



Commonwealth of Australia
APSJobs - Vacancies Daily
PS16 Daily Gazette Monday - 15 April 2024.pdf

Australian Government

Published by Commonwealth of Australia

APSJobs - Vacancies Daily

This electronic document contains notifications of Vacancies now being advertised daily. These notices will also be published in the electronic Public Service Gazette PS16 Weekly Gazette Thursday - 18 April 2024.pdf.

The Gazette contains notifications of certain vacancies and employment decisions for APS and some non-APS Commonwealth agencies as required by the Public Service Act 1999, the Parliamentary Service Act 1999, and their subordinate legislation. To know more about these requirements, see <https://www.apsc.gov.au/public-service-gazette-requirements>

These Vacancies Daily will also appear in the Gazette PS16 Weekly Gazette Thursday - 18 April 2024.pdf.

Gazette Lodgement Inquiries

Phone: (02) 6202 3559

Email: contact@apsjobs.gov.au

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Vacancies

Vacancy VN-0740158

Australian Electoral Commission

Closing Date:Monday 29 April 2024

Communication, Education and Engagement Branch Communication Section

Job Title	Assistant Directors, Communications Section
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	\$102,230 - \$115,202
Classification	Executive Level 1
Position Number	2024-119 Multiple
Agency Website	https://www.aec.gov.au/

Job Description

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

The Communications, Education and Engagement Branch (CEEB) is responsible for educating and informing the community about electoral rights and responsibilities.

The Communication Section within CEEB is responsible for a broad range of external communication (including advertising and campaigns), internal communication and design.

The Assistant Director External Communications manages a dynamic and fast-paced small team, responsible for developing and delivering effective AEC information and advertising campaigns. This includes campaigns for federal elections, by-elections and referendums.

Duties

If you're passionate about Australia's democracy and bringing your expertise to support the Australian community to enrol and vote, we have the job for you!

This is an exciting opportunity for a creative and skilled communications professional to work on some of the most impactful advertising activities across government with consideration to the needs of diverse audience groups across the Australian community.

Essential to the role is planning and managing project timeframes and significant budgets, and working collaboratively with team members, business areas and external service providers.

This senior role is responsible for leading complex and/or sensitive work, under broad direction. At election time this role is responsible for delivering critical election activities in a high-pressured environment and involves building and working with an expanded team of event surge staff.

To excel you'll have:

- Experience leading government advertising campaigns. This includes procuring, managing and working collaboratively with creative agencies, CALD and First Nations specialists and media buying agencies.
- Implementation of benchmark, tracking and evaluation research and ensuring the evaluation is effectively designed to measure the objectives of the campaign and research by an appointed research agency and working with suppliers to analyse and interpret the results.
- Knowledge of advertising channels, and the ability work with an agency on media planning and placement.
- Experience in the creation of effective communication content aligned to business priorities, across a wide variety of channels and for a range of audiences.
- Project management and planning skills, with demonstrated ability to deliver results in tight timeframes.
- Experience managing a team to ensure quality output, champion a culture of innovation, and to support the career development of your team members.
- The ability to remain positive and respond to pressure in a calm manner, while committing energy and drive to see that goals are achieved.
- Experience exercising strategic judgement and providing expert and timely communications advice and assistance to internal and external stakeholders.

Eligibility

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

Notes

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

About the Australian Electoral Commission

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

To Apply

Position Contact	Elena Dimcevska, elena.dimcevska@aec.gov.au
Agency Recruitment Site	https://candidate.aurion.cloud/aec/production/

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Vacancy VN-0740316

Australian Fisheries Management Authority

Closing Date:Monday 29 April 2024

People Capability and Engagement
Corporate Services Branch

Job Title	EL 1 Manager People Operations
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	\$119,329 - \$132,627
Classification	Executive Level 1
Position Number	C00052
Agency Website	

Job Description

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

Duties

ONGOING VACANCY
EL 1 Manager People Operations
Corporate Services Branch, Canberra (C00052)

AFMA is looking for an HR professional with diverse HR experience to join our small, flexible, and supportive team as the EL 1 Manager People Operations.

Working in a small agency, as the Manager, People Operations you will play a key role by leading a multidisciplinary team while providing both operational and strategic HR to AFMA across a range of human resource management functions including workforce planning, industrial relations, policy development, performance, work health and safety and recruitment.

You will assist the Senior Manager, People, Capability and Engagement to drive people related initiatives, support services and programs. In this role you will provide sound advice, supporting the AFMA Executive, Senior managers and all staff on HR matters.

Please refer to the position description for more information.

Eligibility

- AFMA staff are employed under the Australian Public Service Act 1999. All applicants must be Australian citizens.
- Applicant must hold or have the ability to obtain and maintain a Baseline security clearance.
- Ability to undertake travel as required specifically to other AFMA office locations (Lakes Entrance, Darwin and Thursday Island).
- Extensive generalist HR knowledge and experience

Notes

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

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

Contact Officer: Corinne Fox 02 6225 5375 / corinne.fox@afma.gov.au
Closing date for applications is Monday 29 April 2024 (11pm AEST)

About the Australian Fisheries Management Authority

To Apply

Position Contact	Corinne Fox, 02 6225 5375
Agency Recruitment Site	https://www.afma.gov.au/careers

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Vacancy VN-0740095

Australian Government Solicitor

Closing Date: Monday 29 April 2024

Australian Government Solicitor
Office of General Counsel

Job Title	Senior General Counsel
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Canberra ACT, Sydney NSW, Melbourne VIC
Salary	-
Classification	Senior Executive Service Band 1
Position Number	TBC
Agency Website	

Job Description

<http://www.ag.s.gov.au/employment/current-vacancies.html>

Duties

Senior General Counsel

- Public law, in particular constitutional law
- Canberra, Sydney or Melbourne locations
- Permanent and non-ongoing roles

Opportunities exist for Senior General Counsel/Senior Executive Lawyers to join the Office of General Counsel to advise the Commonwealth on constitutional and public law, statutory interpretation and the development, implementation and administration of legislation or engage in complex constitutional litigation.

About us

Australian Government Solicitor (AGS) is the Australian Government's central legal practice and part of the Attorney-General's Department. AGS helps Commonwealth clients to manage legal issues, navigate new challenges and find solutions which deliver the best outcomes for Australia. We are a self-funded legal practice and compete for our work.

AGS is unique. AGS is dedicated to the national interest and is a trusted advisor to Government. It is a centre of excellence and expertise in areas of law of importance to the Commonwealth and in managing complex, systemic and precedential issues for the Commonwealth.

AGS is innovative. Drawing on an exceptional depth of experience and expertise, we assist the Australian Government in the development and implementation of solutions to legal issues that have national importance.

AGS is diverse. With offices in every capital city and a team of 680 staff, including 470 lawyers, we work in more than 40 different areas of law related to government.

About the role

The Office of General Counsel (OGC) specialises in the provision of legal advice and assistance to the Commonwealth Government on constitutional and public law, complex statutory interpretation and the development, implementation and administration of legislation. OGC also acts for the Commonwealth in High Court constitutional litigation and coordinating the conduct of

other cases involving constitutional issues. OGC's team of approximately 80 lawyers (including a number of out posted lawyers) has specialist expertise in constitutional and public law, statutory interpretation and the development, implementation and administration of legislation. OGC also conducts constitutional litigation in the High Court and clears the Commonwealth's position in other cases involving constitutional issues.

As Senior General Counsel/Senior Executive Lawyer in OGC, you will work with and help lead a highly skilled team on matters of national importance.

For further information about the requirements of the role please refer to the role description available on our recruitment portal.

About you

The successful candidates will ideally have:

- substantial expertise and experience as a public lawyer, particularly in constitutional law and statutory interpretation. Expertise in public international law or in conducting constitutional litigation would be desirable
- knowledge of the Commonwealth legal environment and policy development processes
- demonstrated ability and commitment to effectively supervise, train, mentor and develop more junior legal staff
- excellent professional judgement, interpersonal skills and the ability to communicate with influence and build client relationships; and
- the capacity to lead, both within and beyond OGC, and positively contribute to the broader AGS practice.

You will work with a community of professionals dedicated to the national interest. You will work collaboratively in an inclusive environment where everyone's contribution is valued, and success is rewarded. We offer our employees competitive remuneration packages, including 15.4% superannuation.

AGS is a supportive organisation which embraces diversity. We understand that work is only part of your life and while our workplace can be demanding at times, we also provide access to a range of flexible working options, generous leave entitlements and wellbeing benefits to support your needs throughout your career.

To apply

To apply, please click the 'Apply' button and ensure that you upload a maximum 2 page cover letter indicating your relevant experience with reference to the required skills and experience set out above and in the relevant role description, along with a copy of your CV.

Applications close at 5:00pm (AEST) on Monday, 29 April 2024.

Further enquiries

Further information can be obtained by contacting Natalie Lightfoot, HR Business Partner on 02 6253 7529. **Eligibility**

To apply you must be an Australian Citizen and be willing to obtain and maintain a security clearance at the Negative Vetting 2 (NV2) level (or higher if required).

Notes

A merit pool of suitable applicants may be created from this process and will be active for 18 months from the date of advertisement. We may choose to use this merit pool to fill further ongoing and non-ongoing vacancies.

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

About the Australian Government Solicitor

AGS is unique. Regarded as the leading providers of legal services to government, we are a national, commercially competitive law practice within the Attorney-General's Department. Our team of around 660 employees, located in 7 offices around Australia, provides expert services in all areas of law connected with government.

To Apply

Position Contact	Natalie Lightfoot, 02 6253 7529
Agency Recruitment Site	http://www.ags.gov.au/employment/current-vacancies.html

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Vacancy VN-0740336

Australian Sports Commission

Closing Date:Sunday 28 April 2024

Office of the CEO

Job Title	Deputy Chief of Staff
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	-
Classification	Senior Executive Service Band 1
Position Number	2478
Agency Website	https://www.sportaus.gov.au/

Job Description

<https://ausport.nga.net.au/?jati=E255662E-AD73-A337-34F8-DAA7506CF617>

Duties

The Australian Sports Commission (ASC) is the Australian Government agency responsible for supporting and investing in sport at all levels. The ASC's role is to increase involvement in sport and enable continued international sporting success through leadership and development of a cohesive and effective sports sector, targeted financial support, and the operation of the Australian Institute of Sport (AIS).

