



Commonwealth of Australia
APSJobs - Vacancies Daily
PS15 Daily Gazette Thursday - 11 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 PS15 Weekly Gazette Thursday - 11 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 PS15 Weekly Gazette Thursday - 11 April 2024.pdf.

Gazette Lodgement Inquiries

Phone: (02) 6202 3559

Email: contact@apsjobs.gov.au

IMPORTANT INFORMATION

This work is copyright. You may download, display, print and reproduce this material in unaltered form only (retaining this notice) for personal, non- commercial use or use within an organisation. Apart from any use as permitted under the Copyright Act 1968, all other rights are reserved. Requests and enquiries concerning reproduction and rights should be addressed to APSjobs, Australian Public Service Commission, GPO Box 3176 Canberra ACT 2601, or by email to contact@apsjobs.gov.au

For more information on the terms and conditions of use of the APSJobs website, incorporating the Gazette, see <http://www.apsjobs.gov.au/TermsAndConditions.aspx>

Vacancies

Vacancy VN-0740002

Australian Electoral Commission

Closing Date:Thursday 25 April 2024

Enabling and Regulation Group
People Branch Workforce Engagement Strategies

Job Title	Senior HR Advisors, People Branch
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Canberra ACT, Sydney NSW, Adelaide SA, Brisbane QLD, Melbourne VIC, Perth WA, Darwin NT
Salary	\$87,635 - \$98,223
Classification	APS Level 6
Position Number	2024-127 Multiple
Agency Website	https://www.aec.gov.au/

Job Description

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

Workforce and Engagement Strategies (WES) is a small and dynamic team leading the development and implementation of key Human Resource (HR) strategies and programs to support the AEC in achieving short and long-term goals.

The team sits within People Branch and is made up of four sections, Workforce Planning, Employee Engagement, Entry Level Programs and Diversity and Inclusion. WES collaborates with internal and external stakeholders to align the agency's people priorities to drive cultural change and mature people processes and policies.

We are responsible for the delivery of agency-wide workforce strategies and frameworks. This includes the AEC's People Strategy, workforce planning, employee census, talent, entry level programs, as well as diversity and inclusion, awards, and employee engagement.

Duties

The Senior HR Advisors support the Assistant Director in the development and coordination of employee engagement activities, AEC Frameworks, and projects within the Workforce and Engagement Strategies team.

This includes coordination of the annual APS Census and other employee satisfaction surveys and formal awards. The development of high-level communication plans, including preparing documents such as papers, talking points and email communications.

You will also be responsible for providing leadership and supervision to the APS5 HR Advisor, and actively model positive behaviours and create a professional and collaborative working environment.

To excel you'll have:

- A strong commitment to working harmoniously within a small team, modelling positive behaviours, and creating a professional and collaborative working environment.

- Proven ability to prioritise, plan and organise competing tasks to achieve desired results and realise goals, while working under pressure with limited guidance.
- Effective written communication skills with the ability to confidently produce high quality reports, corporate papers and high-level briefs.
- Proven ability to work with ambiguity and respond with flexibility to a complex and changing environment.
- Work collaboratively with internal and external stakeholders to build and maintain positive working relationships, while maintaining discretion to achieve outcomes.

Desirable

- Experience designing and delivering effective employee engagement solutions that are fit-for-purpose, balancing immediate business needs with medium and long-term objectives.
- Workforce Planning experience and/or formal qualifications.

Eligibility

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

Notes

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

About the Australian Electoral Commission

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

To Apply

Position Contact	Lachlan Fisk, lachlan.fisk@aec.gov.au
Agency Recruitment Site	https://candidate.aurion.cloud/aec/production/

Applicants to vacancies notified in all formats of the electronic Public Service Gazette should be aware:

- that the names of successful applicants will also be notified in all formats of the electronic Public Service Gazette
- applicants found suitable may be offered similar employment opportunities by other Australian Public Service agencies

Vacancy VN-0740061

Australian Electoral Commission

Closing Date:Thursday 25 April 2024

Electoral Integrity and State Operations
State Operations TAS Operations

Job Title	Senior Project Officer, TAS Operations
Job Type	Full-Time, Ongoing
Location	Hobart TAS
Salary	\$91,140 - \$102,152
Classification	APS Level 6
Position Number	2024-133 10556
Agency Website	https://www.aec.gov.au/

Job Description

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

Based in the Tasmania State Office in Hobart, you will join a high-performing team, whose work is integral to the agency's ability to deliver federal events, and the proper conduct of those events in accordance with the AEC's Electoral Integrity Framework.

The State Office team supports the administration of Tasmania's five electoral divisions and is responsible for planning, delivery, and evaluation of a range of projects that support state-wide electoral event delivery. As well as collaborating with internal stakeholders to assure governance and corporate deliverables for Tasmania and working closely with, and providing critical support to, our divisional network.

Duties

The Senior Project Officer is responsible for contributing to strategic planning for state-based initiatives, lead engagement with key internal and external stakeholders on behalf of Tasmania State Office and manage election-readiness functions, including matters relating to governance and corporate support.

The role is required to plan and deliver select high-profile election-delivery projects, including management of resourcing, schedule and risk to ensure project goals are achieved in accordance with policy and procedure.

The Senior Project Officer will manage one or more staff members, and consistently model AEC and broader Australian Public Service (APS) values, including by demonstrating a commitment to ongoing learning and development and helping to build the capability of more junior staff.

At election time, the role may also be required to take on new responsibilities at short notice, as agency priorities necessitate and as directed by management.

To excel you'll have:

- The ability to uphold key principles and values, set appropriate standards of behaviour, and always demonstrate integrity in your conduct and dealings with others.
- Demonstrated ability to remain positive in a dynamic and challenging environment, adapt effectively to rapid change, cope with setbacks, and remain calm and achieve results under pressure.
- Experience with building and maintaining effective working relationships with team members, executives and key stakeholders to achieve project/program and agency goals.
- Experience managing people and projects. Including articulating objectives, setting priorities and leading a team that delivers, or contributes to the delivery of, quality results for medium to large projects or programs.
- Ability to use sound judgement and analytical skills to make evidence-based decisions, identify and manage risk, and achieve results within legislative, policy, and fiscal parameters.

Eligibility

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

Notes

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

About the Australian Electoral Commission

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

To Apply

Position Contact	Stuart Duggan, stuart.duggan@aec.gov.au
Agency Recruitment Site	https://candidate.aurion.cloud/aec/production/

This notice is part of the electronic Public Service Gazette PS15 Daily Gazette Thursday - 11 April 2024.pdf Published by Australian Public Service Commission.

Applicants to vacancies notified in all formats of the electronic Public Service Gazette should be aware:

- that the names of successful applicants will also be notified in all formats of the electronic Public Service Gazette
- applicants found suitable may be offered similar employment opportunities by other Australian Public Service agencies

Vacancy VN-0740074

Australian Electoral Commission

Closing Date:Sunday 28 April 2024

Communication, Education & Engagement Branch Strategic Communication

Job Title	Assistant Director, Strategic Communication
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Canberra ACT
Salary	\$109,443 - \$123,331
Classification	Executive Level 1
Position Number	2024-131 Multiple
Agency Website	https://www.aec.gov.au/

Job Description

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

The Communication, Education and Engagement Branch is a specialist team of skilled practitioners in the field with extensive electoral experience. The Branch is responsible for the delivery of communication, education and community engagement products and activities that are engaging, accurate and inclusive.

Duties

If you're passionate about Australia's democracy and bringing your expertise to support the Australian community to enrol and vote, we have the job for you! This is an exciting opportunity for a creative and skilled communication professional to work on some of the most impactful engagement activities across government.

The Assistant Director, Strategic Communication works with a Senior Communication Officer to deliver a range of activities to inform voters of their rights and responsibilities during the electoral cycle. The role includes developing and implementing strategies, writing messages and information products, supporting campaign activities, community and stakeholder outreach, procuring and managing external suppliers and providing advice and support to AEC business areas.

This role will help ensure the AEC's communication with voters and stakeholders is consistent across all channels, easy to understand, customised to suit the needs of audiences who may need additional support to participate, considers the most effective channels for messages.

The role will work collaboratively with, and support business areas across the AEC, with a view to maturing our communication approach as an organisation. It will drive innovation approaches to the way we communicate with our voters.

To excel we are looking for people who:

- Are **experienced communication professionals**, with the ability to develop and implement complex communication plans and strategies.
- Are **strategic thinkers** – canvassing sources, identifying how things can be done differently, and able to develop, manage and evaluate communication activities.
- Are **excellent writers**, who can tailor messages and information products for diverse audiences, including First Nations peoples.

- Are **highly organised** – delivering results while running multiple projects with competing deadlines.
- Can **manage external suppliers** – procuring and effectively managing contracted services.
- **Enjoy collaboration**, by building and managing relationships with business areas and external stakeholders providing sound advice and support.
- Show **drive, initiative and good judgement** – working autonomously as well as part of a team and taking pride in and ownership of their work.
- Stay **positive and calm under pressure**, with a willingness to step up to significant communication demands during federal elections and other electoral events.
- **Support team members and leaders**, including managing and mentoring junior staff.

Desirable

- A communication or public affairs qualification (degree/diploma – e.g. communication, journalism, media, public affairs, marketing, stakeholder management).
- Extensive communication work experience of at least 5 – 7 years in an external communication role.

Eligibility

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

Notes

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

About the Australian Electoral Commission

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

To Apply

Position Contact	Eliza Hamilton, eliza.hamilton@aec.gov.au
Agency Recruitment Site	https://candidate.aurion.cloud/aec/production/

This notice is part of the electronic Public Service Gazette PS15 Daily Gazette Thursday - 11 April 2024.pdf Published by Australian Public Service Commission.

Applicants to vacancies notified in all formats of the electronic Public Service Gazette should be aware:

- that the names of successful applicants will also be notified in all formats of the electronic Public Service Gazette
- applicants found suitable may be offered similar employment opportunities by other Australian Public Service agencies

Vacancy VN-0740077

Australian Electoral Commission

Closing Date: Sunday 28 April 2024

Communication, Education & Engagement Branch Strategic Communication

Job Title	Senior Communication Officer, Strategic Communication
Job Type	Full-Time, Non-Ongoing
Location	Canberra ACT
Salary	\$87,635 - \$98,223
Classification	APS Level 6
Position Number	2024-132 Multiple
Agency Website	https://www.aec.gov.au/

Job Description

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

The Communication, Education and Engagement Branch is a specialist team of skilled practitioners in the field with extensive electoral experience. The Branch is responsible for the delivery of communication, education and community engagement products and activities that are engaging, accurate and inclusive.

Duties

If you're passionate about Australia's democracy and bringing your expertise to support the Australian community to enrol and vote, we have the job for you! This is an exciting opportunity for a creative and skilled communication professional to work on some of the most impactful engagement activities across government.

The Senior Communication Officer works and reports to the Assistant Director, Strategic Communication, delivering a range of activities to inform voters of their rights and responsibilities during the electoral cycle. The role includes developing and implementing strategies, writing messages and information products, supporting campaign activities, community and stakeholder outreach, procuring and managing external suppliers and providing advice and support to AEC business areas.

This role will help ensure the AEC's communication with voters and stakeholders is consistent across all channels, easy to understand, customised to suit the needs of audiences who may need additional support to participate, considers the most effective channels for messages.

The role will work collaboratively with, and support business areas across the AEC, with a view to maturing our communication approach as an organisation. It will drive innovation approaches to the way we communicate with our voters.

To excel we are looking for people who:

- Are **experienced communication professionals**, with the ability to develop and implement communication plans and strategies.
- Are **strategic thinkers** – canvassing sources, identifying how things can be done differently, and able to develop, manage and evaluate communication activities.
- Are **excellent writers**, who can tailor messages and information products for diverse audiences, including First Nations peoples.
- Are **highly organised** – delivering results while running multiple projects with competing deadlines.
- Can **manage external suppliers** – procuring and effectively managing contracted services.
- **Enjoy collaboration**, by building and managing relationships with business areas and external stakeholders providing sound advice and support.
- Show **drive, initiative and good judgement** – working autonomously as well as part of a team and taking pride in and ownership of their work.
- Stay **positive and calm under pressure**, with a willingness to step up to significant communication demands during federal elections and other electoral events.
- **Support team members and leaders**, including mentoring junior staff.

Desirable

- A communication or public affairs qualification (degree/diploma – e.g. communication, journalism, media, public affairs, marketing, stakeholder management).
- Extensive communication work experience of at least 3 – 5 years in an external communication role

Eligibility

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

Notes

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

About the Australian Electoral Commission

The Australian Electoral Commission (AEC) is at the heart of Australian democracy. The AEC is responsible for conducting federal elections and referendums, maintaining the Commonwealth electoral roll and making sure the Australian public is informed about all electoral matters. Our goal is to see that all eligible Australians actively participate in our democracy. The AEC values of electoral integrity through quality, agility and professionalism drive strategic and corporate planning and assist in organising the agency in a way that will effectively deliver the business into the future. The AEC is an equal opportunity employer which upholds the APS employment principles and actively encourages a diverse and inclusive workplace. The AEC's statutory functions in relation to the conduct of elections and referendums require that the AEC and its employees must be, and must be seen to be, impartial and politically neutral. As a result, the AEC Enterprise Agreement and Political Neutrality Policy state that it is an inherent

requirement of AEC employment that employees, and prospective employees, are not publicly active in any political affairs and do not publicly engage in such activities. This includes advocating any issues associated with a referendum. Should a prospective employee fail to meet this inherent requirement, they will be ineligible for employment with the AEC.

To Apply

Position Contact	Eliza Hamilton, eliza.hamilton@aec.gov.au
Agency Recruitment Site	https://candidate.aurion.cloud/aec/production/

This notice is part of the electronic Public Service Gazette PS15 Daily Gazette Thursday - 11 April 2024.pdf Published by Australian Public Service Commission.

Applicants to vacancies notified in all formats of the electronic Public Service Gazette should be aware:

- that the names of successful applicants will also be notified in all formats of the electronic Public Service Gazette
- applicants found suitable may be offered similar employment opportunities by other Australian Public Service agencies

Vacancy VN-0740027

Department of Home Affairs

Closing Date:Wednesday 24 April 2024

Operational Coordination & Planning
Tactical Capability Detector Dog Program (DDP)

Job Title	Canine Breeding and Development Officer - DDP
Job Type	Full-Time, Ongoing
Location	Various locations - VIC VIC
Salary	\$64,392 - \$73,981
Classification	APS Level 3
Position Number	131033
Agency Website	www.homeaffairs.gov.au

Job Description

<https://jobs.homeaffairs.gov.au/job-invite/131033/>

About our team

The position is part of the Detector Dog Program (DDP) section of the Australian Border Force (ABF). The DDP is part of the Tactical Capability Branch of the Operational and Coordination Division. The Tactical Capability Branch is responsible for specialised ABF support elements that include the DDP, national surveillance, national monitoring and digital forensics capabilities.

The DDP breeds, develops, trains and deploys high quality detector dog teams for the ABF. The teams are deployed to assist in

the detection of illicit drugs, firearms, explosives and other controlled substances in/on imported/exported goods, vessels, aircraft and persons.

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

Our ideal candidate

The Detector Dog Program is looking for people who enjoy working in a rapidly evolving and forward-thinking environment. With a focus on innovation and progression, our ideal candidate will help to maintain and further develop our innovative processes. Whilst working in the Detector Dog Program you will be exposed to progressive practices as well as training resources that can fast track your professional development.

The successful candidates will be self-driven and seek to directly influence the key outcomes of the organisation.

Duties

Duties and responsibilities

This position assists in the daily development of juvenile canines in the DDP and maintaining the effectiveness of the foster care program. The occupant of this position will liaise regularly with members of the general public, Australian and overseas agencies and other members of the DDP as required. One of the components of this job is to provide administrative support to the DDP.

- Relate and interact effectively with/to canines to enhance the canines learning experience and reach their genetic potential
- Maintain the effectiveness of the canine foster care program including client selection, education, field support and accurate records.
- Ensure the well-being of breeding stock - including oversight of nutrition, animal husbandry and animal welfare regimes
- Assist with breeding activities that include mating's, whelping's and husbandry outcomes
- Provide effective feedback to internal and external stakeholders
- Builds and sustains positive relationships with team members, stakeholders and clients
- Identifies the relationship between organisational goals and operational tasks

Additional information

Role requirements/qualifications:

- Attain and Maintain Drivers licence
- Pass a dog affinity test.

Highly Desirable:

- Have a sound knowledge of current DDP, or equivalent, breeding, development and training strategies and methodologies
- Formal education / experience in canine physiology, husbandry and nutrition
- Formal education / experience with canine health
- Experience in kennel hygiene and management practices.

These positions are in child-related employment. It is an offence under legislation of:

- Working with Children Act 2005 (Vic) for a person convicted of certain offences to apply for child-related employment
- The successful applicant must read and sign the Child Protection Mandatory Behaviours Declaration and undertake to comply with it, complete the Child Safeguarding Essentials and Working in a Child-related role eLearning packages, and prior to commencing unsupervised work which involves direct contact with children must undergo a Working with Children

Check and hold a Victoria - Working with Children Check of the Working with Children Clearance (or equivalent) indicating the applicant is suitable to work with children.

Eligibility

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

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

Notes

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

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

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

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

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

About the Department of Home Affairs

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

To Apply

Position Contact	Belinda Stapleton, 03 8362 6018
Agency Recruitment Site	https://jobs.homeaffairs.gov.au/job-invite/131033/

This notice is part of the electronic Public Service Gazette PS15 Daily Gazette Thursday - 11 April 2024.pdf Published by Australian Public Service Commission.

Applicants to vacancies notified in all formats of the electronic Public Service Gazette should be aware:

- that the names of successful applicants will also be notified in all formats of the electronic Public Service Gazette
- applicants found suitable may be offered similar employment opportunities by other Australian Public Service agencies

Vacancy VN-0740038

Department of Home Affairs

Closing Date:Wednesday 24 April 2024

Operational Coordination & Planning
Tactical Capability Detector Dog Program

Job Title	Team Leader, Detector Dog Program
Job Type	Full-Time, Ongoing
Location	Various locations - NSW NSW, Various locations - NT NT, Various locations - QLD QLD, Various locations - SA SA, Various locations - VIC VIC, Various locations - WA WA
Salary	\$80,748 - \$87,572
Classification	APS Level 5
Position Number	JR 131104
Agency Website	www.homeaffairs.gov.au

Job Description

<https://jobs.homeaffairs.gov.au/job-invite/131104/>

About our team

The position is part of the Detector Dog Program (DDP) section of the Australian Border Force (ABF). The DDP is part of the Tactical Capability Branch of the Operational and Coordination Division. The Tactical Capability Branch is responsible for specialised ABF support elements that include the DDP, national surveillance, national monitoring and digital forensics capabilities.

The DDP breeds, develops, trains and deploys high quality detector dog teams for the ABF. The teams are deployed to assist in the detection of illicit drugs, firearms, explosives and other controlled substances in/on imported/exported goods, vessels, aircraft and persons.

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

Our ideal candidate

The position is responsible for the promotion and application of DDP training, proficiency maintenance and deployment principles with a view to developing the operational effectiveness of detector dog teams within the region. This includes developing the technical capabilities of newly graduated teams from the trainee detector dog course and playing an active role in the annual appraisal process for experienced teams.

Related responsibilities include identifying, addressing and reporting on barriers to detector dog team performance and utilisation, providing technical support to detector dog handlers and undertaking team leadership and supervisory functions.

Duties

Duties and responsibilities

- Mentor and develop dog handlers through a range of development and operational phases according to DDP methodologies and guidelines

- Actively contribute to the effective operational deployment of detector dogs using an intelligence-led, risk-based approach
- Lead detector dog teams in a variety of work environments, gather information and report on outcomes
- Through the provision of high level technical advice, monitor and develop the operational effectiveness of detector dog teams by assisting with the planning, implementation and review of training and operational deployments and by providing feedback to handlers on detector dog team performance
- Provide high level technical advice on detector dog training and operations to management and make recommendations in accordance with DDP methodologies and its annual appraisal program
- Assist the DDP in the delivery of advanced detector dog training and annual appraisals for detector dog teams
- Monitor the fitness, health and well-being of the detector dog teams in the region
- Assess risks and promote the appropriate methodology in regard to detector dog operational and training deployments with Workplace Health and Safety standards
- Build and maintain internal networks and establish and manage effective workplace relationships
- Establish and maintain external networks and conduct public demonstrations/awareness sessions of detector dog operational capabilities
- Deploy a detector dog in a variety of work environments as required.

Additional information

- Successful completion of a Detector Dog Course conducted by the ABF or other Commonwealth or State Government agency
- Ensure teams understanding and compliance ABF Policies and Procedural Instructions
- Take responsibility for managing work in a team, including assigning work, setting priorities, and monitoring workflow and standards
- Ability to work with minimal supervision
- Attention to detail
- Build rapport and maintain relationships with key stakeholders.
- Understand and apply relevant legislation, policy and guidelines
- Ability to meet deadlines
- Manage own workload and timeframes
- Collaborate effectively with team and Stakeholders to achieve collective goals
- Provide effective and constructive feedback and encouragement to others
- Candidates may be required to complete a work sample test as part of this recruitment process.

Eligibility

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

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

Notes

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

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

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

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

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

About the Department of Home Affairs

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

To Apply

Position Contact	Susan Tucci on, 08 9477 8636
Agency Recruitment Site	https://jobs.homeaffairs.gov.au/job-invite/131104/

This notice is part of the electronic Public Service Gazette PS15 Daily Gazette Thursday - 11 April 2024.pdf Published by Australian Public Service Commission.

Applicants to vacancies notified in all formats of the electronic Public Service Gazette should be aware:

- that the names of successful applicants will also be notified in all formats of the electronic Public Service Gazette
- applicants found suitable may be offered similar employment opportunities by other Australian Public Service agencies

Vacancy VN-0740059

Department of Home Affairs

Closing Date: Wednesday 24 April 2024

Operational Coordination & Planning
Tactical Capability Detector Dog Program

Job Title	Instructor, Detector Dog Program
Job Type	Full-Time, Ongoing
Location	Various locations - VIC VIC, Various locations - NSW NSW
Salary	\$80,748 - \$87,572
Classification	APS Level 5
Position Number	JR 131025
Agency Website	www.homeaffairs.gov.au

Job Description

<https://jobs.homeaffairs.gov.au/job-invite/131025/>

About our team

The position is part of the Detector Dog Program (DDP) section of the Australian Border Force (ABF).

The DDP is part of the Tactical Capability Branch of the Operational and Coordination Division.

The Tactical Capability Branch is responsible for specialised ABF support elements that include the DDP, national surveillance, national monitoring and digital forensics capabilities.

The DDP breeds, develops, trains and deploys high quality detector dog teams for the ABF.

The teams are deployed to assist in the detection of illicit drugs, firearms, explosives and other controlled substances in/on imported/exported goods, vessels, aircraft and persons.

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

Our ideal candidate

The Detector Dog Program is looking for people who enjoy working in a rapidly evolving and forward-thinking environment. With a focus on innovation and progression, our ideal candidate will help to maintain and further develop our innovative processes. Whilst working in the Detector Dog Program you will be exposed to progressive practices as well as training resources that can fast track your professional development. The successful candidates will be self-driven and seek to directly influence the key outcomes of the organisation.

Duties

Duties and responsibilities

This role requires a dynamic team member that has extensive detector dog handling and training experience. A results driven person is required to work within a highly specialise team dedicated to world leading dog development and training.

The position will report to an APS6 Senior Instructor and will be responsible for coaching and mentoring staff to develop juvenile dogs, and train and deploy detector dogs in the ABF operational environment. Building relationships with internal staff and external partners is key to success in this role.

- Coach and mentor staff in development of juvenile dogs and the training and deployment of detector dogs in operational environments in accordance with DDP methodology
- Support Senior Instructors in the delivery of advanced training and competency assessments
- Assist in research and development of new training methodologies, including liaison with other agencies employing detector dogs, into improving ABF detector dog and handlers' capabilities
- Effectively deploy trainee dogs in accordance with current DDP methodologies

- Develop and maintain effective relationships with ABF Detector Dog Units and other partner agencies/programs.

Additional information

Role requirements/qualifications:

- Attain and Maintain Drivers licence
- Successful completion of a Detector Dog Course conducted by the ABF or other Commonwealth or State Government agency
- Candidates may be required to complete a work sample test as part of this recruitment process.

Highly Desirable:

- Certificate IV in Training and Assessment qualification.

Eligibility

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

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

Notes

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

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

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

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

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

About the Department of Home Affairs

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

To Apply

Position Contact	Brett Matthews, 03 8362 6008
Agency Recruitment Site	https://jobs.homeaffairs.gov.au/job-invite/131025/

This notice is part of the electronic Public Service Gazette PS15 Daily Gazette Thursday - 11 April 2024.pdf Published by Australian Public Service Commission.

Applicants to vacancies notified in all formats of the electronic Public Service Gazette should be aware:

- that the names of successful applicants will also be notified in all formats of the electronic Public Service Gazette
- applicants found suitable may be offered similar employment opportunities by other Australian Public Service agencies

Vacancy VN-0740134

Director of Public Prosecutions

Closing Date:Wednesday 24 April 2024

Communication and Change

Job Title	APS 6 - Communication and Media Adviser
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Canberra ACT
Salary	\$90,199 - \$101,793
Classification	APS Level 6
Position Number	24_22
Agency Website	

Job Description

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

We are looking for a communication and media professional to join our small team. The role will support the team to influence and shape strategic approaches to a range of communication activities for the CDPP. The role will also play a key role in our online communication outputs and support the media management function of the team. The successful applicant will have the opportunity to work closely with CDPP's executive team and our prosecutors across Australia.

Duties

In addition to meeting the [Integrated Leadership System](#) profile of the APS6 level, primary outcomes and accountabilities will involve:

- Assisting to develop and implement innovative communication approaches to support a range of organisational priorities including digital transformation and literacy, diversity and inclusion and health and wellbeing initiatives.
- Supporting the media function including coordinating and responding to media enquiries, media monitoring and liaison with partner agencies.
- Providing change management support and advice to the CDPP on a range of activities.
- Delivering online communication in Drupal and Sharepoint and social media content.
- Developing and maintaining effective relationships with stakeholders.
- Contributing to the work of the broader communication team and supporting the branch leadership team as required.

Eligibility

- The ability to obtain and maintain an **AGSVA** Baseline clearance is required
- **Australian Citizenship**
- Relevant tertiary qualifications are **highly desirable**.

Notes

Please refer to the Candidate Information Pack for details.

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 Director of Public Prosecutions

To Apply

Position Contact	Sophie Barker, 02 6202 5641
Agency Recruitment Site	https://cdppcareers.nga.net.au/cp/

This notice is part of the electronic Public Service Gazette PS15 Daily Gazette Thursday - 11 April 2024.pdf Published by Australian Public Service Commission.

Applicants to vacancies notified in all formats of the electronic Public Service Gazette should be aware:

- that the names of successful applicants will also be notified in all formats of the electronic Public Service Gazette
- applicants found suitable may be offered similar employment opportunities by other Australian Public Service agencies

Vacancy VN-0740165

Job Title	Helpdesk Coordinator
Job Type	Full-Time, Non-Ongoing
Location	Adelaide SA
Salary	\$96,194 - \$106,650
Classification	APS Level 6
Position Number	000
Agency Website	

Job Description

<https://www.ilsc.gov.au/about/careers/helpdesk-coordinator/>

- **Full time 2 year contract based in Adelaide**
- **Opportunity to make a real difference**
- **Salary range \$96,194 to \$106,650 plus 15.4% Super**

Are you ready for a unique opportunity to have a significant impact on the lives of First Nations peoples, while being part of our supportive & proactive team? The Indigenous Land and sea Corporation (ILSC) has a vacant position for a Helpdesk Coordinator to join our Information and Communications Technology (ICT) team!

About Us

The Indigenous Land and Sea Corporation (ILSC) is a corporate Commonwealth entity established under the ATSI Act and subject to the PGPA Act. The ILSC assists Aboriginal and Torres Strait Islander people to realise economic, social, cultural and environmental benefits that the ownership and management of land, water and water related rights can bring. The ILSC provides this assistance through the acquisition and management of rights and interests in land, salt water and freshwater country.

Duties

About the Role

Under the direction of the Enterprise Architect, the Helpdesk Coordinator is responsible for:

- Coordinating the Helpdesk support service ensuring comprehensive, rigorous and effective responses and advice are provided in a timely manner to end-users of ILSC-provided systems and services.
- Prioritise and direct responsibilities for a small team of Helpdesk technicians including performance management and training programs.
- Assisting with the routine procurement of computer equipment and services in line with ILSC purchasing and procurement policies and to satisfy the ILC and its multi-site organisational requirements.

- Providing end-user support of ILSC's core application suite ensuring comprehensive, rigorous and effective responses and advice are provided in a timely manner to end-users of ILSC-provided systems and services.
- Undertaking communications systems, ITC asset and ICT Office asset administration tasks to ensure that relevant systems and services operate efficiently and effectively
- Undertaking routine problem identification, troubleshooting, logging and analysis of issues in line with modern ITIL guidelines in order that ITC systems operate properly and that end-users have secure access to appropriate, efficient and effective ITC systems and services.

https://www.ilsc.gov.au/wp-content/uploads/2024/04/Helpdesk_Coordinator_ILC3-Upper_Jan2024_

Eligibility

Notes

At the ILSC we offer:

- More than just a job. We offer you the opportunity to make a real, positive difference to the lives of First Nations peoples. When we return land and water Country to Indigenous ownership, or fund a new Indigenous enterprise or management project, we strengthen and deepen Indigenous connection to Country and advance progress towards self-determination.
- Generous leave entitlements and work conditions, including:
 - 15.4% superannuation on top of your salary
 - Flexible hybrid work environment (2 days WFH)
 - Not-For-Profit salary packaging
 - Paid leave between the Christmas and New Year's period
 - Training and development opportunities
- Health and wellbeing programs:
 - Screen Based Equipment Scheme – Includes eye testing and an allowance towards spectacles
 - Free annual skin checks

If you have a passion to drive change and want your work to align with your values to make a real difference, we invite you to apply now and start the conversation.

The preferred applicant will be engaged under the provisions of the ILC Enterprise Agreement.

TARGETED VACANCY – *This role is open to all applicants, however those who identify as Aboriginal and/or Torres Strait Islander and meet the requirements and are ranked suitable for the role will be given priority consideration in this recruitment process.*

Applications are to include a current CV and covering letter (covering letter to be maximum 2 pages detailing how your skills and experience align with the position profile). Further information may be requested if you are selected for interview. You must be an Australian resident to apply for this role.

For further information and to apply please visit the ILSC Careers page at:
<https://www.ilsc.gov.au/careers/>

For more information please contact: **Andrew Haslett, Enterprise Architect – 08 7325 2444.**

Applications close 19 April 2024.

At the ILSC we're committed to building a diverse and inclusive workplace to ensure our workforce is representative of the communities that we support.

Aboriginal and Torres Strait Islander people are encouraged to apply.

About the Indigenous Land and Sea Corporation

The Indigenous Land and Sea Corporation (ILSC) is a corporate Commonwealth entity established under the ATSI Act and subject to the PGPA Act. The ILSC assists Aboriginal and Torres Strait Islander people to realise economic, social, cultural and environmental benefits that the ownership and management of land, water and water related rights can bring. The ILSC provides this assistance through the acquisition and management of rights and interests in land, salt water and freshwater country.

To Apply

Position Contact	Andrew Haslett, Enterprise Architect, 08 7325 2444
Agency Recruitment Site	https://www.ilsc.gov.au/about/careers/helpdesk-coordinator/

This notice is part of the electronic Public Service Gazette PS15 Daily Gazette Thursday - 11 April 2024.pdf Published by Australian Public Service Commission.

Applicants to vacancies notified in all formats of the electronic Public Service Gazette should be aware:

- that the names of successful applicants will also be notified in all formats of the electronic Public Service Gazette
- applicants found suitable may be offered similar employment opportunities by other Australian Public Service agencies

Vacancy VN-0740207

National Heavy Vehicle Regulator

Closing Date:Thursday 18 April 2024

Operations
Central Region

Job Title	Business Support Officer
Job Type	Full-Time, Ongoing
Location	Parramatta NSW
Salary	\$88,050 - \$92,533
Classification	
Position Number	1708
Agency Website	

Job Description

<https://secure.dc2.pageuppeople.com/apply/1123/gateway/Default.aspx?c=apply&sJobIDs=492657&SourceTypeL>

Duties

About the role

Reporting directly to the Director for NSW operations, you will work closely with and provide high level administrative support to the Director, leaders and other support roles throughout NSW.

Key responsibilities include:

- Provide administrative support and oversee administrative processes, such as records and correspondence management
- Support the Director with a broad range of tasks, including diary management, organising meetings, preparing agendas and reports and taking minutes as required
- Maintain confidentiality and display utmost professional integrity when dealing with sensitive matters
- Processing of invoices, purchasing and finance administration within budget guidelines and delegation levels
- Manage travel administration, including flight and accommodation bookings
- Create and maintain standard letters, templates, document formats, mailing lists and other information for the unit

Eligibility

About you

As the ideal candidate, you will be energetic and well organised, able to manage competing priorities. You will be motivated to work in a team environment in the delivery of a broadly based administrative service across the unit, while simultaneously supporting the Director.

You will possess the following:

- Strong written and verbal communication skills
- Strong organisational skills and attention to detail
- Ability and desire to learn and grasp concepts quickly
- Ability to develop and maintain effective working relationships with customers, stakeholders and colleagues
- Ability to apply sound judgement to decision making and work independently
- Ability to discern and respond in a mature fashion to sensitive and challenging scenarios
- Experience with Microsoft Office Suite

Application process

We look forward to receiving your application, including CV and cover letter.

Applications close 11:55pm, 17 April 2024.

To view the position description, visit <https://careers.nhvr.gov.au/jobs/search>. For any queries, please feel free to contact NHVR Recruitment via recruitment@nhvr.gov.au.

Successful applicants will be required to complete a national police and work rights check.

We are committed to being an inclusive, diverse and flexible workplace where differences are valued. We welcome applications from people of all backgrounds, experience and abilities. **Notes**

About the National Heavy Vehicle Regulator

The National Heavy Vehicle Regulator (NHVR) commenced operations in 2013 as a national entity responsible for regulating all vehicles in Australia over 4.5 tonnes gross vehicle mass. The NHVR minimises the compliance burden on the heavy vehicle transport industry, reduces duplication and inconsistencies across state and territory borders, and ultimately for the heavy vehicle business with government in Australia. We are headquartered in Brisbane and employ more than 750 people across the ACT, New South Wales, Queensland, South Australia, Tasmania and Victoria.

To Apply

Position Contact	Ruth Bond, 07 3007 0039
Agency Recruitment Site	https://secure.dc2.pageuppeople.com/apply/1123/gateway/Default.aspx?c=apply&sJobIDs=492657&S

This notice is part of the electronic Public Service Gazette PS15 Daily Gazette Thursday - 11 April 2024.pdf Published by Australian Public Service Commission.

Applicants to vacancies notified in all formats of the electronic Public Service Gazette should be aware:

- that the names of successful applicants will also be notified in all formats of the electronic Public Service Gazette
- applicants found suitable may be offered similar employment opportunities by other Australian Public Service agencies

Vacancy VN-0739891

Therapeutic Goods Administration

Closing Date:Thursday 25 April 2024

Medical Devices and Product Quality Division
Laboratories Branch Biomedicines Evaluation Section

Job Title	Executive Level 1 - Senior Evaluator, Biomedicines Evaluation Section
Job Type	Full-Time, Ongoing
Location	Fairbairn ACT, Melbourne VIC
Salary	\$116,418 - \$132,777
Classification	Executive Level 1
Position Number	24-MDPQDIV-23855
Agency Website	

Job Description

<https://www.tga.gov.au/about-tga/corporate-information/work-tga>

Duties

As a Senior Evaluator, you will work as part of the leadership team to contribute to the delivery of the section's evaluation program and goals. Drawing on your technical knowledge and skills, you will undertake timely, high quality, expert evaluations of scientific data and relevant documents that are complex or sensitive in nature to ensure submissions meet regulatory requirements and professional quality standards.

You will have a track record of working effectively within a team, with some supervisory experience and have high-level interpersonal, liaison and stakeholder management skills. As a Senior Evaluator, you will need to meet tight and competing deadlines, manage stakeholder relationships, as well as support/mentor/supervise team members. Strong written and verbal communication skills, particularly in the preparation of scientific reports, is essential.

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.

Mandatory Qualification:

To be eligible for this position applicants must hold a degree in a scientific field relevant to vaccines, biological medicines, chemistry, pharmaceutical science, microbiology or a related discipline, from an Australian tertiary institution, or comparable overseas qualification. **Notes**

- Applications close 11:30pm AEST.
- Applicants are asked to quote reference number 24-MDPQDIV-23855 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 Therapeutic Goods Administration

The Therapeutic Goods Administration (TGA) is part of the Australian Government Department of Health and Aged Care, and is responsible for regulating therapeutic goods including, vaccines, medicines and medical devices. The TGA administers the Therapeutic Goods Act 1989 (the Act), applying a risk management approach designed to ensure therapeutic goods supplied in Australia meet acceptable standards of quality, safety and efficacy (performance), when necessary. We evaluate therapeutic goods before they are marketed and monitor them once they are on the market and assess the suitability of medicines and medical devices for export from Australia. We also regulate manufacturers of therapeutic goods to ensure they meet acceptable standards of manufacturing quality. Visit our website at www.tga.gov.au for further information regarding this role and TGA. Your interest in the TGA as a potential employer is appreciated.

To Apply

Position Contact	Dr Stephanie de Dios, (03) 9665 8643
Agency Recruitment Site	https://www.tga.gov.au/about-tga/corporate-information/work-tga

This notice is part of the electronic Public Service Gazette PS15 Daily Gazette Thursday - 11 April 2024.pdf Published by Australian Public Service Commission.

Applicants to vacancies notified in all formats of the electronic Public Service Gazette should be aware:

- that the names of successful applicants will also be notified in all formats of the electronic Public Service Gazette
- applicants found suitable may be offered similar employment opportunities by other Australian Public Service agencies

Agriculture, Water and the Environment

Vacancy VN-0740037

Department of Agriculture, Fisheries and Forestry

Closing Date:Wednesday 24 April 2024

Plant Protection & Environmental Biosecurity
Plant Health Policy Various

Job Title	Policy and Project Officers
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Adelaide SA, Brisbane QLD, Cairns QLD, Canberra ACT, Darwin NT, Melbourne VIC, Perth WA, Sydney NSW, Townsville QLD
Salary	\$81,690 - \$89,615
Classification	APS Level 5
Position Number	2024/394
Agency Website	https://www.agriculture.gov.au

Job Description

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

Who we are

The Plant Health Policy Branch provides a national focal point for plant biosecurity issues within Australia and has responsibility for the national leadership in managing Australia's plant health. The work of the branch underpins biosecurity and helps to open new, and maintain existing, domestic and international markets for Australian plant industries. This is achieved by:

- providing focus for national and international plant biosecurity activities
- preparing for and coordinating national responses to plant pests and exotic weeds
- promoting reform of the plant biosecurity system
- improving plant health capacity and capabilities in near-neighbour countries and trading partners
- domestically improving national surveillance and diagnostic capability and capacity
- assisting the department to meet national and international obligations and influencing plant health policies.

Duties

The Jobs

Several Policy Officer positions are available in the policy/project and national secretariat work streams. These roles provide the opportunity to:

- work as part of a vibrant team that improves national biosecurity outcomes
- work in a dynamic environment to deliver results
- work with strategic thinkers to broaden your knowledge and understanding of the systems that support Australia's biosecurity status.

As a Policy officer in the policy/project stream your responsibilities will include but are not limited to:

- contributing to the development of plant preparedness policy advice
- contributing to the development, improvement and implementation of national action plans for priority pests, by providing technical review and assessment
- liaising with state/territory departments of agriculture, Plant Health Australia, international counterparts and other stakeholders
- providing contract administration and assisting with project managers
- assisting in progressing other branch and divisional initiatives.

As a Policy Officer in the national secretariat team your responsibilities will include but are not limited to:

- supporting the provision of high-quality secretariat services to national and departmental plant biosecurity committees and working groups
- working with internal and external stakeholders to provide leadership and direction to the national plant health biosecurity system
- preparation of papers to progress national committee business
- hosting of meetings, preparation of meeting documentation including formal minutes, actions and outcomes and communiques
- maintenance of landing pages for external communication
- assisting with the progression of other branch and divisional initiatives
- contributing to the delivery of high-level secretariat support for the Plant Health Committee and its subcommittees and working groups.

Please note that this recruitment process will be used to fill multiple ongoing and non-ongoing vacancies and that the roles may be able to be performed from any of the locations listed above. If an offer of non-ongoing employment is made, the successful applicant would be employed for an initial period of 12 months with the possibility of extension up to a maximum period of 2 years in total. Some of these non-ongoing positions may become ongoing in the next 18 months. Should a position become ongoing then the merit pool established through this selection process, which is valid for a period of 18 months from the date the vacancy was advertised in the Public Service Gazette, may be used to fill the vacancy on an ongoing basis. The merit pool may also be used to fill future ongoing and non-ongoing vacancies in the division where the duties are of a similar nature.

Eligibility

What we are looking for

Knowledge and experience

The following knowledge and experience is desirable:

- Experience in managing secretariat services and/or performing secretariat duties.
- Knowledge of national or international plant and/or environmental biosecurity issues.
- Demonstrated experience in policy development and implementation, preferably in plant biosecurity or related areas.
- Experience in project management.
- Experience reviewing relevant national policy and/or agreements.
- Knowledge and/or experience in stakeholder consultation, liaison and communication.
- Financial and contract management experience.

Notes

Flexible working arrangements

We are open to discussing flexible working arrangements. To seek further information please speak with the contact officer prior to submitting your application.

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>

To Apply

Position Contact	Tegan Honing, 0403 695 427
Agency Recruitment Site	https://www.agriculture.gov.au/about/jobs/apply

This notice is part of the electronic Public Service Gazette PS15 Daily Gazette Thursday - 11 April 2024.pdf Published by Australian Public Service Commission.

Applicants to vacancies notified in all formats of the electronic Public Service Gazette should be aware:

- that the names of successful applicants will also be notified in all formats of the electronic Public Service Gazette
- applicants found suitable may be offered similar employment opportunities by other Australian Public Service agencies

Agriculture, Water and the Environment

Vacancy VN-0740164

Department of Agriculture, Fisheries and Forestry

Closing Date:Thursday 25 April 2024

People, Property and Security
People & Policy People Support

Job Title	Assistant Director Rehabilitation - Affirmative Measure - Indigenous
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Adelaide SA, Brisbane QLD, Canberra ACT, Darwin NT, Melbourne VIC, Perth WA, Sydney NSW
Salary	\$120,290 - \$129,379
Classification	Executive Level 1
Position Number	2024/956
Agency Website	https://www.agriculture.gov.au

Job Description

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

Who we are

The People, Property and Security Division works in partnership to deliver strategic and operational workforce services that enable and enhance organisational capability. The division provides stewardship, support and services across integrity; conduct; property; fraud and corruption; security; performance management; rehabilitation management; recruitment; learning and development; inclusion and diversity; workforce planning and analytics; workplace relations; people support; culture and health, safety and wellbeing.

The People and Policy Branch are the front line of human resources (HR) for the department. We deliver timely and accurate responses to various client groups and support our people across the country with a strong focus on customer service and building trusting relationships with employees and business areas. We offer general and specialist HR advice and case management services for issues related to workplace relations, performance, probation, recruitment, attendance, behaviour and workplace rehabilitation.

The Rehabilitation Team provides tailored rehabilitation case management services for the department, supporting our people with a strong focus on providing support to staff and managers on complex health related matters. The team offers specialised advice on complex early intervention and rehabilitation matters to drive outcomes for all stakeholders. The operating environment is largely driven by the needs of our business and its people and whole of APS and department specific HR policies and programs.

Duties

The Job

- Lead and manage the Rehabilitation Case Management team to deliver excellent services and achieve the best possible outcome for the department.
- Oversee the resolution of complex/high-risk matters, and case management issues.
- Oversee the preparation of complex and sensitive correspondence, briefs, and documentation in a timely manner for senior executives and external regulators and courts/arbitrators.
- Actively contribute to continuous improvement of injury management and other relevant procedures, processes and strategies and provide high level service delivery.
- Attend regular network forums with Comcare/ORAMS and other agencies.

Eligibility

What we are looking for

Knowledge and experience

The successful candidate will have:

- Demonstrated experience in utilising judgement and discretion to manage complex and sensitive HR matters.
- Demonstrated experience leading a team managing compensable and non-compensable rehabilitation case management.
- Demonstrated experience applying the employment framework and relevant legislation, including but not limited to the Public Service Act 1999, SRC Act 1988, Disability Discrimination Act 2005, Privacy Act 1988 and Fair Work Act 2009.

Skills and capabilities

- A high level of resilience and personal courage, with a genuine commitment to the improvement of staff health and wellbeing.
- Excellent stakeholder management across a range of internal and external stakeholders.
- Strong attention to detail and written communication and the ability to apply judgment to identify solutions.
- Ability to manage competing priorities and meet deadlines in a high-pressure environment.

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>

To Apply

Position Contact	Kate Franchi De Luri, kate.franchideluri@aff.gov.au
Agency Recruitment Site	https://www.agriculture.gov.au/about/jobs/apply

This notice is part of the electronic Public Service Gazette PS15 Daily Gazette Thursday - 11 April 2024.pdf Published by Australian Public Service Commission.

Applicants to vacancies notified in all formats of the electronic Public Service Gazette should be aware:

- that the names of successful applicants will also be notified in all formats of the electronic Public Service Gazette
- applicants found suitable may be offered similar employment opportunities by other Australian Public Service agencies

Agriculture, Water and the Environment

Vacancy VN-0740166

Department of Agriculture, Fisheries and Forestry

Closing Date:Thursday 25 April 2024

People, Property and Security
People & Policy People Support

Job Title	Assistant Director Rehabilitation
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Adelaide SA, Brisbane QLD, Canberra ACT, Darwin NT, Melbourne VIC, Perth WA, Sydney NSW
Salary	\$120,290 - \$129,379
Classification	Executive Level 1
Position Number	2024/1090
Agency Website	https://www.agriculture.gov.au

Job Description

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

Who we are

The People, Property and Security Division works in partnership to deliver strategic and operational workforce services that enable and enhance organisational capability. The division provides stewardship, support and services across integrity; conduct; property; fraud and corruption; security; performance management; rehabilitation management; recruitment; learning and development; inclusion and diversity; workforce planning and analytics; workplace relations; people support; culture and health, safety and wellbeing.

The People and Policy Branch are the front line of human resources (HR) for the department. We deliver timely and accurate responses to various client groups and support our people across the country with a strong focus on customer service and building trusting relationships with employees and business areas. We offer general and specialist HR advice and case management services for issues related to workplace relations, performance, probation, recruitment, attendance, behaviour and workplace rehabilitation.

