



Commonwealth of Australia
APSJobs - Vacancies Daily
PS15 Daily Gazette Wednesday - 15 April 2026.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 - 16 April 2026.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>

The date of publication of this Gazette is PS15 Daily Gazette Wednesday - 15 April 2026.pdf. The date of publication establishes the date the vacancy was notified in the Gazette for the purpose of 25(1)(b) of the Australian Public Service Commissioners Directions 2022.

For gazette lodgement inquiries email: contact@apsjobs.gov.au

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Vacancies

Vacancy VN-0768738

Australian Electoral Commission

Closing Date: Tuesday 28 April 2026

Chief Information Officer Division
Chief Technology and Data Officer Branch Enterprise Technical Enablement

Job Title	Patching Engineer, Enterprise Technical Enablement
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	\$99,734 - \$111,701
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible
Office Arrangement Details	The AEC support flexible workplace arrangements as per operational requirements.
Classification	APS Level 6
Position Number	2026-058 17483
Agency Website	https://www.aec.gov.au/

Job Description

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

The Chief Information Officer Division (CIOD) deliver and support a range of ICT services to the agency including infrastructure platforms, application solutions and digital communications. CIOD is committed to building the agency's information technology capability by providing resilient, modern, and secure systems informed by data and insights, and to upskill teams to develop innovative new products and services.

The Chief Technology and Data Officer Branch (CTDOB) is responsible for the management of the agency's ICT infrastructure including on-prem and cloud networks, messaging systems, file storage and management, database administration and software delivery.

Duties

This role offers an exciting opportunity to build a strong technical career within a supportive team that makes significant contribution to the delivery of electoral events and day to day operations through an improved maturity of AEC's systems.

You will focus on managing and improving the AEC's system infrastructure, such as on-premises server and storage systems, multi-cloud infrastructure primarily in Microsoft Azure but may include Amazon Web Services and Google Cloud computing services, Office 365 applications, AEC's Standard Operating Environments, and end user device management (Microsoft Intune).

As part of this role you will be working within the CTDOB, to deliver positive outcomes for the patching, hardening, and security matters relating to the support of AEC systems.

To excel you'll have:

- Demonstrated knowledge and experience in implementing enterprise IT solutions based on-premises and utilising cloud services.
- Demonstrated knowledge and experience in deploying, testing, and maintaining an enterprise sized ICT environment,
- Demonstrated knowledge of risk management principles and processes in context of Infrastructure management.
- Demonstrated experience with managing and migrating solution infrastructure to the Azure platform and investigating and resolving complex issues with the operation of infrastructure and infrastructure as code.
- Demonstrated ability to build and maintain effective working relationships with key stakeholders across all levels and communicate with influence key stakeholders.
- Ability to work effectively across teams to provide systems expertise to enhance and improve existing solutions, including designing, developing, implementing, and testing solutions, in line with business requirements and software development standards
- Demonstrated personal drive and integrity whilst achieving results within legislative and budget parameters.

Desirable

- Demonstrated experience with vulnerability management solutions, such as MECM, Nessus, Satellite, and Ivanti, and MDE.
- Relevant qualifications in IT, including cloud certification.
- Demonstrated knowledge of Australian IT Cyber security frameworks.
- Demonstrated knowledge of IT frameworks, such as ITIL and TOGAF.
- Demonstrated knowledge of the Commonwealth frameworks, including ICT frameworks.

Eligibility

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

- Applicants are required to consent to, undergo, obtain and maintain the security clearance required for this role.

Notes

RecruitAbility applies to this vacancy. Under the RecruitAbility scheme you will be invited to participate in further assessment activity for the vacancy if you choose to apply under the scheme; declare you have a disability; and meet the minimum requirements for the job. For more information visit: <https://www.apsc.gov.au/recruitability>. This initiative/program is only applicable where the successful applicant will be employed under the Public Service Act 1999. Similar conditions may apply when employed under other Acts. For clarification please contact the advertising agency.

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	Ricky Keegan, Ricky.Keegan@aec.gov.au
Agency Recruitment Site	https://candidate.aurion.cloud/aec/production/

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Vacancy VN-0768780

Department of the Treasury

Closing Date: Wednesday 29 April 2026

Corporate Division
Information Services Branch

Job Title	EL1 Assistant Director, AI Governance Specialist
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Canberra ACT
Salary	\$137,301 - \$157,498
Future Merit Locations	Various locations - ACT
Office Arrangement	Flexible
Office Arrangement Details	Flexible working arrangements can be negotiated in accordance with Treasury's Enterprise Agreement and the operational needs of the role.
Classification	Executive Level 1
Position Number	08-2026
Agency Website	www.treasury.gov.au

Job Description

<https://treasury.gov.au/the-department/recruitment-and-careers>

The **Information Services Branch** is seeking a skilled and motivated Assistant Director to join the AI Team and support the safe, responsible and effective adoption of artificial intelligence across the Department of the Treasury.

The role plays a key part in Treasury's AI governance arrangements through high quality coordination, policy support and executive briefing in a complex and evolving environment, and sits within a branch responsible for Treasury's digital, information, data and technology capabilities, providing governance and assurance aligned with whole of Australian Government priorities.

Duties

- Provide end to end secretariat support for AI related governance committees, including agendas, minutes, papers, forward planning, horizon scanning and action tracking.
- Support effective interaction between AI governance committees and other internal governance and executive decision making forums.
- Support senior executives through high quality briefings, papers, coordination and general executive support for internal and external governance forums.
- Contribute to the development, review and implementation of Treasury policies, frameworks and processes that support the safe and responsible adoption of artificial intelligence.
- Liaise with other Australian Government departments and monitor whole of government and external developments in AI governance to inform advice and forward planning.

- Exercise sound judgement, professionalism and discretion when managing sensitive governance, policy and risk matters in a complex and evolving environment.
- Other duties as directed by the Director, Strategy, Architecture, Projects and Engagement (SAPE).

Desirable Skills / Experience

- A minimum of 5 years demonstrated experience in governance, policy, risk and secretariat roles within a complex ICT environment.
- A minimum of 3 years demonstrated experience in digital, data, technology or artificial intelligence related policy or governance in a public sector or comparable environment.
- Strong written communication skills, including experience preparing agendas, minutes, briefs and papers for senior executives.
- Ability to analyse complex or emerging issues and provide clear, practical advice to support decision making.
- Well-developed stakeholder engagement skills, with the ability to work collaboratively across organisational and functional boundaries.
- Ability to manage competing priorities, work with limited direction and deliver high quality outcomes to agreed timeframes.

Eligibility

Under Section 22(8) of the [Public Service Act 1999](#), employees of the Treasury are required to be Australian Citizens.

Successful candidates will be required to obtain and maintain, at a minimum, a Baseline security clearance, and will be subject to pre-employment screening checks.

Some positions may require a higher level of clearance, as specified in the position description.

Notes

This recruitment process is being used to fill an ongoing position. A merit pool may be established to fill future ongoing or non-ongoing vacancies, should they become available within 18 months from the date advertised.

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>. This initiative/program is only applicable where the successful applicant will be employed under the Public Service Act 1999. Similar conditions may apply when employed under other Acts. For clarification please contact the advertising agency.

About the Department of the Treasury

The Treasury is a respected and influential central economic agency. We provide authoritative advice and analysis to the Australian Government on a broad range of economic, fiscal, structural, financial and tax policy issues. We also monitor global economic conditions to make sure Australia is well placed to respond to emerging trends. Treasury provides some of the best opportunities in the public service. Treasury presents a challenging and rewarding career with the opportunity to contribute substantially to

Government policy that affects all Australians. The Treasury's staff are drawn from many professions representing diversity in experience and skills. We seek passionate staff who will work collaboratively to deliver the ideas and advice that will help Australia meet the challenges of the coming years. Treasury offers attractive salaries and employer superannuation as well as a range of other benefits, including generous leave entitlements, salary packaging and a closedown period over the Christmas holiday. The Treasury is a flexible, dynamic and diverse workplace with offices in Canberra, Sydney, Melbourne and Perth.

To Apply

Position Contact	Nicky Burton, 02 6263 1213
Agency Recruitment Site	https://treasury.gov.au/the-department/recruitment-and-careers

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Agriculture, Water and the Environment

Vacancy VN-0768794

Department of Agriculture, Fisheries and Forestry

Closing Date: Wednesday 29 April 2026

Exports & Veterinary Services
Meat Exports

Job Title	Administration Officer
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	\$88,834 - \$96,829
Future Merit Locations	Canberra
Office Arrangement	On Site;Flexible
Office Arrangement Details	Subject to negotiation
Classification	APS Level 5
Position Number	2026/740
Agency Website	https://www.agriculture.gov.au

Job Description

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

Why YOU are important to us and what impact will you have on the Exports & Veterinary Services Division and the departments' goal.

We make sure Australian exports meet international standards through inspections, audits and certifications. Our work helps expand trade by negotiating technical access for food and other products. We also manage quotas under trade agreements and represent Australia in setting global food standards.

We work with industry and international partners to ensure Australia's export systems are trusted and efficient. From meat inspection and halal certification to managing digital export systems and tariff rate quotas, we support smooth trade operations and uphold high standards that keep Australian products moving into key global markets.

As an Administration Officer in the Meat Exports Branch, you will provide operational and regulatory support across export certification, quota administration, documentation, registration, and licencing functions. Officers work in a fast-paced regulatory environment and are responsible for managing cases, systems and stakeholder interactions that support Australia's meat export framework.

Duties

This is where you play an important role.

As an **Administration Officer**, your duties may include:

- Managing and processing applications, cases and requests that support regulatory and licencing activities, in line with legislation, policy and procedures.
- Monitoring shared mailboxes and correspondence channels, ensuring timely, accurate and professional responses to industry and government stakeholders.
- Providing clear advice to exporters and internal stakeholders on requirements, documentation, quotas, regulation or licencing matters.
- Maintaining accurate records and administering information in departmental systems and databases.
- Supporting the development, maintenance and continuous improvement of operational processes, guidance material and work instructions.
- Assisting with reporting activities, including extracting and analysing data to support operational decisions and performance reporting.
- Contributing to small projects, system changes or process improvements within the team.
- Working collaboratively with colleagues and supporting broader branch and division priorities.
- Managing competing priorities and meeting deadlines in a regulated environment under broad direction.

Eligibility

Our ideal candidate will have the following knowledge and experience (desirable but not mandatory):

- Experience working in an administrative, operational or regulatory environments.
- Experience managing cases or applications and working with established procedures.
- Exposure to public sector programs, regulation, licencing, compliance or service delivery.
- Experience engaging with internal and external stakeholders and responding to enquiries.
- An understanding, or ability to quickly develop an understanding, of legislation, policy and procedural frameworks.
- Experience working with business systems, databases or case management tools.
- An interest in export regulation, quotas, food safety, animal health, or international trade.
- Export policy, program, legislation or agricultural industry experience.

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>. This initiative/program is only applicable where the successful applicant will be employed under the Public Service Act 1999. Similar conditions may apply when employed under other Acts. For clarification please contact the advertising agency.

This vacancy has been identified to participate in VetPaths. The Australian Public Service (APS) values the unique skills, perspectives, and experiences that veterans gain during their Australian Defence Force (ADF) employment and encourage veterans to apply. Support may be available to veterans transitioning to meaningful APS careers through participation in VetPaths, which offers veterans an opportunity to participate in a six month program offering formal learning and development, career mentoring and activities for wellness and peer supports. For more visit:

<https://www.dva.gov.au/about/careers/continuing-serve-vetpaths-support-pathway-veterans-new-australian-public-service-aps> This initiative/program is only applicable where the successful applicant will be employed under the Public Service Act 1999. Similar conditions may apply when employed under other Acts. For clarification please contact the advertising agency.

