



Commonwealth of Australia
APSJobs - Vacancies Daily
PS14 Daily Gazette Thursday - 04 April 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 PS14 Weekly Gazette Thursday - 04 April 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 PS14 Weekly Gazette Thursday - 04 April 2024.pdf.

Gazette Lodgement Inquiries

Phone: (02) 6202 3559

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Vacancies

Vacancy VN-0739776

Australian Sports Commission

Closing Date: Thursday 11 April 2024

Technology
Cyber Security & IT Support

Job Title	IT Support Technician
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	\$67,013 - \$79,723
Classification	APS Level 4
Position Number	1986
Agency Website	https://www.sportaus.gov.au/

Job Description

<https://ausport.nga.net.au/?jati=BCA4F922-A654-7F17-AC28-DA93C17EB20C>

Duties

Applications close at **11:30 pm AEST ON 11 April 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?

About the team – The Cyber and IT Support team are engaged, passionate and adventurous– we're committed to developing strong partnerships and focused on enabling business outcomes. Teamwork is incredibly important to us, and we value inclusiveness, innovation and outcomes over convention. ICT is a social and dynamic team, we manage well with uncertainty and balance diverse thinking and strong collaboration to develop achievable and innovative plans.

About the role – Provide responsive, professional and client-focused front-line technical assistance to ASC technology users, answering queries on common technical issues, tracking and escalating more complex incidents and requests. Work with all areas of ICT to ensure technology services align with defined performance standards and procedures.

1. Under direction from team managers, deliver the Section/Programme operational agenda to achieve business outcomes. This includes:

- Provide professional, reliable and responsive telephone, written and face-to-face support for ASC ICT services.
- Draft written responses to clients using agreed formats and structured guidelines including providing technical support in specific areas of program/project work.
- Work effectively and cohesively with team members, share knowledge, and look for opportunities to improve business processes.
- Drawing on advice from supervisors, use problem solving skills and attention to detail to troubleshoot issues and find workarounds.
- Maintain service and procedure documentation.
- Develop and maintain customer knowledge bases supporting self-service support outcomes.

- Effectively manage client and partner relationships.
 - Escalate issues through the correct channels in a timely manner.
 - Perform typical technical support tasks such as computer deployments, IT installations, account creations & management, Active Directory management, work-station set up and office moves.
 - Assist in the management of corporate assets and IT equipment.
 - Provide support to non-standard requests on short notice as well as supporting executive staff.
2. Actively participate in the implementation and delivery of policies, guidelines and other resources to achieve business outcomes for ASC.
 3. Assist other parts of Technology or the wider organisation as required.
 4. Actively promote and role model the ASC values of Excellence, Integrity, Respect and Teamwork, and contribute to positive organisational change, effective communication, and

About you – You will have:

- Ability to work in dynamic and collaborative team-based approach, who enjoy solving challenging problems and that seek to build strong and lasting connections between teams.
- Experience in customer service or relevant experience working with a range of different stakeholders.
- Ability to take ownership of escalated issues and coordinate with appropriate resources to resolve them in a timely manner.
- Ability to document, track, monitor, follow up and prioritise customer support requests to ensure a timely resolution.

This position is offered as an **FIXED TERM** position until 5 April 2025 with the possibility of being extended or made ongoing.

Why work with us?

We have offices located in Canberra, Melbourne and Sydney. Across all locations, we offer:

- 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.

Additionally, our Canberra campus offers:

- 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.

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**

- As part of this position, the role occupant may have access to sensitive, and potentially distressing information in the areas of sexual misconduct and child safeguarding.
- 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 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	Sean Lillywhite, 02 6214 1252
Agency Recruitment Site	https://ausport.nga.net.au/?jati=BCA4F922-A654-7F17-AC28-DA93C17EB20C

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Vacancy VN-0739565

Job Title	Recruitment Manager
Job Type	Full-Time, Ongoing
Location	Adelaide SA, Canberra ACT
Salary	\$91,702 - \$104,753
Classification	APS Level 6
Position Number	ASA/02831/24
Agency Website	https://www.defence.gov.au/about/taskforces/aukus

Job Description <https://defencecareers.nga.net.au/?jati=4E7E4D24-B580-9D22-6A1B-DA93854CA121>

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 APS6 vacancies for individuals who 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 Manager 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 lead a team, set work priorities, manage workflow and resources. Building team capacity through coaching and feedback, review and develop the quality of work undertaken by others within the team.
- Engage with stakeholders to exchange information, discuss complex recruitment issues and influence them to recognise a preferred course of action while providing a clear understanding of desired outcomes and keeping them informed of progress and issues in relation to recruitment activities.
- 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

We are a dynamic organization 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:

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:

- Strong interpersonal and stakeholder management skills with the ability to build productive working relationships
- Experience with reading, interpreting and applying policy and legislation to process decisions
- Passionate about customer service, with the ability to coordinate activities, manage priorities and work with minimal direction
- 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

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	https://defencecareers.nga.net.au/?jati=4E7E4D24-B580-9D22-6A1B-DA93854CA121

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Vacancy VN-0739767

Future Fund Management Agency

Closing Date:Thursday 11 April 2024

Job Title	Accountant
Job Type	Full-Time, Ongoing
Location	Melbourne VIC
Salary	-
Classification	APS Level 4
Position Number	2277
Agency Website	www.futurefund.gov.au

Job Description

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

The position of Accountant is responsible for the accounts payable function and the day-to-day corporate accounting of the Agency & Portfolio.

Reports to: Manager Corporate Accounting
Direct Reports: The position has no direct reports

Duties

Accounts Payable

- Data entry of invoices for all Agency and non-investment manager Board related invoices ensuring accuracy of GL information including GST coding, cost allocation, project costing and ensuring expenses are matched against budgeted items where applicable
- Management and monitoring of the invoice approval workflow tool to ensure invoices are being approved in a timely manner

- Weekly and ad hoc payment runs as required
- Management of all accounts payable vendor queries
- Administration of Concur & monthly upload of transactions

Daily/Weekly Tasks

- Entering receipts and payments to appropriate ledgers, spreadsheets, records and databases for Portfolio, Agency and other Investment Funds
- Reconciliation of Agency and Portfolio general ledger accounts to supporting records
- Ensure month end processes have been completed accurately and timely, and the financial results are representative of operational activities
- Assist in the preparation of BAS and PAYG returns
- Assist in the preparation of FBT returns
- Maintaining statutory registers as required
- Maintaining the fixed assets register including month end reconciliations

Monthly/ Annual Reporting

- Analyse and communicate financial information across all levels of the organisation
- Prepare a set of management accounts from start to finish including commentary and variance analysis.
- Monitor budgets and identify variations for further analysis

Project Work

- Assist in the various projects/initiatives as required and directed by the Manager Corporate Accounting and Senior Accountant
- Seek efficiencies in the accounts payable processes

Eligibility

Qualifications

- Bachelor's degree in Business or Accounting
- CPA/CA qualified or working towards completion

Experience

- Experience in an accounts payable and accounting roles
- Experience in using Workday system
- Proficiency in Microsoft Office tools (mainly Excel)

Attributes

- Has excellent interpersonal and collaborative skills including the ability to liaise with stakeholders at all levels
- Ability to multitask and prioritise work.
- Strong decision-making and problem-solving skills

Notes

****Please note that this opportunity is only available to Australian Public Service employees****

About the Future Fund Management Agency

The Future Fund is Australia's sovereign wealth fund, investing for the benefit of future generations of Australians. The Future Fund Board of Guardians, supported by the Future Fund Management Agency, invests the assets of six public asset funds: the Future Fund, the Medical Research Future Fund, the Aboriginal and Torres Strait Islander Land and Sea Future Fund, the Future Drought Fund, the Emergency Response Fund and the DisabilityCare Australia Fund. Each fund has an investment mandate that is determined by the Australian Government under legislation. Our role is to generate strong, risk-adjusted returns over the long term.

To Apply

Position Contact	Beau McCall, (03) 8656 6400
Agency Recruitment Site	https://career10.successfactors.com/career?company=myfuture

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Vacancy VN-0738674

Great Barrier Reef Marine Park Authority

Closing Date:Thursday 31 July 2025

Great Barrier Reef Marine Park Authority
Great Barrier Reef Marine Park Authority

Job Title	Temporary Employment Register - Great Barrier Reef Marine Park Authority
Job Type	Full-Time;Part-Time;Casual, Non-Ongoing
Location	Cairns QLD, Canberra ACT, Gladstone QLD, Townsville QLD, Yeppoon QLD
Salary	\$58,743 - \$156,433
Classification	APS Level 2;APS Level 3;APS Level 4;APS Level 5;APS Level 6;Executive Level 1;Executive Level 2
Position Number	01
Agency Website	

Job Description

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

Great Barrier Reef Marine Park Authority (the Reef Authority)

The Great Barrier Reef is a massive tropical marine ecosystem of 3000 individual coral reefs, deep shoals, seagrasses and mangrove systems that support many thousands of marine species. It is the sea country home for about 70 Traditional Owner groups whose connections with the Reef go back more than 60,000 years.

The Great Barrier Reef Marine Park Authority (the Reef Authority) sits within the Australian Government Agriculture, Water and Environment Portfolio and reports to the Minister for the Environment. Our head office is in Townsville, North Queensland, with offices based in Cairns, Yeppoon, Gladstone and Canberra. Our objective is the long-term protection, ecologically sustainable use, understanding and enjoyment of the Great Barrier Reef for all Australians and the international community, through the care and development of the Marine Park.

When you choose to work for us, you not only join a team of passionate people, but you make a commitment to ensure that all the reef's ecological, social and economic value is available for generations to come. We offer a range of exciting career opportunities at the Authority which includes our national education centre, the Great Barrier Reef Aquarium.

Duties

We seek to attract, develop and retain a diverse, enthusiastic and high-performing workforce. To help us in achieving this, we maintain a register of interested applicants for use by managers to fill temporary (non-ongoing) roles up to a maximum period of 18 months, with possible extension up to 3 years.

The Temporary Employment Register is open for candidates to register a general expression of interest (EOI) with the Reef Authority. Non-ongoing or temporary opportunities may be offered on a full-time, part-time or intermittent/irregular basis, depending on business requirements. The register may be used to fill positions at the APS 2 to APS 6 classifications or Executive Level 1 to Executive Level 2 classifications.

Positions may become available in the areas of:

- Accounting and Finance
- Administration
- Communication and Marketing
- Compliance and Regulation
- Information and Communications Technology
- Information and Knowledge Management
- Intelligence
- Legal and Parliamentary
- Monitoring and Audit
- Organisational Leadership
- People Management (Human Resources)
- Science
- Service Delivery
- Strategic Policy, Research, Project and Program

Please note: this is a register of interest only. This application process does not guarantee that an offer of employment will be made whilst your application remains on the register. You will only be contacted regarding your application if a vacancy arises that matches your skills and experience.

Your application will remain valid for 12 months. If you wish to remain on our register after this date, you will need to re-apply. If your circumstances change, you can advise us and we can remove you from the register at your request. You can update your application throughout the 12 month period, by emailing applications@gbbrmpa.gov.au **Eligibility**

Applicants **must**:

- be Australian citizens to be eligible for engagement (note: you must be an Australian citizen at the time of applying and be able to provide document evidence),
- be able to obtain and maintain an Australian Government security clearance; failure to do so will result in termination of employment,
- be willing to undergo an Australian Federal Police (AFP) records check,
- be willing to provide identity documents and undergo an identity pre-employment check through a Digital Verification Service,
- be willing to complete a Health Declaration and if required undergo a health check

Notes

How to apply:

Full information on the Temporary Employment (Non-ongoing) Register can be found on the [Reef Authority Careers page](#)

Your application **must** include:

- Proof of Australian Citizenship (e.g. AU Birth Certificate / AU Passport / AU Citizenship Certificate)
- A current resume that includes:
 - An outline of your relevant career history
 - Qualifications and/ or training relevant to the position
 - Contact details for at least two referees, one of whom should be your current supervisor/manager.

When applying, you should indicate the area of work you have expertise in, your educational qualifications, experience and skills. Current Australian Public Service, State Government

employees and ADF members should include their current level or rank to assist with job matching.

We welcome people with diverse skills, experiences, perspectives and backgrounds, and encourage applications from Aboriginal and Torres Strait Islander People, people with disabilities, people that identify as LGBTIQ+, and people from culturally and linguistically diverse backgrounds.

Please refer to the Great Barrier Reef Marine Park Authority Career's page for further information and opportunities for employment - <https://www2.gbrmpa.gov.au/careers>

About the Great Barrier Reef Marine Park Authority

To Apply

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

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Vacancy VN-0739407

Job Title	Project Officer Strategic Engagement
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Yeppoon QLD, Townsville QLD
Salary	\$81,958 - \$89,935
Classification	APS Level 5
Position Number	094
Agency Website	

Job Description

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

We are seeking an experienced professional with excellent stakeholder engagement skills to join a small team working to enable individuals, groups and/or reef stakeholders and partners to achieve positive environmental outcomes for the Great Barrier Reef.

The position will undertake and manage project work packages for the Reef Authority in the delivery of its Reef Education and Engagement Implementation Plan that identifies and articulates how the Reef Authority will work towards and deliver against its corporate objective "enhancing Reef resilience through partnerships, collaboration and education." By working closely and collaboratively with the broader strategic team, locally and regionally based colleagues, and a diverse network of stakeholders, including Traditional Owners, in the coordination, delivery and reporting of engagement projects and activities in order to achieve project success.

The project officer is a vital link in the coordination and delivery role across all regions of the Great Barrier Reef Marine Park and will build and nurture relationships within the Region, particularly with local government, Queensland and Australian government partners, represent the Reef Authority at key forums (including engaging directly with Mayors, CEOs and other executives of local government); support the delivery of Authority's corporate priority programs and implement and maintain office systems and procedures.

Duties

1. Manage relationships with stakeholders to achieve work area and agency goals by developing and maintaining effective internal and external relationships and support the delivery of project objectives, communicating, and liaising appropriately with stakeholders as required.
2. Provide expertise, technical knowledge, support and forthright advice in specialist areas across a range of programs or activities that contributes to reef engagement outcomes.
3. Provide high level project support, including strategic engagement planning and delivery, procurement and contract management, reporting, document production, quality assurance, monitoring and managing project scope and budget and records management.
4. Identify and implement continuous improvement to the Reef Guardian Council program and strengthen the Reef Authority's reef engagement program delivery.
5. Prepare and deliver high quality written material, reports and presentations that includes the provision of expert, timely, practical, transparent and risk-based information to the Assistant Director and Director on matters relevant to the Strategic Engagement section.
6. Support and contribute to the delivery of the Reef Education and Engagement Implementation Plan and more broadly the Reef Education and Engagement Section priority tasks that deliver against the Reef Authority's corporate plan.

Eligibility

Applicants must:

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

Essential requirements

- Demonstrated experience in strategic engagement activities with a project management focus.

Desirable qualifications or equivalent experience

- The ability to travel for multiple nights at a time, be willing and able to participate in occasional work outside standard business hours, this may include evening and weekend work,
- Tertiary qualifications (or equivalent experience) in marine science, environmental science, or natural resource management and an excellent understanding of Marine Park management.

Notes

Applicants **must** read all the information outlined in the **position description**.

To find out more about working for the Reef Authority, including **how to apply**, for tools and tips on applying for a position, visit the [Great Barrier Reef Marine Park Authority careers page](#).

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	Rebecca Allen, 0447 656 805
Agency Recruitment Site	https://candidate.aurion.cloud/gbrmpa/production/

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Great Barrier Reef Marine Park Authority

Closing Date: Tuesday 16 April 2024

Corporate Services Finance

Job Title	Procurement Officer
Job Type	Full-Time, Ongoing; Non-Ongoing
Location	Townsville QLD
Salary	\$73,779 - \$81,352
Classification	APS Level 4
Position Number	928
Agency Website	

Job Description

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

We are seeking an experienced and dynamic procurement professional to join our small team. As part of the Finance team, you contribute to the procurement and contracting function within the Reef Authority and will be required to ensure that all procurement activities undertaken are compliant with the Commonwealth legislative requirements and internal policies and procedures.

As the Procurement Officer, you will provide support for enterprise procurement/contracts systems and ensure the support of continuous quality improvement of both procurement and financial management systems and processes. You will be required to ensure that the various procurement systems are maintained and updated and provide support to staff with their procurement activities.

Your well-developed interpersonal skills, including your demonstrated ability to liaise, consult, provide advice, and negotiate to build and maintain effective working relationships with a variety of stakeholders including external customers will be at the forefront in this role. You will provide problem solving, research and analytical skills, including demonstrated experience in data analysis and data management systems, as well as having well-developed computer skills in Microsoft Office, in particular Word and Excel.

Duties

1. Develop cooperative working relationships with internal and external customers to ensure achievement of service delivery outcomes and the Reef Authority's objectives.
2. Provide proactive and timely general and specialist procurement and probity advice, consultation and support to internal and external customers relating to procurement and contracting processes, legislative requirements, policies, procedures, and delegations.
3. Provide advice and assistance with the development and completion of procurement activity internal approval documentation, approach to market documentation, and contract documentation.
4. Enter procurement data into the Reef Authority's Procurement system for the creation of Purchase orders and Contracts.
5. Monitor and update procurement data within the Reef Authority's Procurement system, including purchase order and contract entries.
6. Ensure procurement activities comply with legislative requirements, policies, procedures, and delegations.

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.

Essential requirements

- 2+ years of experience in a Finance related position.
- Certificate IV in Contracts and Procurement or ability to obtain within 2 years.

Desirable qualifications and/or experience

- Demonstrated understanding of, or the ability to quickly acquire, the legislative and legal framework of Commonwealth Government procurement and grants processes.
- Demonstrated experience using and maintaining enterprise procurement / contracts systems.
- Demonstrated experience in Microsoft Office products, in particular Word and Excel, and in the use of document management systems.
- Demonstrated experience in applying the principles of continuous quality improvement to procurement / finance management systems and processes.
- Demonstrated problem solving, research and analytical skills, including demonstrated experience in data analysis and data management systems.

Notes

Applicants **must** read all the information outlined in the **position description**.

To find out more about working for the Reef Authority, including **how to apply**, for tools and tips on applying for a position, visit the [Great Barrier Reef Marine Park Authority careers page](#) .

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	https://candidate.aurion.cloud/gbrmpa/production/

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Vacancy VN-0739720

Great Barrier Reef Marine Park Authority

Closing Date:Wednesday 17 April 2024

Corporate Services Business Operations – Program Management Office

Job Title	Program Management Office (PMO) Project Officer
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Townsville QLD
Salary	\$73,779 - \$81,352
Classification	APS Level 4
Position Number	978
Agency Website	

Job Description

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

- We are seeking an experienced Project Officer to support the Program Management Office (PMO) within the Business Operations section.
- The PMO support the annual development of the Annual Operating Plan, and implement reporting methods to report incremental progress to meet the Reef Authority’s portfolio of strategic projects, to achieve outcomes.
- You will develop and deliver training to individuals and small groups, and communicate audience-focused materials to support the organisational objectives to embed ‘Agile ways of working’ across the Reef Authority.
- You will be a team player, working closely and collaboratively with the broader PMO and Business Operations team, and a diverse network of stakeholders in the coordination, delivery and reporting of the Reef Authority’s portfolio of programs and projects to achieve Corporate Plan priorities.
- Duties**
1. Perform administrative support tasks to the Program Management Office (PMO), including coordination of information, records management and reporting, responding to users, suppliers and Executive requests for information, functions and activities.
 2. Liaise with key stakeholders and project managers and maintain stakeholder relationships through coordination of effective communication.
 3. Schedule stakeholder meetings and facilitate communication between the project manager and stakeholders throughout the project life cycle.
 4. Manage and support stakeholders with project management records for the Reef Authority’s Portfolio of works (Programs and Projects), in accordance with the Project Management Framework (PMF).
 5. Provide workshop and event coordination and calendar management including arranging meetings, training activities, communications and procurement support as required.

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 or equivalent experience

- Demonstrated experience in or the ability to undertake project administration support.
- Demonstrated experience in system administration functions, applying system permissions, and provision of technical support to end users.
- Demonstrated experience in stakeholder engagement, with ability to identify, analyze data and resolve issues.
- Experience in MS Office suite, including PowerPoint, Outlook, Word and Excel, PowerBi (or similar reporting tools).

Notes

Applicants **must** read all the information outlined in the **position description**.

To find out more about working for the Reef Authority, including **how to apply**, for tools and tips on applying for a position, visit the [Great Barrier Reef Marine Park Authority careers page](#).

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	Amanda Sexton, (07) 4750 0820
Agency Recruitment Site	https://candidate.aurion.cloud/gbrmpa/production/

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Vacancy VN-0739477

Job Title	Executive Level 1 - Data Engineer, Data Acquisition Section
Job Type	Full-Time, Ongoing
Location	Sydney NSW
Salary	\$116,418 - \$132,777
Classification	Executive Level 1
Position Number	24-IHACPADIV-23680
Agency Website	

Job Description

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

The Independent Health and Aged Care Pricing Authority's (IHACPA) vision to design pricing systems that promote safe, efficient health and aged care for all Australians. This is implemented through activity based funding (ABF) which provides incentives for efficiency and increases transparency in the delivery and funding of public hospital services across Australia.

In response to the Royal Commission into Aged Care Quality and Safety, the Commonwealth Government announced that IHACPA's functions is expanded to include providing advice to the Commonwealth Minister for Health and Aged Care on aged care pricing matters.

IHACPA is seeking an enthusiastic candidate to fill the vacancy of Data Manager. This position designs, implements and manages the data collection process and system, from data acquisition to provision of high quality data sets in data warehouse for users within IHACPA.

Duties

This position designs and manages the data collection process, from specification to provision of high quality data sets for users within IHACPA. This includes but is not limited to:

- Designing and managing IHACPA data pipeline process covering data acquisitions, analysis, monitoring, loading, and reporting for internal and external stakeholders;
- Implementing data submission system in IHACPA's secure data management system including submission automation and data realignment as required;
- Developing and maintaining technical material such as tools and process to ensure data is loaded into data warehouse effectively;
- Working closely with internal and external stakeholders to fill IHACPA reporting requirements in various deliverables; and
- Developing strategies, policies, priorities, and work practices for various data management systems.

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.

Notes

- Applications close 11:30pm AEST.

- Applicants are asked to quote reference number 24-IHACPADIV-23680 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 Independent Health and Aged Care Pricing Authority

The Independent Hospital Pricing Authority (IHPA) was established under the National Health Reform Act 2011 (NHR Act) (Cwlth) to improve health outcomes for all Australians. Its primary responsibility has been to enable the implementation of national activity based funding of public hospital services through the annual determination of the national efficient price and national efficient cost. These determinations play a crucial role in calculating the Commonwealth funding contribution to Australian public hospital services, and offer a benchmark for the efficient cost of providing those services as outlined in the National Health Reform Agreement. On 12 August 2022 amendments to the NHR Act came into effect changing IHPA's name to the Independent Health and Aged Care Pricing Authority (IHACPA) and expanding its role to include the provision of costing and pricing advice on aged care to the Commonwealth Government.

To Apply

Position Contact	Sheldon Le, (02) 8215 1130
Agency Recruitment Site	https://www.ihacpa.gov.au/careers

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Vacancy VN-0739746

Job Title	APS5 Project Officer, SDL Accounting
Job Type	Full-Time, Ongoing
Location	Canberra ACT, Goondiwindi QLD, Mildura VIC, Wodonga VIC, Griffith NSW
Salary	\$86,755 - \$95,479
Classification	APS Level 5
Position Number	101299
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 Position

The Project Officer, SDL Accounting is responsible for supporting water accounting projects that contribute to the implementation of the Murray-Darling Basin Plan. The position supports a range of activities within the SDL Accounting and Groundwater Policy team, including policy development, data analysis, data presentation, and the preparation of external reports for internal and external audiences.

Your key responsibilities in this role are to

- Support the implementation of water accounting amendments and improvements, including revisions to data reporting templates and related systems;
- Undertake the maintenance of water data reporting tools and systems;
- Undertake analyses of water data, and prepare tables and figures for reporting products;
- Support the development and revision of internal documents, such as policies and procedures;
- Undertake research to provide evidence based technical advice on water accounting and/or water resource management; and
- Support the delivery of policy projects related to the implementation or review of the Murray-Darling Basin Plan.

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.

We value diversity in gender, backgrounds, culture and experience of our employees and we are committed to providing an inclusive workplace culture that ensures everyone has equal opportunity to contribute, participate and progress. Applications who are First Nations, come from a diverse cultural or linguistic background or have a disability are encouraged to apply. We aim to ensure that all applicants are treated fairly and that they have equal access to job opportunities.

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.
- Competitive Flexible Working Arrangements which allow greater flexibility and balance between work and personal needs with a baseline attendance in the office to be 40% of your time.
- 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	Jacqueline Stringer, 02 6279 0628
Agency Recruitment Site	https://www.mdba.gov.au/careers

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Agriculture, Water and the Environment

Vacancy VN-0739656

Department of Agriculture, Fisheries and Forestry

Closing Date:Monday 22 April 2024

Job Title	Executive Assistant
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Canberra ACT, Sydney NSW, Adelaide SA, Melbourne VIC, Brisbane QLD, Perth WA
Salary	\$74,882 - \$81,521
Classification	APS Level 4
Position Number	2024/948
Agency Website	https://www.agriculture.gov.au

Job Description

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

Who we are

The Department of Agriculture, Fisheries and Forestry (DAFF) is a government agency dedicated to supporting the growth and sustainability of Australia's agriculture, fisheries and forestry sectors. We work in partnership with industry stakeholders and other government agencies to enhance productivity, profitability and resilience in these sectors. Our focus areas include agriculture, fisheries management, forest conservation, biosecurity, and addressing climate change challenges. Through our work, we aim to safeguard the future of rural communities and ensure the prosperity of Australia's agricultural, fisheries and forestry industries.

Duties

The Job

DAFF is recruiting for several Executive Assistant role at the APS4 classification across various branches and divisions. Our Executive Assistants are highly valued and have a number of career pathways available to advance their career in the department. You will also gain a unique insight into the diverse work and services delivered by the department.

As an APS4 Executive Assistant, you will provide a wide range of comprehensive administrative support to Senior Executives. The duties will include but not limited to the following:

- Providing ‘front of office’ support functions for each Branch, including greeting visitors, receiving and responding to phone calls, emails and general correspondence.
- Assisting with diary management and coordination including scheduling appointments and organising travel.
- Managing correspondence, including monitoring emails, preparing responses to routine and less complex enquiries and coordinating and tracking ministerial workflow.
- Providing high quality administrative assistance in collating papers and folders for meetings attended by the Senior Executive that you will assist.

- Coordinating meetings and organise logistical arrangements (room bookings, refreshments and escorting external stakeholders).
- Liaising with various stakeholders of all levels including the Minister’s Office and providing assistance with general enquiries.
- Supporting the Divisional executive group as required including monitoring telephones to ensure core business hours are covered.
- Performing additional administrative support functions as required.
- Promoting the APS Values and the department’s Core 4 values and behaviours.
- Fostering a culture of safety, diversity, inclusiveness, positive attendance and high performance.

Eligibility

What we are looking for
Knowledge and experience

Experience in managing a Senior Executive office in the public or private sector or providing high level administrative support in a fast-paced environment, is highly desirable.

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	Recruitment Services, recruitmentservices@aff.gov.au
Agency Recruitment Site	https://www.agriculture.gov.au/about/jobs/apply

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Agriculture, Water and the Environment

Vacancy VN-0739659

Job Title	Executive Assistant - Affirmative Measures Indigenous
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Canberra ACT, Sydney NSW, Adelaide SA, Melbourne VIC, Brisbane QLD, Perth WA
Salary	-
Classification	APS Level 4
Position Number	2024/944
Agency Website	https://www.agriculture.gov.au

Job Description

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

Who we are

The Department of Agriculture, Fisheries and Forestry (DAFF) is a government agency dedicated to supporting the growth and sustainability of Australia's agriculture, fisheries and forestry sectors. We work in partnership with industry stakeholders and other government agencies to enhance productivity, profitability and resilience in these sectors. Our focus areas include agriculture, fisheries management, forest conservation, biosecurity, and addressing climate change challenges. Through our work, we aim to safeguard the future of rural communities and ensure the prosperity of Australia's agricultural, fisheries and forestry industries.

