.au                                               |
| Agency Recruitment Site | <a href="https://jobs.homeaffairs.gov.au/job-invite/131726/">https://jobs.homeaffairs.gov.au/job-invite/131726/</a> |

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Vacancy VN-0738552

Department of Home Affairs

Closing Date:Sunday 31 March 2024

People and Culture Division  
People Strategy & Engagement

|                 |                                                                                                                                                                                                                                     |
|-----------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Job Title       | HR Advisors, People and Culture Division - Affirmative Measures Indigenous                                                                                                                                                          |
| Job Type        | Full-Time;Part-Time, Ongoing                                                                                                                                                                                                        |
| Location        | various locations in VIC VIC, Various locations - ACT ACT, Various locations - NSW NSW, Various locations - SA SA, Various locations - NT NT, Various locations - TAS TAS, various locations in QLD QLD, Various locations in WA WA |
| Salary          | \$80,748 - \$87,572                                                                                                                                                                                                                 |
| Classification  | APS Level 5                                                                                                                                                                                                                         |
| Position Number | JR131731                                                                                                                                                                                                                            |
| Agency Website  | <a href="http://www.homeaffairs.gov.au">www.homeaffairs.gov.au</a>                                                                                                                                                                  |

Job Description

<https://jobs.homeaffairs.gov.au/job-invite/131731/>

The Department of Home Affairs acknowledges the Traditional Custodians of Country throughout Australia and their continuing connection to land, sea and community. We pay our respects to all Aboriginal and Torres Strait Islander peoples, their cultures and to their Elders past and present.

We are committed to providing an inclusive work environment that values diversity and inclusion and supports staff to reach their full potential.

Our success depends largely on our ability to foster the innovation, efforts and diverse skills of our people. We strive to create a motivating and rewarding working environment in which we value inclusion, our people, performance, integrity, service, and service standards. We acknowledge that the diversity of our people is our greatest strength and understand that a diverse workplace will have a greater understanding of its clients and the needs of the community. We encourage applications from people of all genders and diverse backgrounds including Aboriginal and Torres Strait Islander peoples, people with disability, people who are neurodivergent, culturally and linguistically diverse people, and people who identify as LGBTQ+.

For more information see <https://www.homeaffairs.gov.au/about-us/careers/working-with-us/workplace-diversity>

### **About the Division**

People and Culture Division delivers high quality human resource (HR) services and advice to internal and external stakeholders across a broad range of HR disciplines including the employment framework, HR policy and workforce conditions, enterprise bargaining, recruitment, career management, work health and safety, industrial relations and workforce design. HR Advisors support the efficient and effective management of staff through the provision of HR services and advice to managers, staff and partner agencies. They pursue improved processes for data collection, ensuring the integrity and currency of HR systems data and work with new and current staff to develop and maintain Departmental records. These positions may also include Work Health and Safety Specialists, Employment Conditions Specialists and Industrial Relations Specialists.

People and Culture Division is made up of four Branches:

- Payroll and Conditions
- Recruitment, Diversity and Learning
- Health, Safety and Wellbeing
- People Engagement, Planning and Innovation

Please visit our website for more information about the [Department of Home Affairs](#) or [Australian Border Force Duties](#)

### **About the role**

APS 5 Human Resource Advisors work under limited supervision to conduct high quality Human Resources (HR) services and provide advice to portfolio employees; they coordinate and respond to requests and enquiries by employees, and maintain the integrity and currency of HR systems data and work with new and current staff to develop and maintain departmental records. They are committed to developing competence across various HR practice areas and have a sound understanding of current business objectives and external trends.

Tasks and duties may include but is not limited to:

- Provide logistical HR support to internal and external stakeholders in accordance with relevant legislation, departmental policies and procedures
- Provide legislation and policy guidance on industrial relations, recruitment, workforce safety and wellbeing, workforce management and succession planning as relevant. Act with integrity and in accordance with APS legislation in the course of HR management activities
- Communicate with and provide advice and recommendations to a wide variety of stakeholders on moderately complex-to-complex issues
- Support collaboration with managers and executive staff and management of HR risks, compliance and issues
- Update and maintain personnel and departmental records as appropriate
- Use data and systems to assess and mitigate HR risks, liaising and escalating as required
- Review and improve on HR processes in day-to-day operations
- Conduct design, development and implementation of HR initiatives that improve staff performance, engagement, and wellbeing
- Undertake research and assist with written guidance on emerging issues
- Assist with consultation and the implementation of feedback in the formulation of HR management strategies, policies and plans in response to changing business needs or legislation

- Support the establishment of communities of practice, professional networks and learning hubs that enhance knowledge and sharing in HR matters
- Demonstrate ethical behaviour and integrity to enhance team culture and contribute to a positive workplace
- Promote and champion an inclusive and diverse workplace culture and ensure all staff are valued and recognised for their qualities, ideas and perspectives
- Cultivate a high performance culture by setting an example for peers to follow.

## Eligibility

Employment with the Department of Home Affairs is subject to the conditions outlined in the [Public Service Act 1999](#) (PS Act).

To be eligible for these positions you must be an Australian Citizen.

The successful candidate will be required to:

- obtain and maintain a Baseline Vetting (Protected) security clearance or hold a current security clearance of an appropriate level. More information on the process is available on the [AGSVA website](#).
- be assessed through our pre-employment screening process including our Employee Suitability Clearance.
- provide confirmation of Aboriginal and/or Torres Strait Islander heritage.

## Notes

The Department of Home Affairs offers an attractive remuneration package, including salary, superannuation benefits and flexible working conditions appropriate to the level of the position.

The Department may provide relocation assistance to eligible APS employees required to relocate. The level of assistance will vary depending on the reason for relocating and your personal circumstances. For further information please enquire with the contact officer listed in the advertisement.

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## About the Department of Home Affairs

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## To Apply

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|                         |                                                                                                                     |
|-------------------------|---------------------------------------------------------------------------------------------------------------------|
| Position Contact        | Casey Douglas, n/a                                                                                                  |
| Agency Recruitment Site | <a href="https://jobs.homeaffairs.gov.au/job-invite/131731/">https://jobs.homeaffairs.gov.au/job-invite/131731/</a> |

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Vacancy VN-0738558

Department of Home Affairs

Closing Date: Sunday 31 March 2024

People and Culture Division  
People Strategy & Engagement

|                 |                                                                                                                                                                                                                                    |
|-----------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Job Title       | HR Advisors, People and Culture Division - Affirmative Measures Disability                                                                                                                                                         |
| Job Type        | Full-Time;Part-Time, Ongoing                                                                                                                                                                                                       |
| Location        | Various locations - ACT ACT, Various locations - NSW NSW, Various locations - SA SA, Various locations - NT NT, Various locations - TAS TAS, various locations in QLD QLD, various locations in VIC VIC, Various locations - WA WA |
| Salary          | \$80,748 - \$87,572                                                                                                                                                                                                                |
| Classification  | APS Level 5                                                                                                                                                                                                                        |
| Position Number | JR131734                                                                                                                                                                                                                           |
| Agency Website  | <a href="http://www.homeaffairs.gov.au">www.homeaffairs.gov.au</a>                                                                                                                                                                 |

Job Description

<https://jobs.homeaffairs.gov.au/job-invite/131734/>

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We are committed to providing an inclusive work environment that values diversity and inclusion and supports staff to reach their full potential. Our success depends largely on our ability to foster the innovation, efforts and diverse skills of our people. We strive to create a motivating and rewarding working environment in which we value inclusion, our people, performance, integrity, service, and service standards. We acknowledge that the diversity of our people is our greatest strength and understand that a diverse workplace will have a greater understanding of its clients and the needs of the community. We encourage applications from people of all genders and diverse backgrounds including Aboriginal and Torres Strait Islander peoples, people with disability, people who are neurodivergent, culturally and linguistically diverse people, and people who identify as LGBTIQ+. For more information see <https://www.homeaffairs.gov.au/about-us/careers/working-with-us/workplace-diversity>

## About the Division

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- Payroll and Conditions
- Recruitment, Diversity and Learning
- Health, Safety and Wellbeing
- People Engagement, Planning and Innovation

Please visit our website for more information about the [Department of Home Affairs](#) or [Australian Border Force Duties](#)

## About the role

APS 5 Human Resource Advisors work under limited supervision to conduct high quality Human Resources (HR) services and provide advice to portfolio employees; they coordinate and respond to requests and enquiries by employees, and maintain the integrity and currency of HR systems data and work with new and current staff to develop and maintain departmental records. They are committed to developing competence across various HR practice areas and have a sound understanding of current business objectives and external trends.

Tasks and duties may include but is not limited to:

- Provide logistical HR support to internal and external stakeholders in accordance with relevant legislation, departmental policies and procedures
- Provide legislation and policy guidance on industrial relations, recruitment, workforce safety and wellbeing, workforce management and succession planning as relevant. Act with integrity and in accordance with APS legislation in the course of HR management activities
- Communicate with and provide advice and recommendations to a wide variety of stakeholders on moderately complex-to-complex issues
- Support collaboration with managers and executive staff and management of HR risks, compliance and issues
- Update and maintain personnel and departmental records as appropriate
- Use data and systems to assess and mitigate HR risks, liaising and escalating as required
- Review and improve on HR processes in day-to-day operations
- Conduct design, development and implementation of HR initiatives that improve staff performance, engagement, and wellbeing
- Undertake research and assist with written guidance on emerging issues
- Assist with consultation and the implementation of feedback in the formulation of HR management strategies, policies and plans in response to changing business needs or legislation
- Support the establishment of communities of practice, professional networks and learning hubs that enhance knowledge and sharing in HR matters
- Demonstrate ethical behaviour and integrity to enhance team culture and contribute to a positive workplace
- Promote and champion an inclusive and diverse workplace culture and ensure all staff are valued and recognised for their qualities, ideas and perspectives
- Cultivate a high performance culture by setting an example for peers to follow.

## Eligibility

Employment with the Department of Home Affairs is subject to the conditions outlined in the [Public Service Act 1999](#) (PS Act).

To be eligible for these positions you must be an Australian Citizen.

The successful candidate will be required to:

- obtain and maintain a Baseline Vetting (Protected) security clearance or hold a current security clearance of an appropriate level. More information on the process is available on the [AGSVA website](#).
- be assessed through our pre-employment screening process including our Employee Suitability Clearance.
- provide evidence of disability to satisfy eligibility requirements.

## Notes

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The Department may provide relocation assistance to eligible APS employees required to relocate. The level of assistance will vary depending on the reason for relocating and your personal circumstances. For further information please enquire with the contact officer listed in the advertisement.

Information about employment and advice on how to apply for vacancies can be obtained from the Department's website at <https://www.homeaffairs.gov.au/about-us/careers>.

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## About the Department of Home Affairs

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## To Apply

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|                         |                                                                                                                     |
|-------------------------|---------------------------------------------------------------------------------------------------------------------|
| Position Contact        | Casey Douglas, n/a                                                                                                  |
| Agency Recruitment Site | <a href="https://jobs.homeaffairs.gov.au/job-invite/131734/">https://jobs.homeaffairs.gov.au/job-invite/131734/</a> |

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Vacancy VN-0738756

Department of Home Affairs

Closing Date: Sunday 31 March 2024

|                 |                                                                                     |
|-----------------|-------------------------------------------------------------------------------------|
| Job Title       | APS 4 - Executive Assistants - Multiple Vacancies - Affirmative Measures Disability |
| Job Type        | Full-Time;Part-Time, Ongoing                                                        |
| Location        | Various locations - ACT ACT                                                         |
| Salary          | \$74,049 - \$79,871                                                                 |
| Classification  | APS Level 4                                                                         |
| Position Number | JR131811                                                                            |
| Agency Website  | www.homeaffairs.gov.au                                                              |

Job Description

<https://career10.successfactors.com/career?company=DIAC>

The Department of Home Affairs acknowledges the Traditional Custodians of Country throughout Australia and their continuing connection to land, sea and community. We pay our respects to all Aboriginal and Torres Strait Islander peoples, their cultures and to their Elders past and present.

Diversity and Inclusion

We are committed to providing an inclusive work environment that values diversity and inclusion and supports staff to reach their full potential. Our success depends largely on our ability to foster the innovation, efforts and diverse skills of our people. We strive to create a motivating and rewarding working environment in which we value inclusion, our people, performance, integrity, service, and service standards.

We acknowledge that the diversity of our people is our greatest strength and understand that a diverse workplace will have a greater understanding of its clients and the needs of the community. We encourage applications from people of all genders and diverse backgrounds including Aboriginal and Torres Strait Islander peoples, people with disability, people who are neurodivergent, culturally and linguistically diverse people, and people who identify as LGBTIQ+.

For more information see <https://www.homeaffairs.gov.au/about-us/careers/working-with-us/workplace-diversity>

Our Ideal Candidate

Our ideal candidates are effective communicators, have great time management skills, display close attention to detail, are able to manage competing priorities and manage work accordingly.

These candidates should work with a solutions focus, using knowledge, creative thinking and sound judgement to manage various types of issues/situations that arise. Under limited direction, they may undertake some basic research and analysis activities, as well as additional ad hoc tasks at the discretion of the executive.

An APS 4 Executive Assistant provides administrative support to executive officers within the Department of Home Affairs or the

Australian Border Force. They are able to quickly build a successful partnership with their supervisor by using their emotional intelligence and utilising knowledge of the executive's individual preferences. They are required to perform a range of routine to moderately complex administrative support work, within a fast-paced environment. They are required to have a sound understanding of, and be compliant with, relevant legislative frameworks, government decision-making processes and policy requirements.

## Duties

Under general direction, APS 4 Executive Assistants are expected to:

- Undertake diary management, including prioritising time and drawing attention to matters of importance
- Address routine to moderately complex telephone and email enquiries and independently respond to internal and external queries
- Have excellent interpersonal skills and undertake other administrative tasks and ad hoc activities for the executive as required
- Provide quality assurance including proof reading, editing and drafting) of documents such as briefs, minutes and other advice in accordance with departmental guidelines
- Liaise with stakeholders and assist with the resolution of moderately complex issues
- Effectively re-negotiate timeframes with stakeholders, if it is clear that timeframes are not going to be met
- Anticipate and identify relevant internal stakeholders' expectations and concerns and adapt communication style to present messages in a clear and concise manner
- Provide support and guidance to a lower level or new staff member to successfully carry out the role
- Explore opportunities for improved practices and processes, both individually and as part of the broader Executive Support Network
- Contribute to a healthy and safe working environment, modelling ethical behaviour and practices consistent with the APS Code of Conduct and APS Values

Candidates interested in these positions who may not meet all of the specific duties / responsibilities listed but believe they have transferable skills to successfully fulfil this role are still encouraged to apply. **Eligibility**

Employment with the Department of Home Affairs is subject to the conditions outlined in the Public Service Act 1999 (PS Act)

To be eligible for these positions you must be an Australian Citizen.

The successful candidate will be required to:

- obtain and maintain a Baseline Vetting (Protected) security clearance or hold a current security clearance of an appropriate level. More information on the process is available on the AGSVA website
- be assessed through our pre-employment screening process including our Employee Suitability Clearance
- provide evidence of disability to satisfy eligibility requirements.

## Notes

The Department of Home Affairs offers an attractive remuneration package, including salary, superannuation benefits and flexible working conditions appropriate to the level of the position.

The Department may provide relocation assistance to eligible APS employees required to relocate. The level of assistance will vary depending on the reason for relocating and your personal circumstances. For further information please enquire with the contact officer listed in the advertisement.

Information about employment and advice on how to apply for vacancies can be obtained from the Department's website at <https://www.homeaffairs.gov.au/about-us/careers>.

Candidates should be aware that in roles where vaccination against COVID-19 is required by public health orders/directions or other legislation proof of vaccination will be required. If a candidate is not fully vaccinated or is unwilling to be vaccinated within a reasonable time period, they may not be offered that role.

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 Department of Home Affairs

The Department of Home Affairs is responsible for central coordination, and strategy and policy leadership in relation to cyber and critical infrastructure resilience and security, immigration, border security and management, counter-terrorism, the protection of our sovereignty, citizenship and social cohesion. The Department implements a strategically coordinated approach to the cyber security and resilience of all Australians through the appointment of a Cyber Security Coordinator and continues to enable rapid responses to threats of foreign interference through the dedicated Counter Foreign Interference Coordinator. Additionally, the Department contributes to Australia's prosperity and unity through the management and delivery of the migration, humanitarian and refugee programs. The Department also promotes social cohesion through multicultural programs, providing settlement services and through managing and conferring citizenship. We encourage applications from Indigenous Australians, people with disability and people from other diverse backgrounds. We are committed to providing a working environment that values diversity and inclusion and supports staff to reach their full potential. For more information [www.homeaffairs.gov.au/about-us/careers/working-with-us/workplace-diversity](http://www.homeaffairs.gov.au/about-us/careers/working-with-us/workplace-diversity)

To Apply

|                         |                                                                                                                                    |
|-------------------------|------------------------------------------------------------------------------------------------------------------------------------|
| Position Contact        | Selection Innovation Team,<br><a href="mailto:selection.innovation@homeaffairs.gov.au">selection.innovation@homeaffairs.gov.au</a> |
| Agency Recruitment Site | <a href="https://career10.successfactors.com/career?company=DIAC">https://career10.successfactors.com/career?company=DIAC</a>      |

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Vacancy VN-0738796

|                 |                                                                            |
|-----------------|----------------------------------------------------------------------------|
| Job Title       | REGISTER - Casual and Non-Ongoing Assistant Border Force Officer 2024/2025 |
| Job Type        | Casual, Non-Ongoing                                                        |
| Location        | Various locations - WA WA                                                  |
| Salary          | \$56,774 - \$63,695                                                        |
| Classification  | APS Level 2                                                                |
| Position Number | JR 130559                                                                  |
| Agency Website  | <a href="http://www.homeaffairs.gov.au">www.homeaffairs.gov.au</a>         |

Job Description

<https://jobs.homeaffairs.gov.au/job-invite/130559/>

About our team

The ABF works collaboratively across the Home Affairs Portfolio and with domestic and international partners to identify, deter, disrupt, detect and manage border risks.

Irregular and Intermittent Employees (IIEs/Casual) are employed with the ABF at the APS2 classification and assist frontline operational teams to meet peaks associated with the movement of people and goods across the border. IIEs are predominantly required to work at international airports to alleviate pressure on existing teams during periods of increased flight departures and arrivals. They are also utilised to work in teams dealing Maritime, Air Cargo as well as general administration areas. The work undertaken is mainly outside of standard business hours.

Duties

What you'll do

Officers will:

- Provide basic administration support under guidance
- Operate basic information technology systems
- Develop and maintain effective and productive working relationships/partnerships
- Work as part of a team.

These roles are frontline roles which require officers to wear the ABF uniform and represent the ABF professionally in the public domain. Officers must be capable of interacting with members of the community and foreign visitors.

Skills and capability we need

The ABF is currently looking for flexible, adaptable and reliable people to undertake work on a casual basis at the APS 2 classification.

Skills we need:

- Organised
- Strong Communicator
- Client Service capabilities
- Adapt to situations to successfully resolve conflict

- Emotional intelligence.

## What you'll gain from the experience

- Positive and collaborative team culture
- Flexible work
- Increased administration, problem-solving, teamwork and communication skills
- Job satisfaction as you work across teams that directly impact the core functions of Operations West and more broadly the whole of the ABF.

## Eligibility

To be eligible for the position you must be an Australian Citizen.

The successful candidate will be required to obtain and maintain a Baseline Vetting (AGSVA) security clearance and an Employment Suitability Clearance (ESC).

## Notes

The Department of Home Affairs offers an attractive remuneration package, including salary, superannuation benefits and flexible working conditions appropriate to the level of the position.

The Department may provide relocation assistance to eligible APS employees required to relocate. The level of assistance will vary depending on the reason for relocating and your personal circumstances. For further information please enquire with the contact officer listed in the advertisement.

Information about employment and advice on how to apply for vacancies can be obtained from the Department's website at <https://www.homeaffairs.gov.au/about-us/careers>.

Candidates should be aware that in roles where vaccination against COVID-19 is required by public health orders/directions or other legislation proof of vaccination will be required. If a candidate is not fully vaccinated or is unwilling to be vaccinated within a reasonable time period, they may not be offered that 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 Department of Home Affairs

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The Department of Home Affairs is responsible for central coordination, and strategy and policy leadership in relation to cyber and critical infrastructure resilience and security, immigration, border security and management, counter-terrorism, the protection of our sovereignty, citizenship and social cohesion. The Department implements a strategically coordinated approach to the cyber security and resilience of all Australians through the appointment of a Cyber Security Coordinator and continues to enable rapid responses to threats of foreign interference through the dedicated Counter Foreign Interference Coordinator. Additionally, the Department contributes to Australia's prosperity and unity through the management and delivery of the migration, humanitarian and refugee programs. The Department also promotes social cohesion through multicultural programs, providing settlement services

and through managing and conferring citizenship. We encourage applications from Indigenous Australians, people with disability and people from other diverse backgrounds. We are committed to providing a working environment that values diversity and inclusion and supports staff to reach their full potential. For more information [www.homeaffairs.gov.au/about-us/careers/working-with-us/workplace-diversity](http://www.homeaffairs.gov.au/about-us/careers/working-with-us/workplace-diversity)

To Apply

|                         |                                                                                                                     |
|-------------------------|---------------------------------------------------------------------------------------------------------------------|
| Position Contact        | Chief of Staff WA, N/A                                                                                              |
| Agency Recruitment Site | <a href="https://jobs.homeaffairs.gov.au/job-invite/130559/">https://jobs.homeaffairs.gov.au/job-invite/130559/</a> |

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Vacancy VN-0738823

Department of Home Affairs

Closing Date: Sunday 31 March 2024

|                 |                                                                    |
|-----------------|--------------------------------------------------------------------|
| Job Title       | APS 4 - Executive Assistants - Multiple Vacancies - Indigenous     |
| Job Type        | Full-Time, Ongoing                                                 |
| Location        | Various locations - ACT ACT                                        |
| Salary          | \$74,049 - \$79,871                                                |
| Classification  | APS Level 4                                                        |
| Position Number | JR131813                                                           |
| Agency Website  | <a href="http://www.homeaffairs.gov.au">www.homeaffairs.gov.au</a> |

Job Description

<https://jobs.homeaffairs.gov.au/job-invite/131813/>

The Department of Home Affairs acknowledges the Traditional Custodians of Country throughout Australia and their continuing connection to land, sea and community. We pay our respects to all Aboriginal and Torres Strait Islander peoples, their cultures and to their Elders past and present.

Diversity and Inclusion

We are committed to providing an inclusive work environment that values diversity and inclusion and supports staff to reach their full potential. Our success depends largely on our ability to foster the innovation, efforts and diverse skills of our people. We strive

to create a motivating and rewarding working environment in which we value inclusion, our people, performance, integrity, service, and service standards.

We acknowledge that the diversity of our people is our greatest strength and understand that a diverse workplace will have a greater understanding of its clients and the needs of the community. We encourage applications from people of all genders and diverse backgrounds including Aboriginal and Torres Strait Islander peoples, people with disability, people who are neurodivergent, culturally and linguistically diverse people, and people who identify as LGBTIQ+.

For more information see <https://www.homeaffairs.gov.au/about-us/careers/working-with-us/workplace-diversity>

### **About our team**

The Department of Home Affairs is responsible for centrally coordinated strategy and policy leadership in relation to domestic and national security arrangements, law enforcement, emergency management, counter-terrorism, social cohesion, the protection of our sovereignty, the integrity of our border and the resilience of our national infrastructure.

The Australian Border Force, an operationally independent body within the Department of Home Affairs, is Australia's frontline border law enforcement agency and Australia's customs service. The Australian Border Force deliver critical border protection and national security outcomes while facilitating the movement of people and goods across the border. The Australian Border Force's mission is to protect Australia's border and enable legitimate travel and trade.

Please visit our website for more information about the [Department of Home Affairs](#) or [Australian Border Force](#).

### **Our ideal candidate**

Our ideal candidates are effective communicators, have great time management skills, display close attention to detail, are able to manage competing priorities and manage work accordingly.

These candidates should work with a solutions focus, using knowledge, creative thinking and sound judgement to manage various types of issues/situations that arise. Under limited direction, they may undertake some basic research and analysis activities, as well as additional ad hoc tasks at the discretion of the executive.

An APS 4 Executive Assistant provides administrative support to executive officers within the Department of Home Affairs or the Australian Border Force. They are able to quickly build a successful partnership with their supervisor by using their emotional intelligence and utilising knowledge of the executive's individual preferences. They are required to perform a range of routine to moderately complex administrative support work, within a fast-paced environment. They are required to have a sound understanding of, and be compliant with, relevant legislative frameworks, government decision-making processes and policy requirements.

### **Duties**

Under general direction, APS 4 Executive Assistants are expected to:

- Undertake diary management, including prioritising time and drawing attention to matters of importance
- Address routine to moderately complex telephone and email enquiries and independently respond to internal and external queries
- Have excellent interpersonal skills and undertake other administrative tasks and ad hoc activities for the executive as required
- Provide quality assurance including proof reading, editing and drafting) of documents such as briefs, minutes and other advice in accordance with departmental guidelines
- Liaise with stakeholders and assist with the resolution of moderately complex issues
- Effectively re-negotiate timeframes with stakeholders, if it is clear that timeframes are not going to be met
- Anticipate and identify relevant internal stakeholders' expectations and concerns and adapt communication style to present messages in a clear and concise manner
- Provide support and guidance to a lower level or new staff member to successfully carry out the role
- Explore opportunities for improved practices and processes, both individually and as part of the broader Executive Support Network
- Contribute to a healthy and safe working environment, modelling ethical behaviour and practices consistent with the APS Code of Conduct and APS Values

Candidates interested in these positions who may not meet all of the specific duties /

responsibilities listed but believe they have transferable skills to successfully fulfil this role are still encouraged to apply. **Eligibility**

To be eligible for these positions you must be an Australian Citizen.

The successful candidate will be required to:

- obtain and maintain a Baseline Vetting (Protected) security clearance or hold a current security clearance of an appropriate level. More information on the process is available on the AGSVA website
- be assessed through our pre-employment screening process including our Employee Suitability Clearance
- provide confirmation of Aboriginal and/or Torres Strait Islander heritage.

Notes

The Department of Home Affairs offers an attractive remuneration package, including salary, superannuation benefits and flexible working conditions appropriate to the level of the position.

The Department may provide relocation assistance to eligible APS employees required to relocate. The level of assistance will vary depending on the reason for relocating and your personal circumstances. For further information please enquire with the contact officer listed in the advertisement.

Information about employment and advice on how to apply for vacancies can be obtained from the Department's website at <https://www.homeaffairs.gov.au/about-us/careers>.

Candidates should be aware that in roles where vaccination against COVID-19 is required by public health orders/directions or other legislation proof of vaccination will be required. If a candidate is not fully vaccinated or is unwilling to be vaccinated within a reasonable time period, they may not be offered that role.

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 Department of Home Affairs

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To Apply

|                         |                                                                                                                                    |
|-------------------------|------------------------------------------------------------------------------------------------------------------------------------|
| Position Contact        | Selection Innovation Team,<br><a href="mailto:Selection.innovation@homeaffairs.gov.au">Selection.innovation@homeaffairs.gov.au</a> |
| Agency Recruitment Site | <a href="https://jobs.homeaffairs.gov.au/job-invite/131813/">https://jobs.homeaffairs.gov.au/job-invite/131813/</a>                |

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Vacancy VN-0738858

Department of the House of Representatives

Closing Date: Sunday 31 March 2024

Table Office International and Parliamentary Relations Office

|                 |                                                                                                                                                                                                           |
|-----------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Job Title       | Senior Visits Officer (Pacific)                                                                                                                                                                           |
| Job Type        | Full-Time, Ongoing                                                                                                                                                                                        |
| Location        | Capital Hill ACT                                                                                                                                                                                          |
| Salary          | \$93,889 - \$106,555                                                                                                                                                                                      |
| Classification  | APS Level 6                                                                                                                                                                                               |
| Position Number | 3601                                                                                                                                                                                                      |
| Agency Website  | <a href="https://www.aph.gov.au/About_Parliament/Employment/Department_of_the_House_of_Representatives">https://www.aph.gov.au/About_Parliament/Employment/Department_of_the_House_of_Representatives</a> |

Job Description

[https://www.aph.gov.au/About\\_Parliament/Employment/Department\\_of\\_the\\_House\\_of\\_Representatives](https://www.aph.gov.au/About_Parliament/Employment/Department_of_the_House_of_Representatives)

The Department of the House of Representatives is seeking applications from those interested in directly supporting the work of the House of Representatives and members of Parliament at Parliament House in Canberra.

The International and Parliamentary Relations Office (IPRO) is a joint parliamentary office providing services to both the Senate and the House of Representatives. IPRO supports the Parliament's international program by strengthening engagement and cooperation with parliaments internationally. IPRO coordinates incoming and outgoing delegation visits, supports parliamentary strengthening activities and coordinates the Parliament's participation in international parliamentary associations.

The Senior Visits Officer (Pacific) will plan, manage and coordinate arrangements for parliamentary delegation visits to/from the Pacific and provide secretariat support to the Parliament's membership of international parliamentary organisations. The role involves liaison with parliamentarians and their staff, diplomatic representatives, other Parliamentary and Commonwealth departments, and state and territory parliaments in relation to Pacific-focused inter-parliamentary activities and events.

Experience coordinating high-level visits and understanding of capacity-building programs is highly desirable. The Officer will be a team player with excellent interpersonal skills and have a high level of administrative and organisational skills. Some travel will be required.

Duties

The Senior Visits Officer (Pacific) will:

1. Coordinate logistical support for incoming and outgoing delegation visits to/from the Pacific, including the international travel requirements of Presiding Officers and their staff.
2. Support arrangements for Guest of Parliament visits, and perform representational duties as required.
3. Implement study visit programs and project manage parliamentary strengthening programs as required.
4. Assist with the Parliament’s participation in international parliamentary associations.
5. Prepare correspondence, briefing papers and other documentation on policy and procedural matters related to the Parliament’s Pacific engagement activities.
6. Procure goods and services in accordance with relevant regulations and requirements.
7. Develop and conduct evaluation reports and maintain official records.
8. As required, provide leadership and supervise staff assisting with visit programs and related activities.

Eligibility

The successful candidate will demonstrate:

1. The ability to work independently and as part of a team, to work under pressure and to manage deadlines.
2. Excellent communication and stakeholder liaison skills with the capacity to build and maintain productive working relationships with social, religious, and cultural awareness.
3. Strong administrative and organisational skills with attention to detail.
4. The ability to exercise sound judgement and problem solve.
5. The ability to work in the parliamentary environment, with a good understanding of the workings of Parliament or the ability to acquire such understanding quickly.

Notes

The successful candidate will be required to obtain and maintain a Baseline Security Clearance. Maintenance of a security clearance at this level is essential to the role, and failure to maintain a security clearance at this level may result in termination of employment.

About the Department of the House of Representatives

The Department of the House of Representatives provides services to support the efficient conduct of the House of Representatives, its committees and certain joint committees, and also provides a range of services and facilities for Members of Parliament in Parliament House. The department also promotes the work of the House in the community and supports the conduct of the Parliament’s international and regional relations.

To Apply

|                         |                                                                                                                                                                                                         |
|-------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Position Contact        | Sophie de Mar, (02) 6277 2158                                                                                                                                                                           |
| Agency Recruitment Site | <a href="https://www.aph.gov.au/About_Parliament/Employment/Department_of_the_House_of_Representative">https://www.aph.gov.au/About_Parliament/Employment/Department_of_the_House_of_Representative</a> |

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Vacancy VN-0738878

Department of the House of Representatives

Closing Date: Sunday 31 March 2024

Committee Office

|                 |                                                                                                                                                                                                       |
|-----------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Job Title       | Senior Researcher                                                                                                                                                                                     |
| Job Type        | Full-Time, Ongoing                                                                                                                                                                                    |
| Location        | Capital Hill ACT                                                                                                                                                                                      |
| Salary          | \$93,889 - \$106,555                                                                                                                                                                                  |
| Classification  | APS Level 6                                                                                                                                                                                           |
| Position Number | 5602                                                                                                                                                                                                  |
| Agency Website  | <a href="https://www.aph.gov.au/About_Parliament/Employment/Department_of_the_House_of_Representativ">https://www.aph.gov.au/About_Parliament/Employment/Department_of_the_House_of_Representativ</a> |

Job Description

<https://candidate.aurion.cloud/dohr/production/>

The Department of the House of Representatives is seeking applications from those interested in directly supporting the work of the House of Representatives and members of Parliament at Parliament House in Canberra.

The Committee Office supports parliamentary committees in their work of examining policy and legislation, and of scrutinising the executive government, through the provision of procedural, research, analytical, drafting and administrative support. Working in the Committee Office gives a close-up perspective on a unique aspect of the parliamentary environment. Judgement, professionalism and a willingness to learn are essential.

The Senior Researcher has a key role in a small secretariat workgroup, providing research, report writing and administrative support to one or more parliamentary committees. The Senior Researcher works under the limited direction of the Committee Secretary and one or more Inquiry Secretaries. Senior Researcher roles may require occasional domestic travel to support committees.

Duties

The Senior Researcher will:

1. Under limited supervision, provide research, analytical and writing support for a parliamentary committee, including preparation of meeting and briefing papers and drafting of minutes of proceedings and committee reports.
2. Under limited supervision, prepare correspondence and respond to requests in relation to committee business.
3. As part of a team, organise and support committee meetings, public hearings and inspections, including arranging logistics and liaising with stakeholder groups.

4. Contribute to the management and security of committee records and provide administrative and other support to a committee secretariat as required, including supervision and development of staff as required.

5. Develop and maintain knowledge of parliamentary practice and procedure, particularly in relation to committees.

**NOTE:** *The Parliamentary Service employee assigned these duties may be required to rotate to other areas of the department.* **Eligibility**

The successful candidate will have:

1. Strong research, analytical and writing skills, and experience preparing written reports, advice and correspondence.

2. Demonstrated capacity to build and maintain productive working relationships in a sensitive environment.

3. Demonstrated organisational skills, including the ability to manage multiple tasks, prioritise effectively and meet deadlines.

4. A good working knowledge of parliamentary practice and procedure, or the ability to acquire such knowledge quickly.

Notes

Security Assessment: Designated committees will require appropriate security clearances.

About the Department of the House of Representatives

The Department of the House of Representatives provides services to support the efficient conduct of the House of Representatives, its committees and certain joint committees, and also provides a range of services and facilities for Members of Parliament in Parliament House. The department also promotes the work of the House in the community and supports the conduct of the Parliament's international and regional relations.

To Apply

|                         |                                                                                                               |
|-------------------------|---------------------------------------------------------------------------------------------------------------|
| Position Contact        | Pauline Cullen, (02) 6277 4642                                                                                |
| Agency Recruitment Site | <a href="https://candidate.aurion.cloud/dohr/production/">https://candidate.aurion.cloud/dohr/production/</a> |

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## Great Barrier Reef Marine Park Authority

Closing Date: Monday 01 April 2024

Corporate Services Finance

|                        |                                 |
|------------------------|---------------------------------|
| <b>Job Title</b>       | Finance Officer - Travel        |
| <b>Job Type</b>        | Full-Time, Ongoing; Non-Ongoing |
| <b>Location</b>        | Townsville QLD                  |
| <b>Salary</b>          | \$70,941 - \$78,223             |
| <b>Classification</b>  | APS Level 4                     |
| <b>Position Number</b> | PN057                           |
| <b>Agency Website</b>  |                                 |

### Job Description

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

We are seeking a customer focused, team player to join our team. This position will play a key role in delivering professional, high quality customer service within the Finance section that is valued by our stakeholders.

Your work will involve facilitating the booking of domestic and international travel in accordance with the Reef Authority travel policy, using the Whole of Australian Government (WoAG) travel arrangements, undertake the reconciliation and acquittal of travel documents and related expenditure and provide advice on travel policies and procedures.

### Duties

1. Coordinate cost effective domestic and international travel arrangements including scheduling flights and ground transportation, booking accommodation and handling any other trip-related tasks for Reef Authority employees and relevant external stakeholders in a timely manner in accordance with Whole of Australian Government policy.
2. Build strong working relationships to help understand specific internal and external stakeholder needs, and interpret and apply a variety of legislation, policies, and procedures to provide a high level of customer service within the Finance section that is valued by all stakeholders.
3. Assist in the relocation process for Reef Authority employees by interpreting and applying existing operational and administrative policies to determine the appropriate course of action to meet both business and employee needs.
4. Administer Airline Loyalty Program memberships and Official Passport requirements in line with the Travel Policy and Government obligations.
5. Maintain accurate records on traveller profile accounts, ensure accurate travel payments are calculated and authorised in accordance with the Financial Delegations and perform accurate financial reconciliation of Diners, Cabcharge and Purchase Cards with regards to travel related expenditure within required deadlines.
6. Develop monthly reports for Financial Delegates to assist in review of travel actuals against budgets, and assist in development of reports, as required, for the Authorities Executive Management Group (EMG).
7. Contribute to the development, maintenance and enhancement of travel related policies, procedures, reports and manuals in accordance with legislation, policy and procedures.

Develop, maintain and provide regular training sessions for Agency staff, including content for Learning Management Systems (LMS), and be willing to provide targeted training to assist in the correct utilisation of the travel system.

8. Work collaboratively in a team-based environment which includes actively participating in and contributing to work undertaken across the Finance section including backup for other roles at level as required to support the business objectives.
9. Build and maintain a strong working relationship with the Authority's WoAG Travel service provider to ensure required reports are supplied in a timely manner and identify future reports that may better assist the Authority in reducing travel expenditure and fees.

As an APS employee you may be reassigned to a different set of duties at the same classification level at the discretion of the agency head (CEO), taking account of operational requirements in the agency.

### **Eligibility**

*Applicants must:*

1. be an Australian citizen at time of applying for position,
2. be able to obtain and maintain a Baseline security clearance, failure to do so will result in termination of employment.

### *Desirable qualifications and/or experience*

- Knowledge of corporate travel systems and processes.
- Experience in Federal Government.
- Experience if finance ERP (Enterprise Resource Planning) systems.

### **Notes**

Please find the full position description vacancy listing [here](#) .

Please ensure you read the instructions carefully, noting failure to address identified requirements may lead to your application being deemed ineligible.

You will be required to prepare a response document ("pitch") in MSWord or PDF format using standard margins and size 11 Arial font.

Please prepare a 'pitch', which does not exceed two pages, in relation to the advertised role, outlining:

1. how your experience, abilities, knowledge and personal qualities would enable you to perform the duties and meet the technical and behavioural capabilities of the role.
2. any specific examples or achievements that demonstrate your ability to perform the role.
3. how you meet the eligibility requirements and qualifications for the position.

When you include an example, you should explain;

- your personal role in the task.
- the methods you used.
- any barriers you were able to overcome, and
- the outcome.

When crafting your response, we encourage you to review 'Cracking the Code' and the relevant Australian Public Service Work Level Standards which can be found on the Australian Public Service Commission website: [www.apsc.gov.au](http://www.apsc.gov.au).

Your application must include:

1. your 'pitch' (as described above).
2. proof of Australian citizenship.
3. a current curriculum vitae (resume) that includes:
  - an outline of your career history.
  - qualifications and/or formal/informal training relevant to the position.
  - contact details for at least two recent referees, one of whom should be your current super

Applicants are advised to read further information provided on the [Great Barrier Reef Marine Park Authority Careers](#) website.

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 Great Barrier Reef Marine Park Authority

To Apply

|                         |                                                                                     |
|-------------------------|-------------------------------------------------------------------------------------|
| Position Contact        | Raymond Thain, (07) 4750 0774                                                       |
| Agency Recruitment Site | <a href="https://www2.gbrmpa.gov.au/careers">https://www2.gbrmpa.gov.au/careers</a> |

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Vacancy VN-0738665

Murray-Darling Basin Authority

Closing Date:Tuesday 26 March 2024

Basin Plan  
Basin Plan Review Sustainable Water Management

|                 |                                                                                                      |
|-----------------|------------------------------------------------------------------------------------------------------|
| Job Title       | Assistant Director, Climate Policy                                                                   |
| Job Type        | Full-Time;Part-Time, Ongoing;Non-Ongoing                                                             |
| Location        | Adelaide SA, Canberra ACT, Goondiwindi QLD, Griffith NSW, Mildura VIC, Murray Bridge SA, Wodonga VIC |
| Salary          | \$118,049 - \$129,870                                                                                |
| Classification  | Executive Level 1                                                                                    |
| Position Number | 101635                                                                                               |
| 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](#).

## Duties

The Assistant Director uses their policy leadership, strategic thinking skills and influence to help develop and deliver on the Sustainable Water Management program needs including the Climate Change theme of the 2026 review of the Basin Plan to answer the question "How can the Basin Plan be improved to respond to climate change?"

The Assistant Director role requires exceptional policy analysis, communication and interpersonal skills.

This position works collaboratively with all portfolios within the Murray-Darling Basin Authority, and with other agencies of the Australian Government, Basin states and territories and wider stakeholders. The Assistant Director may have a staff supervision role.

**Your key responsibilities in this role are to:**

- Lead research and analysis on a range of water management and climate change policy issues and provide recommendations on pathways to solve complex problems as required.
- Coordinate and contribute to multidisciplinary work across the agency's portfolios and use a working knowledge of other Government departments and key Basin stakeholders to leverage the MDBA's strategic position.
- Develop impactful, well-written policy briefings, position papers and reports on macro and micro policy issues across a range of scales from the global context through to local issues.
- Identify risks and challenges to water reform implementation and use your creativity and experience to assist development of innovative solutions.

## Eligibility

To be eligible for a position, you must be:

- an Australian citizen
- be willing to obtain, or currently possess a baseline security clearance
- satisfy all other MDBA engagement requirements, including health and character clearance.

## Notes

**What we offer you**

- You will have the opportunity to work on projects where you contribute to shaping the future of one of Australia's greatest natural assets and protect it for future generations.
- At the MDBA you will undertake a variety of interesting and challenging work. You will have the opportunity to apply your knowledge and expertise, and work with the Australian community to support a critical resource management initiative.
- Competitive remuneration packages, including up to 15.4% superannuation, and recognition of prior APS government service.
- Generous leave provisions (four weeks annual leave) and additional Non-attendance days between Christmas and New Year provided.

- Being part of a smaller agency with a strong focus on its connection with people.
- Being part of a professional, committed, and friendly team of people.
- Being part of an organisation that recognises and values First Nations people, and their contribution to our work. We have an innovative Reconciliation Action Plan (RAP) aimed at improving relationships, showing respect, and increasing opportunities to deliver outcome for First Nations peoples as part of our business-as-usual activities.
- A range of healthy lifestyle provisions, including access to a health and wellbeing program.
- Opportunities for professional development, and career progression across a variety of roles and work locations.

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        | Joanne Halliday, 0408 124 770                                                 |
| Agency Recruitment Site | <a href="https://www.mdba.gov.au/careers">https://www.mdba.gov.au/careers</a> |

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Vacancy VN-0738869

|                        |                                                                       |
|------------------------|-----------------------------------------------------------------------|
| <b>Job Title</b>       | Human Resources Adviser                                               |
| <b>Job Type</b>        | Full-Time, Ongoing;Non-Ongoing                                        |
| <b>Location</b>        | Perth WA                                                              |
| <b>Salary</b>          | \$95,278 - \$108,889                                                  |
| <b>Classification</b>  | APS Level 5                                                           |
| <b>Position Number</b> | 13353                                                                 |
| <b>Agency Website</b>  | <a href="https://www.nopsema.gov.au/">https://www.nopsema.gov.au/</a> |

## Job Description

<https://www.nopsema.gov.au/about/careers>

The National Offshore Petroleum Safety and Environmental Management Authority (NOPSEMA) is Australia's independent expert regulator for health and safety, structural integrity, well integrity and environmental management for all offshore energy operations and greenhouse gas storage activities in Commonwealth waters, and in coastal waters where regulatory powers and functions have been conferred.

NOPSEMA also administers the functions of the Offshore Infrastructure Regulator (OIR), for the offshore renewables industry. This includes the regulation of work health and safety, infrastructure integrity, and environmental management for offshore renewable energy infrastructure activities.

Working with NOPSEMA provides an opportunity to make a real difference to people working in Australia's offshore energy industry.

We are seeking a suitably skilled and experienced Human Resources professional to join the team at our Perth Office in the role of Human Resources Adviser.

### Why work for NOPSEMA?

As a highly skilled, agile and competent regulator, our people are our number one asset. NOPSEMA offers highly competitive remuneration packages, five weeks annual leave, 18 personal leave days per annum, 15.4% superannuation contribution and flexible working arrangements.

Guided by our values of professionalism, ethics, independence and leadership the decisions we make and the actions we take affect individuals, businesses, communities and the environment. Our people can make a difference. Grow your career in the offshore energy sector. Be a part of Australia's future and apply today.

NOPSEMA is committed to a fair, flexible, safe and rewarding workplace which allows for diversity amongst all its employees. Applicants who are First Nations people, come from a diverse cultural or linguistic background or have a disability are encouraged to apply.

If you are an experienced human resources professional, apply now and take the next step in your career with this exciting opportunity.

**Applications must be submitted by the closing date. Any applications received beyond the closing date will not be considered.**

*Please note this recruitment process will be valid for a period of 18 months and may be used to fill ongoing and non-ongoing positions at this level or similar that arise over the 18 month period.*

Duties

The Human Resources Adviser is a generalist position which provides support for the full employee lifecycle. In this role, you will:

- provide general HR advice to managers and employees.
- undertake recruitment and selection activities, including participating in interview panels and drafting recruitment and selection documentation.
- assist the Human Resources and Safety team in delivering organisational development activities, including coordinating learning and development programs.

Whilst this is a hands-on generalist operational role, you will have the opportunity to contribute to, and lend your experience to a variety of organisational development projects to support strategic workforce initiatives.

Eligibility

You will be required to pass a pre-employment medical and maintain medical fitness.

You must pass and maintain a security clearance to a level appropriate for the position.

Prior to any offer of employment, the recommended applicant will be required to undertake pre-employment checks, including national police clearance and declaration of conflict of interest.

NOPSEMA staff are prohibited from trading in oil and gas resources and/or offshore renewable electricity sector shares.

This position is open to Australian citizens only.

