



Commonwealth of Australia
APSJobs - Vacancies Daily
PS15 Daily Gazette Tuesday - 09 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

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Vacancies

Vacancy VN-0739876

Australian Electoral Commission

Closing Date:Tuesday 23 April 2024

Electoral Integrity & Operations
Electoral Integrity and Media Branch AEC Command Centre & Physical Security

Job Title	Election Security Officer, Command Centre & Protective Security
Job Type	Full-Time, Non-Ongoing
Location	Canberra ACT
Salary	\$91,140 - \$102,152
Classification	APS Level 6
Position Number	2024-124 11374
Agency Website	https://www.aec.gov.au/

Job Description

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

The AEC Command Centre (AECCC) and Protective Security section comprises three key functions within the team which includes Protective Security, the AECCC Watch Office and the Network Operational Communications (NOC). Protective Security's role is to build security awareness within AEC, empowering our people to undertake risk-informed, security conscious business practices as part of their day-to-day activities.

The team provides support to the broader organisation on all matters relating to protective security in accordance with the Australian Government Protective Security Policy Framework (PSPF) and agency specific policies and procedures. The team promotes a positive security culture through easy-to-use tools and easy to access awareness campaigns, which enhances AEC capability, grows the public's confidence, and keeps our people and business safe. The AEC Command Centre and Protective Security section is part of the Electoral Integrity and Media Branch.

Duties

The Election Security Officer supports the protective security team implement physical security and security governance projects, within the AEC. Your skills will be used to uplift the AEC's security posture around the country in the lead up to the next federal election.

During the federal election, the successful candidate will use functional expertise to lead packages of work in support of delivering a secure electoral event, in a whole-of-government security context.

This is a busy and challenging role where your expertise will enhance the physical security and governance outcomes for the AEC. Success in this role will require the ability to operate and deliver in a highly dynamic environment, and the ability to support effective engagement between the protective security team and key business stakeholders.

There may be a requirement to work extended hours and overtime for the period of election events. You may be required to perform additional duties or assume responsibility of functions as directed from time to time and travel interstate to undertake

security assessments as required. The position is non-ongoing till 30 June 2025.

To excel you'll have:

- Experience in conducting security risk assessments and developing risk management strategies, or a willingness to learn and develop expertise in this area.
- Strong analytical and problem-solving skills
- Knowledge of security systems and their implementation within the physical environment.
- Excellent written communication and interpersonal skills, with the ability to effectively impart technical information to non-technical stakeholders.
- Proven the ability to provide professional advice and recommendations to internal and external stakeholders on security risk mitigation which aligns with leading practice, policy, and legislation.
- Ability to ensure security information systems are accurate and kept up to date and assist in the conduct of regular security audits.

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 Negative Vetting 1 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	Adam Brogan, 0417 151 267
Agency Recruitment Site	https://candidate.aurion.cloud/aec/production/

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Vacancy VN-0740004

Australian Fisheries Management Authority

Closing Date: Tuesday 23 April 2024

International Compliance Policy
Fisheries Operations Branch

Job Title	EL 1 Manager International Compliance Policy
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Canberra ACT
Salary	\$119,329 - \$132,627
Classification	Executive Level 1
Position Number	C00485 + C00174
Agency Website	

Job Description

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

Duties

ONGOING & NON-ONGOING VACANCIES
EL 1 Manager (C00485 & C00174)
International Compliance Policy, Fisheries Operations Branch, Canberra

Are you passionate about the marine environment, natural resource management and working with partner countries? Do you want to develop and apply your skills in international relations and policy development while supporting global efforts to combat illegal, unreported, and unregulated (IUU) fishing? Then consider a career in an international team at the Australian Fisheries Management Authority (AFMA).

About the Team

AFMA is seeking enthusiastic EL 1 Managers in our International Compliance Policy team to assist the Senior Manager International Compliance in managing international fisheries compliance and policy issues.

There is both an ongoing role and a non-ongoing role (2 years) role available.

The section develops effective and efficient measures, consistent with international agreements to which Australia is a party, aimed at preventing and deterring illegal, unreported, and unregulated (IUU) fishing in the Australian Fishing Zone and in the region. Measures include but are not limited to, providing specialist fisheries advice to other government agencies on monitoring, control, and surveillance (MCS) tools and supporting Australia's international engagement on fisheries matters. The team works closely with AFMA's regional offices and AFMA's Fisheries Management Branch on reporting and providing advice on Australia's ability to implement its international obligations under regional fisheries management organisations.

About the Role

The primary focus of the Manager, International Compliance Policy is to lead a high performing team that provides high level policy

advice on measures to prevent, detect and deter illegal, unreported, and unregulated fishing in the Australian Fishing Zone and high seas areas where Australia has an interest.

In our team, your primary duties will be:

1. Corporate requirements are completed in a timely manner
2. Communication is regular and effective
3. MCS strategies to deter, prevent and eliminate IUU fishing are effective
4. Agreed outcomes at international meetings on MCS and associated issues are practical and enforceable and in line with Australia's government position
5. Provide policy advice on international compliance operations and programs
6. Provide policy advice and information to the Assistant Minister, and other agencies (including the Department of Agriculture, Fisheries and Forestry), on IUU fishing issues
7. Advise on development and implementation of international agreements to support AFMA's operations and enforcement
8. Work collaboratively with other agencies in developing and implementing strategies to combat IUU fishing
9. Engage with other countries and entities (such as NGOs) in support of AFMA's foreign operations and enforcement activities
10. Lead, or assist, the development of, tools to support AFMA's foreign operations and enforcement, such as legislation (including legislative instruments), policies and procedures.

Please refer to the position description for further information. **Eligibility**

- AFMA staff are employed under the Australian Public Service Act 1999. All applicants must be Australian citizens.
- The successful applicant will hold, or have the ability to obtain, a Negative Vetting Level 1 security clearance; and
- Be able to undertake international and interstate travel as required.

Notes

AFMA's method of submission for applications is via our online Recruitment system. Please check our website <http://afmacareers.nga.net.au/cp/index.cfm> for more information on how to apply.

Before applying for this vacancy, we advise you to read the position description and Integrated Leadership System (ILS) tool associated with the classification of this vacancy.

Contact Officer: Viv Fernandes 02 6225 5320 / viv.fernandes@afma.gov.au
Closing date for applications is Tuesday 23 April 2024 (11pm AEST)

About the Australian Fisheries Management Authority

To Apply

Position Contact	Viv Fernandes, 02 6225 5320
Agency Recruitment Site	https://www.afma.gov.au/careers

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Vacancy VN-0739966

Australian National Maritime Museum

Closing Date:Tuesday 16 April 2024

Storytelling and Engagement
Content

Job Title	Assistant Curator
Job Type	Full-Time, Ongoing
Location	Pymont NSW
Salary	-
Classification	APS Level 5
Position Number	M312
Agency Website	https://www.sea.museum/about/about-the-museum/what-we-do

Job Description

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

The Australian National Maritime Museum is seeking an experienced and well organised Assistant Curator to join our Content team in this full-time ongoing position.

As one of Sydney's most visited museums, the Australian National Maritime Museum shares our national maritime story across Australia and the world, online, onsite and through research, presentations and travelling exhibitions, and provides must-visit museum experiences that delight and inspire. We connect our visitors with the oceans and waterways that are the heartbeat of who we are. From deep time to modern Australian and beyond, we explore our past, our present and future as an island nation shaped by sea, offering a sustainable and cohesive vision for the future.

The Museum welcomes over 2.5 million local, interstate and international visitors annually, and is supported by a thriving and passionate staff, membership, volunteer and education base. Find out more at [sea.museum](https://www.sea.museum)

The Assistant Curator will assist the Curators in developing ways in which objects, archives, and artwork can be interpreted, through digital content online, exhibitions, gallery renewal, publications, events, conferences and audio-visual presentations.

The position will work collaboratively and creatively in the Knowledge team to research and assess acquisitions to the National Maritime collection as well as research and develop interpretive content based on themes of history and culture for a range of Museum exhibitions and programs which form part of the ANMM's Corporate Plan.

The Assistant Curator will be expected to develop subject matter knowledge on one or more areas of maritime studies such as trade, industry, and commerce; Australian historic vessels; ocean science and technology; or migration studies.

Duties

High level overview of accountabilities:

- Researching and acquiring content identified for core gallery exhibitions and other exhibition projects, including researching and sourcing images, conducting IP, copyright tasks, and community and artist liaison.
- Carrying out background research for the development of exhibition content lists and the preparation of exhibition text and media.
- Collecting and managing oral history records by carrying out, recording and documenting interviews with various members of Australia's maritime communities.
- Assisting curators in researching and documenting provenance and other due diligence tasks necessary for Protection of Cultural Objects on Loan (PCOL) procedures.
- Assisting in maintaining effective communication channels with conservation, registration, education, exhibition interpretation, design and other ANMM staff to promote collection objects under the supervision of the Senior Curator.
- Responding to public enquiries as required, either researching and providing answers or referring them to appropriate subject matter experts and maintain records of the status of enquiry responses.
- Preparing programs, articles, image essays, social media etc., to promote collection and exhibition projects.
- Researching and catalogue object records and related records such as those of people, sites, and events for use in both collection documentation and access and ensuring collection items are accurately recorded and described on site and online.
- Providing curatorial support to the team and participate in organisational initiatives as required; and actively assisting the curators in seeking external grants, funding and key donations and provide support to the ANMM Foundation's fund-raising activities.
- To fulfil the key competencies of the classification of this position as defined and described by the Integrated Leadership System (ILS).
- Any other lawful and reasonable request made within this position.

Eligibility

Selection Criteria:

Essential

- Demonstrated applied research skills in museums, libraries, archives and / or communities.
- Experience in supporting the acquisition and management of historic material in museum collections.
- Experience in contributing to or developing innovative interpretive programs about art, artefacts or themes of history or culture in a museum or gallery context.
- Excellent time management and organisational skills, and experience working to deadlines and independently with minimum supervision and working collaboratively to develop and deliver programs.
- Ability to work flexibly and concurrently on a number of simultaneous projects and to work in collaboration with communities and community organisations.
- Experience in supporting or delivering media communications and in providing well-researched information in response to public and media enquiries.
- Experience in carrying out and documenting interviews and maintaining associated records suitable for the creation and maintenance of oral history collections.
- Demonstrated understanding of exhibition and collection development policies, including PCOL and processes.
- Excellent communication skills and experience in writing for various audiences.
- Experience with museum collection and image management database systems such as TMS.

Desirable

- Tertiary qualifications in Museum Studies, History or a related discipline.
- Knowledge of intangible material culture including oral history.
- Demonstrated awareness of sensitivities of working with Aboriginal and Torres Strait Islander communities or collections.
- Familiarity with or ability to use archival record keeping systems such as ELO.
- Familiarity with digital and social media and awareness of corporate policy guidelines around engaging communities in social media.
- Current NSW driver's licence.

Notes

Applications Close: 5pm AEST, Tuesday 16th April 2024. No Applications will be accepted by mail or email.

Selection for this position will be made on the basis of relative merit which will be assessed against each item of the selection criteria. Applications that do not address the selection criteria will not be considered for short listing by the Selection Committee. As part of the selection process the selection committee may invite candidates to undertake psychometric test, you should advise the selection committee if you have any special needs. Psychometric tests may be used as the initial short-listing test or later in the selection process. Some tests are very short while others may take one or more hours.

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

About the Australian National Maritime Museum

To Apply

Position Contact	Ken Cox, (02) 8241 8373
Agency Recruitment Site	https://www.sea.museum/About/About%20the%20museum/Our%20people/Work%20with%20us

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Vacancy VN-0739996

Job Title	Cyber Policy Officer
Job Type	Full-Time, Ongoing
Location	Various locations - ACT ACT
Salary	\$90,199 - \$103,770
Classification	APS Level 6
Position Number	131966
Agency Website	www.homeaffairs.gov.au

Job Description

<https://jobs.homeaffairs.gov.au/job-invite/131966/>

About our team:

GM Technology & Major Cap Group | GM Technology & Major Cap Group | Cyber Risk Services | Cyber Risk Management

The Cyber Risk Services (CRS) Branch is responsible for the monitoring, identification and response to cyber threats to the Department's ICT Environment. The branch also sets the departments cyber security strategy and cyber risk management framework.

The Cyber Risk Management (CRM) section within the Cyber Risk Services Branch supports the Department to fulfil its obligations under relevant legislation and the Protective Security Policy Framework, through the delivery of an integrated cyber risk management capability.

CRM is responsible for the development and maintenance of the Department's cyber security policy suite in accordance with the Policy and Procedure Control Framework and resolves complex cyber security enquiries in accordance with the guidance provided by the Australian Cyber Security Centre (ACSC). CRM also works across ICT and business lines to provide detailed cyber security advice and assessments to ensure compliance with the System Security Accreditation Framework and the ACSC's Information Security Manual.

CRM also provides input to corporate policy, learning and development materials, audit and assurance activities, cyber maturity measurement and technical assurance activities, management of internal cyber strategies, cyber governance and supply chain risk management.

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

Our ideal candidate:

- The APS6, Cyber Policy Officer is responsible for development of cyber security policies, including research and analysis and stakeholder engagement to develop and implement policy changes and providing briefs and reports on Branch activities
- Experience in developing and implementing policies and processes and providing strategic advice
- Well-developed stakeholder engagement skills with the ability to communicate at a high level, including strong negotiation skills
- Knowledge of cyber security and privacy principles
- Knowledge of the PSPF, ISM, the Privacy Act and the Department's Information Security Framework
- Ability to undertake complex research and analysis.

Duties

Duties and responsibilities:

Identify and research policy issues:

- Engage and collaborate with a range of policy stakeholders
- Draft and develop policy
- Support policy implementation, monitoring and evaluation
- Develop policy capability in self and others

Additional information:

- Identify cyber security policy issues and gaps and recommend improvements
- Review/update existing cyber security policies, draft, and develop new policies and associated documents, in accordance with Australian Government and Departmental framework
- Provide advice on cyber security policy and reporting to departmental Senior Executive and the wider Department.

Eligibility

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

The successful candidate will be required to obtain and maintain a Negative Vetting Level 1 (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	Mark Orme, 0412 897 878
Agency Recruitment Site	https://jobs.homeaffairs.gov.au/job-invite/131966/

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Vacancy VN-0739963

Department of the House of Representatives

Closing Date: Sunday 21 April 2024

Table Office

Job Title	Project Officer
Job Type	Full-Time, Non-Ongoing
Location	Capital Hill ACT
Salary	\$93,889 - \$106,555
Classification	APS Level 6
Position Number	8601
Agency Website	https://www.aph.gov.au/About_Parliament/Employment/Department_of_the_House_of_Representatives

Job Description

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

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

The Information Management Office (IMO) supports the work of the House of Representatives, its committees, and the department by providing a range of information, content and project support services to internal and external stakeholders.

About the role

Reporting to the Assistant Director, Digital Business Solutions, you will work with key stakeholders to support the successful delivery of ICT projects.

You will use your project management, liaison and strong relationship management skills to act as the conduit between the department's business areas and our primary ICT provider, the Department of Parliamentary Services' (DPS) Information Services Division. You will use a variety of skills, tools and techniques to clarify and define business problems or opportunities, initiate and manage small-to-medium projects, and liaise with internal and external stakeholders.

The Project Officer helps facilitate and translate the department's business needs and goals to provide a clear understanding and vision for ICT projects. In the role, you will:

- liaise with DPS Information Services Division to implement improvements that fully meet business requirements now and into the future, and
- act as a translator between departmental staff and ICT service providers.

Duties

The Project Officer will:

1. Liaise with internal business areas, DPS, other parliamentary departments and external agencies on shared ICT projects.
2. Carry out project management activities for the department's existing and future business systems, including:
 - working with business analysts to gather and refine business requirements
 - assisting with procurement activities under the direction of the Assistant Director, Digital Business Solutions
 - managing projects and coordinating user acceptance testing
 - assisting with change management activities, including the development of communications, support, training and documentation, and
 - preparing regular project reports for the department's senior Executive.
3. Provide advice and support to the department on business systems and information resources.
4. Other project management and business information system tasks as required.