Duties

The Job

DAFF is recruiting for several Executive Assistant role at the APS4 classification across various branches and divisions. Our Executive Assistants are highly valued and have a number of career pathways available to advance their career in the department. You will also gain a unique insight into the diverse work and services delivered by the department.

As an APS4 Executive Assistant, you will provide a wide range of comprehensive administrative support to Senior Executives. The duties will include but not limited to the following:

- Providing 'front of office' support functions for each Branch, including greeting visitors, receiving and responding to phone calls, emails and general correspondence.
- Assisting with diary management and coordination including scheduling appointments and organising travel.
- Managing correspondence, including monitoring emails, preparing responses to routine and less complex enquiries and coordinating and tracking ministerial workflow.
- Providing high quality administrative assistance in collating papers and folders for meetings attended by the Senior Executive that you will assist.
- Coordinating meetings and organise logistical arrangements (room bookings, refreshments and escorting external stakeholders).
- Liaising with various stakeholders of all levels including the Minister's Office and providing assistance with general enquiries.
- Supporting the Divisional executive group as required including monitoring telephones to ensure core business hours are covered.
- Performing additional administrative support functions as required.
- Promoting the APS Values and the department's Core 4 values and behaviours.
- Fostering a culture of safety, diversity, inclusiveness, positive attendance and high performance.

Eligibility

What we are looking for
Knowledge and experience

Experience in managing a Senior Executive office in the public or private sector or providing high level administrative support in a fast-paced environment, is highly desirable.

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 Department of Agriculture, Fisheries and Forestry

To Apply

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

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Agriculture, Water and the Environment

Vacancy VN-0739660

Department of Agriculture, Fisheries and Forestry

Closing Date:Monday 22 April 2024

Job Title	Executive Assistant
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Canberra ACT, Sydney NSW, Adelaide SA, Melbourne VIC, Brisbane QLD, Perth WA
Salary	-
Classification	APS Level 5
Position Number	2024/941
Agency Website	https://www.agriculture.gov.au

Job Description

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

Who we are

The Department of Agriculture, Fisheries and Forestry (DAFF) is a government agency dedicated to supporting the growth and sustainability of Australia's agriculture, fisheries and forestry sectors. We work in partnership with industry stakeholders and other government agencies to enhance productivity, profitability and resilience in these sectors. Our focus areas include agriculture, fisheries management, forest conservation, biosecurity, and addressing climate change challenges. Through our work, we aim to safeguard the future of rural communities and ensure the prosperity of Australia's agricultural, fisheries and forestry industries.

Duties

The Job

DAFF is recruiting for several Executive Assistant role at the APS5 classification across various branches and divisions. Our Executive Assistants are highly valued and have a number of career pathways available to advance their career in the department. You will also gain a unique insight into the diverse work and services delivered by the department.

As an APS5 Executive Assistant, you will provide a wide range of comprehensive administrative support to Senior Executives. The duties will include but not limited to the following:

- Managing day-to-day correspondence and exercising discretion with access to and the dissemination of information.
- Providing diary management including monitoring, responding to and disseminating electronic mail in a timely manner.
- Preparing and managing travel arrangements including preparing, editing, and distributing itineraries and coordinating tours for internal and external visitors and delegations.
- Organising travel, including booking flights, accommodation and transport, accounts payable and credit card reconciliation.
- Responding to and addressing priorities, drafting correspondence, speaking notes, briefs and communiques.
- Providing secretariat services as required for committees, meetings, and business continuity management exercises, including preparing agendas and taking notes.
- Coordinating briefing responses and input to national requests, as required, on behalf of the division.
- Liaising with divisional staff to ensure a manageable flow of work and effective communication.
- Actively engaging the executive assistant network, offering constructive feedback and supporting colleagues within the division and department.
- Providing mentoring and guidance to junior team members within the Executive Support office.

- Promoting the APS Values and the department’s Core 4 values and behaviours.
- Fostering a culture of safety, diversity, inclusiveness, positive attendance and high performance.

Eligibility

What we are looking for
Knowledge and experience

Demonstrated experience in managing a Senior Executive office in the public or private sector or providing high level administrative support in a fast-paced environment, is highly desirable.

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	Recruitment Services, recruitmentservices@aff.gov.au
Agency Recruitment Site	https://www.agriculture.gov.au/about/jobs/apply

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Agriculture, Water and the Environment

Vacancy VN-0739662

Job Title	Executive Assistant - Affirmative Measures Indigenous
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Canberra ACT, Sydney NSW, Adelaide SA, Melbourne VIC, Brisbane QLD, Perth WA
Salary	-
Classification	APS Level 5
Position Number	2024/948
Agency Website	https://www.agriculture.gov.au

Job Description

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

Who we are

The Department of Agriculture, Fisheries and Forestry (DAFF) is a government agency dedicated to supporting the growth and sustainability of Australia's agriculture, fisheries and forestry sectors. We work in partnership with industry stakeholders and other government agencies to enhance productivity, profitability and resilience in these sectors. Our focus areas include agriculture, fisheries management, forest conservation, biosecurity, and addressing climate change challenges. Through our work, we aim to safeguard the future of rural communities and ensure the prosperity of Australia's agricultural, fisheries and forestry industries.

Duties

The Job

DAFF is recruiting for several Executive Assistant role at the APS5 classification across various branches and divisions. Our Executive Assistants are highly valued and have a number of career pathways available to advance their career in the department. You will also gain a unique insight into the diverse work and services delivered by the department.

As an APS5 Executive Assistant, you will provide a wide range of comprehensive administrative support to Senior Executives. The duties will include but not limited to the following:

- Managing day-to-day correspondence and exercising discretion with access to and the dissemination of information.
- Providing diary management including monitoring, responding to and disseminating electronic mail in a timely manner.
- Preparing and managing travel arrangements including preparing, editing, and distributing itineraries and coordinating tours for internal and external visitors and delegations.
- Organising travel, including booking flights, accommodation and transport, accounts payable and credit card reconciliation.
- Responding to and addressing priorities, drafting correspondence, speaking notes, briefs and communiques.
- Providing secretariat services as required for committees, meetings, and business continuity management exercises, including preparing agendas and taking notes.
- Coordinating briefing responses and input to national requests, as required, on behalf of the division.
- Liaising with divisional staff to ensure a manageable flow of work and effective communication.
- Actively engaging the executive assistant network, offering constructive feedback and supporting colleagues within the division and department.
- Providing mentoring and guidance to junior team members within the Executive Support office.

- Promoting the APS Values and the department’s Core 4 values and behaviours.
- Fostering a culture of safety, diversity, inclusiveness, positive attendance and high performance.

Eligibility

What we are looking for
Knowledge and experience

Demonstrated experience in managing a Senior Executive office in the public or private sector or providing high level administrative support in a fast-paced environment, is highly desirable.

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 Department of Agriculture, Fisheries and Forestry

To Apply

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

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Agriculture, Water and the Environment

Vacancy VN-0739775

Job Title	Molecular Biologist/Diagnostician
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Melbourne VIC, Brisbane QLD, Cairns QLD, Darwin NT, Mickleham VIC, Perth WA, Sydney NSW
Salary	\$81,690 - \$89,615
Classification	APS Level 5
Position Number	2024/398
Agency Website	https://www.agriculture.gov.au

Job Description

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

Who we are

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

The Plant Pathology and Botany Section supports regulatory decision-making and biosecurity policy settings with plant health diagnostics at the Australian border, scientific expertise, and operational intelligence, working with the department and stakeholders to safeguard Australia from exotic plant diseases and weeds and to enable continued agricultural access to improved crop varieties imported through post-entry quarantine.

Duties

The Jobs

The roles provide molecular diagnostics for post-entry plant quarantine in the department's laboratories at Brisbane, Cairns, Darwin, Mickleham, Moonee Ponds, Sydney and Perth. Under the general direction of the Senior Molecular Biologist/Plant Pathologist/Entomologist the Molecular Biologist/Diagnostician will undertake duties that include, but are not limited to:

- working effectively with other staff in the laboratory to ensure timely delivery of diagnostic activities, quality controls and technical advice
- conducting a range of procedures and molecular tests of samples submitted to the laboratory from plants under post-entry quarantine, or other locations
- collecting or sourcing samples suitable for laboratory diagnostics from plants in post-entry quarantine or other locations
- contributing to engagement with internal stakeholders to resolve complex molecular diagnostic issues in support of biosecurity decisions for plants under post-entry plant quarantine
- contributing to the implementation of strategic initiatives for the section nationally
- reporting, recording and analysing diagnostic results and verifying data, preparing formal reports and providing technical input to work instructions, guidelines and requests for operational policy advice
- complying with WHS requirements in the laboratory including contributing to a positive WHS culture, the identification and assessment of hazards and the development of safety controls
- contributing to the development and delivery of technical training to internal stakeholders
- contributing to operational and strategic initiatives in the section and SSG
- promoting and adhering to the Australian Public Sector (APS) Values, Employment Principles and Code of Conduct.

Please note that this recruitment process will **initially be used to fill one ongoing vacancy that is only available in Mickleham**. 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 and non-ongoing vacancies in the branch (where the duties are of a similar nature) and these **future vacancies may become available in any of the locations listed above**.

What we are looking for

Knowledge and experience

- Demonstrated experience in the delivery of molecular diagnostics utilising conventional and emerging technologies as well as experience in troubleshooting and transferring skills to technical staff.

- Demonstrated experience with a range of molecular diagnostic technologies.
- Demonstrated experience in the accurate reporting of diagnostic data.

Mandatory qualifications

The successful applicants will have either tertiary qualifications in science (minimum bachelor’s degree) with a specialisation in molecular biology or the equivalent based on demonstrated experience and with graduate qualifications.

Eligibility and other requirements

The successful applicants must:

- hold and maintain a valid Australian motor vehicle driver licence
- note that you may be required to undertake activities in and outside post-entry quarantine facilities and that you may need to travel to other locations in Australia and, if required, offshore.

**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 Department of Agriculture, Fisheries and Forestry

To Apply

Position Contact	Candace Elliott, 0466 347 373
Agency Recruitment Site	https://www.agriculture.gov.au/about/jobs/apply

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Attorney-General’s

Vacancy VN-0739779

Job Title	Executive Assistant (various)
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Canberra ACT, Sydney NSW, Melbourne VIC, Adelaide SA, Perth WA, Hobart TAS, Brisbane QLD
Salary	\$76,114 - \$82,640
Classification	APS Level 4
Position Number	NA
Agency Website	

Job Description

<https://www.afsa.gov.au/current-vacancies/aps4-executive-assistant>

About the role:

The **Australian Financial Security Authority (AFSA)** is responsible for managing the application of bankruptcy and personal property securities laws through the delivery of high-quality personal insolvency and trustee, regulation and enforcement, and personal property securities services.

Purpose of the Position:

Provide high level executive administrative support to the National Manager to facilitate key business outcomes and offer support to site and business line staff in the provision of local and national activities.

Duties

Key accountabilities

Deliver a wide range of executive support and operational administrative services to Senior Management including:

- Preparation and coordination of a range of general and confidential written communications including correspondence, board papers, secretariat agendas and minutes.
- Undertaking research, as required.
- Drafting, under general direction, correspondence, and reports.
- File management.
- Diary management, email management and answering enquiries.
- Organising and coordinating meetings, teleconferences, venues.
- Travel/accommodation arrangements.
- Administrative support for the delivery of programs and events for the Division.
- Support senior executives in ensuring all business line functions are undertaken in accordance with relevant legislation, procedures, management assurance practices and guidelines.

All duties will be performed in accordance with:

- the APS Values, Code of Conduct and Employment Principles.
- WHS obligations, taking responsibility for own health and safety and that of others.
- AFSA's risk management framework and relevant legislation, including guiding others to identify and mitigate foreseeable risks.

Capabilities

Demonstrates judgement and common sense

- Objectively and fairly evaluate all aspects of any situation and weigh all options before making a decision.
- Draw accurate conclusions based on evidence and precedent.
- Engage appropriate escalation procedures when necessary, to ensure smooth resolution of issues.

Administrative Support

- Supports in coordination and prioritising office administration tasks including setting up systems, processing, facilities coordination, processing support, ICT user support and coordinating travel and accommodation with a high degree of accuracy and attention to detail.

Collaborates internally and externally

- Embrace a diversity of people and opinions and facilitate an environment for the open exchange of ideas.
- Actively seeks different perspectives, experiences, and techniques from a broad spectrum of sources, when analysing complex problems.
- Actively engage within the colleagues, broader APS, government, industry stakeholders and citizens to build strong relationships as a trusted partner to design & deliver appropriate and effective policy, regulation and/or programs.

Communicates simply, tailoring messages to audience

- Communicate clearly in plain English, without using jargon.
- Demonstrate an ability to convey a message succinctly and with empathy, regardless of medium (written, verbal, digital).
- Understand the target audience, and tailors written and verbal messages in a way that appeals to them.

Why AFSA?

You will enjoy excellent conditions including:

- generous superannuation (15.4%).
- hybrid working environment.
- a modern work environment.

We are a workplace committed to providing an environment that values diversity and supports staff to reach their full potential.

We encourage applications from Indigenous Australians, people from culturally diverse backgrounds and people with disabilities.

At AFSA we encourage every employee to balance their family commitments and personal interests with flexible working options. **Eligibility**

Please note that this opportunity is open only to Australian Citizens.

The successful applicant must have or be willing to undergo and maintain a security clearance to the level of **Baseline Vetting** as a condition of employment.

To satisfy character requirements all AFSA employees must undergo a police records check. Where a person has received a redundancy benefit from APS agency employment and their corresponding redundancy benefit period has not expired, they may be ineligible for employment.

Notes

The closing date for this position is **11:59PM AEST, Sunday 21 April 2024.**

Applications for this vacancy are submitted online through the [AFSA careers portal](#).

If accessing the AFSA careers portal for the first time you will need to register. You will receive a confirmation email with a link to confirm your registration. Make sure to check your Junk folder if you don't see this email in your Inbox. Please note that the registration process only needs to be completed one.

Once you have confirmed your registration, to complete your application, you need to:

Click the 'Apply' button below which will open the AFSA careers portal.

- Provide evidence in the education/qualifications section of your application, if applicable
- Complete a short questionnaire (mandatory).
- Attach your resume and statement of claims (cover letter 1-pages) addressing the skills and capabilities and required qualifications, accreditations, and experience outlined in the position description (mandatory)
- Provide the full name, employer, and contact details of at least two referees, one of which must be your current or most recent manager.
- Ensure that all mandatory fields (marked with a red banner) are completed.

Applicants who fail to provide the above requested information, will not be assessed by the selection panel.

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 Financial Security Authority

To Apply

Position Contact	Recruitment, NA
Agency Recruitment Site	https://www.afsa.gov.au/current-vacancies/aps4-executive-assistant

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Australian Financial Security Authority

Closing Date: Sunday 21 April 2024

Various

Job Title	Executive Officer (various)
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Canberra ACT, Sydney NSW, Melbourne VIC, Brisbane QLD, Hobart TAS, Adelaide SA, Perth WA
Salary	\$111,949 - \$131,782
Classification	Executive Level 1
Position Number	NA
Agency Website	

Job Description

<https://afsa.gov.au/current-vacancies/el1-executive-officer>

About the role:

The **Australian Financial Security Authority (AFSA)** is responsible for managing the application of bankruptcy and personal property securities laws through the delivery of high-quality personal insolvency and trustee, regulation and enforcement, and personal property securities services.

Purpose of the Position:

The **Executive Officer** provides high level executive, administrative and coordination services to the National Manager/Executive and division leadership team. The Executive Officer works across AFSA with a range of key stakeholders to prepare internal and external communications and to prioritise activities to support operational, strategic and project deliverables.

Duties

Key accountabilities

- Act as the point of contact for the National Manager/Executive and division leadership team to coordinate high level executive and administrative support, including project activities to support the strategic objectives of the division.
- Monitor and assist with managing the resourcing and budget requirements, including allocation and forecasting of resources of the National Manager/Executive and division leadership team to enable and advocate for the forward planning of the division.
- Prepare and co-ordinate the provision of effective communications, quality assurance, and correspondence including parliamentary responses, briefings, executive submissions and reports to ensure the comprehensiveness, accuracy, and timeliness of written information for the National Manager/Executive.
- Supervision and workload management of the Executive Assistant, including the management and delivery of ad hoc and BAU initiatives and provide leadership to other Executive Assistants within AFSA.
- Works under limited guidance and acts as the National Manager/Executive point of contact, liaise with stakeholders and action requests to coordinate activities and correspondence with some complexity and proactively ensure the division meets its deadlines and accountabilities.

- Monitor and manage administrative activities with strategic, operational and project plans to inform key decision makers and support achievement of divisional objectives.
- Identifies, monitors and reports on emerging issues to the National Manager/Executive to ensure effective resolution/escalation, with minimal risk impact to the division. Responsive to and keep the division's leadership team informed.
- Plan, develop and implement administrative practices, systems and procedures to optimise efficiency and support the strategic objectives of the division achieving quality outcomes.
- Work as part of a team with Executive Officers and Executive Assistants across AFSA to ensure a coordinated approach to enable the flow of information and work.

All duties will be performed in accordance with:

- the APS Values, Code of Conduct and Employment Principles.
- WHS obligations, taking responsibility for own health and safety and that of others.
- AFSA's risk management framework and relevant legislation, including guiding others to identify and mitigate foreseeable risks.

Skills and Capabilities

Transformational leadership

Supports the SES in the development and implementation of Organisational Change Strategies. Effectively communicates the nature of the change and implications for the team.

Operates efficiently to achieve business outcomes

Negotiates priorities, based on urgency and importance of tasks. Creates systems and processes within the team to allocate and optimise resources. Collaborates with other teams within AFSA to leverage cross functional sharing opportunities to avoid duplication.

Drives innovation and continuous improvement

Demonstrates and encourages flexibility and willingness to test new ways of doing things. Sets up systems and processes to generate and evaluate ideas, and to recognise and reward creativity within the team. Leads reforms at the systems and process level to transform ways of working, for more effective outcomes.

Fosters a Service culture

Demonstrates and models genuine care, empathy, and concern for the needs of clients, colleagues and stakeholders and reflects this in the language they use. Demonstrates a holistic approach to their work and the work of AFSA, understanding client touch points across the service AFSA deliveries.

Communicates Simply and Clearly

Explains complex situations or ideas in a simple way. Understands the audience profile and adapts messages to resonate with them. Requests and responds to questions and queries in a timely way.

Engages People to Develops Productive Working Relationships

Establishes communication processes to ensure all relevant people are kept up to date. Probes and asks questions to clarify understanding. Handles conflict professionally and in a way that leads to mutually beneficial outcomes.

Qualifications, accreditations and experience

- Demonstrated experience in a senior administrative capacity with a strong attention to detail and excellent problem-solving skills.

- Excellent oral and written communication skills, stakeholder engagement skills and the ability to support colleagues working across tasks to manage competing priorities.
- High levels of professionalism, personal integrity and confidentiality.
- Proficient IT skills in the Microsoft Office suite (Word, Excel, Teams, SharePoint and Outlook) and an ability to learn other software specific to the role:
 - CTM travel booking system.
 - Finance One financial management system, and
 - Records Management system.

Why AFSA?

You will enjoy excellent conditions including:

- generous superannuation (15.4%).
- hybrid working environment.
- a modern work environment.

We are a workplace committed to providing an environment that values diversity and supports staff to reach their full potential.

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At AFSA we encourage every employee to balance their family commitments and personal interests with flexible working options.

Eligibility

Please note that this opportunity is open only to Australian Citizens.

The successful applicant must have or be willing to undergo and maintain a security clearance to the level of Baseline Vetting as a condition of employment.

To satisfy character requirements all AFSA employees must undergo a police records check.

Where a person has received a redundancy benefit from APS agency employment and their corresponding redundancy benefit period has not expired, they may be ineligible for employment.

Notes

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- Attach your resume and statement of claims (cover letter 1-page) addressing the skills and capabilities and required qualifications, accreditations, and experience outlined in the position description (mandatory)
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About the Australian Financial Security Authority

To Apply

Position Contact	Recruitment, NA
Agency Recruitment Site	https://afsa.gov.au/current-vacancies/el1-executive-officer

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Attorney-General's

Vacancy VN-0739800

Australian Human Rights Commission

Closing Date:Wednesday 24 April 2024

Job Title	Team Leader - Compliance, Enforcement and Research
Job Type	Full-Time, Ongoing
Location	Sydney NSW
Salary	\$111,649 - \$124,836
Classification	Executive Level 1
Position Number	n/a
Agency Website	

The Australian Human Rights Commission has an ongoing EL1 position available in their Positive Duty team. Salary range is \$111,649 - \$124,836 pa + 15.4% superannuation.

This ongoing role of Team Leader, Compliance, Enforcement and Research will be required to support, most specifically, the following functions:

- to inquire into a duty holder's compliance with the positive duty
- to ensure compliance with the positive duty
- to undertake research in relation to the positive duty

Reporting to the Director, Positive Duty, this role will supervise compliance and analyst staff within the team and will support staff development and provide a pathway for advancement within the team. This is a core critical operational role and will be required to deliver on the Commission's functions, and our 'Statement of Intent' in response to the Minister's 'Statement of Expectations'.

Duties

The Team Leader, Compliance, Enforcement and Research reports to the Director of the Positive Duty Team and undertakes a range of duties including:

1. In consultation with the Director, provide leadership to effectively manage compliance and analyst staff within the Positive Duty team, overseeing work efforts and compliance activities regarding the positive duty under the Sex Discrimination Act.
2. Oversee and conduct inquiries and other associated compliance activities in accordance with legislation, processes, and procedure, to provide risk-based and outcome focused compliance results.
3. Oversee and prepare reports, briefs of evidence and other documentation including recommended plans of action for inquiries to ensure the Executive, Senior Managers and Legal Officers have sufficient, accurate, and quality information and advice and decision-making tools at their disposal.
4. Drive a respectful and inclusive culture of high performance by providing supervision, direction and clear communication regarding role responsibilities and expectations; provide regular performance management and progress reviews to address performance strengths and gaps and identify relevant training and development opportunities to ensure successful achievement.
5. Oversee systems and staff to monitor trends, and strategies, consistent with the positive duty statutory responsibilities and to identify and address emerging issues.
6. Assist relevant staff in the interpretation and preparation of material for relevant litigation to ensure policies, programs and legislative requirements are interpreted and implemented consistently.
7. Provide advice and recommendations to the Director and other key stakeholders on issues that may be of a sensitive or potentially contentious nature to ensure the development and implementation of contemporary and responsive strategies.
8. Identify opportunities, undertake and lead research to assist with the consideration, development, and implementation of strategies to achieve defined outcomes and operational strategic aims.

These duties are to be performed in accordance with the APS Code of Conduct and APS Values and Commission policies, including Workplace Diversity and Work Health and Safety. Under section 25 of the Public Service Act 1999 the Commission may re-assign the duties of an employee from time to time. **Eligibility**

Technical

1. Demonstrated ability to lead and manage staff in a regulatory or similar environment will be considered highly desirable.
2. Knowledge of or relevant experience in legislative compliance and enforcement activities, Certificate IV in Government Investigations or law will be considered highly desirable.

3. Understanding of the positive duty in the Sex Discrimination Act 1984 (Cth), sex discrimination law, gender equality issues or the capacity to quickly obtain it, will be considered highly desirable.

Contributes to strategic thinking

1. Understands the internal and external factors influencing the Commission and aligns organisational operations accordingly. Gives consideration to the varying perspectives, interests and needs of stakeholders. Embraces organisational developments and plans accordingly to meet long- and short-term agenda.
2. Applies intellectual rigour and knowledge to understand, analyse and reason through complex and critical issues affecting the team. Exercises astute judgment and decision making with a sensitivity to issues impacting on the work area and the Commission. Is able to apply legislation and policy to novel or complex situations. Has a broad and encompassing view of issues and context. Anticipates risks and identifies opportunities. Generates innovative and practical solutions to problems and understands the implications of decisions and actions for the Commission's business objectives and stakeholders.

Achieves results

1. Actively encourages a positive work culture that is committed to the efficient, effective and lawful use of the Commission's resources and optimal business processes. Supports high levels of responsiveness to changing demands and high standards of performance in work area. Reviews performance of business functions and is alert to opportunities for continuous business process improvement. Works to create the environment for success by providing opportunities for the expansion of capability in others and effectively utilising key individuals.
2. Takes responsibility for managing work area including assigning and managing workloads, identifying resource needs and ensuring workplace goals are accomplished within deadlines. Supports a culture of achievement and excellence within area of responsibility. Provides sufficient support to enable others to deliver on objectives. Develop solutions that are outcomes focused and informed by a strategic perspective. Seeks feedback from stakeholders to gauge performance, is accountable and takes personal responsibility for own and team work outputs and/or services provided to other areas.

Supports productive working relationships

1. Takes responsibility for developing capability in a team environment by coaching others and encouraging career development. Identifies opportunities for people to engage in continuous learning and development and provides effective feedback. Recognises and develops talent in people and manages underperformance where necessary. Undertakes performance management responsibilities in a timely and constructive manner and fosters active participation in performance management processes.
2. Encourages others to recognise and embrace the benefits of individual difference and diversity. Demonstrates trust, respect and understanding towards others. Accepts and supports differing perspectives on issues. Provides leadership in managing diversity in the workplace including promoting and implementing workplace diversity principles and plans.

Displays personal drive and integrity

1. Assumes personal responsibility for achieving outcomes and objectives within area of responsibility. Is proactive in overcoming problems and achieving objectives. Demonstrates personal drive and enthusiasm to ensure goals are achieved and encourages this in others.
2. Models the highest levels of professionalism, independence, integrity, honesty, accountability and ethical behaviour. Promotes and upholds What We Value, the APS values, the APS Code of Conduct and other relevant professional codes of ethics and

practice and aligns business processes accordingly. Actively and appropriately addresses behaviour that is inconsistent with What We Value. Provides a high level of honest and impartial advice to Government, clients and stakeholders. Provides leadership in ethical behaviour and ensures that the department's goals, priorities and standards are met regardless of personal views or agenda. Promotes and upholds WH&S requirements.

Communicates with influence

1. Presents information with a high level of proficiency and for maximum effect both orally and in writing. Translates technical and complex information coherently and concisely for a range of audiences and ensures understanding. Structures oral and written communication appropriately to ensure understanding. Communicates in a manner that addresses task requirements. Communicates constantly and meaningfully with staff. Is a professional representative of work area and of organisation. Clearly articulates the work area's views and position.
2. Demonstrates a sound understanding of negotiation position and a clear grasp of key issues, likely arguments and areas for compromise. Understands organisational objectives and negotiates from a position of authority and credibility. Is able to influence others and frame arguments persuasively. Stays composed rather than confrontational or defensive. Shows commitment to positive outcomes and resolution of issues despite difficult relations when dealing with internal and external stakeholders. Effectively liaises, negotiates and resolves conflict with colleagues and clients from a diverse range of backgrounds and cultures based on a sound appreciation of, and respect for, cultural differences.

Notes

Additional Information

We value inclusivity and diversity and seek people who support and model the behaviours we promote in our workforce. We strongly encourage applications from First Nations Australians, mature workers, people from culturally and linguistically diverse backgrounds, carers, LGBTQI+ and people with disability.

Under section 22(8) of the Public Service Act 1999, employees must be Australian citizens to be employed in the Australian Public Service (APS) unless the Agency Head has agreed otherwise, in writing.

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

Please provide a resume and covering letter outlining your interest in this position. You are not required to address each selection criterion individually but should provide sufficient information to demonstrate that your skills, knowledge and experience are the right fit for this position. Please be accurate, succinct and show a clear connection with the selection criteria for the role.