The Rehabilitation Team provides tailored rehabilitation case management services for the department, supporting our people with a strong focus on providing support to staff and managers on complex health related matters. The team offers specialised advice on complex early intervention and rehabilitation matters to drive outcomes for all stakeholders. The operating environment is largely driven by the needs of our business and its people and whole of APS and department specific HR policies and programs.

Duties

The Job

- Lead and manage the Rehabilitation Case Management team to deliver excellent services and achieve the best possible outcome for the department.
- Oversee the resolution of complex/high-risk matters, and case management issues.
- Oversee the preparation of complex and sensitive correspondence, briefs, and documentation in a timely manner for senior executives and external regulators and courts/arbitrators.
- Actively contribute to continuous improvement of injury management and other relevant procedures, processes and strategies and provide high level service delivery.
- Attend regular network forums with Comcare/ORAMS and other agencies.

Eligibility

What we are looking for

Knowledge and experience

The successful candidate will have:

- Demonstrated experience in utilising judgement and discretion to manage complex and sensitive HR matters.
- Demonstrated experience leading a team managing compensable and non-compensable rehabilitation case management.
- Demonstrated experience applying the employment framework and relevant legislation, including but not limited to the Public Service Act 1999, SRC Act 1988, Disability Discrimination Act 2005, Privacy Act 1988 and Fair Work Act 2009.

Skills and capabilities

- A high level of resilience and personal courage, with a genuine commitment to the improvement of staff health and wellbeing.
- Excellent stakeholder management across a range of internal and external stakeholders.
- Strong attention to detail and written communication and the ability to apply judgment to identify solutions.
- Ability to manage competing priorities and meet deadlines in a high-pressure 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>

About the Department of Agriculture, Fisheries and Forestry

To Apply

Position Contact	Kate Franchi De Luri, kate.franchideluri@aff.gov.au
Agency Recruitment Site	https://www.agriculture.gov.au/about/jobs/apply

This notice is part of the electronic Public Service Gazette PS15 Daily Gazette Thursday - 11 April 2024.pdf Published by Australian Public Service Commission.

Applicants to vacancies notified in all formats of the electronic Public Service Gazette should be aware:

- that the names of successful applicants will also be notified in all formats of the electronic Public Service Gazette
- applicants found suitable may be offered similar employment opportunities by other Australian Public Service agencies

Attorney-General’s

Vacancy VN-0740105

Australian Federal Police

Closing Date:Wednesday 01 May 2024

SECURITY COMMAND MANAGER PROFESSIONAL STANDARDS

Job Title	Data Analyst
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	\$95,010 - \$102,927
Classification	APS Level 6
Position Number	12930
Agency Website	https://careers.afp.gov.au

Job Description

<https://careers.afp.gov.au/job-invite/12930/>

Did you know?

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

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

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

- Six weeks (30 days) of paid annual leave per year + additional paid Christmas stand down
- 4 extra mandatory leave rest days per year
- 18 days of paid personal leave per year
- Generous superannuation of 15.4%
- 16 weeks of paid maternity leave (after 12 months of service) + an additional 36 weeks of maternity leave without pay

- Generous salaries and incremental salary progression governed by the AFP Enterprise Agreement
- Flexible and hybrid working arrangement that provides work/life balance
- Health & wellbeing services – with a focus on early intervention, education and prevention
- Access to ongoing training and professional development opportunities

Duties

Applications are sought from suitably qualified applicants wishing to be considered for the role of Data Analyst, Professional Standards.

The successful applicant will have a desire to analyse data, draw out meaningful insights and articulate their findings through the production of easy to understand reports for the AFP executive and stakeholders.

If you have a keen interest in identifying trends, exploring large volumes of data and an appetite for continual learning then we would like to hear from you.

You will also be required to contribute to the achievement of outcomes in accordance with the regulatory framework, the AFP Code of Conduct and the AFP Governance Instruments. It is expected that the successful applicant will deliver on the core responsibilities and meet any requirements of the position as outlined below.

This role is based in Canberra and cannot be performed remotely. Applicants are expected to be based in the ACT or willing to relocate.

What will you do?

As a Data Analyst in Professional Standards, you will be responsible for the collection and analysis of data from a range of systems, including the production of regular and ad-hoc reporting.

The day to day activities may include but are not limited to:

- Using AFP systems to access, search, map and prepare data from a variety of sources.
- Interpreting data, identifying inconsistencies and working with stakeholders to resolve them.
- Creating data-driven insights and reports to explore complex business problems.
- Identifying trends and preparing concise reports of findings from the data.
- Communicating key information from the data verbally, visually (including the creation of dashboards) and in written material to stakeholders.
- Collaborating with key stakeholders to guide best practice data collection and analysis.
- Improving capability in data analysis processes through ongoing development and learning opportunities.

This role predominantly involves working independently and as part of a team to extract, evaluate and communicate data and analytical information.

The team is comprised of other data analysts who will guide and mentor the successful applicant.

Eligibility

Essential Requirements

- You must be an Australian Citizen at the time of application.
- A Negative Vetting 1 (Secret) security clearance or the ability to obtain one.
- Demonstrated strong data, conceptual and analytical skills.
- Demonstrated experience designing reports with the end user in mind.
- Proficient with Microsoft Office products (e.g. Excel, Word, PowerPoint).

Desirable Requirements

- Creative thinking.

- Ability to demonstrate initiative.
- A mindset for continual learning.

Notes

- This position is an AFP Band level 5.
- This advertisement is to fill current vacancies and create a merit pool for future ongoing or non-ongoing vacancies arising over the next 12 months.
- This role is based in Canberra and cannot be performed remotely. Applicants are expected to be based in the ACT or willing to relocate.
- Proof of a minimum of two COVID-19 vaccinations (or one dose if the Janssen vaccine was used) will be required if an offer of employment is made.

Commitment to Diversity & Inclusion

Diversity and inclusion is an operational priority for the Australian Federal Police (AFP). To be an effective police force, we must be reflective of the community we serve, working across languages, cultures and transnational borders. The 2023-26 Diversity & Inclusion Strategy is the guiding framework for delivering the AFP’s diversity and inclusion goals and reflecting our commitment to being an employer of choice, incorporating diversity and inclusion principles in day-to-day practice and building a psychologically and culturally safe workplace. This includes hiring people from diverse backgrounds who bring their lived experience to contribute, and add value, to the AFP. Find out more about how the AFP embraces [diversity and inclusion](#) .

About the Australian Federal Police

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

To Apply

Position Contact	PRS Recruitment, .
Agency Recruitment Site	https://careers.afp.gov.au/job-invite/12930/

This notice is part of the electronic Public Service Gazette PS15 Daily Gazette Thursday - 11 April 2024.pdf Published by Australian Public Service Commission.

Applicants to vacancies notified in all formats of the electronic Public Service Gazette should be aware:

- that the names of successful applicants will also be notified in all formats of the electronic Public Service Gazette
- applicants found suitable may be offered similar employment opportunities by other Australian Public Service agencies

Attorney-General’s

Vacancy VN-0740107

Australian Federal Police

Closing Date:Wednesday 24 April 2024

Chief Financial Officer

Job Title	Criminal Records Administrator (Band 4)
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	\$80,821 - \$95,010
Classification	APS Level 5
Position Number	12920
Agency Website	https://careers.afp.gov.au

Job Description

<https://careers.afp.gov.au/job-invite/12920/>

Did you know?

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

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

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

- Six weeks (30 days) of paid annual leave per year + additional paid Christmas stand down
- 4 extra mandatory leave rest days per year
- 18 days of paid personal leave per year
- Generous superannuation of 15.4%
- 16 weeks of paid maternity leave (after 12 months of service) + an additional 36 weeks of maternity leave without pay
- Generous salaries and incremental salary progression governed by the [AFP Enterprise Agreement](#)
- Flexible and hybrid working arrangement that provides work/life balance
- Health & wellbeing services – with a focus on early intervention, education and prevention
- Access to ongoing training and professional development opportunities

Duties

What is the role?

Do you have a high level of attention to detail and enjoy working in a high volume environment? We want to hear from you!

The Criminal Records team function contributes to keeping Australia safe. It provides the AFP National Police Checking service as well as providing criminal history information across police jurisdictions and other Government agencies.

The Criminal Records section has 28 employees and consists of two teams, Data Integrity / Response and Vetting. At a high level there are three key roles across the two teams and it is expected as a band 4 you would gain experience in all of them.

The three roles are:

1. Criminal History Assessment Officer (National Police Checks) - Conducts National Police Checks, vetting and criminal history information services in accordance with the relevant

Spent Convictions Act, Australian Privacy Principles other governing legislations and policies.

2. Criminal History Liaison Officer (Data Integrity) - Liaison and interpreting of legislation and court outcomes, and creation and maintenance of AFP systems whilst applying the relevant legislations and ensuring the quality, integrity and availability of policing information.
3. Criminal History Information Officer (Response) - Process and facilitate Criminal History requests from stakeholders in accordance with relevant legislation and provision of stolen motor vehicle information into national indices.

As a section we believe in fostering a learning culture in line with individual needs and the AFP's Leadership Continuum. It is expected that the successful applicants will deliver on the core responsibilities and meet any requirements of the position in line with regulatory frameworks and the AFP Code of Conduct.

What will you do?

This role contributes to the efficiency and effectiveness of business area outcomes by undertaking a range of operational support and clerical administrative duties, including any or all of the following activities:

- Create/update/maintain information in AFP Systems;
- Respond to requests for information from legally entitled persons and/or agencies;
- Maintain client relationships;
- Undertake all duties related to the AFP's National Police Checking Service;
- Training and guiding other staff in the performance of any of the above functions.

For more information on these roles, please review the [candidate pack](#). **Eligibility**

Essential Requirements

- You must be an Australian Citizen at the time of application.
- A Negative Vetting 1 (Secret) security clearance or the ability to obtain one.
- Demonstrated ability to operate within legislative instruments.
- Has or the ability to learn, the contemporary knowledge and experience relevant to the role.
- Excellent organisational and time management skills.
- Experience in the use of Microsoft Office programs.
- Experience in general clerical tasks.

Desirable Requirements

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

- Experience in high volume processing area

Notes

- This position is an AFP Band Level 4.
- Proof of a minimum of two COVID-19 vaccinations (or one dose if the Janssen vaccine was used) will be required if an offer of employment is made.

Commitment to Diversity & Inclusion

Diversity and inclusion is an operational priority for the Australian Federal Police (AFP). To be an effective police force, we must be reflective of the community we serve, working across languages, cultures and transnational borders. The 2023-26 Diversity & Inclusion Strategy is the guiding framework for delivering the AFP’s diversity and inclusion goals and reflecting our commitment to being an employer of choice, incorporating diversity and inclusion principles in day-to-day practice and building a psychologically and culturally safe workplace. This includes hiring people from diverse backgrounds who bring their lived experience to contribute, and add value, to the AFP. Find out more about how the AFP embraces [diversity and inclusion](#).

About the Australian Federal Police

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

To Apply

Position Contact	Wendy Keys, 02 5126 4048
Agency Recruitment Site	https://careers.afp.gov.au/job-invite/12920/

This notice is part of the electronic Public Service Gazette PS15 Daily Gazette Thursday - 11 April 2024.pdf Published by Australian Public Service Commission.

Applicants to vacancies notified in all formats of the electronic Public Service Gazette should be aware:

- that the names of successful applicants will also be notified in all formats of the electronic Public Service Gazette
- applicants found suitable may be offered similar employment opportunities by other Australian Public Service agencies

Attorney-General’s

Vacancy VN-0740188

Australian Financial Security Authority

Closing Date:Thursday 25 April 2024

Estate Administration

Job Title	Assistant Director Principal Technical Advisor
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Sydney NSW, Melbourne VIC, Hobart TAS, Brisbane QLD, Adelaide SA
Salary	\$111,949 - \$131,782
Classification	Executive Level 1
Position Number	31406
Agency Website	

Job Description

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

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.

Estate Administration is responsible for the management and administration of bankrupt estates through the Official Trustee (OT) function. Primarily focused on estates with a public interest element (e.g., vulnerability or misuse).

Purpose of the position

Working under the guidance of the Director Estate Administration, the Principal Technical Advisor will work closely with the team's Assistant Directors to help oversee and guide daily operations. You will be responsible for ensuring consistent and defensible decision-making practices that align with AFSA's regulatory posture and support vulnerable people in the personal insolvency system.

Armed with extensive technical knowledge, and a good understanding of the legal and financial frameworks that support this work, the **Principal Technical Advisor** will support Case Managers from across the team to navigate the complexity of estate administration. This will include ensuring the ongoing and consistent implementation of best practice administration of the personal insolvency system.

As an EL1 Technical Advisor you will work under the supervision of the Director, Estate Administration. While the position enjoys a considerable level of independence and is entrusted with the authority to exercise delegations on behalf of the Director, any complex case determinations will be escalated to the Director for review and final decision-making.

The Person

Principal Technical Advisors should have a keen eye for detail to safeguard against potential errors or oversights. To be successful in this role, you should work with integrity, be comfortable navigating complex scenarios with confidence while demonstrating a deep sense of care for vulnerable individuals within the system. Operating with the highest standards of professionalism, Principal Technical Advisors are tasked with the efficient management of estates to ensure precision and efficacy in their actions.

Duties

Key accountabilities

- Effectively lead and manage the workload to enable high performance and service delivery excellence in accordance with corporate governance, legislative requirements, industry standards and policies.
- Identify and contribute to the development and implementation of best practices, process improvement and change agendas aligned to broader government and organisational goals.
- Apply sound judgement and make evidence-based decisions supported by organisational operating environment and legislative and regulatory frameworks.
- Build and maintain productive relationships with client and stakeholder groups.

- Engage with operational and strategic projects, both as a subject matter expert and, where required, as a project board member.
- Lead, guide, and support workers to understand and adhere to all WHS obligations and take responsibility for own health and safety and that of others.

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

Shapes strategic direction

- Has a macro view and looks beyond the boundaries or own responsibilities to the team, AFSA, the APS and industry and the broader community.
- Understands environmental trends and integrates knowledge into business strategies focused on service, value, quality, people, and efficiency.

Promotes performance excellence

- Holds self and others responsible for achieving results and agreed outcomes.
- Positively contributes to a culture of high performance, through effective performance management practices.
- Is open, persistent and has a genuine debate around critical issues.

Uses information to make evidence-based decisions

- Researches, identifies and integrates relevant Shapes strategic direction.
- Has a macro view and looks beyond the boundaries or own responsibilities to the team, AFSA, the APS and industry and the broader community.
- Understands environmental trends and integrates knowledge into business strategies focused on service, value, quality, people and efficiency.

Promotes performance excellence

- Holds self and others responsible for achieving results and agreed outcomes.
- Positively contributes to a culture of high performance, through effective performance management practices.
- Is open, persistent and has a genuine debate around critical issues.

Uses information to make evidence-based decisions

- Researches, identifies and integrates relevant evidence towards finding solutions to the problem.
- Provides unbiased, comprehensive and accurate advice to others.
- Uses past experience and organisational/environmental awareness to analyse what information is important and how it should be used in the decision-making process.

Engages people to build productive relationships

- Acts with honesty, integrity and respect in dealings with others.
- Is willing and able to understand others' perspectives.

- Sets and manages expectations to achieve positive outcomes.

Drives innovation and continuous improvement

- Constructively challenges and questions status quo with a view to continually improving the way we work.
- Explores and works with new ideas that will benefit our stakeholders.

Qualifications

- Tertiary qualifications in Law, Accounting or relevant discipline from an Australian tertiary institution (or comparable overseas institution) is highly desirable.

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

How to apply?

The closing date for this position is **11:59PM AEST, Thursday 25 April 2024.**

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

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 no more than 1 page 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.

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

This notice is part of the electronic Public Service Gazette PS15 Daily Gazette Thursday - 11 April 2024.pdf Published by Australian Public Service Commission.

Applicants to vacancies notified in all formats of the electronic Public Service Gazette should be aware:

- that the names of successful applicants will also be notified in all formats of the electronic Public Service Gazette
- applicants found suitable may be offered similar employment opportunities by other Australian Public Service agencies

Attorney-General's

Vacancy VN-0740179

Office of the Australian Information Commissioner

Closing Date:Thursday 25 April 2024

Corporate

Job Title	Corporate Support Officer
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Sydney NSW
Salary	\$75,954 - \$80,704
Classification	APS Level 4
Position Number	OAIC-2024-009
Agency Website	https://www.oaic.gov.au/about-us/

Job Description

<https://www.oaic.gov.au/about-us/join-our-team/>

About the Opportunity

The Corporate Branch is made up of several sections including Legal Services, Finance, Governance and Risk, People and Culture, Business Analytics and Data Reporting, Strategic Communications, and Corporate Services.

The Corporate Services Team is made up of several functions including records and information management, security, accommodation management, procurement, travel, parliamentary, and management of shared services arrangements. You will play a pivotal role in enabling the Corporate Services Team.

About the Role

The Corporate Support Officer provides administrative support and has responsibility for a broad range of tasks to ensure the smooth running of the office. The position works in a small and fast paced team which requires the ability to successfully manage competing priorities, exercise discretion, good communication skills and be a team player.

- Assist with smooth running and upkeep of the office, including managing stationery supplies, arranging trades and services, and supporting office events
- Provision of administrative support including preparing meeting folders, photocopying and secretarial support
- Assist with meeting planning, arrangements and set ups across the organisation
- Manage travel arrangements and process travel acquittals
- Oversee the incoming and outgoing mail, packages and courier deliveries and collections
- Manage and oversee multiple inboxes including triage, prioritise and responding to queries
- Manage collection and despatch of laptops, mobile phones and other equipment to support the OAIC's hybrid work environment
- Perform other tasks, as directed.

Note: This role requires the occupant to undertake physical duties, including but not limited to taking trips to the post office (on foot) receiving and lifting boxes of goods (office deliveries) and assisting with setting up/packing up meeting rooms and equipment.

To review the full list of job specific duties and additional details, please visit the OAIC website and review the downloadable candidate information pack by clicking the 'apply now' button. **Duties**

Job Specific Capabilities, Skills & Experience

We are seeking a highly motivated individual who enjoy working both independently and, in a team, are driven and outcomes focussed.

Essential to succeed in this role are the following:

- A can do attitude
- Ability to work independently with limited supervision and as a part of a team
- Proven problem solving and research skills to find a solution
- Demonstrated time management and prioritisation skills
- Good written and verbal communication skills
- Ability to build relationships with a wide range of stakeholders both internally and externally
- Adherence to relevant policies.

Experience in a similar role will be highly regarded.

How to Apply

- Visit the OAIC website by clicking the 'Apply now' button to review the downloadable candidate information pack.
- Please complete the application sheet (located within the candidate information pack) as part of your application.
- You are asked to provide a one-page-pitch addressing your interest, motivation and fit for the role. Your pitch should include the use of practical and professional examples as relevant to the role and the job specific capabilities, skills and experience outlined in the job pack available on the OAIC website.
- Your application form, CV page should be collated as one document (where possible) and sent in a single email to: jobs@oaic.gov.au.
- Please ensure your email includes your full name in the email subject field, along with the job reference number which is OAIC-2024-009.

Eligibility

- Section 22 of the *Public Service Act 1999* requires that APS employees must be Australian citizens.
- There are restrictions on employment of people who have, within the previous 12 months, accepted a redundancy benefit from an APS agency or a non-APS Commonwealth employer.
- For the duration of your employment with the OAIC you will be required to obtain and maintain an Australian Government security clearance at the **Baseline** level and meet required background, identification and character checks.
- Note: All duties are to be performed in accordance with the APS Code of Conduct and APS Values and OAIC policies, including Workplace Diversity and Work Health and Safety. Under section 25 of the *Public Service Act 1999* the OAIC may re-assign the duties of an employee from time to time.

Notes

Position Location
Sydney, NSW

The OAIC office is located in the Sydney CBD. This role is office based and flexible working arrangements may be negotiated with the successful candidate.

Diversity & Inclusion
The OAIC is committed to diversity and inclusion. We encourage and welcome applications from people with disability, Aboriginal and Torres Strait Islander peoples, LGBTQIA+ people, people from culturally and linguistically diverse backgrounds, and mature age people.

About the Office of the Australian Information Commissioner

The Office of the Australian Information Commissioner (OAIC) is an independent agency within the Attorney-General's portfolio. Our primary functions are privacy, freedom of information and government information policy. Our responsibilities include conducting investigations, reviewing decisions, handling complaints, and providing guidance and advice.

To Apply

Position Contact	Brenton Attard, (02) 9942 4046
Agency Recruitment Site	https://www.oaic.gov.au/about-us/join-our-team/

This notice is part of the electronic Public Service Gazette PS15 Daily Gazette Thursday - 11 April 2024.pdf Published by Australian Public Service Commission.

- Applicants to vacancies notified in all formats of the electronic Public Service Gazette should be aware:
- that the names of successful applicants will also be notified in all formats of the electronic Public Service Gazette
 - applicants found suitable may be offered similar employment opportunities by other Australian Public Service agencies

Department of Defence

Closing Date:Thursday 25 April 2024

Naval Shipbuilding and Sustainment Group
Maritime Sustainment

Job Title	Procurement and Contracting Officer
Job Type	Full-Time, Ongoing
Location	Cairns QLD
Salary	\$83,706 - \$89,659
Classification	APS Level 5
Position Number	NSSG/02673/24
Agency Website	

Job Description <https://defencecareers.nga.net.au/?jati=1D4C3BBD-4EF3-32E2-59BE-DAA5ABBB66A0>

Duties

The Role

This position is primarily responsible for ensuring that Army Marine’s Procurement and Contracting support functions within established performance frameworks. The successful candidate will be part of an adaptable team providing logistic support to Army’s marine equipment. HSPO-Army Marine strives to effectively deliver materiel sustainment in support of Army’s fleet of watercraft and related equipment.

Within the Contracting function an APS5 Contracting Officer is accountable under limited direction to perform and achieve procurement and complex contracting work within an integrated workforce. They are accountable to have and maintain a well-developed understanding of and compliance to relevant legislative frameworks, government decision-making and Defence’s mission and policy requirements.

APS 5 Procurement and Contracting Officers are accountable for organising their workflow and making independent decisions relating to their area of responsibility. They will interpret and provide advice within the procurement or contracting function based on legislation, policy and procedures. They will undertake specialist research and analysis, conduct reviews and perform procedural and clerical support work to achieve results.

An APS 5 Procurement and Contracting Officer will coordinate and contribute to the work of a team consistent to a work plan and provide advice and assistance on methods of task completion to team members. They may be a team coach or supervise a team and be accountable to set work priorities, allocate work, and manage workflows and performance. They are expected to be capable of reviewing and developing the quality of work undertaken by others and identifying opportunities for on-the-job training within a work unit.

An APS 5 Procurement and Contracting Officer will be required to engage and communicate with stakeholders to identify, respond and provide advice on issues to achieve work unit and Defence outcomes. They will be accountable to contribute towards ongoing self-improvement and professional development.

About our Team

Army Marine, an element of the Hydrographic Systems Program Office operates within the Naval Shipbuilding and Sustainment Group, as a part of the Maritime Sustainment Division, within the Specialist Systems Branch. HSPO supports Defence’s Hydrographic and Army Marine capabilities.

As part of NSSG, HSPO is evolving into the Maritime Sustainment Model (MSM) being progressed under Plan Galileo. It is a national, integrated approach that is delivering a continuous sustainment environment to support Continuous Naval Shipbuilding.

If you require further information please email build.the.future@defence.gov.au

Our Ideal Candidate

Our ideal candidate will be knowledgeable and experienced in supporting and maintaining procurement systems and processes.

As an APS 5 Contracting Officer you will be required to demonstrate a range of skills, however the specific competencies below are considered critical to success within APS Procurement and Contracting roles.

- Relate and network - able to quickly build relationships, network, and relate well to all levels. Write and report – write clearly and succinctly, be convincing through writing, avoid jargon and structure information.
- Plan and organise - set objectives, plan, establish contingencies, manage time, resources and people, and monitor progress.
- Deliver results and meet customer expectations – Focus on customer needs and satisfaction, set high quality and quantity standards, work systematically and achieve sustainment goals.
- Follow procedures and instructions - including time keeping and showing commitment.

Eligibility

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

Notes

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

About the Department of Defence

The Department of Defence employs around 18,000 Australian Public Service (APS) employees. Defence APS employees work in a wide variety of critical roles, Australia wide, enabling our three services Navy, Army and Air Force, to do their job. Defence has a range of Australian Public Service (APS) career opportunities that offer interesting, challenging, and unique work. Our workforce includes administrative support, accountants, intelligence analysts, engineers, policy advisors, graphic designers, lawyers, social workers, IT specialists and contract managers to name a few. We offer a rewarding career that includes professional development, work-life balance, recognition, a flexible and supportive work environment and a diverse workforce. To find out more about a career with Defence please visit <https://www.defence.gov.au/jobs-careers>

To Apply

Position Contact	Glen Macpherson, Withheld
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=1D4C3BBD-4EF3-32E2-59BE-DAA5ABBB66A0

This notice is part of the electronic Public Service Gazette PS15 Daily Gazette Thursday - 11 April 2024.pdf Published by Australian Public Service Commission.

Applicants to vacancies notified in all formats of the electronic Public Service Gazette should be aware:

- that the names of successful applicants will also be notified in all formats of the electronic Public Service Gazette
- applicants found suitable may be offered similar employment opportunities by other Australian Public Service agencies

Defence

Vacancy VN-0739630

Department of Defence

Closing Date:Thursday 25 April 2024

Navy Engineering
Australian Naval Classification Authority

Job Title	ANCA Promotion and Education Officer
Job Type	Full-Time, Ongoing
Location	Campbell ACT
Salary	\$91,702 - \$104,753
Classification	APS Level 6
Position Number	NAVY/02745/24
Agency Website	

Job Description <https://defencecareers.nga.net.au/?jati=4D72D925-9342-4324-8E67-DA93BF389E9E>

Duties

The Role

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

The Promotion and Education Officer reports directly to the Deputy Director Education, Promotion, Communication, and Director ANC Framework. This position involves the support and coordination of a broad range of education and training, promotion and communication and stakeholder management.

The Promotion and Education Officer undertakes a broad range of Branch activities including but not limited to:

- Assisting in the planning, management of learning and development, communication and promotion activities;
- Performing design, product development and evaluation of learning and development, communication and promotion activities, including reviewing and updating products/artefacts, as needed;
- Working collaboratively with internal and external stakeholders to undertake dedicated project requirements;
- Management of the coordination and update of information detailed on internal and external webpages; and
- Assist in the planning and execution of stakeholder events and meetings, as required.

About our Team

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

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

Our Ideal Candidate

Working as part of a multi-disciplinary team, you will support the Deputy Director to ensure education, promotion and communication activities are aligned with Defence and Branch objectives, and support stakeholders in understanding ANCA's mission, purpose and role. Our ideal candidate will have strong administrative and project management skills, can work cohesively in a diverse team and is committed to developing a culture of learning and understanding.

Our ideal candidate will have:

- Previous experience in a learning and development and/or communication coordination role;
- The ability to work collaboratively and positively with a range of internal and external stakeholders;
- Excellent verbal and written communication skills to enable successful production of communication and engagement plans, including products and artefacts;
- Capacity to build positive, collaborative working relationships across internal and external stakeholders, and to anticipate and respond to their needs and expectations;
- Good judgement to manage competing priorities and deadlines, and to maintain attention to detail;
- Collaborative skills to operate effectively within a team environment and make a positive contribution to team culture; and
- Initiative, flexibility and a demonstrated capacity to solve problems under pressure.

Previous experience and/or qualifications in communication, public relations or training and education is desirable, but not essential. Experience using Adobe suite, learning management tools or similar products is also advantageous, but not essential. 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

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	Brydie Lanham, 02 5108 8978
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=4D72D925-9342-4324-8E67-DA93BF389E9E

This notice is part of the electronic Public Service Gazette PS15 Daily Gazette Thursday - 11 April 2024.pdf Published by Australian Public Service Commission.

Applicants to vacancies notified in all formats of the electronic Public Service Gazette should be aware:

- that the names of successful applicants will also be notified in all formats of the electronic Public Service Gazette
- applicants found suitable may be offered similar employment opportunities by other Australian Public Service agencies

Defence

Vacancy VN-0739636

Department of Defence

Closing Date:Thursday 25 April 2024

Submarines
Submarine Tactical & Payloads Group

Job Title	Project Manager
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	\$91,702 - \$104,753
Classification	APS Level 6
Position Number	NSSG/02852/24
Agency Website	

Job Description <https://defencecareers.nga.net.au/?jati=17436D70-E9BF-0A4C-7D8A-DA93BFE3D576>

Duties

The Role

- Manage a range of project activities and coordinate project inputs in accordance with organisational practices, methods and standards appropriate to the complexity of the project;
- Responsible for the management of schedule, risk, budget and resources, preparation of briefings, submissions, reports and returns relating to the project progress and issues in accordance with organisational requirements;
- Apply established technical, operational, professional and administrative activities, procedures, practices and project management methodologies;
- Build and sustain stakeholder engagement including the ability to communicate with influence and negotiate effectively;

- Resolve issues by identifying and developing ideas through analysis of alternative courses of action and their implications;
- Provide input into the development of project planning, performance, cost and schedule documents and work breakdown structures in accordance with agreed procedures and performance standards; and
- Analyse and ensure compliance with legislative, policy and regulatory frameworks.

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

About our Team

Tactical & Payloads is a multi-faceted, multi-disciplinary team dedicated to the on-going development and sustainment of software and hardware combat systems projects related to the RAN's fleet of Collins class submarines. The team interfaces with a broad range of stakeholders in both the US and Australia including, but not limited to, RAN, USN, JPO, contractors along with sustainment and development teams within the Department of Defence.

Our Ideal Candidate

You will perform and achieve complex project management work within an integrated workforce. You will have knowledge of and compliance with legislative frameworks, government decision-making and Defence's mission and policy requirements. You will work independently with the opportunity for reasonable autonomy and accountability for the achievement of work outcomes. You will exercise both initiative and judgement in the interpretation of policy and in the application of practices and procedures. You will provide detailed project management technical, professional and policy advice in relation to complex work and contribute to strategic planning, program and project management and policy development. You will have extensive stakeholder experience and will liaise with stakeholders in relation to complex or difficult issues. You will be required to identify, anticipate and respond to stakeholders' needs and expectations to achieve work unit and Defence outcomes. You will be accountable for contributing towards ongoing self-improvement and professional development.

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	Huda Meer, build.the.future@defence.gov.au
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=17436D70-E9BF-0A4C-7D8A-DA93BFE3D576

This notice is part of the electronic Public Service Gazette PS15 Daily Gazette Thursday - 11 April 2024.pdf Published by Australian Public Service Commission.

Applicants to vacancies notified in all formats of the electronic Public Service Gazette should be aware:

- that the names of successful applicants will also be notified in all formats of the electronic Public Service Gazette
- applicants found suitable may be offered similar employment opportunities by other Australian Public Service agencies

Defence

Vacancy VN-0739781

Department of Defence

Closing Date: Thursday 25 April 2024

Security and Estate Group
Service Delivery Division

Job Title	Base Support Officer
Job Type	Full-Time, Ongoing
Location	Oakey QLD
Salary	\$83,706 - \$89,659
Classification	APS Level 5
Position Number	SEG/02887/24
Agency Website	

Job Description <https://defencecareers.nga.net.au/?jati=1588D755-1BD6-2E31-9BA5-DAA5376DE443>

Duties

The Role

The Northern and Central Zone (NCZ) intends to fill a current vacancy for an APS 5 Base Support Officer (BSO) position at Oakey, QLD. The ideal individual will demonstrate experience in service delivery, customer centricity, and administrative functions. You will be joining a high performing team where you will solve problems and provide services delivery with an engaging can-do approach whilst demonstrating a solutions focus through excellence in customer service.

There are two positions available to be filled. This role will suit, if you:

- Enjoy positive and challenging aspects of stakeholder engagement and have a high level of emotional intelligence;

- Have the ability to anticipate, plan and coordinate base services, facilities maintenance, asset improvement and integration of products and services;
- Enjoy making things happen and are not daunted by the unknown;
- Enjoy a challenge and see these as learning opportunities; and
- Are adaptable, responding to change in a positive and flexible way.

Duties Include:

- Accountable to assist with the development and planning of assigned activities of estate management and maintenance programs;
- Develop plans and programs for work health safety (WHS), security and emergency management;
- Explain corporate services, infrastructure requirements and processes to ensure operational needs are met;
- Build and sustain effective relationships with team members and actively participate in team work and group activities;
- Liaise with stakeholders in relation to base management issues; and
- Interpret and comply with policy, regulations, guidelines, instructions and procedures in relation to base management and estate planning and development.

About our Team

Base Management teams in the NCZ are a part of Service Delivery Division. They provide essential, on the ground services and support to Defence personnel around Australia.

These services could include: estate and building maintenance; project delivery support; land, environment and heritage management; accommodation and housing; transport; waste management; hospitality and catering; cleaning; sport and recreation; safety, security and emergency management.

The NCZ has built a supportive and inclusive culture and we are proud of the people we work with. We have a strong focus on health and wellbeing and encourage work-life balance.

As an APS 5 BSO, you will have access to:

- A generous remuneration package, including 15.4% superannuation;
- Flexible working arrangements;
- Flextime (see Defence Enterprise Agreement);
- A career pathway with comprehensive study benefits, through various learning & development platforms;
- Christmas stand-down; employees will not be required to use annual leave during end of year shut down; and
- One unspecific day off at full pay each calendar year on top of your allocated annual leave balance.

Our Ideal Candidate

Our ideal candidate is someone who puts people first and understands that to achieve results you need an equal mix of emotional intelligence and policy-based communication.

Successful candidates will be able to apply their learned knowledge, to anticipate needs of customers and take initiative in finding appropriate solutions.

We are looking for problem solvers, out-of-the-box thinkers, and energetic enthusiasts.

Our ideal candidate possesses curiosity, a strong work ethic, and a desire to improve the world

around them.

They will also:

- Follow direction under limited supervision;
- Excel in working in ambiguous and rapidly changing environments;
- Be self-motivated and organised;
- Thrive in a high tempo environment and adapt to changes as they occur;
- Have resilience and personal drive;
- Manage competing priorities and meet deadlines while maintaining attention to detail;
- Be solution and outcomes focused;
- Have sound verbal, written and negotiation skills; and
- Demonstrate initiative and sound judgement to interpret and apply policy.

Eligibility

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

Notes

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

About the Department of Defence

The Department of Defence employs around 18,000 Australian Public Service (APS) employees. Defence APS employees work in a wide variety of critical roles, Australia wide, enabling our three services Navy, Army and Air Force, to do their job. Defence has a range of Australian Public Service (APS) career opportunities that offer interesting, challenging, and unique work. Our workforce includes administrative support, accountants, intelligence analysts, engineers, policy advisors, graphic designers, lawyers, social workers, IT specialists and contract managers to name a few. We offer a rewarding career that includes professional development, work-life balance, recognition, a flexible and supportive work environment and a diverse workforce. To find out more about a career with Defence please visit <https://www.defence.gov.au/jobs-careers>

To Apply

Position Contact	Melinda Daly, 0456 600 734
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=1588D755-1BD6-2E31-9BA5-DAA5376DE443

This notice is part of the electronic Public Service Gazette PS15 Daily Gazette Thursday - 11 April 2024.pdf Published by Australian Public Service Commission.

Applicants to vacancies notified in all formats of the electronic Public Service Gazette should be aware:

- that the names of successful applicants will also be notified in all formats of the electronic Public Service Gazette
- applicants found suitable may be offered similar employment opportunities by other Australian Public Service agencies

Defence

Vacancy VN-0739821

Department of Defence

Closing Date:Thursday 25 April 2024

Naval Shipbuilding and Sustainment Group
Maritime Sustainment

Job Title	Integrated Test Engineer
Job Type	Full-Time, Ongoing
Location	Garden Island NSW
Salary	\$115,899 - \$130,733
Classification	Executive Level 1
Position Number	NSSG/02954/24
Agency Website	

Job Description <https://defencecareers.nga.net.au/?jati=5D842352-B5DE-B95C-67DF-DAA5711C8064>

Duties

The Role

RMC-E is seeking a self-motivated and high performing individual to be part of a new organisation central to the future of maritime sustainment. The ideal candidate should be willing to challenge themselves in a dynamic work environment and an effective team player. The Integrated Test Engineer (ITE) is a key member of the RMC-E team and, taking guidance from the Principal Commonwealth Representative, will lead the review and assessment of technical packages, reports, processes and performance to ensure specified requirements are met in support of the maintenance of the Royal Australian Navy vessels.

The ITE will be responsible for coordinating internal and external specialists and knowledge holders to provide oversight and assurance of complex sustainment tasks and will support certification aspects of Ship maintenance. They will utilise their in-depth understanding of technical and quality assurance policy to develop and continually improve RMC-E plans, processes and practices relating to all aspects of maintenance delivery from planning through to final certification and sea release. Working closely with NSSG, Navy and Industry stakeholders, the ITE will coordinate, review and develop action plans based on outcomes of Engineering and Maintenance Investigations ensuring compliance with legislative frameworks and policy requirements.

About our Team

RMC-E is playing a lead role implementing Plan Galileo's ambitious reform program for surface fleet sustainment. Realising this will ensure Defence can support the significant increase in a complex fleet of vessels generated through

Continuous Naval Shipbuilding. It will enhance Navy's agility and ability to surge from strategic locations across Australia, particularly into the Pacific. Development of sovereign sustainment capability is key, so Defence has the workforce, supply chains and infrastructure to support the future fleet.

The team will manage the regional maintenance provider, working together to plan, manage, execute and assure maintenance for Navy vessels and build resilient local and regional supply chains.

RMC-E will contribute to delivery of continuous sustainment of the complex naval capability resulting from Continuous Naval Shipbuilding and ensure Navy responds to changing operational requirements, providing assurance, audit and compliance of contractors and reports on performance, opportunity and risk, in addition to developing industry networks.

Our Ideal Candidate

We are looking for someone with initiative, strong organisational skills, and the ability to respond appropriately to pressures and changing priorities. The successful candidate will have excellent interpersonal skills and a passion for developing strategies and evaluating outcomes.

Demonstrated attributes and experience we are looking for include:

- Ability to effectively manage and motivate teams.
- Highly effective interpersonal, written, and oral communication skills, including emotional intelligence, resilience and adaptability.
- Ability to influence, negotiate and collaborate with stakeholders at all levels.
- Ability to understand the ‘big picture’ to identify emerging opportunities or threats in relation to your program of work.
- Proficiency and experience in assessing technical activities for critical factors for success and continuous improvements ensure that delivered capability meets requirements.
- Experience and knowledge identifying improvements for technical quality assurance relevant to RAN maintenance.
- The ability to lead and ensure safety aspects of Defence capability are considered and incorporated into technical activities.

Eligibility

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

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

Notes

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

About the Department of Defence

The Department of Defence employs around 18,000 Australian Public Service (APS) employees. Defence APS employees work in a wide variety of critical roles, Australia wide, enabling our three services Navy, Army and Air Force, to do their job. Defence has a range of Australian Public Service (APS) career opportunities that offer interesting, challenging, and unique work. Our workforce includes administrative support, accountants, intelligence analysts, engineers, policy advisors, graphic designers, lawyers, social workers, IT specialists and contract managers to name a few. We offer a rewarding career that includes professional development, work-life balance, recognition, a flexible and supportive work environment and a diverse workforce. To find out more about a career with Defence please visit <https://www.defence.gov.au/jobs-careers>

To Apply

Position Contact	build the future, Withheld
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=5D842352-B5DE-B95C-67DF-DAA5711C8064

- that the names of successful applicants will also be notified in all formats of the electronic Public Service Gazette
- applicants found suitable may be offered similar employment opportunities by other Australian Public Service agencies

Defence

Vacancy VN-0739839

Department of Defence

Closing Date:Thursday 25 April 2024

Naval Shipbuilding and Sustainment Group
Maritime Sustainment

Job Title	Work Instruction Assurance Officer
Job Type	Full-Time, Ongoing
Location	Garden Island NSW
Salary	\$91,702 - \$104,753
Classification	APS Level 6
Position Number	NSSG/02971/24
Agency Website	

Job Description

<https://defencecareers.nga.net.au/?jati=388F5461-B2CD-0F66-40D4-DAA5727CEE45>

Duties

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

The APS6 Work Instruction Assurance Officer, taking guidance from the EL1 Maintenance Demand Operations Manager, will support delivery of RMC-E services that contribute to the maintenance of the Royal Australian Navy vessels.

The WI Assurance Officer is responsible for ensuring Work Instructions and related technical artefacts are authored to the correct standard in accordance with approved policy and processes. They are to monitor the applicable Maintenance Management System and Supplementary Defect Lists for new tasks and liaise with stakeholders to prioritise technical authoring. They will also be responsible for reviewing technical data (such as Engineering Changes) inserted into work packages prior to acceptance by RMC-E.

The WI Assurance Officer will support projects across the RMC network to drive standardisation and improvement of maintenance data. They will support NSSG and Industry partners to interpret technical data and develop work packages for visiting platforms, including international vessels, in support of RMC objectives.

About our Team
RMC-E is playing a lead role implementing Plan Galileo's ambitious reform program for surface fleet sustainment. Realising this will ensure Defence can support the significant increase in a complex fleet of vessels generated through Continuous Naval Shipbuilding. It will enhance Navy's agility and ability to surge from strategic locations across Australia, particularly into the Pacific. Development of sovereign sustainment capability is key, so Defence has the workforce, supply chains and infrastructure to support the future fleet.

The team will manage the Regional Maintenance Provider (RMP), working together to coordinate and schedule maintenance for Navy vessels and build resilient local and regional supply chains. RMC-E will contribute to delivery of continuous sustainment of the complex naval capability resulting from Continuous Naval Shipbuilding and ensure Navy responds to changing operational requirements, providing assurance, audit and compliance of contractors and reports on performance, opportunity and risk, in addition to developing industry networks.

Our Ideal Candidate

We are looking for someone with initiative, strong organisational skills, and the ability to respond appropriately to pressures and changing priorities. The successful candidate will have excellent interpersonal skills and a passion for developing and managing efficient and effective plans.

Key attributes and experience we are looking for include:

- Perform complex technical data, publication, drawing and modelling activities and associated tasks working to agreed priorities and outcome.
- The ability to respond flexibly to change to ensure the success of key deliverables.
- The ability to assess technical packages including scoping, planning and reviewing of packages and provide recommendations for consideration.
- The ability to assess technical packages, reports, processes and product and equipment performance to meet specified requirements, provide recommendations for continuous improvement and implement corrective actions.
- The ability to apply technical knowledge and experience to identify risks and uncertainties and consider these during planning, decision making and priority setting.

Eligibility

Security Clearance

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

Mandatory Qualifications

This technical position requires the individual to have obtained a recognised Australian Qualifications Framework (AQF) Level 6 qualification in a relevant technical domain or relevant skills and work experience such that an individual can reasonably achieve a recognised AQF qualification if required by the position.

Position will require an authorisation as part of an Authorised Maintenance Organisation (AMO).

Notes

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

About the Department of Defence

The Department of Defence employs around 18,000 Australian Public Service (APS) employees. Defence APS employees work in a wide variety of critical roles, Australia wide, enabling our three services Navy, Army and Air Force, to do their job. Defence has a range of Australian Public Service (APS) career opportunities that offer interesting, challenging, and unique work. Our workforce includes administrative support, accountants, intelligence analysts, engineers, policy advisors, graphic designers, lawyers, social workers, IT specialists and contract managers to name a few. We offer a rewarding career that includes professional development, work-life balance, recognition, a flexible and supportive work environment and a diverse workforce. To find out more about a career with Defence please visit <https://www.defence.gov.au/jobs-careers>

To Apply

Position Contact	Build the Future, Please Email
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=388F5461-B2CD-0F66-40D4-DAA5727CEE45

This notice is part of the electronic Public Service Gazette PS15 Daily Gazette Thursday - 11 April 2024.pdf Published by Australian Public Service Commission.

Applicants to vacancies notified in all formats of the electronic Public Service Gazette should be aware:

- that the names of successful applicants will also be notified in all formats of the electronic Public Service Gazette
- applicants found suitable may be offered similar employment opportunities by other Australian Public Service agencies

Defence

Vacancy VN-0739841

Department of Defence

Closing Date:Thursday 25 April 2024

Capability Acquisition and Sustainment Group
Joint Aviation Systems Division

Job Title	Administration Support Officer
Job Type	Full-Time, Ongoing
Location	Enoggera QLD
Salary	\$76,277 - \$83,274
Classification	APS Level 4
Position Number	CASG/03029/24
Agency Website	

Job Description

<https://defencecareers.nga.net.au/?jati=984DAD91-8154-D456-EDE5-DAA572E112B7>

Duties

The Role

The role of the Administration Support Officer (APS 4) enables the delivery of Cargo Helicopter and Uncrewed Surveillance Program Office (CHUSPO) capabilities through the conduct of operational, administrative and business support activities.

The Administration Support Officer (APS 4) will work within the CHUSPO Business Management Unit and is responsible to the Office Manager for the delivery of Corporate Services and efficiently facilitating business administrative activities such as:

- Conduct the administration for on-boarding / off-boarding staff.
- Support the execution of key events, and designated visits in accordance with approved plans.
- Conduct group travel administration functions (ie: passport management / applications, bookings, etc).
- Updating internal and external registers.
- Support the collection and distribution of mail.
- Submit building service requests, act as lead point of contact for new requests, and be prepared to act as an escort officer for contractors as required.
- Place stationery orders for CHUSPO Management Units.
- Support the Office Manager in execution of CHUSPO vehicle fleet management functions: (booking of maintenance, registration and insurance requirements).
- Defence Purchasing Card: - policy, management, purchasing.

The ideal candidate will possess skills and experience in problem solving, internal and external stakeholder engagement, common IT systems (i.e.: Microsoft Office series of applications), basic purchasing, administration, policy, basic governance and assurance.

The successful candidate will be required to work within a framework of legislation, Commonwealth policies, safe work practices and procedures to support the delivery of the CHUSPO Business Plan.

The role is highly varied, offering the opportunity for the successful applicant to develop a broad range of administrative and business support skill sets, whilst working in a supportive and professional environment. The role also affords opportunities for further growth within the organisation, or more broadly across the Department.

About our Team

The Business Management Unit is responsible for the delivery of Corporate Services and in conjunction with Branch, People and Workforce Management functions across the Program Office. We are accountable for the delivery of and coordination of corporate support services across our multiple work locations. Corporate Services performed by the BMU comprise of Logistics Governance and Assurance, and Business Governance and Assurance (which is further broken down into the areas of Information and Records Management, internal Financial Management, Workforce Management, Security, WHS & Risk Management).

Our Ideal Candidate

Our ideal candidate will possess the ability to work under limited direction to perform and achieve administrative support within an integrated workforce.

They are accountable to have and maintain a well-developed understanding of frameworks, government decision-making and Defence's mission and policy requirements.

They will have highly developed communication skills, excellent attention to detail and have the ability to collaborate across Government and industry to achieve high quality outcomes.