Notes

About the National Offshore Petroleum Safety and Environmental Management Authority (NOPSEMA)

NOPSEMA is Australia's independent regulator for health and safety, well integrity and environmental management for offshore petroleum and greenhouse gas storage activities in Commonwealth waters (comprising the first three nautical miles of the territorial sea) and in coastal waters where regulatory powers and functions have been conferred. For more information see [nopsema.gov.au](https://www.nopsema.gov.au)

To Apply

|                         |                                                                                                 |
|-------------------------|-------------------------------------------------------------------------------------------------|
| Position Contact        | Senior Human Resources and Safety Adviser, 08 6188 8853                                         |
| Agency Recruitment Site | <a href="https://www.nopsema.gov.au/about/careers">https://www.nopsema.gov.au/about/careers</a> |

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Agriculture, Water and the Environment

Vacancy VN-0738895

Australian Pesticides and Veterinary Medicines  
Authority

Closing Date: Sunday 31 March 2024

APVMA

|                 |                                                                             |
|-----------------|-----------------------------------------------------------------------------|
| Job Title       | Chief Executive Officer                                                     |
| Job Type        | Full-Time, Non-Ongoing                                                      |
| Location        | Canberra ACT, Armidale NSW                                                  |
| Salary          | -                                                                           |
| Classification  | Statutory Appointment                                                       |
| Position Number | 10001                                                                       |
| Agency Website  | <a href="https://apvma.gov.au/node/1063">https://apvma.gov.au/node/1063</a> |

Job Description <https://www.derwentsearch.com.au/job-details/chief-executive-officer-in-public-sector-and-government-jobs-85245>

About the APVMA

Our purpose

The Australian Pesticides and Veterinary Medicines Authority (APVMA) regulates agricultural and veterinary chemicals to manage the risks of pests and diseases for the Australian community and to protect Australia's trade and the health and safety of people, animals and the environment.

Our vision

To be a global leader in agriculture and veterinary chemicals regulation for the benefit of Australia.

Our role

We have a clearly defined role as the regulator of agricultural and veterinary (agvet) chemicals in Australia. We are the independent statutory authority responsible for assessing and registering pesticides and veterinary medicines proposed for supply in Australia.

As the national regulator, the APVMA regulates agvet chemicals in line with the responsibilities described in the Agricultural and Veterinary Chemicals (Administration) Act 1992 and the Agricultural and Veterinary Chemicals Code Act 1994. In this role, we:

- ensure Australians have access to safe and effective agvet chemicals to control pests and diseases in animals and plants;
- monitor and enforce compliance with the agvet Code and other legislation we administer
- maintain the Record and Register of approved agvet constituents, registered products and approved labels.

Our values

The APVMA upholds the Australian Public Service (APS) values as set out in the Public Service Act 1999. In addition to the APS values, we demonstrate the following behaviours:

- We apply science-based decisions pragmatically, consistently and proportionately to the risk.
- We actively engage with all stakeholders to build confidence in our regulatory system.
- We are committed to meeting our statutory obligations.
- We demonstrate leadership and trustworthiness and act with integrity.
- We encourage innovation and embrace technology.

## Duties

The Chief Executive Officer is appointed by, and reports to, the APVMA Board under section 33 of the Agricultural and Veterinary Chemicals (Administration) Act 1992. They are responsible for the daytoday management and decision making of the APVMA. They provide leadership to the APVMA, to ensure it efficiently and effectively meets its statutory obligations in the registration and regulation of agricultural and veterinary chemicals in Australia. The Chief Executive Officer is an ex officio member of the Board. The Board is accountable to the Minister for Agriculture, Fisheries and Forestry.

The Board is responsible for ensuring the good governance of the APVMA by determining the objectives, strategies and policies to be followed by the APVMA, and ensuring that the APVMA performs its functions in a proper, efficient and effective manner. The Board is the Accountable Authority of the APVMA under the Public Governance, Performance and Accountability Act 2013.

The Chief Executive Officer is to act in accordance with the objectives, strategies and policies determined by the Board. Most regulatory decision-making functions and powers of the APVMA, conferred by legislation, reside with the Chief Executive Officer, with the Board prevented by legislation from exercising them. The Chief Executive Officer also exercises the functions and powers of an Agency Head under the Public Service Act 1999.

### Key responsibilities may include:

- Leads the implementation of the objectives, strategies and policies for the APVMA, as determined by the Board from time to time
- Ensures the APVMA operates as a world class regulator, which is focused on its full suite of regulatory functions and makes regulatory decisions which are consistent with the relevant legislation and informed by reliable scientific evidence
- Performs as an effective Agency Head, and appropriately implements and applies the Public Service Act 1999, including its supporting subordinate legislation and related directives and guidance from the Government and Australian Public Service Commission
- Sustains a positive workplace culture for the APVMA, based on the Australian Public Service (APS) Values and Code of Conduct, and encourages staff to speak up if they see opportunities to improve APVMA effectiveness and/or culture or they witness unethical or unlawful behaviour
- Leads and develops a cohesive Executive Leadership Team, who collectively provides effective stewardship of the APVMA and accepts accountability for delivering strategic objectives
- Builds and promotes an effective APS workforce within the APVMA to fulfil its statutory functions
- Maintains a good working relationship with the Board Chair and works with the Board in an open, transparent constructive and collaborative manner
- Leads the effective management of the financial performance and position of the APVMA
- Leads the implementation of effective systems of risk management and internal control • Ensures the APVMA maintains appropriate accountability to the Government and Parliament, including through transparent and meaningful reporting.
- Effectively develops and nurtures external stakeholder relationships across the APVMA regulatory environment

## Eligibility

### 1. Demonstrates high level leadership and vision

- sets a strategic vision and inspires others to achieve this
- innovative in dealing with issues
- articulates a clear direction for their organisation

## 2. Manages large and/or complex operations

- achieves results within the context of organisational and/or Government policy
- strong people management skills
- strong financial management, ensuring efficient, effective and ethical use of resources
- strong capability to be accountable to a Board and maintain professional and productive working relationships with Board members
- understanding of and commitment to quality organisational governance

## 3. Strong experience in regulatory decision-making and strategically managing regulatory issues

## 4. Works with others to meet objectives

- operates collaboratively with others to meet organisational objectives
- cultivates productive relationships
- listens to people and values different perspectives

## 5. High level of judgement

## 6. Demonstrates a high standard of professional and personal integrity and capacity to promote these in an organisation.

Desirable:

## 7. Tertiary qualifications in a relevant field such as business, management, regulation, public policy, agricultural science or veterinary science. Notes

## About the Australian Pesticides and Veterinary Medicines Authority

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## To Apply

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|                                |                                                                                                                                                                                                                         |
|--------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Position Contact</b>        | Andrew McEncroe from Derwent Search:, 0416 018 860                                                                                                                                                                      |
| <b>Agency Recruitment Site</b> | <a href="https://www.derwentsearch.com.au/job-details/chief-executive-officer-in-public-sector-and-government">https://www.derwentsearch.com.au/job-details/chief-executive-officer-in-public-sector-and-government</a> |

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Agriculture, Water and the Environment

Vacancy VN-0738576

Bureau of Meteorology

Closing Date: Sunday 24 March 2024

Data & Digital  
Digital Channels & User Experience Design

|                 |                              |
|-----------------|------------------------------|
| Job Title       | Customer Experience Designer |
| Job Type        | Full-Time;Part-Time, Ongoing |
| Location        | Melbourne VIC                |
| Salary          | \$103,085 - \$116,115        |
| Classification  | Executive Level 1            |
| Position Number | 60018720                     |
| Agency Website  |                              |

Job Description

<https://bomcareers.nga.net.au/>

The Bureau of Meteorology are seeking an Experience Designer (UX/UI) to join our Customer Experience Design Team within the Digital Channel and Customer Experience Design Program. This important role will help the Bureau to deliver services that meet customer needs. You will have previously worked in a similar role with demonstrated capacity to conduct customer research and produce developer ready digital design that creates impact and value across our digital channels (website and mobile app).

You will also have experience helping organisations understand their customers and their requirements to define services that provide value. You will have experience in planning and conducting user research activities and the ability to analyse and distil actionable insights and iterate designs to ensure experiences are uplifted to match the customer needs.

You will be able to communicate confidently with stakeholders at all levels and build relationships internally and externally. Experience with Figma, the ability to collaborate in multi disciplinary teams and excellent attention to detail are all essential for this role.

Experience working within an in-house design team in a large and complex organisation, knowledge of service design methods and proficiency in multiple user experience and design software tools will be highly regarded

Duties

1. Design digital experiences for the Bureau including running qualitative user research, creating hi-fidelity designs, wireframes, prototypes. The ability to analyse outcomes and create digital experiences that are customer focussed.
2. Contribute to developing the Bureau design system and the customer experience design practice as a whole, to enable the Bureau to understand its users and the digital interactions.
3. Communicate and present methods, insights and designs to colleagues, subject matter experts, stakeholders and senior executive. Build understanding and capability within the organisation about customer experience design practices.
4. Establish and maintain effective working relationships with internal stakeholders, subject matter experts and multidisciplinary collaborators, as well as with external partners.

5. Continue to build your capability and practice, keep informed of industry developments and maintain industry networks.
6. 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.

Eligibility

- A degree or diploma of an Australian educational institution, or a comparable overseas qualification, which is appropriate to the duties; OR other comparable qualifications, which are appropriate to the duties.
- Proven use of Figma and design systems.
- 5+ years of experience in digital interface design, with experience in both website and app development, ideally in large organisations

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        | Clare Mitchell-Crow, 03 9616 8387                                           |
| Agency Recruitment Site | <a href="https://bomcareers.nga.net.au/">https://bomcareers.nga.net.au/</a> |

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## Bureau of Meteorology

Closing Date: Sunday 31 March 2024

Community Services  
Environmental Prediction Services

|                        |                                         |
|------------------------|-----------------------------------------|
| <b>Job Title</b>       | Senior Flood Operations Specialist      |
| <b>Job Type</b>        | Full-Time;Part-Time, Ongoing            |
| <b>Location</b>        | Melbourne VIC, Sydney NSW, Brisbane QLD |
| <b>Salary</b>          | \$110,115 - \$120,760                   |
| <b>Classification</b>  | Executive Level 1                       |
| <b>Position Number</b> | 60017208                                |
| <b>Agency Website</b>  |                                         |

### Job Description

<https://bomcareers.nga.net.au/?jati=8A558CC2-9F20-6A2D-6520-DA907E0E3E51>

### Duties

Australia is regularly affected by severe weather events. These events are growing in frequency and severity, leading to increased impacts on the economy, infrastructure, property, and well being.

To address this, the Bureau of Meteorology has undertaken significant steps to deliver a more customer focused, integrated and resilient national operation through the Community Services Group (CSG).

CSG is comprised of Environmental Prediction Services (EPS), Decision Support Services (DSS) and National Production Services (NPS) which have been configured to enable scalable, national and resilient services. Operating with a national capability, this program will establish a world class centre of scientific expertise and practice. To achieve this, EPS has been configured into four predictive service units: Severe Weather, Marine and Antarctic, Water, and Climate, each of which play a key role in the value chain of the Bureau's capability to deliver a suite of valuable products and services to the Australian community. There are three functions within EPS Water — Flood Operations, Water Forecasting and Water Information. All functions work together in an integrated manner to ensure the Bureau continues to develop its foundational water information capabilities, and seamlessly delivers Water Services that ensure public safety, and meet our obligations under the Water Act.

Responsibilities of EPS Water include leading the Bureau's rostered National Water Operations Team (NWOT) which delivers flood and 7-day streamflow forecasting services, 365 days a year, adopting a national risk-based approach; applying best practice approaches in water forecasting; enhancing our groundwater and geospatial capabilities and expertise in water data systems and tools including flood. All functions have a strong focus on continuous improvement of all our products, processes and tools underpinned by a learning and development culture to ensure continued delivery of high-quality forecast, warning and information services for our customers.

The primary responsibility of this role is focussed on year-round operational flood forecasting and warning as part of a planned National Water Operations Team (NWOT) roster. This roster will be extended to provide 24/7 coverage as required during enhanced flood operations. Outside of NWOT duties, this role will lead projects that drive continuous improvement of flood warning services aligned with a key national capability area. This may include the development and improvement of flood forecasting systems, forecasting techniques, processes, training and documentation that support the national Flood Warning Service or the Flood Warning network. There will be an expectation that suitable candidates will be able to work across a number of the teams in EPS Water to develop operational resilience and to ensure diversity of work.

To be successful in this role, you will have a solid understanding of operational flood forecasting and an excellent understanding of the total flood warning system. The role will require the occupant to lead shifts on a planned roster and work seamlessly with colleagues in NPS and DSS to deliver an unrivalled water operations service. You will possess a sound ability to excel in high pressure, complex and dynamic operating environments such as during severe weather events. During periods of enhanced flood risk and severe weather events, you will be committed to supporting the Bureau and our customers outside the scope of standard working hours. Employing personal drive and integrity, and communicating with influence, you will empower a high-performing team through promoting a positive culture of teamwork and continuous improvement.

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 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        | Victoria Dodds, Manager Water, <a href="mailto:Victoria.Dodds@bom.gov.au">Victoria.Dodds@bom.gov.au</a>                                                         |
| Agency Recruitment Site | <a href="https://bomcareers.nga.net.au/?jati=8A558CC2-9F20-6A2D-6520-DA907E0E3E51">https://bomcareers.nga.net.au/?jati=8A558CC2-9F20-6A2D-6520-DA907E0E3E51</a> |

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Agriculture, Water and the Environment

Vacancy VN-0738723

Department of Agriculture, Fisheries and Forestry

Closing Date:Friday 05 April 2024

Biosecurity Plant and Science Services  
Science & Surveillance NAQS Torres Strait

|                        |                                                                             |
|------------------------|-----------------------------------------------------------------------------|
| <b>Job Title</b>       | Biosecurity Officer- Affirmative Measure                                    |
| <b>Job Type</b>        | Full-Time, Ongoing;Non-Ongoing                                              |
| <b>Location</b>        | Bamaga QLD                                                                  |
| <b>Salary</b>          | \$63,867 - \$71,444                                                         |
| <b>Classification</b>  | APS Level 3                                                                 |
| <b>Position Number</b> | 2024/610                                                                    |
| <b>Agency Website</b>  | <a href="https://www.agriculture.gov.au">https://www.agriculture.gov.au</a> |

## Job Description

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

### Who we are

The Biosecurity Plant and Science Services Division (BPSSD) safeguards Australia's plant health status to achieve, maintain and expand overseas markets, while protecting the economy and environment. The division includes four branches, which together focus on providing scientific analysis and technical advice, facilitating the safe importation of plants and plant products, improving systems, market access, capacity building and stakeholder engagement. The division provides diagnostics, with advice on biosecurity risk and measures, and biosecurity training. The division conducts surveillance and response at first points of entry and approved arrangements sites nationally, and delivers plant, animal, and aquatic health surveillance in northern Australia. The division works closely with communities and Indigenous rangers and regulates biosecurity risk in the Torres Strait.

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 Northern Australia Quarantine Strategy (NAQS) is a program of the Department of Agriculture which operates across coastal northern Australia from Broome in Western Australia to Cairns in Queensland and includes Torres Strait. NAQS contributes to the delivery of national biosecurity objectives through:

- Identifying and evaluating the unique biosecurity risks facing northern Australia
- Managing the biosecurity aspects of border movements through Torres Strait
- Developing and implementing measures for the early detection of targeted pests, diseases, and weeds
- Contributing to national and international initiatives relating to pest and disease surveillance.

## Duties

### The Job

The main duties of an APS 3 Biosecurity Officer may include, but are not limited to:

- Performing a range of inspections on goods, ships, aircraft, animals and assess documentation to confirm compliance with biosecurity requirements.
- Participating in community engagement activities and surveillance
- Providing timely and accurate advice on less complex biosecurity matters to employees, stakeholders, clients, and senior managers.
- Conducting NAQS field work, verification, surveillance, and community engagement activities as directed.
- Identifying data trends in biosecurity risks and escalating these to assist in targeting intelligence and risk-based activities.
- Providing logistical support to NAQS scientific staff.
- Providing assistance with the identification, management and mitigation of WH&S issues as they apply to operational staff in Northern Australia.
- Liaising with customers and clients both internally and externally
- Carrying out biosecurity inspections and activities of vessels, aircraft, cargo, and passengers in accordance with applicable legislation.
- Undertaking field work including assisting scientific staff as required, plant surveillance and insect trapping.
- Assisting with equipment, vehicle and vessel checks as required.
- Using computer applications to analyse, maintain and update data.
- Preparing reports, collect statistical data and submit within specific timeframes.
- Assisting defined activities under agreement with other Commonwealth agencies and perform other duties as directed.

**Please note** that this recruitment process will initially be used to fill the vacancy. 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. If an offer of non-ongoing employment is made, the successful applicant would be employed for an initial period of eighteen months.

Eligibility

Knowledge and experience

- Knowledge of the environment (coastal northern Australia from Broome in Western Australia to Cairns in Queensland) in which the Northern Australian Quarantine Strategy operates.
- Sound interpersonal skills coupled with the ability to communicate effectively both orally and in writing with communities, clients, representative bodies, other government departments throughout Northern Australia
- Proven ability to work as part of a team.
- Sound understanding of WH&S issues.
- Demonstrated understanding of the APS Values and Code of Conduct.
- Experience in, or capacity to deliver, biosecurity inspection services in accordance with applicable legislative and administrative requirements.
- Demonstrated understanding of the culture and issues facing Indigenous Australians
- Strong working knowledge of the Torres Strait Treaty provisions.
- Ability to speak Torres Strait Creole would be highly advantageous.

Notes

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

The filling of this vacancy is intended to constitute an affirmative measure under section 8(1) of the 'Racial Discrimination Act 1975'. This vacancy is only available to Aboriginal and/or Torres Strait people.

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        | Lorenzo Mosby, 07 4212 0185                                                                                   |
| Agency Recruitment Site | <a href="https://www.agriculture.gov.au/about/jobs/apply">https://www.agriculture.gov.au/about/jobs/apply</a> |

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Agriculture, Water and the Environment

Vacancy VN-0738856

|                        |                                                                             |
|------------------------|-----------------------------------------------------------------------------|
| <b>Job Title</b>       | Finance Business Partner                                                    |
| <b>Job Type</b>        | Full-Time;Part-Time, Ongoing                                                |
| <b>Location</b>        | Brisbane QLD, Adelaide SA, Canberra ACT, Melbourne VIC, Sydney NSW          |
| <b>Salary</b>          | \$81,690 - \$89,615                                                         |
| <b>Classification</b>  | APS Level 5                                                                 |
| <b>Position Number</b> | 2024/614                                                                    |
| <b>Agency Website</b>  | <a href="https://www.agriculture.gov.au">https://www.agriculture.gov.au</a> |

## Job Description

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

### Who we are

The Finance and Investment Division supports the department to be efficient, effective, and financially sustainable. The division provides strategic financial advice and support to the department, the offices of the minister and to industry stakeholders. The division delivers on business objectives by partnering with the department, providing high quality customer service, advice and support and a nationally consistent approach to business, with consideration to the government's fiscal environment, its significant reform agenda, and the department's imperative to maintain financial sustainability.

The Financial Management Branch is responsible for: divisional finance support; internal budgeting and management reporting; treasury, taxation, and government loans; financial accounting including financial statements and monthly government reporting; asset management and financial reporting.

Finance Business Partner (FBP) Teams partner across the business and with senior executives to provide strategic financial advice and assistance on financial related issues. These teams prepare monthly divisional financial management reports, monitor budgets and forecasts that reflect the Division's business plan, and most importantly provide a conduit to the Chief Finance Officer (CFO).

## Duties

### The Job

As part of the Business Partnering team, you will:

- partner with the business to assist operational line areas on a variety of financial and business matters
- run group, division & branch monthly financial management reports and other ad hoc management reports
- assist in preparing end of month and financial year journals, accruals and ad hoc financial operations request where required
- being the point of contact within Finance and Investment Division, to support the centralised collection of finance requests
- liaise and communicating with various internal and external stakeholders.

**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

Knowledge and experience Competencies we are targeting include:

- experience building and sustaining relationships with stakeholders, to deliver financial outcomes
- experience in analysing data/information, providing timely and accurate advice to the business area
- experience in managing financial governance requirements and compliance with the financial management framework.

## 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        | Emma Chen, 02 6272 2410                                                                                       |
| Agency Recruitment Site | <a href="https://www.agriculture.gov.au/about/jobs/apply">https://www.agriculture.gov.au/about/jobs/apply</a> |

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Agriculture, Water and the Environment

Vacancy VN-0738873

Department of Agriculture, Fisheries and Forestry

Closing Date:Wednesday 27 March 2024

Biosecurity Animal  
Animal & Biological Imports Biosecurity Import Support Team

|                 |                                                                             |
|-----------------|-----------------------------------------------------------------------------|
| Job Title       | Import Support Officer                                                      |
| Job Type        | Full-Time;Part-Time, Ongoing;Non-Ongoing                                    |
| Location        | Canberra ACT                                                                |
| Salary          | \$74,882 - \$81,521                                                         |
| Classification  | APS Level 4                                                                 |
| Position Number | 2024/542                                                                    |
| Agency Website  | <a href="https://www.agriculture.gov.au">https://www.agriculture.gov.au</a> |

### Who we are

**The Animal and Biological Import Assessments Branch** implements biosecurity policies to allow for the safe movement of animals, animal products, genetic material, and microorganisms into Australia. The activities of the branch include the provision of technical advice to staff, importers and stakeholders. Development and publishing of import conditions, instructional material and other guidance material and assessing import permit applications and issuing import permits.

**The Biosecurity Import Support Team (BIST)** is a service delivery area and the central contact point for industry, the public and the department's import operations areas. BIST is responsible for administering biosecurity import permit applications, conducting non-technical permit assessments, and responding to general enquiries relating to the importation of goods and use of associated systems via phone and email. To deliver effective client service, the team has standard operating hours from 8:30am to 5:00pm Monday to Friday. This availability is underpinned by a supportive, team-based approach, where a roster system is in place, work is equitably distributed, and clear performance standards are set.

## Duties

### The Job

The role involves the following responsibilities:

- Providing high quality customer service via telephone and email to clients who have applied for an import permit or are importing goods to Australia.
- Assessing import permit applications for animal, biological and plant commodities in accordance with the department's service charter and Australia's biosecurity legislation and import policies.
- Providing advice to importers, operational staff within the department, other stakeholders and government agencies on management of biosecurity risks.
- Supporting import permit, import condition and enquiry workflows by working in partnership with, and escalating matters to the import programs.
- Providing assistance and support to team leaders and supervisors in monitoring operations and service delivery.
- Optimising the Biosecurity Import Conditions database (BICON) functionality by championing its use, preparing changes to BICON, mentoring and training others in its use, responding to content or user enquires and referring system or content matters to the Service Desk or the BICON Content team respectively.
- Building and sustaining supportive, effective and collaborative relationships. Successful candidates will need to enjoy working in a fast-paced and challenging work environment, display initiative, have excellent attention to detail, sound judgement, and deliver high quality work within tight deadlines.

As this is a critical role in an operational area, a successful candidate's performance and aptitude will be reviewed over a six-month probation period, to ensure their suitability for the role. Due to the operational and team-based nature of the role, the position is based in Canberra. We are seeking applicants who are energetic, resilient, capable, and driven, to enable the department to achieve its service delivery goals within a regulatory environment. A flexible approach to problem solving and ability to use initiative is equally important.

**Please note** that this recruitment process will be used to fill several ongoing vacancies. The merit pool established through this selection process, which is valid for a period of 18 months from the date the vacancy was advertised in the Public Service Gazette, may be used to fill future vacancies where the duties are of a similar nature. **Eligibility**

### What we are looking for

#### Knowledge and experience

Knowledge or previous experience in any of the following would be advantageous:

- Providing responsive customer services.
- Experience in fast-paced operational and regulatory environment.
- Experience assisting clients to understand complex policies and procedures.
- An understanding of the legal framework for importing goods to Australia and associated matters (such as the collection of fees-for-service).

- An understanding of Australia's biosecurity system and its importance.

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        | Ben Johns, 02 6271 6544                                                                                       |
| Agency Recruitment Site | <a href="https://www.agriculture.gov.au/about/jobs/apply">https://www.agriculture.gov.au/about/jobs/apply</a> |

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Agriculture, Water and the Environment

Vacancy VN-0738901

Department of Agriculture, Fisheries and Forestry

Closing Date:Tuesday 02 April 2024

Biosecurity Plant and Science Services  
Science & Surveillance Northern Australia Quarantine Strategy

|                 |                                                                                                     |
|-----------------|-----------------------------------------------------------------------------------------------------|
| Job Title       | GIS Analyst                                                                                         |
| Job Type        | Full-Time, Ongoing                                                                                  |
| Location        | Adelaide SA, Brisbane QLD, Cairns QLD, Canberra ACT, Darwin NT, Melbourne VIC, Perth WA, Sydney NSW |
| Salary          | \$91,944 - \$104,393                                                                                |
| Classification  | APS Level 6                                                                                         |
| Position Number | 2024/602                                                                                            |
| Agency Website  | <a href="https://www.agriculture.gov.au">https://www.agriculture.gov.au</a>                         |

## Job Description

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

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### 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 Northern Australia Quarantine Strategy includes an integrated program of active surveillance (scientific surveys conducted by specialist staff) supported by a range of general surveillance measures focused on community and stakeholder reporting of unusual signs of pests and diseases. Core objectives of the program focus on early detection of targeted pests, weeds and diseases and contributions to Australia's capacity to demonstrate absence of high-risk pests and diseases to support trade and market access.

## Duties

### The Job

As a proficient user of ESRI ArcGIS Pro and ESRI's suite of field data collection packages, you will be responsible for:

- analysing collected data, preparing it for both static and dynamic visualisation and mapping
- assisting in the design and implementation of survey forms for the deployment a number of ESRI tools such as Survey 123 and leveraging your expertise with ArcGIS Enterprise for managing the data in our cloud repository
- utilizing your GIS skills to assist in the processing of historical data to bring it into conformance with current standards, including updating records and data
- assisting in the modelling of both past and current data to model and identify trends hidden in the data
- automating tasks as needed (ideally, with Python or R experience)
- undertaking creation of maps based on data
- undertaking maintenance and administration of data and our ESRI Enterprise instance (including advising on prosaic issues such as license consumption and data growth trends)
- monitoring upcoming and novel related technologies, such as drone-based data collection, photogrammetry and other technology and be willing to engage with projects with either direct or indirect GIS connections.

## Eligibility

### What we are looking for

#### Knowledge and experience

The successful candidate will have the following:

- Demonstrated understanding of GIS software architecture and data standards, including experience with spatial data creation, management, and analysis with ESRI ArcGIS Pro and ArcGIS Enterprise Portal.
- Spatial Information Systems; hands-on experience in map production, spatial data capture, analysis, and reporting preferably in an infrastructure environment, complemented with structured query language (SQL) skills.
- Experience in ESRI and its associated suite of products, including but not limited to ESRI Apps, ArcGIS Pro and ArcGIS Enterprise.
- Knowledge with modern field recording systems (primarily ESRI Survey 123); be able to assist in application design, implementation and debugging.

#### *Non-essential but advantageous:*

- Familiarity with working within a Microsoft Azure environment (and working in a cloud environment more generally) and being comfortable with a script-based approach to moving data out of a geodatabase and into an SQL database.
- Familiarity with SQL.
- Python or R scripting, particularly in a GIS context.
- Familiarity with northern Australia agriculture and/or biosecurity.
- Working and developing in a DevOps or Agile based project.

## Notes

## About the Department of Agriculture, Fisheries and Forestry

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## To Apply

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|                         |                                                                                                               |
|-------------------------|---------------------------------------------------------------------------------------------------------------|
| Position Contact        | Andrew Gray-Spence, 0403 113 349                                                                              |
| Agency Recruitment Site | <a href="https://www.agriculture.gov.au/about/jobs/apply">https://www.agriculture.gov.au/about/jobs/apply</a> |

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## Agriculture, Water and the Environment

Vacancy VN-0738908

### Department of Agriculture, Fisheries and Forestry

Closing Date: Sunday 31 March 2024

Biosecurity Strategy & Reform  
Risk, Intelligence & Strategy Intelligence and Analysis

|                 |                                                                                         |
|-----------------|-----------------------------------------------------------------------------------------|
| Job Title       | Assistant Directors - Intelligence and Analysis                                         |
| Job Type        | Full-Time;Part-Time, Ongoing                                                            |
| Location        | Adelaide SA, Brisbane QLD, Canberra ACT, Darwin NT, Melbourne VIC, Perth WA, Sydney NSW |
| Salary          | \$120,290 - \$129,379                                                                   |
| Classification  | Executive Level 1                                                                       |
| Position Number | 2024/410                                                                                |
| Agency Website  | <a href="https://www.agriculture.gov.au">https://www.agriculture.gov.au</a>             |

### Job Description

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

#### Who we are

The Risk, Intelligence and Strategy Branch is responsible for supporting and enhancing strategic decision-making through intelligence analysis, risk modelling and analysis, governance practices and modern biosecurity legislation. This branch is responsible for supporting the Biosecurity and Compliance Group to identify the next horizon of risks, threats and disruptions. It is also developing frameworks to enable strategic thinking to be embedded within line areas.

The Intelligence and Analysis Section (IAS) provides executive decision makers with foresight about threats to biosecurity in support of biosecurity-related strategic decision making. It does this by delivering strategic intelligence advice, including in the form of written assessments and placemats. It also plays a key role in supporting the continued development of the department's intelligence capability.

#### Duties

##### The Jobs

The successful applicants will perform a leadership role in the IAS which is a section characterised by competing priorities within a busy forward work plan. If successful, you will exercise a considerable degree of independence to lead and manage small teams of analysts to produce client-focussed, useful intelligence products. You will manage projects and drive initiatives to support business

improvement and an enhanced departmental intelligence capability. You will actively manage key stakeholder relationships within and outside the department and may manage one or more work teams.

The IAS strategic intelligence effort is currently organised into four teams. At this time, we are seeking experienced intelligence professionals to lead two of these teams. These are **Strategic Intelligence** which is focussed on longer term assessments following on from client requests and **Strategic Monitoring and Warning** which is focussed on faster turnaround warning products. Both roles involve managing a small team of intelligence analysts who produce strategic intelligence assessments in line with intelligence requirements and in support of executive decision making. These positions report to the Director, IAS.

Key duties will include:

- leading the production of client-focussed strategic intelligence assessments that draw upon a range of contemporary intelligence gathering methods
- providing timely and considered input for corporate reporting (including budgets), briefing material and policy and program documents
- driving the identification, development and implementation of section business improvements and enhancements, as well as participating in branch projects and initiatives more broadly
- establishing and maintaining a network of internal and external stakeholders in support of the work of the section, branch, division and department
- championing excellence, accountability and governance with respect to the intelligence activities of the section and the department
- operating as a resilient member of the IAS leadership team in support of the vision set by the Director IAS.

**Please note** that these roles may be able to be performed from any of the locations listed above. 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**

The successful applicants will have one or more of the following:

- Experience developing and delivering strategic intelligence.
- A demonstrated understanding of Australia's broader biosecurity system or the ability to quickly acquire such knowledge.
- Experience in leading and managing staff as well as operating as a member of a leadership team.
- Experience negotiating with stakeholders.
- Knowledge of Australian public sector accountability requirements and experience in applying them.
- Experience within the Australian National Intelligence Community.

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        | Dr Bronwyn Dwyer, 0468 528 229                                                                                |
| Agency Recruitment Site | <a href="https://www.agriculture.gov.au/about/jobs/apply">https://www.agriculture.gov.au/about/jobs/apply</a> |

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Agriculture, Water and the Environment

Vacancy VN-0738599

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

Closing Date:Sunday 14 April 2024

Parks Australia  
Booderee, Uluru-Kata Tjuta & Joint Management Support Country and Conservation

|                 |                                                                     |
|-----------------|---------------------------------------------------------------------|
| Job Title       | Country and Conservation Manager                                    |
| Job Type        | Full-Time, Ongoing;Non-Ongoing                                      |
| Location        | Jervis Bay ACT                                                      |
| Salary          | \$115,663 - \$124,403                                               |
| Classification  | Executive Level 1                                                   |
| Position Number | 2024/420                                                            |
| Agency Website  | <a href="https://www.dcceew.gov.au/">https://www.dcceew.gov.au/</a> |

Job Description

<https://dcceewjobs.nga.net.au/?jati=AE390F01-F566-D234-CEA7-DA907C95B1F3>

**Identified position** – This position is an 'Identified' position which signifies that the role has a strong involvement in issues relating to Aboriginal and Torres Strait Islander people. The successful applicant must have an understanding of the issues affecting Aboriginal and/or Torres Strait Islander people and an ability to communicate sensitively and effectively with Aboriginal and/or Torres Strait Islander People.

**Who we are**  
Australia's natural and cultural heritage is unique. Our land and seascapes are distinctive, home to plants and animals found nowhere else in the world, and to some of the oldest living cultures on earth. These environments and cultures are an essential part of our national identity, and visitors travel from across the country and the world to experience them. The Director of National Parks (the Director) is responsible for six national parks, the Australian National Botanic Gardens, 58 Australian Marine Parks and the Heard Island and McDonald Islands Marine Reserve established under the Environment Protection and Biodiversity Conservation Act 1999.

Parks Australia is the federal park agency that supports the Director, and they are a division of the Department of Climate Change, Energy, the Environment and Water (the Department). We work to showcase these natural and cultural wonders to the world, demonstrating to all why these places are so special, and inspiring communities to become more invested in their care and future.

Booderee National Park, with its coastal habitats is one of three national parks, leased by their Aboriginal owners to the Director of National Parks, and jointly managed by Traditional Owners and Parks Australia. In addition to ongoing management of the park's natural and cultural heritage, this branch also looks after Parks Australia's corporate services from the office in Canberra including, Finance, Human Resources, Information Technology, Legal and Customer Experience and Destination Planning. Beyond the spinifex sand plains of arid central Australia lies Uluru-Kata Tjuta National Park, one of three national parks leased by their Aboriginal owners to the Director of National Parks, and jointly managed by Traditional Owners and Parks Australia. Parks Australia assists with ongoing management of the park's natural and cultural heritage. This branch also manages a rich and fascinating range of island ecosystems and habitats, including oceanic Pulu Keeling, Norfolk and Christmas Island National Parks.

The Conservation and Country Team is responsible for the ecological management of Booderee's natural resources including the management of Booderee Botanic Gardens. This work consists mainly of feral pest control, weed control, horticultural management, endangered species management, translocation of locally extinct species and the ecological application of fire.

### **The Job**

Under limited supervision, and at the direction of the Park Manager this role will be required to:

- Manage the Natural Resource Management and Botanic Gardens teams to maintain and enhance the environmental status of Booderee National Park's Natural Resource Management and Botanical Gardens sections; including but limited to, feral animal control, weed control horticultural management, endangered species management, ecological application of fire and the translocation of locally extinct species.
- As part of the management team, co-operatively develop solutions to broader Park issues with other team leaders including visitor management, infrastructure management and maintenance.
- Work closely with, and share, the Wreck Bay Community's vision for a transition to the sole management of BNP and participate in the exchange of knowledge, experience, and skills.
- Work closely with Park Management and Wreck Bay Community to achieve objectives in the Booderee National Park Plan of Management.
- Lead effective budget management, project and contract management and high-level planning, monitoring, and reporting on plan of management implementation.
- Undertake high level stakeholder engagement with scientific institutions, NGOs and neighbouring land and sea management agencies to better manage BNP's natural resources.
- Have regular communication with the Booderee National Park Joint Board of Management including preparation and presentation of board papers and represent BNP on key committees relevant to the functions of the position.
- Plan for, and participate in, park operations, WHS, risk management, workplace participation and diversity programs, fire, emergency, and compliance operations.
- Adhere to all corporate requirements including but not limited to, Parks Australia Chief Executive Instructions, code of conduct, incident reporting, risk and procurement management and project deliveries.

### **Duties**

#### **What we are looking for** **Knowledge and experience**

- Experience in working in cross cultural situations to collaboratively solve problems and a commitment to developing and maintaining a strong understanding of issues affecting the local Wreck Bay Aboriginal Community.
- Experience in the ecological management of protected areas, with highly developed skills in the design and delivery of natural resource management programs including threatened species management, invasive species management, plant conservation principles, and ecological monitoring.
- Experience working in a senior management team to solve diverse problems and a demonstrated ability to lead and motivate a cross cultural team to achieve positive outcomes.
- High level written, interpersonal and verbal communication skills, including the dissemination of complex ecological information in both verbal and written form, to a diverse audience.
- Experience in budget management with an ability to plan for and manage competing priorities, achieve results, and meet deadlines with limited supervision.
- Experience managing, maintaining, and leading diverse stakeholder relationships including traditional owners, senior management, and the scientific community.
- Experience in leveraging resources from outside parties to achieve positive ecological outcomes.

### **Skills and capabilities**

- High level written, interpersonal and verbal communication skills, including demonstrated experience working as an effective member in a senior management team, managing and maintaining diverse stakeholder relationships.
- Ability to analyse complex information to produce correspondence and reports, manage competing priorities, achieve results and meet deadlines with limited or no supervision.
- Demonstrated abilities to lead, supervise and motivate a team in a cross-cultural context with a focus on developing and implementing operational work plans, mentoring, and developing staff to build skills, capacity, and capability and to lead change in the workplace.
- Highly developed skills in administration and finance functions, including procurement, budgets, asset and infrastructure management, service level agreements, contracts, and small projects.

Desirable Qualifications

- Tertiary qualifications (science, ecology, botany, zoology, natural resource management) and extensive experience in ecological management relevant to protected areas.

Eligibility  
Notes

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

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

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

To Apply

|                         |                                                                                                                                                                 |
|-------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Position Contact        | Kylie Ward, 0481 908 042                                                                                                                                        |
| Agency Recruitment Site | <a href="https://dcceewjobs.nga.net.au/?jati=AE390F01-F566-D234-CEA7-DA907C95B1F3">https://dcceewjobs.nga.net.au/?jati=AE390F01-F566-D234-CEA7-DA907C95B1F3</a> |

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

Closing Date: Sunday 31 March 2024

Australian Antarctic  
Assets & Technology Capabilities and Facilities

|                 |                                                                     |
|-----------------|---------------------------------------------------------------------|
| Job Title       | Project Manager                                                     |
| Job Type        | Full-Time, Ongoing                                                  |
| Location        | Tasmania TAS                                                        |
| Salary          | -                                                                   |
| Classification  | Executive Level 1                                                   |
| Position Number | 2024/381                                                            |
| Agency Website  | <a href="https://www.dcceew.gov.au/">https://www.dcceew.gov.au/</a> |

Job Description

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

**Who we are**  
The Australian Antarctic Division (AAD) is part of the Commonwealth Department of Climate Change, Energy, the Environment and Water. As primary agency for Australia's Antarctic Program (AAP), the AAD is responsible for achieving the Australian Government's Antarctic goals. These goals are to:

- maintain the Antarctic Treaty System and enhance Australia's influence within it,
- protect the Antarctic environment,
- understand the role of Antarctica in the global climate system,
- undertake scientific work of practical, economic and national significance.

The AAD also has responsibility for administering the Australian Antarctic Territory and the Territory of Heard Island and McDonald Islands.

The Assets and Technology (A&T) Branch provides and maintains the equipment and infrastructure to support the AAP. A&T Branch activities range from the maintenance of existing Antarctic stations and equipment through to the design, manufacture, testing, operation and procurement of advanced scientific equipment and systems. The Branch manages major infrastructure projects in support of AAP outcomes.

The Capabilities and Facilities Section supports the advancement of Australia's strategic, scientific, environmental and economic interests in the Antarctic by:

- managing the science laboratories, krill aquarium and marine science equipment,
- developing novel scientific instruments and facilities,
- providing technical support to the Australian Antarctic Science program.

Duties

### **The Job**

The position will report to the Capabilities and Facilities Manager and will form an integral element of the Aquarium project delivery team. As a Project Manager you will direct the project through its complete lifecycle. Key duties will include, but are not limited to:

- working with stakeholders to develop the scope and requirements documentation,
- working with design consultants to transform the requirements into design documentation,
- liaising with stakeholders to review technical design documentation,
- developing the documentation for the project approval process,
- managing risk and assurance processes for the project,
- developing project management and governance documentation,
- developing and managing project schedules,
- managing the development of project cost plans and budgets,
- liaising with stakeholders and construction managers during the construction phase,
- in consultation with stakeholders, developing and implementing the commissioning plan.

### **What we are looking for**

#### **Knowledge and experience**

We are seeking applicants with:

- project management experience, including experience in project governance and administration on larger government construction projects,
- experience in the management of design consultants (architects, engineers, biosecurity advisors, quantity surveyors, etc),
- a proven history in the delivery of mechanical services projects through the planning, design and approvals phase,
- demonstrated experience in the successful delivery of multi-discipline projects.

#### **Skills and capabilities**

- Demonstrated leadership and project management skills.
- Demonstrated ability to define and translate complex user requirements into a scope and practical plan to deliver a project.
- Highly-developed communication skills (both written and verbal) and the ability to produce technical and non-technical reports, briefing papers and other documentation.
- Resilience and adaptability to change and the ability to work independently and effectively in small teams to meet regulatory or project deadlines.
- Demonstrated ability to represent the department and the AAD to a wide range of stakeholders while delivering suitable outcomes in complex environments.
- Ability to engage government and science stakeholders and end users.
- Proficiency with the Microsoft Office suite (e.g. Word, Excel and PowerPoint) and a good working knowledge of Microsoft Project (or equivalent scheduling tool) and electronic document management systems.

### **Desirable Qualifications**

A tertiary qualification from an Australian tertiary institution within a relevant field (i.e. engineering, mechanical services, construction management or project management) or demonstrated equivalent experience. **Eligibility**

#### **Eligibility and other requirements**

**Citizenship** - To be eligible for employment with the Department of Climate Change, Energy, the Environment and Water you must be an Australian citizen.

**Security Clearance** - This position requires a **Baseline Vetting** security clearance. You will be required to obtain and maintain a clearance at this level.

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        | Steven Whiteside, 0447 835 166                                                                      |
| Agency Recruitment Site | <a href="https://www.dcceew.gov.au/about/jobs/apply">https://www.dcceew.gov.au/about/jobs/apply</a> |

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Attorney-General’s

Vacancy VN-0738790

Australian Criminal Intelligence Commission (ACIC)

Closing Date:Monday 01 April 2024

Intelligence  
Covert Collection and Insights Intelligence Insights

|                 |                                                                 |
|-----------------|-----------------------------------------------------------------|
| Job Title       | Intelligence Information Officer                                |
| Job Type        | Full-Time, Ongoing                                              |
| Location        | Canberra ACT                                                    |
| Salary          | \$82,403 - \$87,572                                             |
| Classification  | APS Level 5                                                     |
| Position Number | 5234_03/24_CCI                                                  |
| Agency Website  | <a href="https://www.acic.gov.au/">https://www.acic.gov.au/</a> |

The APS 5 Intelligence Information Officer role is primarily concerned with coordinating the dissemination of high quality, timely and compliant ACIC analytical and tactical intelligence products to external stakeholders.

The Intelligence Information Officer works closely with other intelligence professionals, operational teams and external partner agencies to ensure that intelligence disclosure processes, resources and outputs are supporting the strategic and operational needs of the ACIC and its clients.

## Duties

- Overseeing the creation, organisation, maintenance, progression and dissemination of ACIC information and records within the ACIC systems.
- Ensuring compliance with policies and procedures.
- Developing and implementing strategies for efficient retrieval and analysis of information to support organisational requirements and decision making.
- Conducting quality assurance review to ensure accuracy, completeness and consistency.
- Providing support and training to team members and users on the ACIC systems.
- Collaborating with internal stakeholders and external partners to facilitate information sharing and coordination of digital information management efforts.
- Identifying opportunities for process improvement and implementing enhanced team practices to optimise efficiency and effectiveness.
- Identifying risks relating to information management practices such as breaches of policy and procedure.
- Working effectively in a team environment.

## Our ideal candidate

To be successful in this role, you will demonstrate the following experience, skills and attributes:

- Performs quality assurance and dissemination functions to ensure the high quality and compliance of ACIC tactical, operational and strategic intelligence products released that inform and impact decision making for internal and external stakeholders.
- Maintains and works to improve corporate report and disclosure templates to make user experience easier and contribute to an expedited and better final product.
- Supports inter-disciplinary and inter-agency liaison to maintain productive networks and to promote information sharing, partnerships and common understanding.
- Contributes to a collegiate approach within the team that promotes a culture of flexibility and improvement.
- Undertakes staff mentoring and training tasks and additional projects as tasked by the Assistant Director and/or Supervisor Intelligence Information.
- Strong verbal and written communication skills, attention to detail and the ability to work in a team environment.

## Eligibility

- **Citizenship** – To be eligible for employment with the ACIC, applicants must be an Australian citizen.
- **Security Clearance** - The Australian community expects ACIC employees to maintain the highest levels of security and integrity. Successful applicants will be required to obtain and maintain a minimum Negative Vetting Level 1 security clearance.
- **Pre-Employment Screening** – All candidates must satisfy an Organisational Suitability Assessment (OSA) prior to being offered employment at the ACIC. Please refer to the ACIC's [Character Standards](#) for further information.
- **Vaccination Status** – To be eligible to work at the ACIC, you must be fully vaccinated against COVID-19.

Notes

The ACIC is committed to [diversity and inclusion](#). We celebrate and champion diversity to ensure we reflect the community we serve, and pride ourselves on our vibrant culture. We welcome applications from Aboriginal and Torres Strait Islander peoples, women, people with disability, people from culturally and linguistically diverse backgrounds, those who identify as LGBTQI+, neurodiverse, mature aged employees and carers.

About the Australian Criminal Intelligence Commission (ACIC)

The Australian Criminal Intelligence Commission (ACIC) is Australia's national criminal intelligence agency. Our vision is an Australia hostile to criminal exploitation. We work with our national and international partners to conduct investigations and collect intelligence to combat serious and organised crime, cybercrime and national security threats. We develop and maintain national information and intelligence sharing services and systems for use by state, territory and Commonwealth law enforcement agencies. We also deliver nationwide background checking services to support employment or entitlement decisions to keep the Australian community safe. The ACIC Board provides strategic direction to the ACIC and represents Commonwealth, state and territory law enforcement and other regulatory agencies. Our purpose is to protect Australia from criminal threats through coordinating a strategic response and collecting, assessing and disseminating intelligence and policing information.