An exciting opportunity has arisen for a **Deputy Chief of Staff (SES Band 1)** within the Office of the CEO Group. Reporting to the Chief of Staff, this senior leadership position will play a key role in driving the ASC's strategic policy agenda, guiding stakeholder engagement across the ASC and government sector.

About the team – The Office of the CEO Group maximises the ASC's engagement across government and to key stakeholders through strategic leadership of media and communications, policy and legal counsel to ensure consistency and focus on priorities across the whole organisation. The Group also provides executive support and secretariat functions to the ASC Board of Commissioners.

About the role – Reporting to the Chief of Staff, the Deputy Chief of Staff will help drive the ASC's strategic policy agenda and guide stakeholder engagement across the ASC. The role will also ensure operational efficiency and effectiveness within the Office of the CEO. The Deputy Chief of Staff will serve as a trusted adviser to the Chief of Staff and represent the Executive in delegated projects and initiatives designed to achieve the ASC's priorities and objectives.

Our ideal candidate – This position will suit those who can demonstrate a track record of success in delivering outcomes in a complex environment. You will bring a blend of broad and deep experiences leading teams across ministerial, communications and legal functions with a deep working knowledge of the Australian parliamentary system. You will be someone who exemplifies the Senior Executive Service values and brings a contemporary approach to people leadership with a commitment to talent development and fostering a culture of collaboration, integrity, and excellence.

We strongly and actively encourage applicants from a diverse range of backgrounds and experiences, including people with disability, First Nations peoples, people from culturally and linguistically diverse (CALD) backgrounds and LGBTIQ+ people.

Applications close at 11:30 pm AEST **28th of April 2024** (late applications will not be accepted).

Eligibility

The successful candidate must have Australian citizenship and be able to obtain and maintain an Australian Government Security Vetting Agency (AGSVA) clearance to Negative Vetting status.

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

Notes

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

About the Australian Sports Commission

At the Australian Sports Commission (ASC), we champion the value of sport. We encourage and help Australians of all backgrounds, ages and abilities to get involved in sport and enjoy the many benefits. We play a central leadership role across the broader sport sector through collaboration and direction. The ASC delivers a variety of grants through investment in high

performance and national sport participation programs, performance pathways, people development and wellbeing, and research and innovation. We manage high performance operations at the AIS Campus in Canberra, supporting seven National Training Centres of Excellence, and a European Training Centre in Italy. Further, we individually support thousands of athletes and dozens of Australian sports through guidance and collaboration.

To Apply

Position Contact	Brooke De Landre, 02 6214 3931
Agency Recruitment Site	https://ausport.nga.net.au/?jati=E255662E-AD73-A337-34F8-DAA7506CF617

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Vacancy VN-0740325

Department of Finance

Closing Date: Sunday 12 May 2024

Job Title	Budget Policy Advancement Program
Job Type	Full-Time;Part-Time, Non-Ongoing
Location	Canberra ACT
Salary	-
Classification	APS Level 4;APS Level 5;APS Level 6;Executive Level 1;Executive Level 2
Position Number	2024/BG/BPAP
Agency Website	www.finance.gov.au

Job Description

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

- Are you looking to grow your APS career?
- Are you looking to accelerate your policy skills?
- Do you want to understand how the budget process really works?
- Do you want dedicated mentoring and coaching to support your development?

Do you want access to formal in-house and APS Academy training?

Duties

ABOUT THE PROGRAM

The Budget Policy Advancement Program is an immersive learning experience that allows participants to develop: knowledge and understanding of the budget process, skills in developing and costing new policy proposals, and preparing policy advice to support the Cabinet's consideration of budget proposals.

The Program offers up to 20 participants a 12-month work placement in one of the four Budget Divisions in the Department of Finance, giving you valuable exposure and experience to Australia's budget process. Participants who complete the Program will have a unified understanding of the modern budget process and will have the tools, knowledge and skills to perform effectively in budget centric policy roles across the APS.

PROGRAM FEATURES

- A 12-month placement in a team within one of the four Budget Divisions, with flexibility for participants to split their placement into two rotations to work in different teams across the four Budget Divisions, providing participants with a broad view of the Federal Budget process
- Formal in-house and APS Academy training
- Support from an SES Mentor and an APS/EL Peer Buddy for the length of the program
- Three personalised coaching sessions with an Executive Coaching professional
- Informal learning opportunities providing exposure to senior-level decision making. These may include:
 - Learning about the Expenditure Review Committee (ERC) of Cabinet decision making processes through attending pre-briefing sessions with Finance Budget SES
 - Support preparations and Executive attendance at Senate Estimates
- Program participants will have regular and strategic engagement with Central Agency colleagues in the Department of the Prime Minister and Cabinet, and the Department of the Treasury, and relevant line agencies to build a comprehensive understanding of proposed policies, in order to inform the best advice to ERC
- Access to Finance pay and leave conditions, which include flexibility for APS to either accrue FLEX or be paid overtime, and paid TOIL provisions for ELs. In addition, Finance may offer on-call allowance for work outside the standard hours. For more information about Finance pay and conditions you may wish to review the Enterprise Agreement [online](#) .

Eligibility

- **The Program is restricted to current APS employees from APS4 – EL2 only. The Program will accept up to 20 participants across all levels.**
- **The Program selection process is not being used to offer or facilitate promotion.**
- Program positions will be filled via section 26 temporary movement at level for an initial period of up to 12 months (program duration) commencing in July 2024.
- Program positions may be converted to ongoing movement at level, or further extended at the conclusion of the program in consultation with relevant program participants and their home agency.
- Under section 22(8) of the *Public Service Act 1999*, program participants must be Australian citizens to be employed in the Australian Public Service (APS) unless the Agency Head has agreed otherwise, in writing.
- Successful applicants will be required to undergo the process to obtain and maintain, or continue to hold the required security clearance level for the role as indicated. All Finance staff are required to have a minimum baseline security clearance prior to commencement. Note, some roles in Budget Group may require Negative Vetting 1.

Notes

ONLINE INFORMATION SESSION

We will host a Candidate Information Session on Tuesday 23 April at 11.30am – 12.30pm for potential participants to learn more about the Program and to hear from participants in the current 2023 Budget Policy Advancement Program as well as current Budget Policy Officers about their experiences working on the Budget.

The Candidate Information Session will be streamed live through GovTeams. Please use this link to join the session: [Information Session Link](#). The session will be recorded and the replay will also be available at this link.

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

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

About the Department of Finance

As a central agency of the Australian Government, the Department of Finance (Finance) plays an important role in assisting government across a wide range of policy areas to ensure its outcomes are met. Finance supports the government's ongoing priorities through the Budget process and fosters leading practice through the public sector resource management, governance and accountability frameworks. Finance plays a leading role in advising the government on many of its strategic priorities. We do this through our professional and considered approach to providing advice, developing policy, delivering services and engaging with our clients and stakeholders. Finance's key areas of focus are: - Budget - Business Enabling Services - Commercial - Governance and Resource Management

To Apply

Position Contact	Donna Valenti or Stephen Sorbello, (02) 6215 2043 or (02) 6215 3220
Agency Recruitment Site	https://financejobs.nga.net.au/cp/

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Vacancy VN-0740162

Department of Home Affairs

Closing Date: Sunday 28 April 2024

ICT Division
Traveller Cargo & Trade Systems Cargo & Trade Capability Projects

Job Title	Scrum Master
Job Type	Full-Time, Ongoing
Location	Various locations - ACT ACT
Salary	\$110,788 - \$129,928
Classification	Executive Level 1
Position Number	JR 130378
Agency Website	www.homeaffairs.gov.au

Job Description

<https://jobs.homeaffairs.gov.au/job-invite/130378/>

About our team

The Cargo and Trade Capability Projects (CTCP) Section manages and delivers key projects in the cargo and trade domain, including enhancements on the essential Integrated Cargo System (ICS) as well as the Home Affairs technical components of the multi-billion whole-of-government Simplified Trade System (STS) initiative.

The work of the team helps to integrate disparate systems, de-risk our legacy and critical systems, and build foundational capability for future systems within the cargo and trade domain. CTCP is working closely with our key stakeholders in the ABF Industry and Border Systems Group to deliver in partnership.

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

Our ideal candidate

Our ideal candidate has experience working in Agile Framework and facilitating ceremonies/ events. Our candidate should demonstrate experience monitoring budgets, advising of risks to delivery and remediation planning, managing and working closely with dependent agile teams and engagement with a large number of stakeholders, including prioritisation of delivery requirements in collaboration with your Product Owner.

You have successfully promoted a culture of relentless improvement and quality utilising servant leadership skills, focusing on improved business value outcomes for the organisation. You should be open to further skills development and be adaptable to change, joining us during a time of digital transformation.

Duties

Duties and responsibilities

Tell us how you can help us make a difference:

- The successful candidate will be responsible for management, planning and coordination, delivery and reporting across projects
- Lead and deliver a delivery team including facilitation of events/ceremonies, coach and mentor team members, stakeholder management and engagement, producing team planning documents, record and measure team outputs
- The ability to actively engage with the Release Train Engineer (RTE) and/or Program Manager, product manager and owners to identify risks, blockers, opportunities and impediments to the delivery planning
- Provide an environment of client centric relationship management including communications with Senior Executive, Project Management Office and other teams and business areas (as required) for planning and reporting

- Demonstrate ability to coach, inspire and motivate people to change their mind set and practices as evidenced by experience persuading key stakeholders (like Executive Sponsor, program/project managers, line managers) to become servant leaders and to empower people to adopt ways of working in line with Agile manifesto and principles.

Additional information

- Minimum of two (2) years' experience as a Scrum Master
- Proven experience facilitating Lean IT process flows including Kanban
- Scrum certification e.g. - Certified Scrum Master (CSM)
- Have demonstrated experience with pastoral care, coaching, mentoring and creating a positive team culture and a positive workplace
- Experience with actively engaging with relentless improvement identification and outcomes.