To be successful in this role, you will bring the following attributes and skills to the role:

- Strong written, interpersonal and verbal communication skills.
- Desire to be accountable for their actions, advice and decisions.
- Ability to work effectively both independently and as part of multi-disciplinary teams.
- Demonstrate diligence, professionalism and communication to high standards.
- Outcome-focused mindset with an ability to get practical results.
- Adaptability, resilience and flexibility.

The CHUSPO, BMU, ADMINISTRATION SUPPORT OFFICER is to execute duties/tasks in a timely and efficient manner whilst establishing and maintaining regular engagement with key personnel across all CHUSPO locations. **Eligibility**

Security Clearance:

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

Notes

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

About the Department of Defence

The Department of Defence employs around 18,000 Australian Public Service (APS) employees. Defence APS employees work in a wide variety of critical roles, Australia wide, enabling our three services Navy, Army and Air Force, to do their job. Defence has a range of Australian Public Service (APS) career opportunities that offer interesting, challenging, and unique work. Our workforce includes administrative support, accountants, intelligence analysts, engineers, policy advisors, graphic designers, lawyers, social workers, IT specialists and contract managers to name a few. We offer a rewarding career that includes professional development, work-life balance, recognition, a flexible and supportive work environment and a diverse workforce. To find out more about a career with Defence please visit <https://www.defence.gov.au/jobs-careers>

To Apply

Position Contact	Alina Tyurikova, 07 3253 8473
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=984DAD91-8154-D456-EDE5-DAA572E112B7

This notice is part of the electronic Public Service Gazette PS15 Daily Gazette Thursday - 11 April 2024.pdf Published by Australian Public Service Commission.

Applicants to vacancies notified in all formats of the electronic Public Service Gazette should be aware:

- that the names of successful applicants will also be notified in all formats of the electronic Public Service Gazette
- applicants found suitable may be offered similar employment opportunities by other Australian Public Service agencies

Defence

Vacancy VN-0739853

Department of Defence

Closing Date:Thursday 02 May 2024

Defence Intelligence Group
Australian Geospatial-Intelligence Organisation

Job Title	Assistant Director Data Acquisition
Job Type	Full-Time, Ongoing
Location	Canberra ACT, Bendigo VIC, Wollongong NSW
Salary	\$115,899 - \$130,733
Classification	Executive Level 1
Position Number	DIG/02915/24
Agency Website	

Duties

The Role

As the lead for commercial geospatial data acquisition for the Australian Geospatial-Intelligence Organisation (AGO), you will manage and mentor a team of Commonwealth procurement specialists to ensure geospatial data needs are met in an effective, timely and compliant manner.

You will lead the development of commercial data requirements with a broad range of stakeholders, and be responsible for delivering on those requirements to support intelligence activities. You will engage broadly with industry to build relationships and drive the best outcomes for AGO and Defence.

This role provides the opportunity to engage with Australia's National Intelligence Community (NIC) and AGO's international partners to develop data sharing arrangements, enabling critical allied operations. As a mentor you will guide and develop your team and provide day-to-day tasking to ensure that procurement activities result in fit-for-purpose data to be used by AGO, Defence, the NIC and our international partners.

As a member of the GEOINT Data Office (GDO) leadership team, you will contribute to enhancing GDO objectives, helping to foster a positive, collaborative and mission-focused team environment.

About our Team

The Data Acquisition team is responsible for managing the procurement of geospatial data for the Australian Geospatial-Intelligence Organisation (AGO), and plays a critical role in ensuring data requirements needed to support intelligence missions and Defence operations are delivered on through commercial acquisition and procurement.

The Data Acquisition team sits within AGO's Geospatial-Intelligence (GEOINT) Data Office (GDO), which forms the critical core of a data-centric and enabled intelligence organisation. The GDO is responsible for delivering AGO's Data Strategy, and aligning strategic direction with Defence and the National Intelligence Community (NIC). You will be a part of a team and organisation that directly contributes to Australia's national security.

We are committed to diversity and inclusion, and while we are primarily located in Canberra, we have staff geographically dispersed across Australia, deployed to support Australian Defence Force exercises and operations across the globe, and working alongside our international partner agencies.

Our Ideal Candidate

Our ideal candidate is a leader who is outcomes focused, forward thinking and demonstrates good judgement and resilience. The candidate should meet be able to maintain productive relationships with internal and external stakeholders and build strong working relationships with international and industry partners. They will be able to provide open and honest advice to the Director of the GDO and AGO's senior executive. The ideal candidate will have previous procurement and contracting experience.

If you are concerned that you might not meet all of the skills and attributes listed above, please reach out to our Contact Officer to learn more about how you could contribute to our mission.

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>

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	Emma Land, 02 5108 8977
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=E3318496-9138-B342-08C5-DAA57379A998

This notice is part of the electronic Public Service Gazette PS15 Daily Gazette Thursday - 11 April 2024.pdf Published by Australian Public Service Commission.

Applicants to vacancies notified in all formats of the electronic Public Service Gazette should be aware:

- that the names of successful applicants will also be notified in all formats of the electronic Public Service Gazette
- applicants found suitable may be offered similar employment opportunities by other Australian Public Service agencies

Defence

Vacancy VN-0739855

Department of Defence

Closing Date:Thursday 25 April 2024

Naval Shipbuilding and Sustainment Group
Major Surface and Combat Systems

Job Title	Executive Director Products
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	\$161,522 - \$192,221
Classification	Executive Level 2
Position Number	NSSG/02835/24
Agency Website	

Job Description <https://defencecareers.nga.net.au/?jati=C4CE4880-6A59-5615-5EC9-DAA5739EE8DA>

Duties

The Role

The Maritime Integrated Warfare Systems (MIWS) Branch is seeking a professional, motivated and experienced EL2.1 Executive Director (ED) Products to provide leadership and direction to ensure a high-level of integration and consistency in the management of products and projects within Defence Capability Programs across multiple directorates.

ED Products is accountable for the development, implementation and monitoring of multiple-program strategies, plans and risks, enabling delivery and reporting on the requirements and expectations of the management of Defence assets.

ED Products will lead an integrated workforce with multiple teams, and provide clear and consistent communication, setting clear

performance and behavioural standards, managing performance, delegating responsibility and guiding and developing people. ED Products will be accountable for planning and managing allocated resources, setting branch-wide program priorities, workflows, work area strategies and evaluating business outcomes.

About our Team

Life in MIWS Branch under Major Surface Combatants and Combat Systems Division is never dull and no two days are the same. We deliver an exciting array of integrated warfare systems to support naval success into the future. MIWS is an exciting and complex environment to work in, offering a rewarding career in one of the most dynamic organisations within Naval Shipbuilding and Sustainment Group.

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

The Executive Director Products manages a number of Product Teams responsible for the delivery of product stream outputs encompassing Weapons, Accelerated Strike, Phased Array Radar (PAR), Above Water Sensors (AWS), Navigation, Under Sea Warfare (USW), Communications, Electronic Warfare (EW) and Enterprise Training, in the provision of various warfighting systems. Collectively, the Directorate and its neighbouring combat systems enterprise organisations enable integrated warfighting capability for Navy.

Our Ideal Candidate

MIWS is offering to our ideal candidate the opportunity to work in a fast paced, complex, dynamic and exciting environment, delivering cutting edge capabilities. This role requires the incumbent to be flexible and willing to help other work areas to meet the deliverables of the MIWS Branch.

Our ideal candidates will be able to demonstrate the following:

- Experience in the successful delivery and support of large projects/products
- Experience in leading large teams with a high level of emotional intelligence
- Ability to build a positive team culture and attract people to the team
- Ability to build and maintain strong working relationships both internally and externally to Defence
- Excellent written and verbal communication skills.

The Executive Director Products manages qualified and experienced staff, standards, processes, and tools to ensure consistency in Integrated Warfare System delivery and commonality across the RAN Surface Fleet and Undersea Warfare Systems.

Eligibility

Security Clearance

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

Notes

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

About the Department of Defence

The Department of Defence employs around 18,000 Australian Public Service (APS) employees. Defence APS employees work in a wide variety of critical roles, Australia wide, enabling our three services Navy, Army and Air Force, to do their job. Defence has a range of Australian Public Service (APS) career opportunities that offer interesting, challenging, and unique work. Our workforce includes administrative support, accountants, intelligence analysts, engineers, policy advisors, graphic designers, lawyers, social workers, IT specialists and contract managers to name a few. We offer a rewarding career that includes professional development, work-life balance, recognition, a flexible and supportive work environment and a diverse workforce. To find out more about a career with Defence please visit <https://www.defence.gov.au/jobs-careers>

To Apply

Position Contact	Build the Future, Please Email
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=C4CE4880-6A59-5615-5EC9-DAA5739EE8DA

This notice is part of the electronic Public Service Gazette PS15 Daily Gazette Thursday - 11 April 2024.pdf Published by Australian Public Service Commission.

Applicants to vacancies notified in all formats of the electronic Public Service Gazette should be aware:

- that the names of successful applicants will also be notified in all formats of the electronic Public Service Gazette
- applicants found suitable may be offered similar employment opportunities by other Australian Public Service agencies

Defence

Vacancy VN-0739873

Department of Defence

Closing Date:Thursday 25 April 2024

Capability and Acquisition and Sustainment Group
Join Systems

Job Title	Product Manager
Job Type	Full-Time, Ongoing
Location	Edinburgh SA
Salary	\$115,899 - \$130,733
Classification	Executive Level 1
Position Number	CASG/03018/24
Agency Website	

Job Description

<https://defencecareers.nga.net.au/?jati=ED799931-7D0C-654B-7F84-DAA57439ED53>

Duties

The Role
Working in the Intelligence and Air Program, you will lead the CAF15 Sustainment team with a mixture of APS, ADF and Contracted team members in sustaining Electronic Warfare systems used by the Australian Defence Force.

The CAF15 EL1 Product Manager will be responsible for (but not limited to):

- Management of all FMS Cases
- Management of Finance and Budgeting Reporting
- Management of Sustainment Reporting

- Management of CAF15 Procurements and Contracts
- Management of Engineering Team

About our Team

The EWIS J&A SPO undertakes the acquisition and through-life-support of assigned Joint and Air Electronic Warfare Capabilities used by the Australian Defence Force. It delivers countermeasures development and validation services and supports a number of projects being delivered to the Intelligence and Security Group.

The EWIS J&A SPO are comprised of members of diverse skills and disciplines who work together to provide a wide variety of activities undertaken by EWIS. It has a high performing culture and the successful candidates can expect to be challenged in this role and supported by an inclusive and considerate team and leadership group.

Our Ideal Candidate

- you enjoy working in a varied and fast-paced role?
- Are you interested in joining a diverse and supportive team in a great workplace?
- Are you an experienced Product Manager?

The ideal candidate will have:

- A record of achievement in delivery of capability outcomes through the development, implementation and monitoring of product management strategies and plans, enabling delivery and reporting on the requirements and expectations of Defence assets.
- Experience managing and leading a team, including providing clear and consistent communication, setting clear performance and behavioural standards, managing performance, delegating responsibility and guiding and developing people.
- Experience in forecasting, planning and managing product management workflows and resources, preparation of work plans that detail measurable milestones and expected outcomes.
- Experience in applying and implementing administrative, operational, contract management, technical and resource requirements that support complex to very complex product management activities.
- The capacity to think strategically, develop plans and manage processes for a range of product management activities and coordinate inputs in accordance with procedures, methods and standards appropriate to the complexity of the product.
- High-level organisational skills, self-drive and initiative with the ability to influence others to achieve sustainment and capability outcomes.
- Experience in the analysis, develop and implementation of product management options that achieve optimal use of Defence assets, balancing cost, opportunities and risks against desired asset performance.
- Communicate in a clear, concise and articulate manner while focusing on key points. Strong written communication skills with the ability to draft and review complex procurement and communications/approval documentation;

- The ability to negotiate and collaborate, build and sustain productive working relationships to enable effective transition of the Defence asset through the capability lifecycle.
- Respond flexibly to changing situations, including using sound judgement under pressure, to ensure the success of key product capability deliverables.

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>

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	Sean Magliulo, 02 5108 2990
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=ED799931-7D0C-654B-7F84-DAA57439ED53

This notice is part of the electronic Public Service Gazette PS15 Daily Gazette Thursday - 11 April 2024.pdf Published by Australian Public Service Commission.

Applicants to vacancies notified in all formats of the electronic Public Service Gazette should be aware:

- that the names of successful applicants will also be notified in all formats of the electronic Public Service Gazette
- applicants found suitable may be offered similar employment opportunities by other Australian Public Service agencies

Defence

Vacancy VN-0739881

Job Title	Business Support Officer
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	\$91,702 - \$104,753
Classification	APS Level 6
Position Number	JCG/01503/24
Agency Website	

Job Description <https://defencecareers.nga.net.au/?jati=473FECB6-C37B-0AE9-CA6B-DAA5749C429E>

Duties

The Role

As an ICT Service Manager in the Service Monitoring and Reporting Directorate (DSMR), you'll be responsible under broad direction to effectively engage and communicate with Technical and Business stakeholders in support of a large Directorate of APS and contracted ICT specialists. You will be required to fulfil the role of ICT Change Manager for the Directorate and provide ICT Change Management advice and guidance to ICT system sustainment teams. Further, you will be required to have and maintain a strong understanding and compliance with Procurement and Finance Government frameworks. Responsibilities include:

- Maintaining the Directorate's Budget and Personnel contracts;
- Management of Purchase orders, Invoice verification and payments;
- Procurement of the Directorate's Hardware, Software and Services;
- Development of Procurement and Change procedural documents;
- Administration of the Document Management system;
- Directorate ICT Change Manager;
- Maintaining the Directorate's Service Catalogues;
- Provide Facility Management Support;
- Undertaking the role of Unit Security Officer;
- Supervision of a small team.

About our Team

The role of Directorate Service Monitoring and Reporting (DSMR) is to support Operations and Governance through the provision of ICT end to end monitoring, reporting and targeted analysis services to the Department.

Specifically, DSMR provides the Department with situational awareness of ICT services by reporting performance and the impact of unplanned events and planned changes to Defence's Single Information Environment. DSMR delivers this outcome by monitoring and analysing ICT system data and providing dashboards and reports to the Executive and Defence operations to support decision-making, including: resolving ICT performance root causes; ICT governance integration and contract management; and near real time ICT situational awareness.

DSMR supports the Department through the provision of the following capabilities:

- End to End Monitoring and Reporting capabilities;

- Provision by exception specialised platform hosting services in support of Defence business;
- Provision of an Enterprise Data Warehouse capability;
- Delivery of analysis in support of major ICT business issues, and service management incident/problem investigations.

Our Ideal Candidate

Directorate Service Monitoring and Reporting (DSMR) has a well skilled and diverse team dedicated to continuous improvement and the provision of subject matter expertise. Our ideal candidate will be highly motivated and work independently in a high performance team. Our candidate will be a good all-rounder and have solid demonstrated experience in ICT Change Management, Finance and Procurement and USO duties. You will have excellent written and oral communication skills and be comfortable with networking with a variety of stakeholders while building and sustaining key working relationships. You will exercise good judgement, demonstrate initiative and have a focus on continuous improvement. To be successful in this role you will:

- Apply a structured methodology to lead Change Management and Procurement activities.
- Be able to manage the priorities and needs of team members and stakeholders;
- Work in a dynamic environment, remaining agile and shifting between assignments rapidly.

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	Brett Hartwell, 0428 691 058
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=473FECB6-C37B-0AE9-CA6B-DAA5749C429E

Applicants to vacancies notified in all formats of the electronic Public Service Gazette should be aware:

- that the names of successful applicants will also be notified in all formats of the electronic Public Service Gazette
- applicants found suitable may be offered similar employment opportunities by other Australian Public Service agencies

Defence

Vacancy VN-0739888

Department of Defence

Closing Date:Thursday 25 April 2024

Australian Defence Force Headquarters
Vice Chief Defence Force Executive

Job Title	Business Intelligence Officer
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	\$91,702 - \$104,753
Classification	APS Level 6
Position Number	ADFHQ/02848/24
Agency Website	

Job Description <https://defencecareers.nga.net.au/?jati=6121C461-BC53-EEF5-970D-DAA576043AB9>

The Role

Operating within an integrated workforce, the successful applicant will be required to provide detailed business intelligence and professional advice in relation to complex work and contribute to strategic planning, program and project management and policy development. You will be required to utilise critical thinking to undertake and inform complex problem solving. In doing so you will be contributing to the development of frameworks and processes that will help ensure future workforce analysis is undertaken using consistent and robust methodologies, helping the Directorate to fulfil its responsibilities.

Additionally, effective communication and stakeholder engagement skills will be required, as you will be engaging with teams throughout the entire organisation.

About our Team

The Workforce Design & Integration Directorate is part of the newly established Military Workforce Design Division. The team's mission is to lead ADF input into workforce capability and growth plans and integrate organisation fundamental inputs to capability across all Domains, to ensure the Future Integrated Force is designed to be affordable, achievable, sustainable and integrated. The small team has a mix of APS and ADF personnel and offers a friendly, flexible and supportive environment where your expertise will be valued and integrated as part of the whole team. You will play a key role in contributing towards Defence strategic workforce outcomes.

Our Ideal Candidate

Our ideal candidate is a flexible team player who demonstrates strong communication skills, attention to detail, the ability to deliver quality products and work to timelines. You will demonstrate a history of being able to design and implement innovative solutions to help solve complex problems whilst maintaining relationships and networks with a range of stakeholders. Demonstrated experience in interpreting and applying policy against a range of workforce planning related practices and procedures would be beneficial.

If you have the ability to challenge the status quo and support your team in delivering innovative solutions, we want to hear from you. As part of Defence, we embrace and uphold the Defence values and translate these values into actions everyday through our behaviours.

Duties

The Role

Operating within an integrated workforce, the successful applicant will be required to provide detailed business intelligence, professional advice in relation to complex work and contribute to strategic planning, program and project management and policy development. You will be required to utilise critical thinking to undertake and inform complex problem solving. In doing so you will be contributing to the development of frameworks that will help ensure future workforce analysis is undertaken using consistent and robust methodologies, helping the Directorate to fulfill its responsibilities.

Additionally, effective communication and stakeholder engagement skills will be required, as you will be engaging with various teams throughout the entire organisation.

About our Team

The Workforce Design & Integration Directorate is part of the newly established Military Workforce Design Division. The team's mission is to lead ADF input into workforce capability and growth plans and integrate organisation fundamental inputs to capability across all Domains, to ensure the Future Integrated Force is designed to be affordable, achievable, sustainable and integrated. The small team has a mix of APS and ADF personnel and offers a friendly, flexible and supportive environment where your expertise will be valued and integrated as part of the whole team. You will play a key role in contributing towards Defence strategic workforce outcomes.

Our Ideal Candidate

Our ideal candidate is a flexible team player who demonstrates strong communication skills, attention to detail, the ability to deliver quality products and work to timelines. You will demonstrate a history of being able to design and implement innovative solutions to help solve complex workforce planning problems whilst maintaining relationships and networks with a range of stakeholders. Demonstrated experience in interpreting and applying policy against a range of practices and procedures will be beneficial.

If you have the ability to challenge the status quo and support your team in delivering innovative solutions, we want to hear from you. Being part of Defence, we embrace and

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	Ryan Murphy, 02 5109 8914
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=6121C461-BC53-EEF5-970D-DAA576043AB9

This notice is part of the electronic Public Service Gazette PS15 Daily Gazette Thursday - 11 April 2024.pdf Published by Australian Public Service Commission.

Applicants to vacancies notified in all formats of the electronic Public Service Gazette should be aware:

- that the names of successful applicants will also be notified in all formats of the electronic Public Service Gazette
- applicants found suitable may be offered similar employment opportunities by other Australian Public Service agencies

Defence

Vacancy VN-0739899

Department of Defence

Closing Date:Thursday 25 April 2024

Capability Acquisition and Sustainment Group
Joint Aviation Systems Division

Job Title	Governance Support Officer
Job Type	Full-Time, Ongoing
Location	Enoggera QLD
Salary	\$76,277 - \$83,274
Classification	APS Level 4
Position Number	CASG/03037/24
Agency Website	

Job Description

<https://defencecareers.nga.net.au/?jati=3CA55C18-7C3A-A786-553B-DAA5ACA4C0E1>

Duties

The Role
The role of the Governance Support Officer (APS 4) enables the delivery of Cargo Helicopter and Uncrewed Surveillance Program Office (CHUSPO) capabilities through the conduct of operational, governance and business support activities. The Business Support Officer (APS 4) will work within the CHUSPO Business Management Unit and is responsible to the Governance and Assurance Manager for the delivery of Governance and assurance Services and Business Activities for CHUSPO such as;

- Support updates and ensure currency of the CHUSPO web page
- Maintain the CHUSPO risk register under instruction from the APS 5 Business Governance and Assurance Officer.
- Maintain the CHUSPO CARs / IR register seeking regular updates and tracking of closures
- Provide support to the conduct of internal audits of CHUSPO processes and procedures, and facilitate execution of Audit Programs (as required)
- Assist the unit security officer in the execution of Security functions on behalf of CHUSPO
- Support execution of WHS functions on behalf of CHUSPO
- Assist with the administration of Export Control functions within CHUSPO

The ideal candidate will possess skills and experience in problem solving, internal and external

stakeholder engagement, common IT systems (ie: Microsoft Office series of applications), basic purchasing, administration, policy, basic governance and assurance.

The successful candidate will be required to work within a framework of legislation, Commonwealth policies, safe work practices and procedures to support the delivery of the CHUSPO Business Plan.

The role is highly varied, offering the opportunity for the successful applicant to develop a broad range of administrative and business support skill sets, whilst working in a supportive and professional environment. The role also affords opportunities for further growth within the organisation, or more broadly across the Department.

About our Team

The Business Management Unit is responsible for the delivery of Corporate Services and in conjunction with Branch, People and Workforce Management functions across the Program Office. We are accountable for the delivery of, and coordination of corporate support services across our multiple work locations.

Corporate Services performed by the BMU comprise Logistics Governance and Assurance, and Business Governance and Assurance (which is further broken down into the areas of Information and Records Management, internal Financial Management, Workforce Management, Security, WHS & Risk Management).

Our Ideal Candidate

Our ideal candidate will possess the ability to work under limited direction to perform and achieve governance support within an integrated workforce.

They are accountable to have and maintain a well-developed understanding of frameworks, government decision-making and Defence's mission and policy requirements.

They will have highly developed communication skills, excellent attention to detail and have the ability to collaborate across Government and industry to achieve high quality outcomes.

To be successful in this role, you will bring the following attributes and skills to the role:

- Strong written, interpersonal and verbal communication skills.
- Desire to be accountable for their actions, advice and decisions.
- Ability to work effectively both independently and as part of multi-disciplinary teams.
- Demonstrate diligence, professionalism and communication to high standards.
- Outcome-focused mindset with an ability to get practical results.
- Adaptability, resilience and flexibility.

Eligibility

Security Clearance:

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

Notes

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

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	Ethan Pruy, 07 3253 8709
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=3CA55C18-7C3A-A786-553B-DAA5ACA4C0E1

This notice is part of the electronic Public Service Gazette PS15 Daily Gazette Thursday - 11 April 2024.pdf Published by Australian Public Service Commission.

Applicants to vacancies notified in all formats of the electronic Public Service Gazette should be aware:

- that the names of successful applicants will also be notified in all formats of the electronic Public Service Gazette
- applicants found suitable may be offered similar employment opportunities by other Australian Public Service agencies

Defence

Vacancy VN-0739910

Department of Defence

Closing Date:Thursday 25 April 2024

Joint Operations COMmand
Headquarters Joint Operations Command

Job Title	Contracting Officer
Job Type	Full-Time, Ongoing
Location	Harman ACT, Queanbeyan NSW
Salary	\$91,702 - \$104,753
Classification	APS Level 6
Position Number	JOC/03031/24
Agency Website	

Job Description <https://defencecareers.nga.net.au/?jati=A66F6C28-1ACA-5630-C1A5-DAA5AD41CEE6>

Duties

The Role

This role is located in Harman – ACT. In this role your duties may include:

- Assist in the support and development of the commercial team
- Provide advice and support to procurement and contracting activities across HQJOC. This requiring an understanding and ability to provide advice on the procurement process, commercial risk, legal and contract performance.
- Coordination and support of regular reporting (ie. finance, contract effectiveness, modern slavery). Work collaboratively with vendors and SME's (internal and external) to ensure all requirements are met.
- Support the management and transition of the Simulation Support Panel (SSP) to the Defence Support Services (DSS) Panel.
- Assist in the development and implementation of strategies for managing current and future commercial matters. Including contract management governance.
- Ensure compliance with Commonwealth and Defence policy across all procurement and contracting activities.
- Coordination of communication to personnel regarding any changes to procurement and contract management policy and procedures.

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

About our Team

The J7 Executive Team has a key role in the raise & sustain of the J7 Training & Simulations systems that support 'Joint Collective Training (JCT)'.

The section scope covers the following J7 priorities:

- Manage the budget and associated transactions
- Provides guidance on contracting processes
- Provides guidance on procurement and financial processes
- Provides guidance and assistance on travel policy and bookings
- Supports the Branch in conducting exercise planning and execution events

Our Ideal Candidate

Our ideal candidate will have:

- Strong communication skills and ability to engage with customers to understand their requirements
- Experience or education in contract management
- Problem solving skills
- Ability to work with a diverse range of stakeholders

Eligibility

Security Clearance:

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

Notes

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

About the Department of Defence

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	Jade Williams, 02 5130 1843
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=A66F6C28-1ACA-5630-C1A5-DAA5AD41CEE6

This notice is part of the electronic Public Service Gazette PS15 Daily Gazette Thursday - 11 April 2024.pdf Published by Australian Public Service Commission.

Applicants to vacancies notified in all formats of the electronic Public Service Gazette should be aware:

- that the names of successful applicants will also be notified in all formats of the electronic Public Service Gazette
- applicants found suitable may be offered similar employment opportunities by other Australian Public Service agencies

Defence

Vacancy VN-0739930

Department of Defence

Closing Date:Thursday 25 April 2024

Joint Capabilities Group
Joint Logistics Command

Job Title	Administration Officer - ERP Business Readiness
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	\$91,702 - \$104,753
Classification	APS Level 6
Position Number	JCG/03092/24
Agency Website	

Job Description <https://defencecareers.nga.net.au/?jati=128CDCFD-2B74-9AE2-4B37-DAA5AE68AB63>

Duties

The Role

Under broad direction, contribute to planning and program management requirements through providing provide complex procedural, operational, administrative support to the JCG ERP Business Transformation Program and Logistics Systems Transition Projects to support business readiness with the adoption of Defence ERP.

Undertake a high level of stakeholder engagement and liaison across JCG, the ERP Program and Groups and Services. Provide support for relevant Committees and identify, anticipate and respond to stakeholders' needs and expectations to achieve the outcomes of the Program. Work independently, exercise initiative and work with reasonable autonomy to achieve ERP Business Readiness Outcomes. Contribute to the ongoing development and continuous improvement of the team and Directorate.

Duties including but not limited to:

- Coordinate and perform administrative and business support activities for the JCG ERP Business Readiness Program and relevant committees to meet stakeholder needs.
- Apply the skills, knowledge and experience necessary to provide advice and services for a range of complex corporate, administration and business support activities.
- Work collaboratively, build and sustain effective relationships and provide constructive feedback and engage and negotiate with stakeholders as required.
- Take the initiative to progress work to meet business objectives, provide advice and guidance on more complex issues.
- Resolve problems and implement alternative courses of action.
- Assist to build the team and with continuous improvement.

About our Team

The Directorate of Logistics Systems transition (DLST) is located in Canberra and Melbourne, and is one of three directorates within the Logistics Systems Branch.

The Directorate consists of a blended APS, ADF and contractor workforce, many with deep subject matter expertise and specialist skills. It is agile to meet the changing business demands of the organisation, including embracing ERP.

Our Ideal Candidate

Our ideal candidate will have a keen eye for detail and be capable of working with a wide variety of customers and stakeholders. Understand what is required to prepare and transition our organisation through business transformation initiatives ready for the Defence Enterprise Resource Planning (ERP) Program.

They will be able to manage the priorities and needs of the customers to meet and exceed their expectations by being able to work in a fluid environment by remaining flexible, agile and adaptable. Have a good level of computer literacy, knowledge of business transformation initiatives. **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	Stephen Leonard, 02 6192 7731
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=128CDCFD-2B74-9AE2-4B37-DAA5AE68AB63

This notice is part of the electronic Public Service Gazette PS15 Daily Gazette Thursday - 11 April 2024.pdf Published by Australian Public Service Commission.

Applicants to vacancies notified in all formats of the electronic Public Service Gazette should be aware:

- that the names of successful applicants will also be notified in all formats of the electronic Public Service Gazette
- applicants found suitable may be offered similar employment opportunities by other Australian Public Service agencies

Defence

Vacancy VN-0739941

Department of Defence

Closing Date:Thursday 25 April 2024

Joint Capabilities Group
ICT Operations Division

Job Title	Alternate Communications Security Account Manager (ACAM)
Job Type	Full-Time, Ongoing
Location	Russell ACT
Salary	\$91,702 - \$104,753
Classification	APS Level 6
Position Number	JCG/02961/24
Agency Website	

Job Description

<https://defencecareers.nga.net.au/?jati=CD810C44-4853-34A9-C828-DAA5AFAC03FC>

Duties

The Role

Communications Security (COMSEC) staff are responsible for the receipt, custody, handling, accounting, distribution, safeguarding and destruction of all COMSEC material held on charge. All COMSEC accounts are required to be maintained in accordance with policy issued by Defence Cryptographic Management Directorate (DCMD) and Australian Signals Directorate (ASD). COMSEC staff are required to engage with relevant stakeholders to identify expectations and concerns and develop a clear understanding of the issues to achieve outcomes.

The position is responsible for such activities as:

- Defence Secret Network support services;
- Support JCG High Assurance Cryptographic infrastructure;
- Support Defence and Defence Industry High Assurance Cryptographic infrastructure;
- Equipment installation, maintenance, repair and removal;
- Perform cryptographic accounting; re-key duties, checks and destructions;
- Manage material & equipment spares and future holdings;
- Conduct Annual Audits, inspections, and group activities;
- Provide Support to COMSEC Incident Reporting and Investigations;
- Perform accounting processes, procedures and audits associated with COMSEC devices and material.

Note: This position is expected to participate in an on call 24/7 support roster in support of delivering our COMSEC Services. This is remunerated through out of hours restriction allowance.

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

This arrangement is subject to meeting eligibility criteria and is subject to annual review. Should your performance fall beyond requirements or the eligibility criteria not be met, your eligibility for the BDCP may be reviewed and ceased. It may also be ceased should you change positions or the requirement for the BDCP is no longer necessary, as determined by Defence. Should the BDCP be ceased you will be advised and your BDCP additional payment will cease.

About our Team

The Directorate of Regional ICT Services (DRICTS) acts as the Joint Capabilities Group (JCG) representative for all ICT products and services delivered to Defence regional bases and sites across Australia and internationally. The Directorate is specifically responsible for Deskside Support Services, Audio Visual Support Services, End User Advocacy and Relationships, Regional Project Support, Communications Security Services (COMSEC) and Regional Assurance and Governance Services.

Our team comprises a mix of Australian Public Service (APS), Australian Defence Force (ADF) and Contracted personnel located across approximately 56 major Defence bases Australia wide. We also have an Overseas Region where opportunity exists for APS to rotate through the United States of America and England.

Our Culture is one that is driven by a "One Team" approach "To be the most dedicated, trusted and proven Directorate to Customer Success in JCG". Our Mission is to enable the war fighter by advocating for their ICT capability needs and improve the enterprise ICT experience across Defence.

Our Ideal Candidate

Ideal candidates will have:

- Initiative and experience to analyse, plan, review and adjust priorities and work activities to meet business outcomes;
- Ability to undertake objective, systematic analysis and draw accurate conclusions based on evidence providing detailed technical, operational, professional and procedural advice in relation to complex service level agreement and supplier management activities;
- Ability to plan and complete ICT service provision activities and tasks, selecting methods and resolving most of the issues that arise. They will be provided with assistance for the more complex issues.
- Stakeholder engagement and will be required to support the delivery of services in an outsourced environment to achieve outcomes;
- Continually improving the delivery of JCG Services to the end user through changing and adapting processes;
- Ensuring that the delivery of services by JCG meets agreed service quality levels Building and sustaining relationships, liaise with a range of stakeholders including other teams, peers and colleagues across Defence and other organisation;
- They will be accountable to contribute towards ongoing self-improvement and professional development, in alignment with DRICTS commitment to empower and enable the workforce through mutual learning opportunities.

Eligibility

Security Clearance:

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

Notes

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

About the Department of Defence

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	Vedette Morris, 02 5131 3250
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=CD810C44-4853-34A9-C828-DAA5AFAC03FC

This notice is part of the electronic Public Service Gazette PS15 Daily Gazette Thursday - 11 April 2024.pdf Published by Australian Public Service Commission.

Applicants to vacancies notified in all formats of the electronic Public Service Gazette should be aware:

- that the names of successful applicants will also be notified in all formats of the electronic Public Service Gazette
- applicants found suitable may be offered similar employment opportunities by other Australian Public Service agencies

Defence

Vacancy VN-0739985

Department of Defence

Closing Date:Thursday 25 April 2024

Defence People Group
Military Personnel Division

Job Title	Transition Lead
Job Type	Full-Time, Ongoing
Location	Sydney NSW
Salary	\$91,702 - \$104,753
Classification	APS Level 6
Position Number	DPG/03114/24
Agency Website	

Job Description

<https://defencecareers.nga.net.au/?jati=AC6257E3-77BE-8077-22CB-DAA6601B2853>

Duties

The Role
Joint Transition Authority (JTA) Transition Coaching and Support (TCS) is seeking a Regional Lead (APS 6 level) based in the Sydney region. The Regional Lead oversees the delivery of the needs based Defence Force Transition Program across 5 locations in NSW. The Regional Lead is responsible for leading a team of APS, ADF and contracted staff across multiple military bases to provide transition and career coaching services to ADF members and their families.

Responsibilities include staff management, public speaking, stakeholder engagement and conducting transition coaching with ADF members and their families (inclusive of clients with complex circumstances). Liaison with key stakeholders including ADF members and their families and Military Commanders is a key role of the position. The position reports to the Assistant Director of Transition Operations.

About our Team
The Joint Transition Authority delivers the Defence Force Transition Program, designed to support ADF members and their families plan for civilian life after leaving Defence. Participation in the transition process is mandatory for all ADF members regardless of the reason for leaving. The Defence Force Transition Program provides access to specialist advice, paid leave and training. Access to

Our Ideal Candidate
The ideal candidate for this role would possess:

- Demonstrated experience in leading geographically dispersed teams, including staff development and performance management.
- Experience in case management, life/career coaching or similar.
- A proven ability to effectively communicate in writing and verbally, both in person and using digital platforms. This role also involves presenting at events and stakeholder management.
- Willingness to undertake further training as required.
- Have experience or knowledge regarding the programs and services offered by the Joint Transition Authority

Ex-Military personnel with a minimum of 4 years of service (with the last day of service being no more than 5 years prior) who have training and/or experience in building and leading teams and organisational skills are also encouraged to apply. **Eligibility**

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

Notes

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

About the Department of Defence

The Department of Defence employs around 18,000 Australian Public Service (APS) employees. Defence APS employees work in a wide variety of critical roles, Australia wide, enabling our three services Navy, Army and Air Force, to do their job. Defence has a range of Australian Public Service (APS) career opportunities that offer interesting, challenging, and unique work. Our workforce includes administrative support, accountants, intelligence analysts, engineers, policy advisors, graphic designers, lawyers, social workers, IT specialists and contract managers to name a few. We offer a rewarding career that includes professional development, work-life balance, recognition, a flexible and supportive work environment and a diverse workforce. To find out more about a career with Defence please visit <https://www.defence.gov.au/jobs-careers>

To Apply

Position Contact	Linda Bone, 07 4446 2152
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=AC6257E3-77BE-8077-22CB-DAA6601B2853

Defence

Vacancy VN-0740005

Department of Defence

Closing Date:Thursday 25 April 2024

Security and Estate Group
Defence Security

Job Title	Regional Security Advisor
Job Type	Full-Time, Ongoing
Location	Edinburgh SA
Salary	\$91,702 - \$104,753
Classification	APS Level 6
Position Number	SEG/03112/24
Agency Website	

Job Description <https://defencecareers.nga.net.au/?jati=3EA9A876-2C62-BEBC-18F9-DAA660E04A62>

Duties

The Role

- Are you passionate about fostering a positive security culture to enhance Australia’s national security?
- Do you have an understanding of protective security and risk assessment processes?
- Are you motivated to train and upskill others in the disciplines of security and security risk management?

If so, you may be the perfect fit for the Security Advisor role in the Defence Security Division’s (DS Division) Directorate of Security Assurance (DoSA).

DoSA directly supports Defence capabilities and operations through the provision of protective security policy, advice and assurance, and validates security practices and measures to protect Defence people, information and assets. DoSA plays a primary role in the certification and accreditation of physical security zones across Defence business areas and external Defence industry company and stakeholder sites, and contributes towards the establishment of governance and policies associated with it.

You will play a crucial role in identifying vulnerabilities, evaluating risks, and implementing effective strategies to safeguard our people, assets and information. No two days at work in DoSA are exactly the same. You will need the ability to think critically, evaluate and analyse, and exercise good judgement.

We are seeking highly skilled, motivated and experienced Security Advisors to join our team in the

Edinburgh office.

This position offers an on-site office arrangement with flexible working arrangements available subject to agreement and approval.

About our Team

The Defence Security (DS) Division in SEG provides adaptable security services to Defence and defence industry. DS Division keeps the Defence enterprise safe by protecting and advancing Defence's strategic interests through the provision of protective security services. The work of an APS 6 - Security Advisor is conducted in a regional-based team that undertakes complex and administrative protective security assurance activities and tasks in support of DS Division's customer needs.

Defence business areas and defence industry companies that access, store and handle classified official material are required to maintain a specific level of protection around this material. It is the role of the APS 6 - Security Advisor to support these customers to understand these requirements based on risk, and implement appropriate physical security requirements, as required under Government and Departmental security policy. Engagement with Defence stakeholders and other Government bodies is required to achieve this.

Our Ideal Candidate

As an APS 6 - Security Advisor you will exercise a considerable degree of independence to validate security practices and measures established to protect Defence people, information and assets using the extensive knowledge you have developed on the provision of protective security policy, advice and assurance.

Our ideal candidate will have:

- Demonstrated leadership experience, including the ability to mentor team members, fostering a culture of continuous learning and professional development.
- Experience in conducting security risk assessments and developing risk management strategies, or a willingness to learn and develop expertise in this area.
- Strong analytical and problem-solving skills with the ability to interpret complex security data and trends.
- Excellent communication and interpersonal skills, with the ability to effectively communicate technical information to non-technical stakeholders.
- A passion for conducting facilitating security awareness training and education programs to employees as part of DoSA's commitment to promote and foster a strong sense of security culture of security and awareness amongst Defence and its stakeholders.

As a minimum requirement for the DoSA APS 6 - Security Advisor role, you must hold, or be able to obtain and maintain, a valid Negative Vetting Level 1 Security Clearance, see 'Eligibility criteria' for more information. **Eligibility**

Security Clearance:

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

Notes

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

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	Amber McAllan, 08 6459 4464
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=3EA9A876-2C62-BEBC-18F9-DAA660E04A62

This notice is part of the electronic Public Service Gazette PS15 Daily Gazette Thursday - 11 April 2024.pdf Published by Australian Public Service Commission.

Applicants to vacancies notified in all formats of the electronic Public Service Gazette should be aware:

- that the names of successful applicants will also be notified in all formats of the electronic Public Service Gazette
- applicants found suitable may be offered similar employment opportunities by other Australian Public Service agencies

Defence

Vacancy VN-0740149

Department of Defence

Closing Date:Thursday 18 April 2024

Defence People Group
People Services and Wellbeing

Job Title	Rehabilitation Advisors and Rehabilitation Case Managers
Job Type	Full-Time, Ongoing
Location	Brindabella Business Park ACT, Enoggera QLD, Melbourne VIC
Salary	-
Classification	APS Level 6
Position Number	DPG/03214/24
Agency Website	

Job Description <https://defencecareers.nga.net.au/?jati=26EA51B9-32BB-4256-11BD-DAA6D6A65D00>

Duties

The Role

Exciting opportunities exist in Defence's Directorate of APS Rehabilitation in Defence People Group for enthusiastic and motivated individuals who are keen to work in a dynamic, busy and challenging environment. The position of Rehabilitation Case Managers (RCM) centres on the delivery of high quality, timely and individually tailored case management and return to work services. A key aspect of the role is fostering working relationships with managers, employees, and allied health professionals.

In this role you will be responsible for managing a complex caseload to achieve satisfactory outcomes for both the employee and Defence; this may include the appointment of rehabilitation providers, consulting with medical professionals and liaising with Comcare.

Our RCMs collaborate with colleagues across the People domain to deliver integrated, customer focused solutions.

We also have an exciting role as an APS 5 if you are interested in applying please follow the link [Apply here](#).

About our Team

The Directorate of APS Rehabilitation, within the Defence People Group, provides advice and guidance to assist managers and supervisors in the management of injured or ill APS employees so they remain at work or return to work as quickly and safely as possible.

RCMs are responsible for the provision of case management support, if required, to support ill or injured APS employees. This includes providing quality support to stakeholders and tailored return-to-work plans to suit the individual employee. Effective case management involves communication and coordination between stakeholders to ensure information collection and sharing, as well as providing opportunities for consultation and feedback.

The Team collaborate with colleagues across the People domain and more broadly across the Enabling groups to deliver integrated, customer focused solutions.

Our Ideal Candidate

- You need to be customer focused and have the ability to manage relationships with multiple parties across a variety of people issues, ranging in complexity and sensitivity.
- RCMs select, gather and examine information to arrive at workable solutions or appropriate advice, within the parameters of established policies and legislation.
- Essential to the role is proactive communication and the coordination of day-to-day case management to drive optimum and sustained outcomes. This is a fast-paced operational environment and the ability to meet tight deadlines while managing competing priorities is essential.
- The successful applicants will have superior problem solving and time management skills and demonstrate resilience and the ability to work in a complex environment.
- Liaison and client responsiveness are critical features of these roles.

Eligibility

Security Clearance:

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

Notes

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

About the Department of Defence

The Department of Defence employs around 18,000 Australian Public Service (APS) employees. Defence APS employees work in a wide variety of critical roles, Australia wide, enabling our three services Navy, Army and Air Force, to do their job. Defence has a range of Australian Public Service (APS) career opportunities that offer interesting, challenging, and unique work. Our workforce includes administrative support, accountants, intelligence analysts, engineers, policy advisors, graphic designers, lawyers, social workers, IT specialists and contract managers to name a few. We offer a rewarding career that includes professional development, work-life balance, recognition, a flexible and supportive work environment and a diverse workforce. To find out more about a career with Defence please visit <https://www.defence.gov.au/jobs-careers>

To Apply

Position Contact	Linda Harper, 03 9200 0998
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=26EA51B9-32BB-4256-11BD-DAA6D6A65D00

This notice is part of the electronic Public Service Gazette PS15 Daily Gazette Thursday - 11 April 2024.pdf Published by Australian Public Service Commission.

Applicants to vacancies notified in all formats of the electronic Public Service Gazette should be aware:

- that the names of successful applicants will also be notified in all formats of the electronic Public Service Gazette
- applicants found suitable may be offered similar employment opportunities by other Australian Public Service agencies

Education, Skills and Employment

Vacancy VN-0740183

Australian Research Council

Closing Date:Wednesday 24 April 2024

Research Programs and Services Research Grants Services

Job Title	Assistant Director - Research Grant Services
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Canberra ACT
Salary	\$115,030 - \$123,873
Classification	Executive Level 1
Position Number	1180
Agency Website	www.arc.gov.au

Job Description

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

About the Position

The position is located within the Research Grants Services Section, Research Programs and Services Branch. ARC’s Research Grants Services provides research focussed grants administration services to Commonwealth entities and the position is responsible for supporting the Director, Research Grants Services to manage research grants administration related services for other Government Agencies.

The position will also be responsible for reviewing and refining Research Grants Services service scope and operational arrangements, improving service management and engaging with potential

and current client entities to ensure effective delivery of services and to increase awareness and understanding of the role of Research Grants Services.

Duties and Tasks

- Support the EL2 Research Grants Services to manage RGS services including collaborating with stakeholders across the ARC that undertake various supporting activities.
- Review and update RGS service offers, operational arrangements, Collaborative Agreements and service management arrangements.
- Develop Proposals, Costings and Collaborative Agreements including service KPIS for grants administration services to other Commonwealth entities.
- Maintain strong and effective working relationships with key stakeholders in the ARC and other government entities, to promote the RGS and deliver effective services whilst managing expectations.
- Drive, and facilitate collaboration on, the development of various documents and artefacts with clients and stakeholders in the ARC to better describe and manage RGS services.
- Manage Software as a Service arrangements for current RGS client entities.

Duties

Required Skills and Knowledge

Skills and knowledge required for this role:

- High-level written and verbal communication skills and excellent attention to detail.
- Demonstrated experience in the development and/or management of shared service arrangements i.e. Whole of Australian grants administration reforms, and/or cross government liaison and negotiation.
- Demonstrated experience in development of MoUs and/or contracts or equivalents including service costings.
- Demonstrated experience in procurement and/or grants program administration management
- Demonstrated experience in managing projects involving multiple parties and preparing a range of documentation for various audiences.
- Excellent interpersonal skills with the ability to mentor and lead a team as well as actively manage stakeholder relationships.
- Demonstrated ability to meet deadlines while balancing competing tasks and priorities.
- Excellent strategic and critical thinking skills and the ability to quickly understand an organisation's priorities, to identify and resolve problems or complex issues and working collaboratively to develop solutions.

Our Ideal Candidate

You enjoy shaping the relationships and service expectations for grants administration or shared service arrangements to support improved outcomes, better experiences for funding applicants, assessors and funded organisations as well as more consistent systems and data across government.

You are confident in your ability to manage contractual arrangements to ensure effective delivery whilst managing expectations of clients and other stakeholders.

You like to innovate and improve existing systems and arrangements, can see the 'big picture' and can absorb new information and understand different viewpoints to provide considered and succinct advice. You have excellent written and verbal communication skills, including the ability to synthesise complex material accurately from a diverse range of sources into plain English and or other artefacts for a range of external stakeholders. You are highly motivated and understand the

need for urgency when dealing with requests, deadlines, and hot issues.

You possess the judgement and resilience to manage competing priorities with limited supervision, and you have strong interpersonal skills, with the ability to liaise effectively across an organisation and with external stakeholders. You have had experience leading or guiding staff and work well in a small team with broad responsibilities.

To be successful, you will need to demonstrate strong independent problem-solving and critical thinking skills and have a proven ability to deliver complex tasks under tight deadlines to a high standard.