To Apply

|                         |                                                                                                 |
|-------------------------|-------------------------------------------------------------------------------------------------|
| Position Contact        | Georgia, 02 65268 7272                                                                          |
| Agency Recruitment Site | <a href="https://www.acic.gov.au/about-us/careers">https://www.acic.gov.au/about-us/careers</a> |

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Attorney-General's

Vacancy VN-0738761

Australian Federal Police

Closing Date:Tuesday 02 April 2024

Chief Financial Officer  
Manager Business Services

|                        |                                                                     |
|------------------------|---------------------------------------------------------------------|
| <b>Job Title</b>       | Coordinator Payroll Services (APS EL2/Director equivalent)          |
| <b>Job Type</b>        | Full-Time, Ongoing                                                  |
| <b>Location</b>        | Canberra ACT                                                        |
| <b>Salary</b>          | \$161,105 - \$212,583                                               |
| <b>Classification</b>  | Executive Level 2                                                   |
| <b>Position Number</b> | 12846                                                               |
| <b>Agency Website</b>  | <a href="https://careers.afp.gov.au">https://careers.afp.gov.au</a> |

## Job Description

<https://careers.afp.gov.au/job-invite/12846/>

### 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:

- Five weeks of paid annual leave per year + additional paid Christmas stand down
- 18 days of paid personal leave per year
- Generous superannuation of 15.4%
- 16 weeks of paid maternity leave (after 12 months of service) + an additional 36 weeks of maternity leave without pay
- 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

### What is the role?

Applications are sought from suitably qualified candidates wishing to be considered for the role of Coordinator Payroll Services (APS EL2/Director equivalent) within Business Services.

Business Services sits within the Chief Financial Officer (CFO) Command. Business Services is a multifaceted branch, which directly contributes to AFP operational outcomes, providing support and enabling our people to deliver maximum impact to the criminal environment. The experience you bring to the role will benefit the organisation by:

- Providing high-quality corporate services to the AFP (supporting the frontline)
- Manage and implement business and system improvements to remove barriers, speed up decision making and increase efficiency (Reducing red tape)
- Provide training and help desk facilities to enhance partnerships, engage and work closely with our both our members and external stakeholders (enhancing partnerships)

We are seeking a highly skilled and experienced Payroll Coordinator to take charge of our payroll functions. Your primary responsibility will be to ensure accurate and timely processing of payroll, through the operationalisation of HR Policies and relevant legislation. You will provide ongoing leadership, mentorship and coaching to multiple and diverse high performing payroll teams. Utilising your collaboration skills you will engage with members from various Commands across the AFP in the delivery of payroll services.

The Coordinator is required to ensure outcomes are delivered in accordance with Business Services strategic priorities, regulatory frameworks, and the AFP Code of Conduct. It is expected that the successful applicants will deliver on the core responsibilities and meet any requirements of the positions as outlined below.

Business Services offers and employs a range of flexible work options by mutual agreement and in accordance with operational priorities including but not limited to part time and flexible work arrangements.

### **What will you do?**

In the role of Coordinator Payroll Services, you will provide leadership and strategic direction to deliver Payroll outcomes. This role has in depth knowledge and understanding of the AFP business and the impact of roles and functions undertaken in relation to the organisations reputation in effectively managing Payroll Services functions. Reporting to Manager Business Services, Coordinator Payroll Services is a crucial part of the Business Services Leadership Team.

- Develop systems to process payroll account transactions
- Oversee processing of payroll changes and system upgrades
- Ensure compliance with relevant laws and internal policies
- Supervise and coach Payroll Team Leaders and members
- Liaise with auditors
- Collaborate with Human Resources (HR) and accounting teams
- Maintain accurate records and prepare reports
- Deal with escalated and more complex payroll related queries and issues
- Implement strategies to lead the team to achieve desired outcomes within set timeframes

For further information on this role, please refer to the [candidate pack](#). **Eligibility**

#### **Essential Requirements**

- You must be an Australian Citizen at the time of application
- NV1 security clearance (Or the ability to obtain one)
- Proven experience as a payroll leader or similar role
- Current knowledge of payroll procedures and related legislations, preferably in the Commonwealth Government
- Ability to interpret, operationalise and apply Enterprise Bargaining Agreement, Determinations, Legislation and Internal HR Policies
- Sound experience with payroll software, particularly SAP/SuccessFactors
- Demonstrated leadership, strategic and analytical capability, including leading multiple and diverse teams
- Demonstrated ability to develop capability to support the AFP's workforce including guiding, mentoring and coaching as required
- Outstanding communication skills (written and oral)

Desirable Requirements

The following skills and/or experience would be highly regarded:

- Qualification in Business Administration, Accounting, Human Resources, Payroll or related field

Notes

- This position is an AFP Executive Level.
- Proof of a minimum of two COVID-19 vaccinations (or one dose if the Janssen vaccine was used) will be required if an offer of employment is made.
- Diversity and inclusion is an operational priority for the Australian Federal Police (AFP). To be an effective police force, we must be reflective of the community we serve, working across languages, cultures and transnational borders. The 2023-26 Diversity & Inclusion Strategy is the guiding framework for delivering the AFP's diversity and inclusion goals and reflecting our commitment to being an employer of choice, incorporating diversity and inclusion principles in day-to-day practice and building a psychologically and culturally safe workplace. This includes hiring people from diverse backgrounds who bring their lived experience to contribute, and add value, to the AFP. Find out more about how the AFP embraces diversity and inclusion.

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        | Miles Humphrey, (02) 5127 4127                                                                          |
| Agency Recruitment Site | <a href="https://careers.afp.gov.au/job-invite/12846/">https://careers.afp.gov.au/job-invite/12846/</a> |

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Naval Shipbuilding and Sustainment Group  
Major Surface Combatants and Combat Systems

|                 |                                       |
|-----------------|---------------------------------------|
| Job Title       | Deputy Project Manager                |
| Job Type        | Full-Time, Ongoing                    |
| Location        | Adelaide SA, Canberra ACT, Sydney NSW |
| Salary          | \$91,702 - \$104,753                  |
| Classification  | APS Level 6                           |
| Position Number | NSSG/01995/24                         |
| Agency Website  |                                       |

Job Description

<https://defencecareers.nga.net.au/?jati=BB171A03-4854-2C77-5F32-DA8D75D61E40>

Duties

The Role

Life in Major Surface Combatants and Combat Systems Division (MSCCS) is never dull and no two days are the same. We deliver an exciting array of integrated warfare systems to support naval success into the future.

MSCCS is seeking professional, motivated and experienced APS6 Deputy Project Managers to perform project management roles within Commonwealth Government's continuous naval shipbuilding projects. We are seeking a number of candidates to work in various projects and products teams in Deputy Project Manager roles across our two divisions.

As an APS6 Deputy Project Manager you will be accountable under broad direction to perform project management roles within Commonwealth Government's continuous naval shipbuilding projects. Your knowledge and understanding of legislative frameworks, government decision-making and Defence's mission and policy requirements will be important for success in this role.

Your role will work independently with the opportunity for autonomy and accountability in the delivery of outcomes. You will be expected to exercise initiative and sound judgement and work effectively as a key team member. You will be able to independently represent the organisation in a range of settings.

The additional payment is a Building Defence Capability Payment (BDCP) which enables Defence to provide a premium, in addition to the rate of salary otherwise payable under the Enterprise Agreement (EA) to some or all of the jobs within a critical occupation(s) or discipline within a workplace. Applicants engaged into a BDCP position must consider the following. BDCPs provide remuneration in addition to the Defence Enterprise Agreement (EA). This arrangement is subject to meeting eligibility criteria and is subject to annual review. Should your performance fall beyond requirements or the eligibility criteria not be met, your eligibility for the BDCP may be reviewed and ceased. It may also be ceased should you change positions or the requirement for the BDCP is no longer necessary, as determined by Defence. Should the BDCP be ceased you will be advised and your BDCP additional payment will cease.

About our Team

Major Surface Combatants and Combat Systems Division (MSCCS) has two Branches:

- The **Maritime Integrated Warfare Systems Branch** The Deputy Project Managers are an integral part of the Australian Aegis Combat System Program working to mature engineering artefacts to support physical design, integration, development, test and delivery coordination for the Australian Surface Combatant Program. All positions work in an integrated workforce delivering to business outcomes with a focus on delivering project work programs to meet Defence's Strategic and Force Structure Plans.
- The **Hunter Class Frigate Branch** (HCF) represents one of the most advanced warships in the world with cutting edge technology and capabilities. As Australia's largest shipbuilding project, HCF represents the cornerstone of Australian Continuous Naval Shipbuilding. We work with experts from the UK, the USA, Canada and Europe to solve highly complex challenges in construction at the newly designed Osborne Naval Shipyard, utilising the latest production technologies, including robotic welding.

**Our Ideal Candidate**

MSCCS are looking for enthusiastic, motivated candidates with excellent personal attributes and a strong knowledge of project management experience to join our division. We pride ourselves in a positive, collaborative and supportive workplace culture. For us it's all about teamwork and we want people who want to be a part of the culture we've created.

Our ideal candidates will enjoy working in a dynamic workplace on a wide variety of projects and programs. The candidates will be energetic and able to create and maintain positive working relationships with internal and external stakeholders.

MSCCS is seeking candidates with significant relevant project management experience. You will have demonstrated utmost integrity, professionalism, self-motivation, positive attitude towards challenges, and persistence in achieving project outcomes. The candidates will be able to work under pressure with great resilience, remain focused on tasks and possess strong attention to detail.

The ideal candidates will have the following attributes and competencies:

- Excellent interpersonal, written and verbal communication skills
- Ability to work in a multi-dimensional program or project
- Ability to work with major systems integration
- A working knowledge of project management fundamentals
- A working knowledge of information management requirements

Most importantly, we're seeking team-orientated people with a positive attitudes and good humour, who can navigate the high tempo stresses of these very busy and rewarding roles. **Eligibility**

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

**Notes**

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

**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        | Build the Future, Withheld                                                                                                                                              |
| Agency Recruitment Site | <a href="https://defencecareers.nga.net.au/?jati=BB171A03-4854-2C77-5F32-DA8D75D61E40">https://defencecareers.nga.net.au/?jati=BB171A03-4854-2C77-5F32-DA8D75D61E40</a> |

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Defence

Vacancy VN-0738216

Department of Defence

Closing Date: Sunday 31 March 2024

Naval Shipbuilding and Sustainment Group  
Maritime Sustainment

|                 |                         |
|-----------------|-------------------------|
| Job Title       | Technician - Mechanical |
| Job Type        | Full-Time, Ongoing      |
| Location        | Garden Island NSW       |
| Salary          | \$80,487 - \$86,211     |
| Classification  | APS Level 5             |
| Position Number | NSSG/01966/24           |
| Agency Website  |                         |

Job Description

<https://defencecareers.nga.net.au/?jati=C663B8B2-BD76-9885-94ED-DA8D766C537F>

Duties

**The Role**  
RMC-E is seeking a self-motivated and high performing individual to be part of a new organisation central to the future of maritime sustainment. The ideal candidate should be willing to challenge themselves in a dynamic work environment and an effective team player.

The role of an APS5 Technician- Mechanical includes:

- Working alongside Uniform, APS and Industry personnel during maintenance periods on Ships alongside to provide technical assurance of work performed.
- Perform moderately complex mechanical technical activities and associated tasks working to agreed priorities and outcomes.
- Accountable for exercising assigned technical authorities and any Technical Regulatory Authority delegations.
- Research, apply and contribute to the development of technical documentation for review.
- Apply technical knowledge and experience, understand priorities to identify, define issues and implement corrective actions.
- Communicate effectively with internal and external stakeholders via technical packages, reports, written correspondence, discussions and presentations.
- Assess technical packages including scoping, planning and reviewing of packages and provide recommendations for consideration.
- Assess technical packages, reports, processes and product and equipment performance to meet specified requirements, provide recommendations for continuous improvement and implement corrective actions.

- Ensure safety aspects of Defence capability are considered and incorporated into mechanical technical activities and tasks.
- Develop and maintain technical knowledge of relevant processes, packages, product and equipment.

### **About our Team**

RMC-E is playing a central role to implement Plan Galileo, which sets out an ambitious but achievable reform program for surface fleet sustainment.

Realising the Plan will ensure Defence can support the significantly larger and more complex fleet of vessels that results from Continuous Naval Shipbuilding.

It will also enhance Navy's agility and ability to surge from strategic locations across Australia, particularly to key operational areas in the Pacific.

Development of sovereign sustainment capability is key, so Defence has the workforce, systems, tools, supply chains and infrastructure to support the future fleet.

The team will oversee the maintenance provider for a new Defence regional maintenance centre, co-ordinating, scheduling and delivering maintenance for Navy vessels, as well building resilient local and regional supply chains working with large, distributed and high profile team.

RMC-E will contribute to the delivery of continuous sustainment to the complex naval capability resulting from Continuous Naval Shipbuilding and ensure Navy respond to changing operational requirements.

### **Our Ideal Candidate**

We are looking for someone with initiative, strong organisational skills and the ability to respond appropriately to pressures and changing priorities across multiple business areas.

The successful candidate will also have excellent interpersonal skills and a passion for providing and executing efficient and effective business management practices and procedures.

We are looking for people that can:

### **Achieve objectives**

You will be able to understand the organisational intent and work towards it, while remaining dynamic in the face of change. You will have the Knowledge and experience of Public Service (state or Commonwealth) operations and processes to support a range of function within a large and complex work environment, with proven experience of leading a team.

### **Communicate effectively**

You will use effective communication to contribute to productive and harmonious relationships between employees, teams and stakeholders. You will influence across the organisation by listening, understanding and adapting to audience and use diplomacy and tact to negotiate in difficult situations.

### **Work as part of a team**

You will build productive working relationships to achieve team and organisational objectives. You will operate as an effective team member by nurturing internal and external relationships, understanding and recognising the needs of others, value individual differences and diversity and

share learning to support others.

Prioritise Effectively

You will be able to anticipate changes, and apply the organisational intent in the face of those changes. You will utilise strong communication skills in ensuring the wider team is aware of changes.

Show resilience and flexibility

You will remain calm under pressure and persevere to achieve goals even in the face of obstacles and changing circumstances. You will be flexible to implementing change and manage ambiguity in the workplace as processes and ways of working are tested and adjusted to meet organisational needs.

You will be able to demonstrate how you are the right person for the job by communicating clearly and concisely how your job history and experiences make you the right candidate for the role/s you are applying for.

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>

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To Apply

|                         |                                                                                                                                                                         |
|-------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Position Contact        | Build the Future, Withheld                                                                                                                                              |
| Agency Recruitment Site | <a href="https://defencecareers.nga.net.au/?jati=C663B8B2-BD76-9885-94ED-DA8D766C537F">https://defencecareers.nga.net.au/?jati=C663B8B2-BD76-9885-94ED-DA8D766C537F</a> |

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Defence

Vacancy VN-0738248

Department of Defence

Closing Date: Sunday 31 March 2024

Naval Shipbuilding and Sustainment Group  
Major Surface Combatants and Combat Systems

|                 |                                       |
|-----------------|---------------------------------------|
| Job Title       | Project Manager                       |
| Job Type        | Full-Time, Ongoing                    |
| Location        | Adelaide SA, Canberra ACT, Sydney NSW |
| Salary          | \$115,899 - \$130,733                 |
| Classification  | Executive Level 1                     |
| Position Number | NSSG/02069/24                         |
| Agency Website  |                                       |

Job Description

<https://defencecareers.nga.net.au/?jati=C7AC89C8-F18E-4722-E69D-DA8D77C1B112>

Duties

The Role

The Maritime Integrated Warfare Systems (MIWS) Branch is seeking professional, motivated and experienced EL1 Project Managers to provide support to the Non-Combat Management Systems Products team to deliver cutting edge capabilities. MIWS has several Project Manager positions who will support the Non-Combat Management Systems Products Director, providing project/product, technical, commercial and relationship management to deliver Directorate outcomes.

The Project Managers are responsible for the delivery of product stream outputs, encompassing the provision of various warfighting systems. The Directorate manages product streams across the following categories of systems; Weapons, Accelerated Strike, Phased Array Radar (PAR), Above Water Sensors (AWS), Navigation, Under Sea Warfare (USW), Communications, Electronic Warfare (EW) and Enterprise Training. The Directorate and its neighbouring combat systems enterprise organisations enable integrated warfighting capability for Navy.

The additional payment is a Building Defence Capability Payment (BDCP) which enables Defence to provide a premium, in addition to the rate of salary otherwise payable under the Enterprise Agreement (EA) to some or all of the jobs within a critical occupation(s) or discipline within a workplace. Applicants engaged into a BDCP position must consider the following. BDCPs provide remuneration in addition to the Defence Enterprise Agreement (EA). This arrangement is subject to meeting eligibility criteria and is subject to annual review. Should your performance fall beyond requirements or the eligibility criteria not be met, your eligibility for the BDCP may be reviewed and ceased. It may also be ceased should you change positions or the requirement for the BDCP is no longer necessary, as determined by Defence. Should the BDCP be ceased you will be advised and your BDCP additional payment will cease.

About our Team

MIWS Branch under Major Surface Combatants and Combat Systems Division is an exciting and complex environment to work in, offering a rewarding career in one of the most dynamic organisations within NSSG. We work across both Acquisition and Sustainment environments to develop and deliver products into new shipbuilding programs and to provide update/upgrade products to the existing Navy fleet, giving staff exposure to a wide variety of high profile maritime projects.

Defence is focussed on providing a dynamic and contemporary employment package that meets the needs of the modern workforce. As an APS Defence employee you will enjoy rewarding work, collaborating with great people internally and across Industry, and considerable opportunities to expand your career horizons. Our commitment to investing in our people through professional development, mobility and learning means there is a great career waiting for you. What will you bring?

**Our Ideal Candidate**

MIWS is looking for enthusiastic, proactive and driven candidates with a sound knowledge of project management to join our Branch. We pride ourselves in a positive, collaborative and supportive workplace culture. For us it's all about teamwork and we want people who want to be a part of the culture we've created.

Our ideal candidates will enjoy working in a dynamic workplace on a wide variety of projects and programs. The candidates will be energetic and able to create and maintain positive working relationships with internal and external stakeholders.

The ideal candidates will have the following attributes and competencies:

- Excellent interpersonal, written and verbal communication skills
- Ability to work in a multi-dimensional program or project
- A sound understanding of major systems integration
- A working knowledge of asset management
- Ability to lead and mentor junior staff

**Eligibility**

**Security Clearance:**

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

**Notes**

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

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**To Apply**

|                         |                                                                                                                                                                         |
|-------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Position Contact        | Build the Future, Withheld                                                                                                                                              |
| Agency Recruitment Site | <a href="https://defencecareers.nga.net.au/?jati=C7AC89C8-F18E-4722-E69D-DA8D77C1B112">https://defencecareers.nga.net.au/?jati=C7AC89C8-F18E-4722-E69D-DA8D77C1B112</a> |

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Capability Acquisition and Sustainment Group  
Joint Systems

|                 |                                         |
|-----------------|-----------------------------------------|
| Job Title       | ILS Manager - Principal Support Manager |
| Job Type        | Full-Time, Ongoing                      |
| Location        | Russell ACT                             |
| Salary          | \$115,899 - \$130,733                   |
| Classification  | Executive Level 1                       |
| Position Number | CASG/02012/24                           |
| Agency Website  |                                         |

**Job Description** <https://defencecareers.nga.net.au/?jati=7D6D7EBD-D919-8698-B16C-DA8EDF2F93E0>

Duties

The Role

- Are you an experienced ILS Manager?
- Are you interested in working on advanced Maritime Electronic Warfare technology?
- Would you like to join a dynamic team in a great workplace and work in an interesting role?

Electromagnetic Warfare and Intelligence Systems Program Office (EWIS-Maritime SPO) is seeking a highly professional, motivated and experienced EL1 Integrated Logistics Support (ILS) Manager to assist with Support System Governance and Assurance activities in support of the Royal Australian Navy.

The EL1 ILS Manager is a leadership role and is accountable under broad direction to perform and achieve complex to very complex materiel logistics work within an integrated workforce. As the EL1 ILS Principal Support Manager, you will have an in-depth knowledge of and compliance with legislative frameworks, government decision-making and Defence’s mission and policy requirements. You will exercise sound decision-making and judgement to provide expert policy advice, have in-depth knowledge of the Materiel Logistics function and be responsible for the development, implementation, compliance and review of policies and procedures relevant to the ILS function. This role includes being accountable to plan, lead and manage a range of human and physical resources and exercise the associated people and financial responsibilities to align with strategic business objectives.

About our Team

EWIS-Maritime SPO currently manages a number of electronic warfare systems fitted to both the surface and sub-surface fleet, such as the Nulka Decoy product and various Sensors and Electronic Attack products in both acquisition and sustainment phases.

The SPO delivers these capabilities to both the Australian Defence Force and United States Navy.

EWIS-Maritime SPO is widely dispersed across Australia with this position can be based in Edinburgh SA or Russell, ACT. The successful applicant will participate in an integrated team, including APS, military and contractor staff, to ensure the supported Electronic Warfare capabilities are delivered to the ADF and supported in accordance with operational and compliance requirements, budget, and service agreements.

EWIS-Maritime SPO has a demonstrated high performing culture and significantly, above average employee satisfaction ratings based on recent Culture and Behaviours surveys. The successful candidate can expect to be challenged in their role and supported by an inclusive and considerate team and leadership group.

### **Our Ideal Candidate**

Our ideal candidate has ILS Management skills which they are interested in applying.

The successful applicant will have:

- Extensive demonstrated skills and experience in ILS Management with a focus on Supportability and Logistics Governance/Assurance activities (not just Inventory Management);
- Extensive experience reviewing and applying Defence Logistics policy, regulatory frameworks and organisation objectives;
- Understanding or awareness of the Logistics Support Analysis discipline (as detailed in DEF(AUST) 5691), in particular how LSA activities contribute to supportability;
- Demonstrated knowledge of Navy maintenance, engineering and configuration management practices;
- Excellent communication and stakeholder engagement skills, with ability to negotiate and build relationships with internal and external stakeholders;
- Experience in leading a team, managing allocated resources, setting work area priorities, managing workflows and evaluating business outcomes.
- Highly developed organisation skills with the ability to prioritise own workload and meet deadlines.
- The capacity to think strategically and develop plans and processes to enhance the achievement of business outcomes.

### **Eligibility**

#### **Security Clearance:**

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

### **Notes**

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

### **About the Department of Defence**

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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        | Ellie Carson, 07 3512 0150                                                                                                                                              |
| Agency Recruitment Site | <a href="https://defencecareers.nga.net.au/?jati=7D6D7EBD-D919-8698-B16C-DA8EDF2F93E0">https://defencecareers.nga.net.au/?jati=7D6D7EBD-D919-8698-B16C-DA8EDF2F93E0</a> |

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Defence

Vacancy VN-0738602

Department of Defence

Closing Date:Sunday 07 April 2024

Capability Acquisition and Sustainment Group  
Joint Systems

|                 |                      |
|-----------------|----------------------|
| Job Title       | Security Advisor     |
| Job Type        | Full-Time, Ongoing   |
| Location        | Russell ACT          |
| Salary          | \$91,702 - \$104,753 |
| Classification  | APS Level 6          |
| Position Number | CASG/02194/24        |
| Agency Website  |                      |

Job Description

<https://defencecareers.nga.net.au/?jati=5E1AA2C2-86DE-72A9-14C6-DA8F15FC25AE>

Duties

The Role

Do you have experience in a Security environment?

Are you interested in joining a great workplace in a challenging and rewarding role? The Electromagnetic Warfare Intelligence Maritime Systems Program Office (EWIS-Maritime SPO) is seeking a highly professional, motivated APS 6 Security Advisor to join the team based in Russell, ACT. As an APS 6 Security Advisor you will engage with stakeholders, investigate, report, develop, evaluate, advise and implement policies, processes, procedures, practice and manage resources specific to assurance and data specifications to support Defence capability.

You will be an integral part of a team that collaborates to ensure the complex projects adhere to compliance and legislative

frameworks through effective decision-making and excellent time management. The role also supports the management of highly classified SPO assets and conducts audits and assurance activities to ensure security posterity is maintained by all personnel handling classified assets and materials.

Duties may include:

- Identify research and analyse complex protective security issues, and provide recommendations and advice;
- Management of Security Incidents;
- Support the development and delivery of security awareness training;
- Coordinate and respond to Branch security enquiries and tasking's;
- Collate research and analyse protective security issues to produce high-quality reports, submissions, briefings and discussion papers;
- The right person for this role will show the flexibility to respond to the changing context and shifting priorities of the Defence environment to achieve business outcomes and is accountable to contribute towards ongoing self-improvement and professional development.

### **About our Team**

EWIS-Maritime SPO currently manages a number of electronic warfare systems fitted to both the surface and sub-surface fleet, such as the Nulka Decoy product and various Sensors and Electronic Attack products in both acquisition and sustainment phases. The SPO delivers these capabilities to both the Australian Defence Force and United States Navy.

EWIS-Maritime SPO is widely dispersed across Australia with this position based at Russell, ACT. The successful applicant will participate in an integrated team, including APS, military and contractor staff, to ensure the supported Electronic Warfare capabilities are delivered to the ADF and supported in accordance with operational, compliance requirements, and service agreements.

This role within EWIS-Maritime SPO offers an enthusiastic individual an exciting opportunity to develop key Security skills in a Defence environment. The successful candidate will be provided with a supportive team environment and significant professional development opportunities to help progress in their career.

Our people are capable, innovative, committed and diverse. We support an inclusive culture that emphasises respect and collaboration. The successful candidate can expect to be challenged in their role and supported by an inclusive and considerate team and leadership group.

### **Our Ideal Candidate**

To be successful in this role you will need to demonstrate an ability to operate independently and within a team and engage effectively with stakeholders to achieve overarching strategic outcomes for the Department of Defence. Our ideal candidate is an innovative and experienced security professional, who has an in-depth knowledge of Government Security requirements and frameworks.

Our ideal candidate will have:

- Experience working in Security or similar roles to be able to provide detailed security, technical, professional advice to support the achievement of EWIS Maritime outcomes;
- Have knowledge of and ability to provide advice on security incidents that is in accordance with the Defence Security Policy Framework (DSPF);
- Experience and understanding of Security Governance frameworks, policy and procedures to provide advice and guidance to stakeholders;
- Excellent critical thinking and problem-solving skills and the ability to work effectively under pressure;
- Strong communication and interpersonal skills, with the ability to collaborate with stakeholders;

- Proactive nature and ability to anticipate issues in the capability or with stakeholders;
- Ability to work in a small team; set work priorities and manage workflows.

Eligibility

Security Clearance:

Prior to commencement, successful applicants will be required to undergo a psychological assessment and an extensive security clearance process. As a Positive Vetting clearance is required, applicants must be Australian Citizens; be able to account for their personal background for their whole life; and be able to demonstrate suitability to work in a high security intelligence environment.

The successful candidate may be able to commence the role with a Negative Vetting 1 (NV1) security clearance however; will require the ability to obtain and hold a Positive Vetting (PV) 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 Defence

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To Apply

|                         |                                                                                                                                                                         |
|-------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Position Contact        | Ellie Carson, 07 3512 0150                                                                                                                                              |
| Agency Recruitment Site | <a href="https://defencecareers.nga.net.au/?jati=5E1AA2C2-86DE-72A9-14C6-DA8F15FC25AE">https://defencecareers.nga.net.au/?jati=5E1AA2C2-86DE-72A9-14C6-DA8F15FC25AE</a> |

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Defence

Vacancy VN-0738613

Department of Defence

Closing Date:Sunday 07 April 2024

NAVY  
Navy Engineering

|                        |                      |
|------------------------|----------------------|
| <b>Job Title</b>       | ANC Rules Manager    |
| <b>Job Type</b>        | Full-Time, Ongoing   |
| <b>Location</b>        | Canberra ACT         |
| <b>Salary</b>          | \$91,702 - \$104,753 |
| <b>Classification</b>  | APS Level 6          |
| <b>Position Number</b> | NAVY/02204/24        |
| <b>Agency Website</b>  |                      |

## Job Description <https://defencecareers.nga.net.au/?jati=499C5CB7-F679-687F-015F-DA907B9BB069>

### Duties

#### The Role

The Australian Naval Classification Authority (ANCA) is responsible for establishing, managing and continuously improving a system of Naval Classification (the ANC Framework) to assure the seaworthiness of naval vessels operating in Defence of Australia. ANCA requires an experienced, agile self-starter to support the development and upkeep of Australian Naval Classification (ANC) Rules.

The ANC Rules Manager reports to the Deputy Director ANC Rules and Authorities, and manages the development and upkeep of Naval Classification Rules within a regulatory framework. This position involves completing tasks under broad direction to achieve outcomes within an integrated workforce.

The ANC Rules Manager undertakes a broad range of Branch activities including but not limited to:

- Performing complex engineering tasks, and providing technical advice under broad direction,
- Applying engineering knowledge and experience to identify and manage risks,
- Building and sustaining positive relationships with team members and external stakeholders,
- Tailoring communication to suit the intended audience, and
- Evaluating technical feedback and managing technical change.

The additional payment is a Building Defence Capability Payment (BDCP) which enables Defence to provide a premium, in addition to the rate of salary otherwise payable under the Enterprise Agreement (EA) to some or all of the jobs within a critical occupation(s) or discipline within a workplace.

Applicants engaged into a BDCP position must consider the following. BDCPs provide remuneration in addition to the Defence Enterprise Agreement (EA). This arrangement is subject to meeting eligibility criteria and is subject to annual review. Should your performance fall beyond requirements or the eligibility criteria not be met, your eligibility for the BDCP may be reviewed and ceased.

It may also be ceased should you change positions or the requirement for the BDCP is no longer necessary, as determined by Defence. Should the BDCP be ceased you will be advised and your BDCP additional payment will cease.

#### About our Team

The Royal Australian Navy provides maritime forces that contribute to the Australian Defence

Force's capacity to defend Australia, contribute to regional security, support global interests, shape the strategic environment and protect national interests.

With advanced ships, submarines and aircraft, operating locations throughout Australia, diverse roles, and an APS workforce integrated with over 20,000 full and part time uniformed members, there are amazing career opportunities for APS employees in Navy.

Our people are expertly trained and leaders in their field. Our APS workforce plays an integral role in Navy's vision of excellence in service to the nation, and we are looking for dynamic and innovative people to join the team. As we build a Navy for the demands of tomorrow, we want people who are committed to Australia's future, thrive on breaking new ground, and are driven to achieve outstanding results.

Navy has a culture that respects diversity which reflects the citizens we serve. Our values of Service, Courage, Respect, Integrity and Excellence are what we strive for and are replicated in all that we do.

Defence and Navy are focussed on providing a dynamic and contemporary employment package that meets the needs of the modern workforce. Navy offers a flexible working environment across many different locations in Australia with some of the best views in the world. As an APS Defence employee you will enjoy rewarding work, collaborating with great people, and considerable opportunities to expand your career horizons. Our commitment to investing in our people through professional development, mobility and learning means there is a great career waiting for you. What will you bring?

### **Our Ideal Candidate**

The role involves a considerable level of stakeholder engagement and working with diverse teams; so will suit someone with proven communication skills and an ability to quickly establish relationships. This includes working collaboratively with other engineering branches, the wider Defence community, and Defence Industry. The ANC Rules Manager will also need to have the ability to form and maintain relationships with our commercial Sovereign Industry Partner.

The scope of work is quite broad so this position also requires a high degree of flexibility, proven organisational and time management skills, and the ability to adapt to new challenges and shifting priorities.

Previous experience in regulatory areas and/or working in engineering teams is desirable, however, all applicants meeting the mandatory qualification requirements will be considered.

### **Eligibility**

#### **Security Clearance**

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

#### **Mandatory Qualifications**

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

Applications not meeting this requirement will be considered unsuitable to progress to the next stage of recruitment.

### **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

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To Apply

|                         |                                                                                                                                                                         |
|-------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Position Contact        | Romina Fonhof, 02 6115 3433                                                                                                                                             |
| Agency Recruitment Site | <a href="https://defencecareers.nga.net.au/?jati=499C5CB7-F679-687F-015F-DA907B9BB069">https://defencecareers.nga.net.au/?jati=499C5CB7-F679-687F-015F-DA907B9BB069</a> |

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Defence

Vacancy VN-0738616

Department of Defence

Closing Date:Sunday 07 April 2024

NAVY  
Navy Engineering

|                 |                                   |
|-----------------|-----------------------------------|
| Job Title       | ANC Operations and Policy Manager |
| Job Type        | Full-Time, Ongoing                |
| Location        | Campbell ACT                      |
| Salary          | \$91,702 - \$104,753              |
| Classification  | APS Level 6                       |
| Position Number | NAVY/00196/24                     |
| Agency Website  |                                   |

## Duties

### The Role

The Australian Naval Classification Authority (ANCA) is responsible for establishing, managing and continuously improving a system of Naval Classification (the ANC Framework) to assure the seaworthiness of naval vessels operating in Defence of Australia. ANCA requires an experienced, agile self-starter to support the development and upkeep of technical policy documents within a regulatory framework.

The ANC Operations and Policy Manager reports to the Deputy Director ANC Rules and Authorities, and manages the development and maintenance of policy documents and publications within a regulatory framework including the assessment of proposed policy changes and maintenance of policy artefacts. This position involves completing tasks under broad direction to achieve outcomes within an integrated workforce.

The ANC Operations and Policy Manager undertakes a broad range of Branch activities including but not limited to:

- Performing complex procedural and administrative tasks, and providing policy advice under broad direction,
- Resolving issues by identifying and implementing alternative courses of action,
- Building and sustaining positive relationships with team members and external stakeholders,
- Tailoring communication to suit the intended audience, and
- Assessing proposed policy changes and evaluating suitability against criteria.

### About our Team

The Australian Naval Classification Authority (ANCA) is responsible for establishing, managing and continuously improving a system of naval classification (the ANC Framework) to assure the seaworthiness of naval vessels operating in the defence of Australia.

ANCA has a combination of both an APS and contractor workforce and has engaged a long term Sovereign Industry Partner, Bureau Veritas, to support ANCA work.

### Our Ideal Candidate

The role involves a considerable level of stakeholder engagement and working with diverse teams; so will suit someone with proven communication skills and an ability to quickly establish relationships. This includes working collaboratively with other engineering branches, the wider Defence community, and Defence Industry.

The ANC Operations and Policy Manager will also need to have the ability to form and maintain relationships with our commercial Sovereign Industry Partner. The scope of work is quite broad so this position also requires a high degree of flexibility, proven organisational and time management skills, and the ability to adapt to new challenges and shifting priorities.

Previous experience in a policy setting 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

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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        | Romina Fonhof, 02 6115 3433                                                                                                                                             |
| Agency Recruitment Site | <a href="https://defencecareers.nga.net.au/?jati=B95641C5-9526-DAE7-E9C2-DA8F1790E0E1">https://defencecareers.nga.net.au/?jati=B95641C5-9526-DAE7-E9C2-DA8F1790E0E1</a> |

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Defence

Vacancy VN-0738633

Department of Defence

Closing Date:Sunday 07 April 2024

NAVY  
Navy Engineering

|                 |                                                 |
|-----------------|-------------------------------------------------|
| Job Title       | ANC Competent Organisation & Delegation Manager |
| Job Type        | Full-Time, Ongoing                              |
| Location        | Canberra ACT                                    |
| Salary          | \$91,702 - \$104,753                            |
| Classification  | APS Level 6                                     |
| Position Number | NAVY/02206/24                                   |
| Agency Website  |                                                 |

Job Description

<https://defencecareers.nga.net.au/?jati=3EB18C74-10AE-6607-66FB-DA907BAF42C5>

Duties

The Role

The Australian Naval Classification Authority (ANCA) is responsible for establishing, managing and continuously improving a system of Naval Classification (the ANC Framework) to assure the seaworthiness of naval vessels operating in Defence of Australia. ANCA requires an experienced, agile self-starter to support the management of authorised organisations within a

regulatory framework.

The ANC Competent Organisation Manager reports to the Deputy Director ANC Rules and Authorities, and manages authorised organisations within a regulatory framework including assessing applications, and providing oversight to ensure ongoing compliance to framework requirements. This position involves completing tasks under broad direction to achieve outcomes within an integrated workforce.

The ANC Competent Organisation Manager undertakes a broad range of Branch activities including but not limited to:

- Performing complex engineering tasks, and providing technical advice under broad direction,
- Applying engineering knowledge and experience to identify and manage risks,
- Building and sustaining positive relationships with team members and external stakeholders,
- Tailoring communication to suit the intended audience, and
- Assessing applications from organisations and individuals and evaluating suitability against set criteria.

The additional payment is a Building Defence Capability Payment (BDCP) which enables Defence to provide a premium, in addition to the rate of salary otherwise payable under the Enterprise Agreement (EA) to some or all of the jobs within a critical occupation(s) or discipline within a workplace.

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It may also be ceased should you change positions or the requirement for the BDCP is no longer necessary, as determined by Defence. Should the BDCP be ceased you will be advised and your BDCP additional payment will cease.

### **About our Team**

Establishing, managing and continuously improving a system of naval classification (the ANC Framework) to assure the seaworthiness of naval vessels operating in the defence of Australia.

ANCA has a combination of both an APS and contractor workforce and has engaged a long term Sovereign Industry Partner, Bureau Veritas, to support ANCA work.

### **Our Ideal Candidate**

The role involves a considerable level of stakeholder engagement and working with diverse teams; so will suit someone with proven communication skills and an ability to quickly establish relationships. This includes working collaboratively with other engineering branches, the wider Defence community, and Defence Industry. The ANC Competent Organisation Manager will also need to have the ability to form and maintain relationships with our commercial Sovereign Industry Partner.

The scope of work is quite broad so this position also requires a high degree of flexibility, proven organisational and time management skills, and the ability to adapt to new challenges and shifting priorities.

Previous experience in regulatory areas and/or working in engineering teams is desirable, however, all applicants meeting the mandatory qualification requirements will be considered.

### **Eligibility**

#### **Security Clearance**

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

**Mandatory Qualifications**  
This position requires a Bachelor of Engineering from an Australian institution, or a qualification gained elsewhere, that satisfies the requirements of the Washington Accord for recognition as a Professional Engineer.  
Applications not meeting this requirement will be considered unsuitable to progress to the next stage of recruitment.

**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>

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**To Apply**

|                         |                                                                                                                                                                         |
|-------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Position Contact        | Romina Fonhof, 02 6115 3433                                                                                                                                             |
| Agency Recruitment Site | <a href="https://defencecareers.nga.net.au/?jati=3EB18C74-10AE-6607-66FB-DA907BAF42C5">https://defencecareers.nga.net.au/?jati=3EB18C74-10AE-6607-66FB-DA907BAF42C5</a> |

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**Defence**

Vacancy VN-0738643

**Department of Defence**

Closing Date:Sunday 14 April 2024

NAVY  
Navy Capability

|                 |                      |
|-----------------|----------------------|
| Job Title       | NAVY/02239/24        |
| Job Type        | Full-Time, Ongoing   |
| Location        | Canberra ACT         |
| Salary          | \$91,702 - \$104,753 |
| Classification  | APS Level 6          |
| Position Number | NAVY/02239/24        |
| Agency Website  |                      |

Job Description

<https://defencecareers.nga.net.au/?jati=A73F76E2-42A9-9AFC-5C35-DA8F196066F6>

Duties

The Role  
Major duties of the role include:

- Support a small team responsible for strategic communications, information management (web content), and coordinating the production and delivery of learning and development initiatives.
- Support the Deputy Director in management of the Navy Capability Division (NCD) Welcome Day, Induction and Off-boarding processes, and maintaining the NCD Professional Development Intranet page.
- Support the Deputy Director in providing communications support to Head Navy Capability (HNC). This includes producing the quarterly NCD Newsletter, and distributing regular, relevant messages across appropriate channels.

About our Team

This role sits within the Directorate of Business Enabling Support (BES), within the Maritime Domain Support Branch (MDSB), Navy Capability Division (NCD). The Directorate supports the division with procurement and contract management, costing services, administration support, strategic communication activities, and training and upskilling initiatives.

The BES Communications and Strategic advice team supports the MDSB to deliver strong, consistent, and clear messaging across NCD and other key stakeholders.

The Support Officer - Communications is a key support role responsible for supporting the Deputy Director in managing strategic communications, and coordinating the production and delivery of learning and development initiatives across NCD.

Our Ideal Candidate

As the ideal candidate, you will:

- Have demonstrable experience in relationship management and stakeholder engagement, with the ability to build strong and positive relationships with a wide range of stakeholders.
- Be adaptable, resilient and flexible.

- Be a skilled communicator with the ability to communicate with professionalism and clarity, both verbally and in writing.
- Foster a positive and supportive culture.
- Be comfortable working in an integrated workplace (with APS, ADF and contractors working together).

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

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To Apply

|                         |                                                                                                                                                                         |
|-------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Position Contact        | Apsara Maliyasena, 02 5108 9974                                                                                                                                         |
| Agency Recruitment Site | <a href="https://defencecareers.nga.net.au/?jati=A73F76E2-42A9-9AFC-5C35-DA8F196066F6">https://defencecareers.nga.net.au/?jati=A73F76E2-42A9-9AFC-5C35-DA8F196066F6</a> |

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Defence

Vacancy VN-0738650

|                 |                                  |
|-----------------|----------------------------------|
| Job Title       | Deputy Director Learning Systems |
| Job Type        | Full-Time, Ongoing               |
| Location        | Canberra ACT                     |
| Salary          | \$115,899 - \$130,733            |
| Classification  | Executive Level 1                |
| Position Number | AF/02281/24                      |
| Agency Website  |                                  |

Job Description

<https://defencecareers.nga.net.au/?jati=C1E6B953-DC36-9A92-B0AF-DA8F19FBE360>

Duties

The Role

The Deputy Director Learning Systems is responsible for the ongoing management, quality control and continuous improvement of the Cadet Program and Adult Program conducted by the Australian Air Force Cadets (AAFC).

They will be required to work collaboratively with internal and external stakeholders consisting of Air Force and wider ADF cadet and training organisations, contracted staff, and the AAFC in managing the Cadet and Adult Programs.

They will be responsible for AAFC policy regarding AAFC learning and training.

Beyond the ongoing management of cadet and adult learning is the responsibility for the identification and implementation of new learning requirements and how these are to be integrated across the AAFC. This includes but is not limited to relevant learning documentation, business cases, change proposals, implementation strategies and associated reports and briefs.

The Deputy Director Learning Systems is the CB-AF learning representative on relevant boards and working groups.

About our Team

The AAFC is an organisation of over 10,000 cadets and 1,200 adult volunteers dispersed across Australia. The Deputy Director Learning Systems leads a diverse team of ADF members, APS members and volunteer staff to manage learning programs and the learning system in which they reside.

Our Ideal Candidate

We are looking for a leader with an in-depth knowledge of learning systems and demonstrated experience in a management role.

Our ideal candidate will have:

- Experience collaborating with and influencing internal and external stakeholders
- Well-developed communication skills, both written and verbal
- Exceptional time management skills
- Ability to lead and mentor a high performing team
- Sound understanding of learning systems

Eligibility

Security Clearance:

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

Notes

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

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To Apply

|                         |                                                                                                                                                                         |
|-------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Position Contact        | Leena Clark, 02 5109 7487                                                                                                                                               |
| Agency Recruitment Site | <a href="https://defencecareers.nga.net.au/?jati=C1E6B953-DC36-9A92-B0AF-DA8F19FBE360">https://defencecareers.nga.net.au/?jati=C1E6B953-DC36-9A92-B0AF-DA8F19FBE360</a> |

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Defence

Vacancy VN-0738661

Department of Defence

Closing Date:Sunday 24 March 2024

Defence Digital Group  
Enterprise Systems

|                        |                                                                                                                                                                                                                       |
|------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Job Title</b>       | Project Manager                                                                                                                                                                                                       |
| <b>Job Type</b>        | Full-Time, Ongoing                                                                                                                                                                                                    |
| <b>Location</b>        | various locations in QLD QLD, Various locations in NSW NSW, various locations in VIC VIC, various locations in ACT , various locations in NT NT, Various locations in SA SA, Tasmania TAS, Various locations in WA WA |
| <b>Salary</b>          | \$91,702 - \$104,753                                                                                                                                                                                                  |
| <b>Classification</b>  | APS Level 6                                                                                                                                                                                                           |
| <b>Position Number</b> | DDG/02180/24                                                                                                                                                                                                          |
| <b>Agency Website</b>  |                                                                                                                                                                                                                       |

## Job Description <https://defencecareers.nga.net.au/?jati=45D0C5CC-51EE-112A-90B8-DA8F1A9B237A>

### Duties

#### The Role

Manage a range of project activities and coordinate project inputs in accordance with organisational practices, methods and standards appropriate to the complexity of the project.

Responsible for the management of schedule, risk, budget and resources, preparation of briefings, submissions, reports and returns relating to the project progress and issues in accordance with organisational requirements.

Apply established technical, operational, professional, and administrative activities, procedures, practices, and project management methodologies.

Identify risks and opportunities and take account of these in planning, decision making and priority setting.

Analyse project performance against agreed plans and develop and initiate strategies to achieve project outcomes.

Resolve issues by identifying and developing ideas through analysis of alternative courses of action and their implications.

Provide input into the development of project planning, performance, cost and schedule documents and work breakdown structures in accordance with agreed procedures and performance standards.

Prepare correspondence, briefs and reports as directed including submissions and documents for higher delegate and committee consideration.

"The additional payment is a Building Defence Capability Payment (BDCP) which enables Defence to provide a premium, in addition to the rate of salary otherwise payable under the Enterprise Agreement (EA) to some or all of the jobs within a critical occupation(s) or discipline within a workplace. Applicants engaged into a BDCP position must consider the following. BDCPs provide remuneration in addition to the Defence Enterprise Agreement (EA). This arrangement is subject to meeting eligibility criteria and is subject to annual review. Should your performance fall beyond requirements or the eligibility criteria not be met, your eligibility for the BDCP may be reviewed and ceased. It may also be ceased should you change positions or the requirement for the BDCP is no longer necessary, as determined by Defence. Should the BDCP be ceased you will be advised and your BDCP additional payment will cease."

#### About our Team

The Infrastructure Project Services (IPS) manages the quoting and installation of Information and Communication Technology (ICT) equipment for Defence in new and existing buildings for Defence Protected Network (DPN) and Defence Secret Network (DSN) workstations, data centers, Audio Visual (AV), Video Teleconferencing (VTC) and voice communications, with in Australia and Overseas.

#### Our Ideal Candidate

An APS6 Project Manager will work independently with the opportunity for reasonable autonomy and accountability for the achievement of outcomes of their work. They will exercise both initiative and judgement in the interpretation of policy and in the application of practices and procedures. They will provide detailed project management technical, professional and policy advice in relation to complex work and contribute to strategic planning, program and project management and policy development.