About the Department of Agriculture, Fisheries and Forestry

To Apply

Position Contact	Nicole Leask, (02) 6272 3033
Agency Recruitment Site	https://www.agriculture.gov.au/about/jobs/apply

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Attorney-General's

Vacancy VN-0768760

Attorney-General's Department

Closing Date:Wednesday 29 April 2026

Information

Job Title	Lead Records Manager
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	\$123,193 - \$149,893
Future Merit Locations	Canberra
Office Arrangement	Flexible
Office Arrangement Details	Flexible working arrangements can be negotiated in accordance with our Enterprise Agreement and the operational needs of the role.
Classification	Executive Level 1
Position Number	0098/26_ES/ID-EXT
Agency Website	https://www.ag.gov.au/Pages/default.aspx

Job Description <https://agcareers.nga.net.au/?jati=C17995FA-1272-474B-5F8D-ECD828C7219E>

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

Duties

Employment Opportunity

The EL1 Lead Records Manager works in the records management unit developing and implementing the strategic plans to support the full information and records management lifecycle. This role requires a blend of subject matter expertise in information governance and digital systems, strong leadership with excellent analytical and communication skills. This role requires significant experience and knowledge of the relevant legislation and compliance requirements. An excellent understanding of information management and records processes and outcomes is fundamental to this role. This role leads a small information and records management team to support day to day operations.

The department is currently transitioning from OpenText Content Manager to M365 manage-in-place information and records management. The successful candidate will have a good working knowledge of Content Manager and the application of record requirements in M365. The transition to M365 will require the Lead Record Manager to undertake extensive consultation

with business areas in defining records requirements. Content Manager houses the department's electronic and physical records. This role is required to work at the department's head office in Barton to support the physical file processing activities.

How can you help make a difference

The Information and Web Services team is seeking an experienced and strategic Lead Records Manager to transition the department from a traditional custodial information and records management environment to a manage records-in-place approach. This leadership role is responsible for shaping and delivering the department's records management strategy, ensuring compliance with legislation, and support the transition to modern information and records management practices.

Our ideal candidate will have:

- Extensive experience in government electronic and physical information and records management and compliance (minimum 5 years)
- Good working knowledge of OpenText Content Manager and the application of records management in M365
- Demonstrated ability to lead change and implement modern record management practices.
- Excellent communication and stakeholder engagement skills
- Experience leading a records management team
- And maintain up to date knowledge of legislation and policy, providing advice to management and staff

Other qualifications:

The applicant must hold an Information Studies degree (Records and Archive Management) from an Australian tertiary institution

Eligibility

To be eligible for employment at the Attorney-General's Department applicants must be Australian citizens.

Applicants offered employment will be required to successfully undergo a police record check and be able to obtain and maintain a security clearance at a specified clearance level. The successful applicant must be willing to disclose all relevant and required information.

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

Notes

A merit pool of suitable applicants may be created from this process, and will be active for 18 months after the date of this gazettal.

If you have any questions regarding the recruitment process or require any reasonable adjustments, please speak contact HR Assist at hr.assist@ag.gov.au or 02 6141 6111 (option 2).

The department is committed to creating a diverse and inclusive working environment. We actively support and encourage people of all backgrounds; gender, age, ethnicity, race, cultural background, disability, religion and sexual orientation to apply and aim to ensure that the recruitment and employee experience is as accessible and inclusive as possible.

First Nations people can contact us to discuss options for working from Country.

RecruitAbility applies to this vacancy. Under the RecruitAbility scheme you will be invited to participate in further assessment activity for the vacancy if you choose to apply under the scheme; declare you have a disability; and meet the minimum requirements for the job. For more information visit: <https://www.apsc.gov.au/recruitability>. This initiative/program is only applicable where the successful applicant will be employed under the Public Service Act 1999. Similar conditions may apply when employed under other Acts. For clarification please contact the advertising agency.

About the Attorney-General's Department

The Attorney-General's Department delivers programs and policies to maintain and improve Australia's law and justice framework, and to facilitate jobs growth through policies that promote fair, productive, flexible and safe workplaces. Through the Australian Government Solicitor, we also provide legal services to the Commonwealth, including legal advice and representation. Our department is the central policy and coordinating element of the Attorney-General's portfolio. Our department is structured into four groups: • Australian Government Solicitor • Justice and Communities • Integrity and Security • Enabling Services The department operates in a diverse and complex environment to address challenging issues. We have a highly-skilled and engaged workforce involved in policy development and implementation and program administration. The department also has a large number of practicing lawyers, mainly within the Australian Government Solicitor Group within the department.

To Apply

Position Contact	Brianna Carter, 02 6141 4872
Agency Recruitment Site	https://agcareers.nga.net.au/?jati=C17995FA-1272-474B-5F8D-ECD828C7219E

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Attorney-General's

Vacancy VN-0768803

Australian Federal Police

Closing Date: Wednesday 29 April 2026

Job Title	Software & Applications Programmer - SAP Payroll
Job Type	Full-Time, Ongoing
Location	Perth WA, Canberra ACT, Sydney NSW, Brisbane QLD, Adelaide SA, Melbourne VIC
Salary	\$179,919 - \$198,686
Future Merit Locations	Perth, Canberra, Sydney, Brisbane, Adelaide, Melbourne
Office Arrangement	Flexible
Office Arrangement Details	Flexible Working Arrangements
Classification	IT Specialist
Position Number	15856
Agency Website	https://careers.afp.gov.au

Job Description

<https://careers.afp.gov.au/job-invite/15856/>

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're committed to looking after you, with some of the best benefits and conditions in the industry – including (but not limited to):

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

- Generous superannuation of 15.4%
- 18 weeks paid Parental Leave for Primary Caregiver (and 14 weeks for Secondary Caregiver) + additional unpaid leave entitlements for up until 24 months from the child's date of birth or placement
- Generous salaries and incremental salary progression governed by the AFP Enterprise Agreement
- Flexible and hybrid working arrangements that support work-life balance
- Health & wellbeing services – with a focus on early intervention, education and prevention
- Access to ongoing training and professional development opportunities

Duties

The SAP Team is part of the Foundation Capability Systems Section within the Technology Operations & Chief Information Officer Command and is responsible for both developing and supporting the SAP suite of applications (including Quintiq and Success Factors) and the relevant interfacing systems utilising Agile methodologies. The SAP Team manages the full SAP standard development life cycle, with resources available in the team to analyse, develop, configure, test and deploy changes, as well as managing SAP Basis (which is the technical foundation that enables SAP applications to function).

Applications are sought from suitably qualified applicants wishing to be considered for the role of Software & Applications Programmer - SAP Payroll. You will ensure the achievement of outcomes are in accordance with the regulatory framework, the AFP Code of Conduct and the AFP Governance Instruments.

Technical Specialists provide expert consultancy within their area of specialism. They develop and promote technical solutions which support the business requirements of the AFP, within their area of expertise. A Technical Specialist role does not hold any leadership or financial delegations.

What will you do?

- Configure and unit test upgrades and legislation changes
- Analyse, correct and unit test identified issues and defects
- Undertake parallel pay runs
- Undertake system and data integrity testing
- Analyse and maintain SAP HR/Payroll system documentation
- Provide transitional support at the go live stage following major upgrades/changes.
- Work flexibly and collaboratively with SAP Admin Help and Support and Payroll Services teams
- Support the SAP Testing Team to ensure accurate testing for both BAU and project activities
- Mentor junior team members to ensure appropriate knowledge transfer takes place
- Assist in the provision of relevant HR and Payroll SAP system training, as and when required.
- Assist in the provision of relevant HR and Payroll reporting, as and when required.
- Record and maintain files/information in accordance with AFP requirements
- Provide frank and fearless advice to business regarding SAP HR/Payroll system issues and changes to ensure system integrity despite competing business priorities.

Eligibility

Essential Requirements

- You must be an Australian Citizen at the time of application.
- A Negative Vetting 1 (Secret) security clearance or the ability to obtain one.
- Relevant qualification or extensive experience and knowledge in SAP ECC HR/Payroll.
- Has contemporary knowledge and experience relevant to the role.

Desirable Requirements

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

- Experience in SuccessFactors and/or S/4HANA would be an advantage.
- Tertiary qualifications in Computer Science or related field (IT, Software Engineering, Mathematics, etc) would be an advantage.

Notes

Additional Information

- This is a AFP TSP Band Level 3.

Commitment to Diversity & Inclusion

We're all individuals and we love that. At the AFP we value the different perspectives, approaches i

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	Craig Hall, 02 5126 7285
Agency Recruitment Site	https://careers.afp.gov.au/job-invite/15856/

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Attorney-General's

Vacancy VN-0768807

Australian Federal Police

Closing Date: Wednesday 29 April 2026

Job Title	ICT Project Support Officers
Job Type	Full-Time, Ongoing
Location	Gold Coast Mc QLD, Canberra ACT, Brisbane QLD
Salary	\$111,861 - \$123,420
Future Merit Locations	Gold Coast Mc, Canberra, Brisbane
Office Arrangement	Flexible
Office Arrangement Details	Flexible Working Arrangements
Classification	APS Level 6
Position Number	15830
Agency Website	https://careers.afp.gov.au

Job Description

<https://careers.afp.gov.au/job-invite/15830/>

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're committed to looking after you, with some of the best benefits and conditions in the industry – including (but not limited to):

- Six weeks (30 days) of paid annual leave per year + additional paid Christmas stand down
- 4 extra days of mandatory rest leave per year
- 18 days of paid personal leave per year
- Generous superannuation of 15.4%
- 18 weeks paid Parental Leave for Primary Caregiver (and 14 weeks for Secondary Caregiver) + additional unpaid leave entitlements for up until 24 months from the child's date of birth or placement
- Generous salaries and incremental salary progression governed by the AFP Enterprise Agreement
- Flexible and hybrid working arrangements that support work-life balance
- Health & wellbeing services – with a focus on early intervention, education and prevention
- Access to ongoing training and professional development opportunities

Duties

The ICT Project Support Officer (PSO) is responsible for assisting the ICT Infrastructure Services team with a range of administration support duties and have a strong focus on reporting, compliance, stakeholder collaboration and alignment of the business objectives of the AFP. Working closely with the team leader, business analyst and project managers, the PSO will play a vital role in organising the team.

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.

We are looking for candidates who are detaildriven, organised and comfortable juggling multiple priorities. You enjoy working closely with project teams and technically minded people, solving problems and keeping things moving.

What will you do?

The main responsibilities in this role would include but not be limited to;

- Providing support to the team leader and project managers in relation to reporting and governance
- Update and maintain records and spreadsheets, ensuring date accuracy and relevance
- Assist with financial reporting requirements for the portfolio
- Maintain stakeholder engagement and strong communication through scheduled meetings
- Procurement and Contracts relevant to telecommunication and projects
- Asset Management
- Manage the teams files, inbox and reporting.