Eligibility

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

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

Notes

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

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

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

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

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

About the Department of Home Affairs

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

To Apply

Position Contact	Alex Akhmetov, 02 6264 1916
Agency Recruitment Site	https://jobs.homeaffairs.gov.au/job-invite/130378/

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Vacancy VN-0740320

Department of the Treasury

Closing Date: Sunday 28 April 2024

Coporate Division

Job Title	APS6 Senior Property Officer
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Various locations - ACT ACT
Salary	\$98,072 - \$118,813
Classification	APS Level 6
Position Number	35-2024
Agency Website	www.treasury.gov.au

Job Description

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

The Property Services and Logistics Team within the Chief Financial Officer Branch is looking for an APS6 Senior Property Officer to deliver support across a range of corporate governance, policy and administrative activities.

About the Team

The Property Services and Logistics Team within the Chief Financial Officer Branch is responsible for creating a safe and practical working environment for Treasury employees, providing a centre of expertise for property management. The team delivers support across a range of corporate governance, policy and administrative activities. Property services provided to the Treasury include:

- Property management
- Property services related procurement and contracts;
- Coordinate accommodation minor works;
- Delivery of new office fit-outs;
- Facilities management;
- Provision of office furniture, equipment and office consumables; and
- Oversee the management of the mail and freight handling services.

Treasury Property Services manages the Department's Whole of Australian Government (WoAG) outsourced property services provider in dealing with day-to-day operational activities.

Duties

About the Role

The Senior Property Officer is responsible for the delivery of wide variety of services to ensure the Treasury tenancy is fit for purpose and provides a safe and comfortable environment for all staff and visitors to the building. The role includes a diverse range of activities which may include:

- High-level client services and interpersonal skills, with a commitment to building relationships, particularly with internal stakeholders and outsourced providers.
- Oversee a team delivering in house property services such as mail, meeting room set ups, pool vehicle management and logistical services.
- Manage sub-contractors and the outsourced services provider contract, including performance management against KPIs and service level standards.
- Manage facilities requests logged with the property services providers helpdesk and follow up through to completion
- Provide technical knowledge in specialist areas of property and facilities management functions and an ability to provide technical advice to the Assistant Director.
- Provide input to strategic direction for operational delivery of facilities services and ability to develop and maintain asset/facilities management plans and programs.
- Management of major and minor assigned property fit-out projects under the direction of an Assistant Director.
- Oversee procurement processes to engage contractors to deliver fit out works, ensuring compliance with the Commonwealth Procurement Rules.
- Other tasks as directed.

Desirable Qualifications / Experience

- A minimum of 2 years' experience managing property preferably within the Australian Government; or
- Demonstrated experience in at least one property-related discipline as outlined above.

Eligibility

Employees of the Treasury are required to be Australian citizens and must hold a current security clearance or successfully complete a clearance prior to commencement.

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, 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>

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	Mark Muscat, 02 6263 2259
Agency Recruitment Site	http://careers.tspace.gov.au/cw/en/listing/

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Vacancy VN-0740286

Director of Public Prosecutions

Closing Date:Monday 29 April 2024

Enabling Services

Job Title	EL1 - Assistant Manager, Strategic Planning & Governance
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Canberra ACT, Melbourne VIC, Sydney NSW, Brisbane QLD
Salary	\$112,233 - \$122,486
Classification	Executive Level 1
Position Number	24_26
Agency Website	

Job Description

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

The Assistant Manager, Strategic Planning & Governance, is an operational role and works closely with the Governance Manager and Branch Head to support the Commonwealth Director of Public Prosecutions (CDPP) to fulfil its purpose through fit for purpose governance, performance and planning frameworks.

Duties

In addition to meeting the Integrated Leadership System profile of the [Executive Level 1 level](#), primary outcomes and accountabilities will include:

- Providing operational support and specialist advice on all aspects related to areas of responsibility in accordance with relevant legislation, policy and procedures including advice in relation to the Public Governance, Performance and Accountability Act 2013 and associated Rule, Commonwealth Performance Framework, Commonwealth Integrity Maturity Framework, Public Interest Disclosure Act 2013 and Privacy Act 1988.
- Managing and coordinating the planning and reporting, including delivery of the Corporate Plan, Business Plans and Annual Report.
- Managing and coordinating delivery of parliamentary related functions (including Senate Estimates and Questions on Notice) through the PDMS.
- Overseeing the ongoing development of the governance frameworks and related policies.
- Developing reports for key stakeholders, governance groups and committees.
- Managing and coordinating delivery of secretariat services to key governance groups and committees.
- Undertaking complex problem solving and providing issues management for internal and external stakeholders.
- Contributing to and supporting the development and improvement of strategies, systems, procedures, policies and/or practices addressing future agency and stakeholder needs.
- Working collaboratively with the Branch leadership team to deliver on broader objectives.

Eligibility

- Ability to obtain and maintain **AGSVA Baseline** clearance is required
- Australian Citizenship
- Specialist knowledge and experience in governance, planning and performance related activities and frameworks.
- Experience, preferably in a public sector environment, across the majority of the areas covered by the position, with the demonstrated ability to quickly acquire knowledge for the remaining areas.

Notes

Please refer to the Candidate Information Pack for details.

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

About the Director of Public Prosecutions

To Apply

Position Contact	Angela Alexandrou, 0404 815 598
Agency Recruitment Site	https://cdppcareers.nga.net.au/cp/

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Vacancy VN-0740287

Director of Public Prosecutions

Closing Date:Monday 29 April 2024

Enabling Services

Job Title	EL2 Manager - Governance
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Canberra ACT, Melbourne VIC, Sydney NSW
Salary	\$135,230 - \$153,064
Classification	Executive Level 2
Position Number	24_27
Agency Website	

Job Description

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

The Manager, Governance is a leadership, supervisory and operational role, and works closely with the Branch Head and Chief Corporate Officer to support the Commonwealth Director of Public Prosecutions (CDPP) to fulfil its purpose through fit for purpose and effective governance, reporting, risk management, audit, and assurance frameworks.

Duties

In addition to meeting the Integrated Leadership System profile of the [Executive Level 2](#) , primary outcomes and accountabilities will/may involve:

- Providing high level expert and strategic advice on policy, legislation, systems and process, and overseeing/managing a range of sensitive and complex matters related to the area of

responsibility, including advice in relation to the Public Governance, Performance and Accountability Act 2013 and the associated Rule, Commonwealth Performance Framework, Commonwealth Risk Management Policy, Commonwealth Fraud and Corruption Control Framework, Commonwealth Integrity Maturity Framework and the Public Interest Disclosure Act 2013.

- Leading planning and reporting including delivery of the Corporate Plan, Business Plans and the Annual Report.
- Leading the ongoing development of the risk management framework and related policies including the regular review and reporting of risks.
- Oversight of the internal audit program.
- Leading the delivery of secretariat services to key governance groups and committees.
- Leading the delivery of parliamentary related functions (including Senate Estimate Briefs and Questions on Notice) through the PDMS.
- Making and communicating balanced decisions using professional judgement, evaluating ambiguous and incomplete information, factoring in risks and being sensitive to the operating environment.
- Establishing and maintaining key internal and external networks and manage stakeholders through change, resolving conflict and managing sensitivities.
- Researching and analysing a range of complex issues and develop, review, evaluate and implement governance arrangements, policies and procedures, process, document tools.
- Providing strategic direction to work area, including the development of business plans, strategies and priorities and monitor work flow and performance.
- Leading, managing, monitoring, reviewing and evaluating team and individual performance providing regular feedback and conflict resolution.
- Collaborating, participate and contribute to CDPP and broader APS objectives, including contributing to the strategic planning of agency wide objectives.

Eligibility

- The ability to obtain and maintain **NV1 AGSVA clearance is required however can commence on a Baseline AGSVA clearance with a view to upgrading soon after.**
- Australian Citizenship
- Specialist knowledge and experience with the application of the Public Governance, Performance and Accountability Act 2013, the associated Rule and related policies and frameworks
- Experience in public sector governance, reporting, risk and audit related activities across the majority of the areas covered by the position, with the demonstrated ability to quickly acquire knowledge for the remaining areas.

Notes

Please refer to Candidate Information Pack for details.

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

About the Director of Public Prosecutions

To Apply

Position Contact	Angela Alexandrou, 0404 815 598
Agency Recruitment Site	https://cdppcareers.nga.net.au/cp/

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Vacancy VN-0740342

National Heavy Vehicle Regulator

Closing Date:Friday 26 April 2024

Statutory Compliance
Prosecutions

Job Title	Senior Prosecutor
Job Type	Full-Time, Ongoing
Location	Port Melbourne VIC
Salary	\$127,679 - \$136,911
Classification	
Position Number	1592
Agency Website	

Job Description

<https://secure.dc2.pageuppeople.com/apply/1123/gateway/Default.aspx?c=apply&sJobIDs=492669&SourceTypeL>

Duties

About the role

As Senior Prosecutor you will enjoy a busy and varied role where you will manage, prepare and conduct complex prosecutions on behalf of the NHVR.

Reporting to the Practice Manager, this position covers the Victorian courts. You will attend regional courts on a regular basis with occasional overnight stays. Given the nature of the role, after-hours work may be required.

What's on offer

This is a permanent, full time position based in our Port Melbourne office. Some of the key benefits include:

- Ongoing professional development, support and training
- Rostered day off and additional leave over the Christmas closure
- Flexible work arrangements and rostered day off
- Superannuation co-contribution scheme
- Access to wellbeing programs including Fitness Passport and discounted health insurance
- Access to salary packaging including novated lease
- Supportive team and work environment

Eligibility

About you

As the ideal candidate you will have over five years' experience as a legal practitioner and preferably proven experience in the field of criminal prosecution. This experience will include all facets of trial preparations, working with court procedures, summary procedures and relevant legislation.