An APS6 Project Manager may be a team coach or lead a team and be accountable to set work priorities and manage workflows. They are expected to be capable of building team capability through coaching, feedback and developing the quality of work undertaken by others within a work unit. They will exercise the associated people and financial responsibilities to achieve work unit outcomes.

Eligibility

**‘Security Clearance:’**  
Applicants must be able to obtain and maintain a security clearance at “Baseline Vetting” level.

Notes

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

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To Apply

|                         |                                                                                                                                                                         |
|-------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Position Contact        | Kate Waltmann, 02 5130 8837                                                                                                                                             |
| Agency Recruitment Site | <a href="https://defencecareers.nga.net.au/?jati=45D0C5CC-51EE-112A-90B8-DA8F1A9B237A">https://defencecareers.nga.net.au/?jati=45D0C5CC-51EE-112A-90B8-DA8F1A9B237A</a> |

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Defence

Vacancy VN-0738664

Department of Defence

Closing Date:Sunday 07 April 2024

Joint Capabilities Group  
Joint Logistics Command

|                 |                             |
|-----------------|-----------------------------|
| Job Title       | Technical Integrity Officer |
| Job Type        | Full-Time, Ongoing          |
| Location        | Puckapunyal VIC             |
| Salary          | \$76,277 - \$83,274         |
| Classification  | APS Level 4                 |
| Position Number | JCG/01961/24                |
| Agency Website  |                             |

Job Description

<https://defencecareers.nga.net.au/?jati=D9938D5A-89D8-59DB-CEBC-DA8F1B7697F6>

Duties

**The Role**  
The Technical Integrity Officer will assist in maintaining the Accredited Maintenance Organisation (MSO) accreditation of the Joint Logistics Unit (Victoria) Puckapunyal in accordance with Defence's Land Materiel Safety Frameworks.

Duties of the position include:

- Manage and conduct Quality Assurance audits to ensure compliance with technical regulations and policy.
- Assisting with the development and review of processes on logistics compliance activities.
- Generating reports on audit activities and compliance performance for management.
- Complying with legislative requirements.
- Supporting the design of local engineering proposals and associated tasks.

About our Team

You will be part of a team of APS, ADF and contracted workforce. The team is driven by a 'one team' approach and strive to create a supportive and positive working environment. The team aim to meet the changing business demands of the organisation and play a vital role in ensuring Defence maintenance and logistics operations for the region are of the highest quality.

Our Ideal Candidate

JLU(V) is seeking candidates who are able to use their skills and experience as described in the role description.

Our ideal candidate:

- Will have a Trade qualification in an Electrical, Mechanical or General Engineering discipline.
- Has the ability to drive heavy vehicles in the ADF and obtain relevant qualifications.
- Has an understanding of Quality Assurance audits and technical regulatory inspections of Land Materiel.
- Will be able to read and apply technical data to a finished product to ensure compliance to a high standard.
- Demonstrate an understanding of how to adhere to national standards and/or code regulation regarding compliance and quality assurance.

- Can apply existing knowledge to identify and report outcomes of inspections on Land Materiel (ADF equipment) such as armoured vehicles, truck and trailer platforms, weapons and electrical systems.
- Be able to engage with stakeholders.
- Adhere to Defence values and behaviours.

Eligibility

**'Security Clearance:'**  
Applicants must be able to obtain and maintain a security clearance at "Baseline Vetting" level.

**'Mandatory Qualifications:'**  
This technical position requires the individual to have obtained a recognised Australian Qualifications Framework (AQF) Level 4 qualification in a relevant technical domain or relevant skills and work experience such that an individual can reasonably achieve a recognised AQF qualification if required by the position.

Notes

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To Apply

|                         |                                                                                                                                                                         |
|-------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Position Contact        | Bob Mendaue, 03 5781 6429                                                                                                                                               |
| Agency Recruitment Site | <a href="https://defencecareers.nga.net.au/?jati=D9938D5A-89D8-59DB-CEBC-DA8F1B7697F6">https://defencecareers.nga.net.au/?jati=D9938D5A-89D8-59DB-CEBC-DA8F1B7697F6</a> |

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Defence

Vacancy VN-0738670

|                        |                                            |
|------------------------|--------------------------------------------|
| <b>Job Title</b>       | Capability Analyst                         |
| <b>Job Type</b>        | Full-Time, Ongoing                         |
| <b>Location</b>        | Brindabella Business Park ACT, Russell ACT |
| <b>Salary</b>          | \$91,702 - \$104,753                       |
| <b>Classification</b>  | APS Level 6                                |
| <b>Position Number</b> | GWEO/02253/24                              |
| <b>Agency Website</b>  |                                            |

## Job Description <https://defencecareers.nga.net.au/?jati=0686A7D4-E4F2-05C5-1118-DA8FC95D1B3A>

### Duties

#### The Role

Guided Weapons and Explosive Ordnance Group has exciting opportunities available. We are seeking to fill multiple Capability Analyst roles within the Capability Development Division (CDD). This position will give you the opportunity to explore and critically analyse cutting-edge science and technology (S&T) to drive decision superiority. Working in a small team, you will use initiative and judgement to transition science and technology into cutting-edge capabilities, providing unparalleled intelligence to the Australian Defence Force and Senior Government stakeholders.

The Capability Analyst is accountable under broad direction to perform and achieve complex writing and analytical work within an integrated workforce. They are accountable to ensure they have knowledge of and compliance with legislative frameworks, government decision-making and Defence's mission and policy requirements.

An APS 6 Capability Analyst will work independently with the opportunity for reasonable autonomy and accountability for the achievement of outcomes of their work. They will exercise both initiative and judgement in the interpretation of policy and in the application of practices and procedures. They will provide detailed capability analyst technical, professional and policy advice in relation to complex work and contribute to strategic planning, program and project management and policy development.

They are expected to be capable of building team capability through coaching, feedback and developing the quality of work undertaken by others within a work unit. They may exercise the associated people and financial responsibilities to achieve work unit outcomes.

An APS 6 Capability Analyst will have considerable level of stakeholder engagement and will liaise with stakeholders in relation to complex or sensitive issues. They will be required to identify, anticipate and respond to stakeholders' needs and expectations to achieve work unit and Defence outcomes. They will be accountable to contribute towards ongoing self-improvement and professional development.

#### About our Team

GWEO CDD is responsible for the design and development of a domestic GWEO manufacturing capability. This includes sponsoring projects and investment options to Government approval; conducting cost, benefit and risk analysis to achieve a balanced and coordinated portfolio of investments; developing a GWEO Manufacturing Master Plan; and developing a Research and Development Roadmap and Project Management Plan.

CDD is also responsible for the ADF GWEO Roadmap, identifying options to uplift critical enablers to including in Test and Evaluation, Storage and Distribution, Education and Training, and Disposal and Demilitarisation. A critical part of CDD's work is setting the strategy for the GWEO Enterprise, ensuring alignment to Defence and Government objectives and coordinating strategy and plans across the Group. It is responsible for policy and governance frameworks, international engagement and management of the GWEO Enterprise Program.

#### Our Ideal Candidate

As the ideal candidate, you will use your passion for innovation and analytical work to engage with diverse stakeholders from Defence and external providers to find optimal solutions to tomorrow's intelligence requirements. You will use your experience to support development of high quality solutions to achieve Defence capability outcomes. Understanding Defence's intelligence needs, you will assist in research and selection of the most appropriate innovation, collaborating with providers and Defence stakeholders to monitor progress towards capability.

In addition, you will contribute towards strategy development, resource allocation and building collaborative networks. You will also share your skills and experience to contribute to mentoring new starters in building expertise.

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>

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To Apply

|                         |                                                                                                                                                                         |
|-------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Position Contact        | Stephanie Brimson, 02 5109 0718                                                                                                                                         |
| Agency Recruitment Site | <a href="https://defencecareers.nga.net.au/?jati=0686A7D4-E4F2-05C5-1118-DA8FC95D1B3A">https://defencecareers.nga.net.au/?jati=0686A7D4-E4F2-05C5-1118-DA8FC95D1B3A</a> |

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|                        |                                  |
|------------------------|----------------------------------|
| <b>Job Title</b>       | Branch Manager/Executive Officer |
| <b>Job Type</b>        | Full-Time, Ongoing               |
| <b>Location</b>        | Brindabella Business Park ACT    |
| <b>Salary</b>          | \$115,899 - \$130,733            |
| <b>Classification</b>  | Executive Level 1                |
| <b>Position Number</b> | GWEO/02260/24                    |
| <b>Agency Website</b>  |                                  |

## Job Description <https://defencecareers.nga.net.au/?jati=3B1A1599-7455-0433-9383-DA8FCA889AA8>

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### Duties

#### The Role

Guided Weapons and Explosive Ordnance Group has exciting opportunities available. We are seeking to fill multiple Executive Officer/Branch Manager roles within the Capability Development Division (CDD).

The teams are looking for someone who has:

- Proven experience in resource management
- Strong organisational and interpersonal skills
- Excellent communication skills
- Attention to detail. The Executive Officer/Business Manager is responsible for the following deliverables:
  - Coordinate administrative and business support including reporting and financial requirements.
  - Develop and implement business support documentation consistent with business requirements.
  - Engage and work collaboratively with stakeholders on complex issues to achieve business outcomes. Building and sustaining effective and positive relationships.
  - Take the initiative to progress work to meet business objectives, provide advice and guidance on more complex issues.
  - Manage and coordinate Resources, Recruitment and Workforce requirements.
  - Supervise a small team including administration officers and executive assistants.

This position is based in Canberra.

### About our Team

GWEO CDD is responsible for the design and development of a domestic GWEO manufacturing capability. This includes:

- Sponsoring projects and investment options to Government approval;
- Conducting cost, benefit and risk analysis to achieve a balanced and coordinated portfolio of investments;
- Developing a GWEO Manufacturing Master Plan; and
- Developing a Research and Development Roadmap and Project Management Plan.

CDD is also responsible for the ADF GWEO Roadmap, identifying options to uplift critical enablers to including in Test and Evaluation, Storage and Distribution, Education and Training, and Disposal and Demilitarisation. A critical part of CDD’s work is setting the strategy for the GWEO Enterprise, ensuring alignment to Defence and Government objectives and coordinating strategy and plans across the Group. It is responsible for policy and governance frameworks, international engagement and management of the GWEO Enterprise Program.

**Our Ideal Candidate**

Our ideal candidate will be a team player with strong communication and stakeholder engagement skills. We are looking for someone who is a self-starter and can demonstrate experience in driving successful outcomes in a dynamic and busy environment. The candidate must be reliable, have a keen eye for detail, possess a high level of comprehension and communication skills and an ability to prioritise to deliver assigned tasks on time.

CDD is seeking a professional who can work collaboratively in a small team and understands the sensitive nature of the team's work. You will also possess strong communication and stakeholder management skills with a strong emphasis on being able to monitor and track the progress of assigned tasks, projects and lines of effort. Whilst part of a team, you will be comfortable working independently. A flexible attitude and ability to be across multiple tasks is an important requirement. **Eligibility**

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

**Notes**

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**To Apply**

|                         |                                                                                                                                                                         |
|-------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Position Contact        | Stephanie Brimson, 02 5109 0718                                                                                                                                         |
| Agency Recruitment Site | <a href="https://defencecareers.nga.net.au/?jati=3B1A1599-7455-0433-9383-DA8FCA889AA8">https://defencecareers.nga.net.au/?jati=3B1A1599-7455-0433-9383-DA8FCA889AA8</a> |

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Defence

Vacancy VN-0738684

Department of Defence

Closing Date: Sunday 31 March 2024

|                 |                       |
|-----------------|-----------------------|
| Job Title       | Business Cost Manager |
| Job Type        | Full-Time, Ongoing    |
| Location        | Port Adelaide SA      |
| Salary          | \$91,702 - \$104,753  |
| Classification  | APS Level 6           |
| Position Number | ASA/02250/24          |
| Agency Website  |                       |

Job Description

<https://defencecareers.nga.net.au/?jati=29F87635-2DE2-990E-A44E-DA8FCC445C15>

Duties

The Role

The acquisition of conventionally-armed, nuclear-powered submarines is an historic and transformative endeavour for Australia. The whole-of-nation effort to safely and securely deliver the cutting edge nuclear-powered submarine program will transform Australia's economic and national security landscape for decades to come.

- Assist in the establishment and management of SSPD budgets including investigation and analysis of data and provision of performance information to stakeholders;
- Supervise staff including oversight of team activities which includes setting tasks and priorities, managing work flow and allocating resources.
- Management and oversight of cost performance reporting ensuring accurate and timely information is produced to inform stakeholders of the SSPD financial position;
- Provide the costing rationale for procurement and contract proposals by investigating and evaluating financial data to produce recommendations that align to approved funding sources and comply with relevant ASA policies and SSPD processes;
- Oversight of assurance activities to ensure invoice claims are accurate and compliant with contracts, laws, financial regulations and align with relevant Agency policies;
- Oversight of the development and administration of applicable Business Work Plans, Instructions and Processes relating to the financial and cost performance aspects for SSPD.

About our Team

The Business Cost Manager will be required to work in a complex operating environment as part of the SSPD Branch, which is located in Adelaide. The routine business activities that the role will

undertake includes analysis of reports and briefs, oversight of the cost and financial aspects of complex and simple procurement as well as provide assurance of overall costs and business transactions.

The position will collaborate with an array of internal and external partners in order to secure financial and costing information for the Submarine Build Phase, including shipbuilders, private sector contractors, staff across Divisions within ASA, Navy and Defence. The position is an integral part of the Business Operations Team and is accountable to the Business and Operations Director which supports the Assistant Director General SSPD.

### **Our Ideal Candidate**

We are a dynamic organisation seeking employees who are agile, innovative and energised by high-paced work. Our ideal candidates will bring the following attributes and skills to the role:

- Possess strong interpersonal skills to actively support a team based performance focused culture with the ability to work effectively as part of a team or autonomously as required;
- Strong communication and engagement skills to effectively liaise with stakeholders across teams at various organisational levels;
- Possess an outcome-focused mindset in order to achieve results and be able to demonstrate excellent attention to detail;
- Be positive, motivated and resilient to achieve outstanding results whilst establishing the newly formed team's footprint within the branch;
- Build trust and demonstrate integrity with internal and external stakeholders.

### **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**

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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**

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|                         |                                                                                                                                                                         |
|-------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Position Contact        | Tracy Valentyn, 0439 737 911                                                                                                                                            |
| Agency Recruitment Site | <a href="https://defencecareers.nga.net.au/?jati=29F87635-2DE2-990E-A44E-DA8FCC445C15">https://defencecareers.nga.net.au/?jati=29F87635-2DE2-990E-A44E-DA8FCC445C15</a> |

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Defence

Vacancy VN-0738710

Department of Defence

Closing Date:Sunday 07 April 2024

Defence Digital Group  
ICT Delivery

|                 |                       |
|-----------------|-----------------------|
| Job Title       | Project Manager       |
| Job Type        | Full-Time, Ongoing    |
| Location        | Canberra ACT          |
| Salary          | \$115,899 - \$130,733 |
| Classification  | Executive Level 1     |
| Position Number | DDG/02334/24          |
| Agency Website  |                       |

Job Description

<https://defencecareers.nga.net.au/?jati=78A7C800-9ABE-EA36-CC75-DA9005A45D99>

Duties

**The Role**

We have exciting opportunities for experienced ICT Project Managers to drive the delivery of national security and intelligence capabilities for Defence. As an ISR Project Manager in DDG, supporting the EL 2 Project Director, you will lead the delivery of cutting edge technology and dive into the world of intelligence, surveillance and reconnaissance, and geospatial intelligence systems. Discover a high tech world where you'll deliver some of the world's most sophisticated systems, which are critical to Defence and modern warfighting capability.

Supporting the EL 2 Project Director, you will use your experience and knowledge of project management to lead teams delivering ISR or Geospatial Intelligence ICT projects for the Australian Defence Force. You will assist the Project Director in contributing to significant technology changes for our Defence ICT capabilities and systems. The roles require extensive stakeholder engagement and will suit candidates who possess excellent communication and interpersonal skills.

The additional payment is a Building Defence Capability Payment (BDCP) which enables Defence to provide a premium, in addition to the rate of salary otherwise payable under the Enterprise Agreement (EA) to some or all of the jobs within a critical occupation(s) or discipline within a workplace.

Applicants engaged into a BDCP position must consider the following. BDCPs provide remuneration in addition to the Defence Enterprise Agreement (EA). This arrangement is subject to meeting eligibility criteria and is subject to annual review. Should your performance fall beyond requirements or the eligibility criteria not be met, your eligibility for the BDCP may be reviewed and ceased.

It may also be ceased should you change positions or the requirement for the BDCP is no longer necessary, as determined by Defence. Should the BDCP be ceased you will be advised and your BDCP additional payment will cease.

### **About our Team**

EL1 Project Managers report to EL2 Project Directors in the Integration and Automation Delivery Branch within the Defence Digital Group (DDG). Working within DDG, you will be contributing your expertise to some of the most technically demanding and complex ICT transformation projects. We apply new ways of thinking and working that allow us to take advantage of faster, better and more efficient ways of delivering ICT services.

Supporting Defence in this technology dominated era requires a more responsive and agile approach to strategy, processes, policies and people. The team works dynamically in a high tempo environment that brings rewarding challenges and a great sense of purpose.

### **Our Ideal Candidate**

To be successful in this role, you will have knowledge of and experience in complex ICT project delivery, be able to work collaboratively across Defence, have strong leadership skills and exercise a significant degree of independence while performing with limited direction. You will have highly developed communication and stakeholder engagement skills and the ability to lead geographically dispersed, multi-disciplinary teams in the delivery of Defence strategic outcomes.

As an EL 1 Project Manager you will:

- Lead a multi-disciplinary ICT project team comprising public servants, ADF members, contractors and vendor staff;
- Manage all aspects of project activities including finance, contracts and procurement, technical, risk, schedule, workforce and industry relationships;
- Evaluate project performance against critical success factors and leading indicators, recommending changes where necessary;
- Build and maintain positive relationships with stakeholders, business sponsors and service providers;
- Proactively and autonomously manage multiple tasks, prioritise competing deadlines and deliver agreed business outcomes within a complex environment with minimal supervision;
- Demonstrate highly developed written and verbal communication skills, including the ability to represent the project in high level committees and provide high quality and well-considered reports on project achievement;
- Represent the project and branch at relevant working groups or high level meetings, and provide reports on project achievements.

Our people are capable, committed and diverse. We support an inclusive culture that emphasises respect and collaboration. Defence will support you in balancing work life with family and other priorities, offering you access to a variety of flexible working arrangements.

The roles are based in Canberra, however employees from outside of Canberra will be considered and arrangements negotiated with successful applicants. Successful applicants will be supported with their career and leadership development via talent management, executive coaching, and peer support.

## **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>

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To Apply

|                         |                                                                                                                                                                         |
|-------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Position Contact        | Isobel Fox, 02 6249 0625                                                                                                                                                |
| Agency Recruitment Site | <a href="https://defencecareers.nga.net.au/?jati=78A7C800-9ABE-EA36-CC75-DA9005A45D99">https://defencecareers.nga.net.au/?jati=78A7C800-9ABE-EA36-CC75-DA9005A45D99</a> |

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Defence

Vacancy VN-0738712

Department of Defence

Closing Date:Friday 29 March 2024

Security and Estate Group  
Defence Security

|                 |                                         |
|-----------------|-----------------------------------------|
| Job Title       | Security Advisor                        |
| Job Type        | Full-Time, Ongoing                      |
| Location        | Melbourne VIC, Enoggera QLD, Sydney NSW |
| Salary          | \$83,706 - \$89,659                     |
| Classification  | APS Level 5                             |
| Position Number | SEG/02314/24                            |
| Agency Website  |                                         |

## Duties

### The Role

Are you passionate about fostering a positive security culture to enhance Australia's national security?

Do you have an understanding of protective security and risk assessment processes?

Are you motivated to train and upskill others in the disciplines of security and security risk management?

If so, you may be the perfect fit for the Security Advisor role in the Defence Security Division's (DS Division) Directorate of Security Assurance (DoSA).

DoSA directly supports Defence capabilities and operations through the provision of protective security policy, advice and assurance, and validates security practices and measures to protect Defence people, information and assets. DoSA plays a primary role in the certification and accreditation of physical security zones across Defence business areas and external Defence industry company and stakeholder sites, and contributes towards the establishment of governance and policies associated with it.

You will play a crucial role in identifying vulnerabilities, evaluating risks, and implementing effective strategies to safeguard our people, assets and information. No two days at work in DoSA are exactly the same. You will need the ability to think critically, evaluate and analyse, and exercise good judgement.

We are seeking highly skilled, motivated and experienced Security Advisors to join our teams in the Melbourne, Sydney and Queensland (Enoggera) offices.

This position offers an on-site office arrangement with flexible working arrangements available subject to agreement and approval.

### About our Team

The Defence Security (DS) Division in SEG provides adaptable security services to Defence and Defence industry. DS Division keeps the Defence enterprise safe by protecting and advancing Defence's strategic interests through the provision of protective security services.

The work of an APS 5 - Security Advisor is conducted in a regional-based team that undertakes complex and administrative protective security assurance activities and tasks in support of DS Division's customer needs.

Defence business areas and Defence industry companies that access, store and handle classified official material are required to maintain a specific level of protection around this material. It is the role of the APS 5 - Security Advisor to support these customers to understand these requirements based on risk, and implement appropriate physical security requirements, as required under Government and Departmental security policy. Engagement with Defence stakeholders and other Government bodies is required to achieve this.

### Our Ideal Candidate

As an APS 5 - Security Advisor you will exercise a considerable degree of independence to validate security practices and measures established to protect Defence people, information and assets using the extensive knowledge you have developed on the provision of protective security policy, advice and assurance

Our ideal candidate will have:

- Experience in conducting security risk assessments and developing risk management strategies, or a willingness to learn and develop expertise in this area;
- Strong analytical and problem-solving skills with the ability to interpret complex security data and trends;
- Excellent communication and interpersonal skills, with the ability to effectively communicate technical information to non-technical stakeholders;
- A passion for conducting facilitating security awareness training and education programs to employees to as part of DoSA's commitment to promote and foster a strong sense of security culture of security and awareness amongst Defence and its stakeholders; and
- As a minimum requirement for the DoSA APS 5 - Security Advisor role, you must hold, or be able to obtain and maintain, a valid Negative Vetting Level 1 Security Clearance, see 'Eligibility criteria' for more information.

## 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

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### To Apply

|                         |                                                                                                                                                                         |
|-------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Position Contact        | Amber McAllan, 08 6459 4464                                                                                                                                             |
| Agency Recruitment Site | <a href="https://defencecareers.nga.net.au/?jati=CE81F51C-647C-16BA-7D0A-DA900598C334">https://defencecareers.nga.net.au/?jati=CE81F51C-647C-16BA-7D0A-DA900598C334</a> |

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Defence

Vacancy VN-0738731

Department of Defence

Closing Date:Sunday 31 March 2024

Defence Science and Technology Group  
Science Strategic Planning and Engagement

|                        |                                        |
|------------------------|----------------------------------------|
| <b>Job Title</b>       | Group Leader Project Analysis & Advice |
| <b>Job Type</b>        | Full-Time, Ongoing                     |
| <b>Location</b>        | Fairbairn ACT                          |
| <b>Salary</b>          | \$161,955 - \$182,258                  |
| <b>Classification</b>  |                                        |
| <b>Position Number</b> | DSTG/12507/23                          |
| <b>Agency Website</b>  |                                        |

## Job Description <https://defencecareers.nga.net.au/?jati=3865BA01-FEF1-3875-1FA2-DA9006E6AABD>

### Duties

#### The Role

The Group Leader Project Analysis and Advice under broad guidelines is responsible for utilising S&T knowledge, skills and experience to meet the needs of key stakeholders. They will guide a complex area by providing the vision, direction and collaboration necessary to ensure that the capability of the group can be most effectively harnessed to deliver agreed outputs to DSTG and Defence.

They will provide effective supervision of staff in the Project Analysis and Advice team and create a motivating and collaborative culture within the team to ensure that all staff can make effective contributions. The Group Leader will be responsible for the development of staff in the team. The Group Leader will be able to understand stakeholder priorities and associated requirements, and transpose these into a well-planned set of work activities.

They will ensure that the team's resources are applied to agreed priority activities and will demonstrate flexibility to adjust the work plan as circumstances change. The Group Leader will manage the group's resources to achieve task milestones, and will report work outcomes to stakeholders on a regular basis.

Under broad guidelines from the Chief Technology Officer S&T Capability, the Group Leader will work across Defence to support and assure the development of DST Group's advice on Major Capital Equipment Programs and Projects. The Group Leader will also develop and maintain effective interactions with staff in the VCDF Group, Capability Managers, Capability Acquisition and Sustainment Group and Contestability Division.

The Group Leader will:

- Provide advice to the Chief Defence Scientist and Chief Technology Officer S&T Capability on Major Capital Equipment Projects.
- Prepare and review briefings for CDS and other senior managers on S&T related aspects of capability proposals due for consideration by Defence Capability Committees.
- Support the preparation, review and assurance of Technology Risk Assessments (TRA's), committee paperwork and Cabinet submissions in order to identify and clarify the key issues.
- Coordinate DST Group's engagement in the Defence capability acquisition system and process.

### About our Team

The S&T Capability Branch delivers innovative policies, processes and tools to assure and demonstrate the value of Defence S&T, and to assure impartial science and technology advice to Defence and Government. The branch provides robust, transparent and contestable investment decision-making; coordinates classified S&T projects through the identification of game-changing technologies and provision of secure facilities; and enables DSTG to shape the acquisition of Defence technology and provide assured technology risk advice across the Integrated Investment

Program

Our Ideal Candidate

The candidate will work as part of the branch executive team to create an environment which facilitates the sharing and effective utilisation of professional knowledge and skills. They will promote and organise effective team work, motivate staff and encourage them to contribute to a high performance culture, and manage people and issues in a flexible manner. The candidate will have an ability to establish and sustain effective working relationships with internal and external stakeholders, negotiate and influence as required to develop and implement solutions to parties with differing or conflicting interests, and communicate with and influence key stakeholders on scientific and technical matters.

They will need to comprehend and distil significant issues quickly and accurately and develop appropriate strategies in response. The candidate will have an ability to critically evaluate information, negotiate sound business and people agreements, and inspire a sense of purpose and direction for innovative change in an organisation.

Eligibility

**Security Clearance:**  
Prior to commencement, successful applicants will be required to undergo a psychological assessment and an extensive security clearance process. As a Positive Vetting clearance is required, applicants must be Australian Citizens; be able to account for their personal background for their whole life; and be able to demonstrate suitability to work in a high security intelligence environment.

**Mandatory qualifications:**  
Tertiary qualification relevant to science, technology, engineering and mathematics

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

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To Apply

|                         |                                                                                                                                                                         |
|-------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Position Contact        | Richard Bartholomeusz, 02 5130 8234/0402 022 403                                                                                                                        |
| Agency Recruitment Site | <a href="https://defencecareers.nga.net.au/?jati=3865BA01-FEF1-3875-1FA2-DA9006E6AABD">https://defencecareers.nga.net.au/?jati=3865BA01-FEF1-3875-1FA2-DA9006E6AABD</a> |

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Defence

Vacancy VN-0738815

Department of Defence

Closing Date:Sunday 07 April 2024

Defence Digital Group  
ICT Delivery

|                 |                       |
|-----------------|-----------------------|
| Job Title       | Project Director      |
| Job Type        | Full-Time, Ongoing    |
| Location        | Canberra ACT          |
| Salary          | \$134,567 - \$161,521 |
| Classification  | Executive Level 2     |
| Position Number | DDG/02337/24          |
| Agency Website  |                       |

Job Description

<https://defencecareers.nga.net.au/?jati=86D7FD17-5DDC-3DFD-12C2-DA904438CC7A>

Duties

The Role

We have exciting opportunities for experienced ICT Project Managers to drive the delivery of national security and intelligence capabilities for Defence. As an ISR Project Director in DDG you will lead the delivery of cutting edge technology and dive into the world of intelligence, surveillance and reconnaissance, and geospatial intelligence systems. Discover a high tech world where you'll deliver some of the most sophisticated systems, which are critical to Defence and modern warfighting capability.

As an EL 2 Project Director, you will use your extensive experience and project management expertise to successfully lead integrated and regionally dispersed workforces responsible for the delivery of ISR or Geospatial Intelligence ICT projects for the Australian Defence Force. You will lead and contribute to significant technology changes and business transformation elements for Defence ICT capabilities and systems.

The roles require extensive stakeholder engagement and will suit candidates who possess excellent communication and interpersonal skills.

About our Team

These key leadership positions report to the Assistant Secretary Integration and Automation Delivery within the Defence Digital Group (DDG). Working within DDG, you will be contributing your extensive expertise to some of the most technically demanding and complex ICT transformation projects.

We apply new ways of thinking and working that allow us to take advantage of faster, better and more efficient ways of delivering ICT services. Supporting Defence in this technology dominated era requires a more responsive and agile approach to strategy, processes, policies and people. The team works dynamically in a high tempo environment that brings rewarding challenges and a great sense of purpose.

Our Ideal Candidate

To be successful in this role, you will have extensive knowledge of and experience in leading and delivering complex ICT projects, you will think strategically and work collaboratively across Defence, and be a strong team player focused on achieving successful and effective outcomes.

You will have highly developed communication and stakeholder engagement skills and the ability to lead geographically dispersed, multi-disciplinary teams in the delivery of Defence strategic outcomes. As an EL 2 Project Director you will:

- Manage the delivery of one or more complex ICT projects, to meet agreed capability outcomes within approved timeframes and budget;
- Manage all aspects of project activities including finance, contracts and procurement, technical, risk, schedule, workforce and industry relationships;
- Evaluate project performance against critical success factors and leading indicators, recommending changes where necessary;
- Build and maintain positive relationships with internal and external stakeholders, business sponsors and service providers;
- Practice inclusive leadership and collaboration, providing leadership and direction to multi-disciplinary ICT project teams comprising public servants, ADF members, contractors and vendor staff;
- Demonstrate excellent verbal and written communication skills including the ability to prepare high quality and well-considered reports, briefs and correspondence to Government, senior committees and Defence Senior Executives.

Our people are capable, committed and diverse. We support an inclusive culture that emphasises respect and collaboration. Defence will support you in balancing work life with family and other priorities, offering you access to a variety of flexible working arrangements.

The roles are based in Canberra, however employees from outside of Canberra will be considered and arrangements negotiated with successful applicants. Successful applicants will be supported with their career and leadership development via talent management, executive coaching, and peer support.

## Eligibility

### Security Clearance

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

## Notes

### Security Clearance

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

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

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## To Apply

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|                         |                                                                                                                                                                         |
|-------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Position Contact        | Karena Ingham, 02 6206 0699                                                                                                                                             |
| Agency Recruitment Site | <a href="https://defencecareers.nga.net.au/?jati=86D7FD17-5DDC-3DFD-12C2-DA904438CC7A">https://defencecareers.nga.net.au/?jati=86D7FD17-5DDC-3DFD-12C2-DA904438CC7A</a> |

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Health

Vacancy VN-0738202

Department of Health and Aged Care

Closing Date:Friday 29 March 2024

Medical Devices and Product Quality Division  
Medical Devices Authorisation Branch Devices Applications and Triage  
Section

|                 |                                                                                                    |
|-----------------|----------------------------------------------------------------------------------------------------|
| Job Title       | APS Level 6 - Medical Device Assessor, Devices Applications and Triage Section (Several Positions) |
| Job Type        | Full-Time, Ongoing                                                                                 |
| Location        | Canberra ACT                                                                                       |
| Salary          | \$94,736 - \$106,876                                                                               |
| Classification  | APS Level 6                                                                                        |
| Position Number | 24-MDPQDIV-23386                                                                                   |
| Agency Website  |                                                                                                    |

Job Description

<https://www.health.gov.au/about-us/work-with-us/current-vacancies>

The APS 6 Medical Device Assessor is responsible for undertaking regulatory and technical assessment of applications for inclusion of medical devices and variations to existing ARTG entries in the Australian Register of Therapeutic Goods (ARTG), through the evaluation of technical documentation and data.

Duties

- Undertaking under limited direction, regulatory and technical assessment of the applications for medical devices, including evaluation of the technical documentation and data, collating expert advice relevant to the assessment, and preparing a clear statement of reasons based on the investigation findings and knowledge of the regulations
- Providing timely, quality and accurate advice issues relating to medical device regulation.
- Communicating with relevant stakeholders, including providing advice and feedback on the outcomes of application assessment.
- Dealing with complex issues and managing stakeholders under limited direction.
- Managing record keeping in accordance with the regulatory requirements and whole of- government policy and standards.

- Providing inputs and advice to the policy development and business improvement related to medical devices when required and where appropriate.
- Contributing to a positive, collaborative and diverse workplace culture in line with the APS Code of Conduct and iCare Values.

Eligibility

- To be eligible for employment with the Department of Health and Aged Care applicants must be an Australian citizen at the time an offer of employment is made.
- An applicant's suitability for employment with Health and Aged Care will also be assessed through a variety of pre-employment check processes, such as:
  - o Satisfactory completion of a criminal history check, and where relevant a Working with Children and Vulnerable People Check.
  - o Completion of a medical declaration and pre-employment medical (where required).
  - o Providing evidence of qualifications (where required); and
  - o Obtaining and maintaining a security clearance at the required level.

Mandatory Qualification:

- To be eligible for this position applicants must hold a Relevant higher education qualification in health or science related field of studies or biomedical engineering.

Notes

Applications close 11:30PM AEDT  
Applicants should quote reference number **24-MDPQDIV-23386** to assist when making an enquiry.  
Employees perform their duties at one of the Department of Health and Aged Care (DoHAC) offices, in the locations specified in this advertisement. Remote working is possible and is negotiated with your manager on commencement. Flexibility can be negotiated with your manager to balance your personal and professional needs with the needs of your role and business area.

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 Health and Aged Care

The Department of Health and Aged Care is focused on achieving better health and wellbeing for all Australians. If you would like to join our team, and can meet our job requirements, we invite you to apply for a position with us to build better health, better care and better quality for all Australians. The department is committed to providing an inclusive and diverse workplace where the experiences, skills and perspectives of all individuals are valued. We actively encourage applications from diverse backgrounds and cultures, so we can better represent the community we serve. The department welcomes applications from Aboriginal and Torres Strait Islander people, people with disability, mature age people, people who identify as LGBTI+, and people with parenting and/or caring responsibilities.

To Apply

|                         |                                                                                                                                                   |
|-------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------|
| Position Contact        | Kylie Downes, 0261987787                                                                                                                          |
| Agency Recruitment Site | <a href="https://www.health.gov.au/about-us/work-with-us/current-vacancies">https://www.health.gov.au/about-us/work-with-us/current-vacancies</a> |

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Health

Vacancy VN-0738404

Department of Health and Aged Care

Closing Date:Tuesday 02 April 2024

Health Workforce Division  
Workforce Distribution Branch Bonded Medical Program & HELP Debt  
Reduction Section

|                 |                                                                       |
|-----------------|-----------------------------------------------------------------------|
| Job Title       | Program Officer, Bonded Medical Program & HELP Debt Reduction Section |
| Job Type        | Full-Time, Ongoing;Non-Ongoing                                        |
| Location        | Canberra ACT, Brisbane QLD                                            |
| Salary          | \$84,627 - \$91,520                                                   |
| Classification  | APS Level 5                                                           |
| Position Number | 24-HWDIV-23409                                                        |
| Agency Website  |                                                                       |

Job Description

<https://www.health.gov.au/about-us/work-with-us/current-vacancies>

Duties

The Bonded Medical Program & HELP Debt Reduction Section is seeking a motivated individual to work collaboratively with the team to improve the consistency of the implementation and management of the Department of Health and Aged Care's workforce distribution initiatives.

The role provides opportunity to engage with stakeholders across the Health portfolio, through both administering of agreements and management of programs.

The successful candidate will work with a forward looking and positive team, building relationships with internal and external stakeholders and play an integral role in process improvement, including the shaping of the distribution of our future health workforce and the delivery of government objectives.

Eligibility

- To be eligible for employment with the Department of Health and Aged Care, applicants must be an Australian citizen at the time an offer of employment is made.
- An applicant's suitability for employment with Health and Aged Care will also be assessed through a variety of pre-employment check processes, such as:
  - Satisfactory completion of a criminal history check, and where relevant, a Working with Children and Vulnerable People Check,
  - Completion of a medical declaration and pre-employment medical (where required),
  - Providing evidence of qualifications (where required), and
  - Obtaining and maintaining a security clearance at the required level.
- For this role applicants must be able to obtain and maintain a Baseline security clearance, or hold a current security clearance at an appropriate level.

Notes

- Applications close 11:30pm AEDT.
- Applicants are asked to quote reference number 24-HWDIV-23409 to assist when making an enquiry.
- Employees perform their duties at one of the Department of Health and Aged Care (DoHAC) offices, in the locations specified in this advertisement. Remote working is possible and is negotiated with your manager on commencement. Flexibility can be negotiated with your manager to balance your personal and professional needs with the needs of your role and business area.

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 Health and Aged Care

The Department of Health and Aged Care is focused on achieving better health and wellbeing for all Australians. If you would like to join our team, and can meet our job requirements, we invite you to apply for a position with us to build better health, better care and better quality for all Australians. The department is committed to providing an inclusive and diverse workplace where the experiences, skills and perspectives of all individuals are valued. We actively encourage applications from diverse backgrounds and cultures, so we can better represent the community we serve. The department welcomes applications from Aboriginal and Torres Strait Islander people, people with disability, mature age people, people who identify as LGBTI+, and people with parenting and/or caring responsibilities.

### To Apply

|                         |                                                                                                                                                   |
|-------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------|
| Position Contact        | Caetlin Watch, 0438 612 133                                                                                                                       |
| Agency Recruitment Site | <a href="https://www.health.gov.au/about-us/work-with-us/current-vacancies">https://www.health.gov.au/about-us/work-with-us/current-vacancies</a> |

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## Health

Vacancy VN-0738837

### National Health Funding Body

Closing Date: Sunday 07 April 2024

Data Modelling & Analysis  
Data Modelling & Analysis

|                        |                                                                                                                                         |
|------------------------|-----------------------------------------------------------------------------------------------------------------------------------------|
| <b>Job Title</b>       | Senior Data Analyst                                                                                                                     |
| <b>Job Type</b>        | Full-Time;Part-Time, Ongoing                                                                                                            |
| <b>Location</b>        | Acton ACT                                                                                                                               |
| <b>Salary</b>          | \$114,236 - \$130,288                                                                                                                   |
| <b>Classification</b>  | Executive Level 1                                                                                                                       |
| <b>Position Number</b> | 20034043                                                                                                                                |
| <b>Agency Website</b>  | <a href="https://www.publichospitalfunding.gov.au/about-us/our-people">https://www.publichospitalfunding.gov.au/about-us/our-people</a> |

## Job Description

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

### About the role

The National Health Funding Body (NHFB) has an Executive Level One (EL1) employment opportunity available for an appropriately qualified Senior Data Analyst. This role undertakes a range of functions to develop and operate models that determine the Commonwealth funding contribution for public hospital services in Australia.

### Duties

Under the guidance of the Director, Data, Modelling and Analysis Section, the role of the Senior Data Analyst is to:

- Provide leadership to a small team including allocating work and identifying opportunities for on-the-job training
- Accurately calculate National Health Reform (NHR) funding, including supporting the development of the Administrator's Three Year Data Plan obligations
- Plan, organise and manage projects, including designing, researching, analysing and presenting information in various formats and providing technical advice to the Administrator, the NHFB and stakeholders
- Perform a range of statistical and mathematical calculations to build, test, implement and manage financial and analytical models, using SAS EG, SQL, Teradata, Visual Analytics and Excel
- Interrogate large and complex data sets and synthesise data into non-complex language, and apply analytical capacity to strategic and operational problem solving.

### Eligibility

#### About you

The National Health Funding Body is seeking people with diverse experience who are willing to explore innovative ways of working. People who work at the NHFB will display leadership at all levels and work collaboratively to achieve outcomes.

#### Essential Requirements/Job Specific Capabilities

- Demonstrated leadership experience
- Well-developed and demonstrated modelling and programming experience. Programming experience with SAS, Python, SQL and EXCEL is highly desirable.
- You must be an Australian citizen to allow you to obtain a baseline security clearance
- Relevant tertiary qualifications or relevant industry experience
- Knowledge of the policy and strategic planning framework related to health funding is desirable.

Notes

Why NHFB?

The National Health Funding Body is a workplace committed to providing an environment that values diversity and supports staff to reach their full potential.

The NHFB values health and wellbeing of employees and offers a range of benefits to support staff including:

- Offering flexible work arrangements
- Fostering a positive workplace culture and encouraging work-life balance
- Providing a supportive and inclusive work environment.

In the 2023 Australian Public Service Employee Census, the NHFB was ranked first from 100 agencies when it came to ‘SES Leadership’ and second for ‘Innovation’ and ‘Wellbeing’. Furthermore, 100% of staff expressed confidence that should they request flexible work arrangements, they would be given reasonable consideration.

**\*\*Please note that this opportunity is only available to Australian Public Service employees\*\***

About the National Health Funding Body

The Administrator of the National Health Funding Pool (the Administrator) and the National Health Funding Body (NHFB) were established through the Council of Australian Governments National Health Reform Agreement (NHR Agreement) of August 2011. The primary functions of the NHFB are to assist the Administrator in: Calculating and advising the Commonwealth Treasurer of the Commonwealth’s contribution to public hospital funding in each State and Territory (\$26 billion in 2022-23) Reconciling estimated and actual public hospital services, and adjusting Commonwealth payments (over 38 million records each year) Undertaking funding integrity analysis to identify public hospital services that potentially received funding through other Commonwealth programs (over 595 million records) Monitoring payments of Commonwealth, State and Territory public hospital funding into the National Health Funding Pool (over \$64 billion in 2022-23) Making payments from the Pool to each Local Hospital Network (LHN) Reporting publicly on funding, payments and services Developing and providing three-year data plans to the Commonwealth, States and Territories.

To Apply

|                         |                                                                                                                                   |
|-------------------------|-----------------------------------------------------------------------------------------------------------------------------------|
| Position Contact        | Beci Imbriano, (02) 6289 1470                                                                                                     |
| Agency Recruitment Site | <a href="https://www.publichospitalfunding.gov.au/about-us/careers">https://www.publichospitalfunding.gov.au/about-us/careers</a> |

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Industry, Science, Energy and  
Resources

Vacancy VN-0738735

Department of Industry, Science and Resources  
(DISR)

Closing Date:Friday 29 March 2024

Chief Finance Officer  
Financial & Shared Services Credit Card OS Network Fleet Insurance Travel  
Exp8

|                 |                                                                         |
|-----------------|-------------------------------------------------------------------------|
| Job Title       | Finance Officer, APS Level 4 & 5, Financial & Shared Services           |
| Job Type        | Full-Time, Ongoing;Non-Ongoing                                          |
| Location        | Various locations - ACT ACT                                             |
| Salary          | \$75,886 - \$88,055                                                     |
| Classification  | APS Level 4;APS Level 5                                                 |
| Position Number | 0377_02/24                                                              |
| Agency Website  | <a href="https://www.industry.gov.au/">https://www.industry.gov.au/</a> |

Job Description

<https://industrycareers.nga.net.au/?jati=703BA2BE-F83F-17B7-9D19-DA90077E1542>

About the Department

The Department of Industry, Science and Resources and our broader portfolio are integral to the Australian Government’s economic agenda. Our purpose is to help the government build a better future for all Australians through enabling a productive, resilient and sustainable economy, enriched by science and technology. We do this by:

- Growing innovative & competitive businesses, industries and regions
- Investing in science and technology
- Strengthening the resources sector.

The APS and the department offer a clear direction and meaningful work. You will be able to create positive impact in people’s lives whilst contributing to improved outcomes for Australia and our people.

If you would like to feel a strong connection to your work and you are accountable, committed and open to change, join us in shaping Australia’s future.

Please see the APSC's APS [Employee Value Proposition](#) for more information on the benefits and value of employment within the APS.

## About the team

The Credit Card, Overseas Networks, Fleet, Insurance, Travel and Expense8 Team (CONFITE8) is part of the Financial and Shared Services Branch within the CFO Division.

The team has responsibility for providing the following services to the department:

- Credit card policy, administration, and support;
- Overseas travel policy, bookings, and system administration;
- Domestic Travel policy, support, and advice;
- Fleet management policy, administration, and support;
- ComCover Insurance management;
- Overseas Counsellors support and administration;.
- Expense8 business support;
- Business improvement relating to functions; and
- Change and comms relating to CONFITE8 and financial services.

## The opportunity

Join our team and you will have an opportunity to be involved in whole of government initiatives relating to travel, fleet and credit cards and extend your skills and experience in customer service, service delivery, and process improvement.

## What's in it for you?

We value innovation and encourage creativity. We strive for continuous improvement and provide a supportive environment. Join our team and experience:

- Being a part of interesting and progressive projects
- Developing your potential and build competencies in travel, fleet and credit card activities
- Supportive, people-focused leadership
- Strong commitment to diversity, equity, inclusion and belonging
- Generous and flexible leave provisions

## Our ideal candidate

We are looking for highly motivated self-starters that thrive in a dynamic environment and bring strong teamwork, customer service, problem-solving and analytical skills.

Adhering to the Work Level Standards for the APS 4 & 5 Levels, our ideal candidates will be able to demonstrate:

- strong verbal and written communication skills.
- strong customer service skills.
- strong administrative and financial skills.
- strong organisational and time management skills, with an ability to use initiative.
- analytical and problem-solving skills.
- flexibility, with demonstrated ability to adapt to changing circumstances and priorities.
- the ability to work effectively under pressure, managing high volumes with tight deadlines.
- the ability to build productive working relationships with internal and external stakeholders to improve client relations and business processes.
- being an effective team member that works collaboratively.

Experience in the following is desirable:

- travel, fleet and/or credit cards
- using expense8, TechnologyOne and Excel

Our department has a commitment to inclusion and diversity, with an ambition of being the best possible place to work. This reflects the importance we place on our people and on creating a workplace culture where each and every one of us is valued and respected for our contribution. Our ideal candidate adds to this culture and our workplace in their own way.