Eligibility

Essential Requirements

- You must be an Australian Citizen at the time of application.
- A Negative Vetting 1 (Secret) security clearance or the ability to obtain one.
- Has contemporary knowledge and experience relevant to the role (minimum 3 years experience)
- Relevant qualification or experience and knowledge in area of expertise.
- Strong written and verbal communication skills
- Strong organisational skills and high attention to detail
- Confidence supporting senior stakeholders with coordination and admin tasks

Desirable Requirements

- Experience in a project support or project administration role within an ICT environment.
- Experience preparing financial reports.

Notes

Additional Information

- This position is a AFP Band 6 Level.

Commitment to Diversity & Inclusion

We're all individuals and we love that. At the AFP we value the different perspectives, approaches and lived experiences of our people, and recognise that our collective intelligence and diversity is

what makes us stronger. As such, we encourage applications from people from all walks of life, including people from culturally and linguistically diverse backgrounds, First Nations people, women, the LGBTQIA+ community and people with disability.

About the Australian Federal Police

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

To Apply

Position Contact	Donna Catterall, 02 5126 5573
Agency Recruitment Site	https://careers.afp.gov.au/job-invite/15830/

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Attorney-General's

Vacancy VN-0768745

Federal Court of Australia

Closing Date:Wednesday 29 April 2026

Federal Court of Australia
Corporate Services Corporate Operations

Job Title	Assistant Director - Strategic Communications and Reporting
Job Type	Full-Time, Ongoing
Location	Sydney NSW, Canberra ACT, Melbourne VIC
Salary	\$121,755 - \$132,713
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible
Office Arrangement Details	Flexible working arrangements may be negotiated in line with operational requirements
Classification	Executive Level 1
Position Number	0264-04-26
Agency Website	https://www.fedcourt.gov.au/about/employment

Job Description

<https://fcajobs.nga.net.au/?jati=B448696E-6598-066C-99FD-ECD8273F4447>

Communications Team

The Communications Team delivers a broad range of strategic and operational communications services. This includes, but is not limited to, communications strategy and planning; corporate and operational communications across multiple channels; channel governance and management; brand development and stewardship; strategic reporting; traditional and social media engagement; website and intranet management; design and creative services; development of collateral; event support; marketing activities; and reputational risk management.

Our primary purpose is to educate and inform stakeholders, while protecting and enhancing the reputation of the Courts and Tribunals as trusted, independent and respected institutions through clear, consistent and wellgoverned communication.

Position Overview

The EL1 Strategic Communications Manager is responsible for leading the development, coordination and delivery of strategic communications that support organisational priorities, corporate governance obligations and reputation management.

The role combines strategic communications leadership, highlevel writing and editorial expertise, and sophisticated project management, with particular responsibility for the endtoend delivery of the Entity's Corporate Plan and Annual Report. These flagship publications require strong narrative capability, disciplined planning, and the ability to synthesise complex information into clear, authoritative products for senior leaders, government and the public.

Duties

Duties and responsibilities

- Lead the strategic development, content authoring and endtoend production of the Federal Court of Australia Listed Entity Corporate Plan and Annual Report, including stakeholder engagement, governance processes, approvals and delivery to statutory timeframes.
- Lead project and contractor management for the production of the Federal Court of Australia, Federal Circuit and Family Court of Australia, and National Native Title Tribunal Annual Reports, working in close partnership with nominated Communications leads.
- Work collaboratively with senior communications staff to develop, implement and evaluate communication strategies and plans that support organisational objectives and reputational outcomes.
- Provide highquality report writing, strategic content, planning input and executive briefings as required.
- Develop, maintain and monitor a comprehensive communications project timeline, in collaboration with senior communications colleagues, to ensure coordinated delivery of priorities across the function.
- Provide creative direction and quality assurance for graphic design outputs, including corporate publications, infographics, social media assets, presentations and campaign materials, ensuring consistency with brand and accessibility standards.
- Build and manage effective relationships with internal stakeholders and external contractors, facilitating collaboration, issue resolution and timely delivery of outputs.
- Oversee and manage procurement activities on behalf of the Communications function, ensuring compliance with relevant legislative, policy and governance requirements.

Eligibility

Selection Criteria

1. Demonstrated experience leading and managing the endtoend production of Annual Reports, from planning and coordination through to clearance and submission, within complex organisations (experience in the Australian Public Service or State Government is highly regarded).
2. Exceptional written communication skills across multiple formats, including corporate reporting, strategic documents, digital content, copywriting and social media, with the ability to translate complex and technical information into clear, engaging and authoritative content.
3. Highly organised, with strong attention to detail and advanced project management skills, including the ability to manage competing priorities and deliver highquality outcomes within tight timeframes.
4. Proven capability to develop and implement strategic communication plans aligned to organisational objectives and stakeholder needs.
5. A collaborative and inclusive team player with demonstrated staff leadership and people management experience.
6. Strong track record in building and managing complex relationships, and influencing outcomes across diverse internal and external stakeholder groups.
7. Outstanding stakeholder engagement and negotiation skills, including the ability to work effectively and confidently with senior executives.

8. Experience working in or with government, including a sound understanding of APS Values, governance requirements and communication protocols, is highly desirable.

Mandatory or desirable qualifications

- Degree in Communications, Marketing, International Relations or Public Policy and Governance.
- Project Management qualifications will be highly regarded.
- Significant experience working in State or Federal government or complex organisations.

Notes

How to apply

To apply for this position please click on the “begin” button on the Federal Court’s [Careers Portal](#).

To be considered for the role you will need to upload your CV and a design portfolio that includes a short written narrative about each campaign or design that outlines:

- The key stakeholders, how the brief was generated and how the output aligns with the brief.
- Your role in the project including, creative leadership, client management, and client presentations and approvals.
- The success of the project – what did you learn and what would you do differently?

Prior to preparing your portfolio, it is recommended you review the EL 1 Work Level Standards. It may also be useful to refer to the Integrated Leadership Systems information relevant to the classification.

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

Applications close: Wednesday, 29 April 2026 at 11:30 pm (AEST)

Eligibility

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

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

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

Diversity and Inclusion

Federal Court Australia is committed to supporting an inclusive and diverse workforce and welcomes and encourages applications from People with Disability.

First Nations peoples, LGBTIQ+ people, people from Culturally and Linguistically Diverse backgrounds, Mature age workers, as well as young workers and supporting an inter-generational workforce and supporting gender equity and families.

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

Aboriginal and Torres Strait Islander people are strongly encouraged to apply.

RecruitAbility applies to this vacancy. Under the RecruitAbility scheme you will be invited to participate in further assessment activity for the vacancy if you choose to apply under the scheme; declare you have a disability; and meet the minimum requirements for the job. For more information visit: <https://www.apsc.gov.au/recruitability>. This initiative/program is only applicable where the successful applicant will be employed under the Public Service Act 1999. Similar conditions may apply when employed under other Acts. For clarification please contact the advertising agency.

About the Federal Court of Australia

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

To Apply

Position Contact	Abbi Clifford, 0497 339 575
Agency Recruitment Site	https://fcajobs.nga.net.au/?jati=B448696E-6598-066C-99FD-ECD8273F4447

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Attorney-General's

Vacancy VN-0768811

Federal Court of Australia

Closing Date: Monday 27 April 2026

Federal Court of Australia
Court and Tribunal Services

Job Title	Court Officer
Job Type	Casual, Non-Ongoing
Location	Brisbane QLD
Salary	\$62,775 - \$68,425
Future Merit Locations	Brisbane
Office Arrangement	On Site
Office Arrangement Details	Onsite
Classification	APS Level 2
Position Number	212-03-26
Agency Website	https://www.fedcourt.gov.au/about/employment

Job Description

<https://fcajobs.nga.net.au/?jati=49CD332B-3BEF-476D-C888-ECD864ECF133>

Position Overview

The role is part of the Court Support and Improvement Team. This team provides high quality Court support services to Judges, Registrars and their staff, and to the general public and legal practitioners.

Duties

Major Activities

You will be required to carry out a diverse range of tasks and perform a variety of courtroom activities including: setting up courtrooms, opening and closing Court, handing up documents, swearing in witnesses, operating courtroom technology (including video conferencing equipment)

and supporting digital litigation practices (such as online hearings and live streaming) From time to time, you may also be required to assist other Court Operations staff with administrative tasks.

Whilst this a casual position, it is expected that Court Officers are available a minimum of three days a week.

Key Relationships

External Relationships:

- Legal practitioners & other court clients – Provide the highest level of quality client service.
- Interstate Registries
- Other courts/Tribunals
- Interpreter providers
- Court Reporting Services

Internal Relationships:

- Judges' chambers – Liaise with Judges and their staff
- Registrars
- Court Operations Staff

Eligibility

Competencies & Attributes

Courtesy and Client Service

- Courtesy and Professionalism – Deals with clients and Court staff with courtesy and respect. Communicates messages professionally. Is alert and attentive to the needs of the Court.
- Service Delivery – Demonstrates an understanding of client service standards and works to achieve those standards. Looks for and proposes improvements.
- Problem solving – Demonstrates an ability to identify problems, propose solutions and work within and across teams to get the right result.
- Personal Presentation – maintain a neat and well-groomed appearance suitable for the Court.

Innovation and Continuous Improvement

- Technology – Demonstrates an understanding of existing Court applications and the role of technology in the future of the Court, seeks to use relevant technical applications efficiently and effectively, and is confident in the use of technology.
- Focus on improvements – Considers and communicates opportunities for improving 'the way in which things are done'.
- Response to change – Responds in a positive and flexible manner to change.
- Personal Development – Demonstrates self-awareness and a commitment to personal development.

Excellence in Professional Practice and Procedure

- Professional Knowledge – Understands the role of the Court and its place in the Australian Legal System.
- Procedural Excellence – Follows work procedures accurately providing sound procedural advice where applicable.
- Achieves Results – Establishes task plans and simple project plans in consultation with supervisor/team leader.

Working Relationships & Leadership

- Leadership and Mentoring – Identifies opportunities to work with supervisors and colleagues to draw on their perspective and expertise.
- Team work – Demonstrates an ability to work as a team member and offer support to other members of the team as necessary. Demonstrates an ability to work with limited direction, establish priorities, organise workload and meet deadlines.
- Communication – Communicates clearly and positively, including actively listening to colleagues and clients. Shares information and ensures others are kept informed of issues.

Formal Qualifications

Legal qualifications or previous experience working in a legal environment would be highly regarded but is not essential as full training is provided.

Notes

Eligibility

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

Australian citizenship – the successful applicant must hold Australian citizenship;

Security and character clearance – the successful applicant must satisfy a Police Records Check, and may also be required to complete security clearances during the court of their employment;

Health clearance – the successful applicant may be required to complete a health declaration or attend a medical assessment to confirm their fitness for duty.

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

Diversity and Inclusion

Federal Court Australia is committed to supporting an inclusive and diverse workforce and welcomes and encourages applications from People with Disability.

First Nations peoples, LGBTIQ+ people, people from Culturally and Linguistically Diverse backgrounds, Mature age workers, as well as young workers and supporting an inter-generational workforce and supporting gender equity and families.

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

How to Apply

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

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

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

RecruitAbility applies to this vacancy. Under the RecruitAbility scheme you will be invited to participate in further assessment activity for the vacancy if you choose to apply under the scheme; declare you have a disability; and meet the minimum requirements for the job. For more information visit: <https://www.apsc.gov.au/recruitability>. This initiative/program is only applicable where the successful applicant will be employed under the Public Service Act 1999. Similar conditions may apply when employed under other Acts. For clarification please contact the advertising agency.