Eligibility

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

Notes

About the Department of the House of Representatives

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

To Apply

Position Contact	Rob Ristevski, 02 6277 4553
Agency Recruitment Site	https://candidate.aurion.cloud/dohr/production/

Vacancy VN-0740018

Murray-Darling Basin Authority

Closing Date: Sunday 21 April 2024

River Management
Enviromental Management

Job Title	APS6 The Living Murray (TLM) Portfolio Manager
Job Type	Full-Time, Ongoing
Location	Canberra ACT, Griffith ACT, Mildura VIC, Wodonga VIC
Salary	\$98,575 - \$108,492
Classification	APS Level 6
Position Number	100580
Agency Website	

Job Description

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

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

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

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

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

Duties

The Position

This position is based in the Environmental Water Coordination team. Our team’s work has a high degree of collaboration with state government agencies, river operators and on-ground site managers. Together with input from First Nations and the broader community we plan, deliver and monitor the outcomes of water for the environment in the southern Murray–Darling Basin, with a particular focus on [The Living Murray](#) (TLM) program.

The TLM Portfolio Manager is responsible for the day-to-day management of a portfolio of environmental water entitlements. In this role you will track water allocations, trade and delivery volumes of TLM entitlements and work closely with other environmental water holders to plan and deliver environmental water events in the southern Murray–Darling Basin.

Your key responsibilities in this role are to

- Maintain a register for The Living Murray (TLM) environmental water portfolio which tracks water availability, trades between accounts and delivery volumes throughout the year.
- Undertake analysis, strategy and reporting related to management of the TLM portfolio.

- Communicate TLM portfolio management issues and numbers in plain language to internal and external stakeholders in both verbal and written form.
- Contribute to the coordination of environmental water in the southern Murray–Darling Basin by liaising with other environmental water and river managers.
- Carry out strategic projects associated with improving the management of The Living Murray portfolio and broader environmental water to achieve the objectives of the Basin Plan.
- Contribute to broader tasks for the team as required, including representing the team at meetings and preparing briefing papers and other operational documents.

Eligibility

To be eligible for a position, you must be:

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

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

Notes

What we offer you

- You will have the opportunity to work on projects where you contribute to shaping the future of one of Australia's greatest natural assets and protect it for future generations.
- At the MDBA you will undertake a variety of interesting and challenging work. You will have the opportunity to apply your knowledge and expertise, and work with the Australian community to support a critical resource management initiative.
- Competitive remuneration packages, including up to 15.4% superannuation, and recognition of prior APS government service.
- Generous leave provisions (four weeks annual leave) and additional Non-attendance days between Christmas and New Year provided.
- Being part of a smaller agency with a strong focus on its connection with people.
- Being part of a professional, committed, and friendly team of people.
- Being part of an organisation that recognises and values First Nations people, and their contribution to our work. We have an innovative Reconciliation Action Plan (RAP) aimed at improving relationships, showing respect, and increasing opportunities to deliver outcome for First Nations peoples as part of our business-as-usual activities.
- Competitive Flexible Working Arrangements which allow greater flexibility and balance between work and personal needs with a baseline attendance in the office to be 40% of your time.
- A range of healthy lifestyle provisions, including access to a health and wellbeing program.

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

About the Murray-Darling Basin Authority

To Apply

Position Contact	Kea Poleweski, 02 6279 0535
Agency Recruitment Site	https://www.mdba.gov.au/careers

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Vacancy VN-0740034

Murray-Darling Basin Authority

Closing Date: Sunday 21 April 2024

River Management
Environmental Management

Job Title	APS5 Program Officers, Enviromental Water Coordination
Job Type	Full-Time, Ongoing
Location	Canberra ACT, Griffith NSW, Mildura VIC, Wodonga VIC
Salary	\$86,755 - \$95,479
Classification	APS Level 5
Position Number	100910, 101147
Agency Website	

Job Description

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

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

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

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

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

Duties

The Positions

We have two available positions for Program Officers in the Environmental Water Coordination team. Our team's work has a high degree of collaboration with state government agencies, river operators and on-ground site managers. Together with input from First Nations and the broader community we plan, deliver and monitor the outcomes of water for the environment in the southern Murray-Darling Basin, with a particular focus on [The Living Murray](#).

The Program Officer (TLM Monitoring) role is responsible for helping coordinate projects, review reports and communicate outcomes from the long-standing TLM ecological monitoring program. This program assesses the ecological response to environmental water at key icon sites along the Murray River.

The Program Officer (TLM Planning and Delivery) role is primarily an administrative and secretariat support function, which contributes to overall team functions and program delivery. This role supports the TLM Portfolio Manager and Assistant Director in coordinating the planning and delivery of environmental water in the southern Murray-Darling Basin.

Your key responsibilities in the Program Officer (TLM Monitoring) role are to:

- Assist coordination of an annual portfolio of 80-100 TLM ecological monitoring projects, including overseeing a database of project status and liaising with on-ground state-government agencies on project updates.
- Contribute to coordinating, collating and communicating information to support the annual evaluation of TLM icon site condition.
- Review and synthesize technical information into clear communication material including email summaries and briefing papers to support senior staff and decision makers.
- Contribute to broader tasks for the team as required, including representing the team at meetings and preparing briefing papers and other operational documents.

Your key responsibilities in the Program Officer (TLM Planning and Delivery) role are to:

- Contribute to coordinating, collating and communicating information to support the planning and delivery of water for the environment in the southern Murray-Darling Basin.
- Support the Southern Connected Basin Environmental Watering Committee, by providing secretariat and administration support.
- Assist with the development and administration of funding agreements and budget management for the program.
- Contribute to broader tasks for the team as required, including representing the team at meetings and preparing briefing papers and other operational documents.

Eligibility

To be eligible for a position, you must be:

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

We value diversity in gender, backgrounds, culture and experience of our employees and we are committed to providing an inclusive workplace culture that ensures everyone has equal

opportunity to contribute, participate and progress. Applications who are First Nations, come from a diverse cultural or linguistic background or have a disability are encouraged to apply. We aim to ensure that all applicants are treated fairly and that they have equal access to job opportunities.

Notes

What we offer you

- You will have the opportunity to work on projects where you contribute to shaping the future of one of Australia’s greatest natural assets and protect it for future generations.
- At the MDBA you will undertake a variety of interesting and challenging work. You will have the opportunity to apply your knowledge and expertise, and work with the Australian community to support a critical resource management initiative.
- Competitive remuneration packages, including up to 15.4% superannuation, and recognition of prior APS government service.
- Generous leave provisions (four weeks annual leave) and additional Non-attendance days between Christmas and New Year provided.
- Being part of a smaller agency with a strong focus on its connection with people.
- Being part of a professional, committed, and friendly team of people.
- Being part of an organisation that recognises and values First Nations people, and their contribution to our work. We have an innovative Reconciliation Action Plan (RAP) aimed at improving relationships, showing respect, and increasing opportunities to deliver outcome for First Nations peoples as part of our business-as-usual activities.
- Competitive Flexible Working Arrangements which allow greater flexibility and balance between work and personal needs with a baseline attendance in the office to be 40% of your time.
- A range of healthy lifestyle provisions, including access to a health and wellbeing program.
- Opportunities for professional development, and career progression across a variety of roles and work locations.

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

About the Murray-Darling Basin Authority

To Apply

Position Contact	Bill Matthews, 02 6279 0553
Agency Recruitment Site	https://www.mdba.gov.au/careers

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Vacancy VN-0740040

Productivity Commission

Closing Date: Sunday 28 April 2024

Job Title	Administration and Project Support Officer
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Melbourne VIC, Canberra ACT
Salary	\$80,537 - \$93,588
Classification	APS Level 5
Position Number	PC-2406
Agency Website	

Job Description

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

We are looking for a talented Administration and Project Support Officer to work in our Administration and Project Support team. The team contributes high-level administrative and project support to the Commission's work groups who deliver a variety of inquiry, research, policy and reporting projects across the organisation.

Duties

This role involves supporting one or more inquiry or study projects and undertaking a wide variety of administration services with a focus on working proactively as part of a team, which includes organising meetings, including with external stakeholders, travel and accommodation, and coordinating diaries and managing documents, including submissions for publication, and using SharePoint Online and other tools.

Other duties include preparing project plans, budgets, contracts, reports, presentations, agenda papers and correspondence, and handling enquiries from, and liaising with, the Commission's stakeholders and members of the public. Receptionist duties will be required as needed.

The successful applicant will have strong organisational and communication skills, along with sound judgement, and the ability to work to deadlines with minimal supervision in a transparent and collaborative manner. Applicants who have a positive attitude, are proactive, have high attention to detail, and can work independently while maintaining constructive working relationships are encouraged to apply for the role.

*A merit pool of suitable candidates may be established and used to fill similar vacancies either on an ongoing or non-ongoing basis in either Melbourne or Canberra.

**One Canberra-based vacancy is available for immediate filling.

Be yourself at the Commission

We welcome and celebrate diversity, and value the unique backgrounds, perspectives and experience that each person brings to our workplace. Parents, carers, people of all ages, abilities and genders, people from the LGBTQIA+ community, Aboriginal and Torres Strait Islander people, and people of all cultures and faith are encouraged to apply.

What we offer

The Commission offers a competitive salary plus generous superannuation with employer contributions of 15.4%.

We provide on-going learning and development opportunities tailored to individuals' needs at different points of their careers

including access to study assistance opportunities.

We have a collaborative, flexible work environment and we recognise the importance of balancing work commitments with family, caring and other personal commitments outside work.

We actively promote inclusion and diversity in our workplace. We have a workforce diverse in age, cultures, life experiences and abilities, and value their broad and diverse skills and perspectives.

Eligibility

You must be an Australian citizen or, in limited circumstances, in the process of obtaining citizenship, to be eligible for employment with the Commission.

Notes

About the Productivity Commission

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

To Apply

Position Contact	Anna Carrera, 02 6240 3303
Agency Recruitment Site	https://www.pc.gov.au/careers

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Vacancy VN-0739725

Job Title	APS Level 6 - Vaccine Scientist, Biotherapeutics Section
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Canberra ACT
Salary	\$94,736 - \$106,876
Classification	APS Level 6
Position Number	24-MDPQDIV-23801
Agency Website	

Job Description

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

The Biotherapeutics Section within the Therapeutic Goods Administration, is seeking an enthusiastic and engaged Vaccine Scientist to join the team.

You will be contributing to our regulatory testing of Vaccines and Biotherapeutic products in Australia, as well as building new test capabilities within the laboratory.

Duties

- Undertake quality control testing of vaccines using a variety of immunological based techniques such as cell culture, in vitro gene expression assays, PCR, ELISA, immunodiffusion, protein and polysaccharide analysis.
- Contribute to the work program in support of the sections accreditation as a WHO Collaborating Centre for Quality Assurance of Vaccines and other Biologicals and an Essential Regulatory laboratory (ERL).
- Undertake research, analysis, integration and evaluation of technical information and/or scientific data.
- Undertake evaluation of manufacturer's batch records as part of the batch release program.
- Prepare timely, high-quality reports that summarise and provide an independent scientific assessment of the data submitted. Make recommendations based on scientific assessment, outlining risks and effectiveness of mitigations.
- Prepare procedural or technical manuals and guidelines for the Laboratories Branch quality management system (QMS). Contribute to the maintenance and development of the QMS.
- Work with independence, subject to limited direction against priorities, practices, and methodologies as set out in the QMS to deliver quality outcomes.
- Propose innovation initiatives and contribute to business improvement.
- Contribute to managing change and uncertainty in the workplace.
- Ensure quality outputs for a team including the development of specialist, professional and/or technical expertise. Conduct regular quality assurance of work area processes and manage identified risks.
- Develop and support complex relationships with internal and external stakeholders through the provision of accurate and timely technical and regulatory advice on vaccines.

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 an area of relevance to vaccines and biological medicines such as immunology, virology, biotechnology, protein chemistry. **Notes**

- Applications close 11:30pm AEST.
- Applicants are asked to quote reference number 24-MDPQDIV-23801 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 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	Pearl Bamford, (02) 6289 3499
Agency Recruitment Site	https://www.tga.gov.au/about-tga/corporate-information/work-tga

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Vacancy VN-0739764

Therapeutic Goods Administration

Closing Date: Sunday 28 April 2024

Regulatory Legal Services Division
Regulatory Legal Services and Vaping Legislation Reform Various

Job Title	Legal 1 (Executive Level 1) Senior Lawyer
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Fairbairn ACT, Melbourne VIC, Sydney NSW
Salary	\$121,484 - \$144,064
Classification	Executive Level 1
Position Number	24-RLSDIV-23467
Agency Website	

Job Description

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

Division Responsibilities

The Regulatory Legal Services Division (RLSD) provides a range of in-house legal services to support the regulatory functions of the Health Products Regulation Group (HPRG) including the Therapeutic Goods Administration (TGA), Office of Drug Control (ODC), Office of the Gene Technology Regulator (OGTR) and Australian Industrial Chemicals Introduction Scheme (AICIS). The Division consists of two branches, the Vaping Legislative Reform Branch (VLRB) and the Regulatory Legal Services Branch (RLSB).

Branch Responsibilities

Regulatory Legal Services Branch

RLSB's functions include Dispute resolution and litigation, regulatory compliance, legal advice, legislation and other instruments, commercial law and international agreements, FOI, decision review and business support.

Vaping Legislation Reforms Branch

VLRB provides a range of services relating to the vaping reforms including the development and design of new legislation, including primary legislation, regulations and a range of legislative instruments to give legal effect to the reforms, activities relating to implementation planning and execution, communications including media, Ministerial correspondence and stakeholder engagement.

Duties

Key Responsibilities

Key responsibilities will depend on team placement, and may include:

- Advising on complex and sensitive legal and related issues relevant to all aspects of the Health Products Regulation Group's (HPRG) operations, as part of undertaking any of the Division's key responsibilities, being dispute resolution and litigation, regulatory compliance, legal advice, legislation and other instruments (including legislation design and development), commercial law and international agreements, FOI and decision review;
- Advising on the application of legislation administered by the Therapeutic Goods Act (TGA) and the Office of Drug Control (ODC) and, as required, gene technology legislation and industrial chemicals legislation and assisting with the making of robust administrative decisions;
- Advising on compliance and enforcement matters;
- Managing civil penalty proceedings;

- Appearing for the Minister in the Administrative Appeals Tribunal;
- Managing judicial review proceedings in the Federal Court;
- Working closely with clients to continuously improve the regulatory framework, including advising on legal policy matters and managing amendments to legislation;
- Advising on and drafting contracts for procuring goods and services, memoranda of understanding and legislative instruments;
- Advising on Free Trade Agreements and representing the TGA in negotiations; and
- Providing legal training to TGA officers.

Key Capabilities

- Highly developed technical legal and problem solving skills with a focus on delivering quality outcomes for clients in complex matters.
- Demonstrated ability to set priorities, meet deadlines, manage a high workload, thrive under pressure and work effectively in both a team environment and independently to deliver high quality services.
- Demonstrated ability to exercise initiative and work well within diverse teams, and foster a collaborative, positive workplace culture.
- Demonstrated high-level oral and written communication and interpersonal skills.
- Keen eye for detail and capability to absorb and engage with voluminous, complex technical material of a scientific nature.
- Manage diverse stakeholders and lead and manage upward effectively;
- Demonstrated experience in supervising, mentoring and developing more junior lawyers and paralegals.

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.

To be eligible for this position applicants must hold a Bachelor of Laws degree or equivalent, admission or eligibility for admission to an Australian Court prior to commencement and be eligible to hold a restricted Government practising certificate prior to commencement. **Notes**

Applications close 11:30pm AEDT/AEST.

Applicants are asked to quote reference number 24-RLSDIV-23467 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 by an additional 6 months.