Additional information may be sought from tanya.murphy@humanrights.gov.au

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

About the Australian Human Rights Commission

To Apply

Position Contact	Tanya Murphy, 0292849600
Agency Recruitment Site	https://humanrights.gov.au/about/jobs

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Attorney-General’s

Vacancy VN-0739805

Federal Court of Australia

Closing Date:Friday 12 April 2024

Federal Circuit and Family Court of Australia
Judicial Support

Job Title	APS 4 - Legal Associate
Job Type	Full-Time, Non-Ongoing
Location	Canberra ACT
Salary	\$71,560 - \$78,001
Classification	APS Level 4
Position Number	1218
Agency Website	https://www.fedcourt.gov.au/about/employment

Job Description

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

Position Overview

The Legal Associate is part of a team assisting a Judge in the day-to-day management of Chambers and Court.

Duties

Key Responsibilities and Duties

1. Providing case preparation and research assistance.
2. Assisting with the management of cases, and if required, entering data into the Court’s case management system.
3. Assisting with the preparation of matters for hearing.

4. Assisting with judgements, as required, including giving critical considerations to drafts and drafting catch words and editing judgements in accordance with the Court's judgements publication style guide and standards.
5. Undertaking administrative and client service duties, such as acting court officer, responding to emails, and assisting with the general operation of chambers.
6. Other duties as required.

Eligibility

Qualifications

1. It is a mandatory requirement that candidates have completed (or at least be in 4th year) a bachelor of laws degree (or equivalent).
2. Applicants may be required to provide an example of written work demonstrating their legal research and writing skills.

Selection Criteria

1. Ability to undertake legal research (including on-line research) and prepare reports and written material including correspondence.
2. Sound organisational skills including the ability to manage priorities, meet deadlines and work effectively under pressure in a team environment.
3. Well-developed interpersonal skills including tact, discretion, initiative and the ability to communicate effectively with members of the judiciary, the legal profession, the public and other court staff.
4. Ability to operate computer-based equipment and associated word processing and other software.
5. Knowledge, or ability to acquire knowledge, of Family Court functions, the organisation, practices, procedures and terminology.

Please be advised, interviews will be conducted April 2024, but the appointment will commence as of August 2024. **Notes**

About the Federal Court of Australia

The Chief Executive Officer and Principal Registrar of the Federal Court, together with officers and staff identified under the Federal Court of Australia Act 1976, the Federal Circuit and Family Court of Australia Act 2021 and the Native Title Act 1993, constitute a single Statutory Agency for the purposes of the Public Service Act 1999. Employees are engaged to work in support of the following courts or tribunal: • Federal Court of Australia, • Federal Circuit and Family Court of Australia, and • National Native Title Tribunal. Employees are covered by the Federal Court of Australia Enterprise Agreement 2018–2021. The Federal Court and the Federal Circuit and Family Court each maintain a distinct statutory identity, with separate functions and judicial independence.

To Apply

Position Contact	Sue Cohen, (02) 6113 9447
Agency Recruitment Site	https://www.fedcourt.gov.au/about/employment

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Defence

Vacancy VN-0739493

Department of Defence

Closing Date:Thursday 18 April 2024

Defence People Group
Australian Defence College

Job Title	WHS Manager
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	\$91,702 - \$104,753
Classification	APS Level 6
Position Number	DPG/01158/24
Agency Website	

Job Description

<https://defencecareers.nga.net.au/?jati=E5C9DD0C-7266-0E26-A07E-DA9349D9BB37>

Duties

The Role
The Australian Defence College (ADC) is currently seeking an experienced Work Health and Safety Manager (WHS) at the APS 6 level to lead and oversee WHS functions at ADC HQ and provide technical advice and assurance to satellite units throughout the Command.

Reporting to the ADC Deputy Director of Governance and WHS, the position supports students, staff and senior leadership by providing high quality, timely and accurate guidance on work health and safety matters.

About our Team
The APS 6 WHS Manager position sits within the ADC HQ team, and is responsible for work health and safety activities across the Command. The WHS team supports staff, students and senior leadership by providing high quality, timely and accurate advice on work health and safety matters.

This role requires you to engage with stakeholders that can be dispersed throughout the precinct, and walking around the site will be a requirement of the role.

Our Ideal Candidate
In this role, the WHS Manager will require:

- A good working knowledge of Work Health and Safety legislation and practices;
- Experience maintaining and updating a WHS Management System for a large private or government organization;

- Collaborating with and providing well-structured advice to influence internal and external stakeholders;
- Working with senior staff (designated as officers under S 27 of the WHS Act);
- Work in a team to plan and prioritise work to tight deadlines;
- Represent a WHS team at WHS related conversations, training and forums;
- Well-developed writing skills including briefs, reports, papers;
- Be proactive, resilient and organized; and
- The ability to work with limited supervision to action multiple priorities in a fast faced environment.

Eligibility

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

Notes

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

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	Michael Lefaucheur, 02 6269 4018
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=E5C9DD0C-7266-0E26-A07E-DA9349D9BB37

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Department of Defence

Closing Date: Thursday 18 April 2024

Defence Digital Group
Strategy & Architecture

Job Title	Assistant Director of Pipeline
Job Type	Full-Time, Ongoing
Location	Reid ACT
Salary	\$115,899 - \$130,733
Classification	Executive Level 1
Position Number	DDG/02738/24
Agency Website	

Job Description <https://defencecareers.nga.net.au/?jati=B9653BEB-DE66-7AE6-97B2-DA934AF6FD87>

Duties

The Role

We thrive on cross-functional team collaboration, we embrace experimenting and we work with modern methods and tools. This includes SAFe ways of working, learning from and applying Lean principles and keeping human-centred design thinking the focus of everything we do.

The Incubator Branch within Defence Digital Group (DDG) has been established to provide optionality to Defence Sponsors at speed and scale for best in class global platforms combined with sovereign capability. We are looking for a highly experienced ICT Project Manager to manage the pipeline demand of the Branch. You will:

- Lead projects from requirements definition through deployment, identifying schedules, scopes, budget estimations, and implementation plans, including risk mitigation
- Lead SCRUM ceremonies and contribute to Planning Intervals
- Capture and schedule demand from Capability Managers
- Engage with the Program Management Office to prioritise and log the demand
- Effectively and efficiently communicate the development of product pipeline
- Mobilise the Incubation team
- Engage with Subject Matter Experts to secure additional resources

The Branch focusses on providing timely, responsive advice, and leverages rapid proven technology to showcase sub-scale working models. The team will manage requests from initiation to showcase using Scaled Agile methodology to provide technical agility, meeting customer needs of Defence. The Branch will provide continuous exploration activities to inform and support Defence Continuous Delivery Pipelines.

Our roles are located in the ACT. Removal assistance will be offered to successful candidates.

The additional payment is a Building Defence Capability Payment (BDGP) 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.

Our Ideal Candidate

Our successful candidate will exercise a considerable degree of independence, have impeccable engagement and negotiation skills, and be able to juggle demands to meet Branch outcomes. The ideal candidate will have:

- Extensive experience with running Scaled Agile incubation activities
- Business acumen and excellent stakeholder management skills
- Extensive experience with defining project objectives, project scope, roles and responsibilities, resource requirements and managing resource availability and allocation – both internal and with third parties
- Proven working experience in project management for incubation activities
- Excellent client-facing and internal communication skills

Additional professionalisation, training and development will be offered to successful candidates.

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	DDG Strategic Recruitment, Please Email
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=B9653BEB-DE66-7AE6-97B2-DA934AF6FD87

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Defence

Vacancy VN-0739537

Department of Defence

Closing Date:Thursday 18 April 2024

ARMY
ADFHQ-Office of Chief of Army

Job Title	Assistant Director - Strategic Communications
Job Type	Full-Time, Ongoing
Location	Russell ACT
Salary	\$115,899 - \$130,733
Classification	Executive Level 1
Position Number	ARMY/02822/24
Agency Website	

Job Description

<https://defencecareers.nga.net.au/?jati=A37823DB-3275-F0EF-2AB5-DA9382F0A8DE>

Duties

The Role
Within the Media and Communication function, an EL1 Assistant Director - Strategic Communications is accountable under broad direction to perform and achieve complex to very complex communication, media and issue management work within an integrated workforce. They will require an in-depth knowledge of and compliance with legislative frameworks, government decision-making and Defence's mission and policy requirements.

An EL1 Assistant Director - Strategic Communications will exercise a considerable degree of independence and perform a leadership role. They will exercise sound decision-making and judgement to provide expert policy advice. They will have in-depth knowledge of the media and communication function and are responsible for the development, implementation, compliance and review of policies and procedures relevant to their work within that function. They will engage in complex to very complex problem-solving and issues management and may coordinate and perform detailed or sensitive projects that impact on strategic, political or operational outcomes for Defence.

An EL1 Assistant Director - Strategic Communications is accountable to plan, lead and manage a range of human and physical resources and exercise the associated people and financial responsibilities to achieve business outcomes. They will potentially manage a small team. They will develop and implement work plans, set performance indicators, and review individual, team and

business performance, focusing on identifying opportunities for building team capability and continuous improvement. They will set work that align with the strategic objectives and communicate expected outcomes.

An EL1 Assistant Director - Strategic Communications will be responsible for actively managing key stakeholder relationships and will be required to identify relevant stakeholders' expectations and concerns to develop and communicate methodologies and practices to achieve outcomes. They will be accountable to contribute towards ongoing self-improvement and professional development of their work area.

This position may have people management responsibility and as such you may be required to exercise your people management skills and knowledge to lead a high performing and cohesive team.

The EL1 Assistant Director - Strategic Communications will be required to:

- Provide specialist advice to stakeholders on the design, development and implementation of a communication plans and the associated communication and media products;
- Liaise with internal stakeholders to respond to media enquiries in a timely manner;
- Support stakeholders with media engagement;
- Be able to tell a story through developing communication products including news articles, social media posts and media releases in response to agreed business outcomes;
- Identify communication and media risks and opportunities within the business environment and take account of these in planning, decision making and priority setting;
- Build and sustain effective relationships with stakeholders to deliver agreed business outcomes;
- Work collaboratively and negotiate effectively with stakeholders and subject matter experts to deliver agreed business outcomes;
- Employ understanding of the strategic environment and priorities within Defence to deliver communication and media products and activities; and
- Interpret and comply with legislative, policy and regulatory frameworks.

About our Team

Land Capability Division, Chief of Staff Branch, Land Engagement and Communications Office currently provides enabling and media and strategic communication support to the Capability System whilst supporting Land Capability Division. This further requires messaging both internal and external to the Department of Defence.

Our Ideal Candidate

Our ideal candidate will possess the following attributes:

- Proven experience as a communications specialist (including communications strategy development);
- Experience in editing;
- Digital literacy; and
- Effective written and verbal communication skills.

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	Paul Sait, 02 5108 6132
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=A37823DB-3275-F0EF-2AB5-DA9382F0A8DE

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Defence

Vacancy VN-0739541

Department of Defence

Closing Date:Thursday 18 April 2024

ARMY
Forces Command

Job Title	Administration Officer - International Student Management (ISM)
Job Type	Full-Time, Ongoing
Location	Paddington NSW
Salary	\$83,706 - \$89,659
Classification	APS Level 5
Position Number	ARMY/02815/24
Agency Website	

Job Description <https://defencecareers.nga.net.au/?jati=3AFACCB2-DF21-E0E6-7C02-DA9383700BBD>

Duties

The Role

The APS 5 Administration Officer is accountable under limited direction to perform and achieve complex procedural, operational, administrative and business support work within an integrated workforce. They are accountable to have and maintain a well-developed understanding of, and compliance with, relevant legislative frameworks, government decision-making and Defence's mission and policy requirements.

We are looking for a person with strong organisational and interpersonal skills, attention to detail, and excellent communication skills. You will be required to manage priorities, meet deadlines and exercise discretion.

As the Administration Officer you will interpret policy, legislation and procedures and provide administrative support, guidance and advice to the work area. You will also provide administrative assistance to personnel. These will be international students attending course in Australia. This is a desk-based position involving computer use and working with others towards shared goals in a collaborative team environment.

About our Team

The Administration Officer will work in an integrated work environment in a team at the Headquarters FORCES COMMAND – Victoria Barracks, Sydney (Paddington 2031). They will be required to engage with internal and external stakeholders to achieve outcomes on behalf of the Headquarters.

They will be required to coordinate and contribute to the work of the team. There may be a requirement to coach or supervise other team members and be accountable to set work priorities, allocate work, and manage workflows and performance.

Our Ideal Candidate

To be successful in the role, you will need to be a team focused individual who is able to establish and maintain strong relationships within a network of internal and external stakeholders. You will be a results oriented self-starter, have good judgement and the ability to work independently or under limited guidance. You will have great attention to detail with the ability to adapt to competing priorities and stay focused in a fast-paced environment. You will be well organised with strong administrative skills and the ability to interpret and practically apply policy in a business context. Strong problem solving skills, practical personnel administration and previous experience working in a personnel management database, ideally in a training environment. Excellent interpersonal, written and verbal communication skills will be required to regularly liaise and coordinate with a broad range of stakeholders, including executives, contractors, APS and ADF members.

Our ideal candidate will be able to demonstrate strong skills and experience in:

- High level of administrative and organisational abilities;
- Building/maintaining positive liaison skills with stakeholder relationships;
- Display well-developed oral and written communication and time management skills;
- Strong planning/time management skills, particularly prioritisation and critical thinking;
- Excellent Judgement and a bias for action in driving outcomes, including initiative, problem solving and flexibility;
- Skilful communicator (both written and verbal) across various channels, including face-to-face, email and phone;
- Ability to work independently, maintaining a team focus and function in a collaborative environment; and
- Member does not require a NV1 security clearance at application, however must be able to obtain and maintain one through AGSVA on selection.

Eligibility

Security Clearance:

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

Notes

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workers, IT specialists and contract managers to name a few. We offer a rewarding career that includes professional development, work-life balance, recognition, a flexible and supportive work environment and a diverse workforce. To find out more about a career with Defence please visit <https://www.defence.gov.au/jobs-careers>

To Apply

Position Contact	Mr Jolon Penna, 02 8306 1476 or 0435 922 213
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=3AFACCB2-DF21-E0E6-7C02-DA9383700BBD

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Defence

Vacancy VN-0739559

Department of Defence

Closing Date:Thursday 02 May 2024

Job Title	Cyber Specialist
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	\$85,607 - \$97,790
Classification	APS Level 6
Position Number	DDG/02573/24
Agency Website	

Job Description

<https://defencecareers.nga.net.au/?jati=C3026284-6E60-1BF6-35A2-DA9384DFD1C3>

Duties

The Role
This role is within the Warfighting Networks and Applications Support Organisation (WSO), Military Systems Division, Defence Digital Group; Department of Defence. The duties of an APS 6 ICT Cyber Security Specialist in Defence include the following:

- Assisting in the continuous monitoring and security assessments of in house ICT systems.
- Assisting in the research, writing and assessment of cyber security documentation, including;

- System Security Plan (SSP), Security Risk Assessment Plan (SRMP) Statement of Applicability (SOA) and SOA Annex.
- Various Standard Operating Procedures (SOPs) required for the Certification and Accreditation of WSO systems, required by the WNA project.
- Assisting in the research, selection and suitability checks of hardware and software required to support the WSO project.
- An ability to establish positive and effective working relationships within internal and external project stakeholders.
- Possess excellent organisational skills including the ability to prioritise tasks and meet deadlines to achieve the projects objectives.
- An ability to be proactive and a self-starter; identifying opportunities for improvement and take responsibility for own work.
- Complete other ad-hoc tasks as required and within reason.

The position has some flexibility to work from home or utilise flexible working hours if required.

About our Team

The WSO Cyber Security team are a small team of Cyber professionals who are responsible for all aspects of the WNA Cyber Security requirements, from network certification, continuous system monitoring, equipment and software selection and general Cyber Security advice to the Director and WSO team members. We are also responsible for the development, writing and authorisation of the relevant security documentation (SOP, Instructions, Guides, Reports and returns etc.).

Our Ideal Candidate

Our ideal candidate is someone who thrives in a challenging environment, is proactive, flexible and who has a broad experience across all aspects of cyber security.

Working experience within Defence projects, deployed networks and a solid understanding of Defence doctrine and documentation would be an advantage, along with the ability to prioritise work effectively, demonstrate attention to detail and exercise good time management skills.

Eligibility

Security Clearance

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

Mandatory Qualifications

- Candidate must be able to comply with US ITAR and Export Control requirements.
- Have a working knowledge of ISM, DSPF, PSPF.
- Must hold basic cyber security related qualifications (i.e. Cert 4 Cyber Sec, SANS, COMPTIA S+, CySA+).
- Experience - Writing SOPs or similar Defence documentation.

Notes

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To Apply

Position Contact	Sonia Sidhu, 02 5130 2217
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=C3026284-6E60-1BF6-35A2-DA9384DFD1C3

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Defence

Vacancy VN-0739579

Department of Defence

Closing Date:Thursday 18 April 2024

NAVY
NAVY Engineering

Job Title	Assistant Director – Environment Advisor
Job Type	Full-Time, Ongoing
Location	Canberra ACT, Darwin NT, Rockingham WA, Sydney NSW
Salary	\$115,899 - \$130,733
Classification	Executive Level 1
Position Number	NAVY/02811/24
Agency Website	

Job Description

<https://defencecareers.nga.net.au/?jati=A4C51A58-ED65-FBEE-53CC-DA93861EE494>

Duties

The Role

The Assistant Director Environment is accountable under broad direction to perform and achieve complex to very complex environmental management work within an integrated workforce. They require an in-depth knowledge of and compliance with

legislative frameworks, government decision-making and Defence and Navy's mission and policy requirements.

The Assistant Director Environment will exercise a considerable degree of independence and will exercise sound decision making and judgement to provide expert policy advice. They will engage in complex to very complex problem solving and issues management and may coordinate and perform detailed or sensitive projects that impact on strategic or operational outcomes for Navy and Defence.

The Assistant Director Environment will be responsible for actively managing key stakeholder relationships and will be required to identify relevant stakeholders' expectations and concerns to develop and communicate methodologies and practices to achieve outcomes.

About our Team

The Directorate of Navy Safety and Environment (NavySafe) works across a range of specialisations including work health and safety, occupational hygiene, environment protection, and compliance and risk management systems. We are an integrated workforce which includes military and civilian personnel with highly specialised skills and deep maritime experience.

Navy Safety and Environment (NavySafe) is responsible for developing, sustaining and providing advice on both the Navy Safety Management System and Navy Environment Management Systems. This ensures they meet accountabilities for Chief of Navy (CN) and Capability Manager, and involves harmonising the legislative requirements in the maritime context.

Our Ideal Candidate

- Deliver environmental management activities in accordance with Navy environmental policies and procedures and relevant legislation.
- Lead, plan and manage Navy's environmental programs and systems.
- Review and implement Navy's environmental legislative obligations to ensure compliance with Defence and Navy's environmental management responsibilities.
- Generate and implement innovative environmental management policies and programs.
- Liaise and influence relationships with stakeholders to represent and communicate Navy's environmental requirements.
- Motivate and mentor team members in order to deliver Navy and Defence environmental objectives.
- Employ informed judgement and advice on environmental management issues.
- Analyse, prioritise and initiate improvements to business practices to further Defence and Navy's environmental policy objectives.
- Apply detailed knowledge of environmental related risk factors associated with operating in a Defence and Navy context.

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	Kate Tropman, 02 6192 7157
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=A4C51A58-ED65-FBEE-53CC-DA93861EE494

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Defence

Vacancy VN-0739587

Department of Defence

Closing Date: Thursday 18 April 2024

Defence Digital Group
Strategy & Architecture

Job Title	ICT Security Analyst
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	\$115,899 - \$130,733
Classification	Executive Level 1
Position Number	DDG/02842/24
Agency Website	

Job Description <https://defencecareers.nga.net.au/?jati=3A61E92D-9DB5-D1C3-73CC-DA938680CB0F>

Duties

The Role

We thrive on cross-functional team collaboration, we embrace experimenting and we work with modern methods and tools. This includes SAFE ways of working, learning from and applying Lean principles and keeping human-centred design thinking the focus of everything we do.

We are looking for a highly experienced ICT Security Analyst who will bring their technical security and cyber knowledge and their ability to engage with Cyber Assurance Teams to drive rapid IT product solutions by producing ICT security documentation to support the decision making process.

The Incubator Branch within Defence Digital Group (DDG) provides optionality to Defence Sponsors at speed and scale for best in class global platforms combined with sovereign capability. The Branch focusses on providing timely, responsive advice, and

leverages rapid proven technology to showcase sub-scale ICT technology working models. The team will manage requests from initiation to showcase and provide technical agility, secure ICT platforms and systems while meeting customer needs of Defence.

The Branch will provide enabling continuous exploration and experimentation activities to inform and support Defence Continuous Delivery Pipelines.

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.

Our Ideal Candidate

Our successful candidate exercises a considerable degree of independence, in-depth cyber knowledge and excellent negotiation skills. You will also need to demonstrate:

- Leadership skills to drive cyber and ICT security initiatives forward
 - Ability to create and manage detailed ICT Security documentation in alignment with Australian Cyber Security Centre Essential Eight
 - Ability to resolve complex issues and conflicts through effective communication and negotiation at the lowest level
 - Establish and maintain strong working relationships with teams, stakeholders, and third parties
 - Ability to manage multiple streams of work effectively within your team
- Additional professionalisation, training and development will be offered to successful candidates.

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	DDG Strategic Recruitment, Please Email
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=3A61E92D-9DB5-D1C3-73CC-DA938680CB0F

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Defence

Vacancy VN-0739626

Department of Defence

Closing Date:Thursday 18 April 2024

Joint Capabilities Group
ICT Operations Division

Job Title	ICT Service Manager
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	\$91,702 - \$104,753
Classification	APS Level 6
Position Number	JCG/02858/24
Agency Website	

Job Description

<https://defencecareers.nga.net.au/?jati=08AA7A51-4EB8-7C9C-9C17-DA93BF07DA53>

Duties

The Role
Defence Mobility Team is seeking two motivated and high performing individuals to support our continued sustainment of Mobility capabilities for Defence. This role is ideal for someone who has a strong understanding of mobile ICT systems, history of problem solving and enjoys working in a dynamic fast-paced public sector environment. You will be working with a supportive, skilled and diverse team dedicated to the delivery and support of Defence's secure mobile ICT capability.

About our Team
The Defence Mobility Team is responsible for providing Mobility capability to Defence. This includes mobile phones, tablets, laptops, mobile applications, remote access solutions and mobile communication services across the various security classifications whether that be standalone or network connected. It is our mission to deliver leading edge sovereign capability to support Defence's mission.

Due to the nature of the work, our successful candidate will predominantly work on-site, but we can offer unique, challenging and rewarding work, access to training, development and mentoring program and work life balance. Collectively we rely on each other's knowledge and strengths to achieve the end result.

Our Ideal Candidate

Our ideal candidate will bring a positive attitude and energetic, customer-centric support to this role.

Competencies that will be an advantage:

- Excellent customer service skills, experience with the management of Service Request Catalogues
- In-depth knowledge of mobile ICT capabilities
- Experience in sustaining ICT and/or Mobile ICT capability including, change management, incident management and defect management
- Ability to build and maintain relationships with a network of internal and external stakeholders
- Exceptional writing skill and ability to produce reports and briefing for range of audience including senior executives
- Attention to details

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	Mathew Bryan, 02 5130 1943
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=08AA7A51-4EB8-7C9C-9C17-DA93BF07DA53

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Defence

Vacancy VN-0739640

Department of Defence

Closing Date:Thursday 18 April 2024

Capability and Sustainment Group
Aerospace Systems

Job Title	Sustainment Assurance Lead
Job Type	Full-Time, Ongoing
Location	Adelaide SA, Canberra ACT, Williamtown NSW
Salary	\$91,702 - \$104,753
Classification	APS Level 6
Position Number	CASG/02661/24
Agency Website	

Job Description <https://defencecareers.nga.net.au/?jati=E1BD9D8D-BD0D-76B8-0797-DA93C048FDD7>

Duties

The Role

The Sustainment Assurance Lead manages and delivers assurance activities for the Aeronautical Life Support Logistics Management Unit's (ALSLMU) Sustainment Program. This position proactively seeks justified confidence, based on objective evidence, that the Sustainment Program is delivering expected performance and compliance outcomes. By effectively engaging our customers and Industry partner, the position will identify and resolve Risks, Issues and Opportunities (RIO) to assure Sustainment Program service delivery and improve performance. The position also manages integration of new Aeronautical Life Support Equipment (ALSE) from Acquisition into the Sustainment Program

Other key responsibilities:

- Perform customer site visits to deliver Sustainment Program updates and perform root cause analysis activities as required.
- Support the Sustainment Governance Manager maintain the ALSE Product Delivery Agreement and administer incoming Sustainment enquiries.
- Provide data analysis to the Commercial Manager to support Commonwealth contract management obligations.

About our Team

Surveillance and Response Systems Program Office (SRSPO) ensures the availability and performance of highly complex surveillance and response airborne and related systems for the Royal Australian Air Force (RAAF) – including the P-8A Poseidon. SRSPO also acquires and supports common Aeronautical Life Support Equipment (ALSE) used on air vehicles operated by the RAAF, Navy and Army. We also support the MQ-4C Triton, a new remotely piloted high altitude long endurance aircraft system.

At SRSPO we are passionate about working collaboratively with our stakeholders and industry

partners to ensure the necessary acquisition, sustainment and regulatory requirements are fulfilled. We do this to support the warfighter and achieve the Department of Defence's strategic and operational objectives. This role resides in ALSLMU which is the ALSE Sustainment governance organisation. ALSLMU, via our Industry Partner, ensures delivery of ALSE logistics and engineering support across all crewed ADF platforms to meet the ADF's capability requirements.

Our Ideal Candidate

- You will have excellent interpersonal skills and experience in effectively managing a range of stakeholders.
- You will use this to develop and maintain effective relationships with our Industry Partner, ADF customers and support agencies to gain timely understanding of the RIO in the ALSE Sustainment Program.
- You will have highly effective data analysis skills in order to collect and monitor complex Sustainment Program data, and identify trends, issues and risks affecting Sustainment performance.
- You will apply your capacity to implement solutions to complex problems for our customers, with a focus on safety, capability delivery and value for money.
- You will be self-motivated, well-organised and can manage various activities simultaneously and ensure business objectives and agreed deadlines are met.
- A commitment to professional development is essential.
- A capacity to understand ALSE capabilities and technical activities and to leverage the complex advice and expertise of Technical specialists is also essential.

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	David Bywater, 08 7374 8608
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=E1BD9D8D-BD0D-76B8-0797-DA93C048FDD7

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Defence

Vacancy VN-0739661

Department of Defence

Closing Date:Thursday 11 April 2024

Australian Defence Force HeadQuaters
Vice Chief Defence Force Executive

Job Title	Program Director - Workforce Design
Job Type	Full-Time, Ongoing
Location	Sydney NSW
Salary	\$134,567 - \$161,521
Classification	Executive Level 2
Position Number	ADFHQ/02744/24
Agency Website	

Job Description

<https://defencecareers.nga.net.au/?jati=D6358A3E-5668-36D7-C942-DA93C185E207>

Duties

The Role
Within the Military Workforce Design Division, the team is currently focused on working with Navy (future reviews to be conducted on other parts of Defence) undertaking a series of Command and Control Organisational reviews.

Using a bespoke Organisational Design methodology through the lens of functions and data, the structural and workforce changes are complex, requiring a program lead to manage the approach, analysis, resources and delivery of recommendations to ensure Navy (and Defence) has the workforce positioned to deliver against priorities.

This role will also support the subsequent organisational change, and requires high level of influence, coordination, communication and negotiation skills, particularly working with key and high level stakeholders across Defence.

About our Team
The team consists of 3 Program Leads focused on the Functional review, Data Information and Analysis, and Change Management, along with supporting staff.

The team of up to 10 consists of ADF and APS employees working closely together on the suite of tasks, and requires cross

sharing of effort and resources to deliver outcomes.