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

To Apply

Position Contact	William Moroney, 07 3052 4153
Agency Recruitment Site	https://fcajobs.nga.net.au/?jati=49CD332B-3BEF-476D-C888-ECD864ECF133

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Attorney-General's

Vacancy VN-0768783

National Anti-Corruption Commission

Closing Date:Wednesday 29 April 2026

Enabling Services People Team

Job Title	Director People Team
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Canberra ACT
Salary	\$150,692 - \$169,800
Future Merit Locations	Canberra
Office Arrangement	Hybrid
Office Arrangement Details	Hybrid
Classification	Executive Level 2
Position Number	1170
Agency Website	https://nacc.gov.au/

Job Description

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

The National Anti-Corruption Commission enhances integrity in the Commonwealth public sector by deterring, detecting and preventing corrupt conduct involving Commonwealth public officials. It does this through education, monitoring, investigation, reporting and referral.

Working with us

This is an exciting time to join the National Anti-Corruption Commission (NACC). We are looking for outstanding individuals to embed robust systems and processes, deliver exciting and diverse projects and demonstrate innovation and commitment to integrity in the public service.

NACC staff work in a complex and dynamic setting where exceptional judgement and an ability to achieve results is critical.

Successful candidates will have the ability to cooperate, manage, lead and perform successfully across corporate and operational functions.

Duties

The People Team is responsible for the delivery of all aspects of the human resource function across the Commission. The team delivers WHS, recruitment, payroll, personnel, and learning services while developing and implementing key human centric strategies such as workforce planning and inclusion programs.

The successful candidate will work under the general direction of the General Manager Enabling Services.

Key activities of this position include:

- Lead and manage the People Team, setting clear direction and expectations, and providing coaching, performance management and support to build a high-performing, engaged and professional team.
- Provide expert advice to the CEO and senior executives on a broad range of complex HR matters, including recruitment, strategic workforce planning, conduct, performance management, employee relations, workforce planning, WHS, payroll, diversity and inclusion initiatives, and capability development.
- Finalise the development, implementation, and monitoring of the Commission's Strategic Workforce Plan.
- Oversee the delivery and evaluation of learning and development programs that drive capability uplift across the Commission's workforce.
- Ensure robust WHS governance frameworks and procedures are in place, ensuring compliance with the relevant safety and employment legislation and regulations.

- Lead the strategic use of workforce data and analytics, leveraging data insights and driving continuous system and process improvement to support organisational priorities and performance.
- Manage procurement, vendor panels and external training provider relationships including contract management and performance monitoring.
- Contribute as a member of the Enabling Services Branch leadership team and represent the Commission at inter-agency HR events and forums.
- Proactively build and maintain collaborative partnerships with internal and external stakeholders, including senior executives, union representatives, and other HR professionals across the APS.
- Promote a healthy and safe workplace environment and model ethical behaviour in accordance with the APS Code of Conduct and APS Values. This includes contributing to a supportive and inclusive workplace culture.

The NACC is a small agency. In addition to these activities, from time to time you may be asked to undertake tasks that are outside your usual span of duties but that are within the range of your capabilities. Supporting one another in this way provides opportunities for exposure across the agency and is an integral part of the NACC's positive workplace culture.

Eligibility

Employment with the NACC is subject to the following conditions:

- **Citizenship** – applicants must be an Australian Citizen.
- **Security clearance** – this is a Designated Security Assessment Position. The occupant of this position will be required to undergo and maintain a security clearance to Negative Vetting 1.
- **Suitability assessment** - the NACC must be satisfied that successful applicants are of suitable character. They must undergo a rigorous pre-employment suitability screening process that can be intrusive in nature including (but is not limited to) detailed background, character, employment, police and financial checks.
- **Probation** - a probation period will apply to a new ongoing engagement in the Australian Public Service.

Notes

We encourage applications from the Australian community including Aboriginal and Torres Strait Islander people, people of all ages, people from culturally and linguistically diverse backgrounds, and people with disability.

Benefits of Working for the NACC

We offer attractive rewards and benefits to eligible employees, including:

- competitive rates of pay and 15.4% superannuation.

- generous paid parental leave for primary and secondary caregivers.
- an additional 3 days paid leave between Christmas and New Year.
- flexible working arrangements such as part-time work, flexible work hours, and technology to support working from home and similar arrangements.
- an option to purchase additional leave, up to 4 weeks per year.
- access to salary sacrificing, and
- access to studies assistance.

The NACC provides a service allowance of \$2,039 per annum (pro-rata for part-time) to non-SES employees which acknowledges the special requirements of working at the NACC. This includes the need for high-level personal security assessments, the intrusion associated with notifying private financial and social interests and the necessity to engage in practices to prevent targeting by unlawful elements.

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>. This initiative/program is only applicable where the successful applicant will be employed under the Public Service Act 1999. Similar conditions may apply when employed under other Acts. For clarification please contact the advertising agency.

About the National Anti-Corruption Commission

The National Anti-Corruption Commission (NACC) is an independent Commonwealth agency that commenced in 2023. The NACC mission is to enhance integrity in the Commonwealth public sector by deterring, detecting and preventing corrupt conduct involving Commonwealth public officials through education, monitoring, investigation, reporting and referral.

To Apply

Position Contact	George-Philip, 02 6203 8124
Agency Recruitment Site	https://nacc.nga.net.au/

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Defence

Vacancy VN-0768653

Department of Defence

Closing Date:Wednesday 06 May 2026

NAVY
Fleet Command

Job Title	Fleet Governance Knowledge Manager
Job Type	Full-Time, Ongoing
Location	Potts Point NSW
Salary	\$124,393 - \$140,315
Future Merit Locations	Potts Point
Office Arrangement	On Site;Flexible
Office Arrangement Details	Defence is committed to supporting workplace flexibility. Please contact the contact officer for further details.
Classification	Executive Level 1
Position Number	NAVY/01624/26
Agency Website	

Job Description <https://defencecareers.nga.net.au/?jati=CEFEE654-E0D2-281D-2744-ECD737716CBD>

Duties

The Role

The Knowledge Manager is responsible for understanding and interpreting complex to highly complex information to support the design, implementation, and optimisation of structured and unstructured Fleet knowledge repositories. This role enhances knowledge creation, sharing, and retention across Fleet systems within Objective and the Defence Intranet.

The position leads the development, promulgation, and enforcement of Fleet-wide business rules and protocols relating to Knowledge Management, ensuring consistency, compliance, and best-practice application. The Knowledge Manager also implements and oversees procedures for the ongoing maintenance, accuracy, and usability of knowledge management systems.

A key function of the role is the assessment and evaluation of lessons learned to identify insights and opportunities that drive continuous improvement across Fleet operations.

About our Team

The Fleet Governance Directorate performs a central role in assuring the effective, safe, and accountable management of Navy's fleet capability across its operational life cycle. The team develops and applies governance frameworks, policy, and decision/support processes that enable senior leadership to understand and manage risk related to seaworthiness, safety, compliance, and sustainability. Through independent assurance, coordination with technical authorities, and engagement with Fleet Command, the Directorate ensures that responsibilities are clearly defined and exercised appropriately.

This work aligns directly with the Organisation's mission by enabling informed, defensible decisions that balance operational readiness with statutory, safety, and stewardship obligations. By providing consistent governance oversight and trusted advice, the team supports the delivery of resilient maritime capability, protects Navy personnel and platforms, and underpins confidence in Navy's ability to operate effectively now and into the future.

Our Ideal Candidate

Our Ideal Candidate:

- Has an in depth knowledge of compliance legislative frameworks, government decision making and Defence's mission and policy requirements.
- Can operate with delegated authority to make decisions within assigned scope, accountable for the quality, timeliness and impact of outcomes delivered.
- Applies sound judgement, problem solving skills and analytical thinking.
- Communicates effectively, including preparing high quality written products.
- Builds productive relationships with stakeholders across diverse disciplines.
- Manages competing priorities and work with initiative and accountability.

Eligibility

Security Clearance:

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

Notes

RecruitAbility applies to this vacancy. Under the RecruitAbility scheme you will be invited to participate in further assessment activity for the vacancy if you choose to apply under the scheme; declare you have a disability; and meet the minimum requirements for the job. For more information visit: <https://www.apsc.gov.au/recruitability>. This initiative/program is only applicable where the successful applicant will be employed under the Public Service Act 1999. Similar conditions may apply when employed under other Acts. For clarification please contact the advertising agency.

About the Department of Defence

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

To Apply

Position Contact	Mark Gallagher, 02 5130 3258
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=CEFEE654-E0D2-281D-2744-ECD737716CBD

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Defence

Vacancy VN-0768677

Department of Defence

Closing Date: Wednesday 29 April 2026

Naval Shipbuilding and Sustainment Group
Office of DEPSEC Naval Shipbuilding and Sustainment

Job Title	Digital Capability Manager
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	\$124,393 - \$140,315
Future Merit Locations	Canberra
Office Arrangement	Flexible
Office Arrangement Details	Defence is committed to supporting workplace flexibility. Please contact the contact officer for further details.
Classification	Executive Level 1
Position Number	NSSG/01707/26
Agency Website	

Job Description

<https://defencecareers.nga.net.au/?jati=EFFCE575-6D92-B97F-41B5-ECD73A03E3D9>

Duties

The Role

This exciting opportunity will suit an inspired team leader looking to support the Naval Shipbuilding and Sustainment Group (NSSG) with their Data and Digital requirements.

Operating under broad direction, the NSSG EL1 Data Capability Manager will play a critical role in developing the organisation's data strategy, and implementing Defence Enterprise digital transformation initiatives and technology solutions on behalf of NSSG.

Specifically, the role will;

- Coordinate and manage NSSG's implementation of Defence data governance, data analytics, digital platform, and digital innovation programs to ensure that NSSG leverages technology and data effectively to drive insights and improve decision-making.
- Oversee NSSG Group Point of Contact (GPOC) representation, which functions as an essential role advising Defence Digital Group on NSSG priorities. The GPOC role ensures that digital capability requirements are assessed and aligned to the broader priorities of Defence and NSSG, taking into consideration the National Defence Strategy and the Defence Priority Statement.
- Internal to NSSG, provide guidance towards the implementation of NSSG Data & Digital governance decision-making forums, to ensure that the Group's priorities can be efficiently determined and adequately represented to Defence's Data & Digital Enterprise Leads (Joint Capability Group and Defence Digital Group).

About our Team

The Chief Engineer and Portfolio Management Office (CEPMO) is situated within the Office of DEPSEC NSSG.

The branch provides governance and assurance of Naval Shipbuilding and Sustainment delivery activities, spanning Engineering, Technology and Materiel Logistics functions, Portfolio Governance, Resource Management and Corporate Systems.

The Directorate of Corporate Systems enables materiel delivery through the provision of Quality Management, Business Management Systems and Digital Capability Support, aligned with the Defence Enterprise including CASG, DDG, Navy and Army.

The team provides support to NSSG delivery units located around Australia.

Our Ideal Candidate

Our Ideal Candidate will have the following experience and attributes:

- Proven experience in data management, digital transformation, or technology leadership roles.
- Strong leadership and project management capabilities.
- Ability to communicate clearly with both technical and non-technical stakeholders.
- Strong understanding of data governance, analytics tools, and cloud technologies.
- Excellent stakeholder engagement and communication skills.
- Mature judgement, professionalism and high-level interpersonal skills.
- Strong oral and written communications skills.
- Experience implementing and managing digital platforms.
- Exposure to digital transformation initiatives or process improvement projects.
- The ability to harness information and expertise to ensure support to strategic.