*Are you unsure about applying? Did you know that Hewlett Packard internal report found that men apply for jobs when they meet an average of 60 per cent of the job requirements? Women and people from diverse backgrounds tend to only apply when they check every box. If you think you have what it takes, but don't necessarily meet every single point described, please still apply or get in touch with the contact officer to learn more about the role.* **Duties**

As an APS Level 4 Travel Officer, you will:

- provide advice and assistance on domestic travel policies and procedures.
- participate in system testing.
- maintain travel profiles in CTM and Expense8.
- assist with overseas travel admin for passports and visas.
- assist with monitoring travel compliance.

In addition to the above, as an APS Level 5 Travel Officer, you will:

- co-ordinate overseas travel bookings for department staff including SES and Executives.
- provide training and advice to stakeholders regarding travel arrangements.
- assist with system development and upgrades.

As an APS Level 4 Credit Card Officer, you will:

- review new credit card applications received and upload to credit card provider.
- process personal reimbursements through Tech One.
- provide assistance on credit card acquittals and reimbursements in Expense8.
- assist with monitoring credit card compliance.

In addition to the above, as an APS Level 5 Credit Card Officer, you will:

- complete EOM reconciliations and processes.
- review and update cardholder information.
- assist with compliance reporting.
- assist with audit requests.
- participate in system testing.
- provide training to individuals and Divisions on credit card processes.

As an APS Level 5 Fleet Officer, you will:

- record and maintain correct data regarding the department's vehicle fleet.
- track and analyse fleet performance metrics for making recommendations for vehicle selection, maximising usage and ensuring compliance with policy.
- provide quotes and advice to divisions on selecting the most appropriate vehicle to meet their business needs and in line with whole of government policies.
- assist with developing and maintaining the department's fleet policy and procedures and electric vehicle strategy.
- process fleet invoices and end of month journals to account for fleet leases.
- prepare fleet reports and input into emissions reports, senate estimates, etc.

For all the roles above, you will:

- follow-up, action and respond to enquiries over the phone and via email maintaining a strong customer service focus.
- identify key issues and assist with finding solutions.
- engage with internal and external stakeholders as required.
- contribute to business process and continuous improvement activities.
- contribute to building and maintaining a high performing service delivery culture.

## **Eligibility**

To be eligible for employment in the APS and the department, candidates must be Australian Citizens.

Positions require a Baseline security clearance and successful candidates will be required to obtain and maintain a clearance at this level.

## **Notes**

There are several current ongoing and non-ongoing opportunities.

A merit pool may be established and used to fill future vacancies within 18 months from the date the vacancy was first advertised in the Gazette.

The department does currently offer flexible work opportunities for many roles. For operational requirements these roles are Canberra base based, although flexible work arrangements may be considered. Please reach out to the contact officer to discuss this further.

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 Industry, Science and Resources (DISR)

The department’s Enterprise Agreement and policies provide for a flexible working environment to assist staff balance their work and home life. Staff and managers work together to balance the operating needs of the department with the needs of the individual. Options may include full time/part time working arrangements, working from home or other arrangements. Our employees say they recommend our department as a good place to work. Our workplace is one that encourages and supports all employees to have a sense of belonging and a culture that allows them to bring their authentic selves to work every day. Our reconciliation vision supports a workforce with opportunities and career pathways for Aboriginal and Torres Strait Islander peoples. The vision allows them to feel empowered and helps to ensure that the department and broader community can benefit from the knowledge and experience of Australia’s First Peoples. We encourage applications from people of all ages, abilities, nationalities and backgrounds including Aboriginal and/or Torres Strait Islander people, mature age, culturally and linguistically diverse people, people of the LGBTIQ+ community and people with disability. The department wants to give candidates the opportunity to demonstrate their full potential during a recruitment process. We encourage candidates who require any adjustments or support as part of the recruitment process to reach out and discuss them with the job’s contact officer. Candidates are also welcome to contact our Inclusion team at [inclusion@industry.gov.au](mailto:inclusion@industry.gov.au) for a confidential discussion if you identify from any of these diverse backgrounds and would like to discuss how we can support you.

### To Apply

|                         |                                                                                                                                                                           |
|-------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Position Contact        | Jamie Hartley, 02 6213 7130                                                                                                                                               |
| Agency Recruitment Site | <a href="https://industrycareers.nga.net.au/?jati=703BA2BE-F83F-17B7-9D19-DA90077E1542">https://industrycareers.nga.net.au/?jati=703BA2BE-F83F-17B7-9D19-DA90077E1542</a> |

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Industry, Science, Energy and  
Resources

Vacancy VN-0738760

Department of Industry, Science and Resources  
(DISR)

Closing Date:Friday 12 April 2024

National Measurement Institute  
Legal Metrology Policy and Regulatory Services

|                        |                                                                         |
|------------------------|-------------------------------------------------------------------------|
| <b>Job Title</b>       | Senior Measurement Standards Officer, APS Level 6, Geebung              |
| <b>Job Type</b>        | Full-Time, Ongoing                                                      |
| <b>Location</b>        | Various locations - QLD QLD                                             |
| <b>Salary</b>          | \$95,102 - \$103,134                                                    |
| <b>Classification</b>  | APS Level 6                                                             |
| <b>Position Number</b> | 0572_03/24                                                              |
| <b>Agency Website</b>  | <a href="https://www.industry.gov.au/">https://www.industry.gov.au/</a> |

**Job Description** <https://industry Careers.nga.net.au/?jati=135D0EA1-F9EA-D886-ED70-DA903FD18A98>

---

## About the Department

The Department of Industry, Science and Resources and our broader portfolio are integral to the Australian Government's economic agenda. Our purpose is to help the government build a better future for all Australians through enabling a productive, resilient and sustainable economy, enriched by science and technology. We do this by:

- Growing innovative & competitive businesses, industries and regions
- Investing in science and technology
- Strengthening the resources sector.

The APS and the department offer a clear direction and meaningful work. You will be able to create positive impact in people's lives whilst contributing to improved outcomes for Australia and our people.

If you would like to feel a strong connection to your work and you are accountable, committed and open to change, join us in shaping Australia's future.

Please see the APSC's [APS Employee Value Proposition](#) for more information on the benefits and value of employment within the APS.

## About the National Measurement Institute

The National Measurement Institute is the Australian Government's national authority on measurement. We play an important role in the Australian economy by maintaining and regulating Australia's measurement system, developing and maintaining national measurement standards, and delivering world-class measurement products and client services.

Measurement is integral to a successful economy and to the progress of innovation and science. Our work adapts to, services and enhances the productivity and growth of Australian industries, and aims to ensure a fair, safe, healthy and competitive Australia.

## About the branch

The Legal Metrology Branch plays an important role in ensuring Australian consumers and industry can rely on trusted measurements for fair trade in goods and services. To ensure traders comply with the law and adopt correct measurement trading practices, we employ inspectors who check that measuring instruments (for example, weighing scales, fuel pumps and weighbridges) are accurate throughout Australia, pre-packaged articles contain the correct amount of produce, and that fuel sold in service stations complies with quality standards.

## About the section

The Policy and Regulatory Services Section provides timely, accurate and appropriate support for the Secretary and Chief Metrologist, including advice and services relating to measurement policy, regulatory and technical matters. This enables the delivery of a strong and effective national measurement system that is trusted and accepted domestically and internationally and does not impose unnecessary barriers to trade through restrictive requirements.

## The opportunity

We are offering an ongoing role based in Geelong that will support the delivery of the calibration services for the Measurement Standards Unit (MSU).

Managing the day to day operations of the Laboratory the candidate will be responsible for leading a diverse team of individuals with varying knowledge and experience. Ensuring the timely delivery of the MSU calibration services and the continuous implementation of the NATA endorsed quality system.

The Senior Measurement Standards Officer is a technical role and requires engaging with staff across the laboratory and NMI's internal and external stakeholders.

## What's in it for you?

Working at NMI means you are joining one of the world leaders in measurement science. NMI has a diverse range of roles and priorities that will enable you to learn new skills and expand your career in interesting and exciting ways.

As part of the department, employees at NMI are covered by the relevant enterprise agreement and benefits include:

- 15.4% employer superannuation contribution
- 4 weeks annual leave per year
- 18 days paid personal leave per year
- flexible working arrangements where possible
- access to staff counselling services.

## Our ideal candidate

The NMI is looking for a candidate with the following skills, knowledge and behaviours required to successfully perform the role:

- Comprehensive knowledge, understanding and implementation of the provisions of the National Measurement Act 1960, associated Regulations, National and Regional Test Methods.
- Comprehensive knowledge, understanding and implementation of quality systems applied in a National Association of Testing Authorities accredited calibration laboratory.
- Demonstrated ability to act and think strategically, including planning, implementing and monitoring effective work programs and practices.
- Strong interpersonal, written and oral communication skills, including the ability to participate in a team and to operate independently.
- Demonstrated ability to understand the operation and design of a broad range of complex technologies such as measuring instruments.
- Ability to lead staff and build team capacity through coaching, influencing and encouraging the development of others through sound interpersonal, written and oral communication skills.
- High level written and oral communication skills to support effective engagement and develop professional relationships with a diverse range of industry and government stakeholders.
- Proven ability to maintain confidentiality, exercise tact and discretion together with demonstrated commitment to professional values including teamwork, continuous improvement, and performing effectively under high workload conditions.
- Personal drive and integrity in the context of the APS values, NMI values (Inclusive, Innovative, Accountable, Adaptable, Influential and Strategic) and code of conduct. Demonstrated ability to provide strong leadership in supporting others to do the same.

Desirable:

- Experience operating in a regulatory, certification and measurement calibration environment is highly desirable.
- Diploma or degree qualifications, or other such qualifications, (e.g. lead assessor/lead auditor for AS 17025 quality systems), as required by NMI and/or relevant experience.

## **Duties**

In this role the candidate will typically perform the following duties:

- Planning, implementing, monitoring and reporting on the laboratory activities in accordance with the Regional Laboratory Operations Manual to ensure effective and efficient delivery of service.
- Maintaining the measurement standards Laboratory's quality system, preparing documents for internal and external audits and ensuring identified non-conformances are actioned.
- Identifying and developing measurement standards laboratory procedures and national technical documentation to a high technical level including the preparation of business proposals to support the procurement of new, replacement equipment and services.
- Leading, supervising, mentoring and developing a team of laboratory staff.
- Negotiating, liaising and providing high level technical/specialist advice to internal and external stakeholders, including regional management, licensees, equipment owners/suppliers and manufacturers, State/Territory and local government as required.

- Identifying, developing and implementing initiatives that improve the performance of Laboratory operations.
- Undertaking the duties of test officer by:
  - calibrating and verifying inspectorate reference standards and test equipment required to perform inspectorate duties
  - calibrating and verifying reference standards and artefacts used by servicing licensees, government enforcement agencies and business conducting quality assurance programs
  - testing and verifying trade instruments submitted to the laboratory for testing
  - maintaining laboratory equipment.
- NATA signatory for measurement standards in the fields outlined in the scope of accreditation.
- Process client's applications for measuring instrument pattern approval by evaluating the instrument suitability for trade or legal purposes and a wide range of technical documentation including test reports, user manuals and design specifications.
- Support the section's business improvement projects, business planning and performance reporting.
- Preparation and public publishing of legal technical pattern approval documents.
- Maintain suitable, accurate and auditable records of assessments and client correspondence.
- Develop and manage relationships with stakeholders, engaging and collaborating to achieve outcomes and facilitate cooperation, promoting the agency's business objectives.
- Demonstrate behaviour according to APS code of conduct and NMI's standards and participate fully in all aspects of WH&S.

## Eligibility

To be eligible for employment in the APS and the department, candidates must be Australian Citizens.

Positions require a Baseline security clearance and successful candidates will be required to obtain and maintain a clearance at this level.

## Notes

A merit pool may be established and used to fill future vacancies within 18 months from the date the vacancy was first advertised in the Gazette.

The department does currently offer flexible work opportunities for many roles. This vacancy is QLD - Brisbane - Geelong based, although flexible or remote work arrangements may be considered. Please reach out to the contact officer to discuss this further.

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 Industry, Science and Resources (DISR)

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The department's Enterprise Agreement and policies provide for a flexible working environment to assist staff balance their work and home life. Staff and managers work together to balance the operating needs of the department with the needs of the individual. Options may include full time/part time working arrangements, working from home or other arrangements. Our employees say they recommend our department as a good place to work. Our workplace is one that encourages and supports all employees to have a sense of belonging and a culture that allows them to bring their authentic selves to work every day. Our reconciliation vision supports a workforce with opportunities and career pathways for Aboriginal and Torres Strait Islander peoples. The vision allows them to feel empowered and helps to ensure that the department and broader community can benefit from the knowledge and experience of Australia's First Peoples. We encourage applications from people of all ages, abilities, nationalities and backgrounds including Aboriginal and/or Torres Strait Islander people, mature age, culturally and linguistically diverse people, people of the LGBTIQ+ community and people with disability. The department wants to give candidates the opportunity to demonstrate their full potential during a recruitment process. We encourage candidates who require any adjustments or support as part of the recruitment process to reach out and discuss them with the job's contact officer. Candidates are also welcome to contact our Inclusion team at [inclusion@industry.gov.au](mailto:inclusion@industry.gov.au) for a confidential discussion if you identify from any of these diverse backgrounds and would like to discuss how we can support you.

To Apply

|                         |                                                                                                                                                                           |
|-------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Position Contact        | Casey Gazzard, 0457 548 989                                                                                                                                               |
| Agency Recruitment Site | <a href="https://industrycareers.nga.net.au/?jati=135D0EA1-F9EA-D886-ED70-DA903FD18A98">https://industrycareers.nga.net.au/?jati=135D0EA1-F9EA-D886-ED70-DA903FD18A98</a> |

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Industry, Science, Energy and  
Resources

Vacancy VN-0738852

Geoscience Australia

Closing Date:Sunday 31 March 2024

Place and Communities Division  
National Location Information Data Integration

|                 |                                                  |
|-----------------|--------------------------------------------------|
| Job Title       | Geospatial Analyst                               |
| Job Type        | Full-Time, Ongoing                               |
| Location        | Symonston ACT                                    |
| Salary          | \$94,177 - \$109,013                             |
| Classification  | APS Level 6                                      |
| Position Number | 10234                                            |
| Agency Website  | <a href="http://www.ga.gov.au">www.ga.gov.au</a> |

Job Description

<https://www.ga.gov.au/about/careers/current-vacancies>

Geoscience Australia acknowledges the Traditional Custodians of Country throughout Australia and recognises the continuing connection to lands, waters and communities. We pay our respects to Aboriginal and Torres Strait Islanders Cultures, and to elders past and present.

**About us**  
Geoscience Australia is Australia's pre-eminent public sector geoscience organisation. We are the nation's trusted advisor on the geology and geography of Australia. We apply science and technology to describe and understand the Earth for the benefit of Australia. We apply our diverse professional expertise, our deep and trusted knowledge, our national-scale Earth observation

infrastructure and our strong partnerships, to the opportunities and challenges that face our nation.

### **Our culture**

Our strength lies in our people, including our diversity in backgrounds, skills and experiences, and the way we work together to respond to the emerging needs of our work. We value diversity in gender, backgrounds, culture, and experiences of our employees and are committed to providing an inclusive workplace culture that ensures everyone has equal opportunity to contribute, participate and progress. Applications from people who reflect this diversity are encouraged.

Our workplace is committed to the health, safety and wellbeing of our employees and offers a variety of flexible working arrangements to enhance flexibility, including remote working arrangements.

### **What we can offer you**

When you work at Geoscience Australia you will have access to a range of benefits and the opportunity to experience a workplace culture that truly values and promotes diversity, inclusion, equity and belonging. To learn more about our competitive salary, free onsite parking, generous flexible working arrangements and the role you can play in growing our culture [click here](#).

### **Our team**

Outline what the name of section, branch or division is responsible for that allows the applicant to have context as to how the role fits into the purpose of the work area. Keep it brief. You may wish to link to a section of the Geoscience Australia website that informs the applicant about the work undertaken.

## **Duties**

This Geospatial Analyst is part of the Defence Integration team. The team's role is to translate national foundation geospatial data on behalf of a Department of Defence stakeholder.

The role is responsible for the development of translation pipelines (using FME Form – previously FME Desktop) of national foundation geospatial data from various source datasets into a schema required by our Department of Defence client.

This role will utilise a strong knowledge of Safe Software's FME Form, as well as strong knowledge of geospatial data structures and formats. A knowledge of the Esri ArcGIS suite (particularly ArcGIS Pro) is also required. Skills in Amazon Web Services (AWS), FME Flow (previously FME Server), QGIS, Python, ArcGIS Online or ArcGIS Portal are useful but not essential to the role.

The role has stakeholder engagement requirements with the Department of Defence and some domestic travel will be required (2-3 days, 2-3 times per year). The role supports the team leader in strategic planning, team leadership, prioritising deliverables, and reporting.

### **In this role you will:**

- Develop and/or modify workflow processes and schema mapping for geospatial data transformation and analysis using FME Form (previously FME Desktop).
- Perform Quality Assurance checking of transformed spatial data using ArcGIS Pro.
- Use virtualised desktop computing and data storage hosted in AWS.
- Contribute to the development of team objectives for short term tasks and strategic planning for longer-term initiatives
- Develop methodologies and implement improved procedures to address data management requirements and quality assurance processes.
- Communicate clearly and concisely, both orally and in writing.
- establish and maintain effective working relationships with internal and external stakeholders to ensure alignment with the Branch and Agency's broader strategic goals.
- Maintain awareness of current developments in geospatial information management, anticipating impacts of technology change to effectively benefit ongoing improvements

### **To be successful in the role you will:**

- demonstrate FME and ArcGIS experience;
- experience with spatial data and geospatial information systems;
- highly developed analytical, information synthesis, and critical thinking skills;
- evidence of positive and flexible teamwork behaviours, and the benefits they have produced;
- a proven self-motivated and autonomous research work style to undertake independent work under limited direct supervision;
- successful delivery of quality outputs linking to benefits;

- an inclusive and positive communication style with people you work with both directly and indirectly;
- relevant experience in team leadership, work planning and task prioritisation.

### **Required skills, knowledge, experience and/or qualifications**

- knowledge and experience in GIS
- relevant experience in engaging and collaborating with various stakeholders
- excellent communication skills, both written and oral
- a formal qualification in geospatial science is desirable

### **Are you unsure about applying?**

Did you know that a Hewlett Packard internal report found that men apply for jobs when they meet an average of 60 per cent of the job requirements? Women and other people from diverse backgrounds tend to only apply when they check every box. If you think you have what it takes, but don't necessarily meet every single point on what we are looking for, please still apply or get in touch with the contact officer to learn more about the role.

### **To Apply**

Please visit the [careers page](#) of our website to submit your application via our e-Recruit system. Your application should include:

- Your resume (no more than 3 pages)
- A brief statement (no more than 700 words) outlining your transferable skills, experience and capabilities related to the role and the value you would bring to Geoscience Australia.

If you have any questions regarding the role, please contact Daniel McIlroy on (02) 6249 9889 or email [Daniel.McIlroy@ga.gov.au](mailto:Daniel.McIlroy@ga.gov.au)

To learn more about applying for roles within the Australian Public Services please review, '[Applying for an APS job: cracking the code](#)'. **Eligibility**

To be eligible to apply for this position you must meet the below eligibility criteria.

- Be an Australian Citizen at the closing date of application.
- The successful applicant must be able to obtain, hold and maintain a security clearance of an appropriate level relevant to this role.
- Commencement of employment is subject to the successful applicant undergoing and satisfying pre- employment screening, which includes a police history check.

### **Recruitability**

RecruitAbility applies to this vacancy. Under the RecruitAbility scheme you will be invited to participate in further assessment activity for the vacancy if you choose to apply under the scheme; declare you have a disability; and meet the minimum requirements for the position. For more information please visit the Australian Public Service Commission website.

Hearing or speech impaired applicants are invited to use the National Relay Service by contacting 133 677, and requesting to be connected with our Recruitment team on 02 6249 9777 in order to obtain selection documentation. **Notes**

### **Technical Assistance**

If you require technical assistance, call Human Resources on (02) 6249 9777 or email [hr@ga.gov.au](mailto:hr@ga.gov.au).

A merit list/pool may be created from this process. If you are successful for the merit pool, your details may be shared with other Australian Public Service agencies unless you choose not to have your details disclosed.

About the Geoscience Australia

Geoscience Australia is an Australian Government listed entity within the Industry, Innovation and Science portfolio. Geoscience Australia is Australia's pre-eminent public sector geoscience organisation. We are the nation's trusted advisor on the geology and geography of Australia. We apply science and technology to describe and understand the Earth for the benefit of Australia. We apply our diverse professional expertise, our deep and trusted knowledge, our national-scale Earth observation infrastructure and our strong partnerships, to the opportunities and challenges that face our nation. We value diversity in gender, backgrounds, culture, and experiences of our employees and are committed to providing an inclusive workplace culture that ensures everyone has equal opportunity to contribute, participate and progress. Applications from people who reflect this diversity are encouraged. We are committed to the health, safety and wellbeing of our employees and offer a flexible and diverse workplace.

To Apply

|                         |                                                                                                                           |
|-------------------------|---------------------------------------------------------------------------------------------------------------------------|
| Position Contact        | Daniel McIlroy, (02) 6249 9889                                                                                            |
| Agency Recruitment Site | <a href="https://www.ga.gov.au/about/careers/current-vacancies">https://www.ga.gov.au/about/careers/current-vacancies</a> |

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Industry, Science, Energy and  
Resources

Vacancy VN-0738879

Geoscience Australia

Closing Date:Sunday 31 March 2024

Space Division  
Satellite Landing Imaging Collection Earth Observation Satellite Operations

|                        |                                                  |
|------------------------|--------------------------------------------------|
| <b>Job Title</b>       | Satellite Operations Engineer                    |
| <b>Job Type</b>        | Full-Time, Ongoing                               |
| <b>Location</b>        | Symonston ACT                                    |
| <b>Salary</b>          | \$113,361 - \$128,149                            |
| <b>Classification</b>  | Executive Level 1                                |
| <b>Position Number</b> | 18807                                            |
| <b>Agency Website</b>  | <a href="http://www.ga.gov.au">www.ga.gov.au</a> |

## Job Description

<https://www.ga.gov.au/about/careers/current-vacancies>

Geoscience Australia acknowledges the Traditional Custodians of Country throughout Australia and recognises the continuing connection to lands, waters and communities. We pay our respects to Aboriginal and Torres Strait Islanders Cultures, and to elders past and present.

### About us

Geoscience Australia is Australia's pre-eminent public sector geoscience organisation. We are the nation's trusted advisor on the geology and geography of Australia. We apply science and technology to describe and understand the Earth for the benefit of Australia. We apply our diverse professional expertise, our deep and trusted knowledge, our national-scale Earth observation infrastructure and our strong partnerships, to the opportunities and challenges that face our nation.

### Our culture

Our strength lies in our people, including our diversity in backgrounds, skills and experiences, and the way we work together to respond to the emerging needs of our work. We value diversity in gender, backgrounds, culture, and experiences of our employees and are committed to providing an inclusive workplace culture that ensures everyone has equal opportunity to contribute, participate and progress. Applications from people who reflect this diversity are encouraged.

Our workplace is committed to the health, safety and wellbeing of our employees and offers a variety of flexible working arrangements to enhance flexibility, including remote working arrangements.

### What we can offer you

When you work at Geoscience Australia you will have access to a range of benefits and the opportunity to experience a workplace culture that truly values and promotes diversity, inclusion, equity and belonging. To learn more about our competitive salary, free onsite parking, generous flexible working arrangements and the role you can play in growing our culture [click here](#).

### Our team

The Satellite Land Imaging Collections Branch conduct the collection of satellite data via a ground station and through international partnerships. The collection of data involves processing data on premises and in cloud applications. The Satellite Ground Network Operations team are responsible for the operations of the ground station and associated local compute infrastructure, and ensures technology is maintained and lifecycle-managed.

You will be joining the Satellite Land Imaging Collection (SLIC) branch within Geoscience Australia's Space Division. SLIC comprises of a team of highly skilled professionals in diverse disciplines such as systems engineering, ground station engineering and operation, Earth observation science and data processing, cloud workflow and infrastructure development, and strategic project and program design and management.

Geoscience Australia has operated a satellite ground station in Alice Springs since 1979 to support the United States Geological Survey (USGS) Landsat missions and several other Earth observation satellites. The facility currently consists of four full motion antennas and station automation systems to meet the requirements as a Landsat Ground Network station and downlink land imagery data from satellites for use in Geoscience Australia's Digital Earth Australia (DEA) programme and DEA Hotspots national bushfire monitoring system.

## Duties

As part of this multi-disciplinary team, you will have the opportunity to play your part, supporting activities that deliver real world outcomes for all Australians. We benefit from more frequent and precise information about climate change and natural hazards, to more accurate information about crop health and water availability.

As part of a team of Systems Engineers and technicians, the Satellite Operation Engineer will support the ongoing technical operations and engineering requirements of our facility in Alice Springs. The role will provide high level engineering services, planning, coordination and advice that supports current operations and future project requirements.

**In this role you will:**

- lead and provide technical input as part of a team for the system design and conduct engineering reviews throughout the project life-cycle.
- monitor station performance against performance indicators, identify, diagnose and rectify system faults to ensure performance indicators are achieved.
- gather and manage the requirements verification across several disciplines including but not limited to civil works, communications, power, network and satellite communications.
- apply your experience and knowledge of satellite ground station engineering, providing leadership to manage and implement integration of new equipment and systems. This includes supporting various test and evaluation areas such as developmental acceptance and operational test and evaluation.
- develop procedures that support efficient and safe work practices.
- develop and maintain relationships with internal and external stakeholders from other divisions, agencies, and organisations and liaise with stakeholders on project or operational issues.

**Required skills, knowledge, experience and/or qualifications**

- Advanced practitioner in satellite ground station requirements and design engineering.
- Previous experience in supporting design and/or operation of satellite ground station facilities.
- Experience in linux operating systems and network switching/routing.
- Ability to collaborate with a wide range of stakeholders both internal and external to Geoscience Australia.
- Experience in project management is highly desirable.
- Excellent communication skills, both written and oral.
- Bachelor's (or higher) Degree in engineering in a related technological field is highly desirable.

**Are you unsure about applying?**

Did you know that a Hewlett Packard internal report found that men apply for jobs when they meet an average of 60 per cent of the job requirements? Women and other people from diverse backgrounds tend to only apply when they check every box. If you think you have what it takes, but don't necessarily meet every single point on what we are looking for, please still apply or get in touch with the contact officer to learn more about the role.

**To Apply**

Please visit the [careers page](#) of our website to submit your application via our e-Recruit system. Your application should include:

- Your resume (no more than 3 pages)
- A brief statement (no more than 700 words) outlining your transferable skills, experience and capabilities related to the role and the value you would bring to Geoscience Australia.

If you have any questions regarding the role, please contact Roger Melton on (02) 6249 9338 or email [Roger.Melton@ga.gov.au](mailto:Roger.Melton@ga.gov.au).

To learn more about applying for roles within the Australian Public Services please review, '[Applying for an APS job: cracking the code](#)'. **Eligibility**

To be eligible to apply for this position you must meet the below eligibility criteria.

- Be an Australian Citizen at the closing date of application.
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**Recruitability**

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**To Apply**

|                         |                                                                                                                           |
|-------------------------|---------------------------------------------------------------------------------------------------------------------------|
| Position Contact        | Roger Melton, (02) 6249 9338                                                                                              |
| Agency Recruitment Site | <a href="https://www.ga.gov.au/about/careers/current-vacancies">https://www.ga.gov.au/about/careers/current-vacancies</a> |

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Infrastructure, Transport, Regional  
Development and Communications

Vacancy VN-0738899

Australian Maritime Safety Authority

Closing Date: Sunday 31 March 2024

Response  
Response Planning

|                 |                                                                           |
|-----------------|---------------------------------------------------------------------------|
| Job Title       | Senior Officer Learning & Development                                     |
| Job Type        | Full-Time, Ongoing                                                        |
| Location        | Canberra ACT                                                              |
| Salary          | -                                                                         |
| Classification  | APS Level 6                                                               |
| Position Number | 2071                                                                      |
| Agency Website  | <a href="https://www.amsa.gov.au/about">https://www.amsa.gov.au/about</a> |

Job Description

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

Duties

Senior Officer Learning and Development  
\$94,738 – \$113,122 + 15.4% super  
Canberra  
Ongoing

ABOUT THE ROLE

The role requires the successful applicant to demonstrate experience in successfully contributing projects, training courses, stakeholder engagement, procurement, contracts, RTO compliance requirements and implementation of program related activities.

Applicants for the role should have demonstrated experience in using a range of learning technologies and learning management system and in the development of training materials.

You will be responsible for:

- Design, review, develop, implement, and evaluate learning and development materials, including training and assessment strategies, learner, trainer and assessor materials, in accordance with current AMSA RTO policies and ASQA standards.
- Project manage and contribute to the development of e-Learning and blended learning training courses, ensuring best practice in adult learning.

- Work in a team to coordinate development, engagement and delivery of annualised national and internal training programs, including professional training of the National Response Team, AMSA Response Centre, and other relevant AMSA response areas.
- Coordinate training course logistical requirements and administration including learner management processes.
- Work in a team to identify, implement and evaluate continuous improvement to support strategic training directions and organisational priorities.

## SKILLS AND EXPERIENCE

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

- Hold a TAE40116 Certificate IV in Training Assessment (or a directly relevant qualification).
- Demonstrated knowledge and experience in adult learning and instructional design principles for the development, delivery, facilitation, assessment, and continuous improvement for both face-to-face and e-Learning programs.
- Demonstrated experience working within a Registered Training Organisation (RTO) or training environment with an understanding of the Vocational Education and Training (VET) Quality Framework (VQF) and VET regulation.
- Demonstrated technical skills in MS Office, SharePoint, Microsoft Teams and other collaborative platforms.

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 2016-2019](#).

## 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 **Sunday the 31<sup>st</sup> of March 2024**. 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 Elena Bristot on [Elena.Bristot@amsa.gov.au](mailto:Elena.Bristot@amsa.gov.au).

If you have any questions about the recruitment process please contact Human Resources on [recruitment@amsa.gov.au](mailto: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

## About the Australian Maritime Safety Authority

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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

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|                         |                                                                                                 |
|-------------------------|-------------------------------------------------------------------------------------------------|
| Position Contact        | Elena Bristot, Elena.Bristot@amsa.gov.au                                                        |
| Agency Recruitment Site | <a href="https://www.amsa.gov.au/about/careers-us">https://www.amsa.gov.au/about/careers-us</a> |

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## Infrastructure, Transport, Regional Development and Communications

Vacancy VN-0738840

### Department of Infrastructure, Transport, Regional Development, Communications and the Arts

Closing Date: Sunday 31 March 2024

Surface Trans Emissions & Pol

|                 |                                                                                               |
|-----------------|-----------------------------------------------------------------------------------------------|
| Job Title       | APS5-EL1 - (Multiple Positions) Policy Officers and Assistant Directors, Strategic Fleet Team |
| Job Type        | Full-Time;Part-Time, Ongoing;Non-Ongoing                                                      |
| Location        | Canberra ACT, Brisbane QLD, Newcastle NSW, Melbourne VIC                                      |
| Salary          | \$83,132 - \$134,426                                                                          |
| Classification  | APS Level 5;APS Level 6;Executive Level 1                                                     |
| Position Number | 44832                                                                                         |
| Agency Website  | <a href="https://www.infrastructure.gov.au/">https://www.infrastructure.gov.au/</a>           |

### Job Description

<https://www.infrastructure.gov.au/department/careers>

#### Location

We want to recruit the best people to our Group, no matter where you are located. Having regard to operational needs, we support flexible work arrangements including the opportunity to work remotely from one of our other departmental offices or remotely via home based work where suitable.

Should the successful candidate reside in a location where the department does not currently have an office footprint, there will be a requirement to be engaged remotely via a home based work arrangement.

#### The opportunities we have available

##### Division:

Surface Transport Emissions and Policy Division contributes to the wellbeing of all Australians by developing and implementing national reforms in surface transport policy and regulation (maritime, shipping, rail and road transport reforms) to achieve efficient, productive, safe, and sustainable outcomes, which are environmentally friendly and enhance Australia's international competitiveness.

The Division is responsible for Australian Government engagement with the states, territories, local government, industry and internationally in relation to shipping policy and maritime regulation, road and rail policy and regulation.

**Branch:**

The Strategic Fleet Branch supports the implementation of the Government's key election commitment to establish a strategic fleet of up to 12 Australian flagged and crewed vessels that are to be privately owned and operate on a commercial basis, but could be requisitioned by the Government in times of national crisis such as natural disaster or conflict.

The Branch is implementing the strategic fleet consistent with the Government's response to a report delivered by the Strategic Fleet Taskforce. The Branch's work will involve creating and administering a pilot program, exploring partnership opportunities with governments and the private sector to strengthen supply chains, legislative reviews and reform and developing Australia's maritime workforce.

The work will contribute to creating a stronger shipping industry, developing Australian seafarers to meet domestic and international demand and support critical strategic assets, supply chain security and economic diversity. Working with industry and across government, implementing the strategic fleet policy will provide for future growth, sustainability and employment opportunities in the vitally important maritime sector of the Australian economy.

Roles in the Branch will provide you with the opportunity to contribute to the Branch's objectives by:

- Producing a wide range of written materials including cabinet submissions, new policy proposals, briefings, ministerial and departmental correspondence and media materials
- Undertaking research and analysis on maritime policy issues
- Working across government to establishing the pilot program and support the fleet
- Engaging with industry stakeholders, and
- Developing and supporting complex relationships with internal and external stakeholders.

## **Duties**

**Who are we looking for?**

The Branch has a number of vacancies that require immediate filling. We are seeking candidates to fill policy officer (APS5), senior policy officer (APS6) and Assistant Director (EL1) roles to contribute to implementation of the strategic fleet and its supporting architecture.

We are looking for skilled and experienced people who want to:

- Shape the future of Australia's maritime and shipping policy
- Work closely with other Commonwealth departments to strengthen Australia's supply chains
- Engage with maritime industry stakeholders, including shippers who rely on sea freight; and
- Work with eminent people to complete legislative reviews.

To be successful in a role in the Branch, you will need to:

- Communicate with influence, with excellent written and oral communication skills and the ability to liaise with and adapt to different audiences;
- Achieve results under pressure and to meet deadlines, and prioritise work effectively;
- Build collaborative working relationships with a range of government, industry and community stakeholders to achieve objectives and outcomes;
- Learn quickly and be innovative and flexible in your approach, and exercise sound judgment.

For policy roles, you will need to:

- Have policy development skills, quickly develop subject-matter expertise and lead processes in accordance with policy, legislation and operating frameworks;

For legislative review and reform roles, you will need to:

- Have, or demonstrate an ability to obtain, knowledge of legislation and the legislative process, including understanding, interpreting, implementing and amending legislation
- Have strong secretariat skills, being able to work productively and collaboratively with high profile individuals

In addition to the above, Assistant Directors (EL1s) will need to:

- Plan and implement the delivery of projects, including translating goals and outcomes into appropriate tasks for others, leading APS staff to support the delivery of team and branch objectives;
- Build and sustain strong working relationships with a range of critical stakeholders, both internal and external to government;
- Help drive a collaborative and supportive culture within the team.

## Eligibility

Employment with the Department of Infrastructure, Transport, Regional Development, Communications and the Arts is subject to conditions prescribed within the *Public Service Act 1999* including:

- **Citizenship:** To be eligible for employment with the Department of Infrastructure, Transport, Regional Development, Communications and the Arts applicants must be an Australian citizen.
- **Health Assessment:** The preferred applicant may be required to undergo a medical examination conducted by the department's preferred medical provider.
- **Security Clearance:** The successful candidate must be able to obtain and/or maintain a security clearance at Baseline Vetting Level. You must be willing to disclose all relevant and required information. You must have lived in Australia, or have a checkable background, for at least the preceding five years for Baseline Vetting clearances. More information on the security clearance vetting process is available on the Australian Government Security Vetting Agency (AGSVA) website.

## Notes

For more information about this role, including the type of person we are looking for and how to apply, please refer to the position description available by clicking the 'Apply Now' button

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 Infrastructure, Transport, Regional Development, Communications and the Arts

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Our work connects and enriches every Australian community, underpins our economy and society, and empowers our regions. We provide strategic policy advice, fit-for-purpose regulation, and deliver programs, projects and services in the major infrastructure, transport, communications and arts sectors, supporting our regions, cities and territories. Our staff have the opportunity to work on high profile and diverse national projects that have a meaningful impact on the lives of all Australians. We seek people with a wide range of skills and competencies. Whether you write policy, deliver programs, projects or corporate services, or have experience in research, data or technology, we look for employees who are innovative, respectful and professional. We are an inclusive employer and promote, value and support diversity among our employees with the aim of ensuring our workforce reflects, respects and benefits from diverse communities including Aboriginal and/or Torres Strait Islander peoples, people with cultural and linguistic diversity, people with disability and LGBTQI+ people. We are committed to achieving gender equality and, in particular, supporting women's progression into senior leadership. Our values outline the characteristics, behaviours and professional capabilities we seek in our workforce: • Collaborative – we work together and with others across the system, to achieve our objectives and deliver for the Australian community. • Respectful – we create diverse teams and a respectful and inclusive culture that supports high performance, innovation and the wellbeing of all people across the department. • Informed – we have the expertise, knowledge and

skills that we need to succeed, and we have good communication practices. • Adaptive – we are constantly learning and adapting to improve what we do and we have corporate systems in place to support staff in a rapidly changing world. • Accountable – we are rewarded and trusted to deliver, we are held accountable for the results and delivering with integrity, and we celebrate our success.

To Apply

|                         |                                                                                                                         |
|-------------------------|-------------------------------------------------------------------------------------------------------------------------|
| Position Contact        | Mark Ellis, 02 6136 7129                                                                                                |
| Agency Recruitment Site | <a href="https://www.infrastructure.gov.au/department/careers">https://www.infrastructure.gov.au/department/careers</a> |

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Infrastructure, Transport, Regional  
Development and Communications

Vacancy VN-0738880

Department of Infrastructure, Transport, Regional  
Development, Communications and the Arts

Closing Date: Sunday 31 March 2024

People, Culture and Change

|                 |                                                                                     |
|-----------------|-------------------------------------------------------------------------------------|
| Job Title       | APS4 & APS5, Ministerial Liaison Officer, Ministerial Parlia & Cab                  |
| Job Type        | Full-Time;Part-Time, Ongoing;Non-Ongoing                                            |
| Location        | Canberra ACT                                                                        |
| Salary          | \$74,464 - \$88,147                                                                 |
| Classification  | APS Level 4;APS Level 5                                                             |
| Position Number | 44835                                                                               |
| Agency Website  | <a href="https://www.infrastructure.gov.au/">https://www.infrastructure.gov.au/</a> |

Job Description

<https://www.infrastructure.gov.au/department/careers>

**The opportunities we have available**  
The Ministerial and Parliamentary Services (MPS) area has several Ministerial Officer positions available at the APS4 and APS5 level. The ministerial officer role provides a great overview of the work and functions of our department and the Australian Government, along with the opportunity to develop and build networks with key stakeholders and see how the relationship between the department and our Minister's within our Portfolio works.

The position represents a great career opportunity for a candidate who:

- Enjoys working in a busy small team environment;
- Has an eye for detail;
- Would enjoy liaising with staff across the department and our portfolio agencies;
- Has an interest in the workings of government or Parliament;
- Takes pride in the quality of work they produce; and
- Works well with others.

## Duties

### Who are we looking for?

We are seeking candidates who:

- Are able to communicate clearly, presenting messages in a clear and concise manner;
- Have excellent administrative skills, including high attention to detail;
- Are outcomes driven and accountable;
- Support productive working relationships, by listening to and understanding the needs of others, including colleagues in your team as well as members of the broader Department;
- Have the ability to work effectively in an environment of competing priorities and tight deadlines, including the capacity to respond quickly to changes in requirements;
- Support the shared purpose and direction of the team, identify the broader influences that may impact on the team's work objectives, show good judgement and common sense as day-to-day problems arise;
- Have the ability to act with integrity and professionalism; and
- Possess a valid Australian Driver's Licence.

## Eligibility

Employment with the Department of Infrastructure, Transport, Regional Development and Communications is subject to conditions prescribed within the *Public Service Act 1999* including:

- **Citizenship:** To be eligible for employment with the Department of Infrastructure, Transport, Regional Development and Communications, applicants must be an Australian citizen. Only in exceptional circumstances will the department consider waiving this requirement.
- **Health Assessment:** The preferred applicant may be required to undergo a medical examination conducted by the department's preferred medical provider.
- **Security Clearance:** The successful candidate must be able to obtain and/or maintain a security clearance at Baseline Level. You must be willing to disclose all relevant and required information. You must have lived in Australia, or have a checkable background, for at least the preceding five years for Baseline Vetting clearances. More information on the security clearance vetting process is available on the Australian Government Security Vetting Agency (AGSVA) website.

## Notes

For more information about this role, including the type of person we are looking for and how to apply, please refer to the position description available by clicking the 'Apply Now' button.

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>

Our work connects and enriches every Australian community, underpins our economy and society, and empowers our regions. We provide strategic policy advice, fit-for-purpose regulation, and deliver programs, projects and services in the major infrastructure, transport, communications and arts sectors, supporting our regions, cities and territories. Our staff have the opportunity to work on high profile and diverse national projects that have a meaningful impact on the lives of all Australians. We seek people with a wide range of skills and competencies. Whether you write policy, deliver programs, projects or corporate services, or have experience in research, data or technology, we look for employees who are innovative, respectful and professional. We are an inclusive employer and promote, value and support diversity among our employees with the aim of ensuring our workforce reflects, respects and benefits from diverse communities including Aboriginal and/or Torres Strait Islander peoples, people with cultural and linguistic diversity, people with disability and LGBTQI+ people. We are committed to achieving gender equality and, in particular, supporting women's progression into senior leadership. Our values outline the characteristics, behaviours and professional capabilities we seek in our workforce: • Collaborative – we work together and with others across the system, to achieve our objectives and deliver for the Australian community. • Respectful – we create diverse teams and a respectful and inclusive culture that supports high performance, innovation and the wellbeing of all people across the department. • Informed – we have the expertise, knowledge and skills that we need to succeed, and we have good communication practices. • Adaptive – we are constantly learning and adapting to improve what we do and we have corporate systems in place to support staff in a rapidly changing world. • Accountable – we are rewarded and trusted to deliver, we are held accountable for the results and delivering with integrity, and we celebrate our success.

To Apply

|                         |                                                                                                                         |
|-------------------------|-------------------------------------------------------------------------------------------------------------------------|
| Position Contact        | Renee Osburne, 02 6136 8362                                                                                             |
| Agency Recruitment Site | <a href="https://www.infrastructure.gov.au/department/careers">https://www.infrastructure.gov.au/department/careers</a> |

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Infrastructure, Transport, Regional  
Development and Communications

Vacancy VN-0738884

Department of Infrastructure, Transport, Regional  
Development, Communications and the Arts

Closing Date:Thursday 28 March 2024

People, Culture and Change  
People

|                        |                                                                                     |
|------------------------|-------------------------------------------------------------------------------------|
| <b>Job Title</b>       | Senior Advisors, People Branch (various positions)                                  |
| <b>Job Type</b>        | Full-Time;Part-Time, Ongoing                                                        |
| <b>Location</b>        | Canberra ACT                                                                        |
| <b>Salary</b>          | \$92,005 - \$110,020                                                                |
| <b>Classification</b>  | APS Level 6                                                                         |
| <b>Position Number</b> | 44834                                                                               |
| <b>Agency Website</b>  | <a href="https://www.infrastructure.gov.au/">https://www.infrastructure.gov.au/</a> |

## Job Description

<https://www.infrastructure.gov.au/department/careers>

The People Branch has the below opportunities currently available at the APS6 level on a full-time, ongoing basis. Part-time applicants will also be considered for the positions. Upon confirmation of success to fill a position, an agreement can be made to determine suitable hours for both parties. The department is committed to a flexible, innovate, supportive and safe workplace where work-life balance is a priority.

A merit pool will be established and may be used to fill vacancies in the People Branch as they arise over the next 18 months.

## Duties

### Senior Recruitment Advisor

The Recruitment team is responsible for continuously implementing the department's talent acquisition strategy, working across the branch and business areas to contribute to the department's objective to attract, retain and develop the right people for the right jobs at the right time. As a Senior Recruitment Advisor you will be:

- assisting to triage and allocate work to team members on the day to day operations of the team
- engaging with business areas on recruitment strategy and identify solutions to fit their circumstances
- draft, review and quality assurance checking and provision of full recruitment services, including advice to managers and staff on recruitment issues, press and APS Jobs advertising, letters of offers and vetting selection reports, review position descriptions to ensure they meet the classification requirements
- contributing to continuous development, including contributing to the design and implementation of the Recruitment strategy, procedures and documentation to ensure compliance with relevant legislation and APS policy and practices
- building strong and effective partnerships with internal and external stakeholders to provide customer service and assist in managing more complex queries
- interpreting HR-related issues, legislation and the Australian Public Service (APS) employment frameworks

- managing competing priorities in a proactive way and under limited direction
- other duties as directed.

### Senior Programs Advisor – Entry Level Programs

The Entry Level Programs team is responsible for coordinating the Department's Entry Level Programs, including the Graduate Development Program, Schools Leaver Program and various whole Government diversity programs. As a Senior Advisor, Entry Level Programs you will be:

- promoting our programs, engaging with potential applicants, contributing to the design of selection and assessment methodology and coordinating contract management with external recruitment providers.
- coordinating the placements of program participants, provide advice and support to program participants and supervisors, support the implementation of the capability development program for participants.
- being a main point of contact for program participants for support and assistance throughout their program
- conducting regular check-ins with participants and supervisors.
- assisting with determining team priorities, manage and work to meet deadlines.
- a strategic element which focuses on development and implementation of strategies, plans and initiatives to support our Entry Level Programs.

### Senior Advisor – Performance and Conduct

The Performance and Conduct team is responsible for providing advice and support for conduct and performance case management for the Department. As a Senior Advisor Performance and Conduct you will be:

- working collaboratively with all stakeholders, develop efficient solutions based on relevant legislation, policies and procedures.
- undertaking case management activities related to performance, probation, review of actions and code of conduct matters, including undertaking preliminary assessments. Provide advice to managers and staff on performance, probation, review of actions and code of conduct matters.
- assisting with review of our employment procedures, guidelines, training materials and guides.
- coordinating activities across the Section including training activities and general Section coordination.
- Undertaking the Secretariat role for the Workplace Respect Officer network.
- managing competing priorities in a proactive way and under limited direction
- other duties as directed.