Our Ideal Candidate

Seeking experience and understanding of workforce planning, organisational design concepts and data management. You will need the ability to manage multiple stakeholders, large amounts of data, lead resources, and adhere to tight timeframes.

Strong written skills and ability to present complex information to varied audiences is essential, along with demonstrating resilience in a dynamic and demanding environment.

Eligibility

Security Clearance

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

Notes

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

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To Apply

Position Contact	Erin Cain, 02 6132 7172
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=D6358A3E-5668-36D7-C942-DA93C185E207

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Defence

Vacancy VN-0739664

Department of Defence

Closing Date:Thursday 18 April 2024

Defence Intelligence Group
Intelligence Capability Division

Job Title	Directors (Various)
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	\$134,567 - \$161,521
Classification	Executive Level 2
Position Number	DIG/02833/24
Agency Website	

Job Description <https://defencecareers.nga.net.au/?jati=2BCF5026-F9DE-E16A-2783-DA93C19FE7DC>

Duties

The Role

We need Directors who can lead business, policy, program and project functions. We currently have EL2 roles to fill in a variety of areas across ICD.

Our Business and Policy focused Directors engage with a range of stakeholders to shape a One Defence approach to policy and planning issues, including reviews, legislation, and enterprise related matters. These Directors are instrumental in aligning our strategies and approaches to drive services and tangible outcomes for our customers.

We are also the Capability Manager for many intelligence related functions and have Program Director roles that involve stewarding multiple acquisition style Projects through the capability life cycle (we are not a delivery agency). We are seeking candidates to lead and inspire dynamic teams to achieve strategic objectives and foster a culture of innovation and collaboration. The teams you lead and manage are diverse and highly specialised consisting of ADF, APS and industry staff. You will also employ a high level of initiative and interpersonal skills to motivate and get the best from multiple teams across the enterprise.

You will need to confidently engage with a broad range of project stakeholders within the Group, and build rapport with relevant interdependent areas across Defence.

We believe our people are our most valuable resource, so are committed to investing in your training and development to ensure your time with us is deeply rewarding, both personally and professionally.

This recruitment process may also be used to fill vacancies elsewhere in the Defence Intelligence Group where appropriate.

About our Team

The Intelligence Capability Division (ICD), within the Defence Intelligence Group, coordinates and manages intelligence enterprise capability and critical support functions on behalf of the Chief of Defence Intelligence. The Division is responsible for diverse services, programs/projects and functions that enable intelligence outcomes across various Groups and Services within Defence. This includes enabling warfighting tactical intelligence staff up to, and including, those informing strategic decisions.

Our Ideal Candidate

We want authentic leaders who can provide clear and consistent direction, build trust, whilst guiding, developing and empowering our people to ensure an engaged and motivated workforce.

There will be opportunities for you to nurture the partnerships we have with our customers and stakeholders by advocating for transparency, collaboration and delivery with confidence.

To succeed in an EL2 role, applicants must demonstrate:

- Behaviours and actions that align with Defence Values and Behaviours;
- Ability to lead a high-performing team and contribute to building and enhancing DIG culture;
- Embracing a culture of innovation and encouraging team members to think creatively and pursue new ideas and solutions;
- Excellent judgement, problem solving skills and verbal and written communication skills;

- Strategic thinking and an ability to navigate ambiguity in a fast-paced environment; and
- (specific to project related roles) Understanding of Defence’s Capability Life Cycle methodology, experience with submitting major or complicated new capability proposals, experience in project management or delivery, and/or the ability to manage 3-5 teams (of 10-20 people each) concurrently towards tangible outcomes, is desirable.

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.

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	Mark Vassallo, 02 6267 3418
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=2BCF5026-F9DE-E16A-2783-DA93C19FE7DC

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Defence

Vacancy VN-0739679

Job Title	Project Steering Group Officer
Job Type	Full-Time, Ongoing
Location	Russell ACT
Salary	\$91,702 - \$104,753
Classification	APS Level 6
Position Number	ARMY/02828/24
Agency Website	

Job Description <https://defencecareers.nga.net.au/?jati=26A1B323-D54C-64D5-35BD-DA93C259C3E3>

Duties

The Role

Land Capability Division have identified the need for dedicated Program Support officer to facilitate the Governance of Capability Program Architectures in the Land Domain includes:

- Providing a Domain view of scheduled PSG meetings
- Coordinating the review/update of PSG ToRs and promulgating changes within the LCS Governance Framework
- Coordinating logistics, materials and attendees for PSGs, and attending PSGs to conduct analysis and assist with the administration of the meeting
- Maintaining stakeholder lists and outcome registers

About our Team

Land Capability Division, Chief of Staff Branch, Land Domain Management Office provides support across Land Capability Division to conduct Performance, Risk and Governance for Land Domain Capability Reports and Returns to Army Senior Committees.

Our Ideal Candidate

Our ideal candidate will be expected to work independently, and as part of a collaborative and innovative team, interacting with a variety of stakeholders and business areas within Defence.

The successful candidate will exercise both initiative and judgement in supporting the Land Capability Division Program Steering Group governance requirements. The candidate must be reliable, have attention to detail, and possess a high level of comprehension and communication skills and an ability to prioritise to deliver assigned tasks on time.

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.

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	Paul Sait, 02 5108 6132
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=26A1B323-D54C-64D5-35BD-DA93C259C3E3

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Defence

Vacancy VN-0739706

Department of Defence

Closing Date:Thursday 18 April 2024

Defence Digital Group
Strategy & Architecture

Job Title	Assistant Director of Platform and Infrastructure
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	\$115,899 - \$130,733
Classification	Executive Level 1
Position Number	DDG/02727/24
Agency Website	

Job Description <https://defencecareers.nga.net.au/?jati=D6239FB1-D598-EF52-4DC0-DA9381B5EF30>

Duties

The Role

We thrive on cross-functional team collaboration, we embrace experimenting and we work with modern methods and tools. This includes SAFE ways of working, learning from and applying Lean principles and keeping human-centred design thinking the focus of everything we do.

The Incubator Branch within Defence Digital Group (DDG) has been established to provide optionality to Defence Sponsors at speed and scale for best in class global platforms combined with sovereign capability. We are looking for highly experienced ICT Solutions Architect to manage the workflow/pipeline for the Branch.

You will:

- Manage all development and test technical environments
- Build minimal viable product environments
- Decommission environments once evaluated
- Be a key member of the Incubator team and drive incubation activities

The Branch focusses on providing timely, responsive advice, and leverages rapid proven technology to showcase sub-scale working models. The team will manage requests from initiation to showcase using Scaled Agile methodology to provide technical agility, meeting customer needs of Defence. The Branch will provide enabling continuous exploration activities to inform and support Defence Continuous Delivery Pipelines.

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.

Our Ideal Candidate

Our successful candidate will have:

- Extensive experience in leading teams with Scaled Agile methodologies and delivering support for critical technology platforms
- Proven track record in managing IT multi-cloud environments using DevSecOps tools and processes
- Establish and maintain strong working relationships with teams, stakeholders, and third parties
- Ability to manage multiple streams of work effectively within your team
- Ability to resolve complex issues and conflicts through effective communication and negotiation at the lowest level

Additional professionalisation, training and development will be offered to successful candidates.

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	DDG Strategic Recruitment, Withheld
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=D6239FB1-D598-EF52-4DC0-DA9381B5EF30

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National Gallery of Australia

Closing Date: Sunday 14 April 2024

CFO and Commercial
Financial Operations

Job Title	Financial Operations Manager
Job Type	Full-Time, Non-Ongoing
Location	Parkes ACT
Salary	-
Classification	Executive Level 1
Position Number	3506
Agency Website	https://nga.gov.au

Job Description

<https://nga.gov.au/about-us/jobs/>

The CFO and Commercial Portfolio provides strategic advice to the Council, the Senior management and partners with teams across the National Gallery to provide efficient, ethical, professional financial services and the provision of functional support to achieve the National Gallery's strategic outcomes.

The Financial Operations Manager is responsible for the co-ordination of day-to-day financial operations of the National Gallery. This includes delivery of efficient processing for accounts payable and accounts receivable, together with timely and accurate reconciliations and statutory reporting.

The Financial Operations Manager manages a small team within the broader Financial Operations Team and is responsible for:

- Managing day-to-day receipting including accounts receivable and bank reconciliations for multiple entities,
- Processing of accounts payable including reviewing and approving weekly payment runs,
- Management and processing of Gallery issued credit cards and travel,
- Monitors compliance with the PGPA Act and the National Gallery's Council Instructions,
- Process improvement and enhancement across the Gallery's day-to-day financial operation processes.

The broader Financial Operations Team also undertakes the statutory reporting (financial statement preparation and audit coordination), tax compliance and accounting for assets and payroll.

This position reports to the Head of Financial Accounting and Operations and is responsible for managing a small team. This position is a non-ongoing role for two years.

Duties

WHAT WILL YOU DO?

In accordance with the APS Executive Level 1 work level standards, you will:

- Manage reconciliations and accounting processes for the National Gallery's financial assets and liabilities.
- Oversee day-to-day payments and receipting.
- Managing efficient accounting operations, travel, and credit card processes.
- Deliver accounting and operational guidelines, procedures, advice and training.
- Maintain the general ledger and developing the financial management information systems and control framework.
- Develop a risk based approach and implement process enhancements and improvements across the financial operations processes.
- Lead, develop, coach and establish priorities within the team that promotes a continual improvement and achievement orientated environment.

OUR IDEAL CANDIDATE

To be successful in this role you must have extensive accounting experience with demonstrated ability to lead and develop a small team to undertake the National Gallery's financial operations.

Your highly developed organisational skills, in-depth oral and written communication skills, ability to prioritise and excellent attention to detail will ensure you can lead and deliver high quality outcomes in a fast-paced environment.

Our ideal candidate will have a strong customer focus, outstanding problem-solving skills, and the ability to provide strategic and operational financial advice and support to clients and senior management. You will have strong systems awareness and a curious mind aimed at streamlining processes and working collaboratively to drive continuous improvement.

The successful candidate will have tertiary qualifications and CPA/CA professional qualifications.

WHO ARE WE LOOKING FOR?

To be successful in this role you will need to demonstrate, or have the ability to develop the following,

The ability to take responsibility to prioritise your own work and manage the team effectively in order to **achieve results**, often working to competing priorities with tight deadlines while maintaining accuracy.

Versatility and flexibility to **align your work with the strategic priorities** of the National Gallery while identifying and managing multiple financial operations matters with contemporary finance solutions.

Support productive working relationships by leading and motivating the team, responding to changes in needs and educating clients to ensure compliance with process.

The ability to **communicate with influence** both verbally and in writing, in order to negotiate effectively with stakeholders and provide a high-quality client experience.

The ability to **act with integrity**, showing accountability, judgement and professionalism in all that you do.

Eligibility

- Citizenship** - To be eligible for employment with the Gallery, you must be an Australian citizen.
Police Check - To be eligible for this role you must complete a police check.

Qualifications, Certifications and Registration

- Relevant qualifications in accounting, with demonstrable experience is **essential**
- Professional certification and/or membership of a relevant professional association such as Certified Practising Accountant / Chartered Accountant is preferred

Notes

You should provide a tailored CV (**maximum of three pages**) along with a statement of no more than **two pages** that outlines your skills, capabilities and experience, against the 'Our ideal candidate' information above.

In your statement response you should keep in mind the capabilities and behaviours required to be successful for this role, as identified in the 'Who are we looking for?' section.

Try not to duplicate information that can be found in your CV but do highlight any specific examples or achievements that demonstrate your ability to perform the role.

As part of your application process, we ask that you also complete the [personal particulars form](#) as well.

To apply for this role please forward your application to recruitment@nga.gov.au.

About the National Gallery of Australia

The National Gallery is one of Australia's leading visual arts institutions. The National Gallery is based in Canberra and is a vital part of the Australian cultural landscape. Our Purpose is to collect, preserve, promote and share the national collection of art. The Vision of the National Gallery is to be the international reference point for art in Australia, inspiring all people to explore, experience and learn. Our Values include Boldness, Integrity, Respect, and Excellence.

To Apply

Position Contact	Mary Fisher, +61 2 6240 6747
Agency Recruitment Site	https://nga.gov.au/about-us/jobs/

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Job Title	Property Leasing Officers
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Canberra ACT
Salary	\$78,371 - \$92,345
Classification	APS Level 4;APS Level 5
Position Number	0347/2024
Agency Website	

Job Description <https://dfatcareers.nga.net.au/?jati=15B8E663-5BE2-9481-CD3C-DA9347727E65>

Applications close at 11.00am AEST on Thursday 18 April 2024

DFAT's Overseas Property Office and Services (OPO) division manages the Australian Government's international property network, including owned and leased estates, and a significant domestic property estate. This global property portfolio comprises over 1,000 owned and leased properties in 108 locations across five continents. The overseas owned estate was valued at \$3.1 billion at 30 June 2023.

Multiple positions are available in the Strategy and Property Services Branch, which is responsible for the delivery of OPO's strategic property planning, including asset management; business case development for capital works; leased estate management to maximise value-for-money outcomes; and formulation and execution of strategies to increase efficiencies in the management of the property portfolio.

As a Property Officer you will play a critical role in supporting the management and operations of the international property portfolio. Our ideal candidates will have experience and/or qualifications in a property related discipline. Experience in commercial property leasing and asset management will be highly regarded.

Duties

The successful candidate will be required to support and assist section staff to:

- assist with property lease negotiations, acquisitions and divestments of property, and define deliverables, analysis of options, milestones and risks.
- coordinate inputs from relevant areas and stakeholders and engage service providers and consultants.
- undertake basic procurements and payment of invoices, as it relates to leasing, acquisitions, divestments and property related activities within the team.
- perform procedural, operational, administrative and business support activities that contribute towards agreed outcomes within the team.
- prepare basic written submissions, briefs, reports, minutes and other correspondence with internal, external stakeholders and consultants.
- organise appointments, correspondence and communications in a timely manner against competing priorities.
- effectively manage the production, dissemination and storage of information to facilitate improved communication within the team; and

- understand and operate relevant departmental operating systems and guide others in the use of such systems when necessary.

Eligibility

Under section 22(8) of the Public Service Act 1999, employees must be Australian citizens to be employed in the Australian Public Service (APS) unless the Agency Head has agreed otherwise, in writing.

Depending on the role into which you are placed, you may also be required to obtain and maintain a Working with Vulnerable People/Children registration (or equivalent).

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 Foreign Affairs and Trade

To Apply

Position Contact	DFAT Careers, NA
Agency Recruitment Site	https://dfatcareers.nga.net.au/?jati=15B8E663-5BE2-9481-CD3C-DA9347727E65

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Health

Vacancy VN-0739483

Department of Health and Aged Care

Closing Date:Thursday 18 April 2024

Home and Residential Division
Residential Care Funding Reform Branch Residential Aged Care Funding
Assurance Policy Section

Job Title	Executive Level 1 - Assistant Director, Residential Aged Care Funding Assurance Policy
Job Type	Full-Time, Ongoing
Location	Woden ACT, Adelaide SA, Melbourne VIC, Perth WA, Brisbane QLD, Surry Hills NSW
Salary	\$116,418 - \$132,777
Classification	Executive Level 1
Position Number	24-HRDIV-23691
Agency Website	

Job Description

<https://www.health.gov.au/about-us/work-with-us/current-vacancies>

We are seeking a capable risk management and assurance expert to lead the shared management of risk regarding residential aged care funding.

Duties

- designing and implementing a risk management framework over residential aged care funding;
- reviewing the adequacy of existing assurance and risk management arrangements, and designing arrangements to bring risk into tolerances;
- developing assurance procedures and manuals to support the conduct of assurance activities;
- supporting the development and implementation of policy proposals to enhance residential aged care funding assurance; and
- undertaking ongoing monitoring to ensure risk remains within tolerances.

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 AEST.
- Applicants are asked to quote reference number 24-HRDIV-23691 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	Aden Pulford, (02) 6289 7467
Agency Recruitment Site	https://www.health.gov.au/about-us/work-with-us/current-vacancies

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Health

Vacancy VN-0739489

Department of Health and Aged Care

Closing Date:Friday 03 May 2024

Health Economics and Research Division
Health Modelling, Partnerships and Evaluation Branch Health Economics
Section

Job Title	Executive Level 2 - Policy Director, Health Economics Section
Job Type	Full-Time, Ongoing
Location	Canberra ACT, Sydney NSW, Melbourne VIC, Brisbane QLD, Adelaide SA, Darwin NT, Perth WA, Hobart TAS
Salary	\$138,897 - \$164,446
Classification	Executive Level 2
Position Number	24-HERDIV-23723
Agency Website	

Job Description

<https://www.health.gov.au/about-us/work-with-us/current-vacancies>

As director of the Health Economics section, you will lead and manage a team that provides high-level technical expertise and advice, while enhancing analytical tools that support ongoing policy development, to a range of stakeholders across the organisation on trends and issues in health policy.

Duties

Key Responsibilities include:

- Leading the policy development and provision expert advice service across the department;
- Leading policy of the Value Based Health Care, including Fostering adoption of VBHC approaches; National Health Reform Agreement input; International work input e.g., Global Innovation Hub for Improving Value in Health
- managing relationships with internal and external stakeholders, participating in working groups, advisory committees and forums related to health economics, health expenditure and foreign investment, including through connecting and collaborating across the department and broader APS;
- leading the preparation of both complex and routine correspondence including for the executive and Minister(s);
- assisting in consultations with, and providing expert advice to, internal and external clients on trends and issues in the economy;
- representing the Department in meetings, negotiations, and other forums to discuss program/policy issues;
- demonstrating leadership within the team contributing to team performance, productivity and accountability for outcomes; and
- contribute to Branch/Division operations and planning and the development of people capability.

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 AEST.
- Applicants are asked to quote reference number 24-HERDIV-23723 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	Allyson Essex, (02) 6289 9837
Agency Recruitment Site	https://www.health.gov.au/about-us/work-with-us/current-vacancies

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Health

Vacancy VN-0739773

Food Standards Australia New Zealand

Closing Date:Thursday 18 April 2024

Food Standards Australia New Zealand
Corporate Services People Services

Job Title	Payroll Supervisor
Job Type	Full-Time, Ongoing
Location	Majura ACT
Salary	\$91,227 - \$103,765
Classification	APS Level 6
Position Number	1125
Agency Website	https://www.foodstandards.gov.au

Job

Description

[https://foodstandards.nga.net.au/cp/index.cfm?event=jobs.home&CurATC=FSINT&CurBID=CD952372%2DA527%](https://foodstandards.nga.net.au/cp/index.cfm?event=jobs.home&CurATC=FSINT&CurBID=CD952372%2DA527%2D)

The Payroll Supervisor role manages the day to day (BAU) administration of the Food Standards Australia New Zealand (FSANZ) payroll including managing the outsourcing payroll provider Aurion and raising the appropriate, accurate and timely ticketing.

Utilising the expertise and knowledge within the area of payroll and processing services, the role manages systems issues liaison, audits, project work and the extensive internal and limited external stakeholder engagements and relationships.

The role is also required to undertake a program of Business Process Improvement and supervise and mentor junior staff to undertake BAU processing.

There is a responsibility for the role to manage and action payroll related requests manually through the HR team mailbox in accord with appropriate policy, FSANZ Enterprise Agreement (EA) and relevant legislation.

The role requires the occupant to utilise critical thinking, have the ability to deal with sensitive information, undertake research and provide a range of recommended solutions to the People Services Section Manager for final decisions related to Aurion system improvements and employee requests.

Duties

You will undertake work that is complex and sensitive in nature, under limited direction:

- Supervise and guide the delivery of day to day (BAU) administration functions of the payroll in the provision of payroll for the agency, including managing the outsourcing payroll provider Aurion and raising the appropriate, accurate and timely ticketing.
- Request, review, validate and sign off on scope for system administration configuration requests to ensure system compliance with relevant policies and legislation, including the evaluation of risks associated with changing employee system demands and requirements.
- Undertake research and provide a range of recommended solutions to the HR Director for final decisions related the Aurion system improvements and employee requests.
- Oversee internal payroll audits for consistency and accuracy of data e.g. complex superannuation, purchased leave reconciliations, timesheets and leave accruals.
- Using specialised technical and professional knowledge diligently check and oversee all automated processes that have been made available through Aurion.
- Undertake appropriate analysis and timely reporting in accordance with principles, policy, EA, legislation, standards and practices e.g. fortnightly variance review; ANAO annual reporting requirements.
- Manage and engage in meetings with Aurion representatives to provide performance feedback and negotiate contract compliance in accordance with the Aurion Services Agreement for Managed Payroll.
- Liaise, develop and maintain key internal and external stakeholder relationships through meetings, phone and email, negotiating priorities for effective management of tickets into the Aurion payroll system.
- Respond to requests from stakeholders and senior management for information or advice on policy, payroll administrative or operational matters including advice of a technical or specialist nature.

Eligibility

Qualifications, Skills & Experience

Essential: Payroll experience

Desirable: Experience in using the Aurion payroll system

Security Clearance: Baseline

Notes

In order to apply, you need to submit your application through the FSANZ careers portal. The portal will guide you through the application process and describe what information is required from you.

Questions regarding the opportunity should be directed to the position contact.

Name: Aaron Sharplin

Email address: aaron.sharplin@foodstandards.gov.au

Phone number: (02) 6271 2159

If you require further information, please email Human.Resources@foodstandards.gov.au

About the Food Standards Australia New Zealand

Food Standards Australia New Zealand (FSANZ) is an independent statutory authority responsible for developing food standards in Australia and New Zealand. Our work supports a safe food supply for Australian and New Zealand consumers and contributes to industry innovation and competitiveness, informed consumer choice and broader public health goals. We also have responsibility for managing food incidents including food recalls.

To Apply

Position Contact	Aaron Sharplin, 02 6271 2159
Agency Recruitment Site	https://foodstandards.nga.net.au/cp/index.cfm?event=jobs.home&CurATC=FSINT&CurBID=CD952372

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Australian Nuclear Science and Technology
Organisation

Closing Date: Sunday 14 April 2024

Nuclear Operations and Nuclear Medicine
Nuclear Medicine Quality

Job Title	Microbiology Team Leader
Job Type	Full-Time, Ongoing
Location	Lucas Heights NSW
Salary	\$107,184 - \$120,259
Classification	
Position Number	1996
Agency Website	https://www.ansto.gov.au/about/what-we-do

Job Description

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

Position Overview

- Ongoing | Full Time | \$107k - \$120k +15.4% super
- Sutherland Shire location | Health & Wellbeing Programs | Generous leave provisions
- On-site Childcare for employees | Work in a campus-based community | Flexible working conditions
- Lead a team of Microbiology Officers overseeing projects to enable operational excellence
- Play a crucial role in education and informing Australians about the benefits of nuclear science and technology.

About the Opportunity

The primary purpose of the Quality Control (QC) Microbiology Team Leader is to lead a team of Microbiology Officers to enable operational excellence as well as fostering staff development. In addition, the QC Microbiology Team Leader will have oversight of the day-to-day microbiology quality control activities performed in accordance with ANSTO policies and procedures and regulatory requirements to support the safe, secure, sustainable supply of nuclear medicine.

About You

As the Microbiology Team Leader you will showcase your ability to lead and manage the QC Microbiology Team; setting KPIs and overseeing projects to ensure departmental objectives are met. You will be proficient in strategic planning, resource allocation, and fostering staff development to achieve operational excellence. We are looking for someone who can highlight their expertise in analytical testing, prioritising workloads based on regulatory requirements, and ensuring compliance with validated methods and quality standards. Active involvement in regulatory audits, including formulating responses to findings, and proactive identification of

adverse trends are essential. You will be committed to continuous improvement, staff training, and maintaining a respectful workplace environment.

"In short, we are looking for a Microbiology Team Leader with a strong track record in leading QC microbiology teams and fostering a collaborative, respectful workplace culture, emphasizing analytical prowess, strategic thinking, and commitment to continuous improvement." - **Micheal Gobrial - QC Manager**

About Us

ANSTO leverages great science to deliver big outcomes. We partner with scientists and engineers and apply new technologies to provide real-world benefits. Our work improves human health, saves lives, builds our industries and protects the environment. ANSTO is the home of Australia's most significant landmark and national infrastructure for research. Thousands of scientists from industry and academia benefit from gaining access to state-of-the-art instruments every year.

Benefits of Working with Us

ANSTO employees are passionate about what they do. We enjoy being part of an organisation making a difference in the lives of Australians.

We support and reward our employees through eligibility for:

- Training, development and mentoring opportunities
- Performance based salary increases
- Work-life balance with generous leave entitlements and flexible conditions

If you want to join a world class organisation that's making a difference in the lives of Australians, apply now!

How to Apply

For further technical information relating to this position please refer to the Position Description or contact Micheal Gobrial on (02) 9717 9430 or mhg@ansto.gov.au. For all other queries please contact Talent Acquisition on +61 (02) 9717 9361

To be eligible for appointment, applicants will require a security and pre-employment medical assessment.

Application closing date: Sunday 14th April 2024 at 11:59 pm

All applicants must be Australian citizens.

In order to solve great challenges, we need great minds and great teams. At ANSTO, we understand that diverse teams produce better outcomes and we value the merit that a diverse perspective can bring to our team. We encourage people from diverse backgrounds to apply for our roles including Aboriginal and Torres Strait Islander people, primary carers, those with a disability, and women in STEM. ANSTO is a charter member of the Science in Australia Gender Equity (SAGE) initiative and is proudly taking action to create a gender-inclusive workforce.

Duties

Your Duties and Responsibilities

- Lead the QC microbiology team in setting team KPIs and goals via the APEA process.
- Oversight of QC microbiology projects to ensure department objectives are met as per the defined plan-on-page.

- Assisting the QC Manager with strategy development, planning and implementation to enable operational excellence as well as fostering staff development.
- Manage the QC microbiology roster and appropriately allocate work tasks and resources to effectively meet the daily targets in a safe manner.
- Plan, coordinate and perform analytical testing of starting materials, intermediates, and API, and finished product testings.
- Prioritise workload where there are multiple regulatory and customer requirements and unplanned activities requiring to be completed within tight timeframes.
- Review QC microbiology test records on all finished products and report KPI data associated with QC microbiology results and product quality.
- Ensure testing is carried out using microbiology methods that have been adequately validated.
- Manage the recoding of QC microbiology test results according to regulatory requirements and ensure all documentation meets TGA, GMP and other quality system requirements.
- Active involvement in regulatory audits and formulating QC microbiology responses to audit findings, such as TGA, FDA and ARPANSA

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

About the Australian Nuclear Science and Technology Organisation

The Australian Nuclear Science and Technology Organisation, (ANSTO) is the home of Australia’s most significant landmark and national infrastructure for research. Thousands of scientists from industry and academia benefit from gaining access to state-of-the-art instruments every year. To find solutions ANSTO operates much of Australia’s landmark infrastructure including one of the world’s most modern nuclear research reactors, OPAL; a comprehensive suite of neutron beam instruments; the Australian Synchrotron; the National Imaging Facility Research Cyclotron; and the Centre for Accelerator Science.

To Apply

Position Contact	Micheal Gobrial, (02) 9717 9430
Agency Recruitment Site	https://careers.ansto.gov.au/

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Department of Industry, Science and Resources
(DISR)

Closing Date: Sunday 21 April 2024

Questacon
Operations Centres Experience

Job Title	Tourism & School Experience Coordinator
Job Type	Full-Time, Ongoing; Non-Ongoing
Location	Various locations - ACT ACT
Salary	\$83,460 - \$88,055
Classification	APS Level 5
Position Number	0627_03/24
Agency Website	https://www.industry.gov.au/

Job Description <https://industrycareers.nga.net.au/?jati=E88A2C33-B73E-A78A-B8D9-DAA4F9407D0B>

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

Questacon’s Centre’s Business Team is responsible for managing various functions such as the Retail Shop, Memberships, Events and Tourism & School Group Bookings. The section has

responsibility for developing connections with Visitors, School groups and Members that promote and encourage more audiences to visit and engage with Questacon. These teams maximise day to day operations and drive new business opportunities.