Eligibility

Security Clearance:

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

Notes

RecruitAbility applies to this vacancy. Under the RecruitAbility scheme you will be invited to participate in further assessment activity for the vacancy if you choose to apply under the scheme; declare you have a disability; and meet the minimum requirements for the job. For more information visit: <https://www.apsc.gov.au/recruitability>. This initiative/program is only applicable where the successful applicant will be employed under the Public Service Act 1999. Similar conditions may apply when employed under other Acts. For clarification please contact the advertising agency.

About the Department of Defence

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

To Apply

Position Contact	Carolynne Martin, 02 8440 4404
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=EFFCE575-6D92-B97F-41B5-ECD73A03E3D9

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Finance

Vacancy VN-0768774

Digital Transformation Agency (DTA)

Closing Date: Tuesday 28 April 2026

N/A
Corporate Business Services

Job Title	Assistant Director, Property & Security
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Canberra ACT
Salary	\$128,232 - \$142,149
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible
Office Arrangement Details	Flexible working arrangements may be negotiated in accordance with the DTA Enterprise Agreement.
Classification	Executive Level 1
Position Number	059_04/26
Agency Website	https://www.dta.gov.au/

Job Description

<https://www.dta.gov.au/join-our-team>

Do you want to help drive a digital government? Do you want to work towards something bigger and make a lasting impact? Embark on a journey of continuous learning and advancement with opportunities at all levels.

We need your skills and influence to inspire and enable government to put people and businesses at the forefront of digital transformation.

Why work with us

Purpose and meaning - We're big enough to have a whole-of-government impact, but small enough to bring our staff together regularly to collaborate and grow.

Balance and flexibility - Access flexible working arrangements to balance how, when and where you work, including remote.

Inclusion and belonging - Join a team that values all experiences, skills and perspectives. Our biggest strength is our people. We don't just celebrate diversity, it is essential to our success.

Growth and opportunity - Take advantage of professional opportunities and training. Learn new skills and meet your career goals with a wide range of programs, courses and resources.

Duties

This position is within the Corporate Branch and is part of the Business Services Team. The Assistant Director, Property & Services is a strong leader who works under limited direction exercising reasonable autonomy and accountability. This position is responsible for managing and/or providing detailed and accurate technical and strategic advice relating to Property & Security matters and facility services specific to the section's core responsibilities.

Key duties

- Deliver high quality customer service to both internal and external stakeholders, fostering a positive reputation and building trust in property and security operations.
- Develop, implement, and maintain security and facility management policies and procedures, ensuring these are clearly communicated and consistently followed throughout the organisation.
- Escalate and manage security incident responses and complex security clearances, ensuring appropriate action is taken in accordance with established protocols.
- Coordinate pre-employment screening requirements for DTA personnel, including conducting police checks, tracking relevant documents, and following up as needed to ensure compliance.
- Oversee procurement activities related to security and property, ensuring efficient and compliant processes are adhered to.
- Support emergency response functions, fulfilling roles and responsibilities as outlined in the DTA's Emergency Response Plan. Deliver day-to-day operational property and security services, ensuring adherence to relevant policies, protocols, and procedures.
- Lease management, facilities maintenance, and property compliance.
- Office management, including liaison with landlords, office access arrangements, and parking administration.
- Security liaison, including office access pass activation and related functions.
- The responsibilities for this role include overseeing staff members, as well as carrying out additional tasks assigned by the supervisor.

Eligibility

Security Clearance level required: NV2 (or ability to obtain and maintain).

To be eligible for employment with the DTA applicants must be an Australian citizen.

An applicant's suitability for employment with the DTA will be assessed through a pre-employment screening process. This process includes an Australian Police check.

The DTA is an inclusive employer where capabilities, skills and backgrounds are valued and relied upon. The DTA seeks applications from all candidates and are committed to providing a working environment that values diversity and inclusion and supports employees to reach their full potential.

Notes

The DTA may leverage a mix of assessment methods for this position, which may or may not involve an interview.

A merit pool may be established and used to fill future ongoing and non-ongoing vacancies within the next 18 months consistent with Section 25 of the Australian Public Service Commissioner's Directions 2022.

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.

This role may require the individual to work or be contacted outside of their usual working hours where reasonable, for example, to deal with high priority or urgent matters or in an emergency. The DTA Enterprise Agreement 2024-2027 takes this into account and provides compensation for an individual when they are required to work, or be contactable, outside of usual working hours. This includes access to overtime, restriction allowance, flextime, time off in lieu (TOIL) and other benefits.

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>. This initiative/program is only applicable where the successful applicant will be employed under the Public Service Act 1999. Similar conditions may apply when employed under other Acts. For clarification please contact the advertising agency.

About the Digital Transformation Agency (DTA)

Help drive a digital government. At the DTA, we work towards something bigger and make a lasting impact. We're the Australian Government's trusted advisor on digital and ICT transformation. We provide strategic and policy leadership and expert investment advice and oversight to drive government digital transformation that delivers benefits to all Australians.

To Apply

Position Contact	Andy Tripathi, 02 6120 8408
Agency Recruitment Site	https://www.dta.gov.au/join-our-team

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Health

Vacancy VN-0768815

Australian Digital Health Agency

Closing Date:Wednesday 22 April 2026

Digital Solutions
Architecture Digital Health Architecture

Job Title	Senior Project Officer
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Sydney NSW, Brisbane QLD, Canberra ACT
Salary	\$101,379 - \$114,373
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible
Office Arrangement Details	Flexible Arrangement
Classification	APS Level 6
Position Number	0078_04/26
Agency Website	https://www.digitalhealth.gov.au/

Job Description

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

About the Role

The Senior Project Officer (APS6) is a fulltime ongoing role within the Architecture Practice & Delivery (APD) Section of the Architecture Branch, Digital Solutions Division. Working closely with the Director and APD team, this role supports the effective daytoday operation of the Branch and collaborates with a wide range of internal and external stakeholders to ensure architecture services are wellcoordinated, responsive, and aligned to agency priorities.

In this role, you will lead and support core operational activities including managing labour hire contracts, coordinating the allocation of architecture resources across projects, and providing secretariat support for key governance and advisory forums such as the Architecture Advisory Review Group (AARG). You will use systems such as ServiceNow to design and improve endtoend workflows for architecture service requests, prepare reports and dashboards to inform planning and decisionmaking, and work closely with other “front door” teams to align processes and improve customer experience. The role involves managing complex work with a high degree of initiative and judgement, providing informed operational and policy advice, supporting project management activities, and building strong, collaborative relationships across the Branch and wider Agency.

Duties

Skills and Experience

- Project management certification and/or practical experience working on projects.
- Demonstrated experience coordinating project work, with the ability to manage priorities and deliver outcomes using sound judgement and initiative.
- Proven capability supporting governance and advisory forums, including highquality secretariat services and effective stakeholder engagement.
- Strong analytical skills, with experience preparing reports, dashboards, and insights to support planning and decisionmaking.
- Welldeveloped interpersonal and organisational skills, with the ability to collaborate across teams, manage competing priorities, and operate effectively in a fastpaced environment.
- Familiarity with ServiceNow, PPM tools (such as Agency Clarity), and Agency EPMO frameworks would be highly regarded.

Eligibility

Australian citizenship is mandatory. Candidates must be able to obtain and maintain a national police clearance and the required Baseline security clearance, with the ability to attain a higher-level clearance if needed.

Notes

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

Application

To apply for the role, please submit your resume and a cover letter (1 page maximum) addressing the skills and experience requirements above and outlined in the position description. Please contact the recruitment team at careers@digitalhealth.gov.au with queries relating to the application process.

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>. This initiative/program is only applicable where the successful applicant will be employed under the Public Service Act 1999. Similar conditions may apply when employed under other Acts. For clarification please contact the advertising agency.

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	Talent Partner Team, adharecruitment@digitalhealth.gov.au
Agency Recruitment Site	https://www.digitalhealth.gov.au/about-us/careers

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Industry, Science, Energy and Resources

Vacancy VN-0768814

Australian Nuclear Science and Technology Organisation

Closing Date: Tuesday 28 April 2026

Nuclear Operations Safety & Security
Nuclear Stewardship Nuclear Security Science

Job Title	Scientist / Senior Scientist Bulk Material Analysis
Job Type	Full-Time, Ongoing
Location	Lucas Heights NSW
Salary	\$97,142 - \$129,822
Future Merit Locations	Lucas Heights
Office Arrangement	Hybrid
Office Arrangement Details	Hybrid
Classification	
Position Number	PD-1176
Agency Website	https://www.ansto.gov.au/about/what-we-do

Job Description

www.ansto.gov.au

Scientist, Bulk Material Analysis/ Senior Scientist, Bulk Material Analysis

Nuclear Forensic Science Role

Position Overview

- Fulltime ongoing | \$97K - \$130K +15.4% super
- Based at ANSTO’s Lucas Heights facility | Flexible work practices
- Health & Wellbeing Programs | Cafe, pool & free onsite parking | Childcare on site
- Support ANSTO's research and development of specialised Nuclear Forensics analytical capabilities.

About the Opportunity

An opportunity is available to join ANSTO's Nuclear Forensics team and contribute to the research and development of nuclear forensic analytical capabilities to support domestic and international nuclear security stakeholders.

About You

"I am looking for someone ready to leverage their research skills and experience in chemistry or materials science to the dynamic discipline of nuclear forensics. The ideal candidate will have an agile mindset, a meticulous approach to work and be excellent at building relationships and communicating with a range of key partners. You should be excited about the opportunity to deliver tangible outcomes to stakeholders." Tim Ditcham - Science Program Manager, Bulk Materials Analysis

About Us

ANSTO is a leading global nuclear science and technology organisation delivering world class research and expertise to benefit Australia and support a more sustainable future. Using nuclear science, we improve health, support industries, provide expert advice to government on nuclear technologies and help develop Australia's nuclear workforce.

Working with us you will enjoy:

ANSTO offers training and development, performance-based salary increases and an extensive range of leave provisions to help employees balance work and personal commitments.

- 18 days personal/carers leave for each year of service
- 3 days paid leave between Christmas and New Year
- Generous parental leave provisions:
 - 18 weeks Parental leave for primary caregiver
 - 11 weeks Parental leave for secondary caregiver (with incremental increase to a maximum of 18 weeks effective 01/03/2027)
- Annual flu vaccinations
- Cultural, NAIDOC and First Nations ceremonial leave

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

Duties

Your Duties and Responsibilities

One role is available; the level of the position offered will be commensurate to skills and experience. Please indicate in your application if you are interested in both or only one of the available levels.

[Scientist, Bulk Material Analysis: PD-2054 Band 5](#)

- Assess and interpret experimental results, prepare internal or external reports or co-author and strive to first author publications in relevant international journals and give presentations at national and international fora.
- Provide technical guidance and support to technical staff within the Nuclear Forensics team with the aim of building team capabilities.
- Build collaborative relationships both internally and externally to enable effective communication around deliverables.
- Please click [here](#) to view the Position Description.

[Senior Scientist, Bulk Material Analysis: PD-1804 Band 6](#)

- Apply high level scientific knowledge and technical expertise to the planning, undertaking and completion of operational and capability extension projects to maintain and strengthen ANSTO's Nuclear Forensic capability.
- Deliver on capability improvements in collaboration with national and international scientists and stakeholders in the area of nuclear security and nuclear forensic science.
- Provide expert scientific knowledge to ensure the trusted advice and specialised service provided by the Nuclear Forensic capability area meet customer requirements.
- Please click [here](#) to view the Position Description.