### Senior Advisor – Workplace Relations

The Workplace Relations team is responsible for providing people-centric advice on our Enterprise Agreement and associated employment procedures. We also manage the department's consultative committee. As a Workplace Relations Senior Advisor you will be:

- providing high quality and timely advice on departmental employment matters in compliance with the department's enterprise agreement, relevant legislation, APS policy and departmental policies.
- reviewing and updating departmental employment policies and practices to align with the new enterprise agreement and contemporary human resources practices.
- managing the Departmental Consultative Committee Secretariat function.
- assisting with strategy development, implementation and evaluation of initiatives in a dynamic employment law environment.
- providing briefings, reports, and papers relating to complex employment matters to senior management and the Executive.
- building and maintaining strong and effective partnerships and working relationships with all clients and stakeholders, including employee organisation officials, senior management in the department and the Indian Ocean Territories Administration.

## **Who are we looking for?**

To be successful in this role, you will thrive in a collaborative environment, seeking out opportunities to grow your skills and try new things. You must have a strong client service focus, good judgement and well-developed communication, negotiation and stakeholder engagement skills. You will be passionate about making a positive impact and supporting staff to achieve their full potential at work.

The successful candidates for these positions will have:

- Demonstrated skills, knowledge and experience.
- Sound understanding of relevant legislation, including but not limited to the Public Service Act, Public Service Regulations and APS Commissioner's Directions.
- The ability to provide quality advice and support to stakeholders using an honest, open and flexible approach and apply sound judgement and decision-making skills.
- The ability to innovate and seek continuous improvement in relation to initiatives, systems and processes, and to think strategically.
- The ability to operate effectively in an environment of competing priorities and tight deadlines, including the capacity to respond quickly to changes in requirements.
- Collaborative and engaging business partnering style, with the ability to influence and advise.
- Demonstrated ability to build strong relationships with a diverse group of stakeholders to ensure the best possible outcome is achieved.
- Proven ability communicating to internal and external audiences as well as excellent verbal, written and analytical skills. Having the ability to adapt communication styles to situational circumstances.
- Excellent attention to detail.
- Experience with SAP and SuccessFactors is highly desirable (Recruitment Advisor position).

## **Eligibility**

### **Eligibility requirements**

Employment with the Department of Infrastructure, Transport, Regional Development, Communications and the Arts is subject to conditions prescribed within the *Public Service Act 1999* including:

- **Citizenship:** To be eligible for employment with the Department of Infrastructure, Transport, Regional Development, Communications and the Arts applicants must be an Australian citizen.
- **Health Assessment:** The preferred applicant may be required to undergo a medical examination conducted by the department's preferred medical provider.
- **Security Clearance:** The successful candidate must be able to obtain and/or maintain a security clearance at Baseline Vetting Level. You must be willing to disclose all relevant and required information. You must have lived in Australia, or have a checkable background, for at least the preceding five years for Baseline Vetting clearances. More information on the security clearance vetting process is available on the [Australian Government Security Vetting Agency \(AGSVA\) website](#).

Notes

For more information about this role, including the type of person we are looking for and how to apply, please refer to the position description available by clicking the 'Apply Now' button.

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 Infrastructure, Transport, Regional Development, Communications and the Arts

Our work connects and enriches every Australian community, underpins our economy and society, and empowers our regions. We provide strategic policy advice, fit-for-purpose regulation, and deliver programs, projects and services in the major infrastructure, transport, communications and arts sectors, supporting our regions, cities and territories. Our staff have the opportunity to work on high profile and diverse national projects that have a meaningful impact on the lives of all Australians. We seek people with a wide range of skills and competencies. Whether you write policy, deliver programs, projects or corporate services, or have experience in research, data or technology, we look for employees who are innovative, respectful and professional. We are an inclusive employer and promote, value and support diversity among our employees with the aim of ensuring our workforce reflects, respects and benefits from diverse communities including Aboriginal and/or Torres Strait Islander peoples, people with cultural and linguistic diversity, people with disability and LGBTQI+ people. We are committed to achieving gender equality and, in particular, supporting women's progression into senior leadership. Our values outline the characteristics, behaviours and professional capabilities we seek in our workforce: • Collaborative – we work together and with others across the system, to achieve our objectives and deliver for the Australian community. • Respectful – we create diverse teams and a respectful and inclusive culture that supports high performance, innovation and the wellbeing of all people across the department. • Informed – we have the expertise, knowledge and skills that we need to succeed, and we have good communication practices. • Adaptive – we are constantly learning and adapting to improve what we do and we have corporate systems in place to support staff in a rapidly changing world. • Accountable – we are rewarded and trusted to deliver, we are held accountable for the results and delivering with integrity, and we celebrate our success.

To Apply

|                         |                                                                                                                         |
|-------------------------|-------------------------------------------------------------------------------------------------------------------------|
| Position Contact        | Lauren Purcell, 02 6271 1041                                                                                            |
| Agency Recruitment Site | <a href="https://www.infrastructure.gov.au/department/careers">https://www.infrastructure.gov.au/department/careers</a> |

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Infrastructure, Transport, Regional  
Development and Communications

Vacancy VN-0738843

Museum of Australian Democracy - Old Parliament  
House

Closing Date:Monday 01 April 2024

Museum Experience, Learning & Operations Learning

|                 |                      |
|-----------------|----------------------|
| Job Title       | Learning Facilitator |
| Job Type        | Full-Time, Ongoing   |
| Location        | Parkes ACT           |
| Salary          | \$62,041 - \$67,794  |
| Classification  | APS Level 3          |
| Position Number | 21105                |
| Agency Website  |                      |

Job Description

[moadoph.gov.au/about/career](http://moadoph.gov.au/about/career)

Housed in one of Australia’s most prominent national heritage listed buildings, the Museum of Australian Democracy at Old Parliament House was the first museum in Australia dedicated to telling the story of the journey of our democracy. It seeks to provide a range of innovative exhibitions, tours, interpretation, education programs and public activities that will inspire and challenge visitors to explore democracy from its ancient roots to the present day and possible futures.

As a Learning Facilitator, you will have excellent people skills; enjoy working with a diverse team and with school students of all ages; have a strong empathy for the vision and purpose of MoAD (Museum of Australian Democracy); and have a sound knowledge of Australian political history and experience in museum education.

Duties

Under the general supervision of the Learning Supervisors, you will:

- Present engaging learning programs to school audiences - onsite, offsite and online, including digital excursions.

- Coordinate and maintain the operational aspects of these programs including costumes, props, AV, surveys and workshop materials.
- Assist with development, delivery and evaluation of onsite, online and digital Learning resources and programs.
- Contribute to MoAD more broadly by supporting events and attending mandatory training, project and staff meetings and role specific actions as required.

Eligibility

Employment with the Museum of Australian Democracy is subject to the following conditions:

- **Citizenship** – Applicants must be an Australian Citizen.
- **Security Clearance** – The successful applicant will be required to undergo and maintain a security clearance at the baseline level.
- **Working with Vulnerable People** – A current WwVP Card, or the willingness to obtain one prior to commencement.

Notes

A merit pool may be established from this recruitment activity which may be used to fill similar vacancies at MoAD.

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 Museum of Australian Democracy - Old Parliament House

To Apply

|                         |                                                                              |
|-------------------------|------------------------------------------------------------------------------|
| Position Contact        | Stephanie Smith, 02 6270 8154                                                |
| Agency Recruitment Site | <a href="http://moadoph.gov.au/about/career">moadoph.gov.au/about/career</a> |

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Museum of Australian Democracy - Old Parliament House

Closing Date:Monday 01 April 2024

Digital Digital

|                 |                                 |
|-----------------|---------------------------------|
| Job Title       | Senior Digital Content Producer |
| Job Type        | Full-Time, Ongoing;Non-Ongoing  |
| Location        | Parkes ACT                      |
| Salary          | \$83,382 - \$96,004             |
| Classification  | APS Level 6                     |
| Position Number | 22402                           |
| Agency Website  |                                 |

Job Description

[moadoph.gov.au/about/career](https://moadoph.gov.au/about/career)

Housed in one of Australia’s most prominent national heritage listed buildings, the Museum of Australian Democracy at Old Parliament House was the first museum in Australia dedicated to telling the story of the journey of our democracy. It seeks to provide a range of innovative exhibitions, tours, interpretation, education programs and public activities that will inspire and challenge visitors to explore democracy from its ancient roots to the present day and possible futures.

We are seeking a creative and audience-focused Senior Content Producer to produce content about our exhibitions, programs, collection and stories of Australian democracy. This role will identify and commission compelling written, video and audio stories that extends the Museum’s reach and engagement. This role will respond to content requests from across the Museum and will collaborate with stakeholders to develop accessible, inclusive and engaging content to promote Museum activities. The role will maintain existing content, ensuring it is current and accurate by managing content governance processes.

Duties

Under the broad supervision of the Manager Digital Engagement, the successful applicant will:

- Identify and commission compelling written, video and audio stories that extend the Museum’s reach and engagement.
- Manage web publishing, ensuring content meets style guidelines and is optimised for Search Engine Optimization (SEO) and accessibility.
- Collaborate with MoAD staff on web content and publishing requests.
- Report on content and campaign activity and use findings to improve approach to content development.
- Develop content governance processes, documentation and resources that account for the entire content lifecycle and train the Museum in their use.

Eligibility

Employment with the Museum of Australian Democracy is subject to the following conditions:

- **Citizenship** – To be eligible for employment with MoAD, applicants must be an Australian Citizen.
- **Security Clearance** – The successful applicant will be required to undergo and maintain a security clearance at the baseline level.

Notes

A merit pool may be established from this recruitment activity which may be used to fill similar vacancies at MoAD.

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 Museum of Australian Democracy - Old Parliament House

To Apply

|                         |                                                                              |
|-------------------------|------------------------------------------------------------------------------|
| Position Contact        | Jayne Regan, 02 6270 8186                                                    |
| Agency Recruitment Site | <a href="http://moadoph.gov.au/about/career">moadoph.gov.au/about/career</a> |

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Infrastructure, Transport, Regional  
Development and Communications

Vacancy VN-0738917

Museum of Australian Democracy - Old Parliament House

Closing Date:Monday 01 April 2024

|                        |                             |
|------------------------|-----------------------------|
| <b>Job Title</b>       | Head Information Technology |
| <b>Job Type</b>        | Full-Time, Ongoing          |
| <b>Location</b>        | Parkes ACT                  |
| <b>Salary</b>          | \$130,333 - \$153,125       |
| <b>Classification</b>  | Executive Level 2           |
| <b>Position Number</b> | 31500                       |
| <b>Agency Website</b>  |                             |

## Job Description

[moadoph.gov.au/about/careers](https://moadoph.gov.au/about/careers)

Housed in one of Australia's most prominent national heritage listed buildings, the Museum of Australian Democracy at Old Parliament House was the first museum in Australia dedicated to telling the story of the journey of our democracy. It seeks to provide a range of innovative exhibitions, tours, interpretation, education programs and public activities that will inspire and challenge visitors to explore democracy from its ancient roots to the present day and possible futures.

Reporting to the Deputy Director, the Head Information Technology is a member of the Senior Management Group and plays a critical role in contributing to the intellectual, creative, and operational leadership of the Museum. All members of the Senior Management Group are expected to work seamlessly together, contributing to the supportive and collaborative culture of MoAD. The successful candidate will be responsible for the leading the Museum's information technology functions to support its strategic priorities.

Leading the Information Technology team, this role is responsible for planning and delivering solutions that support the corporate and public facing activities of the museum. The successful candidate will facilitate the adoption of fit for purpose platforms, policies and processes that provide a highly effective IT environment that positions the Museum sustainably into the future. They will also provide strategic input to business planning processes and reporting for the organisation, along with managing staff, budgets, contracts, and procurement for the section.

## Duties

- Lead the Museum's information technology initiatives by providing strategic and practical advice to all levels of the organisation, identifying opportunities for innovative projects, and delivering solutions that support the broad range of activities undertaken by the museum.
- Contribute to the leadership of the organisation through participation in strategic planning, and by ensuring the alignment of activities with high level objectives.
- Manage a team of staff, contractors, and vendors to maintain and improve the Museum's information technology environment in accordance with government standards and policies.
- Undertake the role of Chief Information Security Officer including developing and implementing cyber strategies and reporting, and incident response management.
- Lead change management and cultural transformation around technology processes and systems, to ensure their successful implementation, capability uplift, and long-term sustainability.
- Support the Museum to envision and plan for future technology requirements.

## Eligibility

Employment with the Museum of Australian Democracy is subject to the following conditions:

- Citizenship – Applicants must be an Australian Citizen.
- Security Clearance – The successful applicant will be required to undergo and maintain a security clearance at the level of

Notes

A merit pool may be established from this recruitment activity which may be used to fill similar vacancies at MoAD.

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 Museum of Australian Democracy - Old Parliament House

To Apply

|                         |                                                                                 |
|-------------------------|---------------------------------------------------------------------------------|
| Position Contact        | Andrew Harper, 02 6270 8170                                                     |
| Agency Recruitment Site | <a href="https://moadoph.gov.au/about/careers">moadoph.gov.au/about/careers</a> |

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Infrastructure, Transport, Regional  
Development and Communications

Vacancy VN-0738857

National Film and Sound Archive of Australia

Closing Date: Sunday 07 April 2024

Marketing & Communications

|                        |                                                                 |
|------------------------|-----------------------------------------------------------------|
| <b>Job Title</b>       | Senior Writer                                                   |
| <b>Job Type</b>        | Full-Time;Part-Time, Ongoing;Non-Ongoing                        |
| <b>Location</b>        | Pymont NSW                                                      |
| <b>Salary</b>          | \$90,199 - \$101,022                                            |
| <b>Classification</b>  | APS Level 6                                                     |
| <b>Position Number</b> | 89842                                                           |
| <b>Agency Website</b>  | <a href="https://www.nfsa.gov.au/">https://www.nfsa.gov.au/</a> |

## Job Description

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

### Who We Are

The National Film and Sound Archive of Australia (NFSA) tells the national story by collecting, preserving, and sharing Australia's rich history of audiovisual media and the cultural experience platforms of our time.

The NFSA collection of over 4 million items is diverse, dynamic and often surprising, representing moving image and sound production from its earliest days to the present. From television to TikTok, vintage to video, polyester film to podcast, we collect and preserve materials from the analogue era through to the formats of the 20th century, and now the assets of the digital age.

In 2021, items from the NFSA's collection were viewed more than 121 million times nationwide, making it one of the nation's most vital cultural resources. The institution is investing in a comprehensive digital transformation program, during which more of the items in our care will be digitised for preservation and become more readily searchable and accessible to all Australians.

### Who We're Looking For

The Senior Writer will be crucial to our digital transformation ambitions, helping build national audiences for the collection through improved online services and content offerings that will be brought alive through a compelling and dynamic institutional voice.

You'll introduce a new generation to precious Australian film and television via short and long-form features, capture the ears of audio lovers as the NFSA launches into podcasting, and tell the national story to more Australians by executing the NFSA's expansive editorial strategy.

The Senior Writer will be a key Marketing and Communications team member led by the Chief Marketing Officer. The Marketing and Communications branch contains Editorial and Content, Marketing and Design, Communications, and Digital Audiences.

We're located across Sydney, Canberra and Melbourne –this position is based at the NFSA's Sydney office in Pymont.

## Duties

### Job Duties

This ongoing position requires an expert and creative Senior Writer to create best-in-class features across all its publishing platforms. Working closely with the NFSA's Editorial and Content Director, this role will be critical in extending the organisation's audience and reach. As such, they must possess excellent writing, research, interviewing and editing skills, a passion for digital publishing, and the ability to deliver pacy storytelling across multiple platforms.

Under the broad direction, the Senior Writer will undertake the following duties:

### Writing & Content Production

NFSA's publishing activity is focused on revealing and interpreting the national audiovisual collection. Activity ranges from research-driven feature articles to short topical pieces.

The experienced Senior Writer will:

- Pitch features and execute editorial plans and strategies to satisfy multiple audience segments.
- Create short-form, long-form and rich media reporting pieces that hero the national audiovisual collection through the lens of current news and events.
- Commission and re-cutting stories to optimise them across different delivery platforms.
- Engage content production services, including audio and video recording, editing, and preparation for digital platforms.

- Script development and storyboarding.
- Edit and proofread content for accuracy, clarity, and consistency.
- Contribute to select marketing, social media and institutional messaging.
- Basic content production using desktop tools.

## **Best-Practice Analysis & Insights**

- Analyse a range of data sources to identify strengths and areas for improvement, including in-depth content performance evaluation and deriving actionable insights to bolster content planning and delivery.
- Collaborate with the Digital Audiences Manager to review audience behaviour and responses to platforms and content, using insights to improve audience experience.
- Share publishing and technology trends, competitor activities and industry insights, looking for opportunities to improve content efficiency and boost team capability.

## **Platform & Product Development**

As part of NFSA's digital strategy, the institution aims to launch a new website in 2025 that will – for most Australians – represent the total experience of the institution. As a content destination, it will meet or exceed the expectations of contemporary audiences in terms of discoverability and accessibility, offering relevant, vibrant, and valuable content from the collection. The Senior Writer role will work closely with the marketing and digital teams responsible for developing the new website to:

- Contribute to the content strategy, particularly in the creation of written materials to guide discovery of the collection, position the NFSA's activities, and support content migration to the new content management system (CMS).
- In addition to the website, the role will develop relevant and engaging content for use in other digital formats, including podcasting.

## **General**

- Daily management of the editorial and content calendar under the direction of the Editorial & Content Director.
- Maintain style guides and editorial standards,
- Manage resources to the highest possible standard,
- Deliver regular reporting, insights and analysis.
- Collaborate with other departments to ensure content meets the needs of the organisation, including Marketing and Communications, Curatorial staff, Indigenous Connections, Rights and Licensing, and Collection Management

This job description is not all-encompassing. Over time, the emphasis may evolve without changing the general character of the position. Duties may be reviewed and updated in consultation with you to reflect strategic and organisational changes.

## **Selection Criteria**

- At least seven years' experience in a writing and content production role.
- Excellent editorial judgment, particularly during breaking news or culturally important events.
- A demonstrated ability to increase audiences through compelling storytelling.
- Highly developed communication, organisational and interpersonal skills with the ability to build and maintain relationships across various stakeholders.

- Meticulous attention to detail.
- Strong digital innovation instincts and knowledge of contemporary online publishing trends.
- A collaborative mindset with the ability to translate in-house expertise and collection assets into absorbing features: long-form, short-form and rich media.
- Enthusiastic and knowledgeable engagement with Australian culture. NFSA's collection offers content opportunities, including topics such as history, comedy, science, sports, news, gaming and popular culture, across all audiovisual formats, including film, music, television, podcast and radio.

### **Desired Skills and Experience**

The successful candidate may have prior experience in roles such as:

- Features writer
- Journalist
- Media producer
- Publications or content production within a significant cultural or arts organisation

While demonstrated working experience and achievement are essential, candidates may also hold relevant formal qualifications in fields such as:

- Media and communications
- Journalism
- Library, museum or archive practice
- History
- Audiovisual culture (e.g., film or internet studies)

### **Eligibility**

To be eligible for this position, you must:

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

If appointed, you will also be required to:

- Obtain and maintain an Australian Government Baseline Security Clearance
- Obtain and maintain a Working with Vulnerable People registration.

### **Applications & Assessment Process**

In applying for this position, please provide:

- A resume of no more than three pages.
- A statement addressing the above selection criteria and how your skills and experiences align with the advertised role (no more than three pages).
- Samples of published writing and content, with links where available (no more than three pages).

The assessment process for this position may also include:

- Interview
- Referee checking

- A writing task

Notes

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

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 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        | Kate Scott, 02 8202 0186                                                                                  |
| Agency Recruitment Site | <a href="https://nfsa.elmogov.com.au/careers/nfsa/jobs">https://nfsa.elmogov.com.au/careers/nfsa/jobs</a> |

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Infrastructure, Transport, Regional  
Development and Communications

Vacancy VN-0738864

National Film and Sound Archive of Australia

Closing Date:Sunday 31 March 2024

Corporate People and Culture

|                        |                                                                 |
|------------------------|-----------------------------------------------------------------|
| <b>Job Title</b>       | Senior People and Culture Advisor                               |
| <b>Job Type</b>        | Full-Time, Non-Ongoing                                          |
| <b>Location</b>        | Canberra ACT                                                    |
| <b>Salary</b>          | \$90,199 - \$101,022                                            |
| <b>Classification</b>  | APS Level 6                                                     |
| <b>Position Number</b> | 89718                                                           |
| <b>Agency Website</b>  | <a href="https://www.nfsa.gov.au/">https://www.nfsa.gov.au/</a> |

## Job Description

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

### 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.

Our People & Culture (P&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 consists of 1 x EL2, 3 x EL1, 2 x APS 6 and 2 x APS4 staff members and delivers all elements of human resources to the NFSA including workforce planning, payroll, learning and development, WHS, wellbeing, recruitment, performance management 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 Senior People and Culture Advisor will be a motivated self-starter, experienced in providing recruitment excellence. You will join a small, collaborative team supporting the delivery of end-to-end recruitment processes and providing client-focused support and advice.

**This opportunity is for a 12-month non-ongoing contract.**

## Duties

### Key Responsibilities

Under broad direction from the Manager Operations, People and Culture, the role will be responsible for and deliver the following functions:

- Delivery of BAU recruitment which includes providing senior level guidance on APS Recruitment

- Provide guidance to staff on a variety of HR software and systems including working as an administrator for the NFSA's e-talent system.
- Assist with and advise managers and staff on moderately complex aspects of the NFSA's HR policies and procedures.
- Establish and maintain positive relationships with various agency teams internal and external.

### **Selection criteria:**

The successful candidate will demonstrate capacity against the following:

1. Demonstrated experience within a multi-faceted People and Culture team and experience delivering end-to-end Recruitment services within an APS environment.
2. Demonstrated effective written and oral communication skills ensuring accuracy and attention to detail.
3. Understanding of legislation and regulations within the APS, and the ability to interpret and communication concepts to a broad range of stakeholders.
4. Establish and maintain positive relationships with various agency teams, internal and external.
5. Proven ability to work on multiple tasks simultaneously, prioritise activities and see projects through to completion whilst managing client expectations.
6. Demonstrated ability to apply discretion, sound judgement and ensure trust and appropriate confidentiality is always maintained.

### **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

### **Eligibility**

To be eligible for this position you must:

- Be an Australian Citizen;
- Obtain and maintain an Australian Government Baseline Security Clearance; and
- Satisfactorily complete an Australian Federal Police National Police Check.

### **How to Apply**

Applying via our online e-recruitment system, please address the details in 'The Opportunity' and 'Selection Criteria ' by outlining in 1,000 words or less how your skills and relevant experience demonstrate that you would be our ideal candidate.

### **Please also provide your CV.**

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.

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 (apsc.gov.au) **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.

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        | Michelle Bradshaw, 02 6248 2045                                                                           |
| Agency Recruitment Site | <a href="https://nfsa.elmogov.com.au/careers/nfsa/jobs">https://nfsa.elmogov.com.au/careers/nfsa/jobs</a> |

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Prime Minister and Cabinet

Vacancy VN-0738903

Aboriginal Hostels Limited

Closing Date:Monday 01 April 2024

Corporate Branch Finance

|                        |                                |
|------------------------|--------------------------------|
| <b>Job Title</b>       | Debt Management Officer        |
| <b>Job Type</b>        | Full-Time, Ongoing;Non-Ongoing |
| <b>Location</b>        | Canberra ACT                   |
| <b>Salary</b>          | \$67,366 - \$67,974            |
| <b>Classification</b>  | APS Level 4                    |
| <b>Position Number</b> | VN4224                         |
| <b>Agency Website</b>  |                                |

## Job Description

<https://www.ahl.gov.au/employment>

Our purpose is to provide safe, culturally appropriate and affordable accommodation for First Nations people who need to be away from home to access services and economic opportunities.

Across its network of hostels, dedicated Aboriginal Hostels Limited (AHL) staff provide accommodation and meals for residents in a supportive environment, assisted by local First Nations service providers and referral agencies.

AHL also supports the Australian Government's efforts to improve economic outcomes for First Nations people. By purchasing goods and services from First Nations businesses at every opportunity, we help support a more inclusive economy. We are proud to be one of the largest employers of First Nations people in the Australian Public Service, First Nations employees make up approximately 50% of our workforce.

AHL is looking for a debt management officer to manage outstanding debts in the Reservation Management System (RMS).

## Duties

The key responsibilities of the Debt Management Officer role include:

- Chase up of overdue Reservation Management System (RMS) debts with external organisations.
- Support the Operations Team's debt chase-up efforts.
- Investigate and resolving RMS invoice raising issues.
- Reconciliations between AHL and external organisations' records to ensure the payment of RMS debts from external organisations.
- Investigate and coordinate the fixing of debt issues that are caused by internal processing errors.
- Coordinate the RMS debt write-off process.
- Regular and ad-hoc reporting of RMS debt levels

For further information about the position and how to apply, please visit - [Employment | Aboriginal Hostels Limited \(ahl.gov.au\)](#) **Eligibility**

### Eligibility

- Be an Australian Citizen
- Undergo a Satisfactory National Criminal History Check (prior to engagement)
- Meet Fitness for Duty requirements (prior to engagement)
- Hold or obtain relevant qualifications.

## Notes

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

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

About the Aboriginal Hostels Limited

To Apply

|                         |                                                                                   |
|-------------------------|-----------------------------------------------------------------------------------|
| Position Contact        | Guolin Mah, 02 6212 2038                                                          |
| Agency Recruitment Site | <a href="https://www.ahl.gov.au/employment">https://www.ahl.gov.au/employment</a> |

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Prime Minister and Cabinet

Vacancy VN-0738906

Aboriginal Hostels Limited

Closing Date:Monday 01 April 2024

Human Resources Branch Recruitment and Performance

|                 |                                             |
|-----------------|---------------------------------------------|
| Job Title       | Senior HR Officer - Performance & Probation |
| Job Type        | Full-Time, Ongoing;Non-Ongoing              |
| Location        | Phillip ACT                                 |
| Salary          | \$75,040 - \$79,671                         |
| Classification  | APS Level 5                                 |
| Position Number | VN4424                                      |
| Agency Website  |                                             |

Our purpose is to provide safe, culturally appropriate and affordable accommodation for First Nations people who need to be away from home to access services and economic opportunities.

Across its network of hostels, dedicated Aboriginal Hostels Limited (AHL) staff provide accommodation and meals for residents in a supportive environment, assisted by local First Nations service providers and referral agencies.

AHL also supports the Australian Government's efforts to improve economic outcomes for First Nations people. By purchasing goods and services from First Nations businesses at every opportunity, we help support a more inclusive economy. We are proud to be one of the largest employers of First Nations people in the Australian Public Service, First Nations employees make up approximately 50% of our workforce.

AHL is looking for a Human Resources Officer (HR) with experience in Performance Management and Probation to join a busy and high performing team. The Human Resources Officer role will work in collaboration with the existing HR team members to perform a variety of administrative support functions to enable the operations of the team. These tasks include providing advice on general HR matters, updating and maintaining registers, databases and procedures and coordination of performance management and probation reviews.

Our ideal applicant will be strong team player with a customer service focus with previous experience within HR. The Competitive candidates will demonstrate strong organisational and interpersonal skills and a good understanding of relevant legislation or the ability to acquire.

## Duties

The key responsibilities include:

- Work collaboratively with internal/external stakeholders, including developing and maintaining effective relationships with stakeholders. Displaying leadership, providing sound advice and be proactive in decision making.
- Accurately maintain HR records by updating relevant databases and systems with employee information. This role involves a lot of manual processing.
- Performance Management and Probation reviews including sending reminders. Ability to assist Performance Management Roadshows (public speaking).
- Rewards and Recognition Program including gathering nominations and corresponding with recipients. Maintaining the gift register and sending physical awards via post.
- Provide HR advice and support to the Business units can include Operations Managers and Directors for their responsible cluster of hostels.
- Working independently including reporting on HR activity progress and assisting in the preparation of reports to internal stakeholders.
- Assist in the timely preparation and development of key corporate documents including, HR related policies, guidelines and strategies.
- Be familiar with conducting research, analyse and interpreting information from various sources to inform policy considerations.
- Other duties as directed.

For further information about the position and how to apply, please visit our website at [Employment | Aboriginal Hostels Limited \(ahl.gov.au\)](#)

## Eligibility

Eligibility:

- Be an Australian Citizen
- Undergo a Satisfactory National Criminal History Check (prior to engagement)
- Meet Fitness for Duty requirements (prior to engagement)
- Hold or obtain relevant qualifications.

## Notes

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

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

About the Aboriginal Hostels Limited

To Apply

|                         |                                                                                   |
|-------------------------|-----------------------------------------------------------------------------------|
| Position Contact        | Isabel.Rogers@ahl.gov.au, 02 6212 2082                                            |
| Agency Recruitment Site | <a href="https://www.ahl.gov.au/employment">https://www.ahl.gov.au/employment</a> |

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Prime Minister and Cabinet

Vacancy VN-0738907

Aboriginal Hostels Limited

Closing Date:Monday 01 April 2024

Operations Branch NSW, QLD and NT Operations Team

|                 |                                                                       |
|-----------------|-----------------------------------------------------------------------|
| Job Title       | Student Wellbeing Officer (Affirmative Measures - First Nations)      |
| Job Type        | Full-Time, Non-Ongoing                                                |
| Location        | Allambie Heights NSW, Sylvania NSW, Katherine NT, Thursday Island QLD |
| Salary          | \$75,040 - \$79,671                                                   |
| Classification  | APS Level 5                                                           |
| Position Number | VN4624                                                                |
| Agency Website  |                                                                       |

Our purpose is to provide safe, culturally appropriate and affordable accommodation for First Nations people who need to be away from home to access services and economic opportunities.

Our secondary education hostels provide a culturally safe home away from home supporting First Nations students to attend school, and achieve their education goals. We support students to participate in out of school activities, provide tutoring and ensure Aboriginal and Torres Strait Islander culture is shared and celebrated. We have seven secondary education hostels based in Sydney, Newcastle, Dubbo, Katherine, Tennant Creek and Thursday Island.

AHL are proud to be one of the largest employers of First Nations people in the Australian Public Service.

AHL is creating three new Student Wellbeing Officers based in Sydney, Katherine and Thursday Island. We want our students to have the best support we can provide to ensure they remain connected to culture and have regular opportunities to share and learn more about their culture and the cultures of others. Student wellbeing is our first priority and these new roles will support students to connect with services and participate in activities to support overall wellbeing and ensure students feel culturally safe while staying at AHL. The Student Support Officers, under the direction of their regional Operations Team, will be responsible to initiate and maintain partnerships with local stakeholders and services to ensure students are connected to culture; and wellbeing is nurtured. You will work closely with our hostel teams, including the Head of Boarding to organise individual and group support based on the individual needs of the students. You will arrange activities and events at hostels to celebrate First Nations culture and engage community in hostel operations.

## Duties

Under the direction of the Operations Management Team, the role will provide cultural and wellbeing support to First Nations secondary students residing in AHL hostels. You will work in accordance with AHL policy, procedure, the Australian Public Service (APS) Code of Conduct and relevant APS legislation. A summary of the duties include:

- Working with the Head of Boarding (HOB) identify individual student needs and support the development of individual management plans, including connecting students to appropriate services and support.
- Provide advice and guidance to hostel teams to provide the best care and support for students in regard to cultural safety and connection.
- Monitor and record student participation in cultural and wellbeing activities.
- Ensure all work aligns to AHL's Secondary Education Student Handbook policies and procedures.
- Ensure AHL's Child Protection Framework is upheld at all times and all work is aligned to the National Principles of Child Safe Organisations.
- Meet regularly with hostel teams.
- Arrange student participation in regular wellbeing and cultural activities.
- Understand and apply AHL delegations and broader APS guidelines and principles. Raise issues regarding student welfare with the HOB and work together to identify strategies for support.
- Work with the Student Transition Officer to support new students transition into the hostel.

For further information about the position and how to apply, please visit our website at [Employment | Aboriginal Hostels Limited \(ahl.gov.au\)](https://www.employment.gov.au/aboriginal-hostels-limited) **Eligibility**

These are Affirmative Measures – First Nations applicants only positions.

The filling of this vacancy is intended to constitute an Affirmative Measure under section 8(1) of the Racial Discrimination Act 1975. To be eligible to apply under the Affirmative Measures initiative, applicants must:

- be an Aboriginal person and/or a Torres Strait Islander person
- identify as an Aboriginal person and/or a Torres Strait Islander person, and
- be accepted by their community as being an Aboriginal person and/or a Torres Strait Islander person.

The successful applicant will also need to:

- Undergo a Satisfactory National Criminal History Check (prior to engagement)
- Meet Fitness for Duty requirements (prior to engagement)
- Hold and maintain a Working with Children Check in relevant state (prior to engagement)
- Hold or obtain 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.

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 Aboriginal Hostels Limited

To Apply

|                         |                                                                                   |
|-------------------------|-----------------------------------------------------------------------------------|
| Position Contact        | Beth Perin, 0477 783 130                                                          |
| Agency Recruitment Site | <a href="https://www.ahl.gov.au/employment">https://www.ahl.gov.au/employment</a> |

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Prime Minister and Cabinet

Vacancy VN-0738909

Aboriginal Hostels Limited

Closing Date:Monday 01 April 2024

Operations Branch Secondary Education Hostels

|                 |                                                                   |
|-----------------|-------------------------------------------------------------------|
| Job Title       | Student Transition Officer (Affirmative Measures - First Nations) |
| Job Type        | Full-Time, Non-Ongoing                                            |
| Location        | Allambie Heights NSW, Sylvania NSW                                |
| Salary          | \$82,715 - \$86,978                                               |
| Classification  | APS Level 6                                                       |
| Position Number | VN4724                                                            |
| Agency Website  |                                                                   |

Our purpose is to provide safe, culturally appropriate and affordable accommodation for First Nations people who need to be away from home to access services and economic opportunities.

Our secondary education hostels provide a culturally safe home away from home supporting First Nations students to attend school, and achieve their education goals. We support students to participate in out of school activities, provide tutoring and ensure Aboriginal and Torres Strait Islander culture is shared and celebrated. We have seven secondary education hostels based in Sydney, Newcastle, Dubbo, Katherine, Tennant Creek and Thursday Island.

AHL are proud to be one of the largest employers of First Nations people in the Australian Public Service.

AHL is creating a new Student Transition Officer role to support students into our 4 NSW hostels. AHL has 4 secondary education hostels in NSW, based in Sydney, Newcastle and Dubbo. We need a Student Transition Officer to promote our hostel vacancies to communities, feeder schools and families and to support families to apply for ABSTUDY Living Away from Home eligibility and complete AHL enrolment requirements. You will be working with our Heads of Boarding to identify and visit communities in NSW to attract students to our boarding hostels. You will engage with our partner schools and hostel teams to support a smooth transition into hostel life. You will understand the benefits of boarding with AHL and understand our point of difference in providing culturally safe accommodation for Aboriginal and Torres Strait Islander students in a home away from home environment. You will work with families, feeder schools and communities and where required work with Government departments to support the transition of students into our boarding hostels.

The role will involve regular travel to engage with communities and feeder schools. You will also participate in and assist with coordination of community events across NSW to promote AHL hostels.

## Duties

Under the direction of the Director, Frontline Services NSW/VIC promote AHL boarding vacancies and support families and students to transition in AHL boarding hostels. You will work in accordance with AHL policy, procedure, the Australian Public Service (APS) Code of Conduct and relevant APS legislation. a summary of the duties include:

- Working with the Operations Team and Head of Boarding (HOB) identify hostel vacancies and develop and action stakeholder engagement plans to support student attraction.
- Provide advice and guidance to community stakeholders in regard to applying for ABSTUDY and enrolling in AHL hostels.
- Record details of community visits including logging and implementing action lists.
- Ensure work aligns to AHL's Secondary Education Student Handbook policies and procedures.
- Ensure AHL's Child Protection Framework is upheld at all times and all work in aligned to the National Principles of Child Safe Organisations.
- Meet regularly with the HOBs to advise of progress of student applications.
- Engage with communities to attract eligible students to AHL boarding hostels.
- Facilitate hostel open days and family visits to hostels
- Create a calendar of enrolment events to support student attraction including school and hostel open days and ABSTUDY approval timeframes.
- Participate in local community events to promote AHL boarding opportunities.
- Support families to progress student applications for ABSTUDY and AHL enrolments.
- Refine and coordinate the enrolment tracking process to support consistency across hostels.

For further information about the position and how to apply, please visit our website at [Employment | Aboriginal Hostels Limited \(ahl.gov.au\)](#) **Eligibility**

This is an Affirmative Measures – First Nations applicants only position.

The filling of this vacancy is intended to constitute an Affirmative Measure under section 8(1) of the Racial Discrimination Act 1975. To be eligible to apply under the Affirmative Measures initiative, applicants must:

- be an Aboriginal person and/or a Torres Strait Islander person
- identify as an Aboriginal person and/or a Torres Strait Islander person, and
- be accepted by their community as being an Aboriginal person and/or a Torres Strait Islander person.

The successful applicant will be required to:

- Undergo a Satisfactory National Criminal History Check (prior to engagement)
- Meet Fitness for Duty requirements (prior to engagement)
- Hold and maintain a Working with Children Check in NSW (prior to engagement)
- Hold or obtain 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.

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 Aboriginal Hostels Limited

To Apply

|                         |                                                                                   |
|-------------------------|-----------------------------------------------------------------------------------|
| Position Contact        | Beth Perin, 0477 783 130                                                          |
| Agency Recruitment Site | <a href="https://www.ahl.gov.au/employment">https://www.ahl.gov.au/employment</a> |

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Prime Minister and Cabinet

Vacancy VN-0738910

Aboriginal Hostels Limited

Closing Date:Monday 01 April 2024

|                        |                                |
|------------------------|--------------------------------|
| <b>Job Title</b>       | Corporate Reporting Officer    |
| <b>Job Type</b>        | Full-Time, Ongoing;Non-Ongoing |
| <b>Location</b>        | Phillip ACT, Brisbane QLD      |
| <b>Salary</b>          | \$82,715 - \$86,978            |
| <b>Classification</b>  | APS Level 6                    |
| <b>Position Number</b> | VN4824                         |
| <b>Agency Website</b>  |                                |

## Job Description

<https://www.ahl.gov.au/employment>

Our purpose is to provide safe, culturally appropriate and affordable accommodation for First Nations people who need to be away from home to access services and economic opportunities.

Across its network of hostels, dedicated Aboriginal Hostels Limited (AHL) staff provide accommodation and meals for residents in a supportive environment, assisted by local First Nations service providers and referral agencies.

AHL also supports the Australian Government's efforts to improve economic outcomes for First Nations people. By purchasing goods and services from First Nations businesses at every opportunity, we help support a more inclusive economy. We are proud to be one of the largest employers of First Nations people in the Australian Public Service, First Nations employees make up approximately 50% of our workforce.

AHL is looking for a Corporate Reporting Officer. Working in the Communication and Reporting team, they will be responsible for a diverse range of work including: corporate reporting, coordination and briefings and drafting Board and committee papers.

## Duties

Duties and responsibilities include:

Corporate planning and reporting

Working productively with internal and external stakeholders, to support the timely coordination and preparation of key corporate reporting documents including: the annual report, corporate plan, annual business plan and performance reporting.

Reporting and Coordination

Coordination and reporting tasks, including: business plan deliverables and tracking AHL's contributions to the Closing the Gap agenda. Also, assist the executive in preparing for senate estimates hearings and other tasks, including: responding to Questions on Notice and ministerial correspondence.

Executive and Director briefings

As required, support the drafting of: Board and committee papers, policies and executive briefings, including ministerial correspondence.

Projects

Contributing to key projects, including: resident satisfaction survey, company impact reporting.

For further information about the position and how to apply, please visit our website at [Employment | Aboriginal Hostels Limited \(ahl.gov.au\)](https://www.ahl.gov.au/employment)

## Eligibility

Eligibility

- Be an Australian Citizen
- Undergo a Satisfactory National Criminal History Check (prior to engagement)
- Meet Fitness for Duty requirements (prior to engagement)
- Hold and maintain a Working with Children Check in QLD, if in Brisbane location (prior to engagement).

Notes

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

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

About the Aboriginal Hostels Limited

To Apply

|                         |                                                                                   |
|-------------------------|-----------------------------------------------------------------------------------|
| Position Contact        | Mel Connors, 02 6212 2006                                                         |
| Agency Recruitment Site | <a href="https://www.ahl.gov.au/employment">https://www.ahl.gov.au/employment</a> |

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Prime Minister and Cabinet

Vacancy VN-0738911

|                        |                                          |
|------------------------|------------------------------------------|
| <b>Job Title</b>       | Governance Project Officer               |
| <b>Job Type</b>        | Full-Time;Part-Time, Ongoing;Non-Ongoing |
| <b>Location</b>        | Phillip ACT, Brisbane QLD                |
| <b>Salary</b>          | \$82,715 - \$86,978                      |
| <b>Classification</b>  | APS Level 6                              |
| <b>Position Number</b> | VN4924                                   |
| <b>Agency Website</b>  |                                          |

## Job Description

<https://www.ahl.gov.au/employment>

Our purpose is to provide safe, culturally appropriate and affordable accommodation for First Nations people who need to be away from home to access services and economic opportunities.

Across its network of hostels, dedicated Aboriginal Hostels Limited (AHL) staff provide accommodation and meals for residents in a supportive environment, assisted by local First Nations service providers and referral agencies.

AHL also supports the Australian Government's efforts to improve economic outcomes for First Nations people. By purchasing goods and services from First Nations businesses at every opportunity, we help support a more inclusive economy. We are proud to be one of the largest employers of First Nations people in the Australian Public Service, First Nations employees make up approximately 50% of our workforce.

AHL is looking for a Governance Project Officer. Working with the Executive Officer Corporate, responsibilities of the role include: board and committee secretariat, coordination to support the Office of the Chief Financial Officer and Company Secretary and assisting with the development and implementation of AHL's corporate governance functions and frameworks.

## Duties

Duties and responsibilities include:

- Providing secretariat support for the AHL Board and committees including the Audit, Risk and Finance Committee, the Asset Management Committee, the Investment Committee and the Information Management Committee.
- Drafting Board and committee papers, briefs and correspondence.
- Coordination activities to support the Office of the CFO / Company Secretary.
- Assisting with the delivery of AHL's corporate governance functions including internal audit, risk management, fraud control, legislative compliance and business continuity
- Other duties as directed.

The role is available for either Full-time or Part-time (minimum 3 days per week)

For further information about the position and how to apply, please visit our website at [Employment | Aboriginal Hostels Limited \(ahl.gov.au\)](#) **Eligibility**

### Eligibility

- Be an Australian Citizen
- Undergo a Satisfactory National Criminal History Check (prior to engagement)
- Meet Fitness for Duty requirements (prior to engagement)
- Hold and maintain a Working with Children Check in QLD, if in Brisbane location (prior to engagement).
- Hold or obtain relevant qualifications.

Notes

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

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

About the Aboriginal Hostels Limited

To Apply

|                         |                                                                                   |
|-------------------------|-----------------------------------------------------------------------------------|
| Position Contact        | Dermot Walsh, 02 6212 2036                                                        |
| Agency Recruitment Site | <a href="https://www.ahl.gov.au/employment">https://www.ahl.gov.au/employment</a> |

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Prime Minister and Cabinet

Vacancy VN-0738912

Aboriginal Hostels Limited

Closing Date:Monday 01 April 2024

Corporate Branch Facilities

|                 |                                     |
|-----------------|-------------------------------------|
| Job Title       | Facilities Contract Manager         |
| Job Type        | Full-Time, Ongoing;Non-Ongoing      |
| Location        | Phillip ACT, Brisbane QLD, Perth WA |
| Salary          | \$104,763 - \$108,169               |
| Classification  | Executive Level 1                   |
| Position Number | VN5024                              |
| Agency Website  |                                     |

## Job Description

<https://www.ahl.gov.au/employment>

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Our purpose is to provide safe, culturally appropriate and affordable accommodation for First Nations people who need to be away from home to access medical services, education and economic opportunities.

Across its network of hostels, dedicated Aboriginal Hostels Limited (AHL) staff provide accommodation and meals for residents in a supportive environment, assisted by local First Nations service providers and referral agencies.

AHL also supports the Australian Government's efforts to improve economic outcomes for First Nations people. By purchasing goods and services from First Nations businesses at every opportunity, we help support a more inclusive economy. We are proud to be one of the largest employers of First Nations people in the Australian Public Service, First Nations employees make up approximately 50% of our workforce.

AHL is looking for Facilities Contracts Manager with the primary responsibility of overseeing contract management for all facilities related contracts and procurements.

## Duties

The Facilities Contracts Manager will assume a pivotal role, directly reporting to the Director of Facilities. Responsibilities include the comprehensive management of a varied portfolio of hostel accommodation, overseeing and coordinating facilities related procurement evaluations, contract negotiation and contractor performance monitoring and reporting. Additionally, the position entails leading the Request for Quote (RFQ) and/or Request for Tender (RFT) processes for significant AHL contracts and facilities capital works projects. Specifically, the position duties will include:

- Procurement Coordination
- Contract Negotiation Support
- Contracts Database Maintenance
- Contractor Performance Monitoring
- Compliance Oversight
- Relationship Building
- Strategic Projects

Please refer to the Vacancy Information document available on our website for a further information about the position, including the skills and experience required. Please visit our website at [Employment | Aboriginal Hostels Limited \(ahl.gov.au\)](#) **Eligibility**

### Eligibility

- Be an Australian Citizen
- Undergo a Satisfactory National Criminal History Check (prior to engagement)
- Meet Fitness for Duty requirements (prior to engagement)
- Hold and maintain a Working with Children Check in QLD, if in Brisbane location (prior to engagement)
- Hold or obtain relevant qualifications.