Eligibility

Eligibility Requirements

- Must be an Australia citizen
- Undergo ID verification check
- Undergo Criminal History Check
- Must be able to obtain baseline security clearance

Notes

About the Australian Research Council

The role of Australian Research Council (ARC) provides advice to Government on research matters and delivers policy and programs that advances Australian research and innovation globally, as well as benefit the Australian community. The ARC funds the highest quality research through the National Competitive Grants Program (NCGP), a core component of the Australian Government's investment in research and innovation. We also evaluated the quality, engagement and impact of research, through the Excellence in Research for Australia (ERA) and the Engagement and Impact (EI) assessment, by comparing Australia's university research effort against international benchmarks. Our people are experts in their fields and enjoy challenging work. We work together to share knowledge and build our capability to support the research sector. This helps us work smarter and more effectively. We are located in Canberra and our culture is inclusive and supportive. Our people are confident, capable and committed. We nurture curiosity and encourage our people to keep learning. We are the flexible workplace champions for 2019 and have flexible work arrangements and a supportive environment. We help our people balance their whole life and be the best version of themselves.

To Apply

Position Contact	Judy Satrapa, (02) 6287 6748
Agency Recruitment Site	https://www.arc.gov.au/about-arc/careers-arc

This notice is part of the electronic Public Service Gazette PS15 Daily Gazette Thursday - 11 April 2024.pdf Published by Australian Public Service Commission.

Applicants to vacancies notified in all formats of the electronic Public Service Gazette should be aware:

- that the names of successful applicants will also be notified in all formats of the electronic Public Service Gazette
- applicants found suitable may be offered similar employment opportunities by other Australian Public Service agencies

Clean Energy Regulator

Closing Date: Sunday 05 May 2024

Corporate Branch
Corporate Services Human Resources, Facilities and Security

Job Title	Manager - WHS, Wellbeing and Capability
Job Type	Full-Time, Non-Ongoing
Location	Canberra ACT
Salary	\$117,268 - \$133,394
Classification	Executive Level 1
Position Number	CER 024/24
Agency Website	https://cleanenergyregulator.gov.au/home/about-us

Job Description

<https://cleanenergyregulatorcareers.nga.net.au/cp/index.cfm>

About the branch

Corporate Branch

The Corporate Branch is responsible for delivering enabling services that support the effective and efficient operation of the agency and facilitates the agency's compliance with legislation, policies and guidelines as a non-corporate Commonwealth entity.

The branch complements the scheme-focus of other agency divisions by providing digital services for internal and client-facing systems and facilitating strategic communications and client engagement through the agency's website and contact centre. In addition, the Branch supports efficient resource management and corporate accountability through functions such as financial management, performance reporting, parliamentary services, procurement, risk management and assurance, facilities management, and human resource management.

About the section

The Human Resources, Facilities and Security section is responsible for all the people elements of our agency.

The Human Resources function supports the agency to achieve its objectives and purpose. It does this by providing business focussed people advice and support, with the goal of ensuring the agency will attract, retain and develop a highly skilled, motivated, and engaged workforce. We strive to continuously improve the quality of our services and ensure our workplace is one that respects and meets the needs of our staff and supports our corporate goals.

The Facilities function manages property and facilities in accordance with government and industry guidelines to support the agency. The Security function manages protective security as directed in the Protective Security Policy Framework (PSPF) to ensure the agency physical and personnel security requirements.

Duties

Duties of the position

As the Manager – WHS, Wellbeing and Capability, you will:

- Manage the WHS and Wellbeing function including accurate and specialist advice, planning and experience relating to Diversity and Inclusion strategies.
- Lead a small team to achieve individual and team objectives, providing support and guidance.
- Manage all WHS & Wellbeing case management services including:

- Developing and implementing strategies, policies, and systems
- Ensuring consistency in the application of relevant legislation, policies, and guidelines
- Managing complex compensation and non-compensation, physical and psychological, case management issues through to resolution
- Identifying and implementing preventative measures to reduce risk of injury.
- Provide an evidence-based approach to injury management i.e. education programs to all staff
- Manage the Work Health and Safety Consultative Committee including reporting on a variety of WHS factors, lead the Wellness Network and coordinate all Corporate Citizen roles and responsibilities.
- Manage three annual programs of work including oversight of actions including the Wellbeing plan, Diversity and Inclusion plan and Capability plan
- Manage and drive the end-to-end lifecycle of diversity and inclusion programs and projects that underpin organisational effectiveness and employment outcomes, including project initiation, planning, implementation, reporting and review, applying best practice methodologies to ensure projects are delivered with excellence on time, within budget and in accordance with government and organisational policies, procedures and to expected standards.
- Manage the Capability function including accurate and specialist advice, planning and experience relating to capability and learning and development strategies.
- Oversee the design and development of learning solutions that build capability that meet agency needs as well as deliver and/or facilitate tailored training solutions focused on building capability within the agency.
- Oversee the evaluation of learning and development activities to identify continuous improvement opportunities and ensure training programs meet agency current and future needs.
- Liaise with executive and business to apply and maintain an extensive understanding of HR requirements, ensuring business needs are met and HR work priorities align with expectation.

Eligibility

Qualifications/experience

Our ideal candidates will have three or more years' experience in a Human Resources function. Qualifications in Human Resources and/or Occupational Health and Safety are highly desirable, as is experience working in complex case management (both compensation related and non-compensation). To be successful in the role you will need to be able to demonstrate:

- Excellent written and verbal communication skills with a high level of attention to detail
- Effective negotiation skills and the ability to handle objections, confronting topics and difficult conversations with confidence.
- An ability to manage sensitive cases with sound judgement, sensitivity and personal resilience.
- Well-developed interpersonal, liaison and representational skills and the ability to establish and maintain relationships.
- Experience in managing WHS and Wellbeing, Diversity and Inclusion and/or Capability/L&D in the workplace, with a passion for making a positive impact.

Notes

This role is a maternity leave backfill and will be offered as non-ongoing position for an initial period of up to 12 months. There may be a possibility of extension.

It is a condition of employment with the Clean Energy Regulator that you are able to obtain and maintain a security clearance at a baseline level.

We will conduct a number of pre-employment checks before we offer you employment.

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 Clean Energy Regulator

The Clean Energy Regulator is the Government body responsible for administering legislation to reduce carbon emissions and increase the use of clean energy. The Clean Energy Regulator has administrative responsibilities for the: • National Greenhouse and Energy Reporting Scheme, under the National Greenhouse and Energy Reporting Act 2007 • Emissions Reduction Fund, under the Carbon Credits (Carbon Farming Initiative) Act 2011 • Renewable Energy Target, under the Renewable Energy (Electricity) Act 2000, and • Australian National Registry of Emissions Units, under the Australian National Registry of Emissions Units Act 2011. Our purpose is to accelerate carbon abatement for Australia. We work with our stakeholders and clients including Australian Government departments and agencies, industry bodies, liable entities and the community to provide regulatory services of the highest standard. We offer challenging and rewarding work in administering legislation that will reduce carbon emissions and increase the use of clean energy. Our agency is committed to workplace diversity and aims to create an environment that values and utilises the contribution of people from different backgrounds, experiences and perspectives. The diversity of our staff is important to us. We encourage applications from Aboriginal and Torres Strait Islander People, people with a disability, people from diverse cultural and linguistic backgrounds and mature age workers.

To Apply

Position Contact	Erin Dransfield, 02 6159 3509
Agency Recruitment Site	https://cleanenergyregulatorcareers.nga.net.au/cp/index.cfm

This notice is part of the electronic Public Service Gazette PS15 Daily Gazette Thursday - 11 April 2024.pdf Published by Australian Public Service Commission.

Applicants to vacancies notified in all formats of the electronic Public Service Gazette should be aware:

- that the names of successful applicants will also be notified in all formats of the electronic Public Service Gazette
- applicants found suitable may be offered similar employment opportunities by other Australian Public Service agencies

Health

Vacancy VN-0740193

Australian Commission on Safety and Quality in Health Care (ACSQHC)

Closing Date:Thursday 25 April 2024

ACSQHC
ACSQHC Healthcare Variation

Job Title	APS6 Project Officer, Healthcare Variation
Job Type	Full-Time, Ongoing
Location	Sydney NSW
Salary	\$94,727 - \$106,866
Classification	APS Level 6
Position Number	20046415
Agency Website	https://www.safetyandquality.gov.au/careers

Job Description

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

The Healthcare Variation program forms part of the quality, value and outcomes priority area in the Commission's strategic plan. The aim of this priority area is to have a health system that provides appropriate and high value care. As a part of this work, the Commission publishes the Australian Atlas of Healthcare Variation (the Atlas) series reports. Each Atlas series reports identify marked variation in healthcare use of specific tests, medicines or procedures across Australia and makes recommendations for action to improve the appropriateness of care.

The Project Officer will work with the Healthcare Variation Director and Senior Project Officers of the program on the development and implementation of Healthcare Variation program initiatives. This work will involve managing a range of project initiatives and resources related to the Atlas series reports including organising and assisting with consultation processes, providing secretariat support to program committees, drafting papers across the program area and providing project support to the team as needed.

Duties

Duties of the Project Officer will include, but are not limited to, the following:

1. Undertake project management activities including input into project planning and documentation; assistance with implementation; monitoring and reporting on progress, identifying problems and proposing possible solutions.
2. Liaise with national and state authorities, professional organisations, individuals and non-government organisations to progress the program's work priorities.
3. Collate, edit, and draft meeting papers, correspondence, discussion papers, submissions, consultation materials, briefing notes and other written materials associated with the program.
4. Provide secretariat support for committees and expert groups, including preparation of agenda papers, meeting notes, logistics and other administrative tasks.
5. Undertake procurement and contract management activities including financial administration and budget preparation and monitoring as necessary.
6. Research, review and analyse data, reports, published material and expert opinion to provide information and advice to support the development of projects and program initiatives.
7. Collaborate with other team members and other program teams within the Commission to support the work of the team.
8. Other duties as required which may include projects and providing assistance to the Commission's corporate functions.

Eligibility

The successful candidate will have:

- Excellent project management, time management and organisational skills.
- Strong writing skills.
- Effective and well-developed interpersonal and communication skills including the ability to present, negotiate, influence and consult.
- Well-developed research, strategic analysis and interpretation skills.
- Sound decision making skills, incorporating initiative and professional judgement where necessary.
- Understanding of government processes, including procurement and contract management.
- A professional, positive and solutions-focused approach to work.
- Knowledge of the Australian healthcare system and an understanding of issues regarding safety and quality in health care is desirable.

Notes

To apply for this position, please complete and submit an application form through <https://www.safetyandquality.gov.au/careers> and upload:

- A CV summarising your relevant experience and qualifications.
- A two-page cover letter broadly addressing your suitability against both the position description and selection criteria.

Candidates must be Australian citizens to be eligible to apply.

Please note: All staff are required to provide evidence of a COVID-19 primary vaccination course, which is the first two doses of a Therapeutic Goods Administration approved or recognised COVID-19 vaccine.

Questions about the role can be directed to **Myu Arumuganathan (02) 9126 3624**.

Closing date for applications is **midnight, Thursday 25 April 2024**.

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

About the Australian Commission on Safety and Quality in Health Care (ACSQHC)

The Australian Commission on Safety and Quality in Health Care's (the Commission) role is to lead and coordinate national improvements in the safety and quality of health care. The Commission works in partnership with the Australian Government, state and territory governments and the private sector to achieve a safe, high-quality and sustainable health system. In doing so, the Commission also works closely with patients, carers, clinicians, managers, policymakers and healthcare organisations. Key functions of the Commission include developing national safety and quality standards, developing clinical care standards to improve the implementation of evidence-based health care, coordinating work in specific areas to improve outcomes for patients, and providing information, publications and resources about safety and quality. The Commission works in four priority areas: 1. Patient safety 2. Partnering with patients, consumers and communities 3. Quality, cost and value 4. Supporting health professionals to provide care that is informed, supported and organised to deliver safe and high-quality health care. For more information please visit the Commission's website.

To Apply

Position Contact	Myu Arumuganathan, (02) 9126 3624
Agency Recruitment Site	https://www.safetyandquality.gov.au/careers

This notice is part of the electronic Public Service Gazette PS15 Daily Gazette Thursday - 11 April 2024.pdf Published by Australian Public Service Commission.

Applicants to vacancies notified in all formats of the electronic Public Service Gazette should be aware:

- that the names of successful applicants will also be notified in all formats of the electronic Public Service Gazette
- applicants found suitable may be offered similar employment opportunities by other Australian Public Service agencies

Health

Vacancy VN-0739887

Department of Health and Aged Care

Closing Date:Friday 26 April 2024

Australian Industrial Chemicals Introduction Scheme
Industrial Chemicals Branch Various

Job Title	APS Level 6 - Regulatory Scientist, Industrial Chemicals Branch
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Surry Hills NSW
Salary	\$94,736 - \$106,876
Classification	APS Level 6
Position Number	24-AICISDIV-23811
Agency Website	

Job Description

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

As a Regulatory Scientist within the Australian Industrial Chemicals Introduction Scheme (AICIS), you will bring enthusiasm and technical expertise to the delivery of the Sections' activities. You will analyse and assess data and information, provide accurate and timely risk assessments of industrial chemicals. You will display excellent communication skills, using these to work collaboratively and productively across and outside the organisation. With your scientific and technical background, you will aid and assist in providing high quality independent, objective, specialist advice based on the application of proven and emerging methodologies. You will be committed to innovation in improving processes, while ensuring the maintenance of a high level of rigour in all aspects of scientific work.

Duties

Positions will involve a selection of duties that include:

- Collating, analysing and reporting on information about the import, manufacture and use of chemicals as it pertains to obligations under the Industrial Chemicals (IC) Act, 2019.
- Producing high quality scientific, technical, regulatory or other advice on human health matters relating to the regulation of industrial chemicals, under limited supervision.

- Drafting high quality written material, including discussion papers, agenda papers and guidelines, briefs, ministerial correspondence, contracts, communication materials and other documents relevant to the functions of AICIS.
- Assisting in the implementation of any projects in relation to AICIS as required.
- Liaising with internal and external stakeholders, including increasing awareness through the provision of education regarding AICIS.

Assessment and Inventory Section:

In addition to common responsibilities outlined above, your responsibilities will include:

- Maintaining the Inventory, including determining correct chemical identity, responding to Inventory enquiries, listing chemicals on the Inventory.
- Working autonomously and/or participating in a team project you will contribute to high quality, internationally acceptable scientific human health risk assessment reports on industrial chemicals, through application of best practice assessment methodology.

Evaluation and Chemical Screening Section:

In addition to common responsibilities outlined above, your responsibilities will include:

- Working autonomously and/or participating in a team project to produce high quality, internationally acceptable scientific human health risk assessment reports on industrial chemicals, through application of best practice assessment methodology.
- Undertaking activities related to scientific analysis of the unassessed chemicals remaining on the Inventory.
- Undertake screening of pre and post-market industrial chemicals introduced into Australia.

Scientific Practice Section:

In addition to common responsibilities outlined above, your responsibilities will include:

- Conducting scientific projects and producing scientifically credible guidance for use in risk assessments that are consistent with international guidance.

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.

Mandatory Qualification:

Evaluation and Chemical Screening Section & Scientific Practice Section:

To be eligible for this position applicants must hold a degree in chemistry, environmental sciences or biomedical sciences, particularly in the areas of toxicology, pharmacology or biochemistry.

Assessment and Inventory Section:
To be eligible for this position applicants must hold a degree in chemistry or a related discipline.

Notes

- Applications close 11:30pm AEST.
- Applicants are asked to quote reference number 24-AICISDIV-23811 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.

This recruitment process is being used to fill both ongoing and non-ongoing positions. Non-ongoing positions will be offered on a specified term basis for an initial period of up to 12 months with the possibility of being extended.

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	Mark Horsham, (02) 8577 8864
Agency Recruitment Site	https://www.health.gov.au/about-us/work-with-us/current-vacancies

This notice is part of the electronic Public Service Gazette PS15 Daily Gazette Thursday - 11 April 2024.pdf Published by Australian Public Service Commission.

Applicants to vacancies notified in all formats of the electronic Public Service Gazette should be aware:

- that the names of successful applicants will also be notified in all formats of the electronic Public Service Gazette
- applicants found suitable may be offered similar employment opportunities by other Australian Public Service agencies

Department of Health and Aged Care

Closing Date:Friday 26 April 2024

Service Delivery Division
WA Branch WA Aged Care Engagement Teams

Job Title	APS Level 5 - Engagement Officer, WA Aged Care Engagement Teams
Job Type	Full-Time, Ongoing
Location	Perth WA
Salary	\$81,372 - \$88,000
Classification	APS Level 5
Position Number	24-SDDIV-23271
Agency Website	

Job Description

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

The Department of Health and Aged Care is looking for passionate and motivated individuals to join to one of our WA Aged Care Engagement Teams. These teams are focussed on the stewardship of the aged care system across WA, the implementation of aged care reforms, solutions brokering, capability and capacity building and informing national planning and policy design.

The positions offer flexible working arrangements including some working from home arrangements as well as opportunities to visit and work from different communities across WA.

Working with us gives you an opportunity to understand how health and aged care policies and programs are developed, and to influence the delivery of these programs to improve outcomes for our communities.

Duties

As an APS 5 Engagement Officer in the WA Office, you will work collaboratively as part of a team to perform a range of functions which may include stakeholder engagement activities, First Nations health and aged care program assurance and assisting with stewardship of the aged care system within WA.

Successful candidates will be placed in a team which focuses on one of the above areas according to their strengths, however, candidates also should be prepared to move across different teams over time.

Requirements of the role/s may include the following:

- Supporting the WA office to build and maintain collaborative relationships with key stakeholders (including users of the aged care system).
- Engaging with our health and aged care stakeholders to better understand their environment so we can develop better policies and programs to support the community, including identifying issues of concern.
- Support the local implementation of a range of Commonwealth funded health and aged care programs and reforms.
- Attend and represent the Department at various stakeholder engagement activities, including with users of the aged care system, funded providers, state governments and other Commonwealth agencies.
- Preparing and delivering a range of written and verbal communications for our stakeholders including but not limited to information sessions, meetings, and community forums.
- Maintaining database systems to monitor program performance and support regional stewardship, and to inform policy and program development.
- Supporting the team and your manager to manage multiple projects, meetings and initiatives including, but not limited to some administrative and HR support as required.

Please note:

- Regular visits to residential aged care facilities will be required by the successful applicants. This will require the successful applicant to comply with relevant requirements specific to residential aged care facilities, which may include could up to date influenza and COVID 19 vaccinations and the wearing of required PPE.
 - Some positions will require frequent travel within the State, often to remote locations outside of capital cities.
- o Please address your ability to meet both of these points in your Application Response.

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-SDDIV-23271 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	Roslyn Smith, 0412 147 350
Agency Recruitment Site	https://www.health.gov.au/about-us/work-with-us/current-vacancies

This notice is part of the electronic Public Service Gazette PS15 Daily Gazette Thursday - 11 April 2024.pdf Published by Australian Public Service Commission.

- Applicants to vacancies notified in all formats of the electronic Public Service Gazette should be aware:
- that the names of successful applicants will also be notified in all formats of the electronic Public Service Gazette
 - applicants found suitable may be offered similar employment opportunities by other Australian Public Service agencies

Health

Vacancy VN-0740087

Department of Health and Aged Care

Closing Date:Thursday 02 May 2024

Digital Transformation and Delivery & Information Technology
Various Various

Job Title	SES Band 1 - Assistant Secretary (Several Positions)
Job Type	Full-Time, Ongoing
Location	Canberra ACT, Sydney NSW, Melbourne VIC, Adelaide SA, Brisbane QLD
Salary	-
Classification	Senior Executive Service Band 1
Position Number	24-DTDDIV-24046
Agency Website	

Job Description

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

The Department is seeking **highly motivated, dynamic and collaborative leaders** who thrive in a fast-paced environment, enjoy overcoming the challenges associated with driving change to achieve outcomes, and are not afraid to contest the status quo with the aim to better what we do.

Several opportunities exist for **SES band 1 positions** within the **Digital Transformation and Delivery Division (DTDD)** and the **Information Technology Division (ITD)**. You will be responsible for driving the delivery of solutions for a wide range of complex Digital and ICT implementations.

Duties

As the **successful candidate**, you will provide strategic advice to transform the Department's underpinning platforms and processes, experimenting with new and responsive solutions, and acting as a trusted technology advisor. In addition, you will also ensure financial sustainability of IT solutions and services that are valuable, and put the customer at the centre of everything we do. To be successful you will have a demonstrated ability to influence and develop strategic engagements with key stakeholders, both internal and external. This will be achieved through creating synergies across the stakeholders, within a changing and dynamic environment to deliver consistently on the emerging priorities.

A **central element** of your role will be contributing to shaping the culture and capability of the Division. The successful candidate will share Health's commitment to flexible work arrangements whilst ensuring a delivery mindset to achieve value on time, to budget and with quality. This includes being committed to Health's goal of supporting staff at all levels to do their best work from the location that enables this. As part of the **Department's leadership team**, successful candidates will play a crucial role in maintaining the strengths demonstrated through this review and implementing actions to address the areas for growth it identified.

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 the Department 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).
- Obtaining and maintaining a security clearance at the required level.

Notes

Applications close **11:30pm AEST**.

Before applying, please obtain selection documentation from the Department of Health and Aged Care Careers page [https://healthjobs.nga.net.au/cpl/](https://healthjobs.nga.net.au/cpl). If, after reading the selection documentation, you require further information please contact **Watermark Search - Claire Crawford on 02 9233 1203**.

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	Claire Crawford, 02 9233 1203
Agency Recruitment Site	https://www.health.gov.au/about-us/work-with-us/current-vacancies

This notice is part of the electronic Public Service Gazette PS15 Daily Gazette Thursday - 11 April 2024.pdf Published by Australian Public Service Commission.

Applicants to vacancies notified in all formats of the electronic Public Service Gazette should be aware:

- that the names of successful applicants will also be notified in all formats of the electronic Public Service Gazette
- applicants found suitable may be offered similar employment opportunities by other Australian Public Service agencies

Health

Vacancy VN-0740156

Department of Health and Aged Care

Closing Date:Thursday 02 May 2024

Primary Care
Office of the Chief Allied Health Officer

Job Title	SES Band 1 - Chief Allied Health Officer
Job Type	Part-Time, Ongoing
Location	Canberra ACT, Sydney NSW, Melbourne VIC, Adelaide SA, Hobart TAS, Perth WA, Darwin NT, Brisbane QLD
Salary	-
Classification	Senior Executive Service Band 1
Position Number	24-PCDIV-24078
Agency Website	

Job Description

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

The Department is seeking highly motivated, dynamic and collaborative leader who thrive in a fast-paced environment, enjoy overcoming the challenges associated with driving change to achieve outcomes, and are not afraid to contest the status quo with the aim to better what we do.

The role of the **Chief Allied Health Officer** is to:

- Raise awareness of the role and value of allied health care in Australia.
- Build and strengthen engagement with the allied health sector.
- Promote inclusion of allied health in relevant policies, programs, and reforms across the health portfolio, and where appropriate, across Government.
- Support the development and implementation of allied health policy within the primary care sector and health system more broadly.
- Provide timely and accurate advice to Ministers and Senior Executive on matters relating to allied health.
- Complement the work of the Chief Medical Officer, the Chief Nursing and Midwifery Officer, and the National Rural Health Commissioner.

Duties

- Lead the Office of the Chief Allied Health Officer to deliver a varied program of work.
- Work with other Divisions and Groups within the Department of Health and Aged Care to identify synergies and ensure alignment of policies and programs that relate to allied health. This includes providing leadership and advice on the role of allied health professionals in the health system to improve clinical care and maximise workforce efficiencies.
- Provide strategic, operational and technical advice, particularly relating to primary care policy and reform initiatives arising from the Strengthening Medicare Taskforce, Australia's Primary Health Care 10-year plan, and the Independent Review of Australia's Regulatory Settings Relating to Overseas Health Practitioners. This includes providing leadership and successful stakeholder engagement in the development of a National Allied Health Workforce Strategy.
- Establish and maintain collaborative and productive relationships with relevant external stakeholders, including professional organisations, state/territory health departments, universities, allied health organisations and Primary Health Networks.
- Represent the Department of Health and Aged Care on committees, advisory or working groups, and at conferences and allied health sector meetings (such as the National Allied Health Advisors and Chief Officers meeting, the Allied Health Industry Reference Group, and the National Collaborative Forum of Primary Health Networks and Allied Health Peaks).

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 the Department 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).
- Obtaining and maintaining a security clearance at the required level.

Notes

Applications close **11:30pm AEST**.

Before applying, please obtain selection documentation from the Department of Health and Aged Care Careers page <https://healthjobs.nga.net.au/cp/>. If, after reading the selection documentation, you require further information please contact **Watermark Search - Jocelyn Santosa on 02 9233 1203**.

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	Jocelyn Santosa, 02 9233 1203
Agency Recruitment Site	https://www.health.gov.au/about-us/work-with-us/current-vacancies

This notice is part of the electronic Public Service Gazette PS15 Daily Gazette Thursday - 11 April 2024.pdf Published by Australian Public Service Commission.

Applicants to vacancies notified in all formats of the electronic Public Service Gazette should be aware:

- that the names of successful applicants will also be notified in all formats of the electronic Public Service Gazette
- applicants found suitable may be offered similar employment opportunities by other Australian Public Service agencies

Health

Vacancy VN-0740167

Organ and Tissue Authority

Closing Date: Sunday 28 April 2024

Organ and Tissue Authority
Analytics and Technology

Job Title	Data Engineer/Data Scientist
Job Type	Full-Time;Part-Time, Ongoing
Location	Canberra ACT
Salary	\$116,420 - \$132,779
Classification	Executive Level 1
Position Number	20020004
Agency Website	https://donatelife.gov.au/

Job Description

<https://www.donatelife.gov.au/work-us>

The Organ and Tissue Authority (the OTA) is a small Commonwealth agency that leads the delivery of a national program, DonateLife, to increase organ and tissue donation rates in Australia. There are two areas of focus: increase the capability and capacity of the health system to maximise donation rates and build community awareness across Australia to promote organ and tissue donation. The program is delivered in close collaboration with state and territory governments, a network of DonateLife agencies across Australia, health clinicians and the community.

The Analytics and Technology team is responsible for the delivery of a range of data collection, management and reporting functions. The team is responsible for the development and enhancement of national organ donation and transplantation data systems to support real time donation activity and to inform policy development and program delivery. The team provides technical support and advice to internal and external stakeholders.

The role is part of a small, committed team and is responsible for the development of data collection and ingestion strategies, including managing relationships with external data providers, designing system enhancements to support analytics and the production of timely and insightful analytics to stakeholders responsible for program design and delivery. The successful candidate may be responsible for designing, implementing, and maintaining data pipelines, and/or leveraging advanced analytics and machine learning techniques to extract insights from complex datasets. This role requires a strong blend of technical expertise, problem-solving skills, a commitment to excellence in data-driven decision-making and the provision of high quality written and verbal reports, briefings and minutes.

Duties

In this role you will:

- Collaborate with a broad range of stakeholders to understand business requirements and translate them into technical solutions, including ingestion, integration and statistical analyses processes.
- Lead or support the design, development, and deployment and management of scalable ETL/ELT processes and/or advanced analytics solutions.
- Provide high level specialist technical/professional advice on specific issues, including feasibility, to modernise the organisation's data model.
- Provide management support and maintenance of OTA data systems and data.
- Implement and drive data management best practices to ensure data quality, integrity, and security.
- Communicate findings and recommendations to stakeholders in a clear and compelling manner.
- Provide regular and ad hoc data analysis, reports and briefings for internal and external use.

- Liaise with key stakeholders, including external service providers and DonateLife Network employees to ensure that information provision and dissemination are fit for purpose
- Adhere to the [APS Values](#), [Code of Conduct](#) and demonstrating capability in line with the APS Integrated Leadership System and Work Level Standards at the EL1 level.

Eligibility

To be successful in the role you will have:

- Bachelor's degree in Data Analytics, Computer Science, Mathematics, Economics, Statistics, or a related field; or experience in a relevant field.
- Demonstrated experience in data engineering, data science, or a related role, with expertise in designing and implementing cloud-based data pipelines in Azure/AWS/GCP and/or applying machine learning techniques to real-world problems.
- Demonstrated proficiency in at least one programming languages, preferably SQL, R, Python, and/or Java.
- Strong problem-solving skills, with the ability to extract insights from complex datasets or data structures and communicate findings effectively to non-technical stakeholders.
- Demonstrated ability to effectively manage competing priorities.
- Highly developed oral and written communication skills.
- Demonstrate behaviours consistent with the values of our organisation and the Australian Public Service.
- A demonstrated commitment to the health, safety and wellbeing of all employees.

Notes

Please visit the [employment](#) page of our website for more information about the OTA, our recruitment processes and how to apply. Alternately, you can call the Contact Officer or send us an [email](#).

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 Organ and Tissue Authority

The Organ and Tissue Authority (OTA), leads the implementation of the Australian Government's national program for increasing organ and tissue donation for transplantation. They work in partnership with the national DonateLife Network, state and territory governments, the donation and transplantation clinical sectors, eye and tissue banks, and the community. The OTA aims to increase the capability and capacity within the health system to maximise donation and transplant rates and to raise community awareness and stakeholder engagement with the goal of encouraging all Australians to make a decision to support organ and tissue donation.

To Apply

Position Contact	Kane Deering, 0466 512 142
Agency Recruitment Site	https://www.donatelife.gov.au/work-us

This notice is part of the electronic Public Service Gazette PS15 Daily Gazette Thursday - 11 April 2024.pdf Published by Australian Public Service Commission.

Applicants to vacancies notified in all formats of the electronic Public Service Gazette should be aware:

- that the names of successful applicants will also be notified in all formats of the electronic Public Service Gazette
- applicants found suitable may be offered similar employment opportunities by other Australian Public Service agencies

Home Affairs

Vacancy VN-0740108

National Emergency Management Agency

Closing Date: Sunday 28 April 2024

Corporate Multiple

Job Title	Senior Corporate Advisors - Bulk Round
Job Type	Full-Time, Ongoing
Location	Various locations - ACT ACT
Salary	\$91,305 - \$102,606
Classification	APS Level 6
Position Number	132050
Agency Website	https://nema.gov.au/about-us

Job Description

<https://jobs.homeaffairs.gov.au/job-invite/132050/>

National Emergency Management Agency:
Do you enjoy working in a rapidly evolving and forward-thinking environment? Are you willing to step-up to work in a challenging, high-paced, supportive and collaborative workplace where you will build your knowledge and experience? If this sounds like you, we want to hear from you.

The National Emergency Management Agency (NEMA) was established on 1 September 2022 as a single, accountable Commonwealth authority that delivers a whole-of-nation approach to reducing disaster risk, planning, preparing for, responding to and recovering from all hazards across the emergency management continuum.

We work closely with states and territories to deliver the best outcome for communities across Australia. To help communities respond and recover, while preparing Australia for future emergencies, we:

- Fund programs and initiatives, big and small, that help communities in times of emergency, as well as to recover and prepare, including through disaster recovery funding and the Disaster Ready Fund to help reduce the risk and impact of disasters;
- Have officers located across Australia, working in partnership with states and territories to support disaster-affected communities to collectively build resilience, reduce risk and harm, and effectively respond to and recover from disasters
- Provide national leadership to share knowledge, situational awareness, and trends in disaster efforts to inform, guide and shape the national picture and decision-making at the Commonwealth, state and local Government level – including through policy development and strategy to improve risk reduction, resilience and recovery; and
- Provide round-the-clock all-hazards monitoring and operational coordination for domestic and international emergencies, including supply chain disruptions, critical infrastructure outages, biosecurity risks and widespread cyber-attacks, and through supporting preparedness and response activities, including through the operationalisation of the Australian Government Crisis Management Framework.

At NEMA we understand our people are our greatest asset, we encourage and support a diverse and inclusive culture where everyone feels valued and supported. We promote a psychological and physically safe working environment, are committed to the ongoing development of our people and facilitate access to flexible working arrangements to allow our people to reach their full potential.

We encourage applications from First Nations people, people with disability, LGBTQIA+ people, people who are neurodiverse, people from culturally and linguistically diverse backgrounds, mature age people and people from other diverse backgrounds. The successful candidates will be self-driven with a can-do attitude and commitment to delivering quality outcomes.

Overview of Corporate branch:

The Corporate branch in NEMA provides support across the areas of Finance, Governance, Coordination, Assurance and Human Resources.

Disaster Recovery Funding Arrangements (DRFA) Claims and Assurance

The DRFA Claims and Assurance section is responsible for delivering financial assistance to state and territory governments under the DRFA and works closely with state and territory government stakeholders to assess and assure their financial claims.

Finance

The Finance team manages internal and external financial reporting and treasury functions for the NEMA. Home Affairs provides shared services to the NEMA for all accounts payable and receivable, the Finance team are responsible for ensuring that the services provided meet the requirements of the NEMA.

Governance and Coordination

The Governance and Coordination section manages multiple enabling functions for NEMA, including Ministerial, Parliamentary and Cabinet, Planning and Performance, Risk and Audit, Integrity, Fraud and Public Interest Disclosures, Conflict of Interest, Privacy, Freedom of Information and whole-of government coordination.

Human Resources, this function is split across two teams:

- **Conditions and Wellbeing** who provide wellbeing support and initiatives, proactive early intervention support and rehabilitation, guidance and expert advice on payroll matters, working conditions and work, health and safety services.
- **Engagement, Strategy and Performance** who provide recruitment, on-boarding, performance management, culture, learning and development, workforce planning and reporting, and HR services.

We are looking to fill **multiple** APS 6 Senior Advisor roles across the Corporate branch. As an APS 6 Senior Advisor, you will autonomously lead the delivery of a range of corporate services and advice to business areas across NEMA. You will be committed to ongoing development of your corporate expertise and apply problem solving across a range of functional areas including **Human Resources, Governance, Assurance, Compliance and Finance**.

Our ideal candidate will have:

- Exceptional written and verbal communication skills
- Experience in building and maintaining effective relationships

- Experience in developing and delivering on team plans and maximising use of available resources
- Experience in leading a team to deliver quality outcomes
- Experience in embedding quality control and continual improvement within a regulatory service delivery environment
- Experience in developing policies, procedures and guidance material
- Comprehensive research, interpretation and critical analysis skills
- Excellent organisational and time management skills and the ability to manage competing priorities
- The ability to lead with influence make decisions while exercising sound judgement
- The ability to take responsibility for managing work projects and deliverables with a focus on quality and timeliness
- The ability to be responsive and adaptive to changing priorities in a dynamic environment
- The ability to conduct risk assessments and implement a range of controls to support assurance activities
- Critical thinking and problem solving skills to analyse issues and provide suitable solutions.

Duties

Specific duties/responsibilities:

- Provide timely and quality customer service in a regulatory environment
- Lead the delivery of logistical corporate support to internal and external stakeholders in accordance with relevant legislation, policies and procedures
- Prepare reports and provide recommendations that incorporate a range of data sources to provide visibility to senior executives on a range of corporate matters
- Provide coordination and secretariat support for relevant committees, networks and stakeholder engagement
- Prepare formal correspondence for an executive audience, including briefs and minutes
- Be pro-active in self-development by applying constructive feedback and committing to ongoing professional development
- Promote an inclusive and diverse workplace culture and ensure all staff are valued and recognised for their qualities, ideas and perspectives.

Eligibility

To be eligible to work with the NEMA you must:

- Be an Australian Citizen
- Fulfil the Agency's minimum requirements by satisfactorily answering all screening questions during the application process
- Obtain and maintain the required AGSVA clearance
- Satisfy a probation period
- Undergo a health assessment (if applicable).

Notes

Remuneration: The Agency offers an attractive remuneration package, including salary, superannuation benefits and flexible working conditions appropriate to the level of the position.

If you have identified as having a disability, please indicate whether you require any support throughout the selection process. For further information please contact Recruitment.

If you will not have access to your agency email during the process of this requisition, please advise the contact officer and provide alternate contact information.

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

About the National Emergency Management Agency

Who we are: NEMA works closely with local communities as well as state and territory governments to deliver the best outcome for communities across Australia. To help communities respond and recover, while preparing Australia for future emergencies, we: • fund programs and initiatives, big and small, that help communities in times of emergency, as well as to recover and prepare, including through disaster recovery funding and the Disaster Ready Fund to help reduce the risk and impact of disasters; • work with communities, industry and non-government organisations by connecting local Regional Support Officers and other NEMA staff right around Australia, to share lessons learnt, provide awareness on navigating government services, and gain community and industry-led ideas and concepts to inform strategic policy and planning; • provide national leadership to share knowledge, situational awareness, and trends in disaster efforts to inform, guide and shape the national picture and decision-making at the Commonwealth, state and local government level – including through policy development and strategy to improve risk reduction, resilience and recovery; and • provide round-the-clock all-hazards monitoring and operational coordination for domestic and international emergencies, including supply chain disruptions, critical infrastructure outages, biosecurity risks and widespread cyber-attacks, and through supporting preparedness and response activities, including through the operationalisation of the Australian Government Crisis Management Framework.

To Apply

Position Contact	Alicia Day, -
Agency Recruitment Site	https://jobs.homeaffairs.gov.au/job-invite/132050/

This notice is part of the electronic Public Service Gazette PS15 Daily Gazette Thursday - 11 April 2024.pdf Published by Australian Public Service Commission.

Applicants to vacancies notified in all formats of the electronic Public Service Gazette should be aware:

- that the names of successful applicants will also be notified in all formats of the electronic Public Service Gazette
- applicants found suitable may be offered similar employment opportunities by other Australian Public Service agencies

Home Affairs

Vacancy VN-0740120

National Emergency Management Agency

Closing Date: Sunday 28 April 2024

Corporate Multiple

Job Title	Corporate Advisors - Bulk Round
Job Type	Full-Time, Ongoing
Location	Various locations - ACT ACT
Salary	\$82,550 - \$88,253
Classification	APS Level 5
Position Number	132049
Agency Website	https://nema.gov.au/about-us

Job Description

<https://jobs.homeaffairs.gov.au/job-invite/132049/>

National Emergency Management Agency:

Do you enjoy working in a rapidly evolving and forward-thinking environment? Are you willing to step-up to work in a challenging, high-paced, supportive and collaborative workplace where you will build your knowledge and experience? If this sounds like you, we want to hear from you.

The National Emergency Management Agency (NEMA) was established on 1 September 2022 as a single, accountable Commonwealth authority that delivers a whole-of-nation approach to reducing disaster risk, planning, preparing for, responding to and recovering from all hazards across the emergency management continuum.

We work closely with states and territories to deliver the best outcome for communities across Australia. To help communities respond and recover, while preparing Australia for future emergencies, we:

- Fund programs and initiatives, big and small, that help communities in times of emergency, as well as to recover and prepare, including through disaster recovery funding and the Disaster Ready Fund to help reduce the risk and impact of disasters;
- Have officers located across Australia, working in partnership with states and territories to support disaster-affected communities to collectively build resilience, reduce risk and harm, and effectively respond to and recover from disasters
- Provide national leadership to share knowledge, situational awareness, and trends in disaster efforts to inform, guide and shape the national picture and decision-making at the Commonwealth, state and local Government level – including through policy development and strategy to improve risk reduction, resilience and recovery; and
- Provide round-the-clock all-hazards monitoring and operational coordination for domestic and international emergencies, including supply chain disruptions, critical infrastructure outages, biosecurity risks and widespread cyber-attacks, and through supporting preparedness and response activities, including through the operationalisation of the Australian Government Crisis Management Framework.

At NEMA we understand our people are our greatest asset, we encourage and support a diverse and inclusive culture where everyone feels valued and supported. We promote a psychological and physically safe working environment, are committed to the ongoing development of our people and facilitate access to flexible working arrangements to allow our people to reach their full potential.

We encourage applications from First Nations people, people with disability, LGBTQIA+ people, people who are neurodiverse, people from culturally and linguistically diverse backgrounds,

mature age people and people from other diverse backgrounds. The successful candidates will be self-driven with a can-do attitude and commitment to delivering quality outcomes.

Overview of Corporate branch:

The Corporate branch in NEMA provides support across the areas of Finance, Governance, Coordination, Assurance and Human Resources.

Disaster Recovery Funding Arrangements (DRFA) Claims and Assurance

The DRFA Claims and Assurance section is responsible for delivering financial assistance to state and territory governments under the DRFA and works closely with state and territory government stakeholders to assess and assure their financial claims.

Finance

The Finance team manages internal and external financial reporting and treasury functions for the NEMA. Home Affairs provides shared services to the NEMA for all accounts payable and receivable, the Finance team are responsible for ensuring that the services provided meet the requirements of the NEMA.

Governance and Coordination

The Governance and Coordination section manages multiple enabling functions for NEMA, including Ministerial, Parliamentary and Cabinet, Planning and Performance, Risk and Audit, Integrity, Fraud and Public Interest Disclosures, Conflict of Interest, Privacy, Freedom of Information and whole-of government coordination.

Human Resources, this function is split across two teams:

- **Conditions and Wellbeing** who provide wellbeing support and initiatives, proactive early intervention support and rehabilitation, guidance and expert advice on payroll matters, working conditions and work, health and safety services.
- **Engagement, Strategy and Performance** who provide recruitment, on-boarding, performance management, culture, learning and development, workforce planning and reporting, and HR services.

We are looking to fill **multiple** APS 5 Advisor roles across the Corporate branch. As an APS 5 Advisor, you will work under limited supervision to enable the delivery of a range of corporate services and advice to business areas across NEMA. You will be committed to ongoing development of your corporate expertise and apply problem solving across a range of functional areas including **Human Resources, Governance, Assurance, Compliance and Finance**.

Our ideal candidate will have:

- Exceptional written and verbal communication skills
- Experience in building and maintaining effective relationships
- Comprehensive research, interpretation and critical analysis skills
- Excellent organisational and time management skills and the ability to manage competing priorities
- The ability to work autonomously, make decisions and exercise judgement within a regulatory environment
- The ability to take responsibility for managing work projects and deliverables with a focus on quality and timeliness
- The ability to be responsive and adaptive to changing priorities in a dynamic environment
- The ability to conduct risk assessments to support assurance activities
- Sound judgment and critical thinking skills to analyse issues and provide suitable solutions.

Duties

Specific duties/responsibilities:

- Provide timely and quality customer service in a regulatory environment
- Assist in provision of logistical corporate support to internal and external stakeholders in accordance with relevant legislation, policies and procedures
- Prepare reports that incorporate a range of data sources to provide visibility to senior executives on a range of corporate matters
- Provide coordination for relevant committees, networks and stakeholder engagement
- Support relevant governance bodies as required through the provision of secretariat support
- Contribute to the preparation of correspondence, briefs, minutes and reports on emerging issues
- Engage in self-development by applying constructive feedback and committing to ongoing professional development
- Promote an inclusive and diverse workplace culture and ensure all staff are valued and recognised for their qualities, ideas and perspectives.

Eligibility

To be eligible to work with the NEMA you must:

- Be an Australian Citizen
- Fulfil the Agency's minimum requirements by satisfactorily answering all screening questions during the application process
- Obtain and maintain the required AGSVA clearance
- Satisfy a probation period
- Undergo a health assessment (if applicable).

Notes

Remuneration: The Agency offers an attractive remuneration package, including salary, superannuation benefits and flexible working conditions appropriate to the level of the position.

If you have identified as having a disability, please indicate whether you require any support throughout the selection process. For further information please contact Recruitment.

If you will not have access to your agency email during the process of this requisition, please advise the contact officer and provide alternate contact information.

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

About the National Emergency Management Agency

Who we are: NEMA works closely with local communities as well as state and territory governments to deliver the best outcome for communities across Australia. To help communities respond and recover, while preparing Australia for future emergencies, we: • fund programs and initiatives, big and small, that help communities in times of emergency, as well as to recover and prepare, including through disaster recovery funding and the Disaster Ready Fund to help reduce the risk and impact of disasters; • work with communities, industry and non-government organisations by connecting local Regional Support Officers and other NEMA staff right around Australia, to share lessons learnt, provide awareness on navigating government services, and gain community and industry-led ideas and concepts to inform strategic policy and planning; • provide national leadership to share knowledge, situational awareness, and trends in disaster efforts to inform, guide and shape the national picture and decision-making at the Commonwealth, state and local government level – including through policy development and strategy to improve risk reduction, resilience and recovery; and • provide round-the-clock all-hazards monitoring and operational coordination for domestic and international emergencies, including supply chain disruptions, critical infrastructure outages, biosecurity risks and widespread cyber-attacks, and through supporting preparedness and response activities, including through the operationalisation of the Australian Government Crisis Management Framework.

To Apply

Position Contact	Alicia Day, -
Agency Recruitment Site	https://jobs.homeaffairs.gov.au/job-invite/132049/

This notice is part of the electronic Public Service Gazette PS15 Daily Gazette Thursday - 11 April 2024.pdf Published by Australian Public Service Commission.

Applicants to vacancies notified in all formats of the electronic Public Service Gazette should be aware:

- that the names of successful applicants will also be notified in all formats of the electronic Public Service Gazette
- applicants found suitable may be offered similar employment opportunities by other Australian Public Service agencies

Home Affairs

Vacancy VN-0740124

National Emergency Management Agency

Closing Date: Sunday 28 April 2024

Corporate Multiple

Job Title	Corporate Officers - Bulk Round
Job Type	Full-Time, Ongoing
Location	Various locations - ACT ACT
Salary	\$74,766 - \$79,959
Classification	APS Level 4
Position Number	132048
Agency Website	https://nema.gov.au/about-us

Job Description

<https://jobs.homeaffairs.gov.au/job-invite/132048/>

National Emergency Management Agency:

Do you enjoy working in a rapidly evolving and forward-thinking environment? Are you willing to step-up to work in a challenging, high-paced, supportive and collaborative workplace where you will build your knowledge and experience? If this sounds like you, we want to hear from you.

The National Emergency Management Agency (NEMA) was established on 1 September 2022 as a single, accountable Commonwealth authority that delivers a whole-of-nation approach to reducing disaster risk, planning, preparing for, responding to and recovering from all hazards across the emergency management continuum.

We work closely with states and territories to deliver the best outcome for communities across Australia. To help communities respond and recover, while preparing Australia for future emergencies, we:

- Fund programs and initiatives, big and small, that help communities in times of emergency, as well as to recover and prepare, including through disaster recovery funding and the Disaster Ready Fund to help reduce the risk and impact of disasters;
- Have officers located across Australia, working in partnership with states and territories to support disaster-affected communities to collectively build resilience, reduce risk and harm, and effectively respond to and recover from disasters
- Provide national leadership to share knowledge, situational awareness, and trends in disaster efforts to inform, guide and shape the national picture and decision-making at the Commonwealth, state and local Government level – including through policy development and strategy to improve risk reduction, resilience and recovery; and
- Provide round-the-clock all-hazards monitoring and operational coordination for domestic and international emergencies, including supply chain disruptions, critical infrastructure outages, biosecurity risks and widespread cyber-attacks, and through supporting preparedness and response activities, including through the operationalisation of the Australian Government Crisis Management Framework.