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

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	Toni Brennan, 02 6289 9029
Agency Recruitment Site	https://www.health.gov.au/about-us/work-with-us

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Agriculture, Water and the Environment

Vacancy VN-0740012

Bureau of Meteorology

Closing Date:Tuesday 16 April 2024

Data & Digital
Digital Channels & User Experience Design

Job Title	Digital Support Developer
Job Type	Full-Time, Non-Ongoing
Location	Melbourne VIC
Salary	\$90,199 - \$101,022
Classification	APS Level 6
Position Number	60018738
Agency Website	

Job Description

<https://bomcareers.nga.net.au/?jati=03D387CF-3642-895E-493C-DAA6615E8CCD>

Duties

As a Digital Developer at Bureau of Meteorology, you will play a crucial role in providing support and enhancing our digital channels' applications. Your responsibilities will include managing service and incident requests, making necessary changes to web pages, triaging tickets, collaborating with IT teams and developers, and ensuring compliance with all relevant policies and procedures. You will also be responsible for running and writing tests, contributing to innovative solutions, and aligning with the Bureau's values.

Eligibility

Notes

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

About the Bureau of Meteorology

The Bureau of Meteorology is one of the few organisations that touches the lives of all Australians and all Australia, every day. The Bureau works across Australia and remote islands, providing services from the Antarctic to beyond the equator, and from the Indian Ocean to the Pacific. We are Australia's national weather, climate and water agency, in the Agriculture, Water and Environment portfolio of the Australian Government, operating under the authority of the Meteorology Act 1955 and the Water Act 2007. We provide data, information, knowledge, insight and wisdom to help Australians prepare and respond to the realities of their natural environment, including droughts, floods, fires, storms, tsunami and tropical cyclones. Our products and services include observations, forecasts, analysis and advice covering Australia's atmosphere, water, oceans and space environments. We undertake focused scientific research in support of our operations and services. Through regular forecasts, warnings, monitoring and advice, we provide one of Australia's most fundamental and widely used public services. We have strong relationships with our customers, partners and stakeholders in Australia, including the Australian Community and the emergency services sectors, all-levels of Government, and focus sectors including aviation, agriculture, energy and resources, national security and water.

To Apply

Position Contact	Agresh Doshi – Digital Development Manager, agresh.doshi@bom.gov.au
Agency Recruitment Site	https://bomcareers.nga.net.au/?jati=03D387CF-3642-895E-493C-DAA6615E8CCD

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Agriculture, Water and the Environment

Vacancy VN-0740025

Bureau of Meteorology

Closing Date:Tuesday 23 April 2024

Enterprise Services
Communications

Job Title	Manager, Australian Weather Calendar
Job Type	Full-Time;Part-Time, Ongoing
Location	Melbourne VIC
Salary	\$110,115 - \$120,760
Classification	Executive Level 1
Position Number	60017627
Agency Website	

Job Description

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

As the Manager, you will oversee a small in-house team to deliver the annual Australian Weather Calendar. The annual Australian Weather Calendar (the Calendar) is a key product delivered by the Communications Program on behalf of the Bureau of Meteorology (the Bureau). The Calendar showcases weather across Australia and promotes the impact and value of the Bureau's services. It is one of the largest selling calendars in Australia, with more than 1.5 million copies sold in its first 40 years.

You will oversee the development, production, sales and evaluation of the calendar ensuring that it is delivered on time and on budget. You will work across the Communications Program to source the expertise you need to meet key performance indicators and ensure internal stakeholders are kept well informed.

With change management experience you will support the team to embed new processes and engage our people to understand roles and responsibilities. You will seek to continuously improve the processes around the calendar, seeking a more efficient delivery of this high profile product.

Duties

- The responsibilities of the role include but are not limited to:
- Provide a rigorous and systematic development approach for the calendar implementing a strong philosophy of project

management across the team, ensuring timeframes, budget, risks, and resources are identified.

- Develop an annual project plan for the calendar from conception to evaluation
- Manage and monitor timelines throughout the project, escalating any potential issues early.
- Assess project risks and opportunities, implementing mitigation as necessary.
- Execute each phase of the project life cycle, ensuring team members understand their responsibilities, timeframes and deliverables.
- Manage the delivery of new processes and governance, implementing a change management approach.
- Create, allocate, and manage the budget, including all external contracts.
- Communicate with all internal and external stakeholders, keeping them across the right level of details.
- Troubleshoot problems and challenges, including escalated customer service enquiries.
- Ensure the calendar and all marketing activities adhere to Bureau and Australian Government requirements.
- Ensure delivery continues to align with the Communications Plan and the visual identity.
- Monitor and evaluate the delivery of activities in line with the Bureau's framework and global best practice.

Service delivery

- Proactively seek and foster positive internal and external relationships.
- Effectively manage external suppliers to ensure they meet expectations and deliverables.
- Develop, implement, and monitor systems and processes that ensure the project team can meet Bureau expectations of service, quality, and timeliness.
- Manage multiple priorities by being resilient, responsive, and flexible. You must be able to think on your feet and able to work under limited direction.
- Complying with all Bureau work, health and safety policies and procedures, and taking reasonable care for your own health and safety and that of employees, contractors and visitors who may be affected by your conduct.

Technical delivery

- Manage a customer contact centre including recruitment and training of a surge workforce to support incoming customer service queries.
- Manage procurements and supplier relationships for pre press, printing and post production elements of the Australian Weather Calendar.
- Manage annual photo competition (including submissions and judging process) and oversight of all written content in the Calendar.

Eligibility

The Bureau encourages applications from all suitably qualified candidates.

To be suitable for this role, you will have:

- Project Management expertise with large, multi-year projects involving a high number of stakeholders.
- Experience establishing and managing customer contact centres.
- An understanding of change management principles and experience applying them.
- An understanding of production cycles for large volume products would be beneficial.
- Demonstrated experience in leading small teams, mentoring, coaching, and managing staff.
- Experience working in a creative, advertising, or graphic design agency will be highly regarded.
- Understanding of Australian government requirements, including procurement, branding, and accessibility.
- Experience with managing external suppliers to deliver against organisational priorities.

Notes

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

About the Bureau of Meteorology

The Bureau of Meteorology is one of the few organisations that touches the lives of all Australians and all Australia, every day. The Bureau works across Australia and remote islands, providing services from the Antarctic to beyond the equator, and from the Indian Ocean to the Pacific. We are Australia's national weather, climate and water agency, in the Agriculture, Water and Environment portfolio of the Australian Government, operating under the authority of the Meteorology Act 1955 and the Water Act 2007. We provide data, information, knowledge, insight and wisdom to help Australians prepare and respond to the realities of their natural environment, including droughts, floods, fires, storms, tsunamis and tropical cyclones. Our products and services include observations, forecasts, analysis and advice covering Australia's atmosphere, water, oceans and space environments. We undertake focused scientific research in support of our operations and services. Through regular forecasts, warnings, monitoring and advice, we provide one of Australia's most fundamental and widely used public services. We have strong relationships with our customers, partners and stakeholders in Australia, including the Australian Community and the emergency services sectors, all-levels of Government, and focus sectors including aviation, agriculture, energy and resources, national security and water.

To Apply

Position Contact	Jack Walden, jack.walden@bom.gov.au
Agency Recruitment Site	https://bomcareers.nga.net.au/

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Agriculture, Water and the Environment

Vacancy VN-0740039

Bureau of Meteorology

Closing Date: Sunday 21 April 2024

Community Services
Decision Support Services HPR South

Job Title	Senior Meteorologist
Job Type	Full-Time; Part-Time, Ongoing
Location	Melbourne VIC
Salary	\$110,115 - \$120,760
Classification	Executive Level 1
Position Number	60017030
Agency Website	

Job Description

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

The Bureau of Meteorology has been undergoing a significant transformation to deliver a more customer centric, unified, and resilient model of national operations. This is an exciting strategic direction for the Bureau which is transforming the way we deliver services to Australian communities.

The new operating model for the Bureau has opened new career pathways and enhanced our culture to empower our people to learn and grow. As part of this transformation, we have introduced new roles that assist the Bureau in delivering world class weather products and services within the Community Services Group.

This group is comprised of Decision Support Services (DSS), Environmental Prediction Services (EPS), and National Production Services (NPS) which have been configured to enable scalable, national, and resilient services. The Decision Support Services Program leads customer engagement within the Community Services Group with an overarching mission to deliver tailored, relevant, and timely information to enable better decision making.

The Decision Support Services Program is characterised by its shared understanding of the impact that weather, water, climate, and oceans have on the decisions that Bureau customers make every day.

Operating with a national capability, the program is accountable for leading engagement with the Australian community and the emergency management sector. This is delivered by two dedicated teams: Community Engagement (CE) and Hazard Preparedness and Response (HPR).

The Tasmania Senior Meteorologist Hazard Preparedness and Response (HPR) reports to the Manager Hazard Preparedness and Response, Tasmania. The role will work alongside other state and territory based HPR and CE staff and connect seamlessly with national NPS, EPS and Business Solutions (BSG) teams. The successful candidate will have a unique opportunity to help grow the Bureau's HPR capabilities in support of our emergency management partners.

You will demonstrate a curiosity and comprehensive understanding of how climate, ocean, weather, and flood impacts on the emergency management sector. You will have a deep understanding of meteorology with a complementary knowledge, or ability to develop in hydrology, oceanography, and climatology.

During extreme weather events, this team is expected to undertake extended working hours.

Duties

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

1. Working within a high performing team to contribute to zero lives lost through natural hazards by partnering closely with emergency management agencies across the country.
2. Maintaining situational awareness of the weather, with particular focus on severe weather events that may lead to impacts across the southeast of Australia, with particular focus on Tasmania.
3. Building enduring strategic relationships with partners and stakeholders in the Emergency Management and first responder communities in Tasmania, coordinating partner engagement activities to capture their requirements for planning, preparation, response, and recovery. Leading in consultative forums, provide briefings to non-technical audiences and contribute to the co-design of new products and services.
4. Work closely with emergency managers and provide clearly communicated expert advice, interpreting impacts, timing, uncertainty and risks, connecting weather, climate and water information to assist key decisions ensuring community safety.
5. Delivering continuous improvements to products and services tailored for emergency service agencies and first responders. A key deliverable of this role will be to champion new ways of working in communicating and engaging directly with partners, stakeholders and key customers to build, nurture and grow relationships.
6. Connecting seamlessly and coherently within the Bureau's national footprint. You will be responsible for ensuring operations are collaborative, responsive and built on the principles of innovation and continuous improvement to contribute to the ongoing delivery of the Bureau's strategic priorities.
7. Prioritising your development opportunities and competencies, as well as those within your team, as you help develop and grow the Bureau's DSS capability.
8. During severe weather events, you will be committed to supporting the Bureau and our partners outside the scope of standard working hours. This could include fulfilling operational severe weather warning roles as required, or delivering high-level briefings to partners, media interviews and press conferences during peak demand.
9. On a day-to-day basis, your expertise and understanding of our partner agencies will be utilised to influence and collaborate across CSG and BSG teams to ensure local hazard and impact information is expressed in both our products and services, and within the local and national weather narrative.
10. The ability to develop and deliver new and enhanced services offerings through the interpretation of partner focus and insight, and science and technical expertise.
11. Commitment to APS Values and Code of Conduct and understanding of the Bureau's diversity and inclusion statement of commitment and the Bureau way.

12. Complying with all Bureau work, health and safety policies and procedures, and take reasonable care for your own health and safety and that of employees, contractors and visitors who may be affected by your conduct.

Eligibility
Notes

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

About the Bureau of Meteorology

The Bureau of Meteorology is one of the few organisations that touches the lives of all Australians and all Australia, every day. The Bureau works across Australia and remote islands, providing services from the Antarctic to beyond the equator, and from the Indian Ocean to the Pacific. We are Australia's national weather, climate and water agency, in the Agriculture, Water and Environment portfolio of the Australian Government, operating under the authority of the Meteorology Act 1955 and the Water Act 2007. We provide data, information, knowledge, insight and wisdom to help Australians prepare and respond to the realities of their natural environment, including droughts, floods, fires, storms, tsunami and tropical cyclones. Our products and services include observations, forecasts, analysis and advice covering Australia's atmosphere, water, oceans and space environments. We undertake focused scientific research in support of our operations and services. Through regular forecasts, warnings, monitoring and advice, we provide one of Australia's most fundamental and widely used public services. We have strong relationships with our customers, partners and stakeholders in Australia, including the Australian Community and the emergency services sectors, all-levels of Government, and focus sectors including aviation, agriculture, energy and resources, national security and water.

To Apply

Position Contact	Keris Arndt, N/A
Agency Recruitment Site	https://bomcareers.nga.net.au/

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Agriculture, Water and the Environment

Vacancy VN-0739843

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

Closing Date:Sunday 21 April 2024

Parks Australia
Science & Australian National Botanic Gardens Australian National Botanic Gardens

Job Title	Visitor Experience Ranger
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Canberra ACT
Salary	\$66,422 - \$74,302
Classification	APS Level 3
Position Number	2024/530
Agency Website	https://www.dcceew.gov.au/

Job Description

<https://dcceewjobs.nga.net.au/?jati=265E3B93-EC5B-727F-9326-DAA536B24A89>

Who we are

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

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

Australian National Botanic Gardens (ANBG) is the nation's largest living collection of Australian native plants. It is tranquil setting for walking and spending time with family and friends, and a living classroom for visitors of all ages. We directly contribute to safe-guarding Australia's plant species from extinctions and are responsible for leading, building and sharing knowledge of our Australian flora. The ANBG works closely with biodiversity science programs - the Australian Biological Resources Study, the Centre for Australian National Biodiversity Research, the National Seed Bank, and Biodiversity Informatics - in partnerships for research, for management of physical and digital biological collections, and for management of fundamental national biodiversity data and information accessed nationally and internationally.

The ANBG is an award-winning tourism destination, where locals and visitors to Canberra come to explore, learn, relax and enjoy time in nature. Our public events and education programs aim to tell stories through our unique collection of Australian flora. We recognise the important role Aboriginal and Torres Strait Islander people play in our workplace. We aim to attract, recruit and develop Aboriginal and Torres Strait Islander employees. Our priority is to ensure a safe workplace where we celebrate all cultures.

Duties

The Job

Visitor Experience Rangers are the public face of the Gardens. We are looking for great communicators who provide excellent customer service and have experience engaging diverse audiences. Rangers play a key role in keeping our valuable plant collection, wildlife and visitors safe. We are looking for Rangers who are good problem-solvers and able to think on their feet in emergencies and incidents and have experience managing natural and/or cultural heritage.

The Gardens is open 7 days a week including public holidays. Visitor Rangers work a roster which includes weekends.

In the role your will be responsible for:

- Providing excellent customer service and visitor information.
- Maintaining and staffing the Visitor Centre.
- Supervising Visitor Centre Volunteers.
- Day to Day operations of the Gardens including opening, closing and safety patrols.
- Assisting with set up and running of events.

- Visitor First Aid, incident and emergency response.
- Visitor statistics and evaluation.
- Wildlife monitoring and management.
- Compliance with Environment Protection and Biodiversity Conservation Act 1999.

Aboriginal and Torres Strait Islander applicants are encouraged to apply.

What we are looking for

Knowledge and experience

- Experience providing high quality customer service in a dynamic customer focused workplace, ideally within a public attraction, tourism industry, government agency or relevant industry.
- Demonstrated ability to enforce relevant legislation, including the Environment Protection and Biodiversity Conservation Act 1999 and respond proactively in an emergency.
- Demonstrated ability to work effectively and sensitively with Aboriginal and/or Torres Strait Islander people.

Skills and capabilities

- Highly developed communication and presentation skills.
- Effective organisational skills and ability to prioritise in a dynamic visitor focused environment.
- Ability to work effectively as part of a team.

Desirable Qualifications

- Qualifications in environmental management, environmental science or science communication would be an advantage.

The successful applicant must:

- Hold a current class C drivers' licence.
- Hold a current Apply First Aid Certificate or have the ability to obtain this qualification.
- Hold a current Working with Vulnerable People Card

Eligibility

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

Pre-employment Check - Your suitability for employment will be assessed through a pre-employment screening process. This process includes a requirement to undergo and satisfy a National Police Check, referee checks, character clearance and where required a pre-employment medical assessment, specified mandatory qualification(s) validation and a probation period of 6 months.