## Notes

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

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

## About the Aboriginal Hostels Limited

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To Apply

|                         |                                                                                   |
|-------------------------|-----------------------------------------------------------------------------------|
| Position Contact        | Obed Mensah, 07 3151 8737                                                         |
| Agency Recruitment Site | <a href="https://www.ahl.gov.au/employment">https://www.ahl.gov.au/employment</a> |

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Prime Minister and Cabinet

Vacancy VN-0738913

Aboriginal Hostels Limited

Closing Date:Monday 01 April 2024

Corporate Branch ICT

|                 |                           |
|-----------------|---------------------------|
| Job Title       | ICT Support Desk Officer  |
| Job Type        | Full-Time, Ongoing        |
| Location        | Phillip ACT, Brisbane QLD |
| Salary          | \$75,040 - \$86,978       |
| Classification  | APS Level 5;APS Level 6   |
| Position Number | VN5124                    |
| Agency Website  |                           |

Job Description

<https://www.ahl.gov.au/employment>

Our purpose is to provide safe, culturally appropriate and affordable accommodation for First Nations people who need to be away from home to access services and economic opportunities.

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AHL also supports the Australian Government’s efforts to improve economic outcomes for First Nations people. By purchasing goods and services from First Nations businesses at every opportunity, we help support a more inclusive economy. We are proud to be one of the largest employers of First Nations people in the Australian Public Service, First Nations employees make up approximately 50% of our workforce.

Duties

Reporting to the Chief Information Officer, the ICT administrator, manages a range of activities to Reporting to the ICT Lead Technician, the ICT Support Desk Officer will: support the daily operational activities of all AHL's staff by providing general ICT service desk and desktop support services, whilst working collaboratively with members of the ICT team to support and contribute to all AHL activities as required. Specifically, the position will:

- Provide timely and effective 1st/2nd level support to AHL users in all aspects of desktop hardware, Windows server OS and approved software, while adhering to AHL's ICT policies and procedures.
- Ensure processing of incoming calls to the Service Desk via telephone, Teams, in person and e-mail to ensure courteous, timely, and effective resolution of end user issues.
- Ensure appropriate action is taken in the event of computer, system or program failure including organising the repair of equipment with external suppliers
- Tracking, Delivery, Management and Disposal of Assets
- Contribute to the support desk knowledgebase
- Perform and coordinate hands-on fixes and administration of user accounts
- Contribute to the administration and maintenance of ICT systems, according to established and newly created procedures
- Escalate Service Requests (when required) to the appropriately experienced technician/s or Groups.
- Encourage staff to learn and develop by assisting, reviewing (knowledge bases, and frequently asked questions resources on the Intranet to aid in problem resolution).
- Perform post-resolution follow-ups to appraise the performance of Staff and quality of fixes.

Please refer to the Vacancy Information document available on our website for a further information about the position, including the skills and experience required. Please visit our website at [Employment | Aboriginal Hostels Limited \(ahl.gov.au\)](https://www.ahl.gov.au/employment) **Eligibility**

#### Eligibility

- Be an Australian Citizen
- Undergo a Satisfactory National Criminal History Check (prior to engagement)
- Meet Fitness for Duty requirements (prior to engagement)
- Hold and maintain a Working with Children Check in QLD, if in Brisbane location (prior to engagement).
- Hold or obtain relevant qualifications.

#### Notes

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

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

#### About the Aboriginal Hostels Limited

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#### To Apply

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|                         |                                                                                   |
|-------------------------|-----------------------------------------------------------------------------------|
| Position Contact        | David Prince, 07 3151 8746                                                        |
| Agency Recruitment Site | <a href="https://www.ahl.gov.au/employment">https://www.ahl.gov.au/employment</a> |

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Prime Minister and Cabinet

Vacancy VN-0738914

Aboriginal Hostels Limited

Closing Date:Monday 01 April 2024

Corporate Branch ICT

|                 |                           |
|-----------------|---------------------------|
| Job Title       | ICT Administrator         |
| Job Type        | Full-Time, Ongoing        |
| Location        | Phillip ACT, Brisbane QLD |
| Salary          | \$104,763 - \$108,169     |
| Classification  | Executive Level 1         |
| Position Number | VN5224                    |
| Agency Website  |                           |

Job Description

<https://www.ahl.gov.au/employment>

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AHL also supports the Australian Government's efforts to improve economic outcomes for First Nations people. By purchasing goods and services from First Nations businesses at every opportunity, we help support a more inclusive economy. We are proud to be one of the largest employers of First Nations people in the Australian Public Service, First Nations employees make up approximately 50% of our workforce.

Duties

Reporting to the Chief Information Officer, the ICT administrator, manages a range of activities to support the implementation of the better practice ICT in AHL. Specifically, the position will:

- Administration and troubleshooting of M365 (Teams, SharePoint, OneDrive, Power Platform, including configuring Conditional Access policies and EntraID access groups)
- Windows Desktop and Windows Server Administration in a virtualised environment
- Implement time critical security remediation activities to prevent potential threats. This includes maintaining existing security configurations which are in line with the internal ICT Security Strategy
- Foster and promote relationships with internal and external stakeholders

- Managing AHL’s identity via Active Directory and EntraID
- Contribute to the development and effectiveness of the ICT team
- Oversee networks (and associated hardware) across 42 sites around Australia, whilst maintaining Information Security and performance efficiency
- Documentation of systems and procedures for the benefit of the ICT team
- Ensure servers, network hardware, desktop hardware etc, remain current in terms of patching and vulnerability management.
- Other duties as directed.

Please refer to the Vacancy Information document available on our website for a further information about the position, including the skills and experience required. Please visit our website at [Employment | Aboriginal Hostels Limited \(ahl.gov.au\)](#) **Eligibility**

- Eligibility
- Be an Australian Citizen
  - Undergo a Satisfactory National Criminal History Check (prior to engagement)
  - Meet Fitness for Duty requirements (prior to engagement)
  - Hold and maintain a Working with Children Check in QLD, if in Brisbane location (prior to engagement).
  - Hold or obtain relevant qualifications.

Notes

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

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

About the Aboriginal Hostels Limited

To Apply

|                         |                                                                                   |
|-------------------------|-----------------------------------------------------------------------------------|
| Position Contact        | David Prince, 07 3151 8746                                                        |
| Agency Recruitment Site | <a href="https://www.ahl.gov.au/employment">https://www.ahl.gov.au/employment</a> |

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Prime Minister and Cabinet

Vacancy VN-0738915

Aboriginal Hostels Limited

Closing Date:Monday 01 April 2024

|                        |                                                            |
|------------------------|------------------------------------------------------------|
| <b>Job Title</b>       | Director Frontline Services – WA, SA and Central Australia |
| <b>Job Type</b>        | Full-Time, Ongoing                                         |
| <b>Location</b>        | Perth WA, Alice Springs NT, Adelaide SA                    |
| <b>Salary</b>          | \$124,498 - \$127,769                                      |
| <b>Classification</b>  | Executive Level 2                                          |
| <b>Position Number</b> | VN5324                                                     |
| <b>Agency Website</b>  |                                                            |

## Job Description

<https://www.ahl.gov.au/employment>

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AHL also supports the Australian Government's efforts to improve economic outcomes for First Nations people. By purchasing goods and services from First Nations businesses at every opportunity, we help support a more inclusive economy. We are proud to be one of the largest employers of First Nations people in the Australian Public Service, First Nations employees make up approximately 50% of our workforce.

An exciting management opportunity is available for a motivated and experienced individual to join AHL in a fast paced, operational environment. Director Frontline Services roles are critical to the organisation, overseeing the operations of a number of hostels within a geographical cluster to ensure appropriate and efficient services are delivered to our residents, as well as leading and developing the workforces in those hostels.

Success in this role requires strong management and leadership experience, commitment and passion for servicing First Nations communities, flexibility to travel regularly, and willingness to work 'on the ground'. The successful applicant will have a wealth of experience in accommodation management and will have proven success in developing teams capable of delivering high quality customer service.

The role oversees medical and multipurpose hostels across WA, Adelaide and Alice Springs. You will lead a small Operations Team supporting hostel management including developing staff, ensuring high standards of practice across the operations, driving high occupancy rates and ensuring AHL is providing culturally safe accommodation for our residents. You will work closely with stakeholders to support AHL residents and to support local recruitment efforts. You will report to the General Manager Operations and provide high level advice and briefings on local issues.

## Duties

The key duties and responsibilities of the role include:

- Lead and deliver high quality accommodation services to AHL residents
- Lead a high-performing team to deliver quality customer service
- Financial management, performance and administration
- Facilities
- Develop and maintain productive relationships with stakeholders.

For a detailed position description and details of the skills and experience required, please refer to the Vacancy Information document available on our website [Employment | Aboriginal Hostels Limited \(ahl.gov.au\)](https://www.ahl.gov.au/employment) **Eligibility**

Eligibility

- Be an Australian Citizen
- Undergo a Satisfactory National Criminal History Check (prior to engagement)
- Meet Fitness for Duty requirements (prior to engagement)
- Hold and maintain a Working with Children Check in NT (prior to engagement)
- Hold or obtain relevant qualifications.

Notes

Due to the nature of the role, the successful candidate must be prepared to regularly travel to AHL sites across WA, SA and Alice Springs as required.

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 Aboriginal Hostels Limited

To Apply

|                         |                                                                                   |
|-------------------------|-----------------------------------------------------------------------------------|
| Position Contact        | Tim Wolfgang, 0477 702 393                                                        |
| Agency Recruitment Site | <a href="https://www.ahl.gov.au/employment">https://www.ahl.gov.au/employment</a> |

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Prime Minister and Cabinet

Vacancy VN-0738916

Aboriginal Hostels Limited

Closing Date:Monday 01 April 2024

Human Resources Branch Learning and Development

|                        |                      |
|------------------------|----------------------|
| <b>Job Title</b>       | HR Reporting Officer |
| <b>Job Type</b>        | Full-Time, Ongoing   |
| <b>Location</b>        | Phillip ACT          |
| <b>Salary</b>          | \$75,040 - \$79,671  |
| <b>Classification</b>  | APS Level 5          |
| <b>Position Number</b> | VN4524               |
| <b>Agency Website</b>  |                      |

## Job Description

<https://www.ahl.gov.au/employment>

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AHL also supports the Australian Government's efforts to improve economic outcomes for First Nations people. By purchasing goods and services from First Nations businesses at every opportunity, we help support a more inclusive economy. We are proud to be one of the largest employers of First Nations people in the Australian Public Service, First Nations employees make up approximately 50% of our workforce.

AHL is looking for a HR Reporting Officer to join our Learning and Development team.

## Duties

The HR Reporting Officer role will be responsible for producing accurate workforce data and reports to external and internal corporate bodies. Reporting functions for the role include:

- APSED
- Dashboard
- ABS statistics for surveys
- Establishment reporting

You will use Empower Human Resource Management System to generate data and reports. We are looking for a data-savvy applicant with experience in APSED reporting, HR Metrics and ability to create clear and concise reports to the Executive to convey key information on AHL workforce.

## Eligibility

Eligibility

- Be an Australian Citizen
- Undergo a Satisfactory National Criminal History Check (prior to engagement)
- Meet Fitness for Duty requirements (prior to engagement)
- Hold or obtain relevant qualifications.

## Notes

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

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

About the Aboriginal Hostels Limited

To Apply

|                         |                                                                                   |
|-------------------------|-----------------------------------------------------------------------------------|
| Position Contact        | Isabel Rogers, 02 6212 2082                                                       |
| Agency Recruitment Site | <a href="https://www.ahl.gov.au/employment">https://www.ahl.gov.au/employment</a> |

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Prime Minister and Cabinet

Vacancy VN-0738714

Department of the Prime Minister and Cabinet

Closing Date:Monday 01 April 2024

Policy Innovation and Projects  
Australian Government Consulting Various

|                 |                                                    |
|-----------------|----------------------------------------------------|
| Job Title       | Project Director, Australian Government Consulting |
| Job Type        | Full-Time;Part-Time, Ongoing;Non-Ongoing           |
| Location        | Barton ACT                                         |
| Salary          | \$141,669 - \$168,609                              |
| Classification  | Executive Level 2                                  |
| Position Number | PMC/2024/037                                       |
| Agency Website  |                                                    |

Job Description

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

Who we are

Australian Government Consulting (AGC) is a new Australian Public Service (APS) initiative to deliver strategic management consultancy projects in-house. Situated within the Department of the Prime Minister and Cabinet, we work in partnership with APS agencies on a wide range of high-profile issues that make a real difference to the wellbeing of Australians.

We use proven consulting methods to deliver:

- Strategic policy advice
- Organisational transformation
- Targeted, high-impact workshops.

In addition to delivering high-quality consulting projects, our project teams are helping to shape AGC – and reshape the APS. Our vision is for AGC to be part of an efficient, highly capable and trusted APS that confidently delivers core work, makes the most of its own expertise, and reinvests in its capability, while selectively engaging external consultants where necessary.

To find out more about working here, contact Jo Rossiter at [Joanne.Rossiter@pmc.gov.au](mailto:Joanne.Rossiter@pmc.gov.au) We will also be holding virtual information sessions for prospective candidates, [see here for details](#)

## Our offer to you

At AGC, we offer:

- The opportunity to lead diverse and important projects across government, using your consulting skills to deliver meaningful impact for your clients and long-term public value.
- The opportunity to play a leadership role in a dynamic, high-performing team that actively supports your career and capability development
- Valuable insight into how government works, with a unique opportunity to work across a wide variety of APS portfolios and functions
- A chance to shape and lead the future of the Australian Government's in-house consulting function
- Generous and flexible conditions, including salary sacrifice, allowances, study assistance, shut down leave, and relocation assistance for those outside of Canberra. Read more [here](#), or see the [PM&C Enterprise Agreement 2024-2027](#) for more detail.

## What you'll do

As a Project Director at AGC, you will:

- Form part of the AGC Leadership Team to guide the strategic direction of AGC.
- Lead the delivery of end-to-end high quality strategic consulting projects that meet client needs, with a focus on providing strategic advice or building high-performing government agencies.
- Manage the delivery of client engagements, and skilfully engage with key stakeholders to influence outcomes.
- Lead a high-performing team, offering career coaching, mentoring and support to build a positive work environment.
- Provide thought leadership across AGC, lending your expertise to other project teams and proposing innovative ideas and solutions to drive AGC forward.
- Apply strong critical and strategic thinking and an entrepreneurial mind-set to deliver the best outcomes possible.
- Guide your team in applying structured problem solving techniques to policy and organisational challenges, facilitating workshops and interviews, analysing data and producing meaningful reports.
- Work with the AGC Business Development and Capability Teams to build AGC's business and guide the development of core intellectual property, methodologies, and capability development.

## Duties

### What you'll bring

- Substantial experience in a consulting services environment
- Experience in planning, managing and delivering complex projects
- Experience leading and managing high performing teams
- A passion for making a difference and challenging the status-quo
- The ability to think critically and bring a strategic and innovative mind-set to identify and solve problems
- The ability to communicate effectively with internal and external audiences, including senior leaders, to secure outcomes
- Demonstrate flexibility and resilience to deliver results and manage expectations in ambiguous and sometimes high-pressure work environments

## Working at AGC

We are a high calibre organisation that attracts, trains and retains excellent people who are committed to the public service, dedicated to maximising our impact, work collaboratively, and continuously pursue excellence.

You'll be part of the team that provides a high-quality alternative service to external consultants, supporting APS clients across all agencies. It will involve pioneering and designing a different way of working – a unique APS style of strategic management consulting to deliver impact for the Australian public and build APS capability.

### Our values:

- We relentlessly pursue enduring impact
- We create robust solutions
- We celebrate our exceptionally talented colleagues
- We acknowledge that AGC is a shared endeavour
- We build trust through shared success

## Eligibility

Under section 22(8) of the [Public Service Act 1999](#), employees must be Australian citizens to be employed in the APS unless the Agency Head has agreed otherwise, in writing. At PM&C to be eligible for this position you should be an Australian Citizen at the [closing date of application](#), unless exceptional circumstances apply.

The successful candidate must be able to obtain and maintain a Baseline Vetting (Protected) level security clearance, or hold a current security clearance of an appropriate level.

The successful candidate will be assessed through our pre-employment screening checks, such as an Australian Criminal History Check, and will normally be subject to a six-month probation period if new to the APS or has not yet completed their probation period elsewhere in the APS.

## Notes

Ongoing & Non-ongoing (for an initial period of up to 12 months)

This role is being advertised as both ongoing and non-ongoing, with the employment type to be determined in negotiation with the preferred candidate and the PM&C 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.

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 the Prime Minister and Cabinet

The Department of the Prime Minister and Cabinet (PM&C) advances Australia's national interests through high quality support to the Prime Minister and the operations of Cabinet. PM&C supports the Prime Minister as leader of the Government and of Cabinet and as leader of the country. This positions us both to provide visibility of Government priorities and influence outcomes across all Commonwealth portfolios, state jurisdictions, the Australian Public Service (APS) as an institution, and on the international stage. Our role is to provide fresh thinking and creative advice to government as stewards for the APS. We contribute ideas on the many and varied issues facing Australia, taking into consideration the views and opinions of a range of stakeholders across the private, public, not-for-profit and community sectors. The PM&C team provides pragmatic advice and finds solutions to problems so that Government policies can be effectively designed and implemented. We give particular weight to issues that are important to the Prime Minister. Our focus, put in its simplest terms, is to find new ways to improve the lives of all Australians.

To Apply

|                         |                                                                                                                 |
|-------------------------|-----------------------------------------------------------------------------------------------------------------|
| Position Contact        | Joanne Rossiter, N/A                                                                                            |
| Agency Recruitment Site | <a href="https://dpmc.nga.net.au/cp/?AudienceTypeCode=EXT">https://dpmc.nga.net.au/cp/?AudienceTypeCode=EXT</a> |

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Prime Minister and Cabinet

Vacancy VN-0738727

Department of the Prime Minister and Cabinet

Closing Date:Monday 01 April 2024

Policy Innovation and Projects  
Australian Government Consulting Various

|                        |                                                                |
|------------------------|----------------------------------------------------------------|
| <b>Job Title</b>       | Consultant/Senior Consultant, Australian Government Consulting |
| <b>Job Type</b>        | Full-Time;Part-Time, Ongoing;Non-Ongoing                       |
| <b>Location</b>        | Barton ACT                                                     |
| <b>Salary</b>          | \$91,072 - \$133,387                                           |
| <b>Classification</b>  | APS Level 6;Executive Level 1                                  |
| <b>Position Number</b> | PMC/2024/036                                                   |
| <b>Agency Website</b>  |                                                                |

## Job Description

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

### Who we are

Australian Government Consulting (AGC) is a new Australian Public Service (APS) initiative to deliver strategic management consultancy projects in-house. Situated within the Department of the Prime Minister and Cabinet, we work in partnership with APS agencies on a wide range of high-profile issues that make a real difference to the wellbeing of Australians.

We use proven consulting methods to deliver:

- Strategic policy advice
- Organisational transformation
- Targeted, high-impact workshops.

In addition to delivering high-quality consulting projects, our project teams are helping to shape AGC – and reshape the APS. Our vision is for AGC to be part of an efficient, highly capable and trusted APS that confidently delivers core work, makes the most of its own expertise, and reinvests in its capability, while selectively engaging external consultants where necessary.

To find out more about working here, contact Joseph Julian at [joseph.julian@pmc.gov.au](mailto:joseph.julian@pmc.gov.au). We will also be holding virtual information sessions for prospective candidates, [see here for details](#).

### Our offer to you

At AGC, we offer:

- The opportunity to work on diverse projects across government, using your consulting skills to deliver meaningful impact for your clients and long-term public value
- The opportunity to join a dynamic, high-performing team that actively supports your career and capability development
- Valuable insight into how government works, with a unique opportunity to work across a wide variety of APS portfolios and functions
- A chance to shape and lead the future of the Australian Government's in-house consulting function
- Generous and flexible conditions, including salary sacrifice, allowances, study assistance, shut down leave, and relocation assistance for those outside of Canberra. Read more [here](#), or see the [PM&C Enterprise Agreement 2024-2027](#) for more detail.

## **What you'll do**

We are looking for exceptionally talented consultants who are inspired by our mission to deliver public impact.

You will work with a high-performing team to deliver management consultancy projects for Australian Public Service clients.

### Consultant – APS 6

As a Consultant, you will:

- Apply AGC's consulting methodologies to deliver high quality projects.
- Skilfully engage with diverse stakeholders inside and outside of government – from senior officials to community leaders.
- Apply strong critical and strategic thinking and an entrepreneurial mind-set.
- Apply structured problem solving techniques to policy and organisational challenges, facilitate workshops and interviews, analyse data and produce meaningful reports
- Analyse key resources to generate meaningful insights and recommendations for clients.

### Senior Consultant – EL1

As a Senior Consultant, you will:

- Deliver end-to-end high quality strategic consulting projects that meet client needs, with a focus on providing strategic advice or building high-performing government agencies.
- Manage client engagements, and skilfully engage with key stakeholders to influence outcomes.
- Provide thought leadership across AGC, lending your expertise to other project teams and proposing innovative ideas and solutions to drive AGC forward.
- Apply strong critical and strategic thinking and an entrepreneurial mind-set.
- Apply structured problem solving techniques to policy and organisational challenges, facilitate workshops and interviews, analyse data and produce meaningful reports
- Apply a rigorous, analytical approach to get across information quickly and generate meaningful insights.
- Manage and mentor AGC staff in a positive and uplifting manner, contributing to AGC's culture and capability.

## **Duties**

### **What you'll bring**

- Experience in a consulting services environment that aligns with our strategic policy and organisational transformation service offerings
- Experience supporting the planning, managing and delivering of complex projects
- A passion for making a difference and challenging the status-quo
- The ability to think critically and bring a strategic and innovative mind-set to identify and solve problems
- The ability to communicate effectively with internal and external audiences to secure outcomes
- Flexibility and resilience to work autonomously and deliver results in sometimes uncertain and high-pressure work environments

- The ability to work collaboratively in a team and create an inclusive environment with people at all levels

## Working at AGC

We are a high calibre organisation that attracts, develops and retains excellent people who are committed to the public service, dedicated to maximising our impact, work collaboratively, and continuously pursue excellence.

You'll be part of the team that provides a high-quality alternative service to external consultants, supporting APS clients across all agencies. It will involve pioneering and designing a different way of working – a unique APS style of strategic management consulting to deliver impact for the Australian public.

Our values:

- We relentlessly pursue enduring impact
- We create robust solutions
- We celebrate our exceptionally talented colleagues
- We acknowledge that AGC is a shared endeavour
- We build trust through shared success

## Eligibility

Under section 22(8) of the [Public Service Act 1999](#), employees must be Australian citizens to be employed in the APS unless the Agency Head has agreed otherwise, in writing. At PM&C to be eligible for this position you should be an Australian Citizen at the closing date of application, unless exceptional circumstances apply.

The successful candidate must be able to obtain and maintain a Baseline Vetting (Protected) level security clearance, or hold a current security clearance of an appropriate level.

The successful candidate will be assessed through our pre-employment screening checks, such as an Australian Criminal History Check, and will normally be subject to a six-month probation period if new to the APS or has not yet completed their probation period elsewhere in the APS.

## Notes

Ongoing & Non-ongoing (for an initial period of up to 12 months)

This role is being advertised as both ongoing and non-ongoing, with the employment type to be determined in negotiation with the preferred candidate and the PM&C 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.

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 the Prime Minister and Cabinet

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The Department of the Prime Minister and Cabinet (PM&C) advances Australia's national interests through high quality support to the Prime Minister and the operations of Cabinet. PM&C supports the Prime Minister as leader of the Government and of Cabinet and as leader of the country. This positions us both to provide visibility of Government priorities and influence outcomes across all Commonwealth portfolios, state jurisdictions, the Australian Public Service (APS) as an institution, and on the international stage. Our role is to provide fresh thinking and creative advice to government as stewards for the APS. We contribute ideas on the many and varied issues facing Australia, taking into consideration the views and opinions of a range of stakeholders across the private,

public, not-for-profit and community sectors. The PM&C team provides pragmatic advice and finds solutions to problems so that Government policies can be effectively designed and implemented. We give particular weight to issues that are important to the Prime Minister. Our focus, put in its simplest terms, is to find new ways to improve the lives of all Australians.

To Apply

|                         |                                                                                                                 |
|-------------------------|-----------------------------------------------------------------------------------------------------------------|
| Position Contact        | Joseph Julian, N/A                                                                                              |
| Agency Recruitment Site | <a href="https://dpmc.nga.net.au/cp/?AudienceTypeCode=EXT">https://dpmc.nga.net.au/cp/?AudienceTypeCode=EXT</a> |

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Prime Minister and Cabinet

Vacancy VN-0738883

Digital Transformation Agency (DTA)

Closing Date:Sunday 07 April 2024

Digital Investment, Advice and Sourcing  
Portfolio Assurance System Management and Reporting

|                 |                                                                                                                                                                                                                                 |
|-----------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Job Title       | Senior Project Officer                                                                                                                                                                                                          |
| Job Type        | Full-Time, Ongoing;Non-Ongoing                                                                                                                                                                                                  |
| Location        | Canberra ACT, Sydney NSW, Various locations - NSW NSW, Various locations - QLD QLD, Various locations - SA SA, Various locations - NT NT, various locations in VIC VIC, Various locations - TAS TAS, Various locations in WA WA |
| Salary          | \$92,297 - \$108,398                                                                                                                                                                                                            |
| Classification  | APS Level 6                                                                                                                                                                                                                     |
| Position Number | 060_03/24                                                                                                                                                                                                                       |
| Agency Website  | <a href="https://www.dta.gov.au/">https://www.dta.gov.au/</a>                                                                                                                                                                   |

Job Description

<https://www.dta.gov.au/join-our-team>

An opportunity exists in the System Management & Reporting team for a highly motivated individual seeking a challenging and rewarding career in supporting the Australian Government's investment in digital and ICT projects and strengthening the DTA's System of Assurance.

As a multi-disciplinary team comprised of strategic advisers, policy and data analysts, our focus is on understanding processes and building systems to connect expertise across the DTA to apply these systems to shape decisions in the contestability and assurance context. The team is also responsible for preparing reports to Ministers, Cabinet and senior officials on the health and performance of the in-flight project portfolio drawing heavily on assurance insights. Through these key functions, the team supports strategic interventions to help drive the independence, quality and consistency of assurance information at a system-level.

## Duties

- Assisting the delivery of high-profile work streams and products relating to digital investment insights, strategies, and policy in the contestability and assurance context.
- Working cohesively as part of a team to deliver improvements and enhancements to ensure the Digital Capability Assessment Process and assurance reporting function remains fit for purpose.
- Conducting comprehensive data analysis to ensure the team's assurance reports are best placed to enable robust decision making.
- Assisting in the coordination and delivery of system management initiatives and projects as they arise, including in response to emerging issues and requirements.
- Supporting strong working relationships across the DTA and other agencies.
- Working collaboratively within a regionally dispersed team across the DTA to resolve complex problems and effectively reach resolutions and achieve desired outcomes.
- Supporting the drafting of strategic documents providing assurance insights and advice to Ministers and senior officials to enable effective decision-making.
- Contributing to team planning, coordination, and workflow management and shaping the team's work program in alignment with the broader direction of the team, Branch, Division and Agency.
- Supporting the teams Secretariat function with high quality minutes, action tracking, presentations, papers, and forward planning.
- Supporting the management of staff while developing capabilities, encouraging career development and promoting professionalism.

## Eligibility

Security Clearance level required: Baseline (or ability to obtain and maintain).

To be eligible for employment with the DTA applicants must be an Australian citizen.

An applicant's suitability for employment with the DTA will be assessed through a pre-employment screening process. This process includes an Australian Police check.

The DTA is an inclusive employer where capabilities, skills and backgrounds are valued and relied upon. The DTA seek applications from all candidates and are committed to providing a working environment that values diversity and inclusion and supports employees to reach their full potential.

## Notes

The DTA may leverage a mix of assessment methods for this position, which may or may not involve an interview.

A merit pool may be established and used to fill future ongoing and non-ongoing vacancies within the next 18 months consistent with Section 25 of the APS Commissioner's Directions.

For all DTA positions you are required to apply directly via the DTA website. Applications referred or submitted through recruitment agencies, or third parties will not be accepted.

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 Digital Transformation Agency (DTA)

The DTA offers interesting and challenging work that is at the forefront of the Government's digital policy agenda. From 1 July 2021, the DTA became the Government's chief digital advisor, responsible for providing strategic and policy leadership on whole-of-government and shared information and communications technology (ICT) investments and digital service delivery. The DTA will lead the development, delivery and monitoring of whole-of-government strategies, policies and standards.

To Apply

|                         |                                                                                         |
|-------------------------|-----------------------------------------------------------------------------------------|
| Position Contact        | Georgia Christofilou, 0402 181 604                                                      |
| Agency Recruitment Site | <a href="https://www.dta.gov.au/join-our-team">https://www.dta.gov.au/join-our-team</a> |

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Social Services

Vacancy VN-0738871

National Disability Insurance Agency

Closing Date:Monday 01 April 2024

Chief Information Officer  
Agency ICT Services

|                 |                                                               |
|-----------------|---------------------------------------------------------------|
| Job Title       | APS3 Technology Asset Officer                                 |
| Job Type        | Full-Time, Ongoing;Non-Ongoing                                |
| Location        | Deakin ACT, Richmond VIC                                      |
| Salary          | \$65,486 - \$73,343                                           |
| Classification  | APS Level 3                                                   |
| Position Number | 0294_02/24_EXT                                                |
| Agency Website  | <a href="https://www.ndis.gov.au">https://www.ndis.gov.au</a> |

Job Description

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

We have a unique vacancy in the Agency ICT Services branch to join our team as an APS3 Technology Asset Officer.

The Agency ICT Services branch provides essential technology services and support to NDIA staff and partners. The branch

manages the relationship with Services Australia and other external ICT service providers within the agreed service levels.

This position requires the application of clerical, administrative support and operational tasks including some basic research and analysis activities and working in the team setting with the ability to work in a fast-paced environment with changing priorities. Whilst not being a requirement, previous experience in hardware asset management would be advantageous.

To be successful in the role, you will have the ability to work and troubleshoot independently. You will have effective communication skills to handle queries from people from diverse settings. You will exhibit a positive contemporary attitude to people with disability and have a high level understanding and knowledge of disability and its impact on individuals.

## Duties

Operating within a highly experienced and high performing team, you will have skills and experience to provide support to the Agency staff and partners. As an APS3 Technology Asset Officer, you will be responsible for setting priorities and managing workflow.

Additional duties include but are not limited to:

- Completing allocated tasks, making decisions within defined parameters relating to technology assets
- Contributing to the improvement of quality and efficiency of technology assets processes
- Performing risk analysis activities and developing compliance strategies, for technology assets
- Updating and maintaining appropriate registration of all technology assets and participating in asset stocktakes and audits

## Eligibility

Successful candidates will be required to undergo a pre-employment National Police History check, and provide evidence of Australian Citizenship. Failure to do so may jeopardise your offer of employment.

Dependent on the role the appropriate Working with Children / Working with Vulnerable People check may be required as per State/Territory legislation. In addition to these checks, a Worker Screening Check issued by the relevant State/Territory worker screening unit will also be required for any role for which the normal duties are likely to require more than incidental contact with people with disability.

## Notes

This position will be offered as ongoing or non-ongoing. If the position is offered as non-ongoing, this will be for a specified term of up to 12 months, with the possibility of extension up to two years.

Should a non-ongoing position become ongoing, then a merit list established through this selection process may be used to fill the vacancy on an ongoing basis

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 Agency

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The NDIS provides funding to eligible people with disability to gain more time with family and friends, greater independence, access to new skills, jobs, or volunteering in their community, and an improved quality of life. The NDIS also connects anyone with disability to services in their community. This includes connections to doctors, community groups, sporting clubs, support groups, libraries and schools, as well as providing information about what support is provided by each state and territory government. The NDIS now supports over 500,000 Australians with disability to access the services and supports they need. This includes supporting approximately 80,000 children with developmental delay, ensuring they receive supports early so that they achieve the best outcomes throughout their lives.

## To Apply

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|                         |                                                                                                           |
|-------------------------|-----------------------------------------------------------------------------------------------------------|
| Position Contact        | Alex Wiley, 03 5223 0731                                                                                  |
| Agency Recruitment Site | <a href="https://www.ndis.gov.au/about-us/careers-ndia">https://www.ndis.gov.au/about-us/careers-ndia</a> |

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Social Services

Vacancy VN-0738887

National Disability Insurance Agency

Closing Date: Sunday 31 March 2024

Chief Financial Officer Division  
Agency Budget and Finance Control Branch

|                 |                                                                      |
|-----------------|----------------------------------------------------------------------|
| Job Title       | EL2 Finance (Professional Stream)                                    |
| Job Type        | Full-Time, Ongoing;Non-Ongoing                                       |
| Location        | Geelong VIC, Richmond VIC, Surry Hills NSW, Brisbane QLD, Deakin ACT |
| Salary          | \$145,926 - \$159,354                                                |
| Classification  | Executive Level 2                                                    |
| Position Number | 0411_03/24_EXT                                                       |
| Agency Website  | <a href="https://www.ndis.gov.au">https://www.ndis.gov.au</a>        |

Job Description

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

A new role awaits

Are you looking for a significant change in your career – an exciting opportunity in the field of Finance? The NDIA is currently seeking to fill an EL2 Finance Director role in our Finance Business Partnering team in the Financial Control Branch. The Financial Control Branch provides insightful financial reporting to enable strategic decision making. The branch plays a critical role in ensuring financial information is accurate, compliant, and accessible to support the business in making informed decisions. The Finance Business Partnering team collaborates with various departments and stakeholders, providing financial expertise and guidance to support strategic decision-making and drive Agency success.

Our ideal applicants will have advanced excel capabilities, as well as a keen eye for detail. You will be responsive in high pressure and changing environments and have the ability to work independently and apply strategic thinking for decision making. You will have strong written and verbal communication skills, be innovative, have a continuous improvement mindset and be able to implement changes and guide projects under broader direction.

In addition to the above qualities, we are also looking for candidates with proven experience in finance who have demonstrated expertise in their field. Strong analytical and problem-solving skills are a must, as is an excellent understanding of financial regulations, policies and internal controls. If you have these skills and experience and are passionate about finance, we encourage you to apply.

In line with NDIAs values and mission, all applicants should have a positive and contemporary attitude towards people with disabilities and a comprehensive understanding and knowledge of disability and its impact on individuals.

**Professional Stream Mandatory Qualifications:** For applications in the professional job stream, the successful applicant must possess and maintain relevant academic qualifications with membership of Chartered Accountants Australia and New Zealand (CA), Certified Practising Accountants (CPA) or other equivalent professional finance bodies (or holding equivalent finance related post graduate qualifications).

## Duties

We are currently seeking to fill an Executive Level 2 vacancy in our Finance Business Partnering team with;

- Experience in financial reporting or working with financial information, and the ability to interpret and transform data
- Highly developed stakeholder engagement skills.

Please refer to the attached Position Description for further detail around role responsibilities.

At the time of application, you will be required to select your preferred location. **Eligibility**

- Successful candidates will be required to undergo a pre-employment National Police History check, and provide evidence of Australian Citizenship. Failure to do so may jeopardise your offer of employment.
- Dependent on the role the appropriate Working with Children / Working with Vulnerable People check may be required as per State/Territory legislation. In addition to these checks, a Worker Screening Check issued by the relevant State/Territory worker screening unit will also be required for any role for which the normal duties are likely to require more than incidental contact with people with disability.
- The health and safety of workers, Participants and other visitors in our offices is our highest priority. A number of roles, activities or work types within the National Disability Insurance Agency are covered by government Health Orders or Directives that require mandatory COVID-19 vaccinations. Where a government Order or Directive applies, successful applicants will be required to provide evidence of COVID-19 vaccination or approved exemption as per ATAGI guidance, prior to commencement Position

## Notes

- This position will be offered as ongoing or non-ongoing.
- If the position is offered as non-ongoing, this will be for a specified term of up to 12 months, with the possibility of extension up to two years.
- Should a non-ongoing position become ongoing, then a merit list established through this selection process may be used to fill the vacancy on an ongoing basis.

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 Agency

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The NDIS provides funding to eligible people with disability to gain more time with family and friends, greater independence, access to new skills, jobs, or volunteering in their community, and an improved quality of life. The NDIS also connects anyone with disability to services in their community. This includes connections to doctors, community groups, sporting clubs, support groups, libraries and schools, as well as providing information about what support is provided by each state and territory government. The NDIS now supports over 500,000 Australians with disability to access the services and supports they need. This includes supporting approximately 80,000 children with developmental delay, ensuring they receive supports early so that they achieve the best outcomes throughout their lives.

To Apply

|                         |                                                                                                           |
|-------------------------|-----------------------------------------------------------------------------------------------------------|
| Position Contact        | Natalie Jacobs, 0749596823                                                                                |
| Agency Recruitment Site | <a href="https://www.ndis.gov.au/about-us/careers-ndia">https://www.ndis.gov.au/about-us/careers-ndia</a> |

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Social Services

Vacancy VN-0738842

National Disability Insurance Scheme (NDIS) Quality and Safeguards Commission

Closing Date: Sunday 24 March 2024

Corporate  
Finance and People People Strategy

|                 |                                                                                                                      |
|-----------------|----------------------------------------------------------------------------------------------------------------------|
| Job Title       | Graduate and Internships Program Coordinator                                                                         |
| 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          | \$111,445 - \$126,503                                                                                                |
| Classification  | Executive Level 1                                                                                                    |
| Position Number | 088_03/24                                                                                                            |
| Agency Website  | <a href="https://www.ndiscommission.gov.au/">https://www.ndiscommission.gov.au/</a>                                  |

Job Description

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

Duties

Our ideal candidate will have a strong track record in service delivery, program management, a demonstrated capacity to lead and manage teams and have demonstrated experience in a similar role. Our ideal candidate will have a positive contemporary attitude to people with disability and have the following capabilities:

- knowledge of and the ability to apply the APS legislative framework, other relevant legislation and associated policies, guidelines and procedures relevant to graduate and internship programs, workforce planning, and capability development

- be a subject matter expert with high levels of autonomy and responsibility
- possess superior communication and analytical skills and hold a strong commitment to upholding the rights of people with disability which will be reflected in your work
- experience in undertaking all aspects of the strategic process – research, consultation; development, review and evaluation
- be a capable communicator both written and verbally and be able to tailor your communication style to your audience
- highly organised and able to cope with competing demands and deadlines

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 National Disability Insurance Scheme (NDIS) Quality and Safeguards Commission

The NDIS Quality and Safeguards Commission (the 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 Commissioner's core legislative functions are to: uphold the rights of, and promote the health, safety and wellbeing of, people with disability receiving supports or services, including those received under the National Disability Insurance Scheme develop a nationally consistent approach to managing quality and safeguards for people with disability receiving supports or services, including those received under the National Disability Insurance Scheme promote the provision of advice, information, education and training to NDIS providers and people with disability secure compliance with relevant legislation through effective compliance and enforcement arrangements, including through the monitoring and investigation functions conferred on the Commissioner by legislation promote continuous improvement amongst NDIS providers and the delivery of progressively higher standards of supports and services to people with disability develop and oversee the broad policy design for a nationally consistent framework relating to the screening of workers involved in the provision of supports and services to people with disability provide advice or recommendations to the National Disability Insurance Agency (NDIA) and its Board in relation to the performance of the Agency's functions engage in, promote and coordinate the sharing of information to achieve the objects of the relevant legislation, and provide NDIS market oversight, including: (i) by monitoring changes in the NDIS market which may indicate emerging risk; and (ii) by monitoring and mitigating the risks of unplanned service withdrawal. The NDIS Commission is a disability friendly organisation that offers interesting and challenging roles. People with a disability are encouraged to apply for jobs in the Commission.

To Apply

|                         |                                                                                                                               |
|-------------------------|-------------------------------------------------------------------------------------------------------------------------------|
| Position Contact        | Sally Georgas, n/a                                                                                                            |
| Agency Recruitment Site | <a href="https://ndiscommission.nga.net.au/?AudienceTypeCode=EXT">https://ndiscommission.nga.net.au/?AudienceTypeCode=EXT</a> |

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**National Disability Insurance Scheme (NDIS) Quality and Safeguards Commission**

Closing Date: Sunday 24 March 2024

Corporate  
Finance and People People Strategy

|                 |                                                                                                                      |
|-----------------|----------------------------------------------------------------------------------------------------------------------|
| Job Title       | Human Resources (HR) Strategy Officer                                                                                |
| 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          | \$111,445 - \$126,503                                                                                                |
| Classification  | Executive Level 1                                                                                                    |
| Position Number | 091_03/24                                                                                                            |
| Agency Website  | <a href="https://www.ndiscommission.gov.au/">https://www.ndiscommission.gov.au/</a>                                  |

**Job Description**

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

**Duties**

The HR Strategy Officer will:

- be accountable to ensure they have knowledge of and compliance with legislative frameworks, government decision-making and the NDIS Commission’s strategic planning requirements
- draft HR processes and guidelines for review and publication
- contribute to the review, planning and implementation of HR policies and procedures
- liaise and communicate with key stakeholders and coordinate working groups, committee meetings, and stakeholder consultations to support HR strategy development and implementation
- undertake research and collate information for reporting, monitoring and evaluation purposes to contribute to the achievement of HR strategy outcomes
- and prepare and review strategic advice to ensure alignment with strategic directions.

**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 National Disability Insurance Scheme (NDIS) Quality and Safeguards Commission**

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The NDIS Quality and Safeguards Commission (the 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 Commissioner's core legislative functions are to: uphold the rights of, and promote the health, safety and wellbeing of, people with disability receiving supports or services, including those received under the National Disability Insurance Scheme develop a nationally consistent approach to managing quality and safeguards for people with disability receiving supports or services, including those received under the National Disability Insurance Scheme promote the provision of advice, information, education and training to NDIS providers and people with disability secure compliance with relevant legislation through effective compliance and enforcement arrangements, including through the monitoring and investigation functions conferred on the Commissioner by legislation promote continuous improvement amongst NDIS providers and the delivery of progressively higher standards of supports and services to people with disability develop and oversee the broad policy design for a nationally consistent framework relating to the screening of workers involved in the provision of supports and services to people with disability provide advice or recommendations to the National Disability Insurance Agency (NDIA) and its Board in relation to the performance of the Agency's functions engage in, promote and coordinate the sharing of information to achieve the objects of the relevant legislation, and provide NDIS market oversight, including: (i) by monitoring changes in the NDIS market which may indicate emerging risk; and (ii) by monitoring and mitigating the risks of unplanned service withdrawal. The NDIS Commission is a disability friendly organisation that offers interesting and challenging roles. People with a disability are encouraged to apply for jobs in the Commission.

To Apply

|                         |                                                                                                                               |
|-------------------------|-------------------------------------------------------------------------------------------------------------------------------|
| Position Contact        | Sally Georgas, n/a                                                                                                            |
| Agency Recruitment Site | <a href="https://ndiscommission.nga.net.au/?AudienceTypeCode=EXT">https://ndiscommission.nga.net.au/?AudienceTypeCode=EXT</a> |

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Treasury

Vacancy VN-0738393

Australian Taxation Office

Closing Date:Monday 15 April 2024

ATO People  
Entry Level Programs

|                        |                                                                                                                                                                                                                                                                                    |
|------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Job Title</b>       | 2024 Evergreen Program (Affirmative measure - Aboriginal and Torres Strait Islander employment)                                                                                                                                                                                    |
| <b>Job Type</b>        | Full-Time, Ongoing                                                                                                                                                                                                                                                                 |
| <b>Location</b>        | Adelaide SA, Albury NSW, Box Hill VIC, Brisbane QLD, Canberra ACT, Dandenong VIC, Geelong VIC, Gosford NSW, Hobart TAS, Melbourne VIC, Moonee Ponds VIC, Newcastle NSW, Parramatta NSW, Penrith NSW, Perth WA, Sydney NSW, Townsville QLD, Upper Mount Gravatt QLD, Wollongong NSW |
| <b>Salary</b>          | \$61,749 - \$68,436                                                                                                                                                                                                                                                                |
| <b>Classification</b>  | APS Level 2                                                                                                                                                                                                                                                                        |
| <b>Position Number</b> | Evergreen program_24                                                                                                                                                                                                                                                               |
| <b>Agency Website</b>  | <a href="http://www.ato.gov.au/careers">http://www.ato.gov.au/careers</a>                                                                                                                                                                                                          |

## Job Description

<https://ato.nga.net.au/?jati=98BBBC11-191A-D588-1D8B-DA8EDC0054AA>

This vacancy is only open to Aboriginal and Torres Strait Islander applicants. This initiative helps to increase the number of Aboriginal and Torres Strait Islander people employed in the APS, to better reflect the diversity of the Australian community.

## Duties

The Evergreen program is only open to Australians of Aboriginal and/or Torres Strait Islander descent. It is a full time 12 month development program where upon successful completion, you will be advanced to the next classification level (APS 3) with a pay increase.

As part of the program you'll have the opportunity to work in various areas of the ATO. The program is designed to develop your skills through case work for various market segments, administrative support in business and customer service activities in a call centre environment.

To find out more, we will be holding information sessions where we will talk about:

- working in the ATO
- the Evergreen program
- confirmation of heritage
- how to apply
- what to expect through the recruitment process

Further information, is available on our website about the [Evergreen program](#). **Eligibility**

Candidates applying under the affirmative measure provision must provide confirmation of their Aboriginal and/or Torres Strait Islander heritage.

For further information about this requirement and the application process please select the Apply now button.

## 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.

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're building a leading tax and superannuation administration known for contemporary service, expertise and integrity. Our work makes a real difference to the lives of Australians and contributes to their economic and social wellbeing. Our people are committed, innovative, client-focused and collaborative. We are an inclusive workplace. We celebrate and champion diversity to reflect the community we serve. We are a flexible employer and are open to discussing employment arrangements that suit you best at this time. Work within an environment that encourages participation, recognises effort and works to build capability and expertise.

To Apply

|                         |                                                                                                                                                   |
|-------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------|
| Position Contact        | Hudson, 1800 328 982                                                                                                                              |
| Agency Recruitment Site | <a href="https://ato.nga.net.au/?jati=98BBBC11-191A-D588-1D8B-DA8EDC0054AA">https://ato.nga.net.au/?jati=98BBBC11-191A-D588-1D8B-DA8EDC0054AA</a> |

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Veterans' Affairs (part of the Defence Portfolio)

Vacancy VN-0738328

Department of Veterans' Affairs

Closing Date:Thursday 28 March 2024

Veteran, Family and Stakeholder Experience Group

|                 |                                                               |
|-----------------|---------------------------------------------------------------|
| Job Title       | Executive Assistant                                           |
| Job Type        | Full-Time, Ongoing;Non-Ongoing                                |
| Location        | Sydney NSW                                                    |
| Salary          | \$97,735 - \$110,982                                          |
| Classification  | APS Level 6                                                   |
| Position Number | DVAO2015                                                      |
| Agency Website  | <a href="https://www.dva.gov.au/">https://www.dva.gov.au/</a> |

The Executive Assistant (EA) manages a variety of front-of-office functions in a very busy Office of the Deputy Secretary. These functions include managing the diary, appointments, organising meetings, workflow, and correspondence, collating documentation, supporting the Deputy Secretary's participation in a variety of governance committees and coordinating travel. The occupant will use their initiative to anticipate the needs of the Deputy Secretary and as the most senior EA in the Group, work with other EA's to help mentor and coach them in their roles to build capability generally.