The role of the Tourism & School Experience Coordinator contributes strongly to Questacon Schools Tourism by promoting and booking visitation to the centre by maintaining client-focused relationships with tour operators, schools, and the general public, which in turn generates revenue.

You will work collaboratively as part of the Tourism & School Experience Program team; you will demonstrate good communication skills and contribute to a productive and inclusive workplace. You will have a sound knowledge of programs offered by Questacon.

What's in it for you?

This role provides an opportunity to work collaboratively as part of a small team. You will deliver on projects, build relationships with stakeholders and use your Tourism knowledge and experience to build on Questacon's existing offerings.

Our ideal candidate

We are looking for an experienced coordinator, who can assist in driving the tourism function at Questacon. They will have a strong focus on driving new and existing tourism activities, that best promote Questacon as one of the leading national attractions in Canberra. They will demonstrate the following skills:

- Clear, concise and appropriate communication skills
- The ability to build and sustain positive relationships with relevant organisations, stakeholders and team members.
- Good time management skills and experience delivering quality projects according to deadlines.
- The ability to work effectively as part of a high performing team.
- Problem solving skills and the ability to adapt in an ever-changing environment.

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.

Duties

You will work collaboratively as part of the Tourism & School Experience Program team, you will demonstrate good communication skills and contribute to a productive and inclusive workplace. You will have a sound knowledge of the programs offered by Questacon.

Working consistently with the expectations of an APS 5 in the [APS Work Level Standards](#), the Tourism & School Experience Coordinators is responsible for:

- Assisting the Tourism & School Experience Team Leader by driving tourism growth, improving programs, delivering new products and working towards increasing Questacon's educational offerings.
- Assist in developing and delivering an education tourism strategy that engages internal teams, with a focus on growing and fostering external educational tourism stakeholder relationships.
- Assisting the Tourism & School Experience Team Leader in promoting educational tourism initiatives across Questacon including:
 - Managing external stakeholder relationships
 - Coordinating advertising of Questacon's centre-based programs
 - Distribution of school promotional material
- Assist in providing School Experience programs statistics including the creating of fortnightly, monthly and yearly reports to support evidence-based decision making within the School Experience Team.
- Manage the continual improvement of the BCE portal, including regular scheduled testing, attending regular meetings.
- Proactively representing Questacon within the tourism ecosystem and collaborating with other National Attractions to identify opportunities for improvement and growth.
- Processing all group bookings for Questacon using the BCE portal. Coordinate and process all invoices associated with group bookings, including following up outstanding invoices.
- Assist the Tourism & School Experience Team leader with the delivery of promoting Questacon, including hosting familiarisation groups and routine product updates for tour operators.
- Provide a range of administrative support to the Tourism & School Experience Team Leader including managing the Group Bookings Inbox.

Eligibility

The successful applicant will be required to hold and maintain a valid ACT Working with Vulnerable People (WWVP) Card.

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

This position is primarily a place-based position at Questacon, Parkes ACT.

A minimum of 2 years' experience in the Tourism Industry is not necessary but preferable.

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 ACT - Questacon - Parkes 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)

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 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	Rebecca Kiddey, 02 6270 2876
Agency Recruitment Site	https://industrycareers.nga.net.au/?jati=E88A2C33-B73E-A78A-B8D9-DAA4F9407D0B

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Industry, Science, Energy and
Resources

Vacancy VN-0739785

Geoscience Australia

Closing Date: Sunday 28 April 2024

Place and Communities Division
Community Safety Branch Natural Hazards and Impacts Section

Job Title	Engineering Seismologist
Job Type	Full-Time, Ongoing
Location	Symonston ACT
Salary	\$94,177 - \$109,013
Classification	APS Level 6
Position Number	03456
Agency Website	www.ga.gov.au

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 Community Safety Branch (CSB) in the Place and Communities Division develops and delivers independent, authoritative and accessible information and advice on natural hazards and their impacts. By improving the understanding of natural hazards and community exposure, we support stakeholders in Australia and the region in their risk mitigation and community resilience policy and action.

The Branch provides scientific expertise on seismic events and seismic hazard to internal and external stakeholders, including the National Earthquake Alerts Centre, other Commonwealth Departments, and international partner organisations. One of the flagship outputs from the Branch is the National Seismic Hazard Assessment (NSHA) for Australia, which provides guidance to the Australian earthquake loading standard, provides advice and guidance to the insurance and reinsurance sectors on seismic hazard risk, and informs public safety policies at all levels of government.

The Branch also undertakes work supported by the Department of Foreign Affairs and Trade to strengthen the ability of countries in the Australian region to manage the threats posed by earthquakes, tsunamis, volcanoes, etc. In particular, Geoscience Australia is currently providing technical support in Disaster Risk Reduction to the government of Papua New Guinea (PNG).

Duties

This role will have accountability to develop methods to undertake seismic site characterisation of seismic receiver sites and within urban basins. In addition, the role will support PNG's Port Moresby Geophysical Observatory to monitor and analyse earthquakes, and with selected PNG province Disaster Management Offices (DMOs), to monitor earthquake impacts in their communities. The role will deliver high-quality advice and support earthquake-hazards research for Australia and the region. You will need to be able

to foster relationships with key stakeholders to achieve work area and agency goals.

In this role you will:

- contribute to delivery of the Australian Seismic Hazard Work Plan and Natural Hazard and Impacts Section priorities
- help install and maintain seismographic stations in PNG, and provide technical support to PMGO in earthquake monitoring and analysis
- use contemporary scientific methodologies and develop procedures to undertake seismic site characterisation of seismic receiver sites and within urban basins in Australia and PNG
- work with PNG DMOs in developing methods to map earthquake impacts
- provide accurate specialist advice on seismicity and earthquake hazards in Australia and the region
- communicate and explain scientific findings and work plan outcomes to internal and external stakeholders.
- undertake effective data management to ensure integrity, interoperability, discoverability and reuse.
- develop reports, briefing papers and other documentation for a range of purposes and stakeholders
- contribute to the development of team objectives for short term tasks and strategic planning for longer-term initiatives
- undertake research, analysis, integration and evaluation of scientific data
- foster relationships with internal and external stakeholders to achieve work area and agency goals.

To be successful in the role you will:

- demonstrate an awareness of the implications of issues for own work and work area
- research and analyse information to identify relationships between factors; draw accurate conclusions based on evidence; analyse and interpret information to inform decision makers
- think laterally; be innovative; identify, implement and promote improved work practices
- evaluate project performance, identify need for change and initiate change when required
- regularly seek feedback from supervisor to gauge their satisfaction; ensure work is delivered to a high standard
- build and sustain relationships; liaise with a range of stakeholders including team members, other teams, colleagues and clients
- constructively challenge issues; discuss alternatives to find a way forward
- communicate areas of strength, and acknowledge development needs
- tailor communication style and language according to the audience's level of knowledge, skill and experience
- make time for people despite competing priorities; provide guidance and offer full support when required
- adhere to the APS Values and Code of Conduct and consistently behave in an honest, ethical and professional way.

Required skills, knowledge, experience and/or qualifications

- Experience in engineering earthquake seismology, with a record of accomplishment in seismic site characterisation using micro-tremor studies, ambient noise tomography, or other methods.
- A record of accomplishment of geophysical data analysis (for example signal processing or numerical modelling).
- A record of accomplishment in project management, providing guidance within a diverse scientific and technical team.

- Demonstrated experience in building and maintaining relations with stakeholders; ability to communicate with influence to convey the outcomes and potential implications of technical work to non-technical stakeholders. A PhD, or equivalent research experience, in earthquake seismology or closely related field 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 Phil Cummins (email: phil.cummins@ga.gov.au) or Trevor Allen (email: trevor.allen@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.

- 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

If you require technical assistance, call Human Resources on (02) 6249 9777 or email 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.

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	Phil Cummins, phil.cummins@ga.gov.au
Agency Recruitment Site	https://www.ga.gov.au/about/careers/current-vacancies

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Infrastructure, Transport, Regional
Development and Communications

Vacancy VN-0739732

Civil Aviation Safety Authority Australia

Closing Date:Thursday 18 April 2024

Corporate Services
Information Technology

Job Title	Database Administrator
Job Type	Full-Time, Ongoing
Location	Canberra ACT, Sydney NSW, Melbourne VIC, Brisbane QLD, Perth WA, Cairns QLD, Darwin NT, Adelaide SA
Salary	\$100,135 - \$109,862
Classification	APS Level 6
Position Number	4223
Agency Website	https://www.casa.gov.au/about-us/careers-casa

Job Description

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

About the opportunity

Join a small tight-knit and highly motivated team while helping to shape and support CASA's future in the cloud. We offer flexible hybrid working arrangements and locations along with a competitive salary and great benefits.

The Database Administrator is at the forefront of CASA's exciting cloud program and on-going support for CASA's Microsoft Azure environments. The Database Administrator reports to the Team Leader Solutions Capability and is part of the team responsible for working collaboratively with internal and external stakeholder to deliver efficient and effective Server, Storage and Database services that align with CASA's strategic requirements.

The role works autonomously and in collaboration with our Senior Database Administrator to deliver, enhance, tune and support database services to CASA and our external customers.

Duties

The Database Administrator is responsible for the following deliverables:

1. Provide ongoing administration and support of Database solutions. This is primarily a mix of on-premise Microsoft SQL, Microsoft Azure based SQL PaaS solutions and Azure based SQL managed instances.
2. Supporting the modernisation and migration of remaining on-premise database services to the Microsoft Azure platform.
3. Installing, maintaining and tuning database services in line with continual service improvement and/or major project activity including taking a lead role in the design, system architecture and migration of critical database services into the Microsoft Azure Cloud
4. Monitoring and optimising performance
5. Identifying and resolving production problems
6. Defining and documenting back-up and recovery procedures
7. Liaising with vendors in relation to incident response and service improvement to support business outcomes
8. Influencing the activities of the Information Technology Branch technical operations and work program projects to ensure the alignment with database best practice and the strategic intent of CASA
9. Providing high level support and advice to ICT management with regards to database architecture, technical issues, and services
10. Assisting with the development, documentation and improvement of ICT procedures and practices
11. Leading, coaching and developing the business case development and business analysis capability of the section including seeking opportunities for continuous improvement
12. Promoting workplace safety, equity and diversity, participative management and environmental management in the workplace and act in accordance with CASA's Values and Behaviours

As the role supports critical Database operations, there is occasional out of hours work which will support CASA's day to day business needs.

Our ideal candidate

Our ideal candidate must demonstrate the following:

- Minimum of 3 years' experience as a Database Administrator, preferably in a medium to large sized Commonwealth organisation, or similar, with demonstrated strong technical skills, knowledge and experiences as described below:
- Demonstrated experience with Microsoft Azure platforms, specifically regarding SQL database technologies.
- Demonstrated experience in the design, configuration, tuning and operation of SQL Database systems.
- Demonstrated experience in use of system monitoring and control systems.
- Experience with working in a Project structure as well as the ability to work independently.
- Communicates with influence, demonstrated technical writing skills and demonstrated ability to communicate complex technical concepts to non-technical people.
- Excellent communication (written and oral) skills with the ability to manage relationships with a wide variety of internal and external stakeholders, which are built on credibility and trust.
- Relevant tertiary or formal qualifications would be highly regarded.

As this role falls within a multi-disciplinary team responsible for all server and system administration within CASA, demonstrated experience with administration of Azure environments, technical troubleshooting and day-to-day server work will be highly regarded.

Eligibility

- Must be an Australia citizen or permanent resident
- Undergo pre-employment screening including a Police Check
- Currently holds a Commonwealth security clearance to Baseline or have the ability to obtain and hold a clearance at this level.

Notes

Affirmative Measures

This vacancy is being advertised concurrently under a general and an affirmative measure recruitment process.

Affirmative measures is only available to Aboriginal and/or Torres Strait people or people living with a disability, evidence will be requested if your application progresses under an affirmative measures process.

About the Civil Aviation Safety Authority Australia

"Safe skies for all—it begins with you." CASA is established by and operates under the Civil Aviation Act 1988 and the Airspace Act 2007. CASA's primary function is to conduct the safety regulation of civil air operations in Australia and the operation of Australian aircraft overseas. We license pilots, register aircraft, oversee aviation safety and promote safety awareness. We are also responsible for making sure that Australian airspace is administered and used safely. CASA is a Corporate Commonwealth entity and is subject to the Public Governance, Performance and Accountability Act 2013 which deals with a range of matters, including reporting and the use of and management of public resources. We employ over 800 people working across Australia. We are an engaged team and proud to work for CASA. We strongly believe in the vision, mission and goals of our agency. We are highly connected to CASA's Values and Regulatory Philosophy that underpin all we do. We understand how our roles directly contribute to aviation safety. We are a relationship-based organisation and value the unput and ideas of others.

To Apply

Position Contact	Michael Gazzard, +61262171704
Agency Recruitment Site	https://www.casa.gov.au/about-us/careers-casa

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Infrastructure, Transport, Regional
Development and Communications

Vacancy VN-0739735

Civil Aviation Safety Authority Australia

Closing Date:Thursday 18 April 2024

Corporate Services
Information Technology

Job Title	Database Administrator - Affirmative Measures - Disability
Job Type	Full-Time, Ongoing
Location	Canberra ACT, Sydney NSW, Melbourne VIC, Brisbane QLD, Perth WA, Cairns QLD, Darwin NT, Adelaide SA
Salary	\$100,135 - \$109,862
Classification	APS Level 6
Position Number	4223
Agency Website	https://www.casa.gov.au/about-us/careers-casa

Job Description

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

About the opportunity

Join a small tight-knit and highly motivated team while helping to shape and support CASA's future in the cloud. We offer flexible hybrid working arrangements and locations along with a competitive salary and great benefits.

The Database Administrator is at the forefront of CASA's exciting cloud program and on-going support for CASA's Microsoft Azure environments. The Database Administrator reports to the Team Leader Solutions Capability and is part of the team responsible for working collaboratively with internal and external stakeholder to deliver efficient and effective Server, Storage and Database services that align with CASA's strategic requirements.

The role works autonomously and in collaboration with our Senior Database Administrator to deliver, enhance, tune and support database services to CASA and our external customers.

Duties

The Database Administrator is responsible for the following deliverables:

1. Provide ongoing administration and support of Database solutions. This is primarily a mix of on-premise Microsoft SQL, Microsoft Azure based SQL PaaS solutions and Azure based SQL managed instances.
2. Supporting the modernisation and migration of remaining on-premise database services to the Microsoft Azure platform.
3. Installing, maintaining and tuning database services in line with continual service improvement and/or major project activity including taking a lead role in the design, system architecture and migration of critical database services into the Microsoft Azure Cloud
4. Monitoring and optimising performance
5. Identifying and resolving production problems
6. Defining and documenting back-up and recovery procedures
7. Liaising with vendors in relation to incident response and service improvement to support business outcomes
8. Influencing the activities of the Information Technology Branch technical operations and work program projects to ensure the alignment with database best practice and the strategic intent of CASA
9. Providing high level support and advice to ICT management with regards to database architecture, technical issues, and services
10. Assisting with the development, documentation and improvement of ICT procedures and practices
11. Leading, coaching and developing the business case development and business analysis capability of the section including seeking opportunities for continuous improvement
12. Promoting workplace safety, equity and diversity, participative management and environmental management in the workplace and act in accordance with CASA's Values and Behaviours

As the role supports critical Database operations, there is occasional out of hours work which will support CASA's day to day business needs.

Our ideal candidate

Our ideal candidate must demonstrate the following:

- Minimum of 3 years' experience as a Database Administrator, preferably in a medium to large sized Commonwealth organisation, or similar, with demonstrated strong technical skills, knowledge and experiences as described below:
- Demonstrated experience with Microsoft Azure platforms, specifically regarding SQL database technologies.
- Demonstrated experience in the design, configuration, tuning and operation of SQL Database systems.
- Demonstrated experience in use of system monitoring and control systems.
- Experience with working in a Project structure as well as the ability to work independently.

- Communicates with influence, demonstrated technical writing skills and demonstrated ability to communicate complex technical concepts to non-technical people.
- Excellent communication (written and oral) skills with the ability to manage relationships with a
- wide variety of internal and external stakeholders, which are built on credibility and trust.
- Relevant tertiary or formal qualifications would be highly regarded.

As this role falls within a multi-disciplinary team responsible for all server and system administration within CASA, demonstrated experience with administration of Azure environments, technical troubleshooting and day-to-day server work will be highly regarded.

Eligibility

- Must be an Australia citizen or permanent resident
- Undergo pre-employment screening including a Police Check
- Currently holds a Commonwealth security clearance to Baseline or have the ability to obtain and hold a clearance at this level.

Notes

The filling of this vacancy is intended to constitute an affirmative measure under Section 33 of the Australian Public Service Commissioner's Direction 2022. This vacancy is open only to people with disability.

About the Civil Aviation Safety Authority Australia

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To Apply

Position Contact	Michael Gazzard, +61262171704
Agency Recruitment Site	https://www.casa.gov.au/about-us/careers-casa

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Civil Aviation Safety Authority Australia

Closing Date: Thursday 18 April 2024

Corporate Services
Information Technology

Job Title	Database Administrator - Affirmative Measures - Aboriginal and Torres Strait Islander
Job Type	Full-Time, Ongoing
Location	Canberra ACT, Sydney NSW, Melbourne VIC, Brisbane QLD, Perth WA, Cairns QLD, Darwin NT, Adelaide SA
Salary	\$100,135 - \$109,862
Classification	APS Level 6
Position Number	4223
Agency Website	https://www.casa.gov.au/about-us/careers-casa

Job Description

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

About the opportunity

Join a small tight-knit and highly motivated team while helping to shape and support CASA's future in the cloud. We offer flexible hybrid working arrangements and locations along with a competitive salary and great benefits.

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Our ideal candidate

Our ideal candidate must demonstrate the following:

- Minimum of 3 years' experience as a Database Administrator, preferably in a medium to large sized Commonwealth organisation, or similar, with demonstrated strong technical skills, knowledge and experiences as described below:
- Demonstrated experience with Microsoft Azure platforms, specifically regarding SQL database technologies.
- Demonstrated experience in the design, configuration, tuning and operation of SQL Database systems.
- Demonstrated experience in use of system monitoring and control systems.
- Experience with working in a Project structure as well as the ability to work independently.
- Communicates with influence, demonstrated technical writing skills and demonstrated ability to communicate complex technical concepts to non-technical people.
- Excellent communication (written and oral) skills with the ability to manage relationships with a wide variety of internal and external stakeholders, which are built on credibility and trust.
- Relevant tertiary or formal qualifications would be highly regarded.

As this role falls within a multi-disciplinary team responsible for all server and system administration within CASA, demonstrated experience with administration of Azure environments, technical troubleshooting and day-to-day server work will be highly regarded.

Eligibility

- Must be an Australia citizen or permanent resident
- Undergo pre-employment screening including a Police Check
- Currently holds a Commonwealth security clearance to Baseline or have the ability to obtain and hold a clearance at this level.

Notes

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

About the Civil Aviation Safety Authority Australia

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To Apply

Position Contact	Michael Gazzard, +61262171704
Agency Recruitment Site	https://www.casa.gov.au/about-us/careers-casa

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Infrastructure, Transport, Regional
Development and Communications

Vacancy VN-0739740

Civil Aviation Safety Authority Australia

Closing Date: Thursday 18 April 2024

Corporate Services
Information Technology

Job Title	Senior Technical Administrator (FMIS)
Job Type	Full-Time, Ongoing
Location	Canberra ACT, Brisbane QLD, Melbourne VIC, Adelaide SA, Perth WA, Darwin NT
Salary	\$112,223 - \$131,218
Classification	Executive Level 1
Position Number	3069
Agency Website	https://www.casa.gov.au/about-us/careers-casa

Job Description

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

The Senior Technical Administrator (FMIS) reports to the Section Manager Business Systems and is responsible for managing the systems administration function of the TechnologyOne Financial Management Information System (FMIS), ensuring integration with CASA systems, maintaining functionality and useability for business needs. The role is also responsible for the oversight and management of day-to-day functions of the FMIS, supporting business areas with queries, troubleshooting system issues and escalating issues to the vendor, as necessary.

The role is responsible for developing and executing strategies to enhance the FMIS in support of business owner requirements, ensuring the system operates efficiently and is effectively maintained. In collaboration with key stakeholders, this role will coordinate software releases with the vendor, conduct configuration changes and perform testing to ensure system functionality is maintained, ensuring seamless integration with other CASA systems.

Duties

The Senior Technical Administrator (FMIS), under broad direction, is responsible for the following:

- Manage the FMIS Support team, including permanent staff, contractors and consultants.
- Manage changes in accordance with other CASA IT processes in place such as Change Management, Release Management, Configuration Management and Testing processes; including but not limited to liaising with the vendor to coordinate version upgrades and conducting testing of the FMIS and interlinked/dependent software.
- Manage and support of the FMIS, assisting business areas and troubleshooting technical issues, providing level 1, 2 and 3 support, as required:
 - o Level 1 - develop support material for level 1 support staff.
 - o Level 2 – provide support, incident and problem management for FMIS queries.
 - o Level 3 - escalate and coordinate technical issue resolution with the vendor.
- Manage various FMIS interfaces and integrations with multiple CASA systems, including but not limited to the Medical Records System (MRS), European Aviation Processing System (EAP), Microsoft (MS) Identity Management system (MIMs) and Aurion.
- Identify, develop and implement changes to the FMIS that will improve the quality, timeliness, consistency and usability of financial information and reporting.
- Manage and document system issues, communicating both with internal stakeholders and the vendor as issues progress and ensure these are followed through to a full and complete resolution.
- Ensure full documentation and standard operating procedures exist to support the FMIS and any enhancements. This includes user guides, procedures and documentation sufficient for audit purposes.

- Assist with audit requests both in a Finance and an IT capacity.
 - Create and maintain financial reports and dashboards.
 - Manage the workload for external consultants for BAU and small project work.
 - Make recommendations to business areas based on expertise, system functionality and upcoming system features and coordinate application updates, changes and enhancements.
 - In collaboration with stakeholders, develop strategies, forward workplans and a roadmap of system enhancements and functionality to meet future business needs.
 - Promote workplace safety, equity and diversity, participative management and environmental management in the workplace and act in accordance with CASA's Values and Behaviours.
- Our ideal candidate
- Our ideal candidate will have:
- Extensive experience in administration and management of an FMIS System (TechnologyOne or similar) including conducting configuration changes and enhancements in a similar sized commercial or government environment.
 - High level written and oral communication skills, including the ability to communicate complex technical information to non-technical staff.
 - Demonstrated experience in managing and influencing a wide range of internal and external stakeholders, including business personnel, ICT staff and vendors.
 - Demonstrated experience in supporting information technology systems and solving complex technology issues.
 - Experience implementing, designing and managing FMIS interfaces and integration with multiple systems.

Eligibility

- Must be an Australia citizen or permanent resident
- Undergo pre-employment screening including a Police Check
- Currently holds a Commonwealth security clearance to Baseline or have the ability to obtain and hold a clearance at this level.

Notes

Affirmative Measures

This vacancy is being advertised concurrently under a general and an affirmative measure recruitment process. Affirmative measures are only available to Aboriginal and/or Torres Strait people or people living with a disability, evidence will be requested if your application progresses under an affirmative measures process.

About the Civil Aviation Safety Authority Australia

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To Apply

Position Contact	Peter Thomson, (02) 6217 1026
Agency Recruitment Site	https://www.casa.gov.au/about-us/careers-casa

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Infrastructure, Transport, Regional
Development and Communications

Vacancy VN-0739742

Civil Aviation Safety Authority Australia

Closing Date:Thursday 18 April 2024

Corporate Services
Information Technology

Job Title	Senior Technical Administrator (FMIS) - Affirmative Measures - Disability
Job Type	Full-Time, Ongoing
Location	Canberra ACT, Brisbane QLD, Melbourne VIC, Adelaide SA, Perth WA, Darwin NT
Salary	\$112,223 - \$131,218
Classification	Executive Level 1
Position Number	3069
Agency Website	https://www.casa.gov.au/about-us/careers-casa

Job Description

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

The Senior Technical Administrator (FMIS) reports to the Section Manager Business Systems and is responsible for managing the systems administration function of the TechnologyOne Financial Management Information System (FMIS), ensuring integration with CASA systems, maintaining functionality and useability for business needs. The role is also responsible for the oversight and management of day-to-day functions of the FMIS, supporting business areas with queries, troubleshooting system issues and escalating issues to the vendor, as necessary.

The role is responsible for developing and executing strategies to enhance the FMIS in support of business owner requirements, ensuring the system operates efficiently and is effectively maintained. In collaboration with key stakeholders, this role will coordinate software releases with the vendor, conduct configuration changes and perform testing to ensure system functionality is maintained, ensuring seamless integration with other CASA systems.

Duties

- The Senior Technical Administrator (FMIS), under broad direction, is responsible for the following:
- Manage the FMIS Support team, including permanent staff, contractors and consultants.
 - Manage changes in accordance with other CASA IT processes in place such as Change Management, Release Management, Configuration Management and Testing processes; including but not limited to liaising with the vendor to coordinate version upgrades and conducting testing of the FMIS and interlinked/dependent software.
 - Manage and support of the FMIS, assisting business areas and troubleshooting technical issues, providing level 1, 2 and 3 support, as required:
 - o Level 1 - develop support material for level 1 support staff.
 - o Level 2 – provide support, incident and problem management for FMIS queries.
 - o Level 3 - escalate and coordinate technical issue resolution with the vendor.
 - Manage various FMIS interfaces and integrations with multiple CASA systems, including but not limited to the Medical Records System (MRS), European Aviation Processing System (EAP), Microsoft (MS) Identity Management system (MIMs) and Aurion.
 - Identify, develop and implement changes to the FMIS that will improve the quality, timeliness, consistency and usability of financial information and reporting.
 - Manage and document system issues, communicating both with internal stakeholders and the vendor as issues progress and

ensure these are followed through to a full and complete resolution.

- Ensure full documentation and standard operating procedures exist to support the FMIS and any enhancements. This includes user guides, procedures and documentation sufficient for audit purposes.
- Assist with audit requests both in a Finance and an IT capacity.
- Create and maintain financial reports and dashboards.
- Manage the workload for external consultants for BAU and small project work.
- Make recommendations to business areas based on expertise, system functionality and upcoming system features and coordinate application updates, changes and enhancements.
- In collaboration with stakeholders, develop strategies, forward workplans and a roadmap of system enhancements and functionality to meet future business needs.
- Promote workplace safety, equity and diversity, participative management and environmental management in the workplace and act in accordance with CASA's Values and Behaviours.

Our ideal candidate

Our ideal candidate will have:

- Extensive experience in administration and management of an FMIS System (TechnologyOne or similar) including conducting configuration changes and enhancements in a similar sized commercial or government environment.
- High level written and oral communication skills, including the ability to communicate complex technical information to non-technical staff.
- Demonstrated experience in managing and influencing a wide range of internal and external stakeholders, including business personnel, ICT staff and vendors.
- Demonstrated experience in supporting information technology systems and solving complex technology issues.
- Experience implementing, designing and managing FMIS interfaces and integration with multiple systems.

Eligibility

- Must be an Australia citizen or permanent resident
- Undergo pre-employment screening including a Police Check
- Currently holds a Commonwealth security clearance to Baseline or have the ability to obtain and hold a clearance at this level.

Notes

Affirmative Measures

This vacancy is being advertised concurrently under a general and an affirmative measure recruitment process.

Affirmative measures are only available to Aboriginal and/or Torres Strait people or people living with a disability, evidence will be requested if your application progresses under an affirmative measures process.