Notes

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

To Apply

Position Contact	Amanda Coleman, 02 6250 9429
Agency Recruitment Site	https://dcceewjobs.nga.net.au/?jati=265E3B93-EC5B-727F-9326-DAA536B24A89

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Attorney-General's

Vacancy VN-0739890

Australian Federal Police

Closing Date:Tuesday 23 April 2024

Job Title	Support Officer - Freedom of Information
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	\$69,224 - \$80,821
Classification	APS Level 3;APS Level 4
Position Number	12845
Agency Website	https://careers.afp.gov.au

Job Description

<https://careers.afp.gov.au/job-invite/12845/>

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, professional, enthusiastic and committed applicants wishing to be considered for the role of Support Officer - Freedom of Information (FOI) in the Commercial, Governance and Information Law Branch within AFP Legal located in Canberra.

AFP Legal is the AFP's internal legal practice, delivering legal services across the wide spectrum of AFP activities both domestically and overseas. AFP lawyers work in an exciting, dynamic and intellectually challenging environment providing legal advice in areas including criminal law, information law, national security law, dispute resolution, administrative law, employment law, commercial law, and governance.

This is an excellent opportunity to join a vibrant legal practice that has a diverse and exciting range of work and internal clients, and is committed to the development of its lawyers and support staff, and the maintenance of a supportive and flexible working environment.

As an employee of the AFP 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.

What will you do?

A Freedom of Information Support Officer role working in the Commercial, Governance and Information Law Branch in AFP Legal assists AFP Legal and AFP business through the provision of a variety of administrative functions. This work may include:

- Managing FOI databases and recording information in the database;
- Record keeping, file management and reporting requirements;
- Drafting routine correspondence in relation to FOI requests and developing a practical understanding of the administrative FOI system;
- Compilation of documents;
- Undertaking some minor project and research work to support AFP business;
- Assisting professional staff on specific matters as required; and
- Assisting to meet legislative, external and AFP corporate obligations.

Eligibility

Essential Requirements

All applicants must:

- Be an Australian Citizen at the time of application.
- Have a Negative Vetting 1 (Secret) security clearance, or the ability to obtain one.
- Strong administrative skills, including the ability to gain broad knowledge of FOI processes.
- Flexibility and adaptability with proven ability to multitask and prioritise.
- Ability to work to tight deadlines.

Desirable Requirements

- Formal qualifications are not required for this role, however, previous work experience within a FOI or Legal area is highly desirable.

Notes

- This position is at the AFP Band 3 level
- Proof of a minimum of two COVID-19 vaccinations (or one dose if the Janssen vaccine was used) will be required if an offer of employment is made.
- Diversity and inclusion is an operational priority for the Australian Federal Police (AFP). To be an effective police force, we must be reflective of the community we serve, working across languages, cultures and transnational borders. The 2023-26 Diversity & Inclusion Strategy is the guiding framework for delivering the AFP's diversity and inclusion goals and reflecting our commitment to being an employer of choice, incorporating diversity and inclusion principles in day-to-day practice and building a psychologically and culturally safe workplace. This includes hiring people from diverse backgrounds who bring their lived experience to contribute, and add value, to the AFP. Find out more about how the AFP embraces [diversity and inclusion](#).

About the Australian Federal Police

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

To Apply

Position Contact	Casey Auld, 02 5126 7664
Agency Recruitment Site	https://careers.afp.gov.au/job-invite/12845/

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Attorney-General's

Vacancy VN-0740035

Australian Financial Security Authority

Closing Date:Tuesday 23 April 2024

Corporate Services

Job Title	Change Manager
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Hobart TAS, Brisbane QLD, Canberra ACT, Sydney NSW, Melbourne VIC, Perth WA, Adelaide SA
Salary	\$111,949 - \$131,782
Classification	Executive Level 1
Position Number	21171
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.

The **Corporate Services Division** is responsible for delivering a range of business and enabling services that support the Australian Financial Security Authority purpose through partnering with business divisions that regulate Australia's personal insolvency and personal property securities programs. The Division provides professional services and leadership that promotes the efficient and effective operations of the agency whilst ensuring compliance with commonwealth legislation, policies and guidelines and promoting integrity, accountability and transparency.

Purpose of the Position:

The **Change Manager** will work alongside Directors and SES to provide strategic advice and guidance on change management activities, directed at supporting business to achieve organisational outcomes. These roles will be responsible for continuing to embed AFSA's Change Management Framework and practices and increase change management capability across the workforce.

Duties

Key accountabilities

- Support strategic decision making of senior leaders, by providing strategic change advice and data driven insights on transformation activities. This is achieved through establishing and maintaining partnerships with internal stakeholders, and being a conduit of business insights to the Enterprise Portfolio Management Office to shape transformation initiatives that are responsive to business needs.
- Provide advice to senior leaders, project teams and people leaders on the AFSA change management framework and align advice to AFSA's legal and policy framework and strategic direction, embedding change management practices across AFSA.
- Deliver transformation coaching to people leaders as required to engage and influence leaders through the transformation journey. This includes identifying required interventions, opportunities for capability development and embedding behavioural change supported by the Capability Framework.
- Advise and coach managers to enact their leadership and management responsibilities, building the capability of future AFSA leaders.
- Deliver Prosci change training to staff and leaders to support AFSA's learning and development objectives.
- The Assistant Director role may lead a team through:
 - Establishing clear work expectations, systems and processes
 - Encouraging and supporting ongoing capability development opportunities
 - Providing regular, timely feedback
 - Identifying opportunities to enhance team performance in an environment of collaboration, continuous improvement and change
 - Aligning to clear customer service-related outcomes and expectations

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

Engages people to build productive working 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.

Collaborates internally and externally

- Embraces a diversity of people and opinions and facilitates an environment for the open exchange of ideas.
- Actively seeks different perspectives, experiences and techniques from a broad spectrum of sources, when analysing complex problems.
- Actively engages externally to build strong relationships as a trusted partner to design and deliver appropriate and effective policy, regulation and/or programs.

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.

Shapes strategic direction

- Has a macro view and looks beyond the boundaries of own responsibilities to the team, AFSA, the APS and industry and the broader community.
- Represents and advocates the agency's position in a professional and specialist context.
- Keeps the end user in mind to shape program outcomes to meet needs.

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.

Effectively manages contracts and projects

- Plans, procures, and prepares projects, programs, contracts and/or cases in a timely and accurate manner.
- Engages effectively with stakeholders to negotiate, develop and implement projects, programs, contracts and/or cases.
- Demonstrates fiscal responsibility to interpret documentation, legislation and/or business requirements to successfully meet obligations and expectations.
- Manages and assesses stakeholder needs, mitigates risks and builds stakeholder relationships.

Engages effectively with risk

- Ensures compliance with all legislative and policy requirements to mitigate risk.
- Challenges assumptions and explores possibilities to take calculated risks.
- Consistently demonstrates a proactive and responsible attitude towards the identification and management of risk.

Qualifications

- A tertiary qualification in a relevant field of study or extensive experience in change management or related discipline is highly desirable.
- Min 2+ years demonstrated experience delivering targeted change management activities.
- Practitioner certification with Prosci is highly desired.

Why AFSA?

You will enjoy excellent conditions including:

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

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

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

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

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

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

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

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

Notes

The closing date for this position is **11:59PM AEST, Tuesday 23 April 2024**.

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

If accessing the [AFSA careers portal](#) for the first time you will need to register. Click the 'Apply' button and click 'Sign up for Recruitment' and complete the registration details. You will receive a confirmation email with a link to confirm your registration. Make sure to check your Junk folder if you don't see this email in your Inbox. Please note that the registration process only needs to be completed one.

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

- Click the 'Apply' button 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

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Attorney-General’s

Vacancy VN-0740042

Australian Financial Security Authority

Closing Date:Tuesday 23 April 2024

Corporate Services Division

Job Title	Project Manager
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Canberra ACT, Sydney NSW, Melbourne VIC, Adelaide SA, Brisbane QLD, Hobart TAS, Perth WA
Salary	\$111,949 - \$131,782
Classification	Executive Level 1
Position Number	31096
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.

The **Corporate Services Division** is responsible for delivering a range of business and enabling services that support the Australian Financial Security Authority purpose through partnering with business divisions that regulate Australia’s personal insolvency and personal property securities programs. The Division provides professional services and leadership that promotes the efficient and effective operations of the agency whilst ensuring compliance with commonwealth legislation, policies and guidelines and promoting integrity, accountability and transparency.

Purpose of the Position:
Manage and deliver a range of projects ensuring their completion in consultation with key stakeholders, on time, within budget and to the required quality and organisational standards.

Duties

Key accountabilities

- Develop and document compelling business cases, project initiations documents and stage plans to secure resources and funding for projects. This includes linking strategy to outcome and assisting Project Sponsors and Business Owners in defining and driving business outcomes.
- Use strong interpersonal and people management skills to instil a strong vision for the project, with the ability to influence and mentor others.
- Develop project product profiles and manage the delivery of work packages to ensure product quality.
- Lead and manage projects to achieve objectives in a timely and efficient manner.
- Manage numerous supplier relationships to deliver required technical products.
- Liaise with stakeholders, business representatives and vendors on project activities and actively manage stakeholder expectations and agreed objectives.
- Develop, maintain and store (in accordance with the agencies records management policies) high quality project documentation to ensure effective communication of project goals, scope, and deliverables.
- Identify, evaluate, and manage risks, issues, dependencies and constraints through practical mitigation strategies to support successful project delivery.
- Manage project scope schedule and budget (including project resources) and escalate any issues with the relevant project boards.
- Support change management activities required for realisation of project benefits.

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

Engages people to build productive working relationships

- Acts with honesty, integrity and respect in dealings with others.
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- Sets and manages expectations to achieve positive outcomes.

Collaborates internally and externally

- Embraces a diversity of people and opinions and facilitates an environment for the open exchange of ideas.
- Actively seeks different perspectives, experiences and techniques from a broad spectrum of sources, when analysing complex problems.
- Actively engages externally to build strong relationships as a trusted partner to design and deliver appropriate and effective policy, regulation and/or programs.

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.

Shapes strategic direction

- Has a macro view and looks beyond the boundaries of own responsibilities to the team, AFSA, the APS and industry and the broader community.
- Represents and advocates the agency's position in a professional and specialist context.
- Keeps the end user in mind to shape program outcomes to meet needs.

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.

Effectively manages contracts and projects

- Plans, procures, and prepares projects, programs, contracts and/or cases in a timely and accurate manner.
- Engages effectively with stakeholders to negotiate, develop and implement projects, programs, contracts and/or cases.
- Demonstrates fiscal responsibility to interpret documentation, legislation and/or business requirements to successfully meet obligations and expectations.
- Manages and assesses stakeholder needs, mitigates risks and builds stakeholder relationships.

Engages effectively with risk

- Ensures compliance with all legislative and policy requirements to mitigate risk.
- Challenges assumptions and explores possibilities to take calculated risks.
- Consistently demonstrates a proactive and responsible attitude towards the identification and management of risk.

Qualifications

- Project Management qualifications
- Experience in influencing, coaching and developing teams.

Why AFSA?

You will enjoy excellent conditions including:

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

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

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- 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

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Attorney-General's

Vacancy VN-0739912

Federal Court of Australia

Closing Date: Friday 19 April 2024

Federal Court of Australia
Court and Tribunal Services

Job Title	Director Court Operations - Queensland
Job Type	Full-Time, Ongoing
Location	Brisbane QLD
Salary	\$127,226 - \$148,708
Classification	Executive Level 2
Position Number	TBC
Agency Website	https://www.fedcourt.gov.au/about/employment

Job Description

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

Reporting to the Executive Director Court and Tribunal Operations (EDCTO) the position of Director Court Operations (DCO) has responsibility for the courts' registry operations in:

- Brisbane
- Townsville
- Cairns
- Rockhampton
- Lismore

The role also carries responsibility for leadership of national programs and business improvement projects under the direction of the EDCTO.

The role of DCO operates within a management team that includes senior operational roles, such as other Directors of Court Operations, as well as business improvement roles focussed on client services, digital services, and court operations. As a member of the Court & Tribunal Services Leadership Team, the DCO works collaboratively to ensure service excellence in all locations and to identify and implement further court-wide service improvements.

Duties

- In accordance with the courts' strategic and operational plans and national service streams, lead and manage multi-disciplinary teams delivering a range of customer driven professional and business support services within the location and responsible court sites, to ensure client service standards are met.
- As a leader of the location, assist in the development and implementation of relevant business plans and projects along with national service managers.
- Manage the effective use of resources, developing and maintaining the necessary skills and flexibility to support changes in service demand.
- With respect to operational performance matters, maintain effective liaison with all judges, court personnel and others to ensure that court services meet the immediate and long-term needs of both internal and external clients.

- Ensure consistency in the delivery of customer services (practice and procedures) within the operational areas of the court.
- Where appropriate, assist and maintain a wide network of stakeholder relationships to promote feedback on court services and the development of effective, strategic partnerships.
- Undertake financial monitoring and reporting, particularly with the implementation of accruals based, output focussed financial systems and ongoing expenditure constraints.
- Exercise delegated financial authority and make decisions in accordance with relevant policy and procedures.

Eligibility

Other Requirements

Tertiary qualifications in management or a related field are essential.
The role requires an ability to travel when required.

Selection Criteria

1. Demonstrated understanding of client service principles, with proven capacity to develop and implement client service delivery initiatives including an ability to develop and maintain a culture of continuous improvement.
2. Demonstrated ability to promote, build and maintain effective internal and external working relationships including the ability to effectively liaise and work strategically with members of the judiciary, the legal profession, other service providers and stakeholders, the general public and court staff.
3. Proven capacity as an effective communicator and negotiator including a high-level of interpersonal and facilitation skills, analytical capacity and project management skills.
4. Demonstrated experience as a successful leader of people and change, including the ability to develop and maintain an effective court services team, act as a change agent, and lead staff in developing and implementing strategies to further achieve real improvements in service delivery.
5. Demonstrated ability to manage resources including staff, financial and physical resources and to deliver to agreed objectives, report on performance and variations to agreed targets.

Notes

Eligibility

To be eligible for employment with the Federal Court of Australia, you must be an Australian Citizen and will be required to provide proof of citizenship if you are the successful applicant.

Applicants offered employment will be required to successfully undergo a police record check and must be willing to disclose all relevant and required information.

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

About the Federal Court of Australia

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

To Apply

Position Contact	Leif Jones, 0408 221 893
Agency Recruitment Site	https://www.fedcourt.gov.au/about/employment

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Attorney-General's

Vacancy VN-0740003

Federal Court of Australia

Closing Date: Tuesday 16 April 2024

Federal Circuit and Family Court of Australia
Judicial Support

Job Title	APS 5 - Associate
Job Type	Full-Time, Ongoing
Location	Parramatta NSW
Salary	\$80,341 - \$87,572
Classification	APS Level 5
Position Number	6340
Agency Website	https://www.fedcourt.gov.au/about/employment

Job Description

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

Purpose of position

The Associate is part of a team assisting a Judge in the day-to-day management of Chambers and Court. The role of the Associate is to manage chambers and to supervise the Deputy Associate.

Important Functions

The person appointed to this position is expected to carry out his or her duties so as to:

- Satisfy all relevant statutory obligations.
- Satisfy the Australian Public Service Values and Code of Conduct.
- Contribute to and support achievement of the Court's Strategic and Business Plans.
- Operate within the Court's policies and procedural guidelines.
- Support and contribute to the Court's Service Charter.

Duties

Key Responsibilities and Duties

1. Day-to-day running of chambers including responding to enquiries.
2. Supervise the work of the deputy associate.
3. Assist the Judge to manage the docket by preparing and managing matters waiting for hearing.
4. Ensure the court's case management system is up-to-date and assist the Judge in the preparation of orders and typing of judgments.
5. Maintain court related relationships with various external stakeholders.
6. Contribute to organisational forums working for better working practices.
7. Other duties as required.