Crucial to your success is the ability to undertake extensive and complex case management and thrive with the challenge of working to deadlines. Strong organisational and prioritisation skills are required to plan and coordinate high volumes of work.

With a prosecutor reporting directly to you, prior experience with leadership and developing others would be advantageous.

With high level interpersonal and communication skills you will be able to deliver a high standard of customer service for both internal and external stakeholders.

Notes

About the National Heavy Vehicle Regulator

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

To Apply

Position Contact	Ruth Bond, 07 3007 0039
Agency Recruitment Site	https://secure.dc2.pageuppeople.com/apply/1123/gateway/Default.aspx?c=apply&sJobIDs=492669&S

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Vacancy VN-0740341

National Portrait Gallery of Australia

Closing Date:Sunday 12 May 2024

Executive

Job Title	Executive Assistant
Job Type	Full-Time, Ongoing
Location	Parkes ACT
Salary	\$83,145 - \$89,587
Classification	APS Level 5
Position Number	7415
Agency Website	https://www.portrait.gov.au/

Job Description

In no more than two A4 pages, please tell us how your skills, knowledge, experience and qualifications make you the best person for this job. Email your application, a current CV and the application coversheet to hrrservices@npg.gov.au by the deadline listed below.

Reporting to the Executive Officer, the occupant of this position is required to provide high level support to the Director of the Gallery and coordinating workflows in the Executive Office. The successful applicant with have a bright and positive demeanour, the ability to work autonomously, manage competing deadlines and highly developed interpersonal skills are essential to be successful in this role. This role has a large on-site presence aligned to the Gallery Director's schedule. Some local and interstate travel will be required along with occasional attendance at after-hours meetings or events.

Duties

Specific Tasks

- Coordinate the operations of the Office of the Director including provision of high-level administrative support with diary management, meetings, hospitality, events, , briefings and presentations.
- Support the Executive Officer to implement seamless processes around the Executive Office to maximise communication and efficiency with the broader staff.
- Support the Executive Officer to coordinate, anticipate and validate the Gallery Director's strategic efforts to ensure the Gallery is on track for achieving Revive cultural policy outcomes.
- Support the Gallery Director's main priorities with agenda development, meeting coordination and verification of facts, assumptions and details for the Gallery Director's decision-making.
- Monitor the Gallery's critical activities in accordance with the Gallery's PGPA Performance Framework (Corporate, Strategic and Annual Report) timelines.
- Using initiative and good judgment, refer matters to appropriate staff for resolution, escalating to the Executive Officer when required.

- Liaise on behalf of the Director with a range of stakeholders including members of the Gallery, Board, Donors, Government Officials, Diplomats, and the Gallery Executive with confidentiality and discretion.
- Coordinate and prepare agenda for Executive and All Staff meetings.
- Coordinate arrangements for domestic / international travel and visits for the Gallery Director, Board/Foundation Members and other officials as required.

Eligibility

- Demonstrated experience in the efficient management of the office of a senior executive, including highly developed organisational, coordination and administrative skills.
- Ability to support a senior executive to balance their daily workload, whilst planning for future engagements and work priorities including travel.
- Demonstrated ability to use internal communications tools such as MS Teams.
- Demonstrated experience to build and maintain effective stakeholder relationships with the ability to work collaboratively as an effective team member with a can-do attitude. Interpersonal skills should be developed to support the executive leadership team.
- Well-developed oral and written communication skills with an ability to approach tasks with a strong grasp of the key issues. **Note:** Daily briefing requirements are scheduled when the Gallery Director is in the office, as part of routine office workflow.
- Demonstrated experience in the efficient running of meetings for senior stakeholders including secretariat skills (minute taking, agenda preparation etc.)

Industry Specific:

- Demonstrated ability to work with Tessitura or similar Customer Relationship Management software, alongside Office 365 tools would be well-regarded.
- Demonstrated experience in a cultural institution will be highly-regarded.

Notes

In no more than two A4 pages, please tell us how your skills, knowledge, experience and qualifications make you the best person for this job.

Email your application, a current CV and the application coversheet to hrservices@npg.gov.au by the deadline listed below.

About the National Portrait Gallery of Australia

We acknowledge the Ngunnawal and Ngambri peoples, the Traditional Custodians of the Canberra region, upon whose lands the National Portrait Gallery stands. The National Portrait Gallery reflects the face of Australia and increases understanding and appreciation of Australian people and their stories through the art of portraiture. Guided by our values of creativity, innovation, inclusivity and integrity, our purpose is to develop a national portrait collection and provide the broadest possible access to all Australians. We do this through presenting engaging exhibitions and live and educational programs onsite in our award-winning building in Canberra, offsite across Australia, and on demand. The Gallery is a dynamic and inclusive workplace and recognises the great contribution of our team. We're committed to the health, safety and wellbeing of our team and our visitors, and to sustaining a safe workplace and inclusive culture. We support flexible working practices, including working from home, and respect family and caring responsibilities. The Gallery is committed to equal opportunity and diversity. We welcome applications from First Nations people, LGBTQIA+ people, people with a disability, and people from culturally and linguistically diverse backgrounds.

To Apply

Position Contact	Jacob Choi, 02 6102 7051
Agency Recruitment Site	In no more than two A4 pages, please tell us how your skills, knowledge, experience and qualifications make you the best person for this job. Email your application, a current CV and the application coversheet to hrservices@npg.gov.au by the deadline listed below.

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Vacancy VN-0739915

Therapeutic Goods Administration

Closing Date:Monday 06 May 2024

Medicines Regulation Division
Pharmacovigilance Branch Adverse Event and Medicine Defect Section

Job Title	Data Entry Officer
Job Type	Full-Time;Part-Time, Ongoing
Location	Fairbairn ACT
Salary	\$69,688 - \$77,244
Classification	APS Level 3
Position Number	24-MRDIV-23627
Agency Website	

Job Description

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

The Therapeutic Goods Administration is seeking two data entry officers to join the Pharmacovigilance Branch.

Successful applicants will demonstrate excellent attention to detail, be confident working within a database and ideally have a sound understanding of medical terminology including medicine names.

They will work well within a team but can also plan and manage their own tasks to efficiently and accurately enter and code adverse event reports for medicines and vaccines.

Duties

- Accurate and timely entry of adverse event data into the Adverse Event Management System, a Customer Relationship Management (CRM) database.

- Accurate coding of adverse event reports using the Medical Dictionary for Regulatory Activities (MedDRA).
- Manage a busy shared inbox, including triaging and sorting adverse event reports and other correspondence.
- Respond to routine enquiries from internal and external stakeholders.
- Contribute to ongoing activities to improve data quality and system support processes.
- Build and sustain positive relationships with team members and stakeholders.
- Provide assistance to the team as required.

Eligibility

To be eligible for employment with the Department of Health and Aged Care, applicants must be an Australian citizen at the time an offer of employment is made.

An applicant's suitability for employment with Health and Aged Care will also be assessed through a variety of pre-employment check processes, such as:

- Satisfactory completion of a criminal history check, and where relevant, a Working with Children and Vulnerable People Check,
- Completion of a medical declaration and pre-employment medical (where required),
- Providing evidence of qualifications (where required), and
- Obtaining and maintaining a security clearance at the required level.

Notes

- Applications close 11:30pm AEST.
- Applicants are asked to quote reference number 24-MRDIV-23627 to assist when making an enquiry.
- Employees perform their duties at one of the Department of Health and Aged Care (DoHAC) offices, in the locations specified in this advertisement. Remote working is possible and is negotiated with your manager on commencement. Flexibility can be negotiated with your manager to balance your personal and professional needs with the needs of your role and business area.

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

About the Therapeutic Goods Administration

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

To Apply

Position Contact	Tijana Stefanovic, 02 6289 2938
Agency Recruitment Site	https://www.tga.gov.au/about-tga/corporate-information/work-tga

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Agriculture, Water and the Environment

Vacancy VN-0740276

Bureau of Meteorology

Closing Date:Sunday 28 April 2024

Business Solutions
Office of the Chief Customer Officer

Job Title	Business Development Lead (Affirmative Measures – Indigenous Employment)
Job Type	Full-Time;Part-Time, Ongoing
Location	Brisbane QLD, Canberra ACT, Sydney NSW, Melbourne VIC
Salary	\$149,133 - \$159,213
Classification	Executive Level 2
Position Number	60018777
Agency Website	

Job Description

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

Position overview
The Bureau provides products and services to priority customers on a cost-recovery basis, with annual receipts of approximately \$90 million per annum. Customer discovery and product and service scoping is completed by our Customer Teams.

We seek a Business Engagement Lead who will support our Customer Teams by facilitating and negotiating formal arrangements and instruments by which work with customers and partners is agreed, funded and executed.

This is an opportunity to develop and sustain mature business engagement practices that support the development and delivery of products and services that create impact and value for a wide range of public- and private-sector customers across Australia.

Interstate travel may be required from time to time.

Our ideal candidate
The Bureau is looking for an experienced leader who is dynamic, innovative, and able to lead and execute commercial engagements for delivery of technically-based products and services. This is an exciting opportunity for a highly experienced and motivated professional, with strong commercial knowledge and relationship skills, in a role that is central to the delivery of the Bureau's Strategy.

The filling of this employment opportunity is intended to constitute an Affirmative Measure under Section 8 (1) of the Racial Discrimination Act 1975 and is restricted to Aboriginal and Torres Strait Islander applicants.

Duties

The successful applicant will:

- Work with Customer Teams to translate technically-based opportunities into commercially viable proposals and arrangements, workplans and contracts that sustain product and service delivery.
- Coordinate and quality-assure a pipeline of opportunities, taking action where required to ensure that the Bureau focuses attention on those that balance delivery risk, creation of customer impact and value and alignment with the Bureau Strategy.
- Exercise accountability for managing delivery risk by developing project plans and forecasting budgets and staff resources that can deliver agreed outcomes for new opportunities.
- Leverage capability that ensures the quality and effectiveness of products and services offered by the Bureau, to enable continuous and structured improvement.
- Have experience with CRM systems; that with Microsoft Dynamics would be an advantage.