At NEMA we understand our people are our greatest asset, we encourage and support a diverse and inclusive culture where everyone feels valued and supported. We promote a psychological and physically safe working environment, are committed to the ongoing development of our people and facilitate access to flexible working arrangements to allow our people to reach their full potential.

We encourage applications from First Nations people, people with disability, LGBTQIA+ people, people who are neurodiverse, people from culturally and linguistically diverse backgrounds, mature age people and people from other diverse backgrounds. The successful candidates will be self-driven with a can-do attitude and commitment to delivering quality outcomes.

Overview of Corporate branch:

The Corporate branch in NEMA provides support across the areas of Finance, Governance, Coordination, Assurance and Human Resources.

Disaster Recovery Funding Arrangements (DRFA) Claims and Assurance

The DRFA Claims and Assurance section is responsible for delivering financial assistance to state and territory governments under the DRFA and works closely with state and territory government stakeholders to assess and assure their financial claims.

Finance

The Finance team manages internal and external financial reporting and treasury functions for the NEMA. Home Affairs provides shared services to the NEMA for all accounts payable and receivable, the Finance team are responsible for ensuring that the services provided meet the requirements of the NEMA.

Governance and Coordination

The Governance and Coordination section manages multiple enabling functions for NEMA, including Ministerial, Parliamentary and Cabinet, Planning and Performance, Risk and Audit, Integrity, Fraud and Public Interest Disclosures, Conflict of Interest, Privacy, Freedom of Information and whole-of government coordination.

Human Resources, this function is split across two teams:

- **Conditions and Wellbeing** who provide wellbeing support and initiatives, proactive early intervention support and rehabilitation, guidance and expert advice on payroll matters, working conditions and work, health and safety services.

- **Engagement, Strategy and Performance** who provide recruitment, on-boarding, performance management, culture, learning and development, workforce planning and reporting, and HR services.

We are looking to fill **multiple** APS 4 Officer roles across the Corporate branch. As an APS 4 Officer, you will work under general supervision to enable the delivery of a range of corporate services and advice to business areas across NEMA. You will be committed to ongoing development of your corporate expertise and apply problem solving across a range of functional areas including **Human Resources, Governance, Assurance, Compliance** and **Finance**.

Our ideal candidate will have:

- Demonstrated high level written and verbal communication skills
- Experience in building and maintaining effective relationships
- Comprehensive research, interpretation and critical analysis skills
- Excellent organisational and time management skills and the ability to manage competing priorities
- The ability to take responsibility for managing work projects and deliverables with a focus on quality and timeliness
- The ability to be responsive and adaptive to changing priorities in a dynamic environment
- The ability to conduct risk assessments to support assurance activities
- Sound judgment and critical thinking skills to analyse issues and provide suitable solutions.

Duties

Specific duties/responsibilities:

Provide timely and quality customer service in a regulatory environment

Assist in provision of logistical corporate support to internal and external stakeholders in accordance with relevant legislation, policies and procedures

Prepare reports that incorporate a range of data sources to provide visibility to senior executives on a range of corporate matters

Provide coordination for relevant committees, networks and stakeholder engagement

Support relevant governance bodies as required through the provision of secretariat support

Contribute to the preparation of correspondence, briefs, minutes and reports on emerging issues

Engage in self-development by applying constructive feedback and committing to ongoing professional development

Promote an inclusive and diverse workplace culture and ensure all staff are valued and recognised for their qualities, ideas and perspectives.

Eligibility

To be eligible to work with the NEMA you must:

- Be an Australian Citizen
- Fulfil the Agency's minimum requirements by satisfactorily answering all screening questions during the application process
- Obtain and maintain the required AGSVA clearance
- Satisfy a probation period
- Undergo a health assessment (if applicable).

Notes

Remuneration: The Agency offers an attractive remuneration package, including salary, superannuation benefits and flexible working conditions appropriate to the level of the position.

If you have identified as having a disability, please indicate whether you require any support throughout the selection process. For further information please contact Recruitment.

If you will not have access to your agency email during the process of this requisition, please advise the contact officer and provide alternate contact information.

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

About the National Emergency Management Agency

Who we are: NEMA works closely with local communities as well as state and territory governments to deliver the best outcome for communities across Australia. To help communities respond and recover, while preparing Australia for future emergencies, we: • fund programs and initiatives, big and small, that help communities in times of emergency, as well as to recover and prepare, including through disaster recovery funding and the Disaster Ready Fund to help reduce the risk and impact of disasters; • work with communities, industry and non-government organisations by connecting local Regional Support Officers and other NEMA staff right around Australia, to share lessons learnt, provide awareness on navigating government services, and gain community and industry-led ideas and concepts to inform strategic policy and planning; • provide national leadership to share knowledge, situational awareness, and trends in disaster efforts to inform, guide and shape the national picture and decision-making at the Commonwealth, state and local government level – including through policy development and strategy to improve risk reduction, resilience and recovery; and • provide round-the-clock all-hazards monitoring and operational coordination for domestic and international emergencies, including supply chain disruptions, critical infrastructure outages, biosecurity risks and widespread cyber-attacks, and through supporting preparedness and response activities, including through the operationalisation of the Australian Government Crisis Management Framework.

To Apply

Position Contact	Alicia Day, -
Agency Recruitment Site	https://jobs.homeaffairs.gov.au/job-invite/132048/

This notice is part of the electronic Public Service Gazette PS15 Daily Gazette Thursday - 11 April 2024.pdf Published by Australian Public Service Commission.

Applicants to vacancies notified in all formats of the electronic Public Service Gazette should be aware:

- that the names of successful applicants will also be notified in all formats of the electronic Public Service Gazette
- applicants found suitable may be offered similar employment opportunities by other Australian Public Service agencies

Industry, Science, Energy and Resources

Vacancy VN-0740141

Department of Industry, Science and Resources (DISR)

Closing Date: Sunday 28 April 2024

Business Grants Hub and Integrity

Job Title	Temporary Employment Register - Grants Officers
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Various locations - ACT ACT, Various locations - QLD QLD, Various locations - NSW NSW, Various locations - NT NT, Various locations - SA SA, Various locations - TAS TAS, Various locations - WA WA
Salary	-
Classification	APS Level 5;APS Level 6
Position Number	0767_04/24
Agency Website	https://www.industry.gov.au/

Job Description <https://industrycareers.nga.net.au/?jati=39286E31-A7EF-8476-01B0-DAA69ED3BA52>

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 department plays a key role in the Australian Government's agenda to create jobs and build a stronger, more resilient, and competitive economy. Our work builds on Australia's existing strengths, supports businesses to grow, and drives new opportunities for long-term productivity growth and prosperity.

The work we do reaches all corners of Australia and together we make a difference for businesses, science and the community. We are curious, valued for our skills and expertise and supported to keep learning and growing. We are flexible, welcoming, and dedicated to nurturing our inclusive culture.

About the division

The Business Grants Hub and Integrity Division is comprised of three branches: The External Programs Branch, Internal Programs Branch and the Integrity Branch. We are looking for Grants Officers to assist in delivery of our grant programs across both External and Internal programs branches.

The Business Grants Hub (BGH) works in partnership with other Commonwealth agencies to

establish and manage grants programs. Grants play a critical role in:

- supporting growth in businesses and industries
- fostering research and innovation
- strengthening communities
- helping the environment
- providing emergency relief

Our teams are geographically dispersed with staff located in every State and Territory.

The opportunity

Are you looking for a dynamic role in program and grants administration? The department of Industry, Science and Resources (DISR) Temporary Employment Register is open for eligible candidates to submit an Expression of Interest (EOI) for non-ongoing (temporary) employment in the Business Grants Hub and Integrity Division. Other areas of DISR will be able to access these applications for similar roles. The Register enables us to access appropriately skilled and experienced individuals at a short notice.

Applications will be reviewed as positions become available. These positions are intended to be offered on a temporary basis, however, applicants may be offered an ongoing position should a vacancy become available within 18 months of the register's first advertisement date. Where a non-ongoing position is offered, the role will be for a specified term vacancy for a maximum initial term of 12 months with the possibility of extension up to 18 months.

Our ideal candidate

We are seeking candidates who are interested in working for DISR to expand their career. Fundamentally, you will have a strong work ethic, demonstrate integrity and uphold ethics and values and have a keen interest in grants delivery and management.

In addition, you will have:

- Excellent communication skills (written and oral) including the ability to produce high quality written material and correspondence
- Ability to work within in a regulatory environment subject to guidelines, procedures and frameworks
- Demonstrated stakeholder engagement skills and the ability to communicate with a varied audience
- Strong analytical skills and the ability to exercise judgment in decision making
- Demonstrated ability to respond positively to change, including movement across teams, deliverables and expected outputs
- Strong interpersonal and teamwork skills, including the ability to support staff and deliver feedback

If you are applying for the Grants Officer at the APS6 level, you will also have strong leadership skills, excellent judgement and the ability to effectively supervise staff with a focus on capability development, team building and talent management.

Duties

As an APS Level 5 Grants Officer you will:

- Undertake program delivery activities, including assessment of grant applications and reports in accordance with relevant legislation and guidelines, and justifying your recommendations with appropriate evidence;
- Negotiate grant agreements with a clear understanding of key issues and desired outcomes and manage contracts with businesses and organisations across multiple programs;
- Communicate and engage effectively with a variety of internal and external stakeholders;
- Use internal systems and tools for grants, contract and customer relationship management and ensure input of quality information and data;
- Communicate delivery priorities and support junior staff to complete assigned work;
- Provide support and training to members of the team and build a positive and productive culture.

In addition to the duties outlined above, the APS Level 6 Grants Officer will also:

- Lead and direct team workflow, including supporting and mentoring team members;
- Manage a variety of internal and external stakeholder relationships, including businesses, industry groups and other government departments;
- Provide strategic support to program management, including gather local intelligence on how programs are being delivered on-the-ground to inform policy development and program re-design.

Eligibility

To be eligible for employment in the APS and the department, candidates must be Australian Citizens.

Positions require a Baseline security clearance and successful candidates will be required to obtain and maintain a clearance at this level.

Notes

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

If you submit an application, you may be considered for non-ongoing (temporary) vacancies depending on business needs. You may be offered an ongoing role should an ongoing opportunity arise. All applications will remain on our temporary register for six months from the submission date.

Current APS employees in other agencies interested in a temporary transfer to DISR are also encouraged to apply.

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	Recruitment Team, N/A
Agency Recruitment Site	https://industrycareers.nga.net.au/?jati=39286E31-A7EF-8476-01B0-DAA69ED3BA52

This notice is part of the electronic Public Service Gazette PS15 Daily Gazette Thursday - 11 April 2024.pdf Published by Australian Public Service Commission.

Applicants to vacancies notified in all formats of the electronic Public Service Gazette should be aware:

- that the names of successful applicants will also be notified in all formats of the electronic Public Service Gazette
- applicants found suitable may be offered similar employment opportunities by other Australian Public Service agencies

Infrastructure, Transport, Regional
Development and Communications

Vacancy VN-0740044

Civil Aviation Safety Authority Australia

Closing Date:Friday 26 April 2024

National Operations and Standards
Aviation Policy Unit

Job Title	Senior Policy Officer
Job Type	Full-Time, Ongoing
Location	Canberra ACT, Melbourne VIC, Adelaide SA, Brisbane QLD, Perth WA, Darwin NT, Sydney NSW
Salary	\$112,223 - \$131,218
Classification	Executive Level 1
Position Number	3993
Agency Website	https://www.casa.gov.au/about-us/careers-casa

Job Description

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

The Senior Policy Officer position is an opportunity to join a tightknit team focused on the formulation, development and maintenance of aviation safety policy. The Aviation Policy Unit works across CASA's functions to consider novel and complex aviation safety policy problems and methodically work with aviation safety experts to accurately frame the issue, explain the objectives and impacts, and plan outcomes that improve the regulatory environment.

The Senior Policy Officer will be expected to engage broadly with affected internal and external stakeholders throughout their policy development activities.

Duties

The Senior Policy Officer is responsible for the following deliverables, which represent an ongoing body of work:

- Developing and interpreting policy that requires detailed understanding and consideration of diverse data and sensitive organisational and political issues.
- Providing high quality, objective analysis and advice within specified timeframes on a range of legislative, technical and operational policy matters.
- Conducting research on strategic policy issues and developing solutions to complex to highly complex policy related matters.
- Developing solutions in collaboration with other CASA business areas in supporting or driving CASA's regulatory position.
- Maintaining effective working relationships and influencing a wide range of internal and external stakeholders, especially other sections in the branch division and technical subject matter experts on to achieve agreed outcomes and results.
- Building team capability and capacity by providing guidance and mentorship to team members and colleagues, and demonstrating leadership by encouraging career development.
- Identifying and contributing to the implementation of global best practices with the aim of improving regulatory outcomes for aviation safety standards.
- Supporting the National Operations and Standards Division in delivering aviation legislation, standards and guidance material.
- Contributing to CASA's benchmarking and compliance with ICAO obligations.
- Promoting workplace safety, equity and diversity and participative management and environmental management practices in the workplace and acting in accordance with CASA values and behaviours.

The Senior Policy Officer role will be required to work with a significant degree of independence and initiative. They will be responsible for coordinating and assuming responsibility for very complex or sensitive programs/projects and facilitating and dealing with issues that have strategic, political or operational significance for CASA.

Our ideal candidate

Our ideal candidate must demonstrate the following:

- Tertiary qualifications in public policy and/or experience working in a policy environment, including demonstrated understanding of policy making in a regulatory context and different regulatory approaches.
- Demonstrated experience in undertaking all aspects of the policy process, including the following:
 - o identifying and analysing complex problems
 - o objectively evaluating existing policy and legislation
 - o researching, developing and assessing available policy options
 - o implementing and communicating selected policy options.
- Highly developed written and verbal communications skills, and demonstrated ability to perform detailed research and present complex findings and technical recommendations in a clear and concise manner.
- Sound understanding of the machinery of government, the policy process and key legislation underpinning the operations of the Agency.

- Demonstrated understanding of the International Civil Aviation Organization (ICAO), and the Chicago Convention.
- Demonstrated understanding of Australia's civil aviation legislation and CASA's regulatory philosophy.
- Ability to engage with Aboriginal and Torres Strait Islander employees in a sensitive, respectful and equitable manner.
- Promotion of workplace safety, equity and diversity, and act in accordance with the CASA Values and Behaviours.

Eligibility

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

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

"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	Katelyn Andrews, +61 3 9518 2783
Agency Recruitment Site	https://www.casa.gov.au/about-us/careers-casa

This notice is part of the electronic Public Service Gazette PS15 Daily Gazette Thursday - 11 April 2024.pdf Published by Australian Public Service Commission.

Applicants to vacancies notified in all formats of the electronic Public Service Gazette should be aware:

- that the names of successful applicants will also be notified in all formats of the electronic Public Service Gazette
- applicants found suitable may be offered similar employment opportunities by other Australian Public Service agencies

Civil Aviation Safety Authority Australia

Closing Date: Friday 26 April 2024

National Operations and Standards
Aviation Policy Unit

Job Title	Senior Policy Officer - Affirmative Measures - Disability
Job Type	Full-Time, Ongoing
Location	Canberra ACT, Melbourne VIC, Adelaide SA, Brisbane QLD, Perth WA, Darwin NT, Sydney NSW
Salary	\$112,223 - \$131,218
Classification	Executive Level 1
Position Number	3993
Agency Website	https://www.casa.gov.au/about-us/careers-casa

Job Description

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

The Senior Policy Officer position is an opportunity to join a tightknit team focused on the formulation, development and maintenance of aviation safety policy. The Aviation Policy Unit works across CASA's functions to consider novel and complex aviation safety policy problems and methodically work with aviation safety experts to accurately frame the issue, explain the objectives and impacts, and plan outcomes that improve the regulatory environment.

The Senior Policy Officer will be expected to engage broadly with affected internal and external stakeholders throughout their policy development activities.

Duties

The Senior Policy Officer is responsible for the following deliverables, which represent an ongoing body of work:

- Developing and interpreting policy that requires detailed understanding and consideration of diverse data and sensitive organisational and political issues.
- Providing high quality, objective analysis and advice within specified timeframes on a range of legislative, technical and operational policy matters.
- Conducting research on strategic policy issues and developing solutions to complex to highly complex policy related matters.
- Developing solutions in collaboration with other CASA business areas in supporting or driving CASA's regulatory position.
- Maintaining effective working relationships and influencing a wide range of internal and external stakeholders, especially other sections in the branch division and technical subject matter experts on to achieve agreed outcomes and results.
- Building team capability and capacity by providing guidance and mentorship to team members and colleagues, and demonstrating leadership by encouraging career development.
- Identifying and contributing to the implementation of global best practices with the aim of improving regulatory outcomes for aviation safety standards.
- Supporting the National Operations and Standards Division in delivering aviation legislation, standards and guidance material.
- Contributing to CASA's benchmarking and compliance with ICAO obligations.
- Promoting workplace safety, equity and diversity and participative management and environmental management practices in the workplace and acting in accordance with CASA values and behaviours.

The Senior Policy Officer role will be required to work with a significant degree of independence and initiative. They will be responsible for coordinating and assuming responsibility for very complex or sensitive programs/projects and facilitating and dealing with issues that have strategic, political or operational significance for CASA.

Our ideal candidate

Our ideal candidate must demonstrate the following:

- Tertiary qualifications in public policy and/or experience working in a policy environment, including demonstrated understanding of policy making in a regulatory context and different regulatory approaches.
- Demonstrated experience in undertaking all aspects of the policy process, including the following:
 - o identifying and analysing complex problems

- o objectively evaluating existing policy and legislation
- o researching, developing and assessing available policy options
- o implementing and communicating selected policy options.
- Highly developed written and verbal communications skills, and demonstrated ability to perform detailed research and present complex findings and technical recommendations in a clear and concise manner.
- Sound understanding of the machinery of government, the policy process and key legislation underpinning the operations of the Agency.
- Demonstrated understanding of the International Civil Aviation Organization (ICAO), and the Chicago Convention.
- Demonstrated understanding of Australia's civil aviation legislation and CASA's regulatory philosophy.
- Ability to engage with Aboriginal and Torres Strait Islander employees in a sensitive, respectful and equitable manner.
- Promotion of workplace safety, equity and diversity, and act in accordance with the CASA Values and Behaviours.

Eligibility

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

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

"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	Katelyn Andrews, +61 3 9518 2783
Agency Recruitment Site	https://www.casa.gov.au/about-us/careers-casa

This notice is part of the electronic Public Service Gazette PS15 Daily Gazette Thursday - 11 April 2024.pdf Published by Australian Public Service Commission.

Applicants to vacancies notified in all formats of the electronic Public Service Gazette should be aware:

- that the names of successful applicants will also be notified in all formats of the electronic Public Service Gazette
- applicants found suitable may be offered similar employment opportunities by other Australian Public Service agencies

Infrastructure, Transport, Regional
Development and Communications

Vacancy VN-0740046

Civil Aviation Safety Authority Australia

Closing Date:Friday 26 April 2024

National Operations and Standards
Aviation Policy Unit

Job Title	Senior Policy Officer - Affirmative Measures - Aboriginal and Torres Strait Islander
Job Type	Full-Time, Ongoing
Location	Canberra ACT, Melbourne VIC, Adelaide SA, Brisbane QLD, Perth WA, Darwin NT, Sydney NSW
Salary	\$112,223 - \$131,218
Classification	Executive Level 1
Position Number	3993
Agency Website	https://www.casa.gov.au/about-us/careers-casa

Job Description

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

The Senior Policy Officer position is an opportunity to join a tightknit team focused on the formulation, development and maintenance of aviation safety policy. The Aviation Policy Unit works across CASA's functions to consider novel and complex aviation safety policy problems and methodically work with aviation safety experts to accurately frame the issue, explain the objectives and impacts, and plan outcomes that improve the regulatory environment. The Senior Policy Officer will be expected to engage broadly with affected internal and external stakeholders throughout their policy development activities.

Duties

The Senior Policy Officer is responsible for the following deliverables, which represent an ongoing body of work:

- Developing and interpreting policy that requires detailed understanding and consideration of diverse data and sensitive organisational and political issues.
- Providing high quality, objective analysis and advice within specified timeframes on a range of legislative, technical and operational policy matters.
- Conducting research on strategic policy issues and developing solutions to complex to highly complex policy related matters.
- Developing solutions in collaboration with other CASA business areas in supporting or driving CASA's regulatory position.
- Maintaining effective working relationships and influencing a wide range of internal and external stakeholders, especially other sections in the branch division and technical subject matter experts on to achieve agreed outcomes and results.
- Building team capability and capacity by providing guidance and mentorship to team members and colleagues, and demonstrating leadership by encouraging career development.
- Identifying and contributing to the implementation of global best practices with the aim of improving regulatory outcomes for aviation safety standards.
- Supporting the National Operations and Standards Division in delivering aviation legislation, standards and guidance material.
- Contributing to CASA's benchmarking and compliance with ICAO obligations.
- Promoting workplace safety, equity and diversity and participative management and environmental management practices in the workplace and acting in accordance with CASA values and behaviours.

The Senior Policy Officer role will be required to work with a significant degree of independence and initiative. They will be responsible for coordinating and assuming responsibility for very complex or sensitive programs/projects and facilitating and dealing with issues that have strategic, political or operational significance for CASA.

Our ideal candidate

Our ideal candidate must demonstrate the following:

- Tertiary qualifications in public policy and/or experience working in a policy environment, including demonstrated understanding of policy making in a regulatory context and different regulatory approaches.
- Demonstrated experience in undertaking all aspects of the policy process, including the following:
 - o identifying and analysing complex problems
 - o objectively evaluating existing policy and legislation
 - o researching, developing and assessing available policy options
 - o implementing and communicating selected policy options.
- Highly developed written and verbal communications skills, and demonstrated ability to perform detailed research and present complex findings and technical recommendations in a clear and concise manner.
- Sound understanding of the machinery of government, the policy process and key legislation underpinning the operations of the Agency.
- Demonstrated understanding of the International Civil Aviation Organization (ICAO), and the Chicago Convention.
- Demonstrated understanding of Australia's civil aviation legislation and CASA's regulatory philosophy.
- Ability to engage with Aboriginal and Torres Strait Islander employees in a sensitive, respectful and equitable manner.
- Promotion of workplace safety, equity and diversity, and act in accordance with the CASA Values and Behaviours.

Eligibility

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

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

"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	Katelyn Andrews, +61 3 9518 2783
Agency Recruitment Site	https://www.casa.gov.au/about-us/careers-casa

- that the names of successful applicants will also be notified in all formats of the electronic Public Service Gazette
- applicants found suitable may be offered similar employment opportunities by other Australian Public Service agencies

Infrastructure, Transport, Regional
Development and Communications

Vacancy VN-0740081

Civil Aviation Safety Authority Australia

Closing Date:Thursday 25 April 2024

Regulatory Oversight
Surveillance

Job Title	Surveillance Manager CTM1/2/3
Job Type	Full-Time, Ongoing
Location	Melbourne VIC
Salary	\$179,695 - \$201,829
Classification	
Position Number	2757
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

CASA is seeking an applicant to join the Regulatory Oversight Division who are ready to use their extensive aviation experience in a management role within the Surveillance Branch. We are seeking candidates who work collaboratively and cohesively with their colleagues, peers and regulated entities conducting aviation operations nationally and internationally in accordance with CASA's obligations under the *Civil Aviation Act 1988* (the Act).

The Surveillance Branch performs scheduled surveillance, proactive campaign surveillance and response events based on available safety risk information. The branch undertakes assessments of compliance against the legislation and mandated standards in a range of ways, including on-site and desk-based audits. Inspectors conduct an objective assessment of ongoing compliance against the legislative requirements and CASA policies. Non-compliance is managed by drawing on a range of regulatory responses in a proportionate, fair and safety risk-based manner.

The Surveillance Manager (Melbourne) (CTM)1, 2 or 3 will report to the National Manager Surveillance and will possess a highly advanced level of capability in leading and managing a multi-disciplinary team of regulators who provide specialist technical functions and services to ensure the safety regulation of civil air operations in Australia and the operation of Australian aircraft overseas.

Duties

Functions of the position – Manager Surveillance (CTM 1)

Managers of Surveillance are responsible for the following deliverables, which represent an ongoing body of work:

- Lead and manage a multi-disciplined team in planning, managing and supporting the delivery of surveillance activities, allocated to their team.
- Actively promote aviation safety, in line with a shared corporate vision.
- Induct, monitor and mentor new, high calibre staff into their team.
- Routinely assess the performance of team members with the objective of promoting operational standardisation, efficiency and consistency.
- Provide and coordinate high quality, expert technical and regulatory support and advice to the National Manager; and, in the area of the Manager's core discipline, provide advice to other staff in the team and Branch.
- Develop and maintain positive relationships with internal and external key stakeholders.
- Exercise the prescribed delegations as authorised by the Director of Aviation Safety and undertake team manager responsibilities in the Branch in an efficient and effective manner.
- Ensure that accurate and current records on surveillance activities are maintained. All decisions are to be adequately supported with the appropriate checklist, or retained, evidenced based, record/reason for decision.
- Ensure that workload and workflow within the team are properly analysed, and that work outputs are complying, recorded and retained on CASA's systems, so that, along with input from other Branches, an up to date picture of the safety health of the operators can be determined.
- Manage attendance of team members at relevant training programmes in accordance with CASA policies, ensuring team members are provided with adequate training. Mentor staff and provide development opportunities, coaching and feedback.
- Promote workplace safety, equity and diversity, participative management and environmental management in the workplace and act in accordance with the CASA Values, Behaviours and code of conduct.

Functions of the position – Manager Surveillance (CTM 2/3)

In addition to the above deliverables, Managers Surveillance level 2 (CTM2/3) will be required to:

- Coordinate the management surveillance tasks, in a multi-disciplinary team-based approach, sourcing and coordinating personnel from other teams and Branches.
- Manage resources and activities by customising teams to suit size and complexity of the task and ensure that inspectorate resources are assigned according to CASA Policy
- Provide a strategic level of specialist, professional and/or technical expertise, relating to the work of the Branch; supporting other Branches within the Division in either Regulatory services or their core-discipline areas.
- Maintain and exercise a high level of knowledge of relevant Australian aviation legislative and reporting requirements, particularly in an International context, including benchmarking and gap analysis between ICAO Standards and Recommended Practices and the Australian legislative and documented procedural environment.
- Induct, monitor, mentor and report on new, high calibre staff, in the Branch and/or Division, who have a remote management reporting line.
- Actively display CASA's values and promote aviation safety, in line with a shared corporate vision, which is holistic and supportive of all CASA's Branches and Divisions

Our ideal candidate

Our ideal candidate *must* demonstrate the following:

- Relevant operational management experience in a regulatory, civil or military aviation environment.

- Comprehensive understanding of Australia's civil aviation legislation with a focus on a specialty area and its application in a regulatory environment, its international context, and a broad-spectrum understanding of civil aviation legislation as a whole.
- Demonstrated stakeholder engagement skills including the ability to liaise with stakeholders and provide well considered responses to complex matters
- Ability to analyse and interpret data from a wide variety of digital platforms and simplify technical information for non-technical audience as required.
- Experience in managing complex or multi-disciplinary projects.
- Experience in effective implementation of quality assurance and risk management principles.
- Demonstrated experience handling complex and ambiguous situations systematically.
- Strong stakeholder management skills.
- Demonstrated understanding of the diversity of Aboriginal and Torres Strait Islander peoples, their cultures, and their issues and to be able to communicate respectfully with them.
- Demonstrated superior written and verbal communications skills with the ability to translate complex information concisely and effectively to senior and non-technical audiences.
- Promotion of workplace safety, equity and diversity, and act in accordance with the CASA Values and Behaviours

Eligibility

- Must be an Australia citizen or permanent resident
- Undergo pre-employment screening including a Police Check
- Currently holds an Aviation Security Identification Card (ASIC) card or have the ability to obtain and hold one.

Undertake pre-employment audiometric testing, and alcohol and drug tests **Notes**

Affirmative Measures

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

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

About the Civil Aviation Safety Authority Australia

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

To Apply

Position Contact	Russell Dyer, 62171895
Agency Recruitment Site	https://www.casa.gov.au/about-us/careers-casa

This notice is part of the electronic Public Service Gazette PS15 Daily Gazette Thursday - 11 April 2024.pdf Published by Australian Public Service Commission.

- Applicants to vacancies notified in all formats of the electronic Public Service Gazette should be aware:
- that the names of successful applicants will also be notified in all formats of the electronic Public Service Gazette
 - applicants found suitable may be offered similar employment opportunities by other Australian Public Service agencies

Infrastructure, Transport, Regional
Development and Communications

Vacancy VN-0740082

Civil Aviation Safety Authority Australia

Closing Date:Thursday 02 May 2024

Regulatory Oversight
Surveillance

Job Title	Flight Operations Inspector
Job Type	Full-Time, Ongoing
Location	Sydney NSW
Salary	\$140,112 - \$156,178
Classification	
Position Number	2772
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

CASA is seeking an applicant to join the Regulatory Oversight Division who are ready to use their extensive fixed and/or rotary wing aviation experience in a Flight Operations Inspector role within the Surveillance Branch. We are seeking candidates who work collaboratively and cohesively with their colleagues, peers and regulated entities conducting aviation operations nationally and internationally in accordance with CASA’s obligations under the *Civil Aviation Act 1988* (the Act).

The Surveillance Branch performs scheduled surveillance, proactive campaign surveillance and response events based on available safety risk information. The branch undertakes assessments of compliance against the legislation and mandated standards in a range of ways, including on-site and desk-based audits. Inspectors conduct an objective assessment of ongoing compliance against the legislative requirements and CASA policies. Non-compliance is managed by drawing on a range of regulatory responses in a proportionate, fair and safety risk-based manner.

Reporting to the Manager Surveillance, the role requires a strong understanding of various aviation industry sectors, the civil aviation legislation and supporting guidance material. The inspector will be responsible for conducting surveillance events and applying their technical knowledge, on a range of flying matters relating to fixed wing and/or rotary aircraft, to identify and analyse circumstances where regulatory powers should be exercised. The role requires a high level of research skills and the ability to make informed decisions

that are evidence based. The ideal candidate will demonstrate initiative and sound judgement and is capable of working through complex issues to resolution.

The incumbent will be required to perform safety sensitive aviation activities as defined in the relevant regulations and will work both autonomously and as part of a team. Surveillance inspectors are deployed nationally across a number of CASA offices. This position will require local and interstate travel and there will be an expectation of occasionally working outside of the standard working hours.

Duties

The incumbent will be required to perform safety sensitive aviation activities as defined in the relevant regulations and will work both autonomously and as part of a team. Surveillance inspectors are deployed nationally across a number of CASA offices. This position will require local and interstate travel and there will be an expectation of occasionally working outside of the standard working hours.

The Flight Operations Inspector is responsible for the following deliverables, which represent an ongoing body of work:

- Provide regulatory guidance to the aviation industry and other CASA staff on the implementation of civil aviation safety legislation
- Plan, lead and/or participate in surveillance events in accordance with CASA policy and procedures to deliver the national surveillance schedule outcomes
- Encourage industry to comply with its obligations to maintain high standards of aviation safety through education, training, industry forums and timely aviation safety advice
- Work with industry participants to resolve identified deficiencies by an aviation approval holder
- Prepare detailed briefs and recommendations for the escalation of legislative breaches to the delegate
- Working closely with CASA staff to address specific safety information, education and training issues arising from surveillance activities
- Maintaining knowledge of civil aviation legislation, regulations, policies and reporting requirements
- Comply with business processes in line with CASA standards and identify and recommend modifications to operational policies, procedures and standards
- Ensure accurate records and information is maintained supporting all regulatory activities and team reporting requirements
- Exercise prescribed delegations in accordance with CASA policy and good administrative decision-making processes

Our ideal candidate

Our ideal candidate *must* demonstrate the following:

- Hold or have held an Australian Air Transport Pilot Licence, or Commercial Pilot Licence (helicopter Category rating)
- Broad aviation experience across a range of aviation sectors in an operational role (i.e flight training, air transport, aerial work, agricultural operations)
- High level understanding of flight operations and Australia's civil aviation legislation and their application in a regulatory environment
- Demonstrated stakeholder engagement skills including the ability to liaise with stakeholders and provide well considered responses to complex matters
- Demonstrated high level written and verbal communication skills with the ability to perform detailed research and interpret complex information and present effective arguments in a timely manner.
- Ability to analyse and interpret data from a wide variety of digital platforms and simplify technical information for non-technical audience as required.
- Promotion of workplace safety, equity and diversity, and act in accordance with the CASA Values and Behaviours

The following ideal candidate requirements are *desirable*:

- Relevant tertiary qualifications (i.e. aviation / law)

Eligibility

- Must be an Australia citizen or permanent resident
- Undergo pre-employment screening including a Police Check
- Currently holds an Aviation Security Identification Card (ASIC) card or have the ability to obtain and hold one.

Undertake pre-employment audiometric testing, and alcohol and drug tests. **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	Amber Daniel, 0476 812 177
Agency Recruitment Site	https://www.casa.gov.au/about-us/careers-casa

This notice is part of the electronic Public Service Gazette PS15 Daily Gazette Thursday - 11 April 2024.pdf Published by Australian Public Service Commission.

Applicants to vacancies notified in all formats of the electronic Public Service Gazette should be aware:

- that the names of successful applicants will also be notified in all formats of the electronic Public Service Gazette
- applicants found suitable may be offered similar employment opportunities by other Australian Public Service agencies

Regulatory Oversight
Surveillance

Job Title	Surveillance Manager CTM1/2/3 - Affirmative measure - Aboriginal and Torres Strait Islander
Job Type	Full-Time, Ongoing
Location	Melbourne VIC
Salary	\$179,695 - \$201,829
Classification	
Position Number	2757
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

CASA is seeking an applicant to join the Regulatory Oversight Division who are ready to use their extensive aviation experience in a management role within the Surveillance Branch. We are seeking candidates who work collaboratively and cohesively with their colleagues, peers and regulated entities conducting aviation operations nationally and internationally in accordance with CASA’s obligations under the *Civil Aviation Act 1988* (the Act).

The Surveillance Branch performs scheduled surveillance, proactive campaign surveillance and response events based on available safety risk information. The branch undertakes assessments of compliance against the legislation and mandated standards in a range of ways, including on-site and desk-based audits. Inspectors conduct an objective assessment of ongoing compliance against the legislative requirements and CASA policies. Non-compliance is managed by drawing on a range of regulatory responses in a proportionate, fair and safety risk-based manner.

The Surveillance Manager (Melbourne) (CTM)1, 2 or 3 will report to the National Manager Surveillance and will possess a highly advanced level of capability in leading and managing a multi-disciplinary team of regulators who provide specialist technical functions and services to ensure the safety regulation of civil air operations in Australia and the operation of Australian aircraft overseas.

Duties

Functions of the position – Manager Surveillance (CTM 1)

Managers of Surveillance are responsible for the following deliverables, which represent an ongoing body of work:

- Lead and manage a multi-disciplined team in planning, managing and supporting the delivery of surveillance activities, allocated to their team.
- Actively promote aviation safety, in line with a shared corporate vision.
- Induct, monitor and mentor new, high calibre staff into their team.

- Routinely assess the performance of team members with the objective of promoting operational standardisation, efficiency and consistency.
- Provide and coordinate high quality, expert technical and regulatory support and advice to the National Manager; and, in the area of the Manager's core discipline, provide advice to other staff in the team and Branch.
- Develop and maintain positive relationships with internal and external key stakeholders.
- Exercise the prescribed delegations as authorised by the Director of Aviation Safety and undertake team manager responsibilities in the Branch in an efficient and effective manner.
- Ensure that accurate and current records on surveillance activities are maintained. All decisions are to be adequately supported with the appropriate checklist, or retained, evidenced based, record/reason for decision.
- Ensure that workload and workflow within the team are properly analysed, and that work outputs are complying, recorded and retained on CASA's systems, so that, along with input from other Branches, an up to date picture of the safety health of the operators can be determined.
- Manage attendance of team members at relevant training programmes in accordance with CASA policies, ensuring team members are provided with adequate training. Mentor staff and provide development opportunities, coaching and feedback.
- Promote workplace safety, equity and diversity, participative management and environmental management in the workplace and act in accordance with the CASA Values, Behaviours and code of conduct.

Functions of the position – Manager Surveillance (CTM 2/3)

In addition to the above deliverables, Managers Surveillance level 2 (CTM2/3) will be required to:

- Coordinate the management surveillance tasks, in a multi-disciplinary team-based approach, sourcing and coordinating personnel from other teams and Branches.
- Manage resources and activities by customising teams to suit size and complexity of the task and ensure that inspectorate resources are assigned according to CASA Policy
- Provide a strategic level of specialist, professional and/or technical expertise, relating to the work of the Branch; supporting other Branches within the Division in either Regulatory services or their core-discipline areas.
- Maintain and exercise a high level of knowledge of relevant Australian aviation legislative and reporting requirements, particularly in an International context, including benchmarking and gap analysis between ICAO Standards and Recommended Practices and the Australian legislative and documented procedural environment.
- Induct, monitor, mentor and report on new, high calibre staff, in the Branch and/or Division, who have a remote management reporting line.
- Actively display CASA's values and promote aviation safety, in line with a shared corporate vision, which is holistic and supportive of all CASA's Branches and Divisions

Our ideal candidate

Our ideal candidate *must* demonstrate the following:

- Relevant operational management experience in a regulatory, civil or military aviation environment.
- Comprehensive understanding of Australia's civil aviation legislation with a focus on a specialty area and its application in a regulatory environment, its international context, and a broad-spectrum understanding of civil aviation legislation as a whole.
- Demonstrated stakeholder engagement skills including the ability to liaise with stakeholders and provide well considered responses to complex matters
- Ability to analyse and interpret data from a wide variety of digital platforms and simplify technical information for non-technical audience as required.
- Experience in managing complex or multi-disciplinary projects.
- Experience in effective implementation of quality assurance and risk management principles.

- Demonstrated experience handling complex and ambiguous situations systematically.
- Strong stakeholder management skills.
- Demonstrated understanding of the diversity of Aboriginal and Torres Strait Islander peoples, their cultures, and their issues and to be able to communicate respectfully with them.
- Demonstrated superior written and verbal communications skills with the ability to translate complex information concisely and effectively to senior and non-technical audiences.
- Promotion of workplace safety, equity and diversity, and act in accordance with the CASA Values and Behaviours

Eligibility

- Must be an Australia citizen or permanent resident
- Undergo pre-employment screening including a Police Check
- Currently holds an Aviation Security Identification Card (ASIC) card or have the ability to obtain and hold one.

Undertake pre-employment audiometric testing, and alcohol and drug tests **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

"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	Russell Dyer, 62171895
Agency Recruitment Site	https://www.casa.gov.au/about-us/careers-casa

This notice is part of the electronic Public Service Gazette PS15 Daily Gazette Thursday - 11 April 2024.pdf Published by Australian Public Service Commission.

- Applicants to vacancies notified in all formats of the electronic Public Service Gazette should be aware:
- that the names of successful applicants will also be notified in all formats of the electronic Public Service Gazette
 - applicants found suitable may be offered similar employment opportunities by other Australian Public Service agencies

Civil Aviation Safety Authority Australia

Closing Date: Thursday 02 May 2024

Regulatory Oversight
Surveillance

Job Title	Flight Operations Inspector - Affirmative Measures - Disability
Job Type	Full-Time, Ongoing
Location	Sydney NSW
Salary	\$140,112 - \$156,178
Classification	
Position Number	2772
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

CASA is seeking an applicant to join the Regulatory Oversight Division who are ready to use their extensive fixed and/or rotary wing aviation experience in a Flight Operations Inspector role within the Surveillance Branch. We are seeking candidates who work collaboratively and cohesively with their colleagues, peers and regulated entities conducting aviation operations nationally and internationally in accordance with CASA's obligations under the *Civil Aviation Act 1988* (the Act).

The Surveillance Branch performs scheduled surveillance, proactive campaign surveillance and response events based on available safety risk information. The branch undertakes assessments of compliance against the legislation and mandated standards in a range of ways, including on-site and desk-based audits. Inspectors conduct an objective assessment of ongoing compliance against the legislative requirements and CASA policies. Non-compliance is managed by drawing on a range of regulatory responses in a proportionate, fair and safety risk-based manner.

Reporting to the Manager Surveillance, the role requires a strong understanding of various aviation industry sectors, the civil aviation legislation and supporting guidance material. The inspector will be responsible for conducting surveillance events and applying their technical knowledge, on a range of flying matters relating to fixed wing and/or rotary aircraft, to identify and analyse circumstances where regulatory powers should be exercised. The role requires a high level of research skills and the ability to make informed decisions that are evidence based. The ideal candidate will demonstrate initiative and sound judgement and is capable of working through complex issues to resolution.

The incumbent will be required to perform safety sensitive aviation activities as defined in the relevant regulations and will work both autonomously and as part of a team. Surveillance inspectors are deployed nationally across a number of CASA offices. This position will require local and interstate travel and there will be an expectation of occasionally working outside of the standard working hours.

Duties

The incumbent will be required to perform safety sensitive aviation activities as defined in the relevant regulations and will work both autonomously and as part of a team. Surveillance inspectors are deployed nationally across a number of CASA offices. This position will require local and interstate travel and there will be an expectation of occasionally working outside of the standard working hours.

The Flight Operations Inspector is responsible for the following deliverables, which represent an ongoing body of work:

- Provide regulatory guidance to the aviation industry and other CASA staff on the implementation of civil aviation safety legislation
- Plan, lead and/or participate in surveillance events in accordance with CASA policy and procedures to deliver the national surveillance schedule outcomes
- Encourage industry to comply with its obligations to maintain high standards of aviation safety through education, training, industry forums and timely aviation safety advice
- Work with industry participants to resolve identified deficiencies by an aviation approval holder
- Prepare detailed briefs and recommendations for the escalation of legislative breaches to the delegate
- Working closely with CASA staff to address specific safety information, education and training issues arising from surveillance activities
- Maintaining knowledge of civil aviation legislation, regulations, policies and reporting requirements
- Comply with business processes in line with CASA standards and identify and recommend modifications to operational policies, procedures and standards
- Ensure accurate records and information is maintained supporting all regulatory activities and team reporting requirements
- Exercise prescribed delegations in accordance with CASA policy and good administrative decision-making processes

Our ideal candidate

Our ideal candidate *must* demonstrate the following:

- Hold or have held an Australian Air Transport Pilot Licence, or Commercial Pilot Licence (helicopter Category rating)
- Broad aviation experience across a range of aviation sectors in an operational role (i.e flight training, air transport, aerial work, agricultural operations)
- High level understanding of flight operations and Australia's civil aviation legislation and their application in a regulatory environment
- Demonstrated stakeholder engagement skills including the ability to liaise with stakeholders and provide well considered responses to complex matters
- Demonstrated high level written and verbal communication skills with the ability to perform detailed research and interpret complex information and present effective arguments in a timely manner.
- Ability to analyse and interpret data from a wide variety of digital platforms and simplify technical information for non-technical audience as required.
- Promotion of workplace safety, equity and diversity, and act in accordance with the CASA Values and Behaviours

The following ideal candidate requirements are *desirable*:

- Relevant tertiary qualifications (i.e. aviation / law)

Eligibility

- Must be an Australia citizen or permanent resident
- Undergo pre-employment screening including a Police Check
- Currently holds an Aviation Security Identification Card (ASIC) card or have the ability to obtain and hold one.

Undertake pre-employment audiometric testing, and alcohol and drug tests. **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

"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	Amber Daniel, 0476 812 177
Agency Recruitment Site	https://www.casa.gov.au/about-us/careers-casa

This notice is part of the electronic Public Service Gazette PS15 Daily Gazette Thursday - 11 April 2024.pdf Published by Australian Public Service Commission.

Applicants to vacancies notified in all formats of the electronic Public Service Gazette should be aware:

- that the names of successful applicants will also be notified in all formats of the electronic Public Service Gazette
- applicants found suitable may be offered similar employment opportunities by other Australian Public Service agencies

Infrastructure, Transport, Regional
Development and Communications

Vacancy VN-0740101

Civil Aviation Safety Authority Australia

Closing Date:Thursday 02 May 2024

Regulatory Oversight
Surveillance

Job Title	Flight Operations Inspector - Affirmative Measures - Aboriginal and Torres Strait Islander
Job Type	Full-Time, Ongoing
Location	Sydney NSW
Salary	\$140,112 - \$156,178
Classification	
Position Number	2772
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

CASA is seeking an applicant to join the Regulatory Oversight Division who are ready to use their extensive fixed and/or rotary wing aviation experience in a Flight Operations Inspector role within the Surveillance Branch. We are seeking candidates who work collaboratively and cohesively with their colleagues, peers and regulated entities conducting aviation operations nationally and internationally in accordance with CASA's obligations under the *Civil Aviation Act 1988* (the Act).

The Surveillance Branch performs scheduled surveillance, proactive campaign surveillance and response events based on available safety risk information. The branch undertakes assessments of compliance against the legislation and mandated standards in a range of ways, including on-site and desk-based audits. Inspectors conduct an objective assessment of ongoing compliance against the legislative requirements and CASA policies. Non-compliance is managed by drawing on a range of regulatory responses in a proportionate, fair and safety risk-based manner.

Reporting to the Manager Surveillance, the role requires a strong understanding of various aviation industry sectors, the civil aviation legislation and supporting guidance material. The inspector will be responsible for conducting surveillance events and applying their technical knowledge, on a range of flying matters relating to fixed wing and/or rotary aircraft, to identify and analyse circumstances where regulatory powers should be exercised. The role requires a high level of research skills and the ability to make informed decisions that are evidence based. The ideal candidate will demonstrate initiative and sound judgement and is capable of working through complex issues to resolution.

The incumbent will be required to perform safety sensitive aviation activities as defined in the relevant regulations and will work both autonomously and as part of a team. Surveillance inspectors are deployed nationally across a number of CASA offices. This position will require local and interstate travel and there will be an expectation of occasionally working outside of the standard working hours.

Duties

The incumbent will be required to perform safety sensitive aviation activities as defined in the relevant regulations and will work both autonomously and as part of a team. Surveillance inspectors are deployed nationally across a number of CASA offices. This position will require local and interstate travel and there will be an expectation of occasionally working outside of the standard working hours.