Eligibility

Selection Criteria

1. Strong communication (oral and written) and liaison skills, and the ability to communicate with people of all levels.
2. Demonstrated high-level keyboard skills and ability to use relevant software applications including Microsoft Office applications and the internet.
3. The ability to adapt to changing situations and priorities.
4. Tolerance, diligence and the ability to work as a member of a small team.
5. A high standard of ethical behaviour.

Notes

About the Federal Court of Australia

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

To Apply

Position Contact	Nazrana Saheb, (02) 8623 4329
Agency Recruitment Site	https://www.fedcourt.gov.au/about/employment

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Defence

Vacancy VN-0739908

Australian War Memorial

Closing Date:Monday 22 April 2024

Corporate Services
Corporate Services Executive

Job Title	Executive Officer, Council and Corporate Services
Job Type	Full-Time, Ongoing
Location	Campbell ACT
Salary	\$90,199 - \$101,022
Classification	APS Level 6
Position Number	60000100
Agency Website	https://www.awm.gov.au/get-involved/employment

Job Description

<https://www.awm.gov.au/get-involved/employment>

The Memorial's Executive Officers provide a range of high level executive, secretariat, and project support services to the Memorial's Council, Executive and senior management in support of the organisation's strategic and operational objectives. There are three Executive Officer roles in the Executive Support Section – Public Programs; National Collections and Council / Corporate Services.

The Executive Officers research and prepare strategic advice, information and reports on diverse and complex policy, planning, compliance and operational matters to facilitate informed decision making. They provide stakeholder management, including preparation of complex correspondence, to respond to emerging issues with minimal risk to the organisation.

The Executive Officers provide secretariat services to critical meetings and groups across the Memorial including Council, the Corporate and Senior Management Groups and various steering committees, working groups and other deliberative bodies. The Executive Officers work closely with Branch Heads to co-ordinate, monitor and report on Branch activities. They also provide project management or support for small, urgent or confidential projects at the instruction of Branch Heads. Such projects may include procurement of goods and services, organisation of events or activities and support for critical operations such as the Memorial's VIP loans program and key stakeholder management.

To be successful, Executive Officers must anticipate and address contentious issues, provide accurate advice on complex issues and legislation, often in consultation with key internal and external stakeholders, and usually within tight timeframes. They Executive Officers must build collaborative and inclusive networks across the Memorial at varying levels. The formation and maintenance of good working relationships is crucial to the effectiveness of the role.

This particular role has a focus on managing parliamentary processes and providing secretariat support to Council and its committees.

Duties

- Under limited direction, provide a range of high level executive support services including:
 - Branch level co-ordination of corporate activities
 - Branch level corporate reporting

- Support, co-ordinate or draft high-level correspondence, reports, new policy proposals, Council or Government documents and submissions
- Branch level administration support and co-ordination including records management
- Research, consult and review key issues in order to prepare high level advice for Branch Heads on corporate activities, obligations and priorities.
- Provide a secretariat role organising meetings, including logistics, preparation of agendas, papers, minutes and co-ordination and support of follow up actions in relation to high level meetings or working groups.
- Provide project management and support for critical, time sensitive or confidential Branch activities including scoping, development, reporting and implementation of projects.
- Work collaboratively as part of the wider Executive Support Team.
- Play an integral role in delivering Ministerial requirements including the administration of internal processes for the provision of briefs and submissions to the Minister, Senate Estimates briefs, Questions on Notice, Parliamentary Inquiries and Ministerial and CEO correspondence
- Liaise closely with key stakeholders on behalf of Council, Executive and senior management including Government and Defence, veterans and families, veterans' organisations, donors, contractors, volunteers and members of the public.

Eligibility
Notes

The Memorial is committed to workplace diversity and maintains an environment that values the contribution of people from different backgrounds and experiences. The Memorial welcomes applications from Aboriginal and Torres Strait Islander people, veterans, mature age people, people from diverse backgrounds, and people with a disability.

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

About the Australian War Memorial

The Australian War Memorial combines a shrine, a world-class museum, and an extensive archive. The Memorial's purpose is to commemorate the sacrifice of those Australians who have died in war or on operational service and those who have served our nation in times of conflict. Its mission is leading remembrance and understanding of Australia's wartime experience.

To Apply

Position Contact	Rick Berry, (02) 6206 9821
Agency Recruitment Site	https://www.awm.gov.au/get-involved/employment

Foreign Affairs and Trade

Vacancy VN-0739982

Austrade

Closing Date: Sunday 28 April 2024

Visitor Economy & Client Programs
Client Programs 1 Program Design and Delivery

Job Title	Data Analyst
Job Type	Full-Time, Non-Ongoing
Location	Brisbane QLD, Canberra ACT, Sydney NSW, Melbourne VIC
Salary	\$97,613 - \$105,979
Classification	APS Level 6
Position Number	4681_04/24
Agency Website	https://www.austrade.gov.au/about/employment

Job Description

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

Austrade leads the development of tourism and visitor economy policy for the Australian Government and the delivery of the Export Market Development Grants (EMDG) program and a wide range of tourism programs.

Export Market Development Grants Program (EMDG)

The EMDG Program is helping thousands of Australian small and medium enterprises start, expand or diversify their export business through grants for marketing activities.

The Visitor Economy Capability, Workforce and EMDG Policy Branch and the Client Programs Branch in Visitor Economy and Client Programs Division are responsible for policy and program implementation of Austrade's successful EMDG program.

The Minister for Trade and Tourism is seeking options to refocus EMDG to better support Australian exporters develop new markets in line with the Government's trade policy agenda and to manage the sustainability of the program. EMDG Policy and Client Programs teams are leading work to develop and determine options for refocusing EMDG and implement the changes to the program. We are looking for enthusiastic candidates to work with us on this exciting project over the next 6 months, with a possibility of extension.

Duties

- Completing data analysis requests for the Project implementation team using tools such as excel and Power Bi
- Communicating the outcomes of analysis in a meaningful way – both verbally and using tools to visualise results and trends
- Confidently managing a range of different tasks and activities at once – sometimes within tight timeframes
- Being mindful of data governance, documentation and quality assurance to ensure high quality and consistent data outputs
- Other duties as required.

Eligibility

- Australian citizenship – our successful candidate must be an Australian citizen.
- Security clearance – our successful candidate is required to hold, or have the ability to obtain, and maintain an Entry Level Screening security clearance.

Notes

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

About the Austrade

The Australian Trade and Investment Commission – Austrade – is Australia’s leading trade and investment agency. We are experts in connecting Australian businesses to the world and the world to Australian businesses. We have a proud history of helping Australian businesses pursue their global ambitions and have the power to open doors, unlock opportunities and help Australian businesses go further, faster. We help attract game-changing investment to Australia, to support new industries, enhance existing ones and bolster our world-class research and development – strengthening global supply chains, creating local jobs and boosting the economy. With over 80 offices around the world, our experts in Australia and abroad collaborate to provide the best ‘in-country’ advice. Our diverse team, consisting of country experts, industry specialists, and trade and investment analysts, provides clients with actionable macro and micro insights. From trade and investment processes to protocols and regulation - we help Australian businesses, big or small, navigate complex overseas markets and make it easier for them to go global. At the same time, our advice, contacts and support at every step, reduce the commercial risk of exporting to overseas markets. And, our work continues. At a time of increasing global uncertainty, we are transforming our services, to help ensure Australia’s growth and a global future for all. Austrade offers exciting careers both in Australia and overseas. Here are some key reasons why you might choose to work for Austrade: - Interesting work supporting Australia’s trade and investment development - Networking with people from all over the world - Opportunities for overseas travel and postings - Career opportunities within Austrade and the broader Australian Public Service

To Apply

Position Contact	Sally Thomas, +61 (2) 6201 7607
Agency Recruitment Site	https://austradejobs.nga.net.au/cp/

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Health

Vacancy VN-0740020

Australian Digital Health Agency

Closing Date:Friday 26 April 2024

Technology Services
Cyber Security Operations

Job Title	Senior Cyber Security Analyst
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Sydney NSW, Brisbane QLD, Canberra ACT
Salary	\$81,133 - \$87,741
Classification	APS Level 5
Position Number	APS50085
Agency Website	https://www.digitalhealth.gov.au/

Job Description

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

The Senior Cyber Security Analyst provides security operations specialist knowledge and support, including identification, protection, detection, response and recovery from cyber security events. The analyst performs monitoring, analysis and response to security events and threats.

Duties

- Developing, and maintaining security monitoring systems for conducting real time monitoring, analysis and triage of security events and alerts from multiple sources including but not limited to events from the Security Information and Event Tools, Vulnerability Management Systems, network intrusion systems and Host based Intrusion Prevention Tools, Antivirus and Application Control.
- Performing monitoring of networks and endpoints for security events/alerts for active threats, intrusions and/or compromises.
- Monitoring and assessing emerging threats and vulnerabilities to the environment and provide input into appropriate mitigation activities.
- Supporting the Director of Cyber Security Operations in providing tactical and strategic security for all Agency systems.
- Demonstrated experience in detection engineering, focused on designing and fine-tuning systems and processes to detect malicious activities or unauthorised behaviours.

Eligibility

- Ability to obtain and maintain national police check.
- Australian Citizenship is a condition of eligibility.
- Ability to obtain and maintain a Neg Vet 1 security clearance with the ability to obtain and maintain a higher clearance if required by the Agency.

Notes

Qualifications

- Tertiary qualifications in ICT /Cyber security or demonstrate equivalence through professional ICT certifications such as the Certified Information Systems Security Professional or other related certifications

- For all queries relating to the responsibilities of the position, please contact Michael Pond at michael.pond@digitalhealth.gov.au

Application

The position maybe filled in Brisbane, Sydney or Canberra. To apply, submit your resume and a cover letter.

Please contact the recruitment team at careers@digitalhealth.gov.au with queries relating to the application process.

Closing Date: 26th April 2024 , 11:00pm

Salary: This role offers between \$81,133 - \$87,741 plus 15.4% superannuation depending on skills and experience.
For APS applicants, please refer to APS Jobs for details of salary ranges. These are in accordance with the Agency’s s24 Determination 2023.

Notes:

The Agency is committed to a diverse and inclusive work environment. We encourage applications from Aboriginal and Torres Strait Islander peoples, women, people with disability, people from culturally and linguistically diverse backgrounds, members of the LGBTQIA+ community, mature aged employees, and carers.

To support our diverse workforce, the Agency is pleased to offer flexible working options to our team members, which includes opportunities for an agreed amount of work performed at home and varied work hours.

Order of Merit: Applicants rated as suitable will be placed in a pool of merit that may be used to fill similar ongoing or non-ongoing positions throughout the Agency for up to 18 months.

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

About the Australian Digital Health Agency

Tasked with improving health outcomes for Australians through the delivery of digital healthcare systems and the national digital health strategy, the Australian Digital Health Agency (the Agency) commenced operations on 1 July 2016. The Agency is responsible for national digital health services and systems, with a focus on engagement, innovation and clinical quality and safety. Our focus is on putting data and technology safely to work for patients, consumers and the healthcare professionals who look after them

To Apply

Position Contact	Michael Pond, michael.pond@digitalhealth.gov.au
Agency Recruitment Site	https://www.digitalhealth.gov.au/about-us/careers

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Health

Vacancy VN-0739515

Department of Health and Aged Care

Closing Date:Monday 22 April 2024

Financial Management Division
Financial Business Support Branch Workplace Solutions Section

Job Title	APS Level 5 - Administrative Support Officer, Workplace Solutions Section
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Canberra ACT, Sydney NSW, Brisbane QLD, Melbourne VIC, Adelaide SA, Perth WA, Darwin NT, Hobart TAS
Salary	\$84,627 - \$91,520
Classification	APS Level 5
Position Number	24-FMDIV-23737
Agency Website	

Job Description

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

We are seeking to fill permanent, ongoing vacancies at the APS 5 level in our State offices. This recruitment round will be used to fill vacancies on a temporary and ongoing permanent basis.

Duties

- Provide high level administrative advice and support, including facilities and property maintenance and reporting, security, information databases, spreadsheets, registers, reports, invoices, communications, locker management and reporting and general correspondence.
- Facilitate contractors and trades management/ point of contact, conduct site specific onboarding, and mail processes.
- Manage day-to-day management of operational requirements including addressing and/or escalating issues as they arise.
- Manage site specific portfolio responsibilities which may include national vehicle fleet management, contract management, departmental car parks and the car parking ballot.
- Contribute to whole-of-site activities which may include accommodation reporting, business continuity planning, emergency control, and learning and development.
- Manage shared pool and corporate resources such as fleet vehicles.
- Contribute to team, section and branch goals and outcomes, and business improvement activities.
- Provide flexible and professional service to ministerial requests to seek a positive outcome.
- Facilitate and support Ministerial meetings and events.
- Build and maintain positive working relationships with team members, internal and external service providers, and stakeholders.
- Delegate tasks and monitor outputs
- Support and assist staff development within the team where applicable.
- Other duties as directed.

Eligibility

- To be eligible for employment with the Department of Health and Aged Care, applicants must be an Australian citizen at the time an offer of employment is made.
- An applicant’s suitability for employment with Health and Aged Care will also be assessed through a variety of pre-employment check processes, such as:
 - Satisfactory completion of a criminal history check, and where relevant, a Working with Children and Vulnerable People Check,
 - Completion of a medical declaration and pre-employment medical (where required),
 - Providing evidence of qualifications (where required), and
 - Obtaining and maintaining a security clearance at the required level.

Notes

- Applications close 11:30pm AEST.
- Applicants are asked to quote reference number 24-FMDIV-23737 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	Fiona Tolhurst, 0466 583 212
Agency Recruitment Site	https://www.health.gov.au/about-us/work-with-us/current-vacancies

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Industry, Science, Energy and
Resources

Vacancy VN-0739826

Department of Industry, Science and Resources
(DISR)

Closing Date:Tuesday 23 April 2024

Questacon
Science and Learning Education Programs Management

Job Title	Education Programs Officer
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Various locations - ACT ACT
Salary	\$83,460 - \$88,055
Classification	APS Level 5
Position Number	0671_03/24
Agency Website	https://www.industry.gov.au/

Job Description

<https://industrycareers.nga.net.au/?jati=85A6E368-7183-3EE8-FB37-DAA570894CA1>

About the Department

The Department of Industry, Science and Resources and our broader portfolio are integral to the Australian Government’s economic agenda. Our purpose is to help the government build a better future for all Australians through enabling a productive, resilient and sustainable economy, enriched by science and technology. We do this by:

- Growing innovative & competitive businesses, industries and regions
- Investing in science and technology
- Strengthening the resources sector.

The APS and the department offer a clear direction and meaningful work. You will be able to create positive impact in people’s lives whilst contributing to improved outcomes for Australia and our people.

If you would like to feel a strong connection to your work and you are accountable, committed and open to change, join us in shaping Australia’s future.

Please see the APSC's [APS Employee Value Proposition](#) for more information on the benefits and value of employment within the APS.

About Questacon

Questacon – The National Science and Technology Centre is a division of the Australian Government Department of Industry Science and Resources. Our vision is of a better future for all Australians through engagement with science, technology and innovation, and our mission is to excite and motivate people through inspirational learning experiences. Our teams work nationwide to deliver diverse programs, exhibitions and experiences.

About the team

Questacon's Education Programs team works with teachers and other educational stakeholders to deliver meaningful, impactful professional learning aimed at reaching under-represented audiences including girls, regional and remote communities, and Indigenous audiences. In addition to the development and delivery of professional learning, the team works to develop and sustain communities of practice across the country to support educators and build connections with STEM professionals, to ensure young Australians have the skills needed to enter the STEM workforce.

The Education Programs team is a creative, innovative and dynamic team with extensive reach, responsibility and opportunities across many areas of Questacon's business.

The opportunity

We are seeking to fill multiple vacancies with candidates who are highly enthusiastic about education to assist in the Questacon's Education Programs team in the delivery of our programs *Questacon STEM Futures* and *Engineering is Elementary*.