This will require the successful applicant to:

- Translate complicated scientific and technical information into an often complex customer environment.
- Build, nurture and leverage high value relationships and communication lines with key customers, partners and internal stakeholders.
- Exercise judgement in engaging with a range of existing project development and approval processes and, where necessary, negotiating improvements to them
- Build the broad commercial capacity of Customer Team members so that commercial considerations become intrinsic to consideration of technically-based product and service opportunities.
- Foster a working environment that is safe, inclusive and diverse, where people grow and are empowered to excel, and where customers come first.
- Comply with all Bureau work, health and safety policies and procedures, and take reasonable care for your own health and safety and that of employees, contractors and visitors who may be affected by your conduct.
- Demonstrate commitment to APS Values, Employment Principles, Code of Conduct.

Eligibility

Desirable Qualifications

A degree or diploma of an Australian educational institution, or a comparable overseas qualification, which is appropriate to the duties; OR other comparable qualifications, which are appropriate to the duties.

Notes

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

About the Bureau of Meteorology

The Bureau of Meteorology is one of the few organisations that touches the lives of all Australians and all Australia, every day. The Bureau works across Australia and remote islands, providing services from the Antarctic to beyond the equator, and from the Indian Ocean to the Pacific. We are Australia's national weather, climate and water agency, in the Agriculture, Water and Environment

portfolio of the Australian Government, operating under the authority of the Meteorology Act 1955 and the Water Act 2007. We provide data, information, knowledge, insight and wisdom to help Australians prepare and respond to the realities of their natural environment, including droughts, floods, fires, storms, tsunami and tropical cyclones. Our products and services include observations, forecasts, analysis and advice covering Australia's atmosphere, water, oceans and space environments. We undertake focused scientific research in support of our operations and services. Through regular forecasts, warnings, monitoring and advice, we provide one of Australia's most fundamental and widely used public services. We have strong relationships with our customers, partners and stakeholders in Australia, including the Australian Community and the emergency services sectors, all-levels of Government, and focus sectors including aviation, agriculture, energy and resources, national security and water.

To Apply

Position Contact	Peter Stone, Peter.Stone@bom.gov.au
Agency Recruitment Site	https://bomcareers.nga.net.au/

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Agriculture, Water and the Environment

Vacancy VN-0740344

Bureau of Meteorology

Closing Date:Monday 22 April 2024

Science & Innovation Group
Research Program

Job Title	Data Scientist
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Melbourne VIC, Canberra ACT, Sydney NSW, Brisbane QLD, Darwin NT, Perth WA, Adelaide SA, Hobart TAS
Salary	\$90,199 - \$101,022
Classification	APS Level 6
Position Number	60010474
Agency Website	

The Bureau's Research Program sits in the Science and Innovation Group and is the main driver of science-based innovation in the Bureau of Meteorology. In supporting the Bureau to deliver impactful weather, climate, ocean and water information services, the research contributes to advancing meteorological and earth system sciences in Australia and globally. Research activities cover the broad fields of weather, climate, oceanography, earth systems modelling, data set development, process studies, and application development.

The Seamless Prediction Science Section of the Bureau's Research Program is seeking an outstanding data scientist to support research to improve understanding of past and future climate change and climate variability in the Australian region. You will be a member of a team that contributes to research programmes including on climate variability and change, and the development of climate services for Australia.

You will support research into climate change and climate variability with a focus on Australian weather and climate. You will analyse and manage gridded observational data and extremely large data sets based on output from climate models using a variety of sophisticated statistical techniques. You will support the data and programming activities of a team of climate scientists. Your contributions will be used to improve understanding of past and future climate change and climate variability and extremes in the Australian region.

You will need to have:

- strong programming skills, including extensive experience with UNIX, and with scientific and visualisation languages, especially Python or Julia;
- experience managing large datasets, code repositories, and programming environments necessary for supporting a team;
- some understanding of climate variability and climate change science in the Australian region and beyond. Experience running climate models is desirable.
- flexibility to work effectively and productively as a member of a team under the direction of more senior scientists, and an ability to plan and undertake analysis for research and to assist in publishing research results, in the international peer-reviewed literature, of relevance to the Bureau's mission, and to contribute to the milestone reports for external stakeholders.

The position will involve close collaboration with other scientific and technical staff in the Bureau and other agencies. Experience liaising effectively with external stakeholders or the potential to do so is an advantage.

Duties

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

1. Lead the development of data science within the team, and actively connecting the team's data analysis to data science activities elsewhere at the Bureau.
2. Manage the data and analysis environment for the team and for projects. This will include managing climate datasets, as well as Python environments on shared computing resources.
3. Conduct detailed analysis of climate data in the context of climate variability and change.
4. Contribute to reports, and scientific papers for publication in international journals, and to the successful completion of work undertaken at the Bureau.
5. Listen to the feedback of stakeholders and modify the direction of research as appropriate.
6. Complying with all Bureau work, health and safety policies and procedures, and taking reasonable care for your own health and safety and that of employees, contractors and visitors who may be affected by your conduct.

Eligibility Notes

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

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

To Apply

Position Contact	Sugata Narsey, NA
Agency Recruitment Site	https://bomcareers.nga.net.au/

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Agriculture, Water and the Environment

Vacancy VN-0739844

Department of Agriculture, Fisheries and Forestry

Closing Date:Tuesday 30 April 2024

People, Property and Security
People & Policy Recruitment Services

Job Title	Senior Recruitment Advisor - Affirmative Measure - First Nations
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Adelaide SA, Brisbane QLD, Canberra ACT, Darwin NT, Melbourne VIC, Perth WA, Sydney NSW
Salary	\$81,690 - \$89,615
Classification	APS Level 5
Position Number	2024/991
Agency Website	https://www.agriculture.gov.au

Job Description

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

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

Who we are

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

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

The Recruitment Services section represents a core function of the department and drives the successful filling of critical roles, with the best candidate, at the right time, for the right cost. We have an exciting opportunity for high-performing HR professionals to join our motivated, supportive, and professional team to support our people and critical workforce needs of the department now and into the future.

You will work within the Operational Recruitment Team to manage the department's end-to-end recruitment activities, support the hiring area to apply attraction strategies and provide best practice advice on recruitment legislation and policy. You will make an impact on achieving effective and efficient recruitment outcome for the department by delivering and supporting frontline and contemporary recruitment practices.

Duties

The Jobs

As an APS 5 Senior Recruitment Advisor your duties will include:

- Engaging with internal and external stakeholders on recruitment matters via the recruitment hotline, inbox, and other communication methods, building strong working relationships to ensure positive outcomes.
- Applying judgement, knowledge and discretion in interpreting and applying legislation, guidelines, and procedures.
- Undertaking internal and external advertising and processing of recruitment outcomes.
- Managing the onboarding process for new employees and ensuring that they, and the hiring manager, have a positive recruitment experience.
- Supporting a positive team environment and contributing to team outcomes as well as providing guidance, support, and training to new and junior team members.
- Producing high level written correspondence and advice including developing/updating procedures, policies, e-mail communications and other correspondence as required.
- Identifying and contributing to process improvements and supporting the delivery and management of projects.
- Working closely across human resource functions to ensure a collaborative approach to the delivery of work.
- Contributing to the effective operation of the team, branch, and divisional priorities.

Please note that this recruitment process will initially be used to fill multiple vacancies in the team and that the roles may be performed from any of the locations listed above. The merit pool established through this selection process, which is valid for a period of eighteen months from the date the vacancy was advertised in the Public Service Gazette, may also be used to fill future ongoing vacancies in the branch where the duties are of a similar nature. **Eligibility**

What we are looking for

Knowledge and experience

To be successful in this role you will have:

- Experience using an e-recruitment platform.
- Proven experience in providing recruitment advice and outstanding customer service across a diverse organisation.
- Demonstrated experience managing multiple priorities and ensuring a high level of attention to detail.
- Experience applying and interpreting recruitment related legislation, policies, procedures and practices with a strong focus on customer service delivery.

Notes

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

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

About the Department of Agriculture, Fisheries and Forestry

To Apply

Position Contact	Meagan Gormly, 0466408344
Agency Recruitment Site	https://www.agriculture.gov.au/about/jobs/apply

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Agriculture, Water and the Environment

Vacancy VN-0739846

Department of Agriculture, Fisheries and Forestry

Closing Date:Tuesday 30 April 2024

People, Property and Security
People & Policy Recruitment Services

Job Title	Senior Recruitment Advisor
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Adelaide SA, Darwin NT, Brisbane QLD, Canberra ACT, Melbourne VIC, Perth WA, Sydney NSW
Salary	\$81,690 - \$89,615
Classification	APS Level 5
Position Number	2024/1020
Agency Website	https://www.agriculture.gov.au

Job Description

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

Who we are

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

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

The Recruitment Services section represents a core function of the department and drives the successful filling of critical roles, with the best candidate, at the right time, for the right cost. We have an exciting opportunity for high-performing HR professionals to join our motivated, supportive, and professional team to support our people and critical workforce needs of the department now and into the future.

You will work within the Operational Recruitment Team to manage the department's end-to-end recruitment activities, support the hiring area to apply attraction strategies and provide best practice advice on recruitment legislation and policy. You will make an impact on achieving effective and efficient recruitment outcome for the department by delivering and supporting frontline and contemporary recruitment practices.

Duties

The Jobs

As an APS 5 Senior Recruitment Advisor your duties will include:

- Engaging with internal and external stakeholders on recruitment matters via the recruitment hotline, inbox, and other communication methods, building strong working relationships to ensure positive outcomes.
- Applying judgement, knowledge and discretion in interpreting and applying legislation, guidelines, and procedures.
- Undertaking internal and external advertising and processing of recruitment outcomes.
- Managing the onboarding process for new employees and ensuring that they, and the hiring manager, have a positive recruitment experience.
- Supporting a positive team environment and contributing to team outcomes as well as providing guidance, support, and training to new and junior team members.