Eligibility

How to Apply

For further technical information relating to this position please refer to the Position Descriptions linked above or contact Dale Codling on dale.codling@ansto.gov.au or (02) 9717 9509. For all queries please contact Talent Acquisition on +61 (02) 9717 9361 or dom@ansto.gov.au

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

Application closing date: 28 April 2026 at 11:59pm

All applicants must be Australian citizens.

All applicants must have or be willing to obtain a National Security Clearance.

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

Notes

About the Australian Nuclear Science and Technology Organisation

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

To Apply

Position Contact	Donna Mansfield, (02) 9717-9361
Agency Recruitment Site	www.ansto.gov.au

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Industry, Science, Energy and Resources

Vacancy VN-0768812

Commonwealth Scientific and Industrial Research Organisation (CSIRO)

Closing Date: Tuesday 28 April 2026

Finance

Job Title	Procurement Advisor (102903)
Job Type	Full-Time, Non-Ongoing
Location	Canberra ACT
Salary	\$100,103 - \$113,251
Future Merit Locations	Canberra
Office Arrangement	Hybrid
Office Arrangement Details	Hybrid
Classification	
Position Number	102903
Agency Website	http://www.csiro.au

Job Description

<https://jobs.csiro.au/>

Acknowledgement of Country

CSIRO acknowledges the Traditional Owners of the land, sea and waters, of the area that we live and work on across Australia. We acknowledge their continuing connection to their culture and pay our respects to their Elders past and present. View our vision towards reconciliation.

Role highlights

- **Deliver complex, highvalue procurements that enable worldclass science**
- **Work across a diverse, unique portfolio of projects, assets and services**
- **2-year term opportunity with 15.4% super**

About CSIRO

As Australia's national science agency, CSIRO is solving the greatest challenges through innovative science and technology. Many of our iconic innovations were once considered impossible until someone, just like you, joined us and took on the challenge.

Visit CSIRO.au for more information.

The opportunity

Ready to use your procurement expertise to help deliver science that matters? CSIRO is looking for a Procurement Advisor to join our Strategic Procurement team and lead high-value, complex procurements that enable world-class research and support major national science projects.

In this role, you'll run end-to-end open approaches to market and work across a truly diverse portfolio from corporate services and state-of-the-art lab builds, to facilities upgrades, specialist scientific equipment and services that support the CSIRO Research Vessel and the Canberra Deep Space Communication Complex.

Duties

High-level duties include:

- Undertake Complex Procurements and tender related activities in a manner which is compliant with the Commonwealth Procurement Rules (CPRs), internal procedures and procurement connected policies.
- Explaining procurement processes and requirements to those responsible to ensure compliance with the CPRs and procurement connected policies whilst adopting best practice, given the complexity of procurement and the time-pressured working environment.
- Taking the lead in developing all associated procurement and tender documentation and managing the tender process from beginning to end.
- Provide support in developing sourcing strategies which support CSIRO objectives.
- Assist in the development of contracts as an outcome of procurement activities. These could be Australian Standard Construction contracts, Deeds of Standing Offer or standard CSIRO templated Contracts.
- Complete the reporting of applicable procurement contracts.
- Liaise with internal clients to anticipate their needs and provide potential options that provide the best value for money outcome for CSIRO.

Role particulars

Location and office arrangements: All AU CSIRO Sites considered

Salary: AU\$100,103 – AU\$113,251 per annum (pro rata for part-time), plus 15.4% superannuation

Tenure & work schedule: Specified term of 2 years

Reference: 102903

Eligibility

As the successful candidate, you will bring:

Essential criteria

1. Working knowledge of the Commonwealth Procurement Rules (CPR) or similar Procurement Frameworks.
2. Demonstrated experience in undertaking Requests for Tenders (RFT) in accordance with policies and procedures. Applicants are requested to provide examples of any RFTs they have undertaken, including an outline of their role in the procurement.
3. Experience in developing tender documentation, inclusive of internal approvals and approach to market documentation (e.g. request for tender).
4. Demonstrated ability to manage own workload to achieve results in a professional and timely manner.

Desirable:

1. Relevant qualifications in Government procurement and/or experience in a similar role
2. Highly developed skills and application of Microsoft Word and Excel.
3. Highly developed and influential communication and problem-solving skills.
4. Experienced in drafting contracts.
5. Understanding of how the CPRs apply to a Corporate Commonwealth Entity (CCE) organisation.

For full details about this role, and other criteria, please review the Position Description.

Notes

Not sure if you meet all the criteria?

While it is CSIRO policy that the successful candidate must meet all the essential criteria, there are many ways to demonstrate this. Don't let the list discourage you. If you are unsure about applying, please reach out to the contact person in the Position Description.

Setting you up for success

We are committed to providing a recruitment process that is fair, equitable and accessible to everyone. We recognise that it may be helpful for us to adjust our process to make it equitable for your individual situation. Please contact Careers.online@csiro.au and let us know how we can support you.

Life at CSIRO and flexible work arrangements

We work flexibly at CSIRO, offering a range of options for how, when and where you work. We can discuss flexible work arrangements with you during the recruitment process. CSIRO also offers a range of leave entitlements, benefits and career development opportunities. To find out more, visit [Careers at CSIRO](#).

Inclusion and belonging

Solving Australia's greatest challenges takes a diversity of minds and lived experiences. We know diverse teams are more effective and deliver more innovative outcomes. As an equal employment opportunity organisation, we are committed to creating diverse and inclusive teams where people feel they belong. We recognise true diversity encompasses all ages, abilities, cultures, faiths, levels of education, genders, sexualities, diversity of thought and much more. We focus on hiring people who share our values of People First, Further Together, Making it Real and Trusted.

CSIRO holds Gold Status for the Australian Workplace Equality Index for LGBTQIA+ inclusion, and a Science in Australia Gender Equity Bronze Award.

Eligibility

Applications for this position are open to Australian Citizens, New Zealand Citizens and Australian Permanent Residents. Appointment to this role is subject to provision of a national police check and may be subject to other security/medical/character requirements.

Child safety

CSIRO is committed to the safety and wellbeing of all children and young people involved in our activities and programs. View our Child Safe Policy.

How to apply

Please apply online and submit a cover letter (maximum 2 pages) and CV that demonstrate your motivation and ability to meet the essential requirements of this role.

Applications close

28 April 2026, 11pm AEDT

About the Commonwealth Scientific and Industrial Research Organisation (CSIRO)

We imagine. We collaborate. We innovate. We are Australia's national science research agency. We solve the greatest challenges using innovative science and technology. At the Commonwealth Scientific and Industrial Research Organisation (CSIRO), we shape the future. We do this by using science to solve real issues to unlock a better future for our community, our economy, our planet. We pride ourselves on recruiting the best talent - bold change-makers, imaginative problem solvers and people driven by impact, whose creativity and skill match their enthusiasm for science and innovation. Join us, and help unlock a better future for everyone.

To Apply

Position Contact	Careers online, 1300 984 220
Agency Recruitment Site	https://jobs.csiro.au/

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Infrastructure, Transport, Regional
Development and Communications

Vacancy VN-0768700

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

Closing Date:Monday 04 May 2026

Information Technology & Data
Data, AI, Governance & Information Management Data Strategy and
Partnerships

Job Title	EL2 - Director, Data Strategy and Partnerships
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	\$149,636 - \$178,980
Future Merit Locations	Canberra
Office Arrangement	Flexible
Office Arrangement Details	Flexible working arrangements can be negotiated in accordance with the department's 2024 EA
Classification	Executive Level 2
Position Number	47738
Agency Website	https://www.infrastructure.gov.au/

Job Description

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

The opportunity we have available

We are seeking an experienced, enthusiastic and motivated Director who can successfully drive the strategic engagement and delivery activities for the Data Strategy and Partnerships section (DSP). DSP leads delivery of the department's Data Strategy 2025-29 in partnership with business areas and supports the Chief Data Officer to represent the department in cross government data forums. The section works to embed a strong data use culture, uplift enterprise data capability, and improve how data is managed as a strategic business asset and artificial intelligence readiness. We seek candidates who have experience in, and an understanding of, the critical role data plays. Demonstrated experience in leadership and data activities to achieve excellent outcomes will be an advantage.

Duties

What will you do?

Key activities as part of the role include leading a team to:

- Implement the Data Strategy 2025-29 in partnership with key departmental stakeholders
- Deliver projects to implement transformational data initiatives across the department
- Develop rolling annual Data Strategy Action Plans to uplift departmental data capability
- Support the CDO and Indigenous Data Champion to implement departmental data governance and management and the Framework for Governance of Indigenous Data
- Champion data capability uplift initiatives
- Provide briefings and advice on a broad range of data matters to departmental and external stakeholders, including senior executives
- Provide formal advice to the Executive and Government, such as Cabinet submissions and proposals for new policies and programs.

Who are we looking for?

The successful candidate for this position will be able to demonstrate their capability against the EL2 [Work level standards](#). This includes demonstrating a positive attitude, resourcefulness, initiative, collaboration and flexibility to deliver results. Successful candidates will have strong leadership skills, excellent communication skills, sound judgement, strong stakeholder engagement skills, strong organisation and project management skills, and the ability to manage complexity and deliver quality outcomes.

Experience leading teams responsible for enterprise capability uplift initiatives, or strong project management experience, is highly regarded. Tertiary qualifications in data governance, data management, data science, data analytics, information systems, or a related discipline are desirable, but not essential. We strongly encourage applications from candidates who have built relevant capability through professional experience, have led departmental initiatives, or have a strong interest in the value and effective use of data.

To be successful in this role you will need to demonstrate your ability to:

- Lead a team to achieve outcomes in a complex environment.
- Think strategically, evaluating complex information from a variety of sources to make connections and sound decisions while exercising good judgement.
- Support the team and the CDO to achieve results and quality outcomes by showing initiative and leadership, working in a small group and delivering multiple activities at any given time, often within tight timeframes.
- Communicate effectively, both verbally and in writing, delivering information in a variety of formats and for a range of audiences.
- Collaborate across diverse teams using your advanced interpersonal and engagement skills to engage with senior leaders and a wide variety of stakeholders, valuing different perspectives, contributions and backgrounds.
- Have a growth mindset with a willingness to continue to learn, develop and foster an environment for team members to do the same.

We encourage candidates from diverse backgrounds and experiences to apply.

Cultural capability requirement

The department believes every role contributes to cultural safety and that building staff cultural capability helps us deliver better policies, programs and services for First Nations people and the broader Australian community. Candidates will be required to demonstrate their willingness to develop their cultural capability as part of the assessment process. In making it a requirement across all roles in our department, we are taking a practical step in delivering our commitments under the [Our Stories on Country Agreement](#) and the [Diversity, Equity and Inclusion Strategy 2025–28](#).

As an EL2 you will be expected to:

- Provide strategic leadership to embed cultural capability across programs, policies or functions.
- Influence senior leaders on culturally informed approaches.
- Drive partnerships and co-design with Aboriginal and/or Torres Strait Islander organisations and communities where applicable or appropriate.