The Flight Operations Inspector is responsible for the following deliverables, which represent an ongoing body of work:

- Provide regulatory guidance to the aviation industry and other CASA staff on the implementation of civil aviation safety legislation
- Plan, lead and/or participate in surveillance events in accordance with CASA policy and procedures to deliver the national surveillance schedule outcomes
- Encourage industry to comply with its obligations to maintain high standards of aviation safety through education, training, industry forums and timely aviation safety advice
- Work with industry participants to resolve identified deficiencies by an aviation approval holder
- Prepare detailed briefs and recommendations for the escalation of legislative breaches to the delegate
- Working closely with CASA staff to address specific safety information, education and training issues arising from surveillance activities
- Maintaining knowledge of civil aviation legislation, regulations, policies and reporting requirements
- Comply with business processes in line with CASA standards and identify and recommend modifications to operational policies, procedures and standards
- Ensure accurate records and information is maintained supporting all regulatory activities and team reporting requirements
- Exercise prescribed delegations in accordance with CASA policy and good administrative decision-making processes

Our ideal candidate

Our ideal candidate *must* demonstrate the following:

- Hold or have held an Australian Air Transport Pilot Licence, or Commercial Pilot Licence (helicopter Category rating)
- Broad aviation experience across a range of aviation sectors in an operational role (i.e flight training, air transport, aerial work, agricultural operations)
- High level understanding of flight operations and Australia's civil aviation legislation and their application in a regulatory environment
- Demonstrated stakeholder engagement skills including the ability to liaise with stakeholders and provide well considered responses to complex matters
- Demonstrated high level written and verbal communication skills with the ability to perform detailed research and interpret complex information and present effective arguments in a timely manner.
- Ability to analyse and interpret data from a wide variety of digital platforms and simplify technical information for non-technical audience as required.
- Promotion of workplace safety, equity and diversity, and act in accordance with the CASA Values and Behaviours

The following ideal candidate requirements are *desirable*:

- Relevant tertiary qualifications (i.e. aviation / law)

Eligibility

- Must be an Australia citizen or permanent resident
- Undergo pre-employment screening including a Police Check
- Currently holds an Aviation Security Identification Card (ASIC) card or have the ability to obtain and hold one.

Undertake pre-employment audiometric testing, and alcohol and drug tests. **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

"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	Amber Daniel, 0476 812 177
Agency Recruitment Site	https://www.casa.gov.au/about-us/careers-casa

This notice is part of the electronic Public Service Gazette PS15 Daily Gazette Thursday - 11 April 2024.pdf Published by Australian Public Service Commission.

Applicants to vacancies notified in all formats of the electronic Public Service Gazette should be aware:

- that the names of successful applicants will also be notified in all formats of the electronic Public Service Gazette
- applicants found suitable may be offered similar employment opportunities by other Australian Public Service agencies

Infrastructure, Transport, Regional
Development and Communications

Vacancy VN-0740112

Civil Aviation Safety Authority Australia

Closing Date:Thursday 25 April 2024

Regulatory Oversight
Surveillance

Job Title	Surveillance Manager CTM1/2/3 - Affirmative Measures - Disability
Job Type	Full-Time, Ongoing
Location	Melbourne VIC
Salary	\$179,695 - \$201,829
Classification	
Position Number	2757
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

CASA is seeking an applicant to join the Regulatory Oversight Division who are ready to use their extensive aviation experience in a management role within the Surveillance Branch. We are seeking candidates who work collaboratively and cohesively with their colleagues, peers and regulated entities conducting aviation operations nationally and internationally in accordance with CASA's obligations under the *Civil Aviation Act 1988* (the Act).

The Surveillance Branch performs scheduled surveillance, proactive campaign surveillance and response events based on available safety risk information. The branch undertakes assessments of compliance against the legislation and mandated standards in a range of ways, including on-site and desk-based audits. Inspectors conduct an objective assessment of ongoing compliance against the legislative requirements and CASA policies. Non-compliance is managed by drawing on a range of regulatory responses in a proportionate, fair and safety risk-based manner.

The Surveillance Manager (Melbourne) (CTM)1, 2 or 3 will report to the National Manager Surveillance and will possess a highly advanced level of capability in leading and managing a multi-disciplinary team of regulators who provide specialist technical functions and services to ensure the safety regulation of civil air operations in Australia and the operation of Australian aircraft overseas.

Duties

Functions of the position – Manager Surveillance (CTM 1)

Managers of Surveillance are responsible for the following deliverables, which represent an ongoing body of work:

- Lead and manage a multi-disciplined team in planning, managing and supporting the delivery of surveillance activities, allocated to their team.
- Actively promote aviation safety, in line with a shared corporate vision.
- Induct, monitor and mentor new, high calibre staff into their team.
- Routinely assess the performance of team members with the objective of promoting operational standardisation, efficiency and consistency.
- Provide and coordinate high quality, expert technical and regulatory support and advice to the National Manager; and, in the area of the Manager's core discipline, provide advice to other staff in the team and Branch.
- Develop and maintain positive relationships with internal and external key stakeholders.

- Exercise the prescribed delegations as authorised by the Director of Aviation Safety and undertake team manager responsibilities in the Branch in an efficient and effective manner.
- Ensure that accurate and current records on surveillance activities are maintained. All decisions are to be adequately supported with the appropriate checklist, or retained, evidenced based, record/reason for decision.
- Ensure that workload and workflow within the team are properly analysed, and that work outputs are complying, recorded and retained on CASA's systems, so that, along with input from other Branches, an up to date picture of the safety health of the operators can be determined.
- Manage attendance of team members at relevant training programmes in accordance with CASA policies, ensuring team members are provided with adequate training. Mentor staff and provide development opportunities, coaching and feedback.
- Promote workplace safety, equity and diversity, participative management and environmental management in the workplace and act in accordance with the CASA Values, Behaviours and code of conduct.

Functions of the position – Manager Surveillance (CTM 2/3)

In addition to the above deliverables, Managers Surveillance level 2 (CTM2/3) will be required to:

- Coordinate the management surveillance tasks, in a multi-disciplinary team-based approach, sourcing and coordinating personnel from other teams and Branches.
- Manage resources and activities by customising teams to suit size and complexity of the task and ensure that inspectorate resources are assigned according to CASA Policy
- Provide a strategic level of specialist, professional and/or technical expertise, relating to the work of the Branch; supporting other Branches within the Division in either Regulatory services or their core-discipline areas.
- Maintain and exercise a high level of knowledge of relevant Australian aviation legislative and reporting requirements, particularly in an International context, including benchmarking and gap analysis between ICAO Standards and Recommended Practices and the Australian legislative and documented procedural environment.
- Induct, monitor, mentor and report on new, high calibre staff, in the Branch and/or Division, who have a remote management reporting line.
- Actively display CASA's values and promote aviation safety, in line with a shared corporate vision, which is holistic and supportive of all CASA's Branches and Divisions

Our ideal candidate

Our ideal candidate *must* demonstrate the following:

- Relevant operational management experience in a regulatory, civil or military aviation environment.
- Comprehensive understanding of Australia's civil aviation legislation with a focus on a specialty area and its application in a regulatory environment, its international context, and a broad-spectrum understanding of civil aviation legislation as a whole.
- Demonstrated stakeholder engagement skills including the ability to liaise with stakeholders and provide well considered responses to complex matters
- Ability to analyse and interpret data from a wide variety of digital platforms and simplify technical information for non-technical audience as required.
- Experience in managing complex or multi-disciplinary projects.
- Experience in effective implementation of quality assurance and risk management principles.
- Demonstrated experience handling complex and ambiguous situations systematically.
- Strong stakeholder management skills.
- Demonstrated understanding of the diversity of Aboriginal and Torres Strait Islander peoples, their cultures, and their issues and to be able to communicate respectfully with them.
- Demonstrated superior written and verbal communications skills with the ability to translate complex information concisely and effectively to senior and non-technical audiences.

- Promotion of workplace safety, equity and diversity, and act in accordance with the CASA Values and Behaviours

Eligibility

- Must be an Australia citizen or permanent resident
- Undergo pre-employment screening including a Police Check
- Currently holds an Aviation Security Identification Card (ASIC) card or have the ability to obtain and hold one.

Undertake pre-employment audiometric testing, and alcohol and drug tests **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

"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	Russell Dyer, 62171895
Agency Recruitment Site	https://www.casa.gov.au/about-us/careers-casa

This notice is part of the electronic Public Service Gazette PS15 Daily Gazette Thursday - 11 April 2024.pdf Published by Australian Public Service Commission.

Applicants to vacancies notified in all formats of the electronic Public Service Gazette should be aware:

- that the names of successful applicants will also be notified in all formats of the electronic Public Service Gazette
- applicants found suitable may be offered similar employment opportunities by other Australian Public Service agencies

Infrastructure, Transport, Regional
Development and Communications

Vacancy VN-0740203

Job Title	Manager, Licencing, Rights & Distribution
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Sydney NSW
Salary	\$111,966 - \$120,025
Classification	Executive Level 1
Position Number	89782
Agency Website	https://www.nfsa.gov.au/

Job Description

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

About the National Film and Sound Archive of Australia

NFSA's purpose is to tell the national story in all its rich diversity by collecting, preserving and sharing audiovisual media, via the cultural experience platforms of our time. In 2021, items from the collection were viewed more than 121 million times across the country, making it one of the nation's most vital and utilised cultural resources.

The institution is investing in a comprehensive digital transformation program, during which more of the items in our care will be digitised for preservation and once digitised, become more readily searchable and accessible by all Australians. A core component of the transformation program will be building national audiences for the collection through improved online services and content offerings that will be brought alive through a compelling, relevant and dynamic institutional voice.

About the Position

We are looking for an experienced and highly motivated person to manage a small team responsible for the reuse, licensing and distribution of the NFSA's collection. The successful applicant will be an experienced manager with extensive experience applying Australian copyright law in a cultural setting ideally with sound knowledge of the Australian and international screen industry and distribution contracting. In addition, you will have strong client service, communication skills and a commitment to producing quality outcomes.

This position is within the Access section's Rights and Distribution team, located in the Sydney (Pyrmont) office. The position will involve significant interaction with other NFSA teams particularly members of the Access Services, Curatorial and Communication & Marketing teams.

Duties

Under limited direction undertake the following duties:

- Lead, develop, promote and support the day-to-day functions of the Rights and Distribution team.
- Manage the NFSA's collective licensing programs.
- Identify, develop, and manage internal projects that deliver an increase in the access and reuse of the NFSA's collection by internal and external clients.
- Work with Team Leads to identify ways to streamline internal requests, develop training and support documentation, increase reach of NFSA owned materials and look for relevant commercial opportunities to assist in achieving this.
- Provide ongoing high level written and oral advice to Senior Manager, Access on issues relating to copyright compliance, risk assessment and verification of complex rights matters. You will also assist with interpreting the latest developments in copyright legislation applicable to the reuse of the national collection.
- Develop and oversee NFSA staff training to increase knowledge of copyright compliance and NFSA's legal obligations under the Copyright Act.

- Represent the NFSA and liaise with relevant professional organisations engaged in licensing, distribution and rights management for cultural collections.

Selection Criteria

In relation to the 'Job Details' listed above, concisely demonstrate your skills, experience, and achievements against each of the following areas (around 250-300 words for each):

1. Ability to motivate, coordinate, lead and supervise the work of a small team responsible for providing timely and effective expert advice to a range of internal clients.
2. High level experience and understanding of licensing practices and rights management of an audiovisual archive and related document and artefact collection in accordance with Australian copyright law.
3. Establishment and management of ongoing productive relationships with peers and stakeholders.
4. Understanding of the commercial environments that facilitate sharing of NFSA owned audiovisual materials.
5. Development, interpretation, implementation and modification of licensing and rights management policies and procedures.
6. Utilisation of effective negotiation, influencing and professional written and oral communication skills to confidently articulate and achieve desired outcomes with strong client focus and excellent analytical and problem-solving skills.

Desired Skills and Experience

- Extensive demonstrated experience in licensing, distribution or rights management for a cultural institution, film production company and or television broadcaster.
- Tertiary qualifications in a field relevant to the work of the NFSA and/or the position.

Eligibility

To be eligible for this position you must:

- Be an Australian citizen

Security Clearance Requirements:

- This position requires an Australian Federal Police check to be conducted.
- Obtain and maintain an Australian Government Baseline Security Clearance

The assessment process for this position will include:

- A written application of 1000 words addressing the selection criteria.
- An interview, and
- Referee checking.

Notes

NFSA 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

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	Bronwyn Dowdal, 02 8202 0121
Agency Recruitment Site	https://nfsa.elmogov.com.au/careers/nfsa/jobs

This notice is part of the electronic Public Service Gazette PS15 Daily Gazette Thursday - 11 April 2024.pdf Published by Australian Public Service Commission.

Applicants to vacancies notified in all formats of the electronic Public Service Gazette should be aware:

- that the names of successful applicants will also be notified in all formats of the electronic Public Service Gazette
- applicants found suitable may be offered similar employment opportunities by other Australian Public Service agencies

Prime Minister and Cabinet

Vacancy VN-0740122

Aboriginal Hostels Limited

Closing Date:Sunday 28 April 2024

WA Operations
South Hedland Hostel

Job Title	Hostel Manager
Job Type	Full-Time, Ongoing
Location	South Hedland WA
Salary	\$75,040 - \$79,671
Classification	APS Level 5
Position Number	VN5924
Agency Website	

Job Description

<https://www.ahl.gov.au/employment>

Our purpose is to provide safe, culturally appropriate and affordable accommodation for First Nations people who need to be away from home to access services and economic opportunities. Across its network of hostels, dedicated Aboriginal Hostels Limited (AHL) staff provide accommodation and meals for residents in a supportive environment, assisted by local First Nations service providers and referral agencies.

AHL also supports the Australian Government's efforts to improve economic outcomes for First Nations people. By purchasing goods and services from First Nations businesses at every opportunity, we help support a more inclusive economy. We are proud to be one of the largest employers of First Nations people in the Australian Public Service, First Nations employees make up approximately 50% of our workforce.

AHL is seeking an experienced accommodation manager with a strong focus on customer service. Hostel Managers will work closely with local stakeholders to support First Nations people into our hostels and ensure residents are connected with the services they require during their stay.

Your role is to ensure hostel occupancy is high and service to residents is exceptional. You will be a hands-on manager, working closely with the small hostel team to provide three meals a day and ensuring the facility is clean, safe and welcoming. You will be a perfectionist, ensuring all hostel operations are meeting standards in line with guidelines and policies and continually developing your team to improve our service offering. You will be reporting to an Operations Management Team and will provide regular reports on hostel operations to the Operations Management Team and to AHL's National Office business areas as required.

Duties

Under the direction of the Operations Management Team, Hostel Manager's manage the day-to-day operations of the hostel in accordance with AHL policies, procedures, the Australian Public Service (APS) Code of Conduct and relevant APS legislation. The duties and responsibilities for this position will include:

- Leadership and Accountability
- Job Context and Environment
- Stakeholder Engagement
- Service Delivery
- Hostel Operations
- Staff Management
- Professional Service & Community Engagement
- WHS

A detailed position description is included in the vacancy information available on our website - [Employment | Aboriginal Hostels Limited \(ahl.gov.au\)](#) **Eligibility**

Qualifications and Training (or ability to obtain within the first six months of employment)

- First Aid Certificate
- Emergency Warden Training
- Food Safety Supervisor Certificate.

Eligibility:

- Be an Australian Citizen
- Undergo a Satisfactory National Criminal History Check (prior to engagement)
- Meet Fitness for Duty requirements (prior to engagement)
- Hold a valid Driver Licence
- Hold or obtain relevant qualifications.

Notes

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

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

About the Aboriginal Hostels Limited

To Apply

Position Contact	Nikki Jafari, 0439 000 162
Agency Recruitment Site	https://www.ahl.gov.au/employment

This notice is part of the electronic Public Service Gazette PS15 Daily Gazette Thursday - 11 April 2024.pdf Published by Australian Public Service Commission.

Applicants to vacancies notified in all formats of the electronic Public Service Gazette should be aware:

- that the names of successful applicants will also be notified in all formats of the electronic Public Service Gazette
- applicants found suitable may be offered similar employment opportunities by other Australian Public Service agencies

Prime Minister and Cabinet

Vacancy VN-0740159

Aboriginal Hostels Limited

Closing Date:Wednesday 01 May 2024

NSW Frontline Services
Tony Mundine Hostel Leichhardt NSW

Job Title	Housekeeper
Job Type	Part-Time, Ongoing
Location	Leichhardt NSW
Salary	\$54,306 - \$54,690
Classification	APS Level 2
Position Number	VN6024
Agency Website	

Job Description

<https://www.ahl.gov.au/employment>

Our purpose is to provide safe, culturally appropriate and affordable accommodation for First Nations people who need to be away from home to access medical services, education and economic opportunities.

Across its network of hostels, dedicated Aboriginal Hostels Limited (AHL) staff provide accommodation and meals for residents in a supportive environment, assisted by local First Nations service providers and referral agencies.

AHL also supports the Australian Government's efforts to improve economic outcomes for First Nations people. By purchasing goods and services from First Nations businesses at every opportunity, we help support a more inclusive economy. We are proud to be one of the largest employers of First Nations people in the Australian Public Service, First Nations employees make up approximately 50% of our workforce.

A career with AHL will provide you with a chance to contribute to improving the quality of life and economic opportunities for First Nations people. We offer rewarding experiences and rewarding employment conditions.

AHL is looking for an experienced part-time Housekeeper who is highly motivated, energetic, enthusiastic and passionate about delivering quality services to our residents in our Tony Mundine Hostel. The position is 60 hours per fortnight, working Monday to Friday, 9am - 3:30pm.

Duties

As a Housekeeper, your duties and responsibilities will include (but not limited to):

- a high level of customer service is provided to AHL residents at all times, including attending to resident requests in a professional and courteous manner.
- all workplace tasks to be performed in a manner which upholds AHL's commitment to safety of its staff and residents by adhering to relevant Work Health and Safety (WHS) practices at all times.
- cleaning tasks on a daily basis to ensure the hostel is serviced and cleaned to a high standard.
- adequate supply of cleaning products, linen and other relevant items are available and stored appropriately.
- all rooms are checked regularly for repair and maintenance requirements, and that appropriate notifications are reported to the Hostel Manager or Assistant Hostel Manager.

Hostel Workers are required to work as part of a team. Whilst your regular duties will be in Housekeeping, you may be required from time to time perform other duties as directed by Hostel Manager or Assistant Hostel Manager to ensure a high level of service is maintained.

The successful applicant will demonstrate:

- an ability to support outcomes for First Nations people and communicate sensitively and effectively.
- a strong a customer service focus
- the knowledge or ability to learn Work Health Safety standards within AHL settings.
- the ability to compete housekeeping and cleaning tasks in a productive and efficient manner.

Qualifications and Training (or ability to complete within the first six months of employment):

- Chemical Handling Training through AHL's approved supplier (currently Jaysol).
- Certificate II in Hospitality.
- Other relevant qualifications or work experience in a similar role.

For further information about the role and how to apply, please refer to the Vacancy Information available on our website, www.ahl.gov.au/employment **Eligibility**

- Be an Australian Citizen.
- Undergo a Satisfactory National Criminal History Check (prior to engagement).
- Meet Fitness for Duty requirements (prior to engagement).
- Hold and maintain a Working with Children Check in NSW (prior to engagement).
- Hold or obtain relevant qualifications.

Notes

A merit pool may be established from this selection process to fill similar future vacancies.

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

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

About the Aboriginal Hostels Limited

To Apply

Position Contact	Cristal Morris or Liz Simpson, 02 9043 9520
Agency Recruitment Site	https://www.ahl.gov.au/employment

Prime Minister and Cabinet

Vacancy VN-0740178

Aboriginal Hostels Limited

Closing Date: Wednesday 01 May 2024

NSW Frontline Services
Biala Hostel Allambie Heights, NSW

Job Title	Residential Youth Worker
Job Type	Full-Time, Ongoing
Location	Allambie Heights NSW, Sydney NSW
Salary	\$61,102 - \$64,840
Classification	APS Level 3
Position Number	VN6124
Agency Website	

Job Description

<https://www.ahl.gov.au/employment>

Our purpose is to provide safe, culturally appropriate and affordable accommodation for First Nations people who need to be away from home to access medical services, education and economic opportunities.

Across its network of hostels, dedicated Aboriginal Hostels Limited (AHL) staff provide accommodation and meals for residents in a supportive environment, assisted by local First Nations service providers and referral agencies.

AHL also supports the Australian Government's efforts to improve economic outcomes for First Nations people. By purchasing goods and services from First Nations businesses at every opportunity, we help support a more inclusive economy. We are proud to be one of the largest employers of First Nations people in the Australian Public Service, First Nations employees make up approximately 50% of our workforce.

Our Secondary Education Hostels are dedicated to providing a Home Away from Home for Indigenous Australians (aged 12-18 years) attending partner schools (grades 7 - 12). Our commitment in our student hostels is to ensure that we provide a fair, honest and culturally respectful environment that values each student and their connection to country.

Biala Hostel – Located near Manly, Biala Hostel provides accommodation for Aboriginal and Torres Strait Islander girls seeking to complete their high school education in Sydney. Biala offers positions for up to 11 students, who are supported by a team of Residential Youth Workers and Hostel Workers during school term time. In the school holidays periods students return to their families and the hostel is closed. In addition to attending school, the hostel supports students to participate in an extracurricular program designed to extend and enrich each girls learning.

Residential Youth Workers are key in creating a home away from home environment for students in Sydney. You will support the students during out of school hours, arrange and engage in creative, culturally rich programs and guide the students to build life-long skills and achieve their personal goals.

Duties

As the Residential Youth Worker, your responsibilities will include (but not limited to):

- the promotion and safeguard the safety and welfare of students, adhering to AHL's child protection policy.
- developing cooperative relationships with school teachers, parents and community members.
- liaising with internal and external stakeholders to ensure student needs are attended.
- participating in longer-term strategic planning to ensure constant development in hostel facilities and business improvement.

- perform all tasks in a manner which upholds AHL's commitment to safety of its staff and residents by adhering to relevant WHS practices.

The successful applicant will demonstrate:

- an ability to support outcomes for First Nations people and communicate sensitively and effectively.
- the ability to uphold ethical youth worker practices and principles.
- the ability to develop and maintain productive and positive relationships.
- a detailed understanding of Work Health and Safety (WHS) practices.
- proven in ability to plan, organise and work effectively in a team.

Qualifications and Training (or ability to obtain in the first six months of employment):

- Certificate in Community Services - Student Residential Care.
- Current First Aid Certificate.
- Current Drivers Licence/ Bus Licence for light-rigid vehicles (up to 25 seats) or willingness to obtain, if required.
- Mental Health First Aid Certificate (desirable).
- Bronze Medallion (desirable).

For further information about the role and how to apply, please refer to the Vacancy Information available on our website - [Employment | Aboriginal Hostels Limited \(https://ahl.gov.au\)](https://ahl.gov.au) **Eligibility**

- Be an Australian Citizen.
- Undergo a Satisfactory National Criminal History Check (prior to engagement).
- Meet Fitness for Duty requirements (prior to engagement).
- Hold and maintain a Working with Children Check in NSW (prior to engagement).
- Hold or obtain relevant qualifications.

Notes

A merit list may be established from this selection process to fill similar future vacancies.

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

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

About the Aboriginal Hostels Limited

To Apply

Position Contact	Kathy Hamilton, 0436 943 981
Agency Recruitment Site	https://www.ahl.gov.au/employment

This notice is part of the electronic Public Service Gazette PS15 Daily Gazette Thursday - 11 April 2024.pdf Published by Australian Public Service Commission.

Applicants to vacancies notified in all formats of the electronic Public Service Gazette should be aware:

- that the names of successful applicants will also be notified in all formats of the electronic Public Service Gazette
- applicants found suitable may be offered similar employment opportunities by other Australian Public Service agencies

Prime Minister and Cabinet

Vacancy VN-0740171

Digital Transformation Agency (DTA)

Closing Date:Wednesday 24 April 2024

Digital Investment Advice and Assurance Sourcing
Investment Advice and Contestability Policy and Coordination

Job Title	Senior Engagement Officer, Policy and Coordination
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Canberra ACT, Sydney NSW, Various locations - NT NT, Various locations - QLD QLD, Various locations - SA SA, Various locations - NSW NSW, Various locations - TAS TAS, various locations in VIC VIC, Various locations in WA WA
Salary	\$92,297 - \$108,398
Classification	APS Level 6
Position Number	074_04/24
Agency Website	https://www.dta.gov.au/

Job Description

<https://www.dta.gov.au/join-our-team>

An opportunity exists at the APS6 classification for a motivated person seeking to contribute to a range of multifaceted policy issues, including actioning advice on major government investments, developing training and engaging across the Commonwealth Government.

Duties

As a member of the Investment Advice and Contestability Branch, you will play a key part of the Australian Government's group of central agencies by providing advice to the government on the suitability of future digital and ICT investments. Within the branch, the Policy and Coordination Team is responsible for providing support and guidance on policies administered by the branch, delivery and maintenance of digital tools and the provision of staff training to support the branch and wider DTA. You will be responsible in supporting the director to deliver these outcomes, as well as engaging with agencies to facilitate the uplift of the ICT Investment Approval Process (IIAP).

To be successful in the role, you will have a proven history of delivering quality results. You should have sound knowledge and experience in one or more key subject matters, including but not limited to:

- the federal government budget process (or state government equivalent)
- delivery of digital projects
- development, implementation and/or advice on government policy
- development of engagement and training activities that target key stakeholders.

Eligibility

Security Clearance level required: Baseline (or ability to obtain and maintain).

To be eligible for employment with the DTA applicants must be an Australian citizen.

An applicant's suitability for employment with the DTA will be assessed through a pre-employment screening process. This process includes an Australian Police check.

The DTA is an inclusive employer where capabilities, skills and backgrounds are valued and relied upon. The DTA seek applications from all candidates and are committed to providing a working environment that values diversity and inclusion and supports employees to reach their full potential.

Notes

The DTA may leverage a mix of assessment methods for this position, which may or may not involve an interview.

A merit pool may be established and used to fill future ongoing and non-ongoing vacancies within the next 18 months consistent with Section 25 of the APS Commissioner's Directions.

For all DTA positions you are required to apply directly via the DTA website. Applications referred or submitted through recruitment agencies, or third parties will not be accepted.

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

About the Digital Transformation Agency (DTA)

The DTA offers interesting and challenging work that is at the forefront of the Government's digital policy agenda. From 1 July 2021, the DTA became the Government's chief digital advisor, responsible for providing strategic and policy leadership on whole-of-government and shared information and communications technology (ICT) investments and digital service delivery. The DTA will lead the development, delivery and monitoring of whole-of-government strategies, policies and standards.

To Apply

Position Contact	Lindsay Watson, 0439 695 255
Agency Recruitment Site	https://www.dta.gov.au/join-our-team

This notice is part of the electronic Public Service Gazette PS15 Daily Gazette Thursday - 11 April 2024.pdf Published by Australian Public Service Commission.

Applicants to vacancies notified in all formats of the electronic Public Service Gazette should be aware:

- that the names of successful applicants will also be notified in all formats of the electronic Public Service Gazette
- applicants found suitable may be offered similar employment opportunities by other Australian Public Service agencies

Prime Minister and Cabinet

Vacancy VN-0740138

Torres Strait Regional Authority

Closing Date:Tuesday 31 December 2024

Torres Strait Regional Authority
Various Various

Job Title	2024 Non-Ongoing (Temporary) Employment Register
Job Type	Full-Time;Part-Time, Non-Ongoing
Location	Thursday Island QLD
Salary	\$52,164 - \$153,929
Classification	APS Level 1;APS Level 2;APS Level 3;APS Level 4;APS Level 5;Executive Level 1;Executive Level 2
Position Number	2024 Temporary Register
Agency Website	http://www.tsra.gov.au/opportunities/work-for-us

Job Description

<https://tsra.nga.net.au/cp/index.cfm?event=jobs.home&CurATC=EXT&CurBID=62AFB35D%2D9273%2D4A11%2D>

Positions that are office based and may be filled at the APS 1-6 level or Executive 1 and 2 levels. Positions may become available in a range of disciplines including Human Resources, General Administration, Finance, Executive Assistance, Information Technology, Policy Development and Implementation, Project Management, Environmental Management, Procurement and Contract Management, Economic Development.

This is a register for non-ongoing employment only. Vacancies may be filled as the need arises.

These vacancies are non-ongoing (temporary) employment opportunities and contracts may vary from a few days up to no more than 12 months depending on the business requirement of TSRA. The positions may be full time, part time or casual. Casual positions can be of an intermittent nature with hours and working days varying as required.

Duties

To be eligible for non-ongoing employment at the TSRA, applicants should:

- Hold Australian Citizenship or have the legal right to work in Australia;
- Be willing to undergo an Australian Federal Police Check with a satisfactory result.
- Be willing and eligible to obtain a security clearance to the appropriate level if applicable to the position; and
- Some positions may need the occupant to hold and maintain a Blue Card from Blue Card Service Qld.

Eligibility 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 Torres Strait Regional Authority

The Torres Strait Regional Authority (TSRA) is a Corporate entity engaged in a wide range of programmes and service delivery functions for the benefit of Torres Strait Islander and Aboriginal people living in the region.

To Apply

Position Contact	TSRA Recruitment Officer, 0740690700
Agency Recruitment Site	https://tsra.nga.net.au/cp/index.cfm?event=jobs.home&CurATC=EXT&CurBID=62AFB35D%2D9273%

This notice is part of the electronic Public Service Gazette PS15 Daily Gazette Thursday - 11 April 2024.pdf Published by Australian Public Service Commission.

Applicants to vacancies notified in all formats of the electronic Public Service Gazette should be aware:

- that the names of successful applicants will also be notified in all formats of the electronic Public Service Gazette
- applicants found suitable may be offered similar employment opportunities by other Australian Public Service agencies

Social Services

Vacancy VN-0740151

National Disability Insurance Agency

Closing Date:Thursday 25 April 2024

Chief Information Officer
Agency ICT Services

Job Title	EL1 Assistant Director Agency ICT Services
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Various locations - ACT ACT, Various locations - NT NT, Various locations - SA SA, Various locations - TAS TAS, Various locations - QLD QLD, Various locations - WA WA, Various locations - VIC VIC, Various locations - NSW NSW
Salary	\$116,118 - \$127,090
Classification	Executive Level 1
Position Number	0403_03/24_EXT
Agency Website	https://www.ndis.gov.au

Job Description

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

A new role awaits

Are you enthusiastic about leading a highly skilled and diverse team? We have multiple leadership opportunities available in the ICT Services Branch as EL1 Assistant Director Agency ICT Services.

The ICT Services Branch is responsible for supporting all ICT systems and infrastructure excluding the primary business applications such as SAP CRM and Salesforce CRM. The branch provides and supports ICT services to Agency Staff and Partners. This includes the design, build, and maintenance of ICT applications, infrastructure, and hardware. The directorates and broad functions within the branch include ICT Support, ICT Site Reliability, Security Operations, Desktop Services, Data Networks, Site Technologies, Platforms, Integration, and Data as well as the Service Management and Technology Services Offices.

Our ideal candidate has demonstrated leadership experience and skills and will inspire their team members to strive for the best outcomes. You will have exceptional written and verbal communication skills, including assisting with budget planning and monitoring for ICT services. Demonstrated experience in building and maintaining productive relationships as well as the ability to present and negotiate with influence at all levels is pivotal to success in this role. You will have and continue to build upon your technical knowledge providing guidance and support to your team.

If this sounds like you and you are passionate about leading a technical team, we encourage you to apply.

In line with NDIA's values and mission, all applicants should have a positive and contemporary attitude towards people with disabilities and a comprehensive understanding and knowledge of disability and its impact on individuals.

Duties

Where you can add value

The EL1 Assistant Director Agency ICT Services is responsible for managing ICT services, functions, and capabilities, ensuring timely and effective support is provided to end-users and the Agency. You will have the opportunity to work on a diverse range of tasks, including, but not limited to:

Developing and implementing ICT strategies, policies and procedures aligned with the overall Agency objectives while leveraging technology that improves efficiency and productivity.

Ensuring that ICT services and systems adhere with the guidelines and requirements outlined in the ACSC Information Security Manual (ISM).

Assisting in budget planning and monitoring for ICT services, ensuring cost effective resource allocation.

Managing the adherence and implementation of changes in ICT systems, minimising disruptions and maximising benefits for the Agency.

Evaluating new technologies, tools, and systems for improving efficiency and effectiveness of ICT services.

Eligibility

- Successful candidates will be required to undergo a pre-employment National Police History check and provide evidence of Australian Citizenship. Failure to do so may jeopardise your offer of employment.
- Dependent on the role the appropriate Working with Children / Working with Vulnerable People check may be required as per State/Territory legislation. In addition to these checks, a Worker Screening Check issued by the relevant State/Territory worker screening unit will also be required for any role for which the normal duties are likely to require more than incidental contact with people with disability.
- The health and safety of workers, Participants and other visitors in our offices is our highest priority. A number of roles, activities or work types within the National Disability Insurance Agency are covered by government Health Orders or Directives that require mandatory COVID-19 vaccinations. Where a government Order or Directive applies, successful applicants will be required to provide evidence of COVID-19 vaccination or approved exemption as per ATAGI guidance, prior to commencement position.

Notes

- This position will be offered as ongoing or non-ongoing.
- If the position is offered as non-ongoing, this will be for a specified term of up to 12 months, with the possibility of extension up to two years.

- Should a non-ongoing position become ongoing, then a merit list established through this selection process may be used to fill the vacancy on an ongoing basis.

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

About the National Disability Insurance Agency

The NDIS provides funding to eligible people with disability to gain more time with family and friends, greater independence, access to new skills, jobs, or volunteering in their community, and an improved quality of life. The NDIS also connects anyone with disability to services in their community. This includes connections to doctors, community groups, sporting clubs, support groups, libraries and schools, as well as providing information about what support is provided by each state and territory government. The NDIS now supports over 500,000 Australians with disability to access the services and supports they need. This includes supporting approximately 80,000 children with developmental delay, ensuring they receive supports early so that they achieve the best outcomes throughout their lives.

To Apply

Position Contact	Natalie Jacobs, 0749596823
Agency Recruitment Site	https://www.ndis.gov.au/about-us/careers-ndia

This notice is part of the electronic Public Service Gazette PS15 Daily Gazette Thursday - 11 April 2024.pdf Published by Australian Public Service Commission.

- Applicants to vacancies notified in all formats of the electronic Public Service Gazette should be aware:
- that the names of successful applicants will also be notified in all formats of the electronic Public Service Gazette
 - applicants found suitable may be offered similar employment opportunities by other Australian Public Service agencies

Social Services

Vacancy VN-0740168

National Disability Insurance Agency

Closing Date:Sunday 28 April 2024

Chief People and Wellbeing Officer Division
Recruitment and Staff Development Branch Recruitment

Job Title	APS3 Recruitment Administration Officer - Affirmative Measures Disability
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Geelong VIC
Salary	\$65,486 - \$73,343
Classification	APS Level 3
Position Number	0498_03/24_EXT
Agency Website	https://www.ndis.gov.au

Job Description

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

A new role awaits

We are seeking a motivated and dedicated individual to join our Recruitment team as APS3 Recruitment Administration Officer. The APS3 Recruitment Administration Officer role is an essential position that will work closely with internal stakeholders to provide a positive, supportive, and inclusive onboarding journey for all new employees to the Agency, remembering first impressions last!

Working within the Recruitment and Staff Development Branch presents a range of exciting development opportunities as we also provide support to staff and managers throughout the employee lifecycle.

This position requires working within a team and you as the ideal candidate will have the ability to work in a fast-paced environment, adaptable to changing priorities and can demonstrate the ability to effectively communicate broadly with various stakeholders.

To join the team it is desirable but not a requirement to posses the below skills and values:

- Administration experience and competency with IT systems including Microsoft Office Suite
- The ability to exercise judgement and integrity when managing confidential and sensitive information.
- Willingness to learn and support innovation.

*Please note - This role is available under Affirmative Measures - Disability. The affirmative measure position is to improve employment opportunities for people with disability in the Australian Public Service. They are open only to people with disability.

Suitable evidence will be requested should you be found suitable for a position with the National Disability Insurance Agency (NDIA).
Applicants will not be required to provide evidence of disability unless they are found suitable and prior to being made a formal offer of employment. This means that you will not be required to

provide evidence unnecessarily.

Suitable acceptable evidence may include:

A letter from a Disability Employment Services or jobactive provider

A certificate or letter from a registered medical practitioner

A letter from a tertiary institution disability services unit in relation to a recent student.

Duties

Where you can add value

As an APS3 Recruitment Administration Officer, you will work within a virtual team to provide administration support to our team.

Your values and experience may include but will not be limited to:

- Positive contemporary attitude to people with disability
- Achieving quality outcomes for internal stakeholders
- Personable and adaptable communication skills
- Ability to research to seek results
- Bringing your unique style and attributes to our diverse team

Eligibility

- Successful candidates will be required to undergo a pre-employment National Police History check, and provide evidence of Australian Citizenship. Failure to do so may jeopardise your offer of employment.
- Dependent on the role the appropriate Working with Children / Working with Vulnerable People check may be required as per State/Territory legislation. In addition to these checks, a Worker Screening Check issued by the relevant State/Territory worker screening unit will also be required for any role for which the normal duties are likely to require more than incidental contact with people with disability.

Notes

- This position will be offered as ongoing or non-ongoing.
- If the position is offered as non-ongoing, this will be for a specified term of up to 12 months, with the possibility of extension of up to two years.
- Should a non-ongoing position become ongoing, then a merit list established through this selection process may be used to fill the vacancy on an ongoing basis.

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

About the National Disability Insurance Agency

The NDIS provides funding to eligible people with disability to gain more time with family and friends, greater independence, access to new skills, jobs, or volunteering in their community, and an improved quality of life. The NDIS also connects anyone with disability to services in their community. This includes connections to doctors, community groups, sporting clubs, support groups, libraries and schools, as well as providing information about what support is provided by each state and territory government. The NDIS now supports over 500,000 Australians with disability to access the services and supports they need. This includes supporting approximately 80,000 children with developmental delay, ensuring they receive supports early so that they achieve the best outcomes throughout their lives.

To Apply

Position Contact	Bridgit Federici, 08 8922 0918
Agency Recruitment Site	https://www.ndis.gov.au/about-us/careers-ndia

This notice is part of the electronic Public Service Gazette PS15 Daily Gazette Thursday - 11 April 2024.pdf Published by Australian Public Service Commission.

Applicants to vacancies notified in all formats of the electronic Public Service Gazette should be aware:

- that the names of successful applicants will also be notified in all formats of the electronic Public Service Gazette
- applicants found suitable may be offered similar employment opportunities by other Australian Public Service agencies

Social Services

Vacancy VN-0740174

National Disability Insurance Scheme (NDIS) Quality and Safeguards Commission

Closing Date:Wednesday 24 April 2024

Corporate
Chief Information Officer ICT Operations

Job Title	ICT Continuous Improvement Officer
Job Type	Full-Time, Ongoing
Location	Melbourne VIC, Parramatta NSW, Perth WA, Penrith NSW, Brisbane QLD, Hobart TAS, Adelaide SA, Canberra ACT
Salary	\$93,023 - \$104,558
Classification	APS Level 6
Position Number	120_04/24
Agency Website	https://www.ndiscommission.gov.au/

Job Description

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

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

Duties

Reporting to the Director, ICT Operations, you will contribute by assisting with reviewing existing operational and support processes, helping to identify opportunities for improvement and implementation. You will also work with stakeholders, end users, developers, and testers to gather, document and analyse varying stages of business requirements and translate them into functional requirements and propose feasible solutions to effectively meet business requirements. You will also assist with ongoing projects and priorities relating to the ICT Service Delivery of the NDIS Commission.

The role will include but not be limited to:

- support and engage with internal and external stakeholders to capture high level business requirements;
- work closely with a range of stakeholders to gather, validate, interpret and document detailed business requirements;
- identify issues, risks and benefits of existing and proposed solutions and apply expertise to detail the resulting impacts to business;
- assist business areas to prepare business verification test cases and scripts for projects and system changes;

Eligibility

Our ideal candidate will be a driven leader, whilst having a positive contemporary attitude to people with disability and have the following capabilities:

- excellent analytical and troubleshooting skills;
- demonstrated experience and ability to manage multiple projects;
- demonstrated experience in consulting and developing system business requirements;
- excellent time management skills, including but not limited to planning, negotiation, meeting management, reporting, delegation, motivation and measurement;
- have proven stakeholder management/vendor management experience as well as the ability to work with senior stakeholders;
- be familiar with the testing of changes and change control processes;

Notes

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

About the National Disability Insurance Scheme (NDIS) Quality and Safeguards Commission

The NDIS Quality and Safeguards Commission (the Commission) is an independent agency established on 1 July 2018 to improve the quality and safety of NDIS supports and services. The Commission is the dedicated national regulator of NDIS service providers in Australia and a non-corporate entity under the Public Governance, Performance and Accountability Act 2013. The Commissioner's core legislative functions are to: uphold the rights of, and promote the health, safety and wellbeing of, people with disability receiving supports or services, including those received under the National Disability Insurance Scheme develop a nationally consistent approach to managing quality and safeguards for people with disability receiving supports or services, including those received under the National Disability Insurance Scheme promote the provision of advice, information, education and training to NDIS providers and people with disability secure compliance with relevant legislation through effective compliance and enforcement arrangements, including through the monitoring and investigation functions conferred on the Commissioner by legislation promote continuous improvement amongst NDIS providers and the delivery of progressively higher standards of supports and services to people with disability develop and oversee the broad policy design for a nationally consistent framework relating to the screening of workers involved in the provision of supports and services to people with disability provide advice or recommendations to the National Disability Insurance Agency (NDIA) and its Board in relation to the performance of the Agency's functions engage in, promote and coordinate the sharing of information to achieve the objects of the relevant legislation, and provide NDIS market oversight, including: (i) by monitoring changes in the NDIS market which may indicate emerging risk; and (ii) by monitoring and mitigating the risks of unplanned service withdrawal. The NDIS Commission is a disability friendly organisation that offers interesting and challenging roles. People with a disability are encouraged to apply for jobs in the Commission.

To Apply

Position Contact	Ian Connolly, (02) 4722 7253
Agency Recruitment Site	https://ndiscommission.nga.net.au/?AudienceTypeCode=EXT

This notice is part of the electronic Public Service Gazette PS15 Daily Gazette Thursday - 11 April 2024.pdf Published by Australian Public Service Commission.

Applicants to vacancies notified in all formats of the electronic Public Service Gazette should be aware:

- that the names of successful applicants will also be notified in all formats of the electronic Public Service Gazette
- applicants found suitable may be offered similar employment opportunities by other Australian Public Service agencies

Treasury

Vacancy VN-0739886

Australian Taxation Office

Closing Date:Wednesday 24 April 2024

Client Engagement Group
Superannuation and Employer Obligations

Job Title	Project Director
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Adelaide SA, Brisbane QLD, Canberra ACT, Hobart TAS, Melbourne VIC, Moonee Ponds VIC, Parramatta NSW, Sydney NSW, Townsville QLD, Upper Mount Gravatt QLD
Salary	\$145,264 - \$173,031
Classification	Executive Level 2
Position Number	EXT_CEG_212_24
Agency Website	http://www.ato.gov.au/careers

Job Description

<https://ato.nga.net.au/?jati=87CA3A0D-97B2-CB45-7EC9-DAA5ABB38372>

Duties

We are seeking experienced and dedicated Project Directors to lead significant and complex projects in the Superannuation and Employer Obligations (SEO) business line.

SEO is part the Client Engagement Group and ensures the complex ecosystem of employers, employees, retirees, and super funds operate efficiently, supporting willing participation and safeguarding entitlements. The SEO program effectively delivers the best outcomes for the community, Government and the ATO.

As a Project Director, you'll be responsible for planning and leading work relating to the operation of complex legislative and business improvement projects. This includes:

- delivery of priority policy work
- leading teams and providing strategic guidance in a dynamic and changing environment
- monitoring and measuring the progress of key program or project activities
- developing strategies and work plans

You will establish and lead all aspects of a project through its lifecycle from initiation through to benefits realisation, closure and evaluation. You'll adopt and adapt project management methodologies based on the context of the project.

You will lead the development of appropriate project plans, schedules and other associated documentation to outline how the project will be managed and executed, including providing advice, defining and approving business requirements, design patterns, strategies, processes and work plans.

You will be responsible for managing diverse stakeholder relationships including other Government Agencies and facilitate regular communication to define, design, engage and deliver required outcomes.

You will monitor, review and regularly report on the progress of the project, including presenting program or project artifacts for approval to the relevant governing officers, committees and boards.

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

[What we look for and how to apply](#) provides more information about us and our work environment.

Eligibility

Notes

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

About the Australian Taxation Office

We're building a leading tax and superannuation administration known for contemporary service, expertise and integrity. Our work makes a real difference to the lives of Australians and contributes to their economic and social wellbeing. Our people are committed, innovative, client-focused and collaborative. We are an inclusive workplace. We celebrate and champion diversity to reflect the community we serve. We are a flexible employer and are open to discussing employment arrangements that suit you best at this time. Work within an environment that encourages participation, recognises effort and works to build capability and expertise.

To Apply

Position Contact	CEGreruitment@ato.gov.au, N/A
Agency Recruitment Site	https://ato.nga.net.au/?jati=87CA3A0D-97B2-CB45-7EC9-DAA5ABB38372

This notice is part of the electronic Public Service Gazette PS15 Daily Gazette Thursday - 11 April 2024.pdf Published by Australian Public Service Commission.

Applicants to vacancies notified in all formats of the electronic Public Service Gazette should be aware:

- that the names of successful applicants will also be notified in all formats of the electronic Public Service Gazette
- applicants found suitable may be offered similar employment opportunities by other Australian Public Service agencies

Treasury

Vacancy VN-0739907

Australian Taxation Office

Closing Date:Wednesday 24 April 2024

Client Engagement Group
Superannuation and Employer Obligations

Job Title	Project Director (Affirmative measure - Aboriginal and Torres Strait Islander employment)
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Upper Mount Gravatt QLD, Adelaide SA, Brisbane QLD, Canberra ACT, Hobart TAS, Melbourne VIC, Moonee Ponds VIC, Parramatta NSW, Sydney NSW, Townsville QLD
Salary	\$145,264 - \$173,031
Classification	Executive Level 2
Position Number	EXT_CEG_216_24
Agency Website	http://www.ato.gov.au/careers

Job Description

<https://ato.nga.net.au/?jati=9056BA5A-33C5-9413-BF82-DAA5ACD07799>

This vacancy is only open to Aboriginal and Torres Strait Islander applicants. This initiative helps to increase the number of Aboriginal and Torres Strait Islander people employed in the APS, to better reflect the diversity of the Australian community.

Duties

We are seeking experienced and dedicated Project Directors to lead significant and complex projects in the Superannuation and Employer Obligations (SEO) business line.

SEO is part the Client Engagement Group and ensures the complex ecosystem of employers, employees, retirees, and super funds operate efficiently, supporting willing participation and safeguarding entitlements. The SEO program effectively delivers the best outcomes for the community, Government and the ATO.

As a Project Director, you'll be responsible for planning and leading work relating to the operation of complex legislative and business improvement projects. This includes:

- delivery of priority policy work
- leading teams and providing strategic guidance in a dynamic and changing environment
- monitoring and measuring the progress of key program or project activities
- developing strategies and work plans

You will establish and lead all aspects of a project through its lifecycle from initiation through to benefits realisation, closure and evaluation. You'll adopt and adapt project management methodologies based on the context of the project.