- Producing high level written correspondence and advice including developing/updating procedures, policies, e-mail communications and other correspondence as required.
- Identifying and contributing to process improvements and supporting the delivery and management of projects.
- Working closely across human resource functions to ensure a collaborative approach to the delivery of work.
- Contributing to the effective operation of the team, branch, and divisional priorities.

Please note that this recruitment process will initially be used to fill multiple vacancies in the team and that the roles may be performed from any of the locations listed above. The merit pool established through this selection process, which is valid for a period of eighteen months from the date the vacancy was advertised in the Public Service Gazette, may also be used to fill future ongoing vacancies in the branch where the duties are of a similar nature. **Eligibility**

What we are looking for
Knowledge and experience

To be successful in this role you will have:

- Experience using an e-recruitment platform.
- Proven experience in providing recruitment advice and outstanding customer service across a diverse organisation.
- Demonstrated experience managing multiple priorities and ensuring a high level of attention to detail.
- Experience applying and interpreting recruitment related legislation, policies, procedures and practices with a strong focus on customer service delivery.

Notes

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

About the Department of Agriculture, Fisheries and Forestry

To Apply

Position Contact	Meagan Gormly, 0466408344
Agency Recruitment Site	https://www.agriculture.gov.au/about/jobs/apply

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Agriculture, Water and the Environment

Vacancy VN-0739865

Department of Agriculture, Fisheries and Forestry

Closing Date:Tuesday 30 April 2024

People, Property and Security
People & Policy Recruitment

Job Title	Strategic Recruitment Advisor
Job Type	Full-Time;Part-Time, Ongoing
Location	Adelaide SA, Brisbane QLD, Canberra ACT, Darwin NT, Melbourne VIC, Perth WA, Sydney NSW
Salary	\$91,944 - \$104,393
Classification	APS Level 6
Position Number	2024/998
Agency Website	https://www.agriculture.gov.au

Job Description

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

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

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

The Recruitment Services Section represents a core function of the department and drives the successful filling of critical roles, with the best candidate, at the right time, for the right cost. We have an exciting opportunity for an experienced Strategic Recruitment Advisor to join our motivated, supportive and professional team to support our people and the critical workforce needs of the department now and into the future.

Duties

The Job
You will work within the Operational Recruitment Team to manage the department's end-to-end recruitment activities, support the hiring area to apply attraction strategies and provide best practice advice on recruitment legislation and policy. You will make an impact on achieving effective and efficient recruitment outcomes for the department by delivering and supporting frontline and contemporary recruitment practices.

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

- Partnering with business areas to provide recruitment advice and support operational requirements.

- Supporting the planning and delivery of recruitment projects, bulk round recruitment and process enhancement.
- Implementing of best practice approaches to recruitment and providing advice and policy direction to managers and staff on HR policies.
- Engaging and working collaboratively to build strong and effective partnerships with internal and external stakeholders.
- Undertaking supervisory activities including performance management, staff development and mentoring.
- Conducting detailed research and gathering information from a wide variety of sources to assist with resolving and inform decision making on complex HR activities.
- Contributing to the effective operation of the team, branch and divisional priorities.

Please note that this role may be able to be performed from any of the locations listed above. The merit pool established through this selection process, which is valid for a period of eighteen months from the date the vacancy was advertised in the Public Service Gazette, may also be used to fill future ongoing vacancies in the branch where the duties are of a similar nature. **Eligibility**

What we are looking for

Knowledge and experience

To be successful in this role you will have:

- Experience working with eRecruit platform or a similar Recruitment system.
- Knowledge and understanding (or the ability to quickly obtain) of the Australian Public Service recruitment legislative framework.
- Experience and/or knowledge of reporting and strategic and operational recruitment.

Skills and capabilities

- Strong attention to detail with an ability to accurately capture data and present it in a clear and meaningful way.
- Demonstrated high level written and verbal communication skills and the ability to communicate with influence.
- The ability to work autonomously and as part of a team.
- The ability to build, maintain and manage stakeholder relationships with a high degree of professionalism.
- The ability to think innovatively in completing tasks and resolving problems.
- The ability to translate legislative reference into simple, everyday language and tailor recruitment approaches to suit different needs.

Notes

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

About the Department of Agriculture, Fisheries and Forestry

To Apply

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

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Agriculture, Water and the Environment

Vacancy VN-0739867

Department of Agriculture, Fisheries and Forestry

Closing Date:Tuesday 30 April 2024

People, Property and Security
People & Policy Recruitment

Job Title	Strategic Recruitment Advisor - Affirmative Measures Indigenous
Job Type	Full-Time;Part-Time, Ongoing
Location	Adelaide SA, Brisbane QLD, Canberra ACT, Darwin NT, Melbourne VIC, Perth WA, Sydney NSW
Salary	\$91,944 - \$104,393
Classification	APS Level 6
Position Number	2024/1024
Agency Website	https://www.agriculture.gov.au

Job Description

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

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

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

The Recruitment Services Section represents a core function of the department and drives the successful filling of critical roles, with the best candidate, at the right time, for the right cost. We have an exciting opportunity for an experienced Strategic Recruitment Advisor to join our motivated, supportive and professional team to support our people and the critical workforce needs of the department now and into the future.

Duties

The Job

You will work within the Operational Recruitment Team to manage the department's end-to-end recruitment activities, support the hiring area to apply attraction strategies and provide best practice advice on recruitment legislation and policy. You will make an impact on achieving effective and efficient recruitment outcomes for the department by delivering and supporting frontline and contemporary recruitment practices.

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

- Partnering with business areas to provide recruitment advice and support operational requirements.
- Supporting the planning and delivery of recruitment projects, bulk round recruitment and process enhancement.
- Implementing of best practice approaches to recruitment and providing advice and policy direction to managers and staff on HR policies.
- Engaging and working collaboratively to build strong and effective partnerships with internal and external stakeholders.
- Undertaking supervisory activities including performance management, staff development and mentoring.
- Conducting detailed research and gathering information from a wide variety of sources to assist with resolving and inform decision making on complex HR activities.
- Contributing to the effective operation of the team, branch and divisional priorities.

Please note that this role may be able to be performed from any of the locations listed above. The merit pool established through this selection process, which is valid for a period of eighteen months from the date the vacancy was advertised in the Public Service Gazette, may also be used to fill future ongoing vacancies in the branch where the duties are of a similar nature. **Eligibility**

What we are looking for

Knowledge and experience

To be successful in this role you will have:

- Experience working with eRecruit platform or a similar Recruitment system.
- Knowledge and understanding (or the ability to quickly obtain) of the Australian Public Service recruitment legislative framework.
- Experience and/or knowledge of reporting and strategic and operational recruitment.

Skills and capabilities

- Strong attention to detail with an ability to accurately capture data and present it in a clear and meaningful way.
- Demonstrated high level written and verbal communication skills and the ability to communicate with influence.
- The ability to work autonomously and as part of a team.
- The ability to build, maintain and manage stakeholder relationships with a high degree of professionalism.
- The ability to think innovatively in completing tasks and resolving problems.
- The ability to translate legislative reference into simple, everyday language and tailor recruitment approaches to suit different needs.

Notes

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

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

About the Department of Agriculture, Fisheries and Forestry

To Apply

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

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Agriculture, Water and the Environment

Vacancy VN-0740308

Department of Agriculture, Fisheries and Forestry

Closing Date:Monday 29 April 2024

Biosecurity Operations
Several Detector Dog Operations

Job Title	Technical Supervisor – Detector Dog Operations
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Cairns QLD, Melbourne VIC, Perth WA
Salary	\$81,690 - \$89,615
Classification	APS Level 5
Position Number	2024/750
Agency Website	https://www.agriculture.gov.au

Who we are

Biosecurity Operations Division delivers nationally integrated biosecurity and imported food regulatory activities to ensure goods, conveyances and travellers meet Australia's import requirements. Division operations include policy and regulatory control setting across imported food and biosecurity risk pathways, as well as the delivery of assessment, inspection, community engagement and contact centre services. The division also partners with industry to improve the delivery of regulatory functions. The division spans a range of regulatory activities that plays a critical role in reducing risk and shaping our nation to become one of the few countries in the world to remain free from the world's most severe pests and diseases.

The department's detector dogs make an invaluable contribution to Australia's biosecurity system, helping to protect Australia from exotic pests and diseases. Detector dogs are used in conjunction with several other biosecurity strategies and detection tools to help protect Australia's agricultural industries, environment, economy and human health. The department's detector dog teams are deployed across a variety of locations including international passenger terminals, seaports, and mail facilities.

We are looking for people who are:

- understanding of the critical role biosecurity plays in protecting Australia's agriculture and environment
- committed to providing a high-quality experience for all users of Australia's biosecurity system
- supportive of, and engage with, the future direction of the department as a regulator
- flexible and adaptable to meet immediate needs and future challenge
- open, accountable and of high integrity
- motivated, self-driven and outcome focussed
- team-oriented and have the energy and determination to succeed in everything they do
- able to exercise sound judgment and make evidence-based decisions.

Duties

The Jobs

The role of a Technical Supervisor is to supervise a team of Detector Dog Handlers to support the achievement of operational outcomes in line with the department's business objectives. The successful applicants will need to influence and contribute to change, while contributing to business planning and decision-making processes. They will also be required to demonstrate innovative leadership while providing support to and managing handlers in a regulatory environment.

The duties of these roles may include some or all the following:

- Leading and managing the day-to-day operations of an operational team in a regulatory environment, including managing workload and quality assurance activities.
- Managing the performance and attendance of an operational team including actively fostering employee engagement and development.
- Maintaining a well-developed and up to date knowledge of canine training principles.
- Promoting and applying detector dog training, proficiency maintenance and deployment principles.
- Developing and maintaining the technical capabilities of detector dog teams.
- Collaborating closely with the national detector dog program and operational areas to deliver on priorities, initiatives and projects.
- Effectively communicating, liaising, negotiating with and responding to internal and external clients, including government agencies and industry parties.
- Providing timely and accurate advice on highly complex matters to employees, stakeholders/clients and senior managers.
- Prioritising tasks, adapting to changing priorities and making effective use of resources to ensure service delivery standards are met.
- Promoting the APS Values, the APS Employment Principles and compliance with the Code of Conduct.
- Fostering a culture of safety, diversity, inclusiveness, positive attendance and high performance.