- *Questacon STEM Futures* is a program that supports primary and secondary teachers, school leaders and local communities to develop and sustain a local STEM Learning Ecosystem that drives meaningful change for their schools. It achieves through building educators' confidence and capability to teach STEM, supporting school leaders to embed a STEM culture and plan in their schools as well as nurturing partnerships between schools and local industry.
- *Engineering is Elementary* provides professional development workshops for educators to empower them to teach engineering concepts in their own classrooms. Since 2019 Questacon has delivered *Engineering is Elementary* to over 1500 educators across Australia. The program is delivered to primary school educators (K-6) and provides them with training and resources to directly implement cross-curricular units of work in their classrooms with an engineering focus.

What's in it for you?

You will get to be part of programs that have a national impact on STEM education. Questacon is committed to supporting the STEM workforce pipeline in Australia and ensuring Australians have the necessary skills to face the challenges of the future. As a member of the team, you will help to develop innovative educational resources and deliver engaging workshops for teachers, school leaders and other educational stakeholders across Australia.

You will regularly travel around Australia to deliver these programs aimed at reaching under-represented audiences and underserved communities, to enable educators to inspire students and consider future STEM careers. Each member of the team plays an important role in achieving this goal.

Our ideal candidate

Questacon is committed to recruiting the best possible team to deliver the different aspects of the Education Programs and is seeking high quality applicants from across Australia.

Our ideal candidate will:

- Have qualifications or experience in STEM, education and/or science communication,
- Be able to support the development and delivery of creative and innovative educational programs,
- Have experience or relevant transferral skills in coordinating events and assisting in the management of projects,
- Have outstanding interpersonal and communication skills,
- Have strong organisational and time management skills, and
- Be resilient and respond positively to change.

We encourage applications from individuals from diverse sectors and experience, including from both within or outside of the Australian Public Service or the formal education system.

Our department has a commitment to inclusion and diversity, with an ambition of being the best possible place to work. This reflects the importance we place on our people and on creating a workplace culture where everyone is valued and respected for our contribution. Our ideal candidate adds to this culture and our workplace in their own way.

Duties

This role is essential in supporting the planning, development, and delivery of the touring professional development programs for Questacon STEM Futures and Engineering is Elementary. They are responsible for:

- development and delivery of high-quality educator workshops and resource materials,

- managing aspects of touring program logistics, through collaborating with team members,
- facilitating impactful engagement through workshop and stakeholder interactions, and
- guiding and mentoring APS4 staff.

Eligibility

The position holder is also required to:

- hold a full licence, or hold a P2 driver's licence for at least 12 months
- undergo a National Police Check
- obtain, or hold, a current registration issued under the Working with Vulnerable People (Background Checking) Act 2011, and maintain this registration for the duration of employment, and
- have the ability to obtain registration to work with children and vulnerable people in other Australian states and territories as required by local authorities.

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

Outside of your usual pattern of work, this role may require some after-hours or weekend work, including intrastate or interstate travel as required.

Multiple positions are available, offered as non-ongoing until 31 December 2027.

A merit pool may be established and used to fill future vacancies within 18 months from the date the vacancy was first advertised in the Gazette.

The department does currently offer flexible work opportunities for many roles. This vacancy is based in Canberra, although flexible or remote work arrangements may be considered. Please reach out to the contact officer to discuss this further.

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

About the Department of Industry, Science and Resources (DISR)

The department's Enterprise Agreement and policies provide for a flexible working environment to assist staff balance their work and home life. Staff and managers work together to balance the operating needs of the department with the needs of the individual. Options may include full time/part time working arrangements, working from home or other arrangements. Our employees say they recommend our department as a good place to work. Our workplace is one that encourages and supports all employees to have a sense of belonging and a culture that allows them to bring their authentic selves to work every day. Our reconciliation vision supports a workforce with opportunities and career pathways for Aboriginal and Torres Strait Islander peoples. The vision allows them to feel empowered and helps to ensure that the department and broader community can benefit from the knowledge and

experience of Australia's First Peoples. We encourage applications from people of all ages, abilities, nationalities and backgrounds including Aboriginal and/or Torres Strait Islander people, mature age, culturally and linguistically diverse people, people of the LGBTIQ+ community and people with disability. The department wants to give candidates the opportunity to demonstrate their full potential during a recruitment process. We encourage candidates who require any adjustments or support as part of the recruitment process to reach out and discuss them with the job's contact officer. Candidates are also welcome to contact our Inclusion team at inclusion@industry.gov.au for a confidential discussion if you identify from any of these diverse backgrounds and would like to discuss how we can support you.

To Apply

Position Contact	Stephen Robey, 0487 497 616
Agency Recruitment Site	https://industrycareers.nga.net.au/?jati=85A6E368-7183-3EE8-FB37-DAA570894CA1

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Infrastructure, Transport, Regional
Development and Communications

Vacancy VN-0739971

Museum of Australian Democracy - Old Parliament House

Closing Date:Sunday 21 April 2024

Development, Marketing, Communications & Commercial
Marketing and Communications

Job Title	Senior Media and Communications Coordinator
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Parkes ACT
Salary	\$90,199 - \$101,022
Classification	APS Level 6
Position Number	22100
Agency Website	

The APS6 Senior Media & Communications Officer forms part of a small, dynamic team that works in a fast-paced environment. This position is responsible for the development and implementation of strategies to ensure the effective promotion and positioning of MoAD, its partnerships, activities, and products through earned and paid media. The position is also responsible for producing other communication products that connect MoAD with key audiences and effectively establish our brand.

Duties

Reporting to the EL1 Manager Marketing & Communications:

- Provide proactive media engagement, including monitoring and reporting on media relating to MoAD.
- Develop and implement media strategies and materials to increase local and earned media across multiple museum business units.
- Provide media briefings and talking points for senior staff members, in line with MoAD’s key messaging.
- Develop and implement communication plans.
- Develop written content for corporate communication and promotional purposes.
- Develop and implement an Electronic Direct Mail (EDM) strategy and increase e-news reach and engagement.
- Support the Marketing & Communications team to deliver stakeholder events, including exhibition launches (such events may involve out-of-hours work).

Eligibility

Employment with the Museum of Australian Democracy is subject to the following conditions:

- **Citizenship** – To be eligible for employment with MoAD, applicants must be an Australian Citizen.
- **Security Clearance** – The successful applicant will be required to undergo and maintain a security clearance at the baseline level.

Notes

*This is an ongoing opportunity.
Suitable candidates may be placed in a merit pool from this selection process and the pool may be used to fill similar ongoing or non-ongoing roles. Non-ongoing vacancies filled from a merit pool may be offered as a specified term. Applicants may have their application and assessment results shared with other Australian Public Service (APS) agencies looking to fill similar roles.*

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

About the Museum of Australian Democracy - Old Parliament House

To Apply

Position Contact	Annalisa Millar, 02 6270 8123
Agency Recruitment Site	moadoph.gov.au/about/career

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Infrastructure, Transport, Regional
Development and Communications

Vacancy VN-0740033

Museum of Australian Democracy - Old Parliament
House

Closing Date:Sunday 28 April 2024

Exhibitions and Engagement Museum Engagement

Job Title	Manager
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Parkes ACT
Salary	\$110,115 - \$120,900
Classification	Executive Level 1
Position Number	21801
Agency Website	

Job Description

moadoph.gov.au/about/careers

The Museum of Australian Democracy (MoAD) at Old Parliament House is located inside a heritage-listed building that was once home to Australia’s Parliament (1927 to 1988).

True to our building’s original brief, we provide a ‘people’s place’, where big ideas are explored.

We share the story of Australia’s democracy through exhibitions, events and education programs, as well as through our rich online collection of stories, objects and resources.

At MoAD, we celebrate the Australian democratic journey. We seek to provoke thought and inspire conversation by sharing stories and objects that played a part in shaping the nation as it is today.

Careers at MoAD are varied, from exhibition curators, heritage officers and learning facilitators, through to digital producers, finance officers and IT specialists. We’re a small team, working in a dynamic environment, sharing our democratic and political history in a heritage-listed building.

MoAD is an inclusive and rewarding workplace that values the contributions of all our staff. We encourage applications from First Nations Australians, people with a disability, culturally and linguistically diverse people and LGBTQIA+ people. We are committed to a safe and supportive workplace which includes flexible working practices.

Duties

The Manager Museum Engagement is responsible for managing the development, delivery and evaluation of programs and events, such as Enlighten and the school holiday programs, which enable access to the Museum's content, collections and exhibitions.

The Manager is also responsible for managing the PlayUP and DressUP programs, spaces and content, as well as:

- Manage the creative input, development and delivery of a range of transformative exhibitions, events and programs that support the Museum to empower and engage communities by promoting active citizenship.
- Liaise and work with internal and external partners, stakeholders and consultants in the development and delivery of programs to engage diverse audiences at all ages with differing needs.
- Actively manage work health and safety, resources, budgets, schedules and priorities to deliver high quality projects that drive the Museum to deliver on its strategic objectives.
- Manage a diverse team and oversee the development and implementation of staff training programs that support the workforce in delivering engaging, empowering, and creative programs.
- Represent the museum at appropriate conference to promote the organisation's standing in the cultural community.

Eligibility

Employment with the Museum of Australian Democracy is subject to the following conditions:

- Citizenship – To be eligible for employment with MoAD, applicants must be an Australian Citizen.
- Security Clearance – The successful applicant will be required to undergo and maintain a security clearance at the baseline level.
- Working with Vulnerable People (for designated positions) – a WwVP card is required to be seen prior to commencing with MoAD.

Notes

This is a non-ongoing opportunity.

Suitable candidates may be placed in a merit pool from this selection process and the pool may be used to fill similar ongoing or non-ongoing roles.

Non-ongoing vacancies filled from a merit pool may be offered as a specified term.

Applicants may have their application and assessment results shared with other Australian Public Service (APS) agencies looking to fill similar roles.

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

About the Museum of Australian Democracy - Old Parliament House

To Apply

Position Contact	Amy Wolgamot, 02 6270 8152
Agency Recruitment Site	moadoph.gov.au/about/careers

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Prime Minister and Cabinet

Vacancy VN-0740041

Australian National Audit Office

Closing Date:Sunday 28 April 2024

Performance Audit Services Group

Job Title	EL1 Director - Performance Audit
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Barton ACT
Salary	\$119,897 - \$135,112
Classification	Executive Level 1
Position Number	024/2024
Agency Website	https://www.anao.gov.au

Job Description

<https://anaocareers.nga.net.au/?jati=E20259D4-C73A-4454-D197-DAA661FDF000>

The Performance Audit Services Group (PASG) provides Parliament with assurance about the quality of public resource management and assists the public sector by identifying and promoting better administrative and management practices.

A performance audit is like a research project, so we are looking for inquiring, detail-oriented people who enjoy focusing on a single project for an extended period of time (8–12 months). The successful candidates will think strategically, enabling them to draw conclusions from a broad evidence base, and have experience in preparing evidence-based reports. We are seeking candidates who can:

- plan, manage and deliver projects within allocated budgets and timeframes;
- manage work allocations and staff development for a small team;
- prepare high quality professional audit reports for the Parliament that meet auditing standards;
- manage and develop positive and constructive entity relationships to support audit delivery;
- engage with audit entities (including their senior leadership) on a no surprises basis, that ensures their sufficient input and ability to respond to findings;
- represent the ANAO in parliamentary committees and briefings to parliamentarians;

- demonstrate how judgments have been made based on available evidence;
- supervise staff including reviewing performance and providing comprehensive performance assessment and feedback; and
- contribute to improvement in performance audit techniques.

Duties

As an EL1 Director in our Performance Audit Services Group (which includes the Defence Major Projects report) your role will be to:

- plan and deliver lower risk performance audits and assurance reviews that comply with the ANAO Auditing Standards, including development of audit work plans;
- assist in the management and delivery of higher risk audit products in accordance with approved plans and operational priorities;
- support the learning, development and wellbeing of your team;
- communicate audit goals and priorities and ensure the audit is tracking to the audit work plan timeframes and budget and key milestones;
- manage relationships with entities involved in the audit;
- discuss and enhance the audit through workshops with the Auditor-General and audit executives, in accordance with ANAO quality procedures; and
- prepare briefings for Members of Parliament and committee inquiries related to your audit.

Eligibility

Eligibility:

Citizenship – To be eligible for employment with the ANAO, applicants must be an Australian citizen.

Security Clearance – The Australian community requires the highest level of integrity from ANAO employees. The preferred applicant will be required to obtain and maintain a security clearance at the baseline level. Further information is provided in the [Security Clearance Applicant Guide Book](#) and on the [AGSVA website](#).

Notes

How to apply:

Applications must be submitted using the [online recruitment system](#).

Applicants are required to submit a current CV/resume and a statement of claims (500 words maximum) outlining why you are interested in this position and why you believe that you have the skills, capabilities, knowledge and experience to be considered for this role. Please provide examples which demonstrate your ability to perform the duties of the position. We highly recommend that you refer to the [ANAO Core Capability Framework](#) when preparing your statement of claims.

Information Session:

An information session for prospective candidates will be held on 22 April from 5:00 pm, at the ANAO office at 38 Sydney Avenue Forrest ACT. Current staff will be in attendance to discuss the role and answer your questions. To book, please email pasgpracticemanagement@anao.gov.au with your name and the position you are interested in by 2pm on 22 April 2024.

Contact:

Wendy Preston, (02) 6203 7728, wendy.preston@anao.gov.au

Closing date:

Applications close: 11:30pm (AEST) on 28 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 National Audit Office

The Australian National Audit Office (ANAO) is a specialist public sector entity that provides a full range of audit services to the Australian Parliament, the Australian Government and public sector entities. The 'Auditor-General Act 1997' provides the legislative framework for the role of the Auditor-General and the ANAO. The purpose of the ANAO is to drive accountability and transparency in the Australian Government sector through quality evidence based audit services and independent reporting to Parliament, the

Executive and the public, with the result of improving public sector performance. The Executive is accountable to Parliament for its use of public resources and the administration of legislation passed by the Parliament. The Auditor-General scrutinises and provides independent assurance as to whether the Executive is operating and accounting for its performance in accordance with Parliament's purpose.

To Apply

Position Contact	Wendy Preston, 02 6203 7728
Agency Recruitment Site	https://anaocareers.nga.net.au/?jati=E20259D4-C73A-4454-D197-DAA661FDF000

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Prime Minister and Cabinet

Vacancy VN-0740047

Australian National Audit Office

Closing Date:Sunday 28 April 2024

Performance Audit Services Group

Job Title	APS6 Senior Performance Analyst
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Barton ACT
Salary	\$97,692 - \$112,284
Classification	APS Level 6
Position Number	023/2024
Agency Website	https://www.anao.gov.au

Job Description

<https://anaocareers.nga.net.au/?jati=74BAB4E4-1684-D648-B473-DAA65F7FFFC6>

The Performance Audit Services Group (PASG) provides Parliament with assurance about the quality of public resource management and assists the public sector by identifying and promoting better administrative and management practices.

A performance audit is like a research project, so we are looking for inquiring, detail-oriented people who love reading, developing

a detailed understanding of a topic and logically presenting your results. You will enjoy focussing on a single project for an extended period of time and working in a small team. You will be able to draw conclusions from evidence and have experience in preparing written reports. To be successful in this role, you will have:

- strong analytical skills, with experience in gathering data and evaluating organisational performance;
- excellent communication skills, particularly with regards to report writing and building internal and external relationships;
- demonstrated representational skills;
- the ability to manage projects and meet audit milestones in required timeframes;
- strong interpersonal, teamwork and supervisory skills;
- attention to detail and well-developed critical reasoning skills.

Duties

As an APS 6 Senior Performance Analyst in our Performance Audit Services Group (which includes the Defence Major Projects report) your role will be to:

- undertake research, evidence collection and data analysis with a view to forming findings and making recommendations, and draft sections of the final audit report;
- evaluate government programs and administration in accordance with an approved plan and supervisor's directions;
- promote teamwork and a positive and productive team culture;
- supervise, mentor and support more junior staff;
- formulate audit work plans to achieve audit objectives and impact;
- research policy and legislative frameworks, past audits, parliamentary discussions on relevant matters, and other issues as relevant to the context of the audit;
- lead entity meetings relevant to your area of audit responsibility;
- use data searching tools to identify audit evidence and sound judgement to assess its value and form conclusions against the audit objective;
- prepare working papers, documentation and reports to the required quality standard, written in a clear, concise, evidenced and factual manner; and
- lead the presentation of your findings and evidence in audit workshops with the Auditor-General and other audit executives.