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To Apply

Position Contact	Peter Thomson, (02) 6217 1026
Agency Recruitment Site	https://www.casa.gov.au/about-us/careers-casa

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Infrastructure, Transport, Regional
Development and Communications

Vacancy VN-0739743

Civil Aviation Safety Authority Australia

Closing Date:Thursday 18 April 2024

Corporate Services
Information Technology

Job Title	Senior Technical Administrator - Affirmative Measures - Aboriginal and Torres Strait Islander
Job Type	Full-Time, Ongoing
Location	Canberra ACT, Brisbane QLD, Melbourne VIC, Adelaide SA, Perth WA, Darwin NT
Salary	\$112,223 - \$131,218
Classification	Executive Level 1
Position Number	3069
Agency Website	https://www.casa.gov.au/about-us/careers-casa

Job Description

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

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Duties

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- Manage and document system issues, communicating both with internal stakeholders and the vendor as issues progress and ensure these are followed through to a full and complete resolution.
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- Assist with audit requests both in a Finance and an IT capacity.
- Create and maintain financial reports and dashboards.
- Manage the workload for external consultants for BAU and small project work.
- Make recommendations to business areas based on expertise, system functionality and upcoming system features and coordinate application updates, changes and enhancements.
- In collaboration with stakeholders, develop strategies, forward workplans and a roadmap of system enhancements and functionality to meet future business needs.
- Promote workplace safety, equity and diversity, participative management and environmental management in the workplace and act in accordance with CASA's Values and Behaviours.

Our ideal candidate

Our ideal candidate will have:

- Extensive experience in administration and management of an FMIS System (TechnologyOne or similar) including conducting configuration changes and enhancements in a similar sized commercial or government environment.
- High level written and oral communication skills, including the ability to communicate complex technical information to non-technical staff.
- Demonstrated experience in managing and influencing a wide range of internal and external stakeholders, including business personnel, ICT staff and vendors.
- Demonstrated experience in supporting information technology systems and solving complex technology issues.
- Experience implementing, designing and managing FMIS interfaces and integration with multiple systems.

Eligibility

- Must be an Australia citizen or permanent resident
- Undergo pre-employment screening including a Police Check
- Currently holds a Commonwealth security clearance to Baseline or have the ability to obtain and hold a clearance at this level.

Notes

Affirmative Measures

This vacancy is being advertised concurrently under a general and an affirmative measure recruitment process.

Affirmative measures are only available to Aboriginal and/or Torres Strait people or people living with a disability, evidence will be requested if your application progresses under an affirmative measures process.

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

About the Civil Aviation Safety Authority Australia

"Safe skies for all—it begins with you." CASA is established by and operates under the Civil Aviation Act 1988 and the Airspace Act 2007. CASA's primary function is to conduct the safety regulation of civil air operations in Australia and the operation of Australian aircraft overseas. We license pilots, register aircraft, oversee aviation safety and promote safety awareness. We are also responsible for making sure that Australian airspace is administered and used safely. CASA is a Corporate Commonwealth entity and is subject to the Public Governance, Performance and Accountability Act 2013 which deals with a range of matters, including reporting and the use of and management of public resources. We employ over 800 people working across Australia. We are an engaged team and proud to work for CASA. We strongly believe in the vision, mission and goals of our agency. We are highly connected to CASA's Values and Regulatory Philosophy that underpin all we do. We understand how our roles directly contribute to aviation safety. We are a relationship-based organisation and value the input and ideas of others.

To Apply

Position Contact	Peter Thomson, (02) 6217 1026
Agency Recruitment Site	https://www.casa.gov.au/about-us/careers-casa

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Infrastructure, Transport, Regional Development and Communications

Vacancy VN-0739733

Department of Infrastructure, Transport, Regional Development, Communications and the Arts

Closing Date:Wednesday 17 April 2024

Online Safety, Media & Platforms
Classification Classification Services

Job Title	APS5 - Senior Client Services Officer, Classification Branch
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Sydney NSW
Salary	\$83,132 - \$88,147
Classification	APS Level 5
Position Number	44930
Agency Website	https://www.infrastructure.gov.au/

Job Description

<https://www.infrastructure.gov.au/department/careers>

The opportunity we have available

The Classification Branch provides policy and operational advice, education and training on the classification of films, computer games and publications. It delivers operational and secretariat support to the Classification Board and Classification Review Board (the Boards) and supports industry through the administration of approved classification tools. The Branch is also responsible for the oversight of the Classification (Publications, Films and Computer Games) Act 1995 and the National Classification Scheme.

Classification helps Australians make informed decisions about what to watch and play, and helps parents and carers protect children from harmful content. You can learn more about classification at www.classification.gov.au.

Duties

The Senior Client Services Officer is responsible for:

- Assisting the Assistant Director and Deputy Director of the Board with planning and allocation of daily workflows between the Client Services Team and Board
- Processing complex applications and enquiries about the classification of films, computer games and publications by the Boards via phone and email
- Preparing draft information products for industry and the public, including fact sheets and updates to website content
- Identifying and supporting implementation of process improvements within the work area
- Responding to written and oral enquiries about the National Classification Scheme
- Undertaking administrative support or operational tasks as required.

Who are we looking for?

Our ideal candidate is familiar with, or interested in, contemporary media and technology, including films and computer games. They will demonstrate good judgement, a positive attitude, resourcefulness and initiative in delivering results.

We are looking for a candidate who can demonstrate:

- Strong written and oral communication skills, including the ability to present information to a variety of audiences that is clear, concise and readily understood
- Strong experience in team leadership and/or customer service roles, including working collaboratively with different stakeholders to achieve desired outcomes
- Effective organisational skills with a proven ability to take responsibility, meet deadlines and deliver results
- An enthusiastic attitude and ability to quickly develop relevant skills and knowledge.

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 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	Alison Bickerstaff, 02 6136 6571
Agency Recruitment Site	https://www.infrastructure.gov.au/department/careers

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Infrastructure, Transport, Regional
Development and Communications

Vacancy VN-0739738

Department of Infrastructure, Transport, Regional
Development, Communications and the Arts

Closing Date:Wednesday 17 April 2024

Online Safety, Media & Platforms
Classification Classification Services

Job Title	APS4 - Client Services Officer, Classification Branch
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Sydney NSW
Salary	\$74,464 - \$80,919
Classification	APS Level 4
Position Number	44931
Agency Website	https://www.infrastructure.gov.au/

Job Description

<https://www.infrastructure.gov.au/department/careers>

The opportunity we have available

The Classification Branch provides policy and operational advice, education and training on the classification of films, computer games and publications. It delivers operational and secretariat support to the Classification Board and Classification Review Board (the Boards) and supports industry through the administration of approved classification tools. The Branch is also responsible for the oversight of the Classification (Publications, Films and Computer Games) Act 1995 and the National Classification Scheme.

Classification helps Australians make informed decisions about what to watch and play, and helps parents and carers protect children from harmful content. You can learn more about classification at www.classification.gov.au.

Duties

The Client Services Officer is responsible for:

- Processing applications for the classification of films, computer games and publications by the Boards
- Responding to client enquiries about their classification applications via phone and email
- Provision of day to day operational and secretariat support for the Boards
- Responding to written and oral enquiries about the National Classification Scheme
- Undertaking routine clerical, administrative support or operational tasks as required.

Who are we looking for?

Our ideal candidate is familiar with, or interested in, contemporary media and technology, including films and computer games. They will have a positive attitude, show initiative and integrity, enjoy working on a variety of different tasks, and be adaptable to change.

We are looking for candidates who can demonstrate:

- Strong experience in customer service roles
- Excellent oral and written communication skills
- Effective organisational skills, including the ability to prioritise competing tasks
- Experience in processing applications in accordance with relevant policies, legislation and guidelines
- Ability to respond to client enquiries with accuracy, professionalism and in a timely manner
- Ability to learn new concepts and processes quickly

- Ability to work collaboratively in a team environment to achieve team goals

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:

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Notes

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About the Department of Infrastructure, Transport, Regional Development, Communications and the Arts

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To Apply

Position Contact	Alison Bickerstaff, 02 6136 6571
Agency Recruitment Site	https://www.infrastructure.gov.au/department/careers

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Infrastructure, Transport, Regional
Development and Communications

Vacancy VN-0739745

Department of Infrastructure, Transport, Regional
Development, Communications and the Arts

Closing Date:Wednesday 17 April 2024

Online Safety, Media & Platforms
Classification Classification Services

Job Title	APS6 - Board Support Officer, Classification Branch
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Sydney NSW
Salary	\$92,005 - \$110,020
Classification	APS Level 6
Position Number	44932
Agency Website	https://www.infrastructure.gov.au/

Job Description

<https://www.infrastructure.gov.au/department/careers>

The opportunity we have available

The Classification Branch provides policy and operational advice, education and training on the classification of films, computer games and publications. It delivers operational and secretariat support to the Classification Board and Classification Review Board (the Boards) and supports industry through the administration of approved classification tools. The Branch is also responsible for the oversight of the Classification (Publications, Films and Computer Games) Act 1995 and the National Classification Scheme.

Classification helps Australians make informed decisions about what to watch and play, and helps parents and carers protect children from harmful content. You can learn more about classification at www.classification.gov.au.

We are seeking a talented person to provide direct support to the Director and Deputy Director of the Classification Board (the Board) in organising the daily work of the Board to meet statutory deadlines and maintain quality standards. The position is a Departmental position in the Classification Branch however involves supporting the Board in its day to day operations.

Duties

- The role of the Classification Board Support Officer will include:
- Providing secretariat support to the Board in relation to daily work programs, Board meetings, development / training activities and travel and onboarding of new members

- The coordination and delivery of reporting on Board activities, including compiling statistics and preparation of monthly reports and the co-ordination of responses to Departmental requests
- Providing operational support for Board members, including facilitating effective work processes and records management
- Contributing to a range of written material, including preparation of Board meeting papers, Board correspondence, briefings, Annual Report and other written materials as required
- Contributing to continuous improvement processes, including the design and implementation of Board procedures and documentation to ensure compliance with relevant legislation and APS policy and practices.

Who are we looking for?

Our ideal candidate will demonstrate good judgement, a positive attitude, resourcefulness, initiative and flexibility to deliver results.

We are seeking candidates who can demonstrate:

- The ability to communicate with influence, clearly articulating messages in written and oral forms
- Excellent organisational skills including the ability to multitask under time pressures to meet deadlines
- Strong interpersonal and liaison skills with experience in stakeholder relationships that achieve successful outcomes
- The ability to take initiative, contributing new ideas and identification of opportunities to improve the efficiency of business processes.
- The ability to exercise good judgment, maturity and balance, and the ability to apply reason, common sense and sensitivity when assessing a wide variety of material
- The ability to collaborate effectively within a team environment and complete work with high degree of professionalism, integrity and respect

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.
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- **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.

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About the Department of Infrastructure, Transport, Regional Development,
Communications and the Arts

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To Apply

Position Contact	Beth McIntyre, 02 6136 6433
Agency Recruitment Site	https://www.infrastructure.gov.au/department/careers

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Infrastructure, Transport, Regional
Development and Communications

Vacancy VN-0739757

Department of Infrastructure, Transport, Regional
Development, Communications and the Arts

Closing Date:Wednesday 17 April 2024

Online Safety, Media & Platforms
Classification Operational Policy

Job Title	EL1 - Assistant Director, Operational Policy
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Sydney NSW
Salary	\$118,176 - \$134,426
Classification	Executive Level 1
Position Number	44933
Agency Website	https://www.infrastructure.gov.au/

Job Description

<https://www.infrastructure.gov.au/department/careers>

The opportunity we have available

The Classification Branch provides policy and operational advice, education and training on the classification of films, computer games and publications. It delivers operational and secretariat support to the Classification Board and Classification Review Board and supports industry through the administration of approved classification tools. The Branch is also responsible for the oversight of the Classification (Publications, Films and Computer Games) Act 1995 and the National Classification Scheme.

Classification helps Australians make informed decisions about what to watch and play, and helps parents and carers protect children from harmful content. You can learn more about classification at www.classification.gov.au.

The Assistant Director will be part of the leadership team managing the Classification Branch through change and contributing to shaping the future of classification in Australia.

Duties

The Assistant Director is part of a small team and is responsible for a diverse range of tasks, including:

- Working with industry to implement legislative reforms to the classification scheme
- Designing an evaluation and reporting framework for the legislative reforms, including briefings for departmental executives and the Minister
- Providing advice to industry entities developing and seeking ministerial approval of classification tools
- Reporting on the performance of newly approved classification tools to departmental executives and the Minister
- Engaging and fostering productive relationship with the Classification Board on reform implementation and monitoring of classification tools
- Preparing correspondence, reports and briefings for departmental executives, the Minister and the Australian public and responses to media enquiries
- Liaising with internal and external stakeholders, including the legal services, media services, Ministerial and Parliamentary Services branches, and the films and computer games industry
- Contributing to the strategic communications plan for industry and the Australian public on classification reform
- Participating in developing and implementing future classification reform agenda as determined by government.

Who are we looking for?

Our ideal candidate is familiar with, or interested in, contemporary media and technology,

including films and computer games. They have experience in applying legislation to their work, has a strong eye for detail, and is proficient in leading a busy team through change. Most importantly, they will have excellent leadership and communication skills. You should be solutions focused, proactive, flexible and agile.

We are looking for a candidate who:

- Applies strong judgment, thinks strategically, and identifies opportunities for improved ways of working
- Develops and maintains strong working relationships, including building high performing teams and facilitates cooperation with a variety of stakeholders
- Steers and implements change, deals with uncertainty and delivers on intended results
- Commits to action, manages risk, demonstrates professionalism and negotiates effectively
- Communicates clearly, including the ability to listen, understand and adapt to their audience

While not essential, we will look favourably upon skills and experience in any of these areas:

- People/change management and leadership
- Project/program management, coordination, delivery or reporting
- Experience with using Microsoft 365 systems.

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:

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Notes

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To Apply

Position Contact	Barbara Vosoba, 02 6136 6626
Agency Recruitment Site	https://www.infrastructure.gov.au/department/careers

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Infrastructure, Transport, Regional
Development and Communications

Vacancy VN-0739765

Department of Infrastructure, Transport, Regional
Development, Communications and the Arts

Closing Date:Wednesday 17 April 2024

Online Safety, Media & Platforms
Classification Classification Services

Job Title	EL1 - Assistant Director, Classification Services
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Sydney NSW
Salary	\$118,176 - \$134,426
Classification	Executive Level 1
Position Number	44935
Agency Website	https://www.infrastructure.gov.au/

Job Description

<https://www.infrastructure.gov.au/department/careers>

The opportunity we have available

The Classification Branch provides policy and operational advice, education and training on the classification of films, computer games and publications. It delivers operational and secretariat support to the Classification Board and Classification Review Board (the Boards) and supports industry through the administration of approved classification tools. The Branch is also responsible for the oversight of the Classification (Publications, Films and Computer Games) Act 1995 and the National Classification Scheme.

Classification helps Australians make informed decisions about what to watch and play, and helps parents and carers protect children from harmful content. You can learn more about classification at www.classification.gov.au.

The Assistant Director will be required to proactively lead the team through change, achieving strong business as usual (BAU) outcomes while helping shape the future of classification in Australia.

Duties

The Assistant Director is responsible for leading a small team on a diverse range of tasks, including:

- Coordinating the operation, governance and reporting of the Boards' applications and exemptions under the Act within statutory timeframes
- Providing secretariat support to the Boards
- Providing advice on and processing complex applications to the Boards
- Providing advice to industry clients on compliance with the National Classification Scheme
- Engaging and fostering productive relationships with the Boards on reform implementation
- Preparing correspondence, media responses, reports and briefings for the Boards, Senior Executives, Minister for Communications, and the Australian public
- Providing advice on operational requirements to reform the National Classification Scheme.

Who are we looking for?

Our ideal candidate is familiar with, or interested in, contemporary media and technology, including films and computer games. They have experience in applying legislation to their work, has a strong eye for detail, and is proficient in leading a busy team through change. Most importantly, they will have excellent leadership and communication skills. You should be solutions focused, proactive, flexible and agile.

We are looking for a candidate who:

- Applies strong judgment, thinks strategically, and identifies opportunities for improved ways of working
- Develops and maintains strong working relationships, including building high performing teams and facilitates cooperation with a variety of stakeholders
- Steers and implements change, deals with uncertainty and delivers on intended results
- Commits to action, manages risk, demonstrates professionalism and negotiates effectively
- Communicates clearly, including the ability to listen, understand and adapt to their audience.

While not essential, we will look favourably upon skills and experience in any of these areas:

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- Experience with using Microsoft 365 systems.

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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	Vicky Ellis, 02 6136 6565
Agency Recruitment Site	https://www.infrastructure.gov.au/department/careers

- that the names of successful applicants will also be notified in all formats of the electronic Public Service Gazette
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Infrastructure, Transport, Regional
Development and Communications

Vacancy VN-0739774

Department of Infrastructure, Transport, Regional
Development, Communications and the Arts

Closing Date:Wednesday 17 April 2024

Online Safety, Media & Platforms
Classification Reform Policy

Job Title	APS6 - Appointments and Governance Officer, Classification Branch
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Canberra ACT
Salary	\$92,005 - \$110,020
Classification	APS Level 6
Position Number	44936
Agency Website	https://www.infrastructure.gov.au/

Job Description

<https://www.infrastructure.gov.au/departments/careers>

The opportunity we have available

The Classification Branch provides policy and operational advice, education and training on the classification of films, computer games and publications. It delivers operational and secretariat support to the Classification Board and Classification Review Board (the Boards) and supports industry through the administration of approved classification tools. The Branch is also responsible for the oversight of the Classification (Publications, Films and Computer Games) Act 1995 and the National Classification Scheme.

Classification helps Australians make informed decisions about what to watch and play, and helps parents and carers protect children from harmful content. You can learn more about classification at www.classification.gov.au.

Duties

The Appointments and Governance Officer is responsible for:

- Providing specialist advice to the section in the development of governance and regulatory models for the second stage of classification reform
- Supporting statutory appointments to the Boards
- Preparing Ministerial, Cabinet Executive Briefs related to appointments
- Working with the Boards on proposed appointees and managing appropriate numbers on the Boards
- Regular reporting and ad hoc appointment enquiries
- Supporting ministerial delegations for the Minister.

Who are we looking for?

Our ideal candidate is familiar with, or interested in, contemporary media and technology, including films and computer games. They will demonstrate good judgement, a positive attitude, resourcefulness, initiative and flexibility to deliver results.

We are looking for a candidate who:

- Has experience working with Cabinet and Executive Council appointments, as well as sound knowledge of governance processes within the Australian Government context
- Has an enthusiastic and flexible approach and the ability to work across a range of tasks in parallel
- Has strong written and oral communication skills, including presenting information to differing audiences that is readily understood
- Is able to solve problems and take responsibility for delivering outcomes
- Is able to work under pressure and adapt to changing situations
- Is able to develop and maintain working relationships, including with senior staff, and work as part of a dynamic 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 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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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	Sharon Powney, 02 6136 6992
Agency Recruitment Site	https://www.infrastructure.gov.au/department/careers

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Infrastructure, Transport, Regional
Development and Communications

Vacancy VN-0739783

Department of Infrastructure, Transport, Regional
Development, Communications and the Arts

Closing Date:Thursday 11 April 2024

People, Culture and Change
Integrated Services Branch Property

Job Title	APS6 - Senior Project Officer, Integrated Services Branch
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Canberra ACT
Salary	\$92,005 - \$110,020
Classification	APS Level 6
Position Number	44937
Agency Website	https://www.infrastructure.gov.au/

The opportunity we have available

The Integrated Services Branch focuses on a number of core services and projects, including the Future Workplaces Canberra Project, Hire2Retire, to improve processes, delivery and user experience across the end-to-end employee lifecycle; streamlining Corporate Service's engagement with Divisional Support teams; and lifting the Department's service offering by embedding corporate liaison staff in State/Territory office hub locations. It also includes the Project Support Office; and manages the Department's property and accommodation footprint, and Protective Security Services.

The Property Section is responsible for the development and delivery of accommodation strategies, projects and day-to-day management of services and leasing across the department's property portfolio. We are seeking to fill the role of Senior Project Officer.

Duties

Reporting to the Assistant Director, Accommodation and Projects the Senior Project Officer will be responsible for:

- Leading the delivery of property related projects;
- Coordinating accommodation and staff relocations;
- Developing and maintaining project plans, including evaluation;
- Developing staff communication in relation to property related projects or staff relocations;
- Developing and maintaining a range of internal and external stakeholder relationships; and
- Providing high level assistance to the Assistant Director, Accommodation and Projects.

Who are we looking for?

We are seeking experienced candidates with the ability to:

- Manage property projects through to implementation under limited guidance;
- Liaise with internal and external stakeholders on property related projects and staff relocations;
- Work with a level of independence to deliver quality outcomes;
- Effectively manage competing priorities including having accountability for tasks, decisions and organising workflow;
- Develop communication which is clear and concise; and
- Negotiate with customers and stakeholders to resolve complex, sensitive or difficult issues and ensure positive outcomes whilst also managing expectations.

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.
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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.

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To Apply

Position Contact	Janelle Kennedy, 0428 881047
Agency Recruitment Site	https://www.infrastructure.gov.au/department/careers

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Infrastructure, Transport, Regional Development and Communications

Vacancy VN-0739790

Department of Infrastructure, Transport, Regional Development, Communications and the Arts

Closing Date:Thursday 11 April 2024

People, Culture and Change
Integrated Services Property

Job Title	EL1 - Assistant Director Property Leasing, Integrated Services Branch
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Canberra ACT
Salary	\$118,176 - \$134,426
Classification	Executive Level 1
Position Number	44939
Agency Website	https://www.infrastructure.gov.au/

Job Description

<https://www.infrastructure.gov.au/departments/careers>

The opportunity we have available

The Property Section is responsible for the development and delivery of accommodation strategies, projects and day-to-day management of services and leasing across the department's property portfolio. We are seeking to fill the role of Assistant Director for Property Leasing.

Duties

Reporting to the Director, Property the Assistant Director, Leasing will be responsible for:

- Managing a small team responsible for leasing;
- Preparing complex and/or sensitive correspondence and corporate documentation, reports, submissions and briefing papers to Senior Executive;
- Undertaking risk assessments and risk management activities for property leasing;
- Administering and leading delivery of performance measures against service level agreements and undertake business reporting as required;
- Contributing to the efficient and effective use of team resources to deliver team outcomes;
- Developing and maintaining a range of internal and external stakeholder relationships; and
- Providing high level assistance to the Director, Property.

Who are we looking for?

We are seeking experienced candidates with the ability to:

- Provide expert advice on property and leasing related matters, ensuring compliance with regulatory and Whole of Government property related policies and frameworks;
- Work with a level of independence, under broad direction, with a concurrent need to resolve issues and engage and collaborate with key stakeholders to deliver quality outcomes, whilst considering wider agency implications when making decisions;
- Manage a small team of staff whilst exercising autonomy and initiative in team management and allocation of resources, building team capability through coaching, providing performance feedback and encouraging career development;
- Consider and effectively manage competing priorities and strategic directions when achieving team planning and delivering outcomes in line with agency goals and objectives; and
- Negotiate with customers and stakeholders to resolve complex, sensitive or difficult issues and ensure positive outcomes whilst also managing expectations.

Eligibility

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Notes

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To Apply

Position Contact	Troy Hinson, 02 6136 7037
Agency Recruitment Site	https://www.infrastructure.gov.au/department/careers

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Infrastructure, Transport, Regional
Development and Communications

Vacancy VN-0739788

National Archives of Australia

Closing Date:Thursday 18 April 2024

Collection Management Various

Job Title	Collection Management - Various APS 6 positions
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Canberra ACT
Salary	\$92,817 - \$102,986
Classification	APS Level 6
Position Number	496744
Agency Website	https://www.naa.gov.au/about-us/our-organisation

Job Description

<http://careers.naa.gov.au/cw/en/listing/>

The National Archive's is advertising a number of ongoing and non-ongoing APS 6 positions across three Collection Management functions: Storage and Lending, Digitisation, and Transfers. We're seeking experienced archival, collection, or information management professionals who are looking to focus their career into a managerial role. The successful applicants will be capable leaders with experience managing staff, and who enjoy collaborating across multidisciplinary teams to deliver successful outcomes. As a manager in the Collection Management branch, you will be working alongside colleagues in the leadership team to secure and store incoming Commonwealth records, support client needs by ensuring prompt record retrievals, and oversee successful digitisation requests and projects to facilitate collection access.

The Collection Management Branch is responsible for transferring, storing, preserving, and digitising the National Archives' collection so it remains accessible for future generations. The Branch develops policies and systems as well as provides services, undertakes research, and implements projects to ensure the care, management, and accessibility of archival records. The Branch is also responsible for identifying information management requirements for Australian Government agencies to ensure Australian Government information assets (records, information, and data) are created, collected, and managed effectively.

The Collection Operations Section is responsible for securing and managing the National

Archives' collection and its storage environment in the Australian Capital Territory. The section is also responsible for facilitating the transfer of analogue and digital (including born-digital) Commonwealth records into custody, managing the ACT-based storage facilities, coordinating national record movements, overseeing lending services for internal and external stakeholders, applying Machinery of Government changes, and managing national Transfer and Storage strategies, plans, projects, and programs.

The Digitisation Services section provides leadership to the National Archives digitisation function. This includes the National Digitisation Strategy and Annual Plan, digitisation-on-demand service, Agency Digitisation Service, and proactive digitisation including large and small-scale digitisation projects and the commercially operated, Digitisation Hub. It excludes preservation digitisation of audio-visual and photographic formats. The Digitisation Services section is responsible for both in-house and outsourced digitisation in Canberra and providing guidance on digitisation activities to all state and territory offices.

Duties

Manager, National Transfer Service

Under limited direction, the main duties of the roles are to:

- Manage a team and its resources in the delivery of transfer activities and projects. Includes monitoring progress and work to ensure targets are met; responding to complex issues and reporting requirements; risk management; and ensuring adherence to the National Archives' standards and procedures.
- Build team capacity as required through recruitment, coaching, performance feedback and encouraging career development.
- Communicate effectively and work collaboratively with internal and external stakeholders to provide client focussed services, and technical and operational advice with a particular focus of negotiating the transfer of the most significant analogue records into Archives custody.
- Demonstrated ability to present complex information associated with the application and use of Archival principles and Collection Management practice including the description, handling, preservation, transfer, storage, lending, and digitisation of records.
- Work collegiately as part of the Collection Operations management team to contribute to strategic planning of the Collection Management Branch and section workplans, and the development of policy, procedures, guidelines relevant to the management of the national archival collection to achieve internal operational efficiencies.
- Support the digital transformation of the transfers function as undertaken by the section, in alignment with related programs of work within the National Archives.
- Identify and put forward ideas to solve problems. Contribute to and participate in the National Archives' change agenda and goals to meet Strategy 2030
- Apply the principles of the Australian Public Service Values, Code of Conduct, workplace diversity, work health and safety and participative management within a professional and team environment.
- Demonstrate the National Archives' values of innovation, collaboration, and inclusion, as expressed in the NAA: Our Values

Manager, Transfers Projects

Under limited direction, the main duties of the role are to:

- Manage a team and its resources in the delivery of transfer activities and projects. Includes monitoring progress and work to ensure targets are met; operating collegiately as part of the Collection Operations management team; responding to complex issues and reporting requirements; risk management; and ensuring adherence to the National Archives' standards and procedures.