Please note that this selection process will initially be used to fill **three ongoing vacancies, with one vacancy available in each of the locations listed above**. The merit pool established through this selection process, which is valid for a period of 18 months from the date the vacancy was advertised in the Gazette, may also be used to fill future ongoing and non-ongoing vacancies in the division where the duties are of a similar nature. Non-ongoing contracts will be offered for an initial period of eighteen months with the possibility of extension up to a maximum of two years in total.

Training

Successful applicants will be deployed as Technical Supervisors once suitably trained and assessed and will be required to work a rotating shift arrangement, potentially alternating between international travellers, mail and cargo environments. Applicants will be required to attend a multiweek handler course in Brisbane (QLD), noting that the training will be full time and travel will be fully funded by the department. As detector dog staff are also Biosecurity Officers you will be required to undertake the relevant training to become a Biosecurity Officer. For more information on the work of a Biosecurity Officer, please click [here](#).

Eligibility

What we are looking for

Knowledge and experience

The successful applicants will have:

- experience in, or demonstrable knowledge of, leading, managing, training and supporting detector dog handlers in an operational environment
- experience in the handling and training of detector dogs
- knowledge or an understanding of the department's role in delivering national biosecurity operations

- high level writing skills with demonstrated experience delivering a range of written products
- demonstrated computer literacy and experience in using electronic databases
- experience in the effective coaching and mentoring of staff
- knowledge of the principles of administrative law and objectives of regulatory practice
- an informed understanding of the application of regulatory powers and an understanding of the authority to exercise these powers.

Eligibility and other requirements

The successful applicants must:

- hold and maintain a valid Australian motor vehicle drivers licence
- note that the ability to perform shift work is a requirement when applying for this position(s)
- note that the physical requirements of the role(s) involve a daily combination of outdoor and indoor work
- note that you will be required to undertake a specific pre-employment medical to determine your fitness to carry out the duties of a Detector Dog Handler
- wear an official uniform supplied by the department, including during field operations (as applicable), in accordance with the department's uniform policy
- wear appropriate protective personal equipment and clothing to comply with departmental Work Health & Safety policies and procedures
- note that you must satisfactorily complete the department's Biosecurity Foundation Program and meet the minimum requirements in order to be appointed as a Biosecurity Officer under the *Biosecurity Act 2015*, with an initial induction and core unit sessions held during regular business hours.

Notes

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

About the Department of Agriculture, Fisheries and Forestry

To Apply

Position Contact	Maninder Singh, 0408 775 110
Agency Recruitment Site	https://www.agriculture.gov.au/about/jobs/apply

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Attorney-General's

Vacancy VN-0740169

Australian Federal Police

Closing Date:Monday 06 May 2024

AIPM - DEPUTY DIRECTOR AIPM - HOF - HIGHER EDUCATION

Job Title	Research & Digital Resources Officer
Job Type	Full-Time, Non-Ongoing
Location	Sydney NSW
Salary	\$95,010 - \$102,927
Classification	APS Level 6
Position Number	Req 12904
Agency Website	https://careers.afp.gov.au

Job Description

<https://careers.afp.gov.au/job-invite/12904/>

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.

The Australian Institute of Police Management (AIPM) is a National Common Police Service, administered by the Australian Federal Police (AFP). It specialises in the development of leadership capability for individuals and organisations involved in the innovative provision of policing, law enforcement, security, public safety, emergency services and related professions. Our programs are a blended delivery of online, distance education and residential sessions.

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

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

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

Duties

What is the role?

We are seeking an adult education professional with a mindset of continuous improvement and adaptation for the role of Research & Digital Resources Officer. Reporting to the Team Leader Education Services, you will work closely with the Director, Academic Programs to enhance the strategic direction of our higher education programs via the management of our library systems in the ongoing development of our digital capabilities. You will have recent academic experience, as well as working in a professional education setting, be a flexible and adaptable team player with excellent communication and customer service skills.

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

What will you do?

You will be responsible for undertaking a range of academic support activities, library knowledge management and research services. Primarily, you will provide timely academic and research support to our higher education participants and alumni. You will develop and deliver academic support sessions on our programs on topics including search strategies and academic writing skills. You will also be responsible for the selection and acquisition of library materials and contribute to the development and management of AIPM digital and print collections including responding to reference inquiries in person, electronically and by telephone.

Additionally, you will provide research support to our faculty staff, across our suite of professional development programs and administrative support to the Education Services team on an as needs basis.

Eligibility

Essential Requirements

- You must be an Australian Citizen at the time of application.
- A Baseline security clearance or the ability to obtain one.

Desirable Requirements

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

- Formal post graduate tertiary qualification from a recognised higher education provider.
- Highly developed organisational skills especially in the area of quality, client focussed, open source research.
- Knowledge of advanced search strategies for research databases, bibliographic databases and integrated library management systems.
- Experience providing advice and instruction on using research tools effectively.
- Experience and understanding of the teaching, learning and research environments within the higher education university sector and/or the role of a contemporary academic library.
- Experience working within a team based environment to deliver strategic educational outcomes.
- Ability to assist with content creation for educational and social media platforms.

Notes

- This position is an AFP Band level 5.
- This advertisement is to fill current vacancies and create a merit pool for future ongoing or non-ongoing vacancies arising over the next 12 months.
- This is a non-ongoing full time role for a period of 12 months with the possibility of a 12 month extension
- National travel may be required.
- This role is located on campus in Manly, Sydney; whilst, hybrid working options may be negotiated, there will be a times throughout the year the successful applicant will be required to be on campus.
- Proof of a minimum of two COVID-19 vaccinations (or one dose if the Janssen vaccine was used) will be required if an offer of employment is made.

Commitment to Diversity & Inclusion

Diversity and inclusion is an operational priority for the Australian Federal Police (AFP). To be an effective police force, we must be reflective of the community we serve, working across languages, cultures and transnational borders. The 2023-26 Diversity & Inclusion Strategy is the guiding framework for delivering the AFP's diversity and inclusion goals and reflecting our

commitment to being an employer of choice, incorporating diversity and inclusion principles in day-to-day practice and building a psychologically and culturally safe workplace. This includes hiring people from diverse backgrounds who bring their lived experience to contribute, and add value, to the AFP. Find out more about how the AFP embraces [diversity and inclusion](#).

About the Australian Federal Police

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

To Apply

Position Contact	Dr John Rolfe, 02 9934 4836 0497379328
Agency Recruitment Site	https://careers.afp.gov.au/job-invite/12904/

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Attorney-General's

Vacancy VN-0740271

Australian Federal Police

Closing Date:Monday 29 April 2024

Job Title	Physiotherapist
Job Type	Full-Time, Ongoing
Location	Sydney NSW, Canberra ACT, Brisbane QLD, Adelaide SA, Melbourne VIC, Perth WA
Salary	\$113,563 - \$121,628
Classification	APS Level 6;Executive Level 1
Position Number	12901
Agency Website	https://careers.afp.gov.au

Job Description

<https://careers.afp.gov.au/job-invite/12901/>

Did you know?

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

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

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

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

Duties

Applications are sought from suitably qualified applicants wishing to be considered for the role of **Physiotherapist, SHIELD**.

SHIELD provides health and wellbeing services to AFP members. You will be working within a team of experienced and passionate clinicians, health and safety advisors and case managers where you can use your skills and knowledge to enable improved health and wellbeing of your colleagues. This role is a varied and interesting one with regular opportunities for professional development and ongoing learning.

The Physiotherapist (SHIELD) role focuses on helping empower AFP members to take a proactive approach to managing their health and preventing injuries and illness, with a focus on education and preventative programs. The SHIELD Physiotherapist will act in an advisory and consultancy

capacity to assist members to recover from injury and guide them in improving their physical performance. The role is committed to providing a high standard of client care and the provision of specialist advice and support.

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.

Please note this role has been advertised in multiple cities however vacancies are in Sydney, Melbourne and Perth. Applicants will need to be based in one of these cities or willing to relocate.

What will you do?

Duties of the role include but are not limited to:

- Collaboratively working with Exercise Physiologists and Health & Fitness advisors to monitor and improve employee physical health.
- Perform functional assessments to identify injury risk and assist with the determination of operational readiness for staff with pre-existing conditions.
- Liaising and working within a Multi-disciplinary team of other healthcare professionals, Rehabilitation Case Managers and Work Health and Safety Advisors to encourage a holistic approach to treatment and care.
- Facilitating group based exercise and education sessions. A strong working knowledge of fatigue, energy and strategies to uplift physical capability is required.
- Contributing to programs and initiatives that positively influence musculoskeletal health across the wider AFP population.
- Making assessments of physical conditions to effectively and formally monitor client progress.
- Formulating treatment plans to address the conditions and needs of the client/s.
- Provide evidence-based recommendations that inform AFP policy relating to human performance through the collection and interpretation of data, briefing of key stakeholders, and the development of high level technical reports.
- Providing scope specific contribution to SHIELD early intervention and prevention programs.
- Contribute to SHIELD efforts to embed a culture of health and safety within the wider AFP.
- Provide appropriate external referrals to doctors and other medical practitioners (as required).

Eligibility

Essential Requirements

- You must be an Australian Citizen at the time of application.
- Current NV1 (Negative Vetting Level 1) (secret) security clearance, or ability to obtain one.
- Degree in physiotherapy and Australian Health Practitioner Regulation Agency (AHPRA) unrestricted registration as a physiotherapist.
- Minimum of five years (postgraduate) contemporary experience.

- Maintain currency in subject matter expertise through ongoing professional development and learning opportunities outside the formal education process.
- Ability to quickly establish effective and authentic rapport.
- Demonstrated high level emotional intelligence.
- Excellent administration and record keeping skills.

Desirable Requirements

- Current valid Australian driver's license.
- Experience working in a multi-disciplinary team in a large organisational setting.
- Research experience.
- Experience using Microsoft Office products.
- Availability to undertake domestic travel (if required).
- Post-Graduate Qualifications.
- Relevant qualification or extensive experience and knowledge in area of expertise.