You will lead the development of appropriate project plans, schedules and other associated documentation to outline how the project will be managed and executed, including providing advice, defining and approving business requirements, design patterns, strategies, processes and work plans.

You will be responsible for managing diverse stakeholder relationships including other Government Agencies and facilitate regular communication to define, design, engage and deliver required outcomes.

You will monitor, review and regularly report on the progress of the project, including presenting program or project artifacts for approval to the relevant governing officers, committees and boards.

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

[What we look for and how to apply](#) provides more information about us and our work environment.

Eligibility

Candidates applying under the affirmative measure provision must provide confirmation of their Aboriginal and/or Torres Strait Islander heritage.

For further information about this requirement and the application process please select the Apply now button.

Notes

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

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

About the Australian Taxation Office

We're building a leading tax and superannuation administration known for contemporary service, expertise and integrity. Our work makes a real difference to the lives of Australians and contributes to their economic and social wellbeing. Our people are committed, innovative, client-focused and collaborative. We are an inclusive workplace. We celebrate and champion diversity to reflect the community we serve. We are a flexible employer and are open to discussing employment arrangements that suit you best at this time. Work within an environment that encourages participation, recognises effort and works to build capability and expertise.

To Apply

Position Contact	CEGRecruitment@ato.gov.au, N/A
Agency Recruitment Site	https://ato.nga.net.au/?jati=9056BA5A-33C5-9413-BF82-DAA5ACD07799

This notice is part of the electronic Public Service Gazette PS15 Daily Gazette Thursday - 11 April 2024.pdf Published by Australian Public Service Commission.

Applicants to vacancies notified in all formats of the electronic Public Service Gazette should be aware:

- that the names of successful applicants will also be notified in all formats of the electronic Public Service Gazette
- applicants found suitable may be offered similar employment opportunities by other Australian Public Service agencies

Treasury

Vacancy VN-0739914

Australian Taxation Office

Closing Date:Wednesday 24 April 2024

Client Engagement Group , Enterprise Solutions and Technology
Various teams

Job Title	Project Manager
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Sydney NSW, Adelaide SA, Brisbane QLD, Canberra ACT, Hobart TAS, Melbourne VIC, Moonee Ponds VIC, Parramatta NSW, Townsville QLD, Upper Mount Gravatt QLD
Salary	\$120,704 - \$131,594
Classification	Executive Level 1
Position Number	EXT_CEG EST_217_24
Agency Website	http://www.ato.gov.au/careers

Job Description

<https://ato.nga.net.au/?jati=FF98C27F-E175-8451-CEA5-DAA5AD588E51>

Duties

We are seeking experienced and dedicated Project Managers to manage significant and complex projects in the Superannuation and Employer Obligations (SEO) and Enterprise Solutions and Technology (EST) business lines.

SEO is part the Client Engagement Group and ensures the complex ecosystem of employers, employees, retirees and super funds operate efficiently, supporting willing participation and safeguarding entitlements. The SEO program effectively delivers the best outcomes for the community, Government, and the ATO.

EST delivers reliable, intuitive and contemporary technology solutions that build trust and confidence in the tax and superannuation systems and contribute to the economic and social well-being of Australians.

As a Project Manager, you'll be responsible for organising and leading work relating to the operation of complex legislative and business improvement projects, including the development of strategies and work plans to successfully deliver priority outcomes.

You will adopt appropriate project management methodologies, tools, and program management frameworks to ensure that projects are delivered within agreed timeframes, requirements and on budget.

You will analyse and define business requirements, design patterns, strategies, processes and work plans to provide advice, progress project activities and evaluate results. You'll contribute to the development of project artefacts for approval to relevant governing officers, committees and boards.

You will develop effective stakeholder relationships, that support the resolution of issues in a collaborate manner.

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

[What we look for and how to apply](#) provides more information about us and our work environment.

Eligibility
Notes

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

About the Australian Taxation Office

We're building a leading tax and superannuation administration known for contemporary service, expertise and integrity. Our work makes a real difference to the lives of Australians and contributes to their economic and social wellbeing. Our people are committed, innovative, client-focused and collaborative. We are an inclusive workplace. We celebrate and champion diversity to reflect the community we serve. We are a flexible employer and are open to discussing employment arrangements that suit you best at this time. Work within an environment that encourages participation, recognises effort and works to build capability and expertise.

To Apply

Position Contact	CEGRecruitment@ato.gov.au, N/A
Agency Recruitment Site	https://ato.nga.net.au/?jati=FF98C27F-E175-8451-CEA5-DAA5AD588E51

This notice is part of the electronic Public Service Gazette PS15 Daily Gazette Thursday - 11 April 2024.pdf Published by Australian Public Service Commission.

Applicants to vacancies notified in all formats of the electronic Public Service Gazette should be aware:

- that the names of successful applicants will also be notified in all formats of the electronic Public Service Gazette
- applicants found suitable may be offered similar employment opportunities by other Australian Public Service agencies

Job Title	Project Manager (Affirmative measure – Aboriginal and Torres Strait Islander employment)
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Upper Mount Gravatt QLD, Adelaide SA, Brisbane QLD, Canberra ACT, Hobart TAS, Melbourne VIC, Moonee Ponds VIC, Parramatta NSW, Sydney NSW, Townsville QLD
Salary	\$120,704 - \$131,594
Classification	Executive Level 1
Position Number	EXT_CEG EST_218_24
Agency Website	http://www.ato.gov.au/careers

Job Description

<https://ato.nga.net.au/?jati=337BE293-15BF-73BC-8373-DAA5AD89B89C>

This vacancy is only open to Aboriginal and Torres Strait Islander applicants. This initiative helps to increase the number of Aboriginal and Torres Strait Islander people employed in the APS, to better reflect the diversity of the Australian community.

Duties

We are seeking experienced and dedicated Project Managers to manage significant and complex projects in the Superannuation and Employer Obligations (SEO) and Enterprise Solutions and Technology (EST) business lines.

SEO is part the Client Engagement Group and ensures the complex ecosystem of employers, employees, retirees and super funds operate efficiently, supporting willing participation and safeguarding entitlements. The SEO program effectively delivers the best outcomes for the community, Government, and the ATO.

EST delivers reliable, intuitive and contemporary technology solutions that build trust and confidence in the tax and superannuation systems and contribute to the economic and social well-being of Australians.

As a Project Manager, you'll be responsible for organising and leading work relating to the operation of complex legislative and business improvement projects, including the development of strategies and work plans to successfully deliver priority outcomes.

You will adopt appropriate project management methodologies, tools, and program management frameworks to ensure that projects are delivered within agreed timeframes, requirements and on budget.

You will analyse and define business requirements, design patterns, strategies, processes and work plans to provide advice, progress project activities and evaluate results. You'll contribute to the development of project artefacts for approval to relevant governing officers, committees and boards.

You will develop effective stakeholder relationships, that support the resolution of issues in a collaborate manner.

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

[What we look for and how to apply](#) provides more information about us and our work environment.

Eligibility

Candidates applying under the affirmative measure provision must provide confirmation of their Aboriginal and/or Torres Strait Islander heritage.

For further information about this requirement and the application process please select the Apply now button.

Notes

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

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

About the Australian Taxation Office

We're building a leading tax and superannuation administration known for contemporary service, expertise and integrity. Our work makes a real difference to the lives of Australians and contributes to their economic and social wellbeing. Our people are committed, innovative, client-focused and collaborative. We are an inclusive workplace. We celebrate and champion diversity to reflect the community we serve. We are a flexible employer and are open to discussing employment arrangements that suit you best at this time. Work within an environment that encourages participation, recognises effort and works to build capability and expertise.

To Apply

Position Contact	CEGRecruitment@ato.gov.au, N/A
Agency Recruitment Site	https://ato.nga.net.au/?jati=337BE293-15BF-73BC-8373-DAA5AD89B89C

This notice is part of the electronic Public Service Gazette PS15 Daily Gazette Thursday - 11 April 2024.pdf Published by Australian Public Service Commission.

Applicants to vacancies notified in all formats of the electronic Public Service Gazette should be aware:

- that the names of successful applicants will also be notified in all formats of the electronic Public Service Gazette
- applicants found suitable may be offered similar employment opportunities by other Australian Public Service agencies

Treasury

Vacancy VN-0739928

Australian Taxation Office

Closing Date:Wednesday 24 April 2024

Client Engagement Group
Fraud and Criminal Behaviours

Job Title	Prosecutions Director
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Adelaide SA, Albury NSW, Brisbane QLD, Canberra ACT, Dandenong VIC, Melbourne VIC, Newcastle NSW, Perth WA, Sydney NSW, Townsville QLD
Salary	\$145,264 - \$173,031
Classification	Executive Level 2
Position Number	EXT_CEG_222_24
Agency Website	http://www.ato.gov.au/careers

Job Description

<https://ato.nga.net.au/?jati=47693F41-50C6-D1CC-BE61-DAA5AE0DE015>

Duties

We are seeking highly motivated Prosecutions leaders to join our Fraud and Criminal Behaviours (FCB) business area.

In FCB, we drive holistic solutions to counter deliberate, systemic or complex behavioural issues that pose the biggest threats to the integrity of the tax and super systems.

Our Prosecutions area plays a vital role in achieving a fair and equitable taxation system, providing legal advice in relation to complex legal questions on criminal matters and associated procedural events.

We prosecute offences including:

- breach of requirements to lodge, mainly Income Tax Returns and Business Activity Statements
- breach of requirements to provide information
- recklessly making a false or misleading statement offence
- failure to withhold offences.

As a Prosecutions Director, in FCB you'll contribute to complex and sensitive projects or work programs that have strategic, political or operational significance.

You will play an important role in shaping the prosecutions direction by establishing strategic partnerships and applying a tactical focus to prosecutions compliance activities.

You will lead multiple teams, manage employee performance and ensure high quality outputs are delivered to support compliance strategies.

This role may require overnight travel and a current Australian driver's licence is essential.

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

[What we look for and how to apply](#) provides more information about us and our work environment.

Eligibility
Notes

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

About the Australian Taxation Office

We're building a leading tax and superannuation administration known for contemporary service, expertise and integrity. Our work makes a real difference to the lives of Australians and contributes to their economic and social wellbeing. Our people are committed, innovative, client-focused and collaborative. We are an inclusive workplace. We celebrate and champion diversity to reflect the community we serve. We are a flexible employer and are open to discussing employment arrangements that suit you best at this time. Work within an environment that encourages participation, recognises effort and works to build capability and expertise.

To Apply

Position Contact	CEGRecruitment@ato.gov.au, N/A
Agency Recruitment Site	https://ato.nga.net.au/?jati=47693F41-50C6-D1CC-BE61-DAA5AE0DE015

This notice is part of the electronic Public Service Gazette PS15 Daily Gazette Thursday - 11 April 2024.pdf Published by Australian Public Service Commission.

Applicants to vacancies notified in all formats of the electronic Public Service Gazette should be aware:

- that the names of successful applicants will also be notified in all formats of the electronic Public Service Gazette
- applicants found suitable may be offered similar employment opportunities by other Australian Public Service agencies

Veterans' Affairs (part of the Defence Portfolio)

Vacancy VN-0739980

Department of Veterans' Affairs

Closing Date:Thursday 25 April 2024

Client Benefits
Process & Payments Incapacity Payments

Job Title	Support Officer
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Perth WA
Salary	\$79,764 - \$85,074
Classification	APS Level 4
Position Number	DVAO2051
Agency Website	https://www.dva.gov.au/

Job Description

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

The Client Benefits Division delivers products and services to give effect to defined DVA policy outcomes. The Division is responsible for case management including registration, assessments, determinations, reconsiderations and reviews, as well as operational support activities such as quality assurance and compliance, performance reporting, and business coordination and improvement, business systems administration.

The Compensation Processing & Payments Branch determines claims for incapacity and permanent impairment payments for clients who have accepted service-related injuries and diseases under the Military Rehabilitation and Compensation Act 2004 (MRCA) and/or the Safety, Rehabilitation and Compensation (Defence-related Claims) Act 1988 (DRCA).

Duties

- Work within legislative and policy guidelines to receive and document claims made by veterans (including via their advocates or representatives) seeking compensation for an injury or health condition that relates to their service
- Using the DVA's records management systems, create files for new clients and, where necessary, make corrections and updates to existing client records to improve data quality and accuracy
- Research, analyse and assess complex and/or sensitive client information and records to identify and collate information of relevance to decisions about DVA liability and members' and veterans' entitlements
- Contact clients and/or their representatives in writing to clarify or gather additional relevant information and inform them of the progress of claims
- Based on information provided by clients and/or their representatives, and with reference to established criteria, make an initial assessment of, and document, client eligibility for compensation and benefits
- Forward claims to the assigned delegate so that further determinations can be made in relation to claims
- Approve invoices that are related to claims currently under examination to determine the payment of reimbursements, including payments to health service providers
- Collaborate with colleagues and other teams across the organisation to verify and share information, provide updates in relation to the progress of claims and provide or seek advice to support effective decision making
- Receive and forward to the appropriate work area, client claims and invoices that come into the shared Inbox
- Record and process written requests to withdraw a claim for rehabilitation and compensation that have been lodged by clients or their representatives

- Maintain a detailed understanding of multiple benefit and claims types and of the systems, tools and processes used to manage and determine compensation, including participating in formal and on the job training
- Support, mentor and provide feedback to new staff to assist them to understand their role and develop familiarity with DVA's systems, processes and relevant legislation that relates to benefits
- Contribute to and support the development and implementation of improvements and best practice in systems, processes and procedures.

Eligibility

- Under section 22(8) of the Public Service Act 1999, employees must be Australian citizens to be employed in the Australian Public Service (APS).
- All applicants external to DVA offered employment will be required to successfully undergo a pre-engagement screening check, even if they have a security clearance. The screening check is conducted in accordance with the Australian Government Protective Security Policy Framework requirements.

Notes

This recruitment process is being used to fill ongoing and/or non-ongoing position/s. For more information about the role, please see the Candidate Information Pack.

Where a non-ongoing position is offered, the role will be filled for an initial specified term of up to 18 months.

A merit pool of suitable applicants may be created which may be used to fill future ongoing and non-ongoing vacancies should they become available over the next 18 months.

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

DVA embraces and fosters a culture that supports diversity, inclusion and respect, where people are empowered to fulfil their potential. We welcome people with diverse skills, experiences, perspectives and backgrounds. We are dedicated and committed to attracting and recruiting Aboriginal and Torres Strait Islander peoples and encourage applications from people with disability, people that identify as LGBTQIA+ and people from culturally and linguistically diverse backgrounds. Take on a rewarding, varied, and broad career with an Australian Public Service Department that can bring balance and flexibility to your working life, while supporting you to stay connected to your community.

DVA is committed to improving the data skills and capability of our workforce to underpin our goal of becoming a leading data-driven organisation.

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

About the Department of Veterans' Affairs

The Department of Veterans' Affairs (DVA) exists to fulfil the nation's duty to support our serving and ex-serving Australian Defence Force members and their families. We do this through programs of care, compensation, commemoration, income and Defence support services. Our aim is to enhance self-sufficiency, quality of life, financial wellbeing and community recognition for those we support. DVA is both a policy and service delivery agency. We have strong relationships with Australian ex-service organisations, Federal and State Government agencies and the veteran community. DVA's vision is to honour veterans, and empower them and their families to continue life after service, within a society that understands and values their military service and their ongoing contribution to the community.

To Apply

Position Contact	Gary Edgley, 9366 8305
Agency Recruitment Site	https://dvajobs.nga.net.au/cp/index.cfm?event=jobs.home

This notice is part of the electronic Public Service Gazette PS15 Daily Gazette Thursday - 11 April 2024.pdf Published by Australian Public Service Commission.

Applicants to vacancies notified in all formats of the electronic Public Service Gazette should be aware:

- that the names of successful applicants will also be notified in all formats of the electronic Public Service Gazette
- applicants found suitable may be offered similar employment opportunities by other Australian Public Service agencies

Veterans' Affairs (part of the Defence Portfolio)

Vacancy VN-0739998

Department of Veterans' Affairs

Closing Date:Thursday 25 April 2024

Claims Process Improvement
Business Improvement & Quality Assurance Reviews & Appeals

Job Title	Review Support Officers
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Brisbane QLD
Salary	\$70,632 - \$85,074
Classification	APS Level 3;APS Level 4
Position Number	DVAO2052
Agency Website	https://www.dva.gov.au/

Job Description

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

The Business Improvement & Quality Assurance Branch sits under the newly formed Claim Process Improvement Division, and is focused on evidenced-based continuous improvement to ensure our clients receive streamlined and accurate decisions in respect to their compensation claims. The Branch also supports efficiency improvements to the delivery of benefits and payments to enhance the client service experience.

We are seeking Review Support Officers to provide administrative support to both the Veterans' Review Board (VRB) and Review Officers to ensure accurate documentation required for the review process, and Directions provided by the VRB are delivered within relevant timeframes.

Duties

- Facilitate the collation and provision of appeal documentation to veterans and the Veterans' Review Board to assist with ongoing appeal matters;

- Register Applications for Review and Reconsideration
- Facilitate the timely and accurate maintenance of appeal case files, including a range of record keeping and reporting;
- Action Directions from the VRB in respect of additional information required to progress the review process. This includes arranging medical appointments, preparing appropriate documentation and gathering medical and other information from stakeholders.
- Undertake quality control checks on appeal documentation to ensure it is compliant with relevant legislation e.g. ensuring documentation adheres to privacy legislation and principles.
- Liaise with a range of internal and external stakeholders involved in the review and appeal process.
- Undertake a range of other administrative tasks and project as directed to support DVA and the VRB with ongoing appeal matters.

Eligibility

- Under section 22(8) of the Public Service Act 1999, employees must be Australian citizens to be employed in the Australian Public Service (APS).
- All applicants external to DVA offered employment will be required to successfully undergo a pre-engagement screening check, even if they have a security clearance. The screening check is conducted in accordance with the Australian Government Protective Security Policy Framework requirements.

Notes

This recruitment process is being used to fill ongoing and/or non-ongoing position/s. For more information about the role, please see the Candidate Information Pack.

Where a non-ongoing position is offered, the role will be filled for an initial specified term of up to 18 months.

A merit pool of suitable applicants may be created which may be used to fill future ongoing and non-ongoing vacancies should they become available over the next 18 months.

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

DVA embraces and fosters a culture that supports diversity, inclusion and respect, where people are empowered to fulfil their potential. We welcome people with diverse skills, experiences, perspectives and backgrounds. We are dedicated and committed to attracting and recruiting Aboriginal and Torres Strait Islander peoples and encourage applications from people with disability, people that identify as LGBTQIA+ and people from culturally and linguistically diverse backgrounds. Take on a rewarding, varied, and broad career with an Australian Public Service Department that can bring balance and flexibility to your working life, while supporting you to stay connected to your community.

DVA is committed to improving the data skills and capability of our workforce to underpin our goal of becoming a leading data-driven organisation.

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

About the Department of Veterans' Affairs

The Department of Veterans' Affairs (DVA) exists to fulfil the nation's duty to support our serving and ex-serving Australian Defence Force members and their families. We do this through programs of care, compensation, commemoration, income and Defence support services. Our aim is to enhance self-sufficiency, quality of life, financial wellbeing and community recognition for those we support. DVA is both a policy and service delivery agency. We have strong relationships with Australian ex-service organisations, Federal and State Government agencies and the veteran community. DVA's vision is to honour veterans, and empower them and their families to continue life after service, within a society that understands and values their military service and their ongoing contribution to the community.

To Apply

Position Contact	Sandra Jenkins, 07 3223 8885
Agency Recruitment Site	https://dvajobs.nga.net.au/cp/index.cfm?event=jobs.home

This notice is part of the electronic Public Service Gazette PS15 Daily Gazette Thursday - 11 April 2024.pdf Published by Australian Public Service Commission.

Applicants to vacancies notified in all formats of the electronic Public Service Gazette should be aware:

- that the names of successful applicants will also be notified in all formats of the electronic Public Service Gazette
- applicants found suitable may be offered similar employment opportunities by other Australian Public Service agencies

Veterans' Affairs (part of the Defence Portfolio)

Vacancy VN-0740001

Department of Veterans' Affairs

Closing Date:Thursday 25 April 2024

Claims Process Improvement
Business Improvement & Quality Assurance Reviews & Appeals

Job Title	Senior Review Support Officer
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Sydney NSW, Brisbane QLD, Hobart TAS
Salary	\$88,923 - \$92,670
Classification	APS Level 5
Position Number	DVAO2053
Agency Website	https://www.dva.gov.au/

Job Description

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

The Business Improvement & Quality Assurance Branch sits under the Claim Process Improvement Division, and is focused on evidenced-based continuous improvement to ensure our clients receive streamlined and accurate decisions in respect to their compensation claims. The Branch also supports efficiency improvements to the delivery of benefits and payments to enhance the client service experience.

We are seeking Senior Review Support Officers to provide support to both the Veterans' Review Board (VRB) and Review Officers to ensure accurate documentation required for the review process, and Directions provided by the VRB are delivered within relevant timeframes.

Duties

- Providing support to section management through the coordination, collation and efficient turn-around of responses for Ministerial input, Secretary Office enquiries, Freedom of Information (FOI) requests and other matters as required.
- Commence the merit reviews process of compensation decisions determined under the Veterans' Entitlements Act 1986 (VEA), Safety, Rehabilitation and Compensation (Defence-related Claims) Act 1988 (DRCA), and the Military Rehabilitation and Compensation Act 2004 (MRCA), and assist with preparation of the documents and advice for the VRB.
- Assist Review Officer Section with matters under consideration by the Veterans' Review Board (VRB), including providing advice and support to the VRB as required.
- Provide a high level of customer service and engage with DVA clients regarding their appeal matters.
- Implementing basic rejection and implementation determinations handed down by the Veterans' Review Board (VRB) using DVA processing systems.
- Assist Review Support Officers through training, mentoring and coaching and refinement and bedding down of review support processes and procedures.
- Act as an escalation point for complex and sensitive review support matters.
- Undertake a range of project work and ad hoc tasks as directed by section management.

Eligibility

- Under section 22(8) of the Public Service Act 1999, employees must be Australian citizens to be employed in the Australian Public Service (APS).
- All applicants external to DVA offered employment will be required to successfully undergo a pre-engagement screening check, even if they have a security clearance. The screening check is conducted in accordance with the Australian Government Protective Security Policy Framework requirements.

Notes

This recruitment process is being used to fill ongoing and/or non-ongoing position/s. For more information about the role, please see the Candidate Information Pack.

Where a non-ongoing position is offered, the role will be filled for an initial specified term of up to 18 months.

A merit pool of suitable applicants may be created which may be used to fill future ongoing and non-ongoing vacancies should they become available over the next 18 months.

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

DVA embraces and fosters a culture that supports diversity, inclusion and respect, where people are empowered to fulfil their potential. We welcome people with diverse skills, experiences, perspectives and backgrounds. We are dedicated and committed to attracting and recruiting Aboriginal and Torres Strait Islander peoples and encourage applications from people with disability, people that identify as LGBTQIA+ and people from culturally and linguistically diverse backgrounds. Take on a rewarding, varied, and broad career with an Australian Public Service Department that can bring balance and flexibility to your working life, while supporting you to stay connected to your community.

DVA is committed to improving the data skills and capability of our workforce to underpin our goal of becoming a leading data-driven organisation.

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

About the Department of Veterans' Affairs

The Department of Veterans' Affairs (DVA) exists to fulfil the nation's duty to support our serving and ex-serving Australian Defence Force members and their families. We do this through programs of care, compensation, commemoration, income and Defence support services. Our aim is to enhance self-sufficiency, quality of life, financial wellbeing and community recognition for those we

support. DVA is both a policy and service delivery agency. We have strong relationships with Australian ex-service organisations, Federal and State Government agencies and the veteran community. DVA's vision is to honour veterans, and empower them and their families to continue life after service, within a society that understands and values their military service and their ongoing contribution to the community.

To Apply

Position Contact	Belinda Neale, 07 3223 8788
Agency Recruitment Site	https://dvajobs.nga.net.au/cp/index.cfm?event=jobs.home

This notice is part of the electronic Public Service Gazette PS15 Daily Gazette Thursday - 11 April 2024.pdf Published by Australian Public Service Commission.

Applicants to vacancies notified in all formats of the electronic Public Service Gazette should be aware:

- that the names of successful applicants will also be notified in all formats of the electronic Public Service Gazette
- applicants found suitable may be offered similar employment opportunities by other Australian Public Service agencies

Veterans' Affairs (part of the Defence Portfolio)

Vacancy VN-0740006

Department of Veterans' Affairs

Closing Date:Thursday 25 April 2024

Claims Process Improvement
Business Improvement & Quality Assurance Reviews & Appeals

Job Title	Review Officer
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Sydney NSW, Brisbane QLD, Hobart TAS
Salary	\$97,735 - \$110,982
Classification	APS Level 6
Position Number	DVAO2054
Agency Website	https://www.dva.gov.au/

Job Description

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

The Business Improvement & Quality Assurance Branch sits under the newly formed Claim Process Improvement Division, and is focused on evidenced-based continuous improvement to ensure our clients receive streamlined and accurate decisions in respect

to their compensation claims. The Branch also supports efficiency improvements to the delivery of benefits and payments to enhance the client service experience.

Duties

- Conduct full merit reviews of compensation decisions determined under the Veterans' Entitlements Act 1986 (VEA), Safety, Rehabilitation and Compensation (Defence-related Claims) Act 1988 (DRCA), and the Military Rehabilitation and Compensation Act 2004 (MRCA).
- Provide a high level of customer service and engage with DVA clients regarding their appeal matters.
- Assist with matter under consideration by the Veterans' Review Board (VRB), including providing advice and support to the VRB as required.
- Undertake implementations of VRB decisions made under the VEA and MRCA
- Manage a high volume of review cases, including managing competing priorities, and sensitive and high priority matters.
- Build and manage relationships with key internal and other stakeholders.
- Analyse and make recommendations on legislation, policy and procedures, and contribute positively to organisational change and broader objectives.

Eligibility

- Under section 22(8) of the Public Service Act 1999, employees must be Australian citizens to be employed in the Australian Public Service (APS).
- All applicants external to DVA offered employment will be required to successfully undergo a pre-engagement screening check, even if they have a security clearance. The screening check is conducted in accordance with the Australian Government Protective Security Policy Framework requirements.

Notes

This recruitment process is being used to fill ongoing and/or non-ongoing position/s. For more information about the role, please see the Candidate Information Pack.

Where a non-ongoing position is offered, the role will be filled for an initial specified term of up to 18 months.

A merit pool of suitable applicants may be created which may be used to fill future ongoing and non-ongoing vacancies should they become available over the next 18 months.

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

DVA embraces and fosters a culture that supports diversity, inclusion and respect, where people are empowered to fulfil their potential. We welcome people with diverse skills, experiences, perspectives and backgrounds. We are dedicated and committed to attracting and recruiting Aboriginal and Torres Strait Islander peoples and encourage applications from people with disability, people that identify as LGBTQIA+ and people from culturally and linguistically diverse backgrounds. Take on a rewarding, varied, and broad career with an Australian Public Service Department that can bring balance and flexibility to your working life, while supporting you to stay connected to your community.

DVA is committed to improving the data skills and capability of our workforce to underpin our goal of becoming a leading data-driven organisation.

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

About the Department of Veterans' Affairs

The Department of Veterans' Affairs (DVA) exists to fulfil the nation's duty to support our serving and ex-serving Australian Defence Force members and their families. We do this through programs of care, compensation, commemoration, income and Defence

support services. Our aim is to enhance self-sufficiency, quality of life, financial wellbeing and community recognition for those we support. DVA is both a policy and service delivery agency. We have strong relationships with Australian ex-service organisations, Federal and State Government agencies and the veteran community. DVA's vision is to honour veterans, and empower them and their families to continue life after service, within a society that understands and values their military service and their ongoing contribution to the community.

To Apply

Position Contact	Belinda Neale, 07 3223 8788
Agency Recruitment Site	https://dvajobs.nga.net.au/cp/index.cfm?event=jobs.home

This notice is part of the electronic Public Service Gazette PS15 Daily Gazette Thursday - 11 April 2024.pdf Published by Australian Public Service Commission.

Applicants to vacancies notified in all formats of the electronic Public Service Gazette should be aware:

- that the names of successful applicants will also be notified in all formats of the electronic Public Service Gazette
- applicants found suitable may be offered similar employment opportunities by other Australian Public Service agencies

Veterans' Affairs (part of the Defence Portfolio)

Vacancy VN-0740066

Department of Veterans' Affairs

Closing Date:Thursday 25 April 2024

Open Arms - Veterans and Families Counselling
Clinical Operations Client Assist

Job Title	Senior Service Support Officer
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Brisbane QLD
Salary	\$79,764 - \$85,074
Classification	APS Level 4
Position Number	DVAO2055
Agency Website	https://www.dva.gov.au/

Job Description

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

Open Arms – Veterans & Families Counselling (formerly VVCS) is Australia's leading provider of high quality mental health assessment and clinical counselling services for Australian veterans and their families. Open Arms are focused on meeting client needs through a combination of proven clinical practices and new and emerging evidence-based approaches.

A Senior Service Support Officer (SSSO) is responsible to the Service Support Team Leader (SSTL). They will assist in managing Client Assist Contact Centre's day-to-day administrative support functions to clients, and to the clinical service delivery staff, to ensure quality services to the veteran community and their families.

The Client Assist Contact Centre is a 24/7 national phone service that provides support and information to clients (and stakeholders), and supports Open Arms' service provision as the initial point of contact.

SSSOs will be expected to perform the traditional administrative duties of a Service Support Officer (SSO), including call taking, appointment management and response to online enquiries. In addition SSSOs will act as an immediate escalation point to support SSOs in real-time. SSSOs may assist the SSTL in identifying process improvement opportunities and areas of development within the SSO Team.

Duties

- Assist the Service Support Manager in supervising APS Level 3 Service Support Officers. Including monitoring performance, setting priorities, task allocation, and identification of training needs.
- Contribute to overall service delivery via Queue Management duties;
 - Monitor and ensure compliance to telephony schedule and standards.
 - Facilitate timely resolution of process and procedural queries.
 - Provide process knowledge and support to the team.
 - Develop and implement strategies for managing the workload to ensure performance expectations are met.
 - Ensure staff are allocated appropriate work and skill tags.
- Provide front of house and administrative support across all service delivery streams inclusive of data entry and record keeping.
- Undertake more complex administrative duties.
- Provide admin training assistance to the Learning and Development Coordinator.
- Be available to work in a rostered environment and adhere to work schedules.
- Other duties as determined.
- Understand and support the vision, mission and business objectives of Open Arms.

Eligibility

- Under section 22(8) of the Public Service Act 1999, employees must be Australian citizens to be employed in the Australian Public Service (APS).
- All applicants external to DVA offered employment will be required to successfully undergo a pre-engagement screening check, even if they have a security clearance. The screening check is conducted in accordance with the Australian Government Protective Security Policy Framework requirements.

Notes

This recruitment process is being used to fill ongoing and/or non-ongoing position/s. For more information about the role, please see the Candidate Information Pack.

Where a non-ongoing position is offered, the role will be filled for an initial specified term of up to 18 months.

A merit pool of suitable applicants may be created which may be used to fill future ongoing and non-ongoing vacancies should they become available over the next 18 months.

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

DVA embraces and fosters a culture that supports diversity, inclusion and respect, where people are empowered to fulfil their potential. We welcome people with diverse skills, experiences, perspectives and backgrounds. We are dedicated and committed to attracting and recruiting Aboriginal and Torres Strait Islander peoples and encourage applications from people with disability, people that identify as LGBTQIA+ and people from culturally and linguistically diverse backgrounds. Take on a rewarding, varied, and broad career with an Australian Public Service Department that can bring balance and flexibility to your working life, while supporting you to stay connected to your community.

DVA is committed to improving the data skills and capability of our workforce to underpin our goal of becoming a leading data-driven organisation.

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

About the Department of Veterans' Affairs

The Department of Veterans' Affairs (DVA) exists to fulfil the nation's duty to support our serving and ex-serving Australian Defence Force members and their families. We do this through programs of care, compensation, commemoration, income and Defence support services. Our aim is to enhance self-sufficiency, quality of life, financial wellbeing and community recognition for those we support. DVA is both a policy and service delivery agency. We have strong relationships with Australian ex-service organisations, Federal and State Government agencies and the veteran community. DVA's vision is to honour veterans, and empower them and their families to continue life after service, within a society that understands and values their military service and their ongoing contribution to the community.

To Apply

Position Contact	Nicholas Poppeliers, 0499 924 401
Agency Recruitment Site	https://dvajobs.nga.net.au/cp/index.cfm?event=jobs.home

This notice is part of the electronic Public Service Gazette PS15 Daily Gazette Thursday - 11 April 2024.pdf Published by Australian Public Service Commission.

Applicants to vacancies notified in all formats of the electronic Public Service Gazette should be aware:

- that the names of successful applicants will also be notified in all formats of the electronic Public Service Gazette
- applicants found suitable may be offered similar employment opportunities by other Australian Public Service agencies

Veterans' Affairs (part of the Defence Portfolio)

Vacancy VN-0740092

Department of Veterans' Affairs

Closing Date:Thursday 25 April 2024

Program Delivery
Client Programs Transport & Coordinated Veterans' Care Programs

Job Title	Assistant Director - Program Manager
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Canberra ACT, Sydney NSW, Brisbane QLD, Hobart TAS
Salary	\$122,949 - \$135,013
Classification	Executive Level 1
Position Number	DVAO2056
Agency Website	https://www.dva.gov.au/

Job Description

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

The **Program Delivery Division** is the gateway for veterans and their families to access services that will maintain and enhance their quality of life by improving their physical and mental wellbeing.

The **Client Programs Branch** leads and manages a range of health and community programs and other care services that promote early interventions, and prevention and treatment for veterans and their families, including programs that enable clients to remain independently at home for as long as possible.

The **Transport & Coordinated Veterans' Care (CVC)** Programs team is responsible for managing:

- The Transport (travel for treatment) program, which assists Veteran Card Holders to access travel to approved medical treatment; and
- The [Coordinated Veterans' Care \(CVC\) Program](#), which aims to improve participant quality of life and decrease the risk of unplanned hospitalisation through proactive coordination of care.

The Assistant Director Program Management will work as part of a small team to manage the Transport and CVC Programs. The role involves undertaking an expansive range of complex activities including legislative interpretation, identifying options for innovative program improvements, developing internal and external program communications, advising on complex provider and client matters, networking with internal and external stakeholders, and recommending strategies aligned with the Department's goals and objectives. The ideal candidate will work with independence under broad direction, concurrently resolving issues and developing quality outcomes. The ideal candidate will evaluate risk and use professional judgement when communicating and making decisions in the context of a changing environment. **Duties**

- Cultivate productive working relationships with internal and external stakeholders;
- Provide leadership, mentoring, feedback and coaching support to staff;
- Contribute to building organisational capability and responsiveness;
- Identify critical information to assist with harnessing opportunities and minimising problems;
- Respond flexibly to changing program demands;
- Prepare high quality written documentation including ministerial submissions, briefs, correspondence, Commission submissions and DVA executive briefings;
- With a strategic focus, lead complex projects and be responsible for achieving specified program outcomes;
- Contribute to the design, implementation and monitoring of program improvements to meet the Department's objectives;

- Undertake research and complex data analysis to support effective delivery of the programs;
- Maintain expert knowledge and provide advice and technical expertise to guide program activities; and
- Undertake risk assessment and risk management activities for the program.

Eligibility

- Under section 22(8) of the Public Service Act 1999, employees must be Australian citizens to be employed in the Australian Public Service (APS).
- All applicants external to DVA offered employment will be required to successfully undergo a pre-engagement screening check, even if they have a security clearance. The screening check is conducted in accordance with the Australian Government Protective Security Policy Framework requirements.

Notes

This recruitment process is being used to fill ongoing and/or non-ongoing position/s. For more information about the role, please see the Candidate Information Pack.

Where a non-ongoing position is offered, the role will be filled for an initial specified term of up to 18 months.

A merit pool of suitable applicants may be created which may be used to fill future ongoing and non-ongoing vacancies should they become available over the next 18 months.

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

DVA embraces and fosters a culture that supports diversity, inclusion and respect, where people are empowered to fulfil their potential. We welcome people with diverse skills, experiences, perspectives and backgrounds. We are dedicated and committed to attracting and recruiting Aboriginal and Torres Strait Islander peoples and encourage applications from people with disability, people that identify as LGBTQIA+ and people from culturally and linguistically diverse backgrounds. Take on a rewarding, varied, and broad career with an Australian Public Service Department that can bring balance and flexibility to your working life, while supporting you to stay connected to your community.

DVA is committed to improving the data skills and capability of our workforce to underpin our goal of becoming a leading data-driven organisation.

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

About the Department of Veterans' Affairs

The Department of Veterans' Affairs (DVA) exists to fulfil the nation's duty to support our serving and ex-serving Australian Defence Force members and their families. We do this through programs of care, compensation, commemoration, income and Defence support services. Our aim is to enhance self-sufficiency, quality of life, financial wellbeing and community recognition for those we support. DVA is both a policy and service delivery agency. We have strong relationships with Australian ex-service organisations, Federal and State Government agencies and the veteran community. DVA's vision is to honour veterans, and empower them and their families to continue life after service, within a society that understands and values their military service and their ongoing contribution to the community.

To Apply

Position Contact	Jacqueline Boyd, 02 9213 7832
Agency Recruitment Site	https://dvajobs.nga.net.au/cp/index.cfm?event=jobs.home

This notice is part of the electronic Public Service Gazette PS15 Daily Gazette Thursday - 11 April 2024.pdf Published by Australian Public Service Commission.

- Applicants to vacancies notified in all formats of the electronic Public Service Gazette should be aware:
- that the names of successful applicants will also be notified in all formats of the electronic Public Service Gazette
 - applicants found suitable may be offered similar employment opportunities by other Australian Public Service agencies

Veterans' Affairs (part of the Defence Portfolio)

Vacancy VN-0740098

Department of Veterans' Affairs

Closing Date:Thursday 25 April 2024

Open Arms - Veterans and Families Counselling
Clinical Governance Clinical Policy and Governance

Job Title	Information Service Officer
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Canberra ACT, Sydney NSW, Brisbane QLD, Adelaide SA, Melbourne VIC, Perth WA, Hobart TAS, Darwin NT
Salary	\$88,923 - \$92,670
Classification	APS Level 5
Position Number	DVAO2057
Agency Website	https://www.dva.gov.au/

Job Description

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

Open Arms is Australia’s leading provider of mental health services for current and former Australian Defence Force (ADF) members and their families. The newly established Clinical Governance Branch in Open Arms is seeking two APS 5 Information Services Officers as part of the Information Releases Team. This team takes carriage of processing all Open Arms legal notices including Freedom of Information (FOI) and subpoena requests, and APP12 Releases of Information (ROI) to Open Arms clients. This team delivers high quality services and support to Open Arms with responding to requests for information, escalations and liaison activities across Open Arms, the broader Department and the Ministers Office.

This role involves high attention to detail in the reviewing, collating and releasing of complex and sensitive client content, managing competing priorities to enable timely, effective and coordinated responses to all Information Releases while exercising sound professional and ethical judgement.

The occupant of this position will work closely with all members of the Clinical Policy and Governance section and may be required to undertake duties to support other similar functions within the team.

As an APS 5 employee, the successful candidate at this level would generally be required to undertake work that is moderately complex to complex in nature and operate under limited direction. They are accountable for organising their workflow and making independent decisions relating to an area of responsibility. APS 5 employees undertake specialist or technical research and analysis, conduct investigations, and undertake procedural, clerical, administrative support or operational tasks. Employees may have a considerable public contact role and may be required to communicate with and provide advice to a wide variety of customers and external stakeholders. Work may include supervision of lower level employees and responsibility for managing staff performance, allocating work and identifying opportunities for on-the-job training.

Duties

- Prepare the administrative tasks associated with Open Arms legal notices and ROIs for internal and external parties in accordance with legislative and policy authorities and within stipulated timeframes.
- Work with the Open Arms regional offices as required to assist in facilitating the review and collation of sensitive client information and preparing documents as required with high levels of attention to detail.
- Support ongoing clinical and organisational quality improvement activities and contributing to the development of clinical program policy advice and procedures.
- Contribute to the administrative functions associated with preparing high level and considered written summaries, briefs, reports, and responses to Open Arms senior management on sensitive client matters as required.
- Other duties as appropriate to support the section and best practice outcomes for clients and other business areas.

Eligibility

- Under section 22(8) of the Public Service Act 1999, employees must be Australian citizens to be employed in the Australian Public Service (APS).
- All applicants external to DVA offered employment will be required to successfully undergo a pre-engagement screening check, even if they have a security clearance. The screening check is conducted in accordance with the Australian Government Protective Security Policy Framework requirements.

Notes

This recruitment process is being used to fill ongoing and/or non-ongoing position/s. For more information about the role, please see the Candidate Information Pack.

Where a non-ongoing position is offered, the role will be filled for an initial specified term of up to 18 months.

A merit pool of suitable applicants may be created which may be used to fill future ongoing and non-ongoing vacancies should they become available over the next 18 months.

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

DVA embraces and fosters a culture that supports diversity, inclusion and respect, where people are empowered to fulfil their potential. We welcome people with diverse skills, experiences, perspectives and backgrounds. We are dedicated and committed to attracting and recruiting Aboriginal and Torres Strait Islander peoples and encourage applications from people with disability, people that identify as LGBTQIA+ and people from culturally and linguistically diverse backgrounds. Take on a rewarding, varied, and broad career with an Australian Public Service Department that can bring balance and flexibility to your working life, while supporting you to stay connected to your community.

DVA is committed to improving the data skills and capability of our workforce to underpin our goal of becoming a leading data-driven organisation.

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

About the Department of Veterans' Affairs

The Department of Veterans' Affairs (DVA) exists to fulfil the nation's duty to support our serving and ex-serving Australian Defence Force members and their families. We do this through programs of care, compensation, commemoration, income and Defence support services. Our aim is to enhance self-sufficiency, quality of life, financial wellbeing and community recognition for those we support. DVA is both a policy and service delivery agency. We have strong relationships with Australian ex-service organisations, Federal and State Government agencies and the veteran community. DVA's vision is to honour veterans, and empower them and their families to continue life after service, within a society that understands and values their military service and their ongoing contribution to the community.

To Apply

Position Contact	Nicola Lynch, 0427 806 624
Agency Recruitment Site	https://dvajobs.nga.net.au/cp/index.cfm?event=jobs.home

This notice is part of the electronic Public Service Gazette PS15 Daily Gazette Thursday - 11 April 2024.pdf Published by Australian Public Service Commission.

Applicants to vacancies notified in all formats of the electronic Public Service Gazette should be aware:

- that the names of successful applicants will also be notified in all formats of the electronic Public Service Gazette
- applicants found suitable may be offered similar employment opportunities by other Australian Public Service agencies

Veterans' Affairs (part of the Defence Portfolio)

Vacancy VN-0740109

Department of Veterans' Affairs

Closing Date:Thursday 25 April 2024

Open Arms - Veterans and Families Counselling
Clinical Governance Clinical Policy and Governance

Job Title	Information Service Officer (Clinical)
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Canberra ACT, Sydney NSW, Brisbane QLD, Adelaide SA, Melbourne VIC, Perth WA, Hobart TAS, Darwin NT
Salary	\$97,735 - \$110,982
Classification	APS Level 6
Position Number	DVAO2058
Agency Website	https://www.dva.gov.au/

Job Description

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

Open Arms is Australia's leading provider of mental health services for current and former Australian Defence Force (ADF) members and their families. The newly established Clinical Governance Branch in Open Arms is seeking an experienced clinician to join the team as an APS 6 Clinical Information Services Officer, as part of the Information Releases Team. This team takes carriage of processing all Open Arms legal notices including Freedom of Information (FOI) and subpoena requests, and APP12 Releases of Information (ROI) to Open Arms clients. This team delivers high quality services and support to Open Arms with responding to requests for information, escalations and liaison activities across Open Arms, the broader Department and the Ministers Office.

This role involves clinical risk assessment of client files and providing support to the team in the clinical clearances and supported release of client information. The position requires high attention to detail in the reviewing, collating and releasing of complex and

sensitive client content, managing competing priorities to enable timely, effective and coordinated responses to all Information Releases while exercising sound clinical, professional and ethical judgement.

The occupant of this position will work closely with all members of the Clinical Policy and Governance section and may be required to undertake duties to support other similar functions within the team. The occupant will have a strong background and experience in working within mental health setting and ideally have experience in managing the release of sensitive information.

As an APS 6 employee, the successful candidate at this level would generally be required to undertake work that is complex in nature and operate under limited direction. They are accountable for organising their workflow and making independent decisions relating to an area of responsibility. Employees at this level provide high level clinical and strategic policy advice and provide supervision of a small team including responsibility for managing staff performance, allocating work and identifying opportunities for on-the-job training.

Duties

- Work closely with the Assistant Director in supporting the clinical assessment and clearances for releasing information as part of the broader Open Arms Division;
- Provide strong leadership to the team, including supervision, mentoring and coaching for direct reports, to effectively manage performance and encourage professional growth;
- Provide strategic information and advice to the Assistant Director, Information Releases on emerging issues and escalate as required;
- Liaise with internal and external stakeholders in relation to clinical and legal information and advice to inform decision making and escalations while assessing and managing clinical risk;
- Coordinate the acquisition of legal advice in relation to clinical services and ensuring that high-risk cases are referred in accordance with business processes in a timely and efficient manner;
- Support ongoing clinical and organisational quality improvement activities;
- Contribute to the development of clinical program policy advice and procedures;
- Manage and support of staff working in complex work environments; and
- 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.

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.

Mandatory Requirements and Experience

One or more of the following:

- Qualifications as an AHPRA registered Psychologist / Mental Health Occupational Therapist / Mental Health Registered Nurse with full AHPRA registration, **OR**
- Qualification as a Social Worker eligible for membership of the Australian Association Social Workers (AASW) and eligible to apply for Mental Health accreditation, **OR**
- Counsellor or Nurse with minimum three years mental health experience, **OR**
- Minimum of three years' experience working in mental health settings

Notes

This recruitment process is being used to fill ongoing and/or non-ongoing position/s. For more information about the role, please see the Candidate Information Pack.

Where a non-ongoing position is offered, the role will be filled for an initial specified term of up to 18 months.

A merit pool of suitable applicants may be created which may be used to fill future ongoing and non-ongoing vacancies should they become available over the next 18 months.

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

DVA embraces and fosters a culture that supports diversity, inclusion and respect, where people are empowered to fulfil their potential. We welcome people with diverse skills, experiences, perspectives and backgrounds. We are dedicated and committed to attracting and recruiting Aboriginal and Torres Strait Islander peoples and encourage applications from people with disability, people that identify as LGBTQIA+ and people from culturally and linguistically diverse backgrounds. Take on a rewarding, varied, and broad career with an Australian Public Service Department that can bring balance and flexibility to your working life, while supporting you to stay connected to your community.