Eligibility

Eligibility requirements

Employment with the Department of Infrastructure, Transport, Regional Development, Communications, Sport and the Arts is subject to conditions prescribed within the Public Service Act 1999 including:

- **Citizenship:** candidates must be an Australian citizen at the time of submitting your application.
- **Health Assessment:** The preferred candidate may be required to undergo a medical examination conducted by the department's preferred medical provider.
- **Security Clearance:** The successful candidate must be able to obtain and/or maintain a security clearance at Baseline. You must be willing to disclose all relevant and required information. You must have lived in Australia, or have a checkable background, for at least

the preceding five years for Baseline Vetting clearances. More information on the security clearance vetting process is available on the [Australian Government Security Vetting Agency \(AGSVA\) website](#).

- **Police check:** The successful candidate must satisfactorily complete an Australian Federal Police criminal history check.
- **Integrity and Performance check:** The successful candidate must satisfy the requirements in an Integrity and Performance check which is completed by your most recent employer.
- **Qualifications:** Tertiary qualifications in data science, analytics, information systems, information technology, computer science, statistics, public policy, or a related discipline, or equivalent senior level experience is desirable but not essential.

Notes

For more information about this role, including the type of person we are looking for and how to apply, please refer to the position description available by clicking the 'Apply Now' button.

RecruitAbility applies to this vacancy. Under the RecruitAbility scheme you will be invited to participate in further assessment activity for the vacancy if you choose to apply under the scheme; declare you have a disability; and meet the minimum requirements for the job. For more information visit: <https://www.apsc.gov.au/recruitability>. This initiative/program is only applicable where the successful applicant will be employed under the Public Service Act 1999. Similar conditions may apply when employed under other Acts. For clarification please contact the advertising agency.

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

Our work connects and enriches every Australian community, underpins our economy and society, and empowers our regions. We provide policy advice and deliver programs, projects and services in the infrastructure, transport, communications, sport and arts sectors, supporting our regions, cities and territories. Our staff have the opportunity to work on high profile and diverse national projects that have a meaningful impact on the lives of all Australians. We seek people with a wide range of skills and competencies. Whether you write policy, deliver programs, projects or corporate services, or have experience in research, data or technology, we look for employees who are innovative, respectful and professional. We are an inclusive employer and promote, value and support diversity among our employees with the aim of ensuring our workforce reflects, respects and benefits from diverse communities including Aboriginal and/or Torres Strait Islander peoples, people with cultural and linguistic diversity, people with disability and LGBTIQ+ people. We are committed to achieving gender equality and, in particular, supporting women's progression into senior leadership.

To Apply

Position Contact	Andreas Bleich, 02 6136 6201
Agency Recruitment Site	https://www.infrastructure.gov.au/department/careers

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Infrastructure, Transport, Regional Development and Communications

Vacancy VN-0768799

Museum of Australian Democracy - Old Parliament House

Closing Date: Tuesday 28 April 2026

Learning & Museum Experience Museum Experience

Job Title	Volunteer and Museum Experience Supervisor
Job Type	Full-Time, Ongoing; Non-Ongoing
Location	Parkes ACT
Salary	\$88,833 - \$96,829
Future Merit Locations	Canberra, Parkes
Office Arrangement	On Site
Office Arrangement Details	Onsite attendance is required.
Classification	APS Level 5
Position Number	21933
Agency Website	

Job Description

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

This position supports the Manager, Museum Experience and the Coordinators, Museum Experience and Volunteers to meet MoAD's Museum Experience team objectives.

The role is the first point of call for on-floor Museum Experience Officers, and includes day-to-day administration of the Museum Experience team, including, but not limited to: staffing, workflows and rosters, bookings, stakeholder management, determining daily priorities, mentoring and developing staff and volunteers, and supervision of front of house operations including reception, retail and visitor experience.

The successful applicant will have strong IT skills to lead and support the team in the use of existing and new systems.

Duties

Under the supervision of the Coordinators, Volunteers and Museum Experience (APS6), this position:

- Supervises day-to-day operations and coordination of the Museum Experience (ME) team to achieve visitor experience objectives. Daily duties include:
 - Development of the Museum Experience daily briefing sheet
 - Briefing Museum Experience Officers (MEOs) and volunteers
 - Identifying and resourcing daily priorities
 - Supervising MEOs and supporting front-of-house functions, including retail and events
 - Maintaining visitor statistics
 - Booking of tours and custom visits
- Maintain MEO and volunteer rosters, records and database. Provide leadership and support in the use and implementation of systems used by the ME Team, e.g., Point of Sale, retail stock management, bookings and rosters.
- Arrange and organise MEO and volunteer related meetings and events. Assist with the development and implementation of training programs for the Museum Experience team, including volunteers.
- Actively participate in the review, development and implementation of public programs, including performance of associated administrative duties. This may involve taking a leadership role in project teams.
- Maintain effective communication with the Museum Experience team, volunteers, other teams, retail suppliers, contractors and tenants, using a variety of methods and information channels.

Eligibility

To be eligible for this position at MoAD, applicants must:

- be an Australian Citizen; and
- have a security clearance or be willing to undertake the process to obtain a baseline clearance (after commencement).
- have, or be willing to undertake the process to obtain, a Working with Vulnerable People registration; and
- be willing to provide identity documents and undergo an identity pre-employment check through a Document Verification Service, if you are deemed to be the successful candidate.

Notes

This is a non-ongoing opportunity available until 31 December 2026, with the possibility of ongoing.

This position works 7.5 hours per day Monday to Friday 8:30am to 5:00pm with a 60-minute unpaid lunch break. The Museum is open 364 days per year. This role involves out-of-hours, public holidays and weekend work at times.

About the Museum of Australian Democracy - Old Parliament House

To Apply

Position Contact	Stephanie Smith, 02 6270 8154
Agency Recruitment Site	https://www.moadoph.gov.au/about/careers

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Veterans' Affairs (part of the Defence Portfolio)

Vacancy VN-0768683

Australian War Memorial

Closing Date:Wednesday 29 April 2026

Corporate Services
Corporate Services Information Technology

Job Title	Senior Project Manager
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Campbell ACT
Salary	\$121,755 - \$132,713
Future Merit Locations	Campbell
Office Arrangement	Flexible
Office Arrangement Details	We support a range of flexible work arrangements in accordance with our Teamwork Agreement
Classification	Executive Level 1
Position Number	26-059
Agency Website	https://www.awm.gov.au/get-involved/employment

Job Description

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

The IT Section delivers modern, secure, resilient, and usercentred technology services that support Memorial operations, publicfacing digital services, and enterprise transformation. Under broad direction, the Senior IT Project Manager plays a key role in leading and delivering complex ICT initiatives across infrastructure, systems design, cybersecurity, and application development.

This position will work closely with business areas, technical specialists, and external partners to deliver highquality project outcomes aligned with organisational strategy, wholeofgovernment requirements, and industry best practice.

Duties

Under broad direction and consistent with APS EL1 Work Level Standards, the Senior IT Project Manager will undertake the following tasks:

Project Leadership & Delivery

- Lead end-to-end delivery of medium-to-large ICT projects using PRINCE2, Agile, or hybrid methodologies, ensuring alignment with governance, risk, and quality expectations. (SFIA: PRMG, PGMG, PROJ – Level 5–6)
- Develop, maintain, and manage project artefacts including PID/charter, schedules, RAID logs, communication plans, benefits realisation plans, and transition documentation.

- Establish and run project governance forums, steering groups, and working groups, ensuring transparency and evidence-based decision making.

Stakeholder Engagement & Communication

- Build and maintain strong relationships with internal stakeholders, technical specialists, vendors, and government partners to ensure project success. (SFIA: RLMT, STKH)
- Facilitate workshops, requirements gathering sessions, and solution design discussions across diverse ICT and business domains.
- Provide clear, strategic advice to executives on risks, issues, trade-offs, and project direction. (APSC WLS: expert advice, strategic thinking)

Planning & Technical Delivery Oversight

- Oversee project activities relating to:
 - ICT infrastructure upgrades
 - Network and security uplift programs
 - Application development and integration
 - Cloud migration or modernisation activities
 - Business systems replacement or enhancement
- Ensure project architecture aligns with ISM, PSPF, Essential Eight, and whole-of-government ICT policies. (SFIA: GOVN, SCTY)
- Coordinate with IT Security, Infrastructure, Enterprise Architecture, and Records/Information teams to ensure compliance and interoperability.

Risk, Quality & Performance Management

- Proactively manage risks, dependencies, scope, and budget to ensure delivery within approved tolerances.
- Apply structured quality management practices ensuring artefacts and deliverables meet organisational and APS standards. (SFIA: QUAS, RISK)
- Lead procurement and contract management activities including statements of work, evaluation reports, and vendor performance reviews. (SFIA: SURE, ITCM)

Change & Organisational Readiness

- Lead business change, training, communication, and adoption activities to ensure successful implementation.
- Coordinate transition to operations, including the development of SOPs, support models, service acceptance criteria, and handover documentation. (SFIA: CHMG, USUP)
- Continuous Improvement & Leadership
- Identify opportunities to improve project methods, governance, and operational processes across the ICT function.
- Provide mentorship and guidance to team members and uplift project management maturity across the IT Section. (APSC WLS: leading people and capability)

Technical Skills (SFIA-Aligned)

- Demonstrated experience delivering ICT projects across infrastructure, systems, cyber uplift, and/or software development domains.
- Strong working knowledge of PRINCE2, Agile Scrum/Kanban, and hybrid project methodologies, with the ability to tailor approaches to organisational context.
- Experience with enterprise architecture, solution design, and technology lifecycle management.

- Understanding of ICT governance, cyber security requirements, data protection, and risk frameworks (e.g., ISM, PSPF, Essential Eight).
- Experience managing complex vendor arrangements, multi-disciplinary delivery teams, and matrix resourcing models.

Professional Skills

- Strong analytical, problem-solving, and critical-thinking skills with the ability to present complex information clearly.
- Demonstrated leadership in high-pressure environments, with strong negotiation and conflict resolution skills.
- High-level communication and interpersonal skills, including the ability to influence without authority.

Desirable Skill and Qualifications

- PRINCE2 Practitioner, AgilePM, Scrum Master, or equivalent certifications.
- Relevant tertiary qualifications in ICT, project management, business, or related disciplines.
- ITIL Foundation, MSP, or equivalent program management qualifications.

Eligibility

- Under section 22(8) of the Public Service Act 1999, employees must be Australian citizens to be employed in the Australian Public Service (APS).
- All applicants external to AWM that are offered employment will be required to successfully undergo a National Police Check, even if they currently hold a security clearance. The check is conducted in accordance with the Australian Government Protective Security Policy Framework requirements.
- Ability to obtain and maintain a negative vetting level 1 security clearance

Notes

A merit pool of suitable applicants may be created which may be used to fill future ongoing and non-ongoing vacancies should they become available over the next 18 months.

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

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>. This initiative/program is only applicable where the successful applicant will be employed under the Public Service Act 1999. Similar conditions may apply when employed under other Acts. For clarification please contact the advertising agency.

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	David Creagh, (02) 6243 4564
Agency Recruitment Site	https://www.awm.gov.au/get-involved/employment

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Parliamentary Department

Vacancy VN-0768351

Department of Parliamentary Services

Closing Date: Wednesday 29 April 2026

Parliamentary Library
NA Client Services and Engagement

Job Title	Senior Client Services Officer
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Canberra ACT
Salary	\$92,450 - \$99,185
Future Merit Locations	Canberra
Office Arrangement	On Site
Office Arrangement Details	This position requires onsite work at one of the DPS office locations in Canberra.
Classification	APS Level 5
Position Number	JR33304
Agency Website	https://www.aph.gov.au/About_Parliament/Parliamentary_Departments/Department_of_Parliamentary_Library

Job Description

<https://jobs.dps.gov.au/>

The Opportunity

The Parliamentary Library is recruiting for a Parliamentary Service Level 5 (PSL5) officer to join the **Client Services and Engagement Team**.