The occupant will work closely with the Executive Officer to the Deputy Secretary and other senior executive offices, including the Office of the Secretary, other Deputy Secretaries, the Deputy President and Commissioners' offices to provide support and respond to requests for information relating to the work of the respective Group.

To be successful in this role you will possess excellent organisational skills, good written and oral communication skills and the ability to build productive working relationships. You will be adaptable to change and can prioritise, multi-task and display a high level of accuracy, attention to detail and initiative. You will work collaboratively, and demonstrate an ability to achieve results and perform additional duties or functions as directed.

## Duties

- acting as the first point of contact including greeting visitors, receiving and responding to phone calls, emails and correspondence and ensuring a high-level of customer service to all staff and external parties
- diary management including prioritising the Deputy Secretary's time and drawing attention to matters of priority
- coordinating meetings with internal and external stakeholders and ensuring the Deputy Secretary has all the necessary information for meetings
- establishing effective working relationships and high standard of customer service
- engaging with staff and fostering a strong team focus
- liaising with internal staff and external agencies on matters relating to the work area
- preparing and/or quality assuring general correspondence and less complex documentation in accordance with departmental guidelines
- initiating and ordering supplies and equipment, processing accounts for payment and coordinating, collecting and analysing information for monitoring purposes
- developing appropriate systems, procedures and controls to enhance the accuracy, timeliness and presentation of workflow within the branch
- organising, scheduling and coordinating all travel arrangements, accommodation and supporting documentation for the Deputy Secretary
- coordinate division/branch/group administrative tasks (e.g. phone lists, distribution lists, leave register, senate estimates responses, property and accommodation)
- undertake filing and records management functions ensuring records are accurate, complete and are managed in accordance with departmental policy
- actively participate in the Executive Assistant Network
- adhering to the APS Values and Code of Conduct.

## Eligibility

- Under section 22(8) of the Public Service Act 1999, employees must be Australian citizens to be employed in the Australian Public Service (APS).
- All applicants external to DVA offered employment will be required to successfully undergo a pre-engagement screening check, even if they have a security clearance. The screening check is conducted in accordance with the Australian Government Protective Security Policy Framework requirements.

## Notes

This recruitment process is being used to fill ongoing and/or non-ongoing position/s. For more information about the role, please see the Candidate Information Pack.

Where a non-ongoing position is offered, the role will be filled for an initial specified term of up to 18 months.

A merit pool of suitable applicants may be created which may be used to fill future ongoing and non-ongoing vacancies should they become available over the next 18 months.

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

DVA embraces and fosters a culture that supports diversity, inclusion and respect, where people are empowered to fulfil their potential. We welcome people with diverse skills, experiences, perspectives and backgrounds. We are dedicated and committed to attracting and recruiting Aboriginal and Torres Strait Islander peoples and encourage applications from people with disability, people that identify as LGBTQIA+ and people from culturally and linguistically diverse backgrounds. Take on a rewarding, varied, and broad career with an Australian Public Service Department that can bring balance and flexibility to your working life, while supporting you to stay connected to your community.

DVA is committed to improving the data skills and capability of our workforce to underpin our goal of becoming a leading data-driven organisation.

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

### About the Department of Veterans' Affairs

The Department of Veterans' Affairs (DVA) exists to fulfil the nation's duty to support our serving and ex-serving Australian Defence Force members and their families. We do this through programs of care, compensation, commemoration, income and Defence support services. Our aim is to enhance self-sufficiency, quality of life, financial wellbeing and community recognition for those we support. DVA is both a policy and service delivery agency. We have strong relationships with Australian ex-service organisations, Federal and State Government agencies and the veteran community. DVA's vision is to honour veterans, and empower them and their families to continue life after service, within a society that understands and values their military service and their ongoing contribution to the community.

### To Apply

|                         |                                                                                                                               |
|-------------------------|-------------------------------------------------------------------------------------------------------------------------------|
| Position Contact        | Alexander Jobson, 02 6298 6419                                                                                                |
| Agency Recruitment Site | <a href="https://dvajobs.nga.net.au/cp/index.cfm?event=jobs.home">https://dvajobs.nga.net.au/cp/index.cfm?event=jobs.home</a> |

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Employment and Workplace Relations

Vacancy VN-0738742

Comcare

Closing Date:Monday 25 March 2024

Legal Group  
Statutory Oversight

|                        |                                |
|------------------------|--------------------------------|
| <b>Job Title</b>       | Senior Legal Advisor           |
| <b>Job Type</b>        | Full-Time, Ongoing;Non-Ongoing |
| <b>Location</b>        | Canberra ACT, Melbourne VIC    |
| <b>Salary</b>          | \$122,708 - \$147,737          |
| <b>Classification</b>  | Executive Level 1              |
| <b>Position Number</b> | 00390                          |
| <b>Agency Website</b>  |                                |

## Job Description

[https://www.comcare.gov.au/careers/current\\_vacancies](https://www.comcare.gov.au/careers/current_vacancies)

### Comcare and the Legal Group

Comcare is a statutory body established under the *Safety, Rehabilitation and Compensation Act 1988* (SRC Act), with a focus on participation and productivity through healthy and safe workplaces.

Comcare administers the Commonwealth's statutory framework for rehabilitation and workers' compensation under the SRC Act and is the national work health and safety regulator under the federal *Work Health and Safety Act 2011* (WHS Act).

Comcare also manages common law liabilities under the *Asbestos-related Claims (Management of Commonwealth Liabilities) Act 2005* (ARC Act) and supports both the Safety, Rehabilitation and Compensation Commission and the Seafarers Safety, Rehabilitation and Compensation Authority.

The Legal Group provides legal services and support to Comcare to perform these functions and is based in both Canberra and Melbourne.

The work of the Legal Group is diverse and varied, and includes:

- investigation and prosecution support regarding alleged breaches of the WHS Act;
- legal advice and decision support for Comcare's claims management functions, conducting merits review proceedings in the Administrative Appeals Tribunal (AAT), conducting judicial appeals and providing legal and strategic advice on evidence and risk;
- legal advice and support for all legislation administered by Comcare, including corporate and governance functions;
- legal advice and support for all of Comcare's administrative legal functions;
- developing delegated legislation and support to Comcare's involvement in developing primary legislation;
- responding to external review enquiries;
- supporting the Safety, Rehabilitation and Compensation Commission and Seacare Authority; and
- monitoring and managing litigation across the Comcare scheme.

## Duties

### Team and Role Overview

The Statutory Oversight team is responsible for providing expert advice on the application of statutory processes to business areas within Comcare and acts as Comcare's liaison with the Office of the Australian Information Commissioner and the Commonwealth Ombudsman. The team is responsible for receiving Public Interest Disclosures (PID) and co-ordinating PID investigations.

Statutory Oversight actively promotes Privacy and develops Comcare-wide privacy training and is responsible for ensuring Privacy Impact Assessments are completed and that Comcare's activities are consistent with the Privacy Act.

Statutory Oversight also facilitates administrative access to personal information under the statutory requirements in the SRC Act. The Senior Legal Adviser supports the Principal Legal Adviser and provides client-focused high level, specialist legal and strategic advice and support to Comcare staff to ensure compliance with statutory obligations.

The Senior Legal Adviser will resolve problems and manage risk effectively and manage their own workload in a manner consistent with the APS Values and Code of Conduct, the *Legal Services Directions 2017*, and internal Comcare procedures.

The Senior Legal Adviser will achieve organisational objectives through successful planning and participating, contributing and collaborating across Comcare and with external stakeholders. The Senior Legal Adviser manages a small team that has responsibility for Comcare's obligations under various statutory processes and is responsible for:

- delivering high quality, timely strategic advice on complex administrative law matters including FOI and privacy and may undertake complex administrative decision making on sensitive matters.
- legal research, analysis and evaluation, preparing reports and providing advice in administrative law areas including Privacy and FOI
- nurturing complex relationships with internal and external stakeholders including clients, service providers, licensees and premium payers
- supervision, quality assurance, training, support and development of other team members
- initiating and driving continuous improvement and managing change.

## Primary Responsibilities

1. Deliver high quality, timely strategic advice on complex administrative law matters including FOI and privacy and undertake complex administrative decision making on sensitive matters.
2. Lead, develop and manage team members to deliver legal services including providing professional supervision, settling and second counselling their work.
3. Develop and maintain internal and external relationships that manage risk for Comcare, fostering teamwork and collaboration across the organisation, problem solving and conflict resolution skills.
4. Develop and implement business improvements, strategies, frameworks, policies, procedures and guidance, draft reports and/or briefs, update Legal Group reporting documents, contribute to business planning, and formulate recommendations on legal and policy issues.

## Eligibility

### Mandatory Qualification

Tertiary qualifications in law including current practising certificate in an Australian state or territory.

### Eligibility and Specific Conditions of Employment

1. Australian citizenship.
2. Character clearance (police records check).
3. Health assessment
4. Six months probationary period for new engagements.

## 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 Comcare

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Comcare is the national authority for work health and safety, and workers' compensation. We are a government regulator, workers' compensation insurer, claims manager and scheme administrator. Through our role, we work with employees and other workers, employers, service providers and other organisations to: - minimise the impact of harm in the workplace - improve recovery at work and return to work - promote the health benefits of good work. We collaborate and partner with other schemes and organisations on research and innovative projects that improve outcomes. We also provide expert advice and services to the Safety, Rehabilitation and Compensation Commission (SRCC), and Seafarers Safety, Rehabilitation and Compensation Authority (Seacare Authority).

To Apply

|                         |                                                                                                                         |
|-------------------------|-------------------------------------------------------------------------------------------------------------------------|
| Position Contact        | Liz Bell, 1300 366 979                                                                                                  |
| Agency Recruitment Site | <a href="https://www.comcare.gov.au/careers/current_vacancies">https://www.comcare.gov.au/careers/current_vacancies</a> |

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Employment and Workplace Relations

Vacancy VN-0738792

Comcare

Closing Date:Monday 01 April 2024

Claims Management Group  
Claims Operations / Reconsideration and Appeals / Claims Administration and  
Income Support Team/s

|                 |                                          |
|-----------------|------------------------------------------|
| Job Title       | APS5 Claims Management Group, Bulk Round |
| Job Type        | Full-Time;Part-Time, Ongoing;Non-Ongoing |
| Location        | Canberra ACT, Melbourne VIC              |
| Salary          | \$86,425 - \$92,716                      |
| Classification  | APS Level 5                              |
| Position Number | Multiple                                 |
| Agency Website  |                                          |

Job Description

[https://www.comcare.gov.au/careers/current\\_vacancies](https://www.comcare.gov.au/careers/current_vacancies)

**Claims Management Group – APS Level 5 Roles**  
Ongoing / Non-ongoing Vacancies, Full-time / Part-time  
(Claims Manager, Reconsiderations Officer, Instructing Officer, Claims Financial and Client Services Roles, Claims Income Support Roles)

Are you looking for challenging and rewarding work where you can grow and develop your skills? The Claims Management Group (CMG) are seeking driven individuals like you to join CMG to support employees in their recovery and return to work. In doing so, we can make a positive impact on people’s lives, their employer, and the broader community. Here is an opportunity to progress your service delivery knowledge and skills in an organisation promoting positive outcomes in the workplace.

Positions we are looking to fill:

- Claims Manager
- Reconsideration Officer
- Instructing Officer
- Claims Financial and Client Services Roles
- Claims Income Support Roles

## Duties

### Your new role

APS5 team members will be accountable for claims management work that requires high level cognitive skills, empathy and resilience. We have a strong focus on teamwork and collaboration across teams. All roles have a supportive team to help in delivering outcomes and work in a multi-disciplinary, collaborative way. For the opportunity to begin or build on your career supporting employees return to work and federal government operations.

### What you'll need to succeed

- Experience in analysing information, managing risk and using judgement to inform decisions.
- Resilient, responsive and collaborative with a proven commitment to individual and team outcomes.
- Developed communications, stakeholder engagement and relationship building skills.
- Experience working in service delivery operations.

## What we offer

- A dynamic workplace – get on board and make a difference!
- Generous remuneration and leave entitlements. 15.4% superannuation.
- Flexible working arrangements, employee wellness and employee assistance programs.
- Learning and development opportunities – move up and along your desired career path.
- Study leave and study assistance options available.
- For more information on benefits visit '[What we offer](#)'

For further details on the positions, Comcare and job specific capabilities, please refer to the Job Information Pack please refer the [Job Information Pack](#)

### Eligibility

1. Australian citizenship.
2. Character clearance (police records check).
3. A health assessment may be required.
4. Six months probationary period for new engagements.
5. Ability to obtain and maintain a Baseline Security Clearance.

For information on conditions of employment, please go to [Working at Comcare](#).

## Notes

### How to apply

Applications received through the Comcare portal will **NOT** be considered.

Applications must be submitted via email to: [comcare@hays.com.au](mailto:comcare@hays.com.au)

### Your application must include:

1. Your resume

2. An expression of interest (maximum 2 pages) outlining what you could bring to the position including your skills, experience and knowledge relevant to the job specific capabilities which are listed in the [Job Information Pack](#)
3. Please ensure your name is on each page of your resume and expression of interest and indicate which roles you are applying for.

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 Comcare

Comcare is the national authority for work health and safety, and workers' compensation. We are a government regulator, workers' compensation insurer, claims manager and scheme administrator. Through our role, we work with employees and other workers, employers, service providers and other organisations to: - minimise the impact of harm in the workplace - improve recovery at work and return to work - promote the health benefits of good work. We collaborate and partner with other schemes and organisations on research and innovative projects that improve outcomes. We also provide expert advice and services to the Safety, Rehabilitation and Compensation Commission (SRCC), and Seafarers Safety, Rehabilitation and Compensation Authority (Seacare Authority).

### To Apply

|                         |                                                                                                                         |
|-------------------------|-------------------------------------------------------------------------------------------------------------------------|
| Position Contact        | Hays Assessment and Development Team, (03) 9604 9675                                                                    |
| Agency Recruitment Site | <a href="https://www.comcare.gov.au/careers/current_vacancies">https://www.comcare.gov.au/careers/current_vacancies</a> |

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Employment and Workplace Relations

Vacancy VN-0738798

|                        |                                          |
|------------------------|------------------------------------------|
| <b>Job Title</b>       | APS6 Claims Management Group, Bulk Round |
| <b>Job Type</b>        | Full-Time;Part-Time, Ongoing;Non-Ongoing |
| <b>Location</b>        | Canberra ACT, Melbourne VIC              |
| <b>Salary</b>          | \$96,325 - \$106,884                     |
| <b>Classification</b>  | APS Level 6                              |
| <b>Position Number</b> | Multiple                                 |
| <b>Agency Website</b>  |                                          |

## Job Description

[https://www.comcare.gov.au/careers/current\\_vacancies](https://www.comcare.gov.au/careers/current_vacancies)

### Claims Management Group – APS Level 6 Roles

Ongoing / Non-ongoing Vacancies, Full-time / Part-time

(Senior Claims Manager, Senior Reconsiderations Officer, Senior Instructing Officer, Claims Administration, and Income Support Roles)

Are you looking for challenging, rewarding work and to take the next step in your career? The Claims Management Group (CMG) are seeking driven individuals like you to join CMG to support employees in their recovery and return to work. In doing so we can make a positive impact on people's lives, their employer, and the broader community. Here is an opportunity to progress your service delivery knowledge and skills in an organisation promoting positive outcomes in the workplace.

#### Positions we are looking to fill:

- Senior Claims Manager
- Senior Reconsiderations Officer
- Senior Instructing Officer
- Claims Administration and Income Support (Multiple roles)

## Duties

#### Your new role

APS6 team members will be accountable for complex claims management work that requires high level cognitive skills, empathy and resilience. We have a strong focus on teamwork and collaboration across teams. All positions have a supportive team to help in delivering outcomes and work in a multi-disciplinary, collaborative way. For the opportunity to begin or build on your career supporting employees return to work and federal government operations.

#### What you'll need to succeed

- Developed experience in analysing information, managing risk and using judgement to inform decisions.
- Demonstrated ability to provide leadership to a team through motivating, mentoring and developing employees.
- Resilient, responsive and collaborative with a proven commitment to individual and team outcomes.
- Strong communications, stakeholder engagement and relationship building skills.
- Experience working in service delivery operations and working under limited direction being guided by an in-depth knowledge of relevant statutory, regulatory and policy frameworks to resolve problems of a complex nature.

## What we offer

- A dynamic workplace – get on board and make a difference!
- Generous remuneration and leave entitlements 15.4% superannuation.
- Flexible working arrangements, employee wellness and employee assistance programs.
- Learning and development opportunities – move up and along your desired career path.
- Study leave and study assistance options available.
- For more information on benefits visit '[What we offer](#)'

For further details on the positions, Comcare and the job specific capabilities, please refer to the [Job Information Pack](#) **Eligibility**

1. Australian citizenship.
2. Character clearance (police records check).
3. A health assessment may be required.
4. Six months probationary period for new engagements.
5. Ability to obtain and maintain a Baseline Security Clearance.

For information on conditions of employment, please go to [Working at Comcare](#). **Notes**

### How to apply

Applications received through the Comcare portal will **NOT** be considered.  
Applications must be submitted via email to: [comcare@hays.com.au](mailto:comcare@hays.com.au)

### Your application must include:

1. Your resume
2. An expression of interest (maximum 2 pages) outlining what you could bring to the position including your skills, experience and knowledge relevant to the job specific capabilities which are listed in the [Job Information Pack](#)
3. Please ensure your name is on each page of your resume and expression of interest and indicate which roles you are applying for.

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 Comcare

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Comcare is the national authority for work health and safety, and workers' compensation. We are a government regulator, workers' compensation insurer, claims manager and scheme administrator. Through our role, we work with employees and other workers, employers, service providers and other organisations to: - minimise the impact of harm in the workplace - improve recovery at work and return to work - promote the health benefits of good work. We collaborate and partner with other schemes and organisations on research and innovative projects that improve outcomes. We also provide expert advice and services to the Safety, Rehabilitation and Compensation Commission (SRCC), and Seafarers Safety, Rehabilitation and Compensation Authority (Seacare Authority).

## To Apply

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|                         |                                                                                                                         |
|-------------------------|-------------------------------------------------------------------------------------------------------------------------|
| Position Contact        | Hays Assessment and Development Team, (03) 9604 9675                                                                    |
| Agency Recruitment Site | <a href="https://www.comcare.gov.au/careers/current_vacancies">https://www.comcare.gov.au/careers/current_vacancies</a> |

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Employment and Workplace Relations

Vacancy VN-0738736

Department of Employment and Workplace Relations  
(DEWR)

Closing Date:Monday 01 April 2024

Workforce Australia Provider Support  
Employment Procurement Various

|                 |                                                                 |
|-----------------|-----------------------------------------------------------------|
| Job Title       | Employment Procurement Branch - Multiple Roles APS5             |
| Job Type        | Full-Time;Part-Time, Ongoing;Non-Ongoing                        |
| Location        | Canberra ACT                                                    |
| Salary          | \$83,908 - \$89,706                                             |
| Classification  | APS Level 5                                                     |
| Position Number | 24/0580                                                         |
| Agency Website  | <a href="https://www.dewr.gov.au/">https://www.dewr.gov.au/</a> |

Job Description

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

The Employment Procurement Branch is seeking dynamic people who will contribute to a variety of projects and roles, while working collaboratively with key internal and external stakeholders. This may include working on projects with strict timelines, drafting process documentation, contributing to papers and briefs, development of planning documentation to support procurement activities, undertaking procurement processes, undertaking quality assurance activities, and supporting program areas.

We have multiple roles available across our branch, each with specific duties and responsibilities. Outlined below are the roles and the requisite duties associated with the roles. Please identify which role(s) you are applying for when completing your application, by including it in your statement of claims.

Duties

**Procurement Project Support Officer**  
Procurement Project Support Officers undertake a range of project activities related to employment services procurement, which may include:

- Assisting with drafting written material and briefings for the executive and Minister to support purchasing activities
- Assisting with administrative and secretariat work including coordinating meetings with stakeholders and researching procurement information
- Assisting with project documentation such as project status reports, project management plans, project schedules, and consultation, probity, risk, issues, and change registers
- Assisting with Information Technology and property setups to support large-scale projects
- Drafting reports addressing risks, interdependencies and project outcomes to senior management, executives, and stakeholders
- Providing input to advice and guidance materials to support procurement and related activities
- Assisting with the provision of advice and technical expertise to guide project activities
- Implementing processes, procedures and tools that support the delivery of high-quality employment services procurement projects
- Assisting hotline operations and managing and maintaining mailboxes for communications, logistics
- Assist and support with probity compliance, monitoring and reporting
- Assisting with the evaluation and review of progress against milestones using a range of techniques and tools, including monitoring and analysis of performance
- Undertaking a range of procurement project tasks such as probity, compliance, assessment, debriefing, procurement administration and support, related training, and provision of related advice.

### **Quality Assurance Officer**

Quality Assurance Officers undertake a range of quality assurance activities, which may include:

- Supporting the review of products developed by the branch to ensure they are error free and consistent with expectations of quality
- Assisting with the oversight of systems input and undertaking data and information quality assurance
- Assisting with the assessment and interpretation of a range of information to identify gaps in data or sources
- Ensuring compliance with public service and ministerial standards in documentation
- Undertaking data and information checks to support large scale mailouts
- Management and maintenance of mailboxes and system drives
- Responding to stakeholder requests, collating, and disseminating relevant information, resolving problems, escalating issues when required, and effectively prioritising responses to stakeholders.

### **Systems and Data Officer**

Systems and Data Officers undertake a range of activities, which may include:

- Assisting with the preparation of data and reporting tools to support multiple purchasing activities
- Gathering and maintaining data and systems to ensure the effective management of procurement and related processes
- Preparing data to support purchasing decisions
- Providing support for the use of data tools
- Drafting data reports and briefs to support reporting requirements

- Drafting advice to non-data stakeholders in an easy-to-understand manner.

Eligibility

Please note, under section 22(8) of the Public Service Act 1999, employees must be Australian citizens to be employed in the APS unless the Agency delegate has agreed, in writing.

This is a designated security assessed position. The successful candidate will have the ability to obtain and maintain a Baseline security clearance.

This selection process may be used to establish a merit pool. The pool might be accessed to fill ongoing and non-ongoing vacancies for similar roles in the Department over the next 18 months.

Notes

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 Employment and Workplace Relations (DEWR)

The Department of Employment and Workplace Relations enables access to quality skills, training and employment to support Australians find secure work in fair, productive and safe workplaces – supporting individuals and our nation to prosper. Secure jobs are vital for our nation to prosper—driving future economic growth and providing people with the certainty to achieve their life goals. In the midst of fast-paced, social, economic and global changes, we focus on equipping Australians who are starting, advancing or changing their career with the relevant skills, knowledge and experience to gain or regain employment to achieve their aspirations in life. We work actively to fill skill gaps fundamental to Australia's economic growth by to identify industries with skill shortages and emerging industries fundamental to the prosperity of individuals, businesses, and our nation. We support a world leading vocational education and training sector offering apprenticeships, cadetships, and traineeships to connect people to alternative pathways to employment while helping to address future skill demands such as engineering, nursing, technology and teaching—driving better outcomes through an agile skills sector in tune with market demands. This work leads to local, stable, and secure employment, strengthened by work health and safety, and a safety net and conditions that help to define workplace rights and responsibilities that both employers and employees can have confidence in. Together, we contribute to a safe, secure and responsive employment sector where workers are assured of continued employment and employers retain a productive, reliable and skilled workforce to achieve long term goals—sustaining the future prosperity of our nation.

To Apply

|                         |                                                                                                                     |
|-------------------------|---------------------------------------------------------------------------------------------------------------------|
| Position Contact        | Susan Murray, 0413 219 296                                                                                          |
| Agency Recruitment Site | <a href="https://dese.nga.net.au/?AudienceTypeCode=EXT-DEWR">https://dese.nga.net.au/?AudienceTypeCode=EXT-DEWR</a> |

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Department of Employment and Workplace Relations  
(DEWR)

Closing Date:Monday 01 April 2024

Workforce Australia Provider Support  
Employment Procurement Various

|                 |                                                                 |
|-----------------|-----------------------------------------------------------------|
| Job Title       | Employment Procurement Branch - Multiple Roles APS6             |
| Job Type        | Full-Time;Part-Time, Ongoing;Non-Ongoing                        |
| Location        | Canberra ACT                                                    |
| Salary          | \$94,332 - \$103,731                                            |
| Classification  | APS Level 6                                                     |
| Position Number | 24/0619                                                         |
| Agency Website  | <a href="https://www.dewr.gov.au/">https://www.dewr.gov.au/</a> |

Job Description

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

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The Employment Procurement Branch is seeking dynamic people who will contribute to a variety of projects, while working collaboratively with key internal and external stakeholders. This may include working on projects with strict timelines, drafting process documentation, contributing to papers and briefs, development of planning documentation to support procurement activities, undertaking procurement processes, undertaking quality assurance activities, and supporting program areas.

We have multiple roles available across our branch, each with specific duties and responsibilities. Outlined below are the roles and the requisite duties associated with the roles. Please identify which role(s) you are applying for when completing your application, by including it in your statement of claims.

Duties

- Procurement Project Officer**  
Procurement Project Officers undertake a range of project activities related to employment services procurement, which may include:
- Drafting written material and briefings for the executive and Minister to support purchasing activities
  - Administrative and secretariat work including coordinating meetings with stakeholders and researching procurement information
  - Developing and maintaining project documentation such as project status reports, project management plans, project schedules, and consultation, probity, risk, issues, and change registers
  - Liaising with internal stakeholders for input
  - Working closely with IT and property teams to support large-scale projects
  - Preparing reports addressing risks, interdependencies and project outcomes to senior management, executives, and stakeholders
  - Drafting advice and guidance materials to support procurement and related activities
  - Providing advice and technical expertise to guide project activities
  - Implementing processes, procedures and tools that support the delivery of high-quality employment services procurement projects

- Evaluating and reviewing progress against milestones using a range of techniques and tools, including monitoring and analysis of performance
- Undertaking a range of procurement project tasks such as probity advice, compliance and reporting, assessment, debriefing, procurement administration and support, related training and provision of related advice.

### **Quality Assurance Officer**

Quality Assurance Officers undertake a range of quality assurance activities, which may include:

- Ensuring products developed by the branch are error free and consistent with expectations of quality
- Overseeing systems input and undertaking data and information quality assurance
- Assessing and interpreting a range of information to identify gaps in data or sources
- Ensuring compliance with public service and ministerial standards in documentation
- Undertaking data and information checks to support large scale mailouts
- Building stakeholder relationships including responding to stakeholder requests, collating, and disseminating relevant information, resolving problems, escalating issues when required, and effectively prioritising responses to stakeholders.

### **Systems and Data Officer**

Systems and Data Officers undertake a range of activities, which may include:

- Preparing data and reporting tools to support multiple purchasing activities
- Gathering and maintaining data and systems to ensure the effective management of procurement and related processes
- Preparing data to support purchasing decisions
- Providing support for the use of data tools
- Preparing data reports and briefs to support reporting requirements
- Providing advice to non-data stakeholders in an easy-to-understand manner.

### **Eligibility**

Please note, under section 22(8) of the Public Service Act 1999, employees must be Australian citizens to be employed in the APS unless the Agency delegate has agreed, in writing.

This is a designated security assessed position. The successful candidate will have the ability to obtain and maintain a Baseline security clearance.

This selection process may be used to establish a merit pool. The pool might be accessed to fill ongoing and non-ongoing vacancies for similar roles in the Department over the next 18 months.

### **Notes**

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 Employment and Workplace Relations (DEWR)**

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The Department of Employment and Workplace Relations enables access to quality skills, training and employment to support Australians find secure work in fair, productive and safe workplaces – supporting individuals and our nation to prosper. Secure jobs are vital for our nation to prosper—driving future economic growth and providing people with the certainty to achieve their life goals. In the midst of fast-paced, social, economic and global changes, we focus on equipping Australians who are starting, advancing or changing their career with the relevant skills, knowledge and experience to gain or regain employment to achieve their aspirations in life. We work actively to fill skill gaps fundamental to Australia's economic growth by to identify industries with skill shortages and emerging industries fundamental to the prosperity of individuals, businesses, and our nation. We support a world leading vocational education and training sector offering apprenticeships, cadetships, and traineeships to connect people to alternative pathways to employment while helping to address future skill demands such as engineering, nursing, technology and teaching—driving better outcomes through an agile skills sector in tune with market demands. This work leads to local, stable, and secure employment, strengthened by work health and safety, and a safety net and conditions that help to define workplace rights and responsibilities that both employers and employees can have confidence in. Together, we contribute to a safe, secure and responsive employment sector where workers are assured of continued employment and employers retain a productive, reliable and skilled workforce to achieve long term goals—sustaining the future prosperity of our nation.

To Apply

|                         |                                                                                                                     |
|-------------------------|---------------------------------------------------------------------------------------------------------------------|
| Position Contact        | Susan Murray, 0413 219 296                                                                                          |
| Agency Recruitment Site | <a href="https://dese.nga.net.au/?AudienceTypeCode=EXT-DEWR">https://dese.nga.net.au/?AudienceTypeCode=EXT-DEWR</a> |

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Employment and Workplace Relations

Vacancy VN-0738739

Department of Employment and Workplace Relations  
(DEWR)

Closing Date:Monday 01 April 2024

Workforce Australia Provider Support  
Employment Procurement Various

|                        |                                                                 |
|------------------------|-----------------------------------------------------------------|
| <b>Job Title</b>       | Employment Procurement Branch - Multiple Roles EL1              |
| <b>Job Type</b>        | Full-Time;Part-Time, Ongoing;Non-Ongoing                        |
| <b>Location</b>        | Canberra ACT                                                    |
| <b>Salary</b>          | \$115,996 - \$128,200                                           |
| <b>Classification</b>  | Executive Level 1                                               |
| <b>Position Number</b> | 24/0620                                                         |
| <b>Agency Website</b>  | <a href="https://www.dewr.gov.au/">https://www.dewr.gov.au/</a> |

## Job Description

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

The Employment Procurement Branch is seeking dynamic people who will contribute to a variety of projects, while working collaboratively with key internal and external stakeholders. This may include working on projects with strict timelines, drafting process documentation, contributing to papers and briefs, development of planning documentation to support procurement activities, undertaking procurement processes, undertaking quality assurance activities, and supporting program areas.

There are a number of positions available across the branch. Outlined below are the duties associated with the roles.

## Duties

Assistant Directors lead a range of project activities related to employment services procurement, which may include:

- Managing, coaching and developing staff
- Creating documentation for the executive and minister to support purchasing activities
- Overseeing administrative and secretariat staff to ensure liaison with stakeholders is effective
- Managing the development and maintenance of project documentation such as project status reports, project management plans, project schedules, and risk, issues, and change registers
- Oversee the implementation of IT and property changes to support large-scale projects
- Identifying risks and related mitigation strategies to support the work of the branch
- Managing communications including overseeing hotline staff and developing advertising products
- Finalising advice and guidance materials to support procurement and related activities
- Implementing processes, procedures and tools to support the delivery of high-quality employment services procurement projects
- Providing reports on the evaluation and review of progress against milestones
- Overseeing input to a range of procurement project tasks such as probity compliance, assessment, debriefing, procurement administration and support, related training and provision of related advice.

## Eligibility

Please note, under section 22(8) of the Public Service Act 1999, employees must be Australian citizens to be employed in the APS unless the Agency delegate has agreed, in writing.

This is a designated security assessed position. The successful candidate will have the ability to obtain and maintain a Baseline security clearance.

This selection process may be used to establish a merit pool. The pool might be accessed to fill ongoing and non-ongoing vacancies for similar roles in the Department over the next 18 months.

Notes

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 Employment and Workplace Relations (DEWR)

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To Apply

|                         |                                                                                                                     |
|-------------------------|---------------------------------------------------------------------------------------------------------------------|
| Position Contact        | Susan Murray, 0413 219 296                                                                                          |
| Agency Recruitment Site | <a href="https://dese.nga.net.au/?AudienceTypeCode=EXT-DEWR">https://dese.nga.net.au/?AudienceTypeCode=EXT-DEWR</a> |

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Employment and Workplace Relations

Vacancy VN-0738854

Department of Employment and Workplace Relations  
(DEWR)

Closing Date:Sunday 07 April 2024

Technology and Services Division  
IT Environment and Customer Support Service Desk

|                        |                                                                 |
|------------------------|-----------------------------------------------------------------|
| <b>Job Title</b>       | Service Desk Agent                                              |
| <b>Job Type</b>        | Full-Time, Ongoing;Non-Ongoing                                  |
| <b>Location</b>        | Canberra ACT                                                    |
| <b>Salary</b>          | \$69,863 - \$72,767                                             |
| <b>Classification</b>  | APS Level 3                                                     |
| <b>Position Number</b> | 24/0594                                                         |
| <b>Agency Website</b>  | <a href="https://www.dewr.gov.au/">https://www.dewr.gov.au/</a> |

## Job Description

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

The Service Desk Team provides support services to staff in the Department of Employment and Workplace Relations, client agencies, their Ministers and Assistant Ministers by being the first point of contact for information and assistance with IT and corporate services.

We provide support services for the following:

- Accessing the IT network and resources
- Business and Office applications support
- Telephony/VoIP and Mobile Services
- Switchboard.

The team delivers its services by:

- Being the first point of contact
- Managing Incidents and Requests
- Promoting service automation and self-service where appropriate
- Ensuring services are provided in the most effective and efficient way.
- Striving for excellence in customer service
- Caring for our staff
- Providing after-hours support

## The Service Desk operates from 7 am to 7 pm, Monday to Friday on a rotating roster. Duties

This is a high pressure/high workload environment, and we are looking for someone who is experienced in, or can learn the following:

- Providing technical support for a range of hardware, software, and peripherals.
- Managing incidents and allocating unresolved calls.
- Allocating and managing Smartcards and building access.
- Managing requests and providing support for VoIP and telephone services.
- Providing timely, accurate and appropriate responses to customer queries.
- Maintaining a professional polite, respectful, and positive disposition.
- Being firm and fair when saying no or disagreeing.
- Recording details clearly and accurately using appropriate tools.

- Actioning online requests for access and accounts as appropriate.

Eligibility

Please note, under section 22(8) of the Public Service Act 1999, employees must be Australian citizens to be employed in the APS unless the Agency delegate has agreed, in writing.

This is a designated security assessed position. The successful candidate will have the ability to obtain and maintain a NV1 security clearance.

This selection process may be used to establish a merit pool. The pool might be accessed to fill ongoing and non-ongoing vacancies for similar roles in the Department over the next 18 months.

Notes

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 Employment and Workplace Relations (DEWR)

The Department of Employment and Workplace Relations enables access to quality skills, training and employment to support Australians find secure work in fair, productive and safe workplaces – supporting individuals and our nation to prosper. Secure jobs are vital for our nation to prosper—driving future economic growth and providing people with the certainty to achieve their life goals. In the midst of fast-paced, social, economic and global changes, we focus on equipping Australians who are starting, advancing or changing their career with the relevant skills, knowledge and experience to gain or regain employment to achieve their aspirations in life. We work actively to fill skill gaps fundamental to Australia’s economic growth by to identify industries with skill shortages and emerging industries fundamental to the prosperity of individuals, businesses, and our nation. We support a world leading vocational education and training sector offering apprenticeships, cadetships, and traineeships to connect people to alternative pathways to employment while helping to address future skill demands such as engineering, nursing, technology and teaching—driving better outcomes through an agile skills sector in tune with market demands. This work leads to local, stable, and secure employment, strengthened by work health and safety, and a safety net and conditions that help to define workplace rights and responsibilities that both employers and employees can have confidence in. Together, we contribute to a safe, secure and responsive employment sector where workers are assured of continued employment and employers retain a productive, reliable and skilled workforce to achieve long term goals—sustaining the future prosperity of our nation.

To Apply

|                         |                                                                                                                     |
|-------------------------|---------------------------------------------------------------------------------------------------------------------|
| Position Contact        | Dan McNamara, (02) 6121 8487                                                                                        |
| Agency Recruitment Site | <a href="https://dese.nga.net.au/?AudienceTypeCode=EXT-DEWR">https://dese.nga.net.au/?AudienceTypeCode=EXT-DEWR</a> |

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**Department of Employment and Workplace Relations  
(DEWR)**

Closing Date: Sunday 07 April 2024

Technology and Services Division  
IT Environment and Customer Support Service Desk

|                        |                                                                 |
|------------------------|-----------------------------------------------------------------|
| <b>Job Title</b>       | Senior Service Desk Agent                                       |
| <b>Job Type</b>        | Full-Time, Ongoing; Non-Ongoing                                 |
| <b>Location</b>        | Canberra ACT                                                    |
| <b>Salary</b>          | \$75,996 - \$81,274                                             |
| <b>Classification</b>  | APS Level 4                                                     |
| <b>Position Number</b> | 24/0589                                                         |
| <b>Agency Website</b>  | <a href="https://www.dewr.gov.au/">https://www.dewr.gov.au/</a> |

**Job Description**

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

The Service Desk Team provides support services to staff in the Department of Employment and Workplace Relations, client agencies, their Ministers and Assistant Ministers by being the first point of contact for information and assistance with IT and corporate services.

We provide support services for the following:

- Accessing the IT network
- Business and Office applications support
- Remote Access Services (RAS)
- Telephony/VoIP and Mobile Services
- Switchboard.

The team delivers its services by:

- Being the first point of contact.
- Managing Incidents and Requests.
- Promoting service automation and self-service where appropriate.
- Ensuring services are provided in the most effective and efficient way.
- Striving for excellence in customer service.
- Caring for our staff.
- Providing after-hours support.

**The Service Desk operates from 7 am to 7 pm, Monday to Friday on a rotating roster. Duties**

Roles and Responsibilities may include:

- Providing second level customer support for complex telephone calls and emails, including troubleshooting & escalation

- Monitoring and maintain Service Desk queues, including the ability to accurately recorded in ServiceNow.
- Managing client’s enquiries quickly and effectively
- Ensuring all team targets/KPI’s are reached.
- Maintaining knowledge across all Service Desk areas of responsibility
- Supporting and monitoring the relationship with technical teams when dealing with follow up enquires.
- Contributing constructively to meetings and general discussions.
- Assisting other Service Desk Agents when required.

Eligibility

Please note, under section 22(8) of the Public Service Act 1999, employees must be Australian citizens to be employed in the APS unless the Agency delegate has agreed, in writing.

This is a designated security assessed position. The successful candidate will have the ability to obtain and maintain a NV1 security clearance.

This selection process may be used to establish a merit pool. The pool might be accessed to fill ongoing and non-ongoing vacancies for similar roles in the Department over the next 18 months.

Notes

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 Employment and Workplace Relations (DEWR)

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To Apply

|                         |                                                                                                                     |
|-------------------------|---------------------------------------------------------------------------------------------------------------------|
| Position Contact        | Dan McNamara, 02 6121 8487                                                                                          |
| Agency Recruitment Site | <a href="https://dese.nga.net.au/?AudienceTypeCode=EXT-DEWR">https://dese.nga.net.au/?AudienceTypeCode=EXT-DEWR</a> |

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Communications and the Arts

Vacancy VN-0738543

Australian Communications and Media Authority

Closing Date: Sunday 24 March 2024

Corporate Research  
Research, Data, Regulation and Governance Research and Analysis

|                 |                                                             |
|-----------------|-------------------------------------------------------------|
| Job Title       | Senior Research Analyst                                     |
| Job Type        | Full-Time, Ongoing                                          |
| Location        | Melbourne VIC, Sydney NSW                                   |
| Salary          | \$106,545 - \$120,152                                       |
| Classification  | Executive Level 1                                           |
| Position Number | 2532-2024-1                                                 |
| Agency Website  | <a href="http://www.acma.gov.au">http://www.acma.gov.au</a> |

Job Description

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

The Research and Analysis team at the Australian Communications and Media Authority (ACMA) is seeking an experienced social and government researcher with experience leading both quantitative and qualitative research projects. The successful candidate will lead the ACMA's consumer research to support the Media Diversity Measurement Framework. You will be part of a highly experienced team of researchers, who undertake qualitative and quantitative research across many areas in the communications and media space. This multi-disciplinary, cross-functional project team has an emphasis on building client-relationships to meet stakeholder requirements.

Duties

We are seeking someone with a demonstrated capacity to manage major quantitative and qualitative research projects and engage in all parts of the research, including working with consultants on drafting research instruments such as surveys and discussion guides, data analysis, and reporting.

Our ideal candidate will be confident in scoping and managing major research projects from beginning to end, including liaising with the research team, suppliers and stakeholders to ensure deadlines and research objectives are met. As part of this role you will also manage procurement processes for research services and also provide support to colleagues within the team on their projects and respond to research related enquiries.

Eligibility

To be eligible for employment with ACMA, applicants must be an Australian citizen.

Successful candidates must be able to obtain and maintain a Baseline level security clearance or hold a current security clearance of an appropriate level. [Australian Government Security Vetting Agency \(AGSVA\)](#).

Notes

Suitable candidates will be placed in a merit pool from this selection process and may be used to fill similar ongoing roles in other areas of ACMA. Non-ongoing opportunities may be offered as a specified term.

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

About the Australian Communications and Media Authority

ACMA is Australia’s regulator for broadcasting, some online content, radiocommunications and telecommunications. We work with industry and government, locally and internationally, so that Australians can enjoy the best and most innovative media and communications services in a fair, responsible, safe and productive way. The ACMA provides a supportive and respectful work environment that values the diversity of our employees. Our three main offices are in Canberra, Melbourne and Sydney. Visit [acma.gov.au](http://acma.gov.au) for more information on joining our team.

To Apply

|                         |                                                                               |
|-------------------------|-------------------------------------------------------------------------------|
| Position Contact        | Wendy Paterson, 02 93347921                                                   |
| Agency Recruitment Site | <a href="https://www.acma.gov.au/careers">https://www.acma.gov.au/careers</a> |

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Communications and the Arts

Vacancy VN-0738709

Australian Communications and Media Authority

Closing Date: Sunday 31 March 2024

Communications Infrastructure  
Licensing and Infrastructure Safeguards License Allocation

|                        |                                                             |
|------------------------|-------------------------------------------------------------|
| <b>Job Title</b>       | Technical Officer- Frequency Assignment                     |
| <b>Job Type</b>        | Full-Time, Ongoing;Non-Ongoing                              |
| <b>Location</b>        | Belconnen ACT, Pyrmont NSW, Melbourne VIC                   |
| <b>Salary</b>          | \$79,557 - \$85,899                                         |
| <b>Classification</b>  | APS Level 5                                                 |
| <b>Position Number</b> | 1232-2024-1                                                 |
| <b>Agency Website</b>  | <a href="http://www.acma.gov.au">http://www.acma.gov.au</a> |

## Job Description

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

The ACMA' Communications Infrastructure Division (CID) carries out a range of functions including spectrum planning and engineering, licensing and infrastructure safeguards and spectrum allocations. The Licence Allocation Section (LAS) provides a range of licensing, frequency assigning and other spectrum management services. LAS is also responsible for managing complex enquiries and complaints associated with the issue of licences under the Radiocommunications Act 1992 and the Broadcasting Services Act 1992.

Are you technologically minded? Are you looking to kick-start your career somewhere that will invest in your development and train you on the job? We are seeking enthusiastic staff to join the License Allocations Section to assist in the delivery of frequency assigning services.

As a member of the team, you will be involved in the assignment of frequencies for a diverse range of radiocommunications services, evaluation of technical proposals in support of radiocommunications licence applications, provision of technical advice to clients and the preparation of reports and correspondence.

For this role you will possess a sound understanding of the principles and practices of radiocommunications engineering, well-developed communications, and analytic and decision-making skills.

## Duties

We are seeking someone who is ready to start their career in the radiocommunications field, who is flexible, adaptable and self-motivated.

Our ideal candidate has:

- Knowledge of, or the ability to quickly acquire knowledge of, the radiocommunications licensing and frequency assigning principles.
- Well-developed analytical and decision-making skills, with ability to give particular attention to detail.
- Well-developed oral, written and interpersonal communication skills with the ability to work effectively as a member of a team.
- Well-developed knowledge and understanding of the principles and practices of radiocommunications engineering.
- The ability to proactively build and sustain positive and mutually beneficial relationships with team members and stakeholders.
- Demonstrated a capacity to take personal responsibility for meeting objectives and progressing work.
- Ideally a degree or diploma in a field relevant to radiocommunications or engineering.

## Eligibility

**To be eligible for employment with the ACMA, applicants must be an Australian citizen.**

The successful applicant must be able to obtain and maintain a Negative Vetting 1 level security clearance or hold a current security clearance of an appropriate level. More information on the security clearance vetting process is available on the [Australian Government Security Vetting Agency \(AGSVA\) website](#) .

## Notes

Suitable candidates may be placed in a merit pool from this selection process and the pool may be used to fill similar ongoing or non-ongoing roles. Non-ongoing vacancies filled from a merit pool may be offered as a specified term. Applicants may have their application and assessment results shared with other Australian Public Service (APS) agencies looking to fill similar roles.

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 Communications and Media Authority

ACMA is Australia’s regulator for broadcasting, some online content, radiocommunications and telecommunications. We work with industry and government, locally and internationally, so that Australians can enjoy the best and most innovative media and communications services in a fair, responsible, safe and productive way. The ACMA provides a supportive and respectful work environment that values the diversity of our employees. Our three main offices are in Canberra, Melbourne and Sydney. Visit [acma.gov.au](http://acma.gov.au) for more information on joining our team.

To Apply

|                         |                                                                               |
|-------------------------|-------------------------------------------------------------------------------|
| Position Contact        | Mark Williamson, (02) 6256 2837                                               |
| Agency Recruitment Site | <a href="https://www.acma.gov.au/careers">https://www.acma.gov.au/careers</a> |

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Applicants to vacancies notified in all formats of the electronic Public Service Gazette should be aware:

- that the names of successful applicants will also be notified in all formats of the electronic Public Service Gazette
- applicants found suitable may be offered similar employment opportunities by other Australian Public Service agencies