- Build team capacity as required through recruitment, coaching, performance feedback and encouraging career development.
- Communicate effectively and work collaboratively with internal and external stakeholders to provide client focussed services, and technical and operational advice with a particular focus of negotiating the transfer of the most significant analogue records into Archives custody.
- Demonstrated ability to present complex information associated with the application and use of Archival principles and Collection Management practice including the description, handling, preservation, transfer, storage, lending, and digitisation of records.
- Work collegiately as part of the Collection Operations management team to contribute to strategic planning of the Collection Management Branch and section workplans, and the development of policy, procedures, guidelines relevant to the management of the national archival collection to achieve internal operational efficiencies.
- Support the digital transformation of the transfers function as undertaken by the section, in alignment with related programs of work within the National Archives.
- Identify and put forward ideas to solve problems. Contribute to and participate in the National Archives' change agenda and goals to meet Strategy 2030
- Apply the principles of the Australian Public Service Values, Code of Conduct, workplace diversity, work health and safety and participative management within a professional and team environment.
- Demonstrate the National Archives' values of innovation, collaboration, and inclusion, as expressed in the NAA: Our Values

Manager, Storage and Lending

Under limited direction, the main duties of the role are to:

- Manage a team and its resources to plan and deliver the movement, control, storage, and lending of archival records. Includes monitoring progress and work to ensure targets are met; responding to complex issues and reporting requirements; risk and contract management; and ensuring adherence to the National Archives' standards and procedures.
- Build team capacity as required through recruitment, coaching, performance feedback and encouraging career development.
- Communicate effectively and work collaboratively with internal and external stakeholders to provide client focussed services, and technical and operational advice with a particular focus on the movement, storage, and lending of Commonwealth records, to achieve section objectives and support organisational outcomes.
- Demonstrated ability to present complex information associated with the application and use of Archival principles and Collection Management practice including the description, handling, preservation, transfer, storage, lending, and digitisation of records.
- Work collegiately as part of the Collection Operations management team to contribute to strategic planning of the Collection Management Branch and section workplans, and the development of policy, procedures, guidelines relevant to the management of the national archival collection to achieve internal operational efficiencies.
- Undertake the physical handling, retrieval and return of archival records, ensure that Work, Health and Safety issues are identified, reported and monitored.
- Identify and put forward ideas to solve problems. Contribute to and participate in the National Archives' change agenda and goals to meet Strategy 2030
- Apply the principles of the Australian Public Service Values, Code of Conduct, workplace diversity, work health and safety and participative management within a professional and team environment.
- Demonstrate the National Archives' values of innovation, collaboration and inclusion, as expressed in the NAA: Our Values

Digitisation Services, Digitisation Manager

Under limited direction, the main duties of the role are to:

- Manage a team and its resources to support the delivery of the National Archive's digitisation program, projects, and services. Includes monitoring progress and work to ensure targets are met; responding to complex issues and reporting requirements; risk and contract management; and ensuring adherence to the National Archives' standards and procedures.
- Build team capacity as required through recruitment, coaching, performance feedback and encouraging career development.
- Communicate effectively and work collaboratively with internal and external stakeholders, to provide client focussed services, and technical and operational advice with a particular focus on the arrangements of the digitisation Commonwealth records, including with contracted suppliers and deliver agreed outcomes within timeframe and budget.
- Demonstrated ability to present complex information associated with the application and use of Archival principles and Collection Management practice including the description, handling, preservation, transfer, storage, lending, and digitisation of records.
- Work collegiately as part of the Digitisation Services management team and contribute to strategic planning of the Collection Management Branch and section workplans, and the development of policy, procedures, guidelines relevant to the management of the national archival collection to achieve internal operational efficiencies.
- Undertake the physical handling, retrieval and return of archival records, ensure that Work, Health and Safety issues are identified, reported, and monitored.
- Identify and put forward ideas to solve problems. Contribute to and participate in the National Archives' change agenda and goals to meet Strategy 2030
- Apply the principles of the Australian Public Service Values, Code of Conduct, workplace diversity, work health and safety and participative management within a professional and team environment.
- Demonstrate the National Archives' values of innovation, collaboration and inclusion, as expressed in the NAA: Our Values

Desirable: possess relevant tertiary qualifications and/or membership or eligibility for membership of relevant professional associations. In the absence of formal qualifications, you may include evidence of skills, knowledge and experience in your application relating to the use of archival principles, or previous, relevant experience gained through a collection management related role.

Eligibility

To be eligible for the role you must be an Australian citizen. If you are selected, you will be required to successfully undergo a pre-employment check and be able to obtain and maintain a security clearance at a Negative Vetting two (NV2) clearance level.

Notes

To view the various job roles and their respective duties and responsibilities, please refer to the combined Job Information Pack attached to this job.

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About the National Archives of Australia

The National Archives of Australia has a skilled and diverse workforce. We value our people, performance, integrity and service. We encourage applications from Aboriginal and Torres Strait Islander people, people with a disability and people from every cultural and linguistic background. The Archives has a presence in all state and territory capital cities. Our national office and exhibition spaces are in Canberra, and all centres offer public reading rooms where visitors are able to examine original records. Some offices are co-located with the state or territory archives, providing one-stop public access. The Archives collection is housed in several repositories located around Australia. We offer a high standard of service as outlined in our service charter. If you would like to join our team, we invite you to apply for this vacancy.

To Apply

Position Contact	Lucy Carson, (02) 6212 3656
Agency Recruitment Site	http://careers.naa.gov.au/cw/en/listing/

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Infrastructure, Transport, Regional
Development and Communications

Vacancy VN-0739777

National Film and Sound Archive of Australia

Closing Date: Sunday 14 April 2024

Digital Program Management Office

Job Title	APS5/APS6 Data Analyst
Job Type	Full-Time, Ongoing; Non-Ongoing
Location	Canberra ACT, Sydney NSW
Salary	\$80,430 - \$101,022
Classification	APS Level 5; APS Level 6
Position Number	89858
Agency Website	https://www.nfsa.gov.au/

Job Description

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

The National Film and Sound Archive of Australia (NFSA) seeks an experienced Data Analyst to join our team. We are primarily aiming for an APS6 level candidate, with APS5 considered for a developing role. The selected candidate will play a pivotal role in advancing our data analytics projects, emphasising the generation of data reports and insights to support NFSA's strategic objectives.

The successful candidate will demonstrate a keen ability to tackle the complex elements of data management and exhibit robust project coordination skills. They will significantly contribute to the NFSA's data management strategies, working autonomously and collaboratively under the Manager, Data Integrity and Analytics.

The key attributes we seek in a candidate include a deep understanding of data analysis, with the capability to generate detailed reports from multiple data sources. We are looking for someone who has experience in defining reporting requirements to design and produce meaningful reports and dashboards. A background in various data types, such as CRM, finance, and cataloguing

systems, is valuable, enabling a comprehensive approach to data analysis. Additionally, familiarity with business and data protocols, documentation practices, and report testing, along with experience in Collection Management, Media Asset Management, or Digital Asset Management Systems, will be advantageous.

This role demands a high level of efficiency, effectiveness, and flexibility in adapting to evolving priorities, characteristic of an APS6 level professional, while being open to capable APS5 applicants ready to grow into these responsibilities.

Duties

Job Details

The successful candidate will undertake the following duties:

- Support the DIA unit in improving data access, reliability, and maturity by collaborating with Data Scientists and Engineers, and using tools like SQL, Python, and Power BI for analysis and reporting.
- Identify and analyse trends to support strategic decision-making and improve data quality.
- Design and construct reports by collecting precise requirements to align data outputs with stakeholder expectations.
- Contribute to data integrity, analytics, and governance activities conducted by the DIA unit for the organisation.
- Manage project tasks, including organising meetings and maintaining documentation.
- Maintain strict record-keeping and assist in developing data management policies.

Selection Criteria

In relation to the 'Job Details' listed above, concisely demonstrate your skills, experience, and achievements against each of the following areas:

1. Clear analytical and problem-solving skills, with a capability to validate and interpret data.
2. Experience with relational databases, SQL, Python, or similar technologies for query execution, report generation, and data visualisation (e.g. Microsoft Power BI). Describe your involvement and proficiency in these areas, emphasising your eagerness to learn and apply these skills in analytics and reporting tasks.
3. Demonstrated ability to create and maintain comprehensive documentation, and review and optimise business processes in alignment with policies, standards, and organisational goals.
4. Strong customer focus, with excellent client-liaison, communication, and interpersonal skills.
5. Demonstrated organisational skills and the ability to work in a team environment, including experience with coordination and project management.

Qualifications and/or equivalent experience required:

- Demonstrated capability through past employment experience or relevant tertiary or industry qualifications is required for this role.
- Proven analytical and problem-solving skills.
- Experience using tools like SQL, Python, and Power BI.
- Experience working with a Collection Management System, Media Asset Management System or Digital Asset Management System is desirable.
- Relevant qualifications and/or experience in the galleries, libraries, archives, or museums (GLAM) industry is desirable but not essential.

Eligibility

To be eligible for this position you must:

- Be an Australian Citizen;

- Satisfactorily complete an Australian Federal Police National Police Check; and
- Obtain and maintain an Australian Government Baseline Security Clearance.

Assessment Process

The assessment process for this position will include:

- A written statement of claims of up two pages setting out your experience against the selection criteria;
- Resume; and
- Referee checking.

Notes

We welcome and encourage applications from people with disability, the LGBTQ+ communities, from 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	Jennifer Drysdale, 02 6248 2270
Agency Recruitment Site	https://nfsa.elmogov.com.au/careers/nfsa/jobs

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Infrastructure, Transport, Regional
Development and Communications

Vacancy VN-0739807

Job Title	APS6 Senior People and Culture Advisor
Job Type	Full-Time, Non-Ongoing
Location	Canberra ACT
Salary	-
Classification	APS Level 6
Position Number	89718
Agency Website	https://www.nfsa.gov.au/

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.

Eligibility

To be eligible for this position you must:

- Be an Australian Citizen;
- Satisfactorily complete an Australian Federal Police National Police Check; and
- Obtain and maintain an Australian Government Baseline Security Clearance

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**

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

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

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Prime Minister and Cabinet

Vacancy VN-0739771

Australian Public Service Commission

Closing Date: Wednesday 17 April 2024

Job Title	Director, Academy Performance and Projects
Job Type	Full-Time;Part-Time, Ongoing
Location	Canberra ACT
Salary	\$144,862 - \$162,855
Classification	Executive Level 2
Position Number	24_19
Agency Website	https://www.apsc.gov.au/

Job Description

<https://apsc.nga.net.au/?jati=D13D586A-96F3-DAA8-C327-DAA539C454A3>

About the APS Academy

The APS Academy was established in July 2021 and is designed to support the broader APS learning ecosystem as a whole in building capability for all APS employees. The Academy plays an important role in setting overall shared direction for capability development and developing enablers and supporting platforms to support a genuine One-APS approach to capability building and driving efficiencies. The Academy operates a networked model, allowing us to use our strong partnerships to connect us to existing expertise and domains of excellence across the APS. Collaboration is the foundation of the APS Academy's networked model and is a critical element to the Academy's ongoing success.

About the team

The Academy Performance and Projects team has two important and strategic functions in the Branch:

- Delivery of projects that support the strategic objectives of the APS Academy. Examples of this work include projects supporting system-wide innovation in capability development such as the APS Reform initiative of the Capability Reinvestment Fund.
- Building partnerships and relationships across the learning and development ecosystem for APS capability uplift and APS-wide system benefit. Examples of this work include partnering with departments/agencies to identify, share and scale capability offerings in domains of excellence, and learning from/sharing expertise on public sector capability development through engagement with agencies, academia, international counterparts.

The Director, Academy Performance and Projects, leads a dynamic, multi-disciplinary team and brings a passion for innovation and transformation. This role is responsible for identifying, designing and delivering priority projects that advance the APS Academy's strategic objectives, support APS reform initiatives and make a positive impact on the APS learning ecosystem.

Establishing new, and fostering existing relationships, with a wide range of stakeholders is essential to the success of the role, with partnerships across our network and in the broader Asia and Pacific critical to delivering modern and practitioner-led learning solutions.

Working closely with colleagues, this role drives the delivery of governance functions and take a continuous improvement mindset to advancing the Academy's operations.

As a leader within the Commission, the Director is expected to be committed to and model the APS Values and the Secretaries' Charter of Leadership Behaviours at all times. **Duties**

- Leading agile project management methodologies and techniques to manage the design and delivery of priority Academy projects.
- Developing and managing productive relationships with internal and external stakeholders, including senior leaders, to advance a networked model of learning across the APS.
- Delivering governance functions for the branch, including corporate reporting and monitoring of APS reform initiatives.
- Working collaboratively with others and negotiating to ensure successful outcomes across the Academy.
- Manage a small team to deliver outcomes and achieve results. With some agile project work, secondees may increase the regular team size.

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) or, in limited circumstances, in the process of obtaining citizenship.

Successful applicants will be required to undergo the process to obtain and maintain, or continue to hold the required security clearance level for the role as indicated.

All Commission staff are required to have a minimum Baseline security clearance prior to commencement. Successful applicants will be required to undergo a mandatory National Criminal History check as part of the pre-employment eligibility checks.

The Australian Public Service Commission is committed to building an inclusive and culturally diverse workforce. We welcome applications from across our community including, Aboriginal and Torres Strait Islander peoples, women, people with disability, people from culturally and linguistically diverse backgrounds, those who identify as LGBTIQ+, mature aged employees and carers.

Notes

About the Australian Public Service Commission

The Australian Public Service Commission (APSC) is a central agency within the Prime Minister and Cabinet portfolio. The Commission supports two statutory office holders: the Australian Public Service Commissioner—who is also agency head—and the Merit Protection Commissioner. Their functions are set out in sections 41(1) and 50(1), respectively, of the Public Service Act 1999. About the Commission The Australian Public Service Commission is a non-corporate Commonwealth entity within the Prime Minister and Cabinet portfolio. Our Statutory responsibilities are detailed in the Public Service Act 1999. The APSC also provides resources to support the Merit Protection Commissioner. We operate under the Public Governance, Performance and Accountability Act 2013. We employ around 350 staff, and have offices in Canberra and Sydney.

To Apply

Position Contact	Mel Keir, (02) 6202 3904
Agency Recruitment Site	https://apsc.nga.net.au/?jati=D13D586A-96F3-DAA8-C327-DAA539C454A3

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Prime Minister and Cabinet

Vacancy VN-0739809

Australian Public Service Commission

Closing Date: Wednesday 17 April 2024

Integrity, Performance and Employment Policy
Integrity Investigations and Conduct

Job Title	Director – Integrity Investigations and Conduct
Job Type	Full-Time; Part-Time, Ongoing
Location	Canberra ACT
Salary	\$144,862 - \$162,855
Classification	Executive Level 2
Position Number	24_17
Agency Website	https://www.apsc.gov.au/

Job Description

<https://apsc.nga.net.au/?jati=82F68BD6-D16B-5C45-B883-DAA539B7DDF0>

About the Team

The Director, Integrity Investigations and Conduct is a newly created position which forms part of the Integrity, Performance and Employment Policy (IPEP) branch.

IPEP provides policy and implementation advice on employment and integrity matters. We support the APS Commissioner in the exercise of his statutory functions under the Public Service Act 1999 (PS Act) and subordinate legislation, including in relation to:

- upholding high standards of integrity and conduct in the APS
- promoting the APS Values, the APS Employment Principles and the Code of Conduct
- evaluating the extent to which Agencies incorporate and uphold the APS Values and the APS Employment Principles
- evaluating the adequacy of systems and procedures in Agencies for ensuring compliance with the Code of Conduct
- the integrity of agency heads, including undertaking inquiries in accordance with the PS Act
- the application of merit
- the application of the APS Commissioner's Directions 2022 (Commissioner's Directions) and Public Service Regulations 2023 (PS Regulations)
- Senior Executive Service (SES) employment matters, and
- the compulsory transfer of staff via Machinery of Government (MoG) change

About the Role

The newly formed Integrity Investigations and Conduct (IIC) section will work in collaboration with other parts of the APSC to support the Commissioner to uphold high standards of integrity and

conduct in the APS.

This is an exciting opportunity for a highly experienced, motivated and credible leader to play a pivotal role in shaping the APS. This unique position affords the position holder the opportunity to oversee integrity matters through a whole-of-service lens and play a lead role in implementing the Australian Government's number 1 APS Reform priority: an APS that embodies integrity in everything it does.

In partnership with the Assistant Commissioner, IPEP, the Director, Integrity Investigations and Conduct, will work closely with the APS Commissioner in supporting him to fulfil his statutory functions under the PS Act. The role also engages with a wide and diverse range of stakeholders across the APS: from HR practitioners and Chief Operating Officers, to Agency Heads and external legal service providers. This is a highly visible role of increasing importance, responsible for not only managing existing processes, but creating and implementing new initiatives designed to deliver high standards of integrity and conduct across the APS. This includes the opportunity to influence cornerstone documents and processes across the APS, including the PS Act and subordinate legislation. **Duties**

The Director will be responsible for leading, motivating and supporting a small team working in a fast paced and complex environment.

The Director and IIC team will design, implement, manage and review of a range of activities and functions , including but not limited to:

- Overseeing the management of complaints and referrals to the APSC, conducting assessments and where appropriate, managing Code of Conduct inquiries on behalf of the APS Commissioner in accordance with s41(2)(m) and (n) of the PS Act
- Supporting agency consultation with the APSC on a range of integrity related matters
- Designing and implementing a framework to monitor and evaluate the adequacy of systems and procedures in Agencies for ensuring compliance with the Code of Conduct
- Partnering with the APS Reform Office to design new reform initiatives and support the implementation of the Government's reform agenda, in particular, Priority 1: An APS that embodies integrity in everything it does
- Leading and/or contributing to the implementation of a suite of integrity related reform initiatives, including but not limited to those arising from the Integrity Taskforce report *Louder than Words* and the Robodebt Royal Commission Recommendations
- Contributing to the design and implementation of a range of programs and products to promote the APS Values and Code of Conduct and support high standards of integrity and conduct across the service. This includes partnering with the Department of Defence in engaging with Code of Conduct practitioners across the APS via the Code of Conduct Cross Agency Forum in order to build capability across the service and promote continuous improvement in Code of Conduct processes
- Reviewing and updating the APSC's suite of integrity resources to ensure they remain contemporary and fit for purpose

How the role will perform

The Director IIC will work in close partnership with their peers and colleagues in the branch, build effective ongoing relationships and networks with a wide range of stakeholders, and be able to demonstrate a supportive and collaborative work style through mentoring and supporting the development of direct reports, and contributing to a sense of belonging and psychological safety across the team. A high level of personal integrity and sound judgment is essential for this role.

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) or, in limited circumstances, in the process of obtaining citizenship.

Successful applicants will be required to undergo the process to obtain and maintain, or continue to hold the required security clearance level for the role as indicated.

All Commission staff are required to have a minimum Baseline security clearance prior to commencement. Successful applicants will be required to undergo a mandatory National Criminal History check as part of the pre-employment eligibility checks.

The Australian Public Service Commission is committed to building an inclusive and culturally diverse workforce. We welcome applications from across our community including, Aboriginal and Torres Strait Islander peoples, women, people with disability, people from culturally and linguistically diverse backgrounds, those who identify as LGBTIQ+, mature aged employees and carers.

Notes

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To Apply

Position Contact	Kylie Barber, (02) 6202 3763
Agency Recruitment Site	https://apsc.nga.net.au/?jati=82F68BD6-D16B-5C45-B883-DAA539B7DDF0

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Services Australia (part of the Social Services Portfolio)

Vacancy VN-0739727

Job Title	National Manager (several positions)
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Canberra ACT, Adelaide SA, Brisbane QLD, Melbourne VIC
Salary	-
Classification	Senior Executive Service Band 1
Position Number	Various
Agency Website	https://www.servicesaustralia.gov.au/organisations/about-us/careers

Job Description

<https://executiveintelligencegroup.com.au/vacancies/>

Services Australia (the agency) is at the frontline of government service delivery, supporting millions of Australians. We support the economic, health and social wellbeing of Australia by delivering high-quality services and payments to the community on behalf of government. Our agency's responsibilities include Centrelink, Medicare and Child Support services, as well as whole of government services such as myGov.

Our goal is to make government services simple, so people can get on with their lives. We're modernising the way we work to deliver a simple, helpful, respectful and transparent experience for customers.

Duties

The Technology and Digital Programs (TDP) Group is the largest in-house technology team in Australian Government, with over 4,000 staff across the country. TDP is the driving force, leading digital and technology transformation for the agency and supporting cross-government initiatives, playing a critical role in harnessing the technological opportunities and capabilities government requires so we can deliver trusted services to all Australians.

The group is supported by industry-leading technology foundations and cutting-edge digital platforms that improve government service delivery for the Australian public. The Group is also responsible for ensuring that Services Australia's complex information and communication technology ecosystem remains secure.

Technology and Digital roles

We are responsible for building technology foundations and platforms for the Agency, and across government, including the private sector, to accelerate the uptake of technology to improve the delivery of government services and payments to Australians.

We are looking for candidates with extensive knowledge and practical experience in ICT and digital delivery across a diverse range of technology disciplines.

Cyber roles

The Cyber Security division is responsible for protecting the payments and services we deliver on behalf of government to the Australian community. We also protect the information systems of our shared services clients, the Department of Veterans' Affairs and the National Disability Insurance Scheme.

The division protects and defends access to our services in a world-class Cyber Security Operations Centre. Provide cyber security advice and support to business areas in the development and expansion of services. Work collaboratively with the broader cyber security community, nationally and internationally, to share information, ensure best practice and enhance cyber security strategies.

Who we are looking for

We are looking for flexible and versatile leaders, with excellent leadership and interpersonal skills, sound judgement, strong customer focus and ability to engender respect and trust. Candidates must be driven to continuously learn, innovate and achieve outcomes in a dynamic, fast paced and challenging environment. You must have a passion and an understanding of new and emerging technologies and digital trends and the impact of these technologies on people and communities.

Tertiary qualifications in a relevant field are highly desirable.

The roles may be filled on an ongoing or non-ongoing (fixed term) appointment.

A merit pool may be established to fill similar roles as they become available within an 18-month period.

Consideration will be given to high quality candidates who reside in Canberra, Adelaide, Brisbane and Melbourne.

Eligibility

To apply, you need to be an Australian citizen.

You will need to pass our pre-employment screening process, which includes a pre-employment check, and where relevant, a working with children and vulnerable people check.

You will also need, or have the ability to acquire an Australian Government security clearance, to the appropriate level for the position. This will be arranged for you, if successful.

Before applying, please obtain selection documentation from the Executive Intelligence Group vacancies page: <https://executiveintelligencegroup.com.au/vacancies/>. ref No. 928. If, after reading the selection documentation, you require further information please contact Karina Duffey or Tricia Searson on (02) 6232 2200.

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 Services Australia

We are one of Australia's largest public sector employers. We are located in every capital city and over 400 local, regional, and remote locations across Australia. Job opportunities in Services Australia can be right where you are or might be right where you want to be. We are looking for people who want to work with us to deliver a simple, helpful, respectful, and transparent experience for our customers. We offer diverse employment opportunities so you can plan to take your career anywhere you want to. We celebrate people with different cultural backgrounds and disabilities. We are also a leading employer of First Nations Australians and an LGBTI+ gold employer. When you work with us, you will be doing something that matters and be respected for the unique views and skills that you bring. What our people say about working with us: 'It's rare you find a job that provides such a direct link to the community' 'You can work for the same agency for your whole career but have the opportunity to work in many different roles' 'Highly supportive team and flexible working conditions where you can be at your best'

To Apply

Position Contact	Karina Duffey or Tricia Searson, (02) 6232 2200
Agency Recruitment Site	https://executiveintelligencegroup.com.au/vacancies/

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Security and Infrastructure Protective Security

Job Title	Personnel Security Officer
Job Type	Full-Time;Part-Time, Ongoing
Location	Belconnen ACT
Salary	\$72,973 - \$82,080
Classification	APS Level 4
Position Number	24/PROTECTSEC_APS4
Agency Website	https://www.abs.gov.au/

Job Description

<https://abs.nga.net.au/?jati=AEF4A1ED-F89B-6433-9183-DAA4F895459A>

The Australian Bureau of Statistics is looking to fill the position of **Personnel Security Officer** in our Protective Security Section. This is a permanent position at the APS 4 classification level, located in our office in Belconnen.

Duties

Responsibilities of this position include:

- provide first level resolution and/or allocation of tasks received via multiple platforms
- assist with maintenance of security databases and security governance arrangements
- assist with performing pre-engagement checks for all contract/consultant and seconded staff including confirmation of:
 - o identification
 - o suitability
 - o eligibility of these potential staff
- assist with the administration of Security Awareness training
- assist with Security awareness campaigns
- support working relationships with stakeholder groups
- support the ABS' protective security processes and delivery of protective security outcomes to ensure the ABS remains compliant with the Protective Security Policy Framework requirements.

What we are looking for (selection criteria)

To be suitable you should have most or all of the following skills, qualities and experience:

- good verbal and written communication skills, problem solving and demonstrated attention to detail are highly desirable, as are high levels of interpersonal skills with a strong team focus on collaboration and development

- ability to effectively use or acquire skills in the use of IT systems such as Lotus Notes, Services Now and Microsoft platforms
- capacity to actively contribute to the work program and activities of a small work unit
- an understanding of the Protective Security Policy Framework is highly desirable, or the ability to quickly learn these requirements
- relevant Australian Government protective security qualifications and / or experience in Protective Security within a government environment are highly desirable.

Eligibility

This is a designated security assessed position.

To be eligible to apply for this position you:

- must be an Australian citizen at the time you apply
- will need to undertake pre-employment checks, including national police check and health assessment
- will need to obtain (or hold) and maintain a NV1 (Secret) security clearance.

Notes

To apply, you will need to upload your current resume, provide referee details and respond to the following:

Provide a statement (maximum 500 words) explaining how you would use your skills and experience to contribute to the Protective Security team's operations.

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 Bureau of Statistics

The Australian Bureau of Statistics' (ABS) purpose is to inform Australia's important decisions by partnering and innovating to deliver relevant, trusted, objective data, statistics and insights. As the national statistical authority for Australia and provider of statistical services to the states and territories, we focus on three priorities: • Providing high quality official statistics and insights • Transforming the ABS for the future • Delivering new statistical solutions to maximise the value of public data. We operate in a dynamic, continually transforming environment. New technology, statistical methods and opportunities for accessing and integrating data are becoming available, growing the potential to provide new insights into matters of importance to Australians, businesses, and community organisations. The ABS houses permanent offices in Canberra, Sydney, Melbourne, Brisbane, Adelaide, Perth, Hobart, Darwin, Dandenong and Geelong. We also have a number of field staff working across all parts of Australia. We encourage and value a diverse workforce. Aboriginal and Torres Strait Islander people and people with a disability are encouraged to apply. To find out more visit 'Careers' on our website at <https://www.abs.gov.au/careers>

To Apply

Position Contact	Rebecca Stanworth, 02 6252 6777
Agency Recruitment Site	https://abs.nga.net.au/?jati=AEF4A1ED-F89B-6433-9183-DAA4F895459A

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Treasury

Vacancy VN-0739797

Australian Bureau of Statistics

Closing Date:Sunday 02 March 2025

Various
Various Various

Job Title	ABS Graduate Register
Job Type	Full-Time, Ongoing
Location	Adelaide SA, Canberra ACT, Brisbane QLD, Geelong VIC, Hobart TAS, Melbourne VIC, Perth WA, Sydney NSW
Salary	\$72,973 - \$82,080
Classification	APS Level 4
Position Number	24/GradROI
Agency Website	https://www.abs.gov.au/

Job Description

<https://abs.nga.net.au/?jati=F56BBBEF-0015-34A5-5AF4-DA90072EBA1E>

Have you graduated from university recently? We want to hear from you!

The Australian Bureau of Statistics (ABS) is the perfect place to launch your career. We offer a supportive environment, where we focus on training and development to let our Graduates develop their skills and find their feet. The ABS Graduate Development Program is an opportunity to kick start your career and build the foundations for the future.

The next intake for Graduate positions will be opening in March 2025. Register your interest to stay up to date with important information regarding these opportunities.

We offer you:

- an attractive starting salary from \$72,973 plus 15.4% superannuation and upon completion of the 12-month program, your salary will advance to \$82,080 plus 15.4% superannuation
- flexible working arrangements and generous leave entitlements that help you manage your work/life balance
- training and development to help you build your skills
- an inclusive and diverse workplace culture
- the opportunity to work in one of our offices in all capital cities, and Geelong.