We are seeking a clientfocused and adaptable individual to fill a current vacancy and to establish a merit pool for ongoing and nonongoing opportunities that may arise over the next 18 months.

The Client Services and Engagement Team supports Senators, Members of Parliament and their staff by facilitating access to the Parliamentary Library's services, collections and expertise. The team plays an important role in ensuring parliamentary clients receive timely, accurate and professional assistance in support of their parliamentary and representational duties. The work is varied and fastpaced. Team members respond to client enquiries, provide guidance on Library services, and support engagement, outreach and training activities, often within tight timeframes and in a politically sensitive environment.

Who we are looking for

We are seeking individuals with a strong client service focus, sound judgement and the ability to work effectively as part of a team. You will have good communication skills and the ability to provide clear, accurate and professional assistance to parliamentary clients. You will need to demonstrate initiative, flexibility and the ability to manage competing priorities. An interest in parliamentary processes and a commitment to working impartially are essential. You will be motivated to learn, take feedback on board, and develop your skills within a supportive team environment. At the PSL5 level, you will work with guidance and support from more senior staff, while being expected to manage your own tasks and contribute positively to team outcomes.

Duties

Please click the "apply now" button to go to the DPS Careers Webpage where you can find more information about the position and relevant duty statement.

Eligibility

- Ability to perform overtime shifts (5 pm to 8 pm) during parliamentary sitting weeks.
- Ability to undertake interstate travel to electorate offices (Driver's License preferable).
- Experience delivering training to clients and/or providing information or research services and/or a recognised library and information qualification will be highly regarded.
- The successful applicant will be required to obtain and maintain a Baseline Vetting (Protected/Restricted) security clearance.

Notes

At DPS, we are committed to building a diverse and inclusive workplace that ensures all our people can contribute to our shared purpose. We encourage applications from Aboriginal and Torres Strait Islander people, people with disability, people with caring responsibilities, people who identify as LGBTQIA+, people from cultural and linguistically diverse backgrounds, people who identify as neurodivergent, and mature aged people.

RecruitAbility applies to this vacancy. Under the RecruitAbility scheme you will be invited to participate in further assessment activity for the vacancy if you choose to apply under the scheme; declare you have a disability; and meet the minimum requirements for the job. For more information visit: <https://www.apsc.gov.au/recruitability>. This initiative/program is only applicable where the successful applicant will be employed under the Public Service Act 1999. Similar conditions may apply when employed under other Acts. For clarification please contact the advertising agency.

About the Department of Parliamentary Services

The Department of Parliamentary Services (DPS) supports Australia's Parliament and parliamentarians through innovative, unified and client focused services. DPS is proud to be the custodian for Australian Parliament House (APH) as the working symbol of Australian democracy and as a significant destination for our citizens and international visitors alike. It is a place where more than 3,500 people work on sitting days and which nearly one million people visit each year.

To Apply

Position Contact	Paul Brownell, (02) 6277 5662
Agency Recruitment Site	https://jobs.dps.gov.au/

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Employment and Workplace Relations

Vacancy VN-0768791

Comcare

Closing Date: Monday 27 April 2026

Claims Management Group
Performance Team Claims Data and Reporting

Job Title	Senior Data and Reporting Officer
Job Type	Full-Time, Ongoing; Non-Ongoing
Location	Launceston TAS, Canberra ACT, Melbourne VIC
Salary	\$103,384 - \$114,718
Future Merit Locations	Launceston, Canberra, Melbourne
Office Arrangement	Hybrid
Office Arrangement Details	Hybrid working arrangements are available and may be negotiated with the business area
Classification	APS Level 6
Position Number	01354
Agency Website	

Job Description

<https://www.comcare.gov.au/about/careers/current-vacancies>

Team overview

The Claims Performance team is responsible for supporting Comcare's Claims Management Group in delivering high-quality service and support for our clients. The team is multi-disciplinary and works across the group and Comcare to enable return to work and claims management outcomes.

Duties

As a Senior Claims Data and Reporting Officer you will work as part of a team responsible for Claims Management Group's data knowledge, stewardship, analysis and reporting. This role works to build and analyse operational performance data to drive improved service performance, operational efficiency and customer service. The role works closely with the Office of the Chief Data and Analytics Officer and may assist in the supervision of other team members.

In this role your key responsibilities will include, but are not limited to, the following:

- Contribute to Comcare's purpose, Corporate Plan, the Claims Management Group strategy and operating model.
- Engage with stakeholders across functions within Comcare and the broader APS to develop fit for purpose data products.
- Deliver claims data and reporting services to internal and external stakeholders in line with the claims management strategy.
- Assist in coaching, guiding and developing less experienced colleagues, as required.
- Lead projects and activities, including matters that are very complex or sensitive, designed to improve Comcare's claims data holdings and reporting, and do so under limited direction and guided by policies, accepted standards and precedents.
- Work across Comcare and our client agencies, focus on consistent claims management, positive claim outcomes, sharing information and better practice, and resolving conflicts.
- Act in accordance with APS and Comcare requirements including human resource, financial management and procurement requirements.

Desirable qualifications

- Qualifications or competencies in a relevant field such as claims management, statistics, data science or data governance and analytics.

Eligibility

1. Australian citizenship.
2. Character clearance (Australian Criminal History Check).
3. Employee health declaration.
4. Six months probationary period for new engagements.
5. Ability to obtain and maintain a Baseline Security Clearance.

Notes

RecruitAbility applies to this vacancy. Under the RecruitAbility scheme you will be invited to participate in further assessment activity for the vacancy if you choose to apply under the scheme; declare you have a disability; and meet the minimum requirements for the job. For more information visit: <https://www.apsc.gov.au/recruitability>. This initiative/program is only applicable where the successful applicant will be employed under the Public Service Act 1999. Similar conditions may apply when employed under other Acts. For clarification please contact the advertising agency.

About the Comcare

Comcare is the national authority for work health and safety, and workers' compensation. We are a government regulator, workers' compensation insurer, claims manager and scheme administrator. Through our role, we work with employees and other workers, employers, service providers and other organisations to: - minimise the impact of harm in the workplace - improve recovery at work and return to work - promote the health benefits of good work. We collaborate and partner with other schemes and organisations on research and innovative projects that improve outcomes. We also provide expert advice and services to the Safety, Rehabilitation and Compensation Commission (SRCC), and Seafarers Safety, Rehabilitation and Compensation Authority (Seacare Authority).

To Apply

Position Contact	Recruitment Team, 1300 366 979
Agency Recruitment Site	https://www.comcare.gov.au/about/careers/current-vacancies

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Communications and the Arts

Vacancy VN-0768649

Australian Communications and Media Authority

Closing Date:Wednesday 29 April 2026

Corporate and Research
Digital and Technology Services ICT Business and Support Services

Job Title	Enquiries and Site Support Officer
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Belconnen ACT
Salary	\$79,700 - \$86,632
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible;Hybrid
Office Arrangement Details	Flexible working arrangements such as working from home days may be considered.
Classification	APS Level 4
Position Number	253-2026-1
Agency Website	http://www.acma.gov.au

Job Description

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

The Australian Communications and Media Authority (ACMA) is an independent Commonwealth statutory authority responsible for the regulation of broadcasting, radiocommunications, telecommunications and some online content.

This work underpins our vision for a connected, informed and entertained Australia.

Who we are

The **Corporate and Research Division** partners with business areas across the ACMA, to provide enterprise wide enabling services and strategic advice so that the ACMA can achieve its purpose. The Division facilitates this through the delivery of key corporate functions including financial management, property services, security, procurement advice, performance reporting, research and data, digital and technology services, human resources, communications, and governance services.

The **Digital and Technology Services Branch** provides leadership in the design, development and operation of digital and technology services for the ACMA and its stakeholders. The Branch works in a partnership model with all ACMA divisions to ensure their unique technology requirements are fit for purpose. The Branch provides a full service model that incorporates all Digital and Technology functions. This includes ICT security, first contact customer service, information management and digital literacy, maintaining ICT system availability and operations, project management and governance services. The Branch provides architectural approval and authority to operate over the systems used by the ACMA.

The **Customer Service Centre (CSC)**, sitting within the **ICT Business and Support Services Section**, is the agency's central hub for managing customer enquiries received by email, phone, web form, and fax. The CSC provides information and services spanning a wide range of issues covered by the ACMA. The CSC manages customer enquiries with functions such as:

- supporting business operations by responding to phone calls, web-form, email, letter, online form, and fax requests in a professional and timely manner
- assessing and allocating enquiries to relevant business areas
- processing licence transfers and surrenders
- triaging interference and non-compliance complaints.

About the role

The **Enquiries Officer** role is central to delivering high-quality service to the public and supporting the broader operations of the ACMA.

As an Enquiries Officer, you will join a dedicated and supportive customer service team. Your primary responsibility will be to respond to enquiries from external customers across multiple communication channels, including phone, email, web forms, fax, and mail. You will assess the nature of each enquiry, determine whether it falls within the ACMA's jurisdiction, and either resolve it directly or escalate it to the appropriate team for further action.

In addition to your core duties, you will receive full training and support to perform the **Site Support Officer** role within the ACMA Corporate Service Desk, as required. This dual capability ensures flexibility and strengthens our team's ability to respond to changing priorities.

Duties

- delivering responsive and professional customer service across five communication channels
- assessing and triaging enquiries across more than 30 ACMA-related topics
- identifying and escalating complex enquiries to relevant internal teams

- providing administrative support for Licensing, Radio/Television Interference, and VAST appeal registration
- maintaining accurate records and following established procedures and guidelines
- participating in training to support ICT troubleshooting and internal service desk functions.

Eligibility

To be eligible for employment with the ACMA, applicants must be Australian citizens.

The successful applicant must be able to obtain and maintain a **Baseline security clearance** or hold a current security clearance of an appropriate level. More information on the security clearance vetting process is available on the [Australian Government Security Vetting Agency \(AGSVA\)](#) website.

Notes

Suitable candidates will be placed in a merit pool from this selection process and may be used to fill similar ongoing roles in other areas of ACMA. Non-ongoing opportunities may be offered as a specified term.

RecruitAbility applies to this vacancy. Under the RecruitAbility scheme you will be invited to participate in further assessment activity for the vacancy if you choose to apply under the scheme; declare you have a disability; and meet the minimum requirements for the job. For more information visit: <https://www.apsc.gov.au/recruitability>. This initiative/program is only applicable where the successful applicant will be employed under the Public Service Act 1999. Similar conditions may apply when employed under other Acts. For clarification please contact the advertising agency.

About the Australian Communications and Media Authority

ACMA is Australia's regulator for broadcasting, some online content, radiocommunications and telecommunications. We work with industry and government, locally and internationally, so that Australians can enjoy the best and most innovative media and communications services in a fair, responsible, safe and productive way. The ACMA provides a supportive and respectful work environment that values the diversity of our employees. Our three main offices are in Canberra, Melbourne and Sydney. Visit acma.gov.au for more information on joining our team.

To Apply

Position Contact	Ashley Bruton, 02 6219 5200
Agency Recruitment Site	https://www.acma.gov.au/careers

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