Eligibility

Citizenship – To be eligible for employment with the ANAO, applicants must be an Australian citizen.

Security Clearance – The Australian community requires the highest level of integrity from ANAO employees. The preferred applicant will be required to obtain and maintain a security clearance at the baseline level. For more information about the AGSVA security clearance process, please refer to the [AGSVA website](#).

Notes

How to apply:

Applications must be submitted using the [online recruitment system](#).

Applicants are required to submit a current CV/resume and a statement of claims (500 words maximum) outlining why you are interested in this position and why you believe that you have the skills, capabilities, knowledge and experience to be considered for this role. Please provide examples which demonstrate your ability to perform the duties of the position. We highly recommend that you refer to the [ANAO Core Capability Framework](#) when preparing your statement of claims.

Information Session:

An information session for prospective candidates will be held on 22 April 2024, from 5:00pm, at the ANAO office at 38 Sydney Avenue Forrest ACT. Current staff will be in attendance to discuss the role and answer your questions. To book, please email pasgpracticemanagement@anao.gov.au with your name and the position you are interested in by 2pm on 22 April 2024.

Contact:

Name: Kelly Williamson

Phone Number: (02) 6203 7773

Email Address: kelly.williamson@anao.gov.au

Closing date:

Applications close: 11:30pm (AEST) on 28 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 National Audit Office

The Australian National Audit Office (ANAO) is a specialist public sector entity that provides a full range of audit services to the Australian Parliament, the Australian Government and public sector entities. The 'Auditor-General Act 1997' provides the legislative framework for the role of the Auditor-General and the ANAO. The purpose of the ANAO is to drive accountability and transparency in the Australian Government sector through quality evidence based audit services and independent reporting to Parliament, the Executive and the public, with the result of improving public sector performance. The Executive is accountable to Parliament for its use of public resources and the administration of legislation passed by the Parliament. The Auditor-General scrutinises and provides independent assurance as to whether the Executive is operating and accounting for its performance in accordance with Parliament's purpose.

To Apply

Position Contact	Kelly Williamson, 02 6203 7773
Agency Recruitment Site	https://anaocareers.nga.net.au/?jati=74BAB4E4-1684-D648-B473-DAA65F7FFFC6

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Prime Minister and Cabinet

Vacancy VN-0740055

Job Title	APS5 Auditor - Performance Analyst
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Barton ACT
Salary	\$88,180 - \$96,088
Classification	APS Level 5
Position Number	022/2024
Agency Website	https://www.anao.gov.au

Job Description <https://anaocareers.nga.net.au/?jati=732B9F99-CD4F-E332-76C8-DAA5AF96DA04>

The Performance Audit Services Group (PASG) provides Parliament with assurance about the quality of public resource management and assists the public sector by identifying and promoting better administrative and management practices.

A performance audit is like a research project, so we are looking for inquiring, detail-oriented people who love reading, developing a detailed understanding of a topic and logically presenting your results. You will enjoy focusing on a single project for an extended period of time and working in a small team. You will be able to draw conclusions from evidence and have experience in preparing written reports. To be successful in this role, you will have:

- experience in gathering and analysing data;
- good communication skills, particularly with regards to report writing and building internal relationships;
- the ability to prioritise work and contribute to meeting audit milestones;
- strong interpersonal and teamwork skills;
- a positive and learning attitude; and
- attention to detail and critical reasoning skills.

Duties

As an APS 5 Performance Analyst in our Performance Audit Services Group (which includes the Major Projects Report team), your role will be to:

- undertake research, evidence collection, data analysis and report writing with a view to forming findings and recommendations;
- evaluate government programs and administration in accordance with an approved plan and supervisor's directions;
- promote teamwork and a positive and productive team culture;
- help formulate audit work plans to achieve audit objectives and impact;
- research policy and legislative frameworks, past audits, parliamentary discussions on relevant matters, and other issues as relevant to the context of the audit;
- use data searching tools to identify audit evidence and sound judgement to assess its value;
- prepare working papers, documentation and reports to the required quality standard, written in a clear, concise, evidenced and factual manner; and
- present your findings and evidence in audit workshops with the Auditor-General and other audit executives.

Eligibility

Citizenship – To be eligible for employment with the ANAO, applicants must be an Australian citizen.

Security Clearance – The Australian community requires the highest level of integrity from ANAO employees. The preferred applicant will be required to obtain and maintain a security clearance at the baseline level. Further information is provided in the [Security Clearance Applicant Guide Book](#) and on the [AGSVA website](#).

Notes

How to apply:
Applications must be submitted using the [online recruitment system](#) .
Applicants are required to submit a current CV/resume and a statement of claims (500 words maximum) outlining why you are interested in this position and why you believe that you have the skills, capabilities, knowledge and experience to be considered for this role. Please provide examples which demonstrate your ability to perform the duties of the position. We highly recommend that you refer to the [ANAO Core Capability Framework](#) when preparing your statement of claims.

Information Session:
An information session for prospective candidates will be held on 22 April at 5 pm, at the ANAO office at 38 Sydney Avenue Forrest ACT. Current staff will be in attendance to discuss the role and answer your questions. To book, please email pasgpracticemanagement@anao.gov.au with your name and the position you are interested in by 2pm on 22 April 2024.

Contact:
Name: Margaret Murphy
Phone number: 02 6203 7635
Email: Margaret.Murphy@anao.gov.au

Closing date:
Applications close: 11:30pm (AEST) on 28 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 National Audit Office

The Australian National Audit Office (ANAO) is a specialist public sector entity that provides a full range of audit services to the Australian Parliament, the Australian Government and public sector entities. The 'Auditor-General Act 1997' provides the legislative framework for the role of the Auditor-General and the ANAO. The purpose of the ANAO is to drive accountability and transparency in the Australian Government sector through quality evidence based audit services and independent reporting to Parliament, the Executive and the public, with the result of improving public sector performance. The Executive is accountable to Parliament for its use of public resources and the administration of legislation passed by the Parliament. The Auditor-General scrutinises and provides independent assurance as to whether the Executive is operating and accounting for its performance in accordance with Parliament's purpose.

To Apply

Position Contact	Margaret Murphy, 02 6203 7635
Agency Recruitment Site	https://anaocareers.nga.net.au/?jati=732B9F99-CD4F-E332-76C8-DAA5AF96DA04

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Prime Minister and Cabinet

Vacancy VN-0739866

Department of the Prime Minister and Cabinet

Closing Date:Monday 22 April 2024

Corporate and Technology Division
Business Services Branch Property

Job Title	Property Director, Business Services Branch
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Barton ACT
Salary	\$141,669 - \$168,609
Classification	Executive Level 2
Position Number	PMC/2024/049
Agency Website	

Job Description

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

The Opportunity

The Property Section at PM&C has oversight of property and facilities management in accordance with government and industry guidelines to support the Department of the Prime Minister and Cabinet across multiple tenancies.

We are looking for an enthusiastic, open-minded, flexible and experienced EL2 Property Director to lead the Property Section in the Business Services Branch. The Director will drive a positive and supportive culture, embedding a commitment to efficiency, value for money and client focused solutions across the span of property needs for the Department.

The Director will model effective collaboration for a small team of high-performing professional property and facilities officers, encouraging good communication, a ‘how can we help’ approach, with a commitment to engaging with stakeholders to provide professional property and facilities solutions on a variety of issues that occur on a daily basis. This role will also oversee the Property Projects team that sit in the Section.

The Property Section works closely with internal and external contractors and the Department of Finance to fulfil the legislative requirements of managing Commonwealth tenancies, including our contracted Property Service Provider through the Whole of Government Property Services arrangements. The Property section are also responsible for fleet management and reporting against the Net Zero in Government Operations Strategy.

As the EL2 Property Director you will:

- Lead a high performing busy team who provides Property services across multiple locations, managing small and large contracts for the Department, directing a dedicated Property Project team.
- Provide engagement and input across a range of APS forums for Property services.
- Actively develop key stakeholders and supplier relationships to deliver shared outcomes.
- Deliver gold-standard client services, including liaising closely across the Corporate and Technology Division and the Chief Operating Officer's office to proactively plan the strategic program of work for the Property Section, enabling the Department to respond in a coordinated way to support our major stakeholders, as well as taking a flexible approach for new requirements, contributing to the Business Services Branch and Department's objectives.

Duties

To be successful in this role you will have:

- Experience in managing the provision of property services and an operational budget for multiple tenancies.
- Well-developed relationship building and influencing skills to work collaboratively with senior executives and key internal and external stakeholders.
- Strong written and oral communication skills, having the ability to prepare clear and concise written advice and reports.
- A flexible and resilient leader who can motivate and support a diverse and multi-skilled team to succeed.
- A strong commitment to building and maintaining a vibrant, respectful and inclusive workplace culture.
- A problem solver, ready to work with your clients to develop timely solutions to deliver projects on time and on budget. You will have strategic capability to identify emerging issues, provide advice and coordinate clear and accurate responses.

Eligibility

Under section 22(8) of the Public Service Act 1999, employees must be Australian citizens to be employed in the APS unless the Agency Head has agreed otherwise, in writing. At PM&C to be eligible for this position you should be an Australian Citizen at the closing date of application, unless exceptional circumstances apply (see below FAQs in the candidate pack for more details).

The successful candidate must be able to obtain and maintain a Baseline Vetting (Protected) level security clearance, or hold a current security clearance of an appropriate level.

The successful candidate will be assessed through our pre-employment screening checks, such as an Australian Criminal History Check, and will normally be subject to a six-month probation period if new to the APS or has not yet completed their probation period elsewhere in the APS.

Notes

This role is being advertised as both ongoing and non-ongoing, with the employment type to be determined in negotiation with the preferred candidate and the PM&C delegate.

Where a non-ongoing specified term is offered, this would be for an initial period of up to 12 months, with possibility of extension up to a maximum period of two years.

A non-ongoing offer may result in conversion to an ongoing offer of employment, however this must occur within 18 months from the opening date of this advertisement.

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

The Department of the Prime Minister and Cabinet (PM&C) advances Australia’s national interests through high quality support to the Prime Minister and the operations of Cabinet. PM&C supports the Prime Minister as leader of the Government and of Cabinet and as leader of the country. This positions us both to provide visibility of Government priorities and influence outcomes across all Commonwealth portfolios, state jurisdictions, the Australian Public Service (APS) as an institution, and on the international stage. Our role is to provide fresh thinking and creative advice to government as stewards for the APS. We contribute ideas on the many and varied issues facing Australia, taking into consideration the views and opinions of a range of stakeholders across the private, public, not-for-profit and community sectors. The PM&C team provides pragmatic advice and finds solutions to problems so that Government policies can be effectively designed and implemented. We give particular weight to issues that are important to the Prime Minister. Our focus, put in its simplest terms, is to find new ways to improve the lives of all Australians.

To Apply

Position Contact	Samantha Portelli, 0408 121 968
Agency Recruitment Site	https://dpmc.nga.net.au/cp/?AudienceTypeCode=EXT

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Prime Minister and Cabinet

Vacancy VN-0739894

Digital Transformation Agency (DTA)

Closing Date:Tuesday 30 April 2024

Corporate Finance, Procurement and Assurance

Job Title	Assistant Director, Governance and Risk
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Canberra ACT, Sydney NSW
Salary	\$119,475 - \$132,442
Classification	Executive Level 1
Position Number	076_04/24
Agency Website	https://www.dta.gov.au/

The Digital Transformation Agency (DTA) is seeking to engage a highly motivated Assistant Director - Governance and Risk within its Finance, Procurement and Assurance team.

Duties

The Assistant Director, Governance and Risk reports to the Chief Financial Officer (CFO) and is a key position in a high functioning finance, procurement and assurance team that sits within the Corporate Branch. It is responsible for delivery of strategic, client-focused and innovative services to the DTA including finance, procurement, audit, fraud and freedom of information and Privacy.

The position plays a pivotal role in leading the delivery of DTA's governance, risk manage and corporate assurance activities to ensure compliance with DTA's legislative obligations.

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.

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 vacancies within the next 12 months.

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	Chris Huang, 0499 835 508
Agency Recruitment Site	https://www.dta.gov.au/join-our-team

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Prime Minister and Cabinet

Vacancy VN-0739950

National Indigenous Australians Agency

Closing Date:Monday 22 April 2024

Corporate
Communications Public Affairs and Media

Job Title	Director Public Affairs and Media, Communications and Media
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Woden ACT
Salary	\$141,669 - \$168,609
Classification	Executive Level 2
Position Number	NIAA/2024/053
Agency Website	https://www.niaa.gov.au/

Job Description

<https://niaa.nga.net.au/?jati=2D82C198-6789-8CD0-A528-DAA5B02BEDC7>

The Communications and Media branch supports the Agency in the development and implementation of strategic communications campaigns, media, public affairs, and digital communications, raising awareness of the strategic priorities of the Agency.

The Public Affairs and Media team manages media engagement for the Agency. This includes handling media enquiries, liaising across the organisation and with the Minister's Office to prepare for and deliver announcements and media opportunities as well as providing strategic communications advice on emerging issues.

Duties will include:

- lead a small team responsible for end-to-end management of media enquiries, media releases, talking points, messages, statements and CEO/Ministerial speeches
- liaise with journalists, the Minister's Office, other agencies, and across all levels of the NIAA to prepare, clear and deliver media products and other material for public release
- monitor the media, political and wider societal environment to analyse and predict issues and provide media and communications advice to the Executive
- oversee the Agency's daily media report and media monitoring services
- work closely with the Communications branch teams – creative, digital and strategists – to ensure a unified and cohesive communications approach for the Agency
- the position includes some out-of-hours work.

Duties

Our ideal candidate will have:

- a demonstrated understanding of the Australian media environment and Government processes for releasing information

- a demonstrated ability to manage a high-volume, high-pace workload and ability to manage competing priorities that can change quickly, while maintaining relationships and working productively in team environments
- well-developed writing skills and an extremely high level of attention to detail
- an ability to engage on sensitive and potentially distressing subject matter, and to maintain confidence and discretion
- an ability to engage sensitively and effectively with Aboriginal and Torres Strait Islander peoples and across all classification levels
- demonstrated capacity to develop an understanding of the complex social policy issues affecting Aboriginal and Torres Strait Islander peoples, and a strong commitment to ongoing cultural capability development.

To be successful working at NIAA, you will also live our Values and Behaviours through your everyday actions. Our shared NIAA Values are:

- We respect multiple perspectives
- We are authentic
- We are professional and act with integrity
- We invest in each other's success
- We deliver with purpose

Eligibility

- To be eligible for this position you must be an Australian Citizen.
- Occupants must be able to obtain and maintain a Baseline level security clearance, or hold a current security clearance of an appropriate level.
- Successful candidates will be required to be assessed through our pre-employment screening checks, such as an Australian Criminal History Check.

Notes

Ongoing & Non-ongoing (for an initial period of up to 12 months).

These roles are being advertised as both ongoing and non-ongoing, with the employment type to be determined in negotiation with the preferred candidate and the NIAA delegate.

Where a non-ongoing specified term is offered, this would be for an initial period of up to 12 months, with possibility of extension up to a maximum period of two years.

A non-ongoing offer may result in conversion to an ongoing offer of employment, however this must occur within 18 months from the opening date of this advertisement.

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

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

About the National Indigenous Australians Agency

The National Indigenous Australians Agency (NIAA) works directly to, and supports the Minister for Indigenous Australians, to implement whole-of-government policies and programs to improve the lives of all Aboriginal and Torres Strait Islander peoples. This includes liaising closely with State and Territory governments, Indigenous peak bodies, stakeholders, and service providers to ensure that Indigenous programs and services are delivering for Aboriginal and Torres Strait Islander peoples as intended. The NIAA team includes people across Australia who work closely with communities to address their unique needs.