Duties

We place graduates across a number of fields:

- Accounting and Financial Management

- Data
- Digital
- Human Resources
- Indigenous Graduate Pathway
- Legal

Eligibility

To be eligible for the 2025 ABS Graduate Program you must:

- be an Australian citizen at the time of application
- have completed at least an Australian Qualifications Framework Level 7 qualification (a Bachelor degree), or higher equivalent by 31 December 2025
- have completed your most recent eligible qualification between 1 January 2021 to 31 December 2025
- be able to obtain and maintain a valid Australian Government security clearance if required
- be willing to undergo any police, character, health, or other checks required.

Notes

Please note when applying to the ABS Graduate Register you will be kept up to date with key information on graduate positions.

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

About the Australian Bureau of Statistics

The Australian Bureau of Statistics' (ABS) purpose is to inform Australia's important decisions by partnering and innovating to deliver relevant, trusted, objective data, statistics and insights. As the national statistical authority for Australia and provider of statistical services to the states and territories, we focus on three priorities: • Providing high quality official statistics and insights • Transforming the ABS for the future • Delivering new statistical solutions to maximise the value of public data. We operate in a dynamic, continually transforming environment. New technology, statistical methods and opportunities for accessing and integrating data are becoming available, growing the potential to provide new insights into matters of importance to Australians, businesses, and community organisations. The ABS houses permanent offices in Canberra, Sydney, Melbourne, Brisbane, Adelaide, Perth, Hobart, Darwin, Dandenong and Geelong. We also have a number of field staff working across all parts of Australia. We encourage and value a diverse workforce. Aboriginal and Torres Strait Islander people and people with a disability are encouraged to apply. To find out more visit 'Careers' on our website at <https://www.abs.gov.au/careers>

To Apply

Position Contact	National Recruitment Unit, 1800 249 583
Agency Recruitment Site	https://abs.nga.net.au/?jati=F56BBBEF-0015-34A5-5AF4-DA90072EBA1E

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Royal Australian Mint

Closing Date: Thursday 18 April 2024

Royal Australian Mint
Sales, Marketing and Innovation Sales

Job Title	Data Analyst
Job Type	Full-Time, Ongoing
Location	Various locations - ACT ACT
Salary	\$83,541 - \$88,076
Classification	APS Level 5
Position Number	1254
Agency Website	https://www.ramint.gov.au

Job Description

<https://www.ramint.gov.au/employment-opportunities>

Working within the Mint's Sales Development Team, the Data Analyst plays a critical role by leveraging data to inform decision-making, drive insights and support the achievement of the Mint's organisational objectives. They work under limited supervision to provide market analysis and deliver evidence-based advice. Through collecting, analysing, cleaning and interpreting data, the Data Analyst produces reports, forecasts and recommendations, contributing to how product sales are managed across the Mint.

The Data Analyst manages key data related projects, in particular developing and delivering the annual sales budget, to inform key stakeholders of the planned revenue position of the Mint. They regularly find ways to continuously improve processes and procedures to achieve strategic objectives.

A qualified data analyst with dynamic people skills is required for this role.

The successful applicant is required to work full-time and on-site.

Duties

- Undertaking collection and analysis of sales, production and competitor data, including:
 - cleaning, validating and interpreting data from a variety of sources;
 - conducting quantitative and qualitative data analysis to identify trends, patterns and anomalies;
 - developing, implementing and maintaining budgets, databases and data extracts; and
 - using statistical and data visualisation techniques to present findings.
- Developing high level, comprehensive reports, forecasts and dashboards to present data-driven insights and translate complex data into actionable advice or recommendations for the Mint.
- Developing, implementing and tracking the annual sales budget to inform the planned revenue position of the Mint for key stakeholders including the Chief Financial Officer, Chief Executive Officer and the Treasury.
- Collaborating and negotiating with internal and external stakeholders relating to complex operational and administrative matters, including sale and production of Mint products, costs, revenue and associated recommendations.

5. Undertaking risk assessments of sales and budget related data, identifying and reporting on risks as they arise and making relevant recommendations.
6. Identifying opportunities for process improvement including defining new data collection and analysis processes, developing work instructions and creating efficiencies.
7. Ensuring compliance with regulatory, departmental and Treasury reporting requirements.

Eligibility

Security clearance

This position requires a baseline security clearance. The successful applicant will be required to obtain and maintain a clearance at this level.

Notes

Applications will need to be submitted through our recruitment portal on the Employment Opportunities page of the Mint Website at Employment Opportunities | Royal Australian Mint (<https://ramint.gov.au/careers-mint>)

Please submit your application by **11:30pm** on **Thursday 18 April 2024**. You will need to upload:

- A current resume
- A two-page-pitch (no more than 1,000 words) that describes how your skills meet the requirements of the role as detailed in the position description
- A portfolio that showcases examples of Business Objects, Power BI and Tableau use (five different examples).

Information on applying for a job in the Australian Public Service is available at the Employment page of our website.

About the Royal Australian Mint

To Apply

Position Contact	Ruby Porciuncula, (02) 6202 6976
Agency Recruitment Site	https://www.ramint.gov.au/employment-opportunities

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Department of Veterans' Affairs

Closing Date: Thursday 18 April 2024

Claims Process Improvement
Claims Data & Enabling Services Coordination

Job Title	Data and Reporting Analyst
Job Type	Full-Time, Ongoing; Non-Ongoing
Location	Canberra ACT, Sydney NSW, Adelaide SA
Salary	\$79,764 - \$85,074
Classification	APS Level 4
Position Number	DVAO2049
Agency Website	https://www.dva.gov.au/

Job Description

<https://dvajobs.nga.net.au/cp/index.cfm?event=jobs.home>

The Claims Data and Enabling Services Coordination Branch sits in the Claim Process Improvement Division, and is focused on:

- Analyse claims data to provide an evidence base for operational decision making and developing strategies to support claims resourcing.
- Lead strategic projects designed to assist with responding to claims processing related recommendations arising from the Royal Commission into Defence and Veteran Suicide.

The Claims and Workforce Reporting section provides business intelligence and data in relation to claims processing activities, enabling DVA to meet its reporting obligations and provide an evidence base for operational decisions.

Duties

- Manage requests for data, reports, and/or recruitment, including tracking and maintenance of team mailboxes.
- Transform data and build reports, dashboards, and presentations.
- In the context of data, reporting, and/or recruitment requests, engage with stakeholders, apply judgement and critical thinking skills to problem solve and contribute to appropriate solutions.
- Provide operational support and advice to colleagues, Team Leaders, and Assistant Directors.
- Contribute to business planning, evaluation, and reporting on organisational goals and objectives.
- Contribute to continuous business improvement in a constructive and collaborative manner.
- Undertake ad hoc duties to assist with the management of data, reporting, and/or recruitment requests as required, in line with the APS4 work level standards.

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.

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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>

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To Apply

Position Contact	Sean Xun Lu, N/A
Agency Recruitment Site	https://dvajobs.nga.net.au/cp/index.cfm?event=jobs.home

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Veterans' Affairs (part of the Defence Portfolio)

Vacancy VN-0739744

Department of Veterans' Affairs

Closing Date:Thursday 18 April 2024

Ministerial, Engagement and Communications
Grants and Client Engagement Client Operations Support

Job Title	Secretary Support Officer
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Brisbane QLD, Sydney NSW, Melbourne VIC
Salary	\$88,923 - \$92,670
Classification	APS Level 5
Position Number	DVAO2050
Agency Website	https://www.dva.gov.au/

Job Description

<https://dvajobs.nga.net.au/cp/index.cfm?event=jobs.home>

Client Operations Support Section is looking for an ASP5 to occupy the position of Secretary Support Officer.

This position is required to deliver high quality input and professional services in the areas of coordination and management of the Secretary Support inbox. This role involves applying creative and innovative approaches to complex and sensitive issues, and managing multiple competing priorities to enable timely, effective and coordinated service delivery whilst exercising sound professional judgement.This role will also include supporting the Feedback Management Team when required.

The occupant of this position will work in a small team, with operational and administrative oversight provided by the Assistant Director.

Duties

- Provide high quality support to the team including mailbox management, collating records and maintaining registers.
- Supporting the development and streamlining of operational processes and procedures for increased business efficiency.
- Assisting to manage, coordinate and respond to client feedback via the Departments CFMS including the allocation of team tasks as directed.
- Contributing to the management and coordination of requests for client information, and the production of associated documents.
- Work collaboratively and be a coordination point to meet business priorities.
- Provide support in the development, coordination and distribution of reports, briefings, papers, submissions and correspondence for use in both internal and external decision-making forums.
- Provide assistance and support in a range of organisational quality improvement activities.

- Support an environment that encourages a willingness to adopt participative work place practices in line with policies of WHS, Workplace Diversity and the Australian Public Service values, Employment Principles and the APS Code of Conduct.
- Contribute to staff development training and On the Job Training (OJT) where required.
- Other duties as determined to support business operations outcomes.

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.

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To Apply

Position Contact	Rebecca Muller, (03) 9284 6223
Agency Recruitment Site	https://dvajobs.nga.net.au/cp/index.cfm?event=jobs.home

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Veterans' Affairs (part of the Defence Portfolio)

Vacancy VN-0739760

Department of Veterans' Affairs

Closing Date:Thursday 18 April 2024

Open Arms - Veterans and Families Counselling
Business Operations

Job Title	Senior Administrative Officer
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Canberra ACT, Sydney NSW, Melbourne VIC, Brisbane QLD, Adelaide SA, Hobart TAS, Perth WA, Darwin NT
Salary	\$97,735 - \$110,982
Classification	APS Level 6
Position Number	DVAO2048
Agency Website	https://www.dva.gov.au/

Job Description

<https://dvajobs.nga.net.au/cp/index.cfm?event=jobs.home>

Open Arms is the gateway for veterans and their families to access services, including counselling, to improve their mental health and wellbeing. It promotes and provides mental health and wellbeing services toward improved outcomes and quality of life for veterans and their families. This is achieved through providing client centred, trauma informed, recovery oriented, needs driven and compassionate care, informed by the voice of the community.

The Business Operations Branch provides administrative and business support to Open Arms counselling services and the division

Workforce Support Team

Provides information and support to the Regional teams and other business areas, specifically relevant to the Open Arms Division workforce. We support recruitment activity, manage workforce related contracts, and provide reporting for informed workforce decision making and budget forecasting.

Operational Governance Team

Operationalise clinical policy and programs into practice in consultation with partners and provide high quality operational and service delivery support and escalation.

Governance Team

Provides executive support and governance functions, through implementation and maintenance of governance processes and policies, including internal and external audits, legal and policy conformance, risk management, privacy, feedback management,

probity and other governance issues.

Senior Administrative Officer – Workforce Support

The Senior Administrative Officer – Workforce Support will lead a small team to deliver high quality advice and professional services to the Open Arms division for strategic workforce and strategic procurement activities. This role involves applying creative and innovative approaches to complex issues, using discretion to handle sensitive and confidential information and exercising sound professional judgement. The occupant of this role will coordinate the team to deliver core workforce support and procurement functions, will manage the more complex workforce and procurement priorities, and will support the Assistant Director – Workforce Support.

The role requires good relationship management and interpersonal skills as the successful applicant will be required to liaise and work with staff at all levels of the organisation.

Senior Administrative Officer – Operational Governance

The Senior Administrative Officer – Operational Governance provides technical, professional and policy advice on complex problems, service delivery and operational practices for the Open Arms mental health service. These functions facilitate the delivery of clinical services, programs and projects across all service delivery streams: mental health services; group programs; outreach; and community engagement.

The occupant of the role will exercise sound judgement and deliver high quality advice and professional support to Open Arms on continuous improvement activities, clinical practice operations and business administration processes. There will be a requirement to engage with other Open Arms and DVA business areas, external stakeholders and providers. The occupant will support the Assistant Director – Operational Governance team.

Senior Administrative Officer – Governance

The Senior Administrative Officer – Governance will lead a small team to deliver high quality advice and professional services to the Open Arms Division to ensure good governance practices and arrangements are in place. This role involves applying creative and innovative approaches to complex and sensitive issues to enable best practice governance arrangements within the Division. The occupant of the role will coordinate the team to deliver core governance functions, will manage more complex reporting and project work, and will support the Assistant Director – Governance team.

The role requires good relationship management and interpersonal skills as the successful applicant will be required to liaise and work with staff at all levels of the organisation..

Duties

Please see the Candidate Information Pack.

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

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To Apply

Position Contact	Michelle Palombi, 02 6289 6054
Agency Recruitment Site	https://dvajobs.nga.net.au/cp/index.cfm?event=jobs.home

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Veterans' Affairs (part of the Defence Portfolio)

Vacancy VN-0739793

Department of Veterans' Affairs

Closing Date:Thursday 18 April 2024

Ministerial, Engagement and Communications
Ministerial, International and Stakeholder Relations

Job Title	Ministerial and Parliamentary Support Officers / Secretariat Support Officers
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Canberra ACT
Salary	\$88,923 - \$110,982
Classification	APS Level 5;APS Level 6
Position Number	DVAO2045
Agency Website	https://www.dva.gov.au/

Job Description

<https://dvajobs.nga.net.au/cp/index.cfm?event=jobs.home>

The Ministerial, International & Stakeholder Relations Branch includes the Ministerial & Parliamentary Support Section, the International & Stakeholder Relations Section and the Information Access Unit. The Branch coordinates, supports and provides quality assurance services for the Minister, the Commissions, international, jurisdictional and individual stakeholders and senior executive committees, as well as Freedom of Information and other administrative access requests.

The Branch has opportunities at the APS5 and APS6 levels in Ministerial & Parliamentary Support and International and Stakeholder Relations Sections.

Our ideal candidates have an eye for detail and can draw on knowledge and information from a range of sources to resolve complex issues. They are process driven and outcomes focussed, and can operate effectively in a fast-paced environment with changing and competing priorities, and have a demonstrated ability to exercise their judgement when required. The ideal candidates will also be able to demonstrate strong liaison and stakeholder management skills used to build and maintain productive working relationships within teams, departments and across other agencies.

We are looking for people who have experience or a genuine interest in either Parliamentary/Cabinet processes and procedures or Secretariat Support and can demonstrate a strategic understanding of the importance of these roles in supporting DVA to support veterans and their families.

A sound working knowledge of PDMS and/or CabNet+ will be an asset.

Duties

As an APS 5 Ministerial and Parliamentary Support Officer or Secretariat Support Officers your duties may include:

- Using their sound general knowledge of ministerial, parliamentary and/or secretariat processes, provide general advice to drafting officers across the department.
- Work independently or under limited guidance to provide high level administrative and executive support to the senior executive and the Minister's offices. Including managing document workflow, coordinating information, coordinating briefing, reconciling credit card statements and invoices.
- Identify problems/issues and resolve, with support from senior colleagues where required.
- Anticipating requirements for, and in consultation with Supervisors, senior executive and the Minister's offices, initiate the timely preparation of briefing material for parliamentary processes and other high level meetings.
- Undertaking quality assurance activities to ensure that written material provided is of a high standard.
- Liaise with, and respond to internal and external stakeholder needs and expectations.
- Manage relationships and negotiate with stakeholders on more complex requests.

- Liaising with all areas of the Department to obtain appropriate input for coordinated responses to Question Time Briefs, Questions on Notice and meeting papers.
- Developing and administering work improvements to systems and practices.
- Providing regular and ad hoc statistics and reports on the team's activities.
- Maintaining accurate departmental records.
- Working cooperatively with other executive support staff in the Executive in achieving the strategic outcomes of the department.
- Supporting the Assistant Director as required.

As an APS 6 Ministerial and Parliamentary Support Officer or Secretariat Support Officers your duties may include:

- Provide expert advice and interpretation of ministerial, parliamentary and/or secretariat processes and requests.
- Using their in-depth knowledge of ministerial, parliamentary and/or secretariat provide accurate and specialised advice and guidance to drafting officers and executives across the Department.
- Work with independence managing the workflow and priorities of secretariat papers, ministerial briefings, parliamentary and Cabinet documents using PDMS+ or CabNet+.
- Perform research and analysis of complex ministerial, parliamentary and/or secretariat requests which may require longer-term planning and liaison or escalation.
- Undertaking quality assurance activities to ensure that written material provided is of a high standard.
- Manage relationships with internal and external stakeholders thorough anticipating and responding to their needs and expectations.
- Manage relationships and negotiate with stakeholders on more complex requests.
- Liaising with a range of stakeholders on matters relating to the work area, establishing strong working relationships across the department and with other agencies.
- Day-to-day handling of the Portfolio's Cabinet business, including facilitation and coordination to circulate Cabinet documents to relevant line areas for action and response via CabNet+.
- Providing timely advice and support to Departmental officers and senior managers on processes, preparation and timings of Cabinet documents, responses and briefing material.
- Assisting with a range of reporting activities the team is responsible for, including, departmental reporting on Government commitments.
- Providing regular and ad hoc statistics and reports on the team's activities as well as annual whole of government reporting.
- Other ad hoc duties as required.

Eligibility

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

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To Apply

Position Contact	Kristine Stephens, 02 6289 4750
Agency Recruitment Site	https://dvajobs.nga.net.au/cp/index.cfm?event=jobs.home

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Parliamentary Department

Vacancy VN-0738399

Department of Parliamentary Services

Closing Date: Thursday 18 April 2024

Corporate Services
Communications and Corporate Relations Communications and Media

Job Title	Assistant Director, Communications
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	-
Classification	Executive Level 1
Position Number	JR32061
Agency Website	https://www.aph.gov.au/About_Parliament/Parliamentary_Departments/Department_of_Parliamentary_Services

Job Description

<https://jobs.dps.gov.au/>

The Department of Parliamentary Services (DPS) is recruiting an Assistant Director within the Communication and Media team.

The (DPS) Communications and Media team is responsible for managing the department's internal and external communications. Apart from actively leading a range of communication activities, the successful candidate will play a role in mentoring junior communication officers. This involves providing direction and advice to support team members in their personal and career development. The Assistant Director Communications works with the Director in supporting DPS strategic communication initiatives that help the department achieve its goals.

The role requires extensive engagement with stakeholders across DPS to help ensure the Australian Parliament operates in an efficient, effective, and safe way.

Who we are looking for:

We're looking for a talented and creative communication professional who loves coming up with new ideas and implementing them to make a positive impact on a target audience.

You'll have excellent written and verbal communication skills with a great eye for detail. If you've had experience conceptualising communication strategies and delivering results based on the strategies, then please read on.

The successful candidate will primarily be responsible for delivering high quality internal and external communication activities. Tertiary qualifications in a relevant field are essential, as is proven experience over at least 5 years leading the development and implementation of communication plans.

You'll also have to demonstrate good judgement to avoid risk for the department, and the ability to identify areas of opportunity.

The team operates in a fast-paced environment so the capacity to perform under pressure and be exceptionally organised are essential.

Duties

Please click the "apply now" button to go to the DPS Careers Webpage where you can find more information about the position and relevant duty statement.

Eligibility

- Tertiary qualifications in a relevant field are essential.
- Proven experience leading the development and implementation of internal and external communications strategies is also required.
- The successful applicant will be required to obtain and maintain a Baseline Vetting (Protected/Restricted) security clearance.

Notes

At DPS, we acknowledge the value diversity brings. We are committed to building a diverse and inclusive workplace that ensures all our people can contribute to our shared purpose. We welcome applications from Aboriginal and Torres Strait Islander people, mature age people, people from diverse backgrounds and people with disability.

About the Department of Parliamentary Services

The Department of Parliamentary Services (DPS) supports Australia’s Parliament and parliamentarians through innovative, unified and client focused services. DPS is proud to be the custodian for Australian Parliament House (APH) as the working symbol of Australian democracy and as a significant destination for our citizens and international visitors alike. It is a place where more than 3,500 people work on sitting days and which nearly one million people visit each year.

To Apply

Position Contact	Peter Willimott, (02) 6277 5652
Agency Recruitment Site	https://jobs.dps.gov.au/

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Parliamentary Department

Vacancy VN-0739308

Department of Parliamentary Services

Closing Date:Thursday 18 April 2024

Information Services
Digital recording Services branch Hansard

Job Title	Hansard Editorial Support Officer
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	-
Classification	APS Level 5
Position Number	JR32077
Agency Website	https://www.aph.gov.au/About_Parliament/Parliamentary_Departments/Department_of_Parliamentary_Services

Job Description

<https://jobs.dps.gov.au/>

The Department of Parliamentary Services (DPS) is recruiting for two Parliamentary Service Level 5 Hansard Editorial Support Officers within Digital Recording Services Branch.

The Hansard section of the Digital Recording Services Branch produces the report of the proceedings of the Australian parliament and its committees. This includes the Senate, House of Representatives, the Federation Chamber and all parliamentary committees.

As a Hansard Editorial Support Officer you will work as part of the Hansard Support Unit (HSU) team at Australian Parliament House in Canberra. You will prepare and publish Hansard transcripts online within prescribed deadlines, including preparing and formatting procedural and other parliamentary material for incorporation in Hansard transcripts.

You will provide system administration support for the Parliamentary Information Management System (PIMS) and first-level ICT support for PIMS and other Hansard-specific ICT to Hansard staff. You will also prepare rosters, undertake administrative tasks and provide web publishing and social media support for Hansard.

In parliamentary sitting weeks you will be required to work long and irregular hours, including evenings, for which you will receive a four per cent evening duty allowance. Overtime is also payable.

To be successful in this role you will have proven ability to work as part of a team and provide high-quality support and advice. You will need sound oral and written communication skills and excellent attention to detail. You will have extensive experience in and the ability to provide support for information technology, including Microsoft Office products. You will have the ability to manage competing priorities and achieve results under pressure. You will have knowledge of, or

interest in, and the ability to learn parliamentary practice and procedure. You will be able, and be seen to be able, to provide professional advice and services to all senators and members without favour or prejudice.

Duties

Please click the "apply now" button to go to the DPS Careers Webpage where you can find more information about the position and relevant duty statement.

Eligibility

The successful applicants will be required to obtain and maintain a Negative Vetting 1 (Confidential/Highly Protected/Secret) security clearance.

Notes

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To Apply

Position Contact	Prudy McLaughlin, 02 6277 8330
Agency Recruitment Site	https://jobs.dps.gov.au/

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Employment and Workplace Relations

Vacancy VN-0739803

Department of Employment and Workplace Relations
(DEWR)

Closing Date:Thursday 18 April 2024

Pacific Labour Operations Division
Operations Policy Program Engagement

Job Title	Program Engagement Assistant Director
Job Type	Full-Time, Ongoing
Location	Darwin NT, Perth WA, Adelaide SA, Alice Springs NT, Bendigo VIC, Brisbane QLD, Hobart TAS, Bundaberg QLD, Cairns QLD, Canberra ACT, Coffs Harbour NSW, Griffith NSW, Melbourne VIC, Mildura VIC, Newcastle NSW, Orange NSW, Rockhampton QLD, Sydney NSW, Townsville QLD
Salary	\$120,636 - \$133,328
Classification	Executive Level 1
Position Number	24/0739
Agency Website	https://www.dewr.gov.au/

Job Description

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

The Program Engagement team is seeking an Assistant Director who will lead and support on a range of strategic program engagement and related communication activities, including liaison across the Pacific Labour Operations Division and department, partner agencies and external stakeholders to support the growth and expansion of the Pacific Australia Labour Mobility (PALM) scheme. Reporting to a Director, the Program Engagement Assistant Director will lead and support the team to deliver PALM scheme engagement priorities, including providing strategic advice on stakeholder issues and risks.

The PALM scheme brings low, semi and un-skilled workers from Pacific Island countries and Timor-Leste to relieve labour shortages in Australia and contribute to sending countries' development, while ensuring the safety and protection of PALM scheme workers.

Duties

Responsibilities of the EL1 may include:

- Leading the development and implementation of stakeholder engagement strategies and approaches to meet and deliver on priority PALM Scheme program outcomes.
- Leading on the reporting, monitoring and evaluation of engagement activities and strategies.
- Managing engagement and consultation with a diverse range of stakeholders regarding PALM scheme initiatives etc.
- Project management of events and engagement initiatives and projects.
- Supporting the Director and Executive to deliver on PALM scheme engagement priorities, including providing strategic advice on stakeholder issues and risks.
- Establishing and maintaining internal and external stakeholder networks and relationships.
- Managing and coordinating stakeholder engagement activities (internal and external) and outreach campaigns and through committees, forums and functions including:
 - Leading event design, planning and management.
 - Coordination of stakeholders and related meeting materials.
 - In person and online support to events.
 - Secretariat support as required.
- Drafting and reviewing briefings, talking points and presentations to support Executive and Ministerial engagement and communication activities.
- Establishing processes and systems for team functions while leading on ongoing improvements in quality and effectiveness, including the development and maintenance of Standard Operating Procedures.

- Maintaining knowledge of best practices and developments in event and stakeholder management.
- Supporting the Director by leading and supervising sub-teams of APS staff to deliver the engagement teams functions, with a focus on strategic program engagement related issues, including building staff capability to achieve identified Branch/Division priorities.

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	Kim Schwager, 0407 877 314
Agency Recruitment Site	https://dese.nga.net.au/?AudienceTypeCode=EXT-DEWR

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Communications and the Arts

Vacancy VN-0739795

National Museum of Australia

Closing Date: Sunday 21 April 2024

Discovery and Collections
Collection and Engagement

Job Title	Collection Digitisation Officer
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	\$72,214 - \$78,001
Classification	APS Level 4
Position Number	tbc
Agency Website	https://www.nma.gov.au/about/employment

Job Description

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

The Museum has an exciting opportunity for a professional to join the Collection Engagement team.

The Collection Engagement Business Unit encompasses the diverse range of activities which make the Museum’s collections discoverable and accessible. These include collection documentation, collection digitisation and digital preservation, supporting and developing the Museum’s Collection Management System (EMu) and Digital Asset Management System (Piction), managing associated IP rights, managing the Library and Archive collections and providing public access to the collection – both online and on-site in the Museum’s collection stores. The Business Unit also includes a First Nations Collections section, which is responsible for repatriation, facilitating First Nations community access to collections, and enhancing the knowledge of the First Nations collections held by the Museum.

Duties

- This position plays a key role in assisting the Collection Digitisation team to deliver its key outcomes through:
- Undertaking simple imaging work relating to the Museum’s collections and related activities. This includes reprographic, studio object photography and other preparatory activities as required.
 - Uses a range of professional capture devices, and associated software application to produce high quality digital images of collection objects ensuring that technical specifications, service standards and business targets are met.
 - Process, colour manage, name, and create preservation master and derivative image files in line with established digital preservation standards and specifications.
 - Ensure a high level of quality assurance of image files and associated metadata for ingestion into the Digital Asset Management System
 - Maintain technical knowledge of developments in photography and digital imaging, including 3D capture, to enhance skills and enable effective operation.
 - Liaise with Museum staff to prepare collection material for photography.
 - Provides general assistance to the Collection Digitisation team as required.
 - Work collaboratively with team members and with Museum staff from various teams who are physically distributed across multiple sites.

To be successful in this role you will possess effective communication skills, have an ability to work across multi-disciplinary areas of the museum and will be comfortable in supporting a high energy technical team. You will have experience in the creation of high-quality digital records of cultural objects using photographic and digital imaging technologies and associated software.

With sound knowledge of Collection Management Systems and Digital Asset Management Systems you will ensure a high level of quality assurance of image files and associated metadata for the purpose of facilitating digital access to the Museum's collections - online and on-site.

Eligibility

To be eligible to apply for this vacancy, applicants must:

- be an Australian citizen.
- undergo a number of pre-employment checks, including a police records check.

Notes

Aboriginal and Torres Strait Islander people and those from culturally diverse backgrounds are encouraged to apply. The National Museum of Australia is an equal employment opportunity workplace.

The National Museum 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.

To view the Position Description and Selection Criteria please visit <https://www.nma.gov.au/about/employment>

About the National Museum of Australia

The National Museum of Australia is a publicly funded institution governed as a statutory authority in the Commonwealth Arts portfolio. Established in 1980, it is headed by a Director appointed by the Governor-General. The Council is responsible for the conduct and control of the affairs of the Museum. The Museum building on Acton Peninsula opened on 11 March 2001.

To Apply

Position Contact	Jason McCarthy, 6208 5268
Agency Recruitment Site	https://www.nma.gov.au/about/employment

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