DVA is committed to improving the data skills and capability of our workforce to underpin our goal of becoming a leading data-driven organisation.

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

About the Department of Veterans' Affairs

The Department of Veterans' Affairs (DVA) exists to fulfil the nation's duty to support our serving and ex-serving Australian Defence Force members and their families. We do this through programs of care, compensation, commemoration, income and Defence support services. Our aim is to enhance self-sufficiency, quality of life, financial wellbeing and community recognition for those we support. DVA is both a policy and service delivery agency. We have strong relationships with Australian ex-service organisations, Federal and State Government agencies and the veteran community. DVA's vision is to honour veterans, and empower them and their families to continue life after service, within a society that understands and values their military service and their ongoing contribution to the community.

To Apply

Position Contact	Nicola Lynch, 0427 806 624
Agency Recruitment Site	https://dvajobs.nga.net.au/cp/index.cfm?event=jobs.home

This notice is part of the electronic Public Service Gazette PS15 Daily Gazette Thursday - 11 April 2024.pdf Published by Australian Public Service Commission.

Applicants to vacancies notified in all formats of the electronic Public Service Gazette should be aware:

- that the names of successful applicants will also be notified in all formats of the electronic Public Service Gazette
- applicants found suitable may be offered similar employment opportunities by other Australian Public Service agencies

Veterans' Affairs (part of the Defence Portfolio)

Vacancy VN-0740117

Job Title	Compensation Support Officer
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Melbourne VIC
Salary	\$79,764 - \$85,074
Classification	APS Level 4
Position Number	DVAO2063
Agency Website	https://www.dva.gov.au/

Job Description

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

The Client Benefits Division (CBD) delivers products and services to give effect to defined DVA policy outcomes. The Division is responsible for case management including registration, assessments, determinations, reconsiderations and reviews, as well as operational support activities such as quality assurance and compliance, performance reporting, and business coordination and improvement, business systems administration.

VEA Compensation and Support (VCS) is a multi-disciplinary branch responsible for the management and assessment of compensation claims and the divisional focus on procedures, planning and delegate learning and development. Our clients are serving and former defence force members, veterans and legatees. Depending on the dates and type of service, eligibility can fall under one or more of the applicable legislations.

Duties

- Start-up claims and follow up outstanding information and keep orderly claims management practices, including appropriate dates for tasks and ensuring the ISH claim timeline has a clear updated status recorded.
- Assist members of the veteran community (DVA clients) to access DVA programs
- Work with DVA clients to provide information to progress their claim or to access interim supports.
- Take advantage of all learning and development
- Review the status of claims under investigation and progress the claims as per the request of the team leader or claims manager (primarily gathering outstanding information)
- Manage email boxes for incoming claim documentation. Refer information to correct staff member, the correct area or resolve client enquiry at the first contact
- Demonstrate high-level client service skills, including phone & written contact with clients & internal/external stakeholders
- Be available to receive direct phone calls from clients
- Staff Allocations – allocating work to staff
- The stakeholder engagement may include but is not limited to providing updates on the claim investigation; requesting outstanding information and explaining the claim journey to the client. Majority of contact will be via the phone, but we also utilise email, letters and text messaging services.
- Respond in a timely manner to stakeholder requests
- Accurately recording work completed in a logbook and providing that to your supervisor on a regular basis (as outlined by your supervisor)
- Placing appropriate documentation on client's electronic file (filing and titling, correctly)

- Meet all KPIs on a weekly basis that will focus on expected number of claim updates to be completed and the work will have a randomised QA check periodically, with an expected result of >95% accuracy
- Ability to work efficiently as part of a small team to meet both individual and team performance
- Undertake other administrative duties as directed

Eligibility

- Under section 22(8) of the Public Service Act 1999, employees must be Australian citizens to be employed in the Australian Public Service (APS).
- All applicants external to DVA offered employment will be required to successfully undergo a pre-engagement screening check, even if they have a security clearance. The screening check is conducted in accordance with the Australian Government Protective Security Policy Framework requirements.

Notes

This recruitment process is being used to fill ongoing and/or non-ongoing position/s. For more information about the role, please see the Candidate Information Pack.

Where a non-ongoing position is offered, the role will be filled for an initial specified term of up to 18 months.

A merit pool of suitable applicants may be created which may be used to fill future ongoing and non-ongoing vacancies should they become available over the next 18 months.

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

DVA embraces and fosters a culture that supports diversity, inclusion and respect, where people are empowered to fulfil their potential. We welcome people with diverse skills, experiences, perspectives and backgrounds. We are dedicated and committed to attracting and recruiting Aboriginal and Torres Strait Islander peoples and encourage applications from people with disability, people that identify as LGBTQIA+ and people from culturally and linguistically diverse backgrounds. Take on a rewarding, varied, and broad career with an Australian Public Service Department that can bring balance and flexibility to your working life, while supporting you to stay connected to your community.

DVA is committed to improving the data skills and capability of our workforce to underpin our goal of becoming a leading data-driven organisation.

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

About the Department of Veterans' Affairs

The Department of Veterans' Affairs (DVA) exists to fulfil the nation's duty to support our serving and ex-serving Australian Defence Force members and their families. We do this through programs of care, compensation, commemoration, income and Defence support services. Our aim is to enhance self-sufficiency, quality of life, financial wellbeing and community recognition for those we support. DVA is both a policy and service delivery agency. We have strong relationships with Australian ex-service organisations, Federal and State Government agencies and the veteran community. DVA's vision is to honour veterans, and empower them and their families to continue life after service, within a society that understands and values their military service and their ongoing contribution to the community.

To Apply

Position Contact	Simon Adler, (03) 9284 6375
Agency Recruitment Site	https://dvajobs.nga.net.au/cp/index.cfm?event=jobs.home

This notice is part of the electronic Public Service Gazette PS15 Daily Gazette Thursday - 11 April 2024.pdf Published by Australian Public Service Commission.

Applicants to vacancies notified in all formats of the electronic Public Service Gazette should be aware:

- that the names of successful applicants will also be notified in all formats of the electronic Public Service Gazette
- applicants found suitable may be offered similar employment opportunities by other Australian Public Service agencies

Veterans' Affairs (part of the Defence Portfolio)

Vacancy VN-0740125

Department of Veterans' Affairs

Closing Date:Thursday 25 April 2024

Deputy President
Transition Transition & Employer Support

Job Title	Assistant Director - Senior Program & Policy Officer
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Canberra ACT, Brisbane QLD, Sydney NSW
Salary	\$122,949 - \$135,013
Classification	Executive Level 1
Position Number	DVAO2059
Agency Website	https://www.dva.gov.au/

Job Description

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

The Transition Branch delivers policy, program and services, and works closely with a range of external and inter-departmental stakeholders to progress its work.

- It is responsible for:
- Veteran employment policy;
- Transition policy
 - Delivery of the Veteran Employment Program, including
 - the Prime Minister's National Veteran Employment Awards
 - Veteran Employment Commitment
 - Employer Support
- Veteran support officers – delivery of education and support for ADF members

As an Assistant Director with a focus on policy or program activity you will be responsible for managing and delivering on packages of work that contribute to shaping the transition experience for veterans and families, as part of the Transition Branch strategic and business plan.

To succeed in this role, you will draw on a sound understanding of policy development and program delivery, and how it applies to veteran issues or be able to quickly acquire an understanding.

Assistant Directors in the Deputy President Group are responsible for developing and implementing new policy proposals and challenging pre-existing policies to improve the veteran experience. In addition, these roles may also drive change through the delivery of programs or service delivery. These roles are instrumental in driving change across DVA. Successful applicants will be passionate about improving services for veterans, and will need to have strong oral and written communication skills, the ability to support productive working relationships, and build and maintain effective relationships with internal and external stakeholders. Successful applicants will need to work as a team player delivering to short timeframes, during peak periods.

An understanding of the veteran support system as it sits as part of broader government services would be an advantage, as would experience in costing new policy proposals. You will need to be curious and flexible and able to thrive in a rapidly-changing environment. This role will have some required overnight travel and the successful candidate will need to be flexible and able to undertake overnight travel as required. **Duties**

- Lead a team, including supporting development, managing performance and contributing to the management of the section and the branch;
- Provide high quality written and verbal policy advice to the Government, Minister and Executive in relation to veterans' issues, including health and mental health, transition initiatives and grant programs, and drafting associated documents including ministerial and executive submissions and correspondence;
- Interpret and draft policy relevant to the Deputy President Group and develop new policy proposals, including policy costings;
- Ability to deliver against program objectives, through effective team and program management, a focus on operational governance, continuous improvement and evaluation and assurance.
- Ability to analyse and provide technical advice, including using health, social and economic data;
- Work collaboratively with internal and external stakeholders.
- Strong organisational skills including the ability to effectively prioritise to meet deadlines, manage competing tasks and demonstrated initiative and problem solving skills.
- Project management, including planning and scheduling.
- Procurement and contract management skills

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.

Mandatory Requirements

- Currently hold and the ability to maintain a full unrestricted and valid Australian Driver's Licence

- Currently hold or the ability to obtain and maintain a valid Australian Government Security Vetting Agency - Baseline Security Clearance

Notes

This recruitment process is being used to fill ongoing and/or non-ongoing position/s. For more information about the role, please see the Candidate Information Pack.

Where a non-ongoing position is offered, the role will be filled for an initial specified term of up to18 months.

A merit pool of suitable applicants may be created which may be used to fill future ongoing and non-ongoing vacancies should they become available over the next 18 months.

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

DVA embraces and fosters a culture that supports diversity, inclusion and respect, where people are empowered to fulfil their potential. We welcome people with diverse skills, experiences, perspectives and backgrounds. We are dedicated and committed to attracting and recruiting Aboriginal and Torres Strait Islander peoples and encourage applications from people with disability, people that identify as LGBTQIA+ and people from culturally and linguistically diverse backgrounds. Take on a rewarding, varied, and broad career with an Australian Public Service Department that can bring balance and flexibility to your working life, while supporting you to stay connected to your community.

DVA is committed to improving the data skills and capability of our workforce to underpin our goal of becoming a leading data-driven organisation.

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

About the Department of Veterans' Affairs

The Department of Veterans' Affairs (DVA) exists to fulfil the nation's duty to support our serving and ex-serving Australian Defence Force members and their families. We do this through programs of care, compensation, commemoration, income and Defence support services. Our aim is to enhance self-sufficiency, quality of life, financial wellbeing and community recognition for those we support. DVA is both a policy and service delivery agency. We have strong relationships with Australian ex-service organisations, Federal and State Government agencies and the veteran community. DVA's vision is to honour veterans, and empower them and their families to continue life after service, within a society that understands and values their military service and their ongoing contribution to the community.

To Apply

Position Contact	Robyn Cross, 07 6289 6212
Agency Recruitment Site	https://dvajobs.nga.net.au/cp/index.cfm?event=jobs.home

This notice is part of the electronic Public Service Gazette PS15 Daily Gazette Thursday - 11 April 2024.pdf Published by Australian Public Service Commission.

Applicants to vacancies notified in all formats of the electronic Public Service Gazette should be aware:

- that the names of successful applicants will also be notified in all formats of the electronic Public Service Gazette
- applicants found suitable may be offered similar employment opportunities by other Australian Public Service agencies

Veterans' Affairs (part of the Defence Portfolio)

Vacancy VN-0740139

Department of Veterans' Affairs

Closing Date: Thursday 25 April 2024

Program Delivery
Client Access & Rehabilitation Services Provider Assurance and Support

Job Title	Assurance Officer
Job Type	Full-Time, Ongoing; Non-Ongoing
Location	Canberra ACT, Brisbane QLD, Adelaide SA
Salary	\$97,735 - \$110,982
Classification	APS Level 6
Position Number	DVAO2060
Agency Website	https://www.dva.gov.au/

Job Description

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

The Provider Assurance and Support Section forms part of the Program Delivery Division. The Provider Assurance subsection is responsible for the design, implementation and ongoing management of assurance activities for DVA's healthcare programs within the Program Delivery Division. The program of work incorporates risk and data analysis to prepare and implement an annual review cycle, developing and refining the supporting assurance framework and analysing data and program assets for the purpose of assurance activities.

The Assurance Officer will be responsible for assessing compliance with internal policies, procedures, and regulatory framework across DVA's healthcare programs. They will conduct reviews, risk assessments, and make recommendations on corrective measures to maintain the integrity and reliability of DVA's healthcare programs.

We are searching for dynamic Assurance Officers who possesses exceptional problem-solving skills and a strategic mindset. The ideal candidates are critical thinkers who can navigate complex challenges and devise innovative solutions to mitigate risks effectively. While professional qualifications are valued, we prioritise individuals who demonstrate a strong ability to analyse situations, communicate effectively, and collaborate to drive results.

Our ideal candidates thrive in a fast-paced environment and can work autonomously while also contributing to the team's goals and priorities. They have an eye for detail and a proactive approach to identifying areas for improvement within our organisation's operations.

If you are a strategic problem solver with a passion for ensuring program compliance, we invite you to apply for this opportunity.

Duties

- Deliver assurance activities under the section's forward work plan.
- Engage with stakeholders to collect information and conduct reviews.
- Articulate information needs including data requests, and analyse data received in the context of assurance tests and reviews.
- Analyse and interpret information from review results against DVA policy, provider rules, guidelines and business rules other regulations to make appropriate recommendations and develop written reports for a broad audience.

- Complete documentation arising from review activities including communication of outcomes with stakeholders, referral for further action, updating relevant registers and artefacts.
- Produce and regularly review and update assurance team procedures, templates and guidance material.
- Contribute to the preparing the section's forward work plan.
- Produce and maintain accurate records of work in line with DVAs records management policies and procedures.

Eligibility

- Under section 22(8) of the Public Service Act 1999, employees must be Australian citizens to be employed in the Australian Public Service (APS).
- All applicants external to DVA offered employment will be required to successfully undergo a pre-engagement screening check, even if they have a security clearance. The screening check is conducted in accordance with the Australian Government Protective Security Policy Framework requirements.

Notes

This recruitment process is being used to fill ongoing and/or non-ongoing position/s. For more information about the role, please see the Candidate Information Pack.

Where a non-ongoing position is offered, the role will be filled for an initial specified term of up to 18 months.

A merit pool of suitable applicants may be created which may be used to fill future ongoing and non-ongoing vacancies should they become available over the next 18 months.

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

DVA embraces and fosters a culture that supports diversity, inclusion and respect, where people are empowered to fulfil their potential. We welcome people with diverse skills, experiences, perspectives and backgrounds. We are dedicated and committed to attracting and recruiting Aboriginal and Torres Strait Islander peoples and encourage applications from people with disability, people that identify as LGBTQIA+ and people from culturally and linguistically diverse backgrounds. Take on a rewarding, varied, and broad career with an Australian Public Service Department that can bring balance and flexibility to your working life, while supporting you to stay connected to your community.

DVA is committed to improving the data skills and capability of our workforce to underpin our goal of becoming a leading data-driven organisation.

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

About the Department of Veterans' Affairs

The Department of Veterans' Affairs (DVA) exists to fulfil the nation's duty to support our serving and ex-serving Australian Defence Force members and their families. We do this through programs of care, compensation, commemoration, income and Defence support services. Our aim is to enhance self-sufficiency, quality of life, financial wellbeing and community recognition for those we support. DVA is both a policy and service delivery agency. We have strong relationships with Australian ex-service organisations, Federal and State Government agencies and the veteran community. DVA's vision is to honour veterans, and empower them and their families to continue life after service, within a society that understands and values their military service and their ongoing contribution to the community.

To Apply

Position Contact	Gabrielle Dogan, 07 3565 3651
Agency Recruitment Site	https://dvajobs.nga.net.au/cp/index.cfm?event=jobs.home

This notice is part of the electronic Public Service Gazette PS15 Daily Gazette Thursday - 11 April 2024.pdf Published by Australian Public Service Commission.

Applicants to vacancies notified in all formats of the electronic Public Service Gazette should be aware:

- that the names of successful applicants will also be notified in all formats of the electronic Public Service Gazette
- applicants found suitable may be offered similar employment opportunities by other Australian Public Service agencies

Veterans' Affairs (part of the Defence Portfolio)

Vacancy VN-0740142

Department of Veterans' Affairs

Closing Date:Thursday 25 April 2024

Open Arms - Veterans and Families Counselling
Clinical Operations Open Arms WA

Job Title	Outreach Program Coordinator
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Perth WA
Salary	\$97,735 - \$110,982
Classification	APS Level 6
Position Number	DVAO2061
Agency Website	https://www.dva.gov.au/

Job Description

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

Open Arms – Veterans & Families Counselling (formerly VVCS) is Australia's leading provider of high quality mental health assessment and clinician counselling services for Australian veterans and their families. Open Arms are focused on meeting client needs through a combination of proven clinical practices and emerging evidence-based approaches.

Outreach Program Coordinators (OPCOs) work within the Open Arms Division of the Department of Veterans' Affairs (DVA), providing coordination, clinical governance and management of the Open Arms Outreach Provider Program inclusive of Outreach Program Clinicians, Group Program Facilitators, external Clinical Supervisors, and partnership referrals.

OPCOs work under the direction of an Assistant Director and develop and maintain professional relationships with Outreach Program Providers, facilitate communications, and coordinate clinical governance and support activities within the Outreach Provider Program. OPCOs are required to make decisions, problem solve and navigate complex client issues, whilst adhering to relevant legislation, ethical guidelines and policies. Critical thinking, communication and interpersonal skills are paramount, and OPCOs must demonstrate high levels of integrity and emotional intelligence. Bringing knowledge of veterans' and their families' experiences to the role, OPCOs demonstrate respect for all clients and uphold a strong commitment to service delivery outcomes, alongside confidentiality and privacy.

Duties

- Develop and maintain professional relationships with Outreach Program Providers, facilitate communications and coordinate activities of the Outreach Provider Program.
- Provide training and on-boarding and off-boarding to Outreach Program Providers and act as the Open Arms liaison point of contact by providing on-going information, debriefing and support.
- Support Outreach Program Providers in meeting clinical liaison notification requirements and provide postvention support as required.
- Review requests for partnership referrals and advise on suitability.
- Develop, maintain, and manage a database of Outreach Program Providers and update Intake Allocators and administrative staff on availability.
- Engage with complainants of Outreach Program Providers to identify concerns and develop options to achieve resolutions.
- Assess and analyse complaints received regarding the Outreach Provider Program with a view to deciding the appropriate resolution actions.
- Act as the first escalation point for complex Outreach Provider Program issues raised by Intake Allocators and other staff.
- Schedule and attend Continuing Professional Development (CPD) activities, including clinical supervision, to maintain professional registration.
- Apply the principles of cooperative and safe working practices consistent with APS Values and the Department's mission, vision, approach and values.
- Maintain a small clinical workload of clients as negotiated with the Assistant Director.
- Participate in community development and service promotion activities, as required.
- Participate in Open Arms program evaluation and research activities, contributing to project management activities that implement strategic directions and quality improvement recommendations, and provide feedback for ongoing development of clinical policies and procedures, as required.

Eligibility

- Under section 22(8) of the Public Service Act 1999, employees must be Australian citizens to be employed in the Australian Public Service (APS).
- All applicants external to DVA offered employment will be required to successfully undergo a pre-engagement screening check, even if they have a security clearance. The screening check is conducted in accordance with the Australian Government Protective Security Policy Framework requirements.

Mandatory Requirements

One or more of the following:

- Qualifications as an AHPRA registered Psychologist / Mental Health Occupational Therapist / Mental Health Registered Nurse with full AHPRA registration, **OR**
- Qualification as a Social Worker eligible for membership of the Australian Association Social Workers (AASW) and eligible to apply for Mental Health accreditation, **OR**
- Qualifications as a Counsellor with a minimum Level 4 Australian Counselling Association registration.

Notes

This recruitment process is being used to fill ongoing and/or non-ongoing position/s. For more information about the role, please see the Candidate Information Pack.

Where a non-ongoing position is offered, the role will be filled for an initial specified term of up to 18 months.

A merit pool of suitable applicants may be created which may be used to fill future ongoing and non-ongoing vacancies should they become available over the next 18 months.

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

DVA embraces and fosters a culture that supports diversity, inclusion and respect, where people are empowered to fulfil their potential. We welcome people with diverse skills, experiences, perspectives and backgrounds. We are dedicated and committed to attracting and recruiting Aboriginal and Torres Strait Islander peoples and encourage applications from people with disability, people that identify as LGBTQIA+ and people from culturally and linguistically diverse backgrounds. Take on a rewarding, varied, and broad career with an Australian Public Service Department that can bring balance and flexibility to your working life, while supporting you to stay connected to your community.

DVA is committed to improving the data skills and capability of our workforce to underpin our goal of becoming a leading data-driven organisation.

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

About the Department of Veterans' Affairs

The Department of Veterans' Affairs (DVA) exists to fulfil the nation's duty to support our serving and ex-serving Australian Defence Force members and their families. We do this through programs of care, compensation, commemoration, income and Defence support services. Our aim is to enhance self-sufficiency, quality of life, financial wellbeing and community recognition for those we support. DVA is both a policy and service delivery agency. We have strong relationships with Australian ex-service organisations, Federal and State Government agencies and the veteran community. DVA's vision is to honour veterans, and empower them and their families to continue life after service, within a society that understands and values their military service and their ongoing contribution to the community.

To Apply

Position Contact	Shana Eusebio, 0457 240 878
Agency Recruitment Site	https://dvajobs.nga.net.au/cp/index.cfm?event=jobs.home

This notice is part of the electronic Public Service Gazette PS15 Daily Gazette Thursday - 11 April 2024.pdf Published by Australian Public Service Commission.

Applicants to vacancies notified in all formats of the electronic Public Service Gazette should be aware:

- that the names of successful applicants will also be notified in all formats of the electronic Public Service Gazette
- applicants found suitable may be offered similar employment opportunities by other Australian Public Service agencies

Veterans' Affairs (part of the Defence Portfolio)

Vacancy VN-0740153

Department of Veterans' Affairs

Closing Date:Thursday 25 April 2024

Ministerial, Engagement and Communications
Communications

Job Title	Social Media Assistant
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Perth WA, Sydney NSW, Canberra ACT, Brisbane QLD, Adelaide SA, Melbourne VIC, Hobart TAS, Darwin NT
Salary	\$79,764 - \$85,074
Classification	APS Level 4
Position Number	DVAO2062
Agency Website	https://www.dva.gov.au/

Job Description

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

The Communications Branch provides coordinated communication advice in support of the Department of Veterans' Affairs commitment to put veterans and their families first. In addition to providing strategic communications support across the department, the Branch handles media enquiries, manages the department's social media channels and provides graphic design, online publishing and corporate communication services.

As a part of the Digital Services and Design Section you will join a team that is responsible for the Department of Veteran's Affairs social media channels. Our ideal candidate will be able to assist in all administrative aspects of running a successful Social Media Team. You will be able to work in a fast-paced team that builds relationships with many areas of the department, and you will be able to manage multiple jobs under tight deadlines on a daily basis.

Duties

- Under supervision, schedule social media content for publication on DVA's social media channels and confirm successful publication.
- Export pre-developed social media engagement dashboards and distribute them to the executive and internal stakeholders.
- Assist with the management of the very busy social media content calendar including planning and scheduling content.
- Build strong collaborative working relationships and liaise with internal stakeholders and ensure all social media clearance processes are followed prior to publication.
- Assist with moderation of commentary on DVA's social media channels in-line with relevant guidelines and policies.
- Uphold and work in accordance with DVA's social media policies.
- Other duties as directed.

Eligibility

- Under section 22(8) of the Public Service Act 1999, employees must be Australian citizens to be employed in the Australian Public Service (APS).
- All applicants external to DVA offered employment will be required to successfully undergo a pre-engagement screening check, even if they have a security clearance. The screening check is conducted in accordance with the Australian Government Protective Security Policy Framework requirements.

Notes

This recruitment process is being used to fill ongoing and/or non-ongoing position/s. For more information about the role, please see the Candidate Information Pack.

Where a non-ongoing position is offered, the role will be filled for an initial specified term of up to 18 months.

A merit pool of suitable applicants may be created which may be used to fill future ongoing and non-ongoing vacancies should they become available over the next 18 months.

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

DVA embraces and fosters a culture that supports diversity, inclusion and respect, where people are empowered to fulfil their potential. We welcome people with diverse skills, experiences, perspectives and backgrounds. We are dedicated and committed to attracting and recruiting Aboriginal and Torres Strait Islander peoples and encourage applications from people with disability, people that identify as LGBTQIA+ and people from culturally and linguistically diverse backgrounds. Take on a rewarding, varied, and broad career with an Australian Public Service Department that can bring balance and flexibility to your working life, while supporting you to stay connected to your community.

DVA is committed to improving the data skills and capability of our workforce to underpin our goal of becoming a leading data-driven organisation.

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

About the Department of Veterans' Affairs

The Department of Veterans' Affairs (DVA) exists to fulfil the nation's duty to support our serving and ex-serving Australian Defence Force members and their families. We do this through programs of care, compensation, commemoration, income and Defence support services. Our aim is to enhance self-sufficiency, quality of life, financial wellbeing and community recognition for those we support. DVA is both a policy and service delivery agency. We have strong relationships with Australian ex-service organisations, Federal and State Government agencies and the veteran community. DVA's vision is to honour veterans, and empower them and their families to continue life after service, within a society that understands and values their military service and their ongoing contribution to the community.

To Apply

Position Contact	Anthony Symes, 0432 271 269
Agency Recruitment Site	https://dvajobs.nga.net.au/cp/index.cfm?event=jobs.home

This notice is part of the electronic Public Service Gazette PS15 Daily Gazette Thursday - 11 April 2024.pdf Published by Australian Public Service Commission.

Applicants to vacancies notified in all formats of the electronic Public Service Gazette should be aware:

- that the names of successful applicants will also be notified in all formats of the electronic Public Service Gazette
- applicants found suitable may be offered similar employment opportunities by other Australian Public Service agencies

Department of Veterans' Affairs

Closing Date: Thursday 25 April 2024

Client Benefits
VEA Compensation & Support Various

Job Title	Claims Delegate
Job Type	Full-Time, Ongoing; Non-Ongoing
Location	Melbourne VIC
Salary	\$88,923 - \$92,670
Classification	APS Level 5
Position Number	DVAO2064
Agency Website	https://www.dva.gov.au/

Job Description

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

The Client Benefits Division (CBD) delivers products and services to give effect to defined DVA policy outcomes. The Division is responsible for case management including registration, assessments, determinations, reconsiderations and reviews, as well as operational support activities such as quality assurance and compliance, performance reporting, and business coordination and improvement, business systems administration.

VEA Compensation and Support (VCS) is a multi-disciplinary branch responsible for the management and assessment of compensation claims and the divisional focus on procedures, planning and delegate learning and development. Our clients are serving and former defence force members, veterans and legatees. Depending on the dates and type of service, eligibility can fall under one or more of the applicable legislations.

Duties

- Exercise delegations under the Veterans' Entitlements Act (1986), the Safety, Rehabilitation and Compensation (Defence-related Claims) Act 1988 (DRCA) and Military Rehabilitation and Compensation Act 2004 (MRCA) in relation to the provision of compensation services, in accordance with policy and operational guidelines
- Provide advice and guidance to clients and providers in regards to compensation services
- Identify high risk/complex clients and implement strategies to ensure client safety, which may include referral to appropriate management areas within the Department or establishing case conferences with internal mental health professionals and team management
- Liaise with internal DVA stakeholders to progress cases, provide supporting information or access additional services in the Department
- Monitor and manage external provider progress
- Participate in representational work, this may include providing presentations to transitioning Australian Defence Force members or relevant provider groups
- Contribute to the development of a cohesive and supportive Team environment.

Eligibility

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

- All applicants external to DVA offered employment will be required to successfully undergo a pre-engagement screening check, even if they have a security clearance. The screening check is conducted in accordance with the Australian Government Protective Security Policy Framework requirements.

Notes

This recruitment process is being used to fill ongoing and/or non-ongoing position/s. For more information about the role, please see the Candidate Information Pack.

Where a non-ongoing position is offered, the role will be filled for an initial specified term of up to 18 months.

A merit pool of suitable applicants may be created which may be used to fill future ongoing and non-ongoing vacancies should they become available over the next 18 months.

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

DVA embraces and fosters a culture that supports diversity, inclusion and respect, where people are empowered to fulfil their potential. We welcome people with diverse skills, experiences, perspectives and backgrounds. We are dedicated and committed to attracting and recruiting Aboriginal and Torres Strait Islander peoples and encourage applications from people with disability, people that identify as LGBTQIA+ and people from culturally and linguistically diverse backgrounds. Take on a rewarding, varied, and broad career with an Australian Public Service Department that can bring balance and flexibility to your working life, while supporting you to stay connected to your community.

DVA is committed to improving the data skills and capability of our workforce to underpin our goal of becoming a leading data-driven organisation.

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

About the Department of Veterans' Affairs

The Department of Veterans' Affairs (DVA) exists to fulfil the nation's duty to support our serving and ex-serving Australian Defence Force members and their families. We do this through programs of care, compensation, commemoration, income and Defence support services. Our aim is to enhance self-sufficiency, quality of life, financial wellbeing and community recognition for those we support. DVA is both a policy and service delivery agency. We have strong relationships with Australian ex-service organisations, Federal and State Government agencies and the veteran community. DVA's vision is to honour veterans, and empower them and their families to continue life after service, within a society that understands and values their military service and their ongoing contribution to the community.

To Apply

Position Contact	Jared Olthof, 03 9284 6805
Agency Recruitment Site	https://dvajobs.nga.net.au/cp/index.cfm?event=jobs.home

This notice is part of the electronic Public Service Gazette PS15 Daily Gazette Thursday - 11 April 2024.pdf Published by Australian Public Service Commission.

Applicants to vacancies notified in all formats of the electronic Public Service Gazette should be aware:

- that the names of successful applicants will also be notified in all formats of the electronic Public Service Gazette
- applicants found suitable may be offered similar employment opportunities by other Australian Public Service agencies

Veterans' Affairs (part of the Defence Portfolio)

Vacancy VN-0740201

Department of Veterans' Affairs

Closing Date: Thursday 09 May 2024

Open Arms - Veterans and Families Counselling
Clinical Operations Open Arms NT

Job Title	Clinical Program Manager
Job Type	Full-Time, Ongoing; Non-Ongoing
Location	Darwin NT
Salary	\$97,735 - \$110,982
Classification	APS Level 6
Position Number	DVAO2065
Agency Website	https://www.dva.gov.au/

Job Description

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

Open Arms – Veterans & Families Counselling (formerly VVCS) is Australia's leading provider of high quality mental health assessment and clinical counselling services for Australian veterans and their families. Open Arms are focused on meeting client needs through a combination of proven clinical practices and new and emerging evidence-based approaches.

The Clinical Program Manager (CPM) supports the Assistant Director (AD) by contributing to improvements in the quality, safety and distribution of clinical services across Open Arms. The primary role of the CPM is to provide clinical advice, professional development of clinical staff, and support the clinical leadership team. The CPM is responsible for daily management of clinical teams in the absence of the AD. The CPM assists the AD with client allocations, client assessments, case reviews and operational support to the clinical teams. In negotiation with the AD the CPM may hold a small counselling case load.

Duties

- Assist the AD with the hiring of new clinical staff including on-boarding and off-boarding. Provide mentoring of new staff and underperforming staff and advise the AD on issues impacting staff performance, health and wellbeing.
- Apply independent professional judgement, based on valid and reliable evidence, to complex cases and contribute to the development and maintenance of best practice in mental health services. Provide advice to the AD and regional leadership team on the management of complex client issues.
- Conduct auditing and risk assessments, and facilitate both individual and group case reviews.
- Train staff in the implementation of new policies, procedures, and standards within the region. Contribute to the development, implementation and evaluation of clinical services to promote continuous improvement.
- Develop professional relationships with both internal and external stakeholders and participate in meetings as directed.
- Apply expert clinical knowledge to inform team training and professional development.

- Act as the AD as required.
- Hold a small counselling case load as negotiated with AD.
- Apply the principles of cooperative and safe work practices consistent with APS Values and the Department's mission, vision, approach and values.

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.

Mandatory Requirements

One or more of the following:

- Qualifications as a registered Psychologist / Mental Health Occupational Therapist / Mental Health Registered Nurse with full AHPRA registration, **OR**
- Qualification as a Social Worker eligible for membership of the Australian Association Social Workers (AASW) and eligible to apply for Mental Health accreditation.

Notes

This recruitment process is being used to fill ongoing and/or non-ongoing position/s. For more information about the role, please see the Candidate Information Pack.

Where a non-ongoing position is offered, the role will be filled for an initial specified term of up to 18 months.

A merit pool of suitable applicants may be created which may be used to fill future ongoing and non-ongoing vacancies should they become available over the next 18 months.

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

DVA embraces and fosters a culture that supports diversity, inclusion and respect, where people are empowered to fulfil their potential. We welcome people with diverse skills, experiences, perspectives and backgrounds. We are dedicated and committed to attracting and recruiting Aboriginal and Torres Strait Islander peoples and encourage applications from people with disability, people that identify as LGBTQIA+ and people from culturally and linguistically diverse backgrounds. Take on a rewarding, varied, and broad career with an Australian Public Service Department that can bring balance and flexibility to your working life, while supporting you to stay connected to your community.

DVA is committed to improving the data skills and capability of our workforce to underpin our goal of becoming a leading data-driven organisation.

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

About the Department of Veterans' Affairs

The Department of Veterans' Affairs (DVA) exists to fulfil the nation's duty to support our serving and ex-serving Australian Defence Force members and their families. We do this through programs of care, compensation, commemoration, income and Defence support services. Our aim is to enhance self-sufficiency, quality of life, financial wellbeing and community recognition for those we support. DVA is both a policy and service delivery agency. We have strong relationships with Australian ex-service organisations, Federal and State Government agencies and the veteran community. DVA's vision is to honour veterans, and empower them and their families to continue life after service, within a society that understands and values their military service and their ongoing contribution to the community.

To Apply

Position Contact	Linda Hopkinson, 0436 839 551
Agency Recruitment Site	https://dvajobs.nga.net.au/cp/index.cfm?event=jobs.home

This notice is part of the electronic Public Service Gazette PS15 Daily Gazette Thursday - 11 April 2024.pdf Published by Australian Public Service Commission.

Applicants to vacancies notified in all formats of the electronic Public Service Gazette should be aware:

- that the names of successful applicants will also be notified in all formats of the electronic Public Service Gazette
- applicants found suitable may be offered similar employment opportunities by other Australian Public Service agencies

Parliamentary Department

Vacancy VN-0739578

Department of Parliamentary Services

Closing Date:Thursday 02 May 2024

Information Services
Digital Capability & Portfolio Governance

Job Title	Senior ICT Project Manager
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Canberra ACT
Salary	-
Classification	Executive Level 2
Position Number	JR32082
Agency Website	https://www.aph.gov.au/About_Parliament/Parliamentary_Departments/Department_of_Parliamentar

Job Description

<https://jobs.dps.gov.au/>

The Department of Parliamentary Services is developing a merit pool of dynamic Senior ICT Project Managers that are empowered through autonomy and accountability to lead the delivery of innovative technology projects and realise tangible outcomes for the Australian Parliament. As a key player in our digital strategy, you will be responsible for managing the full project lifecycle, from initiation to closure, ensuring that projects are delivered on time, within budget, and to the highest quality standards.

Senior ICT Project Managers play a pivotal role in shaping the technological landscape for the Australian Parliament by managing complex ICT projects and ensuring their successful delivery. The successful candidate will utilise expert knowledge across a range of technical ICT disciplines to develop and maintain project plans, manage project resources, and ensure effective communication and collaboration among project stakeholders. Additionally, this role is responsible for identifying and managing project risks, monitoring project progress, and ensuring that project deliverables meet the requirements of the Australian Parliament and support future growth.

At DPS, we are committed to building a strong and engaging workplace culture. We value innovation, collaboration, and continuous growth, and we take a progressive attitude toward delivery and achieving outcomes for the Parliament. As a Senior ICT Project Manager, you'll have the autonomy to shape our technological roadmap while collaborating with diverse and talented professionals. Enjoy a dynamic work environment that fosters creativity and embraces the latest advancements in ICT. Competitive compensation and the chance to lead transformative projects await you. If you're ready to elevate your career and join some of Canberra's most committed and skilled people leading the transition of a myriad of ICT services and functions into a streamlined operational powerhouse. As with our approach to delivery - don't wait for tomorrow, apply now to embark on an exciting journey with us.

The ideal candidate is a strategic thinker, capable of driving digital transformation in a complex environment with a proven track record in managing large-scale ICT projects and/or programs, with a focus on delivering innovative solutions that enhance organisational performance.

You will possess strong leadership skills, with the ability to inspire and guide teams towards achieving project/program objectives. Your expertise in project management methodologies, coupled with your experience in stakeholder engagement, will be crucial in successfully delivering projects on time and within budget.

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

- 5+ years of project management experience, including tracking and planning complex projects and/or programs.
- Experience and/or certifications in project/program management methodologies i.e. PRINCE2, Agile or equivalent.
- Demonstrated knowledge and experience in the practical application of the Commonwealth Procurement Rules and contract management.
- Experience drafting and submitting budget proposals and recommending subsequent budget changes where necessary.
- Strong experience presenting to executive sponsors and demonstrated communication skills, both written and oral with technical and non-technical staff, all levels of management.
- Technically competent with various software programs, including but not limited to Microsoft Office (Word, Excel, PowerPoint, Visio), Microsoft Project, SharePoint online etc
- The successful applicant will be required to obtain and maintain a Negative Vetting 1 (Confidential/Highly Protected/Secret) 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	Sarah Amey, (02) 6277 2468
Agency Recruitment Site	https://jobs.dps.gov.au/

This notice is part of the electronic Public Service Gazette PS15 Daily Gazette Thursday - 11 April 2024.pdf Published by Australian Public Service Commission.

Applicants to vacancies notified in all formats of the electronic Public Service Gazette should be aware:

- that the names of successful applicants will also be notified in all formats of the electronic Public Service Gazette
- applicants found suitable may be offered similar employment opportunities by other Australian Public Service agencies

Employment and Workplace Relations

Vacancy VN-0740115

Department of Employment and Workplace Relations
(DEWR)

Closing Date:Thursday 02 May 2024

Workforce Australia Provider Support
Queensland Multiple

Job Title	Delivery and Engagement Officer
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Brisbane QLD, Townsville QLD, Rockhampton QLD
Salary	\$87,264 - \$93,294
Classification	APS Level 5
Position Number	24/0815
Agency Website	https://www.dewr.gov.au/

Job Description

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

The Queensland State Office manages the delivery of employment and skills programs. We are seeking candidates who are keen to make a difference through managing contracted service providers' delivery to meet local labour market needs, and ultimately help clients upskill and secure sustained employment.

Reporting to the senior Contract Manager you will work within a supportive team environment with flexible working conditions. As an APS 5 you will undertake key functions such as:

- Program and contract management,
- policy review and implementation,
- local and regional stakeholder engagement, and
- collecting place-based intelligence and strategic planning.

To be successful in the role, candidates should be highly motivated and demonstrate leadership and commitment to achieving quality outcomes. Successful candidates will work collaboratively with interstate colleagues, National office, and cross-agencies, including State Government.

We welcome government and non-government industry related candidates, and newcomers, who can learn quickly and contribute positively to our State Office culture that values initiative, inclusivity, and flexibility. Flexible working arrangements can include work from home, compressed or reduced hours and more.

Duties

Responsibilities of the APS Level 5 may include:

- Managing the performance and compliance of contracted service providers for various programs in accordance with contractual and legislative frameworks.
- Maximise the effectiveness of employment and skills programs, and departmental and interagency initiatives.
- Actively participate in planning, project management, decision-making and solution brokering.
- Managing and investigating complex performance and operational matters identified through monitoring activities such as data analysis and onsite visits, under limited direction.
- Supervising staff and building individual's capability through coaching and performance feedback.
- Providing support to our Ministers, and the department's National Office teams, as required.

Eligibility

Please note, under section 22(8) of the Public Service Act 1999, employees must be Australian citizens to be employed in the APS unless the Agency delegate has agreed, in writing.

This is a designated security assessed position. The successful candidate will have the ability to obtain and maintain a Baseline security clearance.

This selection process may be used to establish a merit pool. The pool might be accessed to fill ongoing and non-ongoing vacancies for similar roles in the Department over the next 18 months.

Notes

Qualifications and Education

- Year 12 or equivalent - essential
- Current Driver's licence - essential (overnight travel opportunities)

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	Kate Simpson, (07) 3223 1372
Agency Recruitment Site	https://dese.nga.net.au/?AudienceTypeCode=EXT-DEWR

- that the names of successful applicants will also be notified in all formats of the electronic Public Service Gazette
- applicants found suitable may be offered similar employment opportunities by other Australian Public Service agencies

Employment and Workplace Relations

Vacancy VN-0740135

Department of Employment and Workplace Relations
(DEWR)

Closing Date:Wednesday 24 April 2024

Deputy Jobs and Skills Australia
Domestic Skills System Branch Skills Taxonomies

Job Title	Senior Project Officer (Jobs and Skills Australia)
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Canberra ACT, Sydney NSW, Melbourne VIC, Brisbane QLD, Perth WA, Adelaide SA, Hobart TAS, Darwin NT, Newcastle NSW, Orange NSW, Bendigo VIC
Salary	\$98,105 - \$107,880
Classification	APS Level 6
Position Number	24/0809
Agency Website	https://www.dewr.gov.au/

Job Description

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

About Jobs and Skills Australia
Our vision is for the full skills potential of our nation to be realised, resulting in improved workforce participation, productivity, wages, and equity.

We have a diverse, inclusive, and professional team of specialists with skills in policy, data, stakeholder engagement, digital solutions, economics, and research, to reach and work with stakeholders.

Our work is enriched through tripartite engagement and collaboration with unions, business, employers, state and territory governments, and education and training providers from across Australia to provide critical advice to improve skills development, employment opportunities and economic growth.

JSA is an independent secondary statutory body situated in the Department of Employment and Workplace Relations (DEWR). The acting Commissioner is accountable to the Minister for Skills and Training. Our enabling legislation is the Jobs and Skills Australia Act 2022.

You can read more about JSA on our website at www.jobsandskills.gov.au.

The National Skills Taxonomy is being developed collaboratively with tripartite stakeholders to establish a common language for skills used across the Australian labour market. By understanding the agreed range of skills used within occupations, policy makers will be able to better address Australia’s skills needs.

Reporting to the Assistant Director, the Project Officer will apply their wide range of skills to support the development and establishment of the National Skills Taxonomy.

Duties

Responsibilities of the APS 6 may include:

- Supporting identification and delivery of project milestones, including identifying potential challenges to the project and considering mitigation strategies.
- Taking a proactive approach to plan and work through project requirements.
- Developing and maintaining effective relationships with internal and external stakeholders.
- Supporting the development of briefings, talking points and presentations for a variety of audiences and functions, including international, Executive, Industry and Ministerial engagement and communication activities.
- Contributing to the development, implementation, monitoring and reporting of engagement strategies and activities.
- Working in a multi-disciplinary team and supervising others as required.

Eligibility

Please note, under section 22(8) of the Public Service Act 1999, employees must be Australian citizens to be employed in the APS unless the Agency delegate has agreed, in writing.

This is a designated security assessed position. The successful candidate will have the ability to obtain and maintain a Baseline security clearance.

This selection process may be used to establish a merit pool. The pool might be accessed to fill ongoing and non-ongoing vacancies for similar roles in the Department over the next 18 months.

Notes

Qualifications and Education

- Tertiary qualifications in communications, research, or social sciences are desirable but not a prerequisite for this position.

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	David Duong, 02 6121 6276
Agency Recruitment Site	https://dese.nga.net.au/?AudienceTypeCode=EXT-DEWR

This notice is part of the electronic Public Service Gazette PS15 Daily Gazette Thursday - 11 April 2024.pdf Published by Australian Public Service Commission.

- Applicants to vacancies notified in all formats of the electronic Public Service Gazette should be aware:
- that the names of successful applicants will also be notified in all formats of the electronic Public Service Gazette
 - applicants found suitable may be offered similar employment opportunities by other Australian Public Service agencies

Communications and the Arts

Vacancy VN-0739824

Australian Communications and Media Authority

Closing Date:Tuesday 23 April 2024

Consumer
Unsolicited Communications and Scams Policy & Projects

Job Title	Senior Regulatory Engagement Officer
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Melbourne VIC, Belconnen ACT, Pyrmont NSW
Salary	\$110,807 - \$124,958
Classification	Executive Level 1
Position Number	2550-2024-1
Agency Website	http://www.acma.gov.au

Job Description

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

We are seeking an experienced and motivated regulatory professional, with strong stakeholder liaison experience, to be a part of a team that delivers on our purpose and achieves real outcomes for Australians. People who enjoy working in a collaborative and fast-paced environment, adapt quickly to changing priorities and show initiative in developing and managing their work program will enjoy this role. You will be responsible for managing engagement and communications with a range of regulatory and other stakeholders. You will be required to provide advice on regulatory engagement, coordinate requests and invitations relating to the ACMA's participation in a broad range of anti-scam activities with external stakeholders, establish and maintain relationships with other domestic and international regulators and industry bodies, draft briefings and discussion papers, and participate in regulatory working groups, forums and cross-border actions.

Duties

You will demonstrate an ability to lead and apply strategic approaches to achieve goals and create a shared sense of purpose within teams and across the agency to achieve positive outcomes for Australians.

You will have excellent oral and written communication skills and be able to effectively liaise and negotiate with internal and external parties. This includes an ability to develop and drive strong relationships with key stakeholders and collaborate across the agency to achieve outcomes. You will also have strong presentation skills to support your participation in regulatory working groups and forums.

Eligibility

To be eligible for employment with ACMA, applicants must be an Australian citizen.

Successful candidates must be able to obtain and maintain a Baseline level security clearance or hold a current security clearance of an appropriate level. [Australian Government Security Vetting Agency \(AGSVA\)](#).

Notes

Suitable candidates will be placed in a merit pool from this selection process and may be used to fill similar ongoing roles in other areas of ACMA. Non-ongoing opportunities may be offered as a specified term.

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

About the Australian Communications and Media Authority

ACMA is Australia's regulator for broadcasting, some online content, radiocommunications and telecommunications. We work with industry and government, locally and internationally, so that Australians can enjoy the best and most innovative media and communications services in a fair, responsible, safe and productive way. The ACMA provides a supportive and respectful work environment that values the diversity of our employees. Our three main offices are in Canberra, Melbourne and Sydney. Visit acma.gov.au for more information on joining our team.

To Apply

Position Contact	Madeline Pryor, (02) 9334 7982
Agency Recruitment Site	https://www.acma.gov.au/careers

This notice is part of the electronic Public Service Gazette PS15 Daily Gazette Thursday - 11 April 2024.pdf Published by Australian Public Service Commission.

Applicants to vacancies notified in all formats of the electronic Public Service Gazette should be aware:

- that the names of successful applicants will also be notified in all formats of the electronic Public Service Gazette
- applicants found suitable may be offered similar employment opportunities by other Australian Public Service agencies