To Apply

Position Contact	Susan Kibukamusoke, 0457 398 215
Agency Recruitment Site	https://niaa.nga.net.au/?jati=2D82C198-6789-8CD0-A528-DAA5B02BEDC7

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Social Services

Vacancy VN-0739992

National Disability Insurance Agency

Closing Date:Sunday 28 April 2024

Chief Information Officer Division
Cyber Security and Resilience Branch Cyber Security

Job Title	EL2 Director Cyber Security Operations
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Deakin ACT
Salary	\$136,863 - \$155,386
Classification	Executive Level 2
Position Number	0459_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

The Cyber Security and Resilience Branch is seeking a highly experienced EL2 Director Cyber Security Operations to join their team.

The Cyber Security and Resilience Branch is responsible for providing strategic agency-wide oversight of Cyber security. The branch manage and implement the requirements of the Australian Government Security Frameworks and other associated relevant legislation including the

Protective Security Policy Framework (PSPF) and Information Security Manual (ISM) within the Agency.

The ideal candidate will have a minimum three years Australian Government experience. You will have demonstrated experience in a senior cyber security leadership role with a focus on operations and strategy. Proven ability to lead and manage teams effectively with strong communication and interpersonal skills. You will be influential in your stakeholder engagement skills.

Duties

Where you can add value

This role is pivotal in ensuring the security and integrity of our digital assets and information systems across the Agency. You will be responsible for leading and implementing comprehensive cyber security strategies aligned with Agency goals and best practices. You will lead and manage the Cyber Security Operations team, including incident response, threat detection, identify and mitigate cyber security risks across all NDIA systems and networks. You will ensure compliance is met across cyber security standards, regulations and policies, demonstrate strong stakeholder engagement in order to collaborate with various stakeholders to integrate cyber security measures into Agency processes and projects.

Responsibilities of the role include but are not limited to:

- Leading the Agency's cyber security operations including managing cyber events and incidents and consider and apply security risk management principles, the Agency's risk profile and the cyber threat landscape in which the Agency operates.
- Developing a cyber security roadmap and associated projects that ensure ongoing uplift of cyber security controls, monitoring capability, and incident response functions for the Agency.
- Managing day to day cyber security operations including cyber capability development and support and cyber security incident response functions.
- Leading cyber security activities for high priority cyber security incidents and data breach impacting the Agency. **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.

RecruitAbility applies to this vacancy. Under the RecruitAbility scheme you will be invited to participate in further assessment activity for the vacancy if you choose to apply under the 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	Daryl Sheppard, 02 61320485
Agency Recruitment Site	https://www.ndis.gov.au/about-us/careers-ndia

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Social Services

Vacancy VN-0739984

National Disability Insurance Scheme (NDIS) Quality and Safeguards Commission

Closing Date:Tuesday 23 April 2024

Regulatory Policy, Insights and Review
Regulatory Policy, Insights and Review Reporting and Insights

Job Title	Senior Data Scientist
Job Type	Full-Time, Non-Ongoing
Location	Brisbane QLD, Canberra ACT, Parramatta NSW, Penrith NSW, Adelaide SA, Hobart TAS, Melbourne VIC, Perth WA, Darwin NT
Salary	\$111,445 - \$126,503
Classification	Executive Level 1
Position Number	114_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

Lead the development, deployment, maintenance and evaluation analytical models and analysis tools to solve business problems including:

- to understand the distribution of risk within the NDIS system
- to support decision making across the organisation
- Develop analytical frameworks to understand and model the NDIS system as a complex adaptive system
- Facilitate the creation of data products by integrating data from internal and external sources
- Undertake statistical analyses of NDIS Commission data
- Contribute to the development and implementation of the data and analytics function, including the development and tracking of key indicators, creation of shared libraries, frameworks and automation

Eligibility

Our ideal candidate will have a positive contemporary attitude to people with disability and have the following capabilities:

- High level of proficiency with R or Python
- Demonstrated ability to design and deliver analytics models, including evaluation of performance
- Demonstrated ability to maintain pipelines for data transformation
- Demonstrated ability to develop collaborative and productive working relationships with a wide range of internal and external stakeholders on data analytics projects
- High-level knowledge and skills across a range of data-related functions such as the statistical analysis of large datasets, systems design, data linkage and management.
- Effective written and verbal communications skills, including reporting, presentation and negotiation abilities

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	Georgina Breen, 0409672663
Agency Recruitment Site	https://ndiscommission.nga.net.au/?AudienceTypeCode=EXT

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Social Services

Vacancy VN-0739997

National Disability Insurance Scheme (NDIS) Quality and Safeguards Commission

Closing Date:Tuesday 23 April 2024

Regulatory Policy, Insights and Review
Regulatory Policy Reporting and Insights

Job Title	Senior Analytics Engineer
Job Type	Full-Time, Non-Ongoing
Location	Parramatta NSW, Canberra ACT, Penrith NSW, Perth WA, Darwin NT, Adelaide SA, Melbourne VIC, Brisbane QLD, Hobart TAS
Salary	\$111,445 - \$126,503
Classification	Executive Level 1
Position Number	115_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

In this role, you will:

- Lead the design, implementation and maintenance of robust data pipelines to transform and enhance NDIS Commission data
- Lead the design, implementation and maintenance of custom analysis applications
- Collaborate with data scientists and data governance specialists to develop formalised pathways from R&D to production
- Facilitate the creation of data products by integrating data from internal and external sources

Eligibility

Our ideal candidate will have a positive contemporary attitude to people with disability and have the following capabilities:

- High level of proficiency with multiple languages, including Python
- Knowledge of professional software engineering practices for the full software development lifecycle, including coding standards, code reviews, source control management, build processes, testing and operations
- Experience providing production-grade systems, including work delivering research and development projects to production
- Demonstrated ability to design, implement and maintain pipelines for data transformation

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	Georgina Breen, 0409672663
Agency Recruitment Site	https://ndiscommission.nga.net.au/?AudienceTypeCode=EXT

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Employment and Workplace Relations

Vacancy VN-0739986

Department of Employment and Workplace Relations
(DEWR)

Closing Date:Monday 22 April 2024

Employment Conditions

Job Title	First Assistant Secretary, Employment Conditions Division
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	-
Classification	Senior Executive Service Band 2
Position Number	24/0856
Agency Website	https://www.dewr.gov.au/

Job Description

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

Reporting to the Deputy Secretary, Workplace Relations Group, the First Assistant Secretary will lead the Employment Conditions Division, which is responsible for policy on key elements of the Fair Work Act 2009, including the National Employment Standards, the awards framework and the employee protections framework. The Division leads Australia’s international engagement with the International Labour Organization and related processes. The Division also has policy oversight for various aspects of the fair work framework, including the Fair Work Commission.

Duties

Responsibilities of the First Assistant Secretary include:

- Leading the work of the Employment Conditions Division, including taking a leadership role within Workplace Relations Group in respect of the overarching workplace relations policy framework.
- Supporting the Minister, the Secretary and the Deputy Secretary with advice on matters arising from the work of the Employment Conditions Division.

- Driving the delivery of policy reforms for Government.
- Representing the Department before Parliament and in meetings with senior stakeholders.
- Building and maintaining a culture of integrity and high performance.
- Contributing to the strategic management of the Department and participating actively in senior management forums.
- Contributing to the achievement of whole-of-government priority policy initiatives, including Closing the Gap.

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 Negative Vetting Level 1 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

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

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

About the Department of 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	Executive Intelligence Group, (02) 6232 2200
Agency Recruitment Site	https://dese.nga.net.au/?AudienceTypeCode=EXT-DEWR

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Employment and Workplace Relations

Vacancy VN-0740050

Fair Work Ombudsman

Closing Date:Tuesday 23 April 2024

Legal Group
Legal Compliance and Enforcement Branches 1 and 2

Job Title	Multiple lawyer positions (Junior Lawyer/Lawyer/Senior Lawyer)
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Sydney NSW, Adelaide SA, Melbourne VIC, Brisbane QLD
Salary	\$80,267 - \$132,866
Classification	APS Level 4;APS Level 5;APS Level 6;Executive Level 1
Position Number	24/025EA
Agency Website	http://www.fairwork.gov.au

Job Description

<https://fwocareers.nga.net.au/cp/index.cfm?event=jobs.home&CurATC=EXT&CurBID=7A26A857%2D2489%2D43>

We are seeking to fill multiple lawyer positions within the Legal Compliance & Enforcement Branches. The roles that are available are:

- Junior Lawyer (APS Level 4) - \$80,267 to \$87,064 plus 15.4% superannuation
- Lawyer (APS Level 5 – 6) - \$89,426 to \$111,296 plus 15.4% superannuation
- Senior Lawyer (Executive Level 1) - \$123,114 to \$132,866 plus 15.4% superannuation

You will be asked which role(s) you are applying for in your online application. You should carefully consider the selection criteria and qualifications/experience requirements for each role.

Positions will be available across our Adelaide, Brisbane, Melbourne and Sydney offices, on a part-time or full-time basis. All locations are subject to operational and capacity requirements. Operational needs will often require you to work part of the week in the office but flexibility requests will be considered on a case by case basis.

A merit list may also be formed through this recruitment process which may be used to fill upcoming vacancies that arise over the next 18 months.

About the OFWO

The Office of the Fair Work Ombudsman (OFWO) is an independent statutory office established by the Fair Work Act 2009 (Fair Work Act). Our functions outline the responsibilities we have as set by the Fair Work Act and other legislation to achieve our purpose:

- provide education, assistance, advice and guidance to employers, employees, outworkers, outworker entities and organisations
- promote and monitor compliance with workplace laws
- inquire into and investigate breaches of the Fair Work Act
- take appropriate enforcement action
- perform our statutory functions efficiently, effectively, economically and ethically.

What our employees say about us

We are one of the most engaged and high performing agencies in Australia; consistently scoring above average on employee engagement and wellbeing when surveyed against other APS agencies.

What we offer you

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

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

We Value Diversity

OFWO has been accredited as a Breastfeeding Friendly Workplace since 2011. We are also members of the Australian Network on Disability and Pride in Diversity. We encourage and welcome applications from Aboriginal and Torres Strait Islander peoples, people with disability, LGBTQIA+ people, people from culturally and linguistically diverse backgrounds and mature age people.

About the Legal Compliance and Enforcement (LC&E) Branches

The OFWO has two LC&E Branches comprising four busy teams of legal professionals who work collaboratively to progress a high volume of civil penalty litigation relating to Commonwealth workplace relations laws. We work with internal stakeholders to identify and progress compliance and enforcement outcomes, including significant litigation matters involving large corporations, serious contraventions and complex legal issues. As part of this process, we advise on the progress of investigations and different enforcement options, and the implementation of legislative reform within the OFWO's jurisdiction. Lawyers in our practice work on cases where in-house lawyers are solicitors on the record, as well as having the opportunity to work with external counsel and solicitors. **Duties**

Typical Duties

As a **Junior Lawyer (APS Level 4)**, you will have the opportunity to build and develop your capability by:

- contributing to civil penalty litigation matters that shape the law and deter non-compliance, including appearing or instructing in Court
- providing legal advice relating to OFWO's functions, investigations and enforcement activities
- working with a broad cross-section of stakeholders across a range of sectors, including the legal profession, Courts and the wider public sector

- being part of a responsive and dynamic Agency committed to innovation.

As a **Lawyer (APS Level 5-6)** you will have the opportunity to:

- contribute to and conduct civil penalty litigation proceedings that shape the law and deter non-compliance, including appearing in Court and drafting a wide range of Court documents
- provide practical legal advice relating to the OFWO's functions, investigations and enforcement activities
- develop strong relationships with internal stakeholders and work with a broad cross-section of external stakeholders across a range of sectors, including the legal profession, government departments, Courts and the wider public sector
- be part of a responsive and dynamic Agency committed to innovation.

As a **Senior Lawyer (Executive Level 1)** you will have the opportunity to:

- lead the management of civil penalty litigations with limited supervision, having carriage of significant litigation matters and appeals, and instructing external legal providers
- provide and settle complex strategic and legal advice relating to the OFWO's functions, investigations and enforcement activities
- lead, supervise and mentor more junior lawyers within the team to enhance their capabilities and achieve effective outcomes
- settle work prepared by more junior lawyers (including complex legal advice and Court documents, as relevant)
- contribute to the leadership of the Legal Group, including through continuous improvement and innovation projects.

What we are looking for

We are seeking exceptional lawyers with a can-do attitude who are agile and adaptable and who are committed to achieving fairness in Australian workplaces.

You will need to hold a degree in Law from an Australian university (or overseas equivalent qualification) and admission, or eligibility for admission, to the Supreme Court in your State and the High Court of Australia. You will need to have (or be able to obtain) a practising certificate.

Junior Lawyers (APS Level 4)

As a Junior Lawyer, you will generally have **up to 1 year** post-qualification practice experience, and/or other translatable experience in workplace relations or regulatory contexts. Litigation experience will be highly regarded. You will be able to communicate clearly and appropriately for the intended audience and demonstrate initiative and accountability for your matters.

Lawyers (APS Levels 5-6)

As an APS 5 lawyer, you will have **at least 1-3 years** of post-qualification practice experience working as a lawyer and as an APS 6 lawyer, **more than 3 years** of post-qualification practice experience. Please note: the APS 5 level is not a graduate position.

You will have excellent oral and written communication skills and a track record of delivering strong outcomes within short time frames or competing priorities.

At the APS 6 level you will also be capable of providing practical legal advice on a range of

complex issues and be able to produce quality work autonomously, demonstrating good judgment and risk management. You will also be able to help develop more junior lawyers' skills and capabilities.

Senior Lawyers (Executive Level 1)

You will have strong legal, leadership and management skills. You will communicate with influence and have a proven capacity to exercise sound legal and strategic judgment and manage risk.

You must have substantial experience in litigation, workplace relations and/or regulatory law (other translatable experience will be considered) and be capable of independently leading litigation. You will be able to provide practical and strategic advice in relation to complex workplace relations and/or investigative issues.

You will generally have **at least 5 years** of relevant post-qualification experience working as a lawyer. You will be required to have a practising certificate without a supervised legal practice condition (or ability to obtain the same). **Eligibility**

- To be eligible for employment with the OFWO you must be an Australian citizen.
- The successful candidate must hold a current Australian Government Security Clearance (AGSVA) or be willing to undergo and obtain a Baseline security clearance.

A range of other conditions may be required depending on the role you are applying for. **Notes**

How to Apply

If you are excited about this opportunity, please tell us in no more than **800 words**:

- Why you want to apply for this role?
- How your skills and experience address the requirements of this role. Please describe and provide practical examples.

Please note: when applying, you will be asked which role(s) you wish to be considered for. Your 800 word response should be pitched at the most senior level you apply for.

All applications must be submitted via our [online application system](#) through the OFWO website.

If you have any questions about this recruitment exercise, please email recruitment@fwo.gov.au.

Please ensure you check your junk mail throughout the recruitment process, as sometimes our emails sent from our online system end up in junk mail folders.

Applications close 11:00pm (AEST) Tuesday 23 April 2024.

More Information

- Working with us and tips on applying, visit <https://www.fairwork.gov.au/about-us/careers>
- Office of the OFWO purpose and functions, visit <https://www.fairwork.gov.au/about-us/our-role-and-purpose>
- Office locations, visit <https://www.fairwork.gov.au/about-us/contact-us/offices>

About the Fair Work Ombudsman

The Fair Work Ombudsman (FWO) is an independent government agency created by the Fair Work Act 2009. The FWO is responsible for promoting harmonious, productive, cooperative and compliant workplace relations in Australia. Please visit the FWO website for further information. For a full list of our current office locations in each state, please visit: <https://www.fairwork.gov.au/contact-us/offices> The FWO provides a challenging and supportive work environment with access to great training and development opportunities and flexible working arrangements. To be eligible for employment with the FWO, you must be an Australian citizen.

To Apply

Position Contact	Recruitment Team, 00000000
Agency Recruitment Site	https://fwocareers.nga.net.au/cp/index.cfm?event=jobs.home&CurATC=EXT&CurBID=7A26A857%2D

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

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