Notes

- This position is an AFP Band Level 7
- This position has been advertised in multiple locations however, the role is located in Sydney, Melbourne and Peth. Successful applicants must be willing to relocate.
- Proof of a minimum of two COVID-19 vaccinations (or one dose if the Janssen vaccine was used) will be required if an offer of employment is made.

Commitment to Diversity & Inclusion

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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	Brett Sparnon OR Jacqui Perry, N/A
Agency Recruitment Site	https://careers.afp.gov.au/job-invite/12901/

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Attorney-General's

Vacancy VN-0740294

Australian Financial Security Authority

Closing Date:Monday 29 April 2024

Regulatory Services Division

Job Title	Assistant Director, Practice
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Perth WA, Hobart TAS, Sydney NSW, Brisbane QLD, Adelaide SA, Melbourne VIC
Salary	\$111,949 - \$131,782
Classification	Executive Level 1
Position Number	30164
Agency Website	

Job Description

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

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

The **Regulatory Services Division** conducts compliance activities, provides trustee services and exercises statutory coercive powers to minimize harms and maintain community confidence.

The Regulatory Services Division:

- Conducts a compliance program to detect and address behaviours that can undermine community confidence in the personal insolvency system.
- Administers bankruptcies, personal insolvency agreements and debt agreements where a registered trustee or debt agreement administrator is unable to do so, and the administration of the matter is in the public interest.
- Preserves restrained property placed under the control of the Official Trustee and sells forfeited property pursuant to orders made under the Commonwealth Proceeds of Crime Acts and the Customs Act.
- Acts as special trustee for government agencies pursuant to court orders.
- Oversees and manages the operation of the Personal Property Securities Register (PPSR).

Purpose of the Position

This position is responsible for the management of a suite of practice documents (practice guides, standard operating procedures, work instructions, etc.) that assist operational staff to deliver Official Trustee and Official Receiver services that are effective, efficient and in accordance with the legislative frameworks. **Duties**

Key accountabilities

- Lead a team to monitor developments in legislation, case law, practice, and the broader operating environment of AFSA's statutory responsibilities and maintain practice documents to support operational practice in accordance with legislative and policy frameworks.
- Deliver practice documentation to implement agency strategic priorities, audit recommendations and recommendations of other reviews and reports.
- Identify and contribute to the development and implementation of best practice through continuous process improvement and change management functions aligned to broader government and organisational initiatives.
- Manage an online repository of practice documents in support of divisional service delivery.
- Consult and communicate with internal stakeholders and subject matter experts about practice changes and priorities. Use a participatory co-design approach to develop new practice management material and communication tools.
- Build and maintain collaborative relationships with internal and external stakeholder groups.
- Engage with operational and strategic projects, providing subject matter expertise and divisional representation where required.
- Lead, guide and support workers to understand and adhere to all WHS obligations and take responsibility for own health and safety and that of others.

All duties will be performed in accordance with:

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

Skills and Capabilities

Shapes strategic direction

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

Promotes performance excellence

- Holds self and others responsible for achieving results and agreed outcomes.
- Positively contributes to a culture of high performance, through effective performance management practices.
- Strives for continuous improvement by identifying better ways of working or opportunities to contribute to the work of others.
- Is open, persistent and has a genuine debate around critical issues.

Drives innovation and continuous improvement

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

Sustains a user-focused approach to deliver better services

- Gains an authentic understanding of a person's experience and needs through collaboration and curiosity.
- Uses and shares this understanding to inform collaborative service offering.
- Embraces ambiguity and is curious, works with users to identify a solution which provides value.
- Adopts a growth mindset and is open to working to changing agency priorities and needs.

Collaborates internally and externally

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

Qualifications

Highly desirable

- Strong experience in business process management, documentation and design
- Relevant qualifications

Why AFSA?

You will enjoy excellent conditions including:

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

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

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

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

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

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

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

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

Notes

The closing date for this position is **11:59PM AEST, Monday 29 April 2024.**

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

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

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

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

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

About the Australian Financial Security Authority

To Apply

Position Contact	Recruitment, NA
Agency Recruitment Site	https://www.afsa.gov.au/about-us/working-afsa/current-vacancies

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Attorney-General's

Vacancy VN-0740185

Australian Transaction Reports and Analysis Centre
(AUSTRAC)

Closing Date:Sunday 28 April 2024

Capability and Strategy
People and Business Solutions Physical Security, Facilities and Deployments

Job Title	Communications Intelligence Security Officer
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	\$97,594 - \$111,181
Classification	APS Level 6
Position Number	01025
Agency Website	https://www.austrac.gov.au/

Job Description

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

As a key member of the Physical Security, Facilities & Deployments (PSFD) team within the People and Business Solutions Branch, the team delivers a range of facilities and physical security related services, both domestically and in support of staff deployed internationally. Such as AUSTRAC's physical infrastructure, which includes property management (leases accommodation policies and strategies and property-related capital works), and AUSTRAC's security functions, which include physical security management (alarm and access control systems, security planning and awareness), and the agency's Communications Intelligence Security Officer (COMSO) function.

Working closely with the PSFD team across a range of stakeholders, the role will deliver functional management, including physical and system access, to the Sensitive Compartmented Information Facility (SCIF) and the security of all Sensitive Compartmented Information (SCI) within.

Importantly, the COMSO function plays an integral role as the coordination point-of-contact between AUSTRAC and the Australian Signals Directorate (ASD) and has the expertise and responsibility to drive compliance with the relevant legislation, policy frameworks, and elements of Protective Security – Information, Personnel, Physical and Administrative, critical to maintaining capability.

In maintaining the SCIF and SCI, the COMSO will manage key relationships across Corporate, Intelligence and Executive business areas, providing administrative support to the agency's Senior Executives and National Intelligence Capability to achieve its objectives as a member of the National Intelligence Community.

Duties

Under broad supervision, the COMSO is responsible for:

End to end management of AUSTRAC's SCIF, maintaining the capability and service delivery, including:

- manage and maintain the accreditation and certification of AUSTRAC's Canberra Sensitive Compartmented Information Facility (SCIF) and the protection of COMMINT information.
- implement and manage physical and / or information security administrative measures relevant to the operations of the SCIF
- assist in the development of SCIF related security policies, guidelines, standard operating procedures and security awareness material
- manage and facilitate compartment briefs, transfers and debriefs
- conduct induction and refresher security training for all compartment-briefed staff

- conduct pre - and post - personal travel briefs for all compartment-briefed staff
- conduct regular audits of sensitive information, as per the requirements outlined within the Protective Security Policy Framework (PSPF).
- support and contribute to the delivery of the broader functions of the team

Eligibility

The successful applicant will be required to undergo a security assessment, maintain an ongoing **Positive Vetting** security clearance and satisfy AUSTRAC’s pre-engagement checks.

To be eligible for assessment, applicants must be an Australian citizen.

Notes

AUSTRAC is an inclusive employer and we actively encourage applications from Indigenous Australians, people with disabilities, LGBTI+ people and people with diverse linguistic and cultural backgrounds and those of mature age. We are committed to creating a working environment that values and uses the contribution and experience of employees from a diversity of backgrounds.

We are committed to providing flexibility in working arrangements to recognise the importance of balancing work commitments with family, caring and other personal commitments of employees outside of work. AUSTRAC operates within a hybrid work arrangement.

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

About the Australian Transaction Reports and Analysis Centre (AUSTRAC)

AUSTRAC is the Australian Government’s financial intelligence unit and anti-money laundering and counter-terrorism financing regulator. With government and industry partners, we use financial intelligence and regulation to: • prevent criminal abuse of the financial sector • help business, government and law enforcement partners detect, deter and disrupt money laundering, terrorism financing and other serious crimes • build and maintain trust and integrity in Australia’s financial system. Every day our people use their intellect, skills, initiative and the latest technologies to protect our country, economy and community. With supportive benefits and culture, we offer a challenging and rewarding career where you can make a real impact.

To Apply

Position Contact	Steve Biles, 02 9500 0453
Agency Recruitment Site	https://austraccareers.nga.net.au/cp/

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Attorney-General's

Vacancy VN-0740296

Federal Court of Australia

Closing Date: Sunday 28 April 2024

Federal Circuit and Family Court of Australia
Division 2 Judicial Support

Job Title	Deputy Associate to FCFCOA Judge (Division 2)
Job Type	Full-Time, Non-Ongoing
Location	Melbourne VIC
Salary	\$71,560 - \$78,001
Classification	APS Level 4
Position Number	TBC
Agency Website	https://www.fedcourt.gov.au/about/employment

Job Description

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

The Deputy Associate is part of a small team who assist the Judge in the day-to-day management of Chambers and Court. This role also assists with the preparation of Court materials for the judge and involves undertaking legal research and assisting with judgment preparation as required.

The Judge, in whose chambers this position is located, exercises the Court's family law jurisdiction. This position involves no exposure to general federal law matters.

Duties

1. Assist in the conduct of Court proceedings, including the transcription of orders, ensuring the orderly conduct of matters and general Courtroom management;
2. Assist the Associate in the day-to-day management of chambers including responding to enquiries and, as required, managing the Associate inbox on behalf of the Judge;
3. Undertake legal research as required by the Judge, including identifying relevant legislation, summarising key legal authorities and preparation and maintenance of legal research materials;
4. Assist the Judge with the management of cases and, as required, enter data into the Court's case management systems to reflect the outcomes of Court events;
5. Assist with the preparation of matters for both the Court and the Judge, which may include the preparation of case summaries, general file maintenance and other tasks as required;
6. Assist the Judge with the preparation and delivery of judgments, which may include undertaking complex legal research as well as editing in line with the Courts' judgments publication standards;
7. Assist with the general operation of chambers; and
8. Other duties, as required.

Eligibility

Qualifications

It is a mandatory that candidates have completed (or near completed) a qualification in law with a strong academic record.

Selection Criteria

1. Well-developed interpersonal skills including tact, discretion, initiative and the ability to communicate effectively with members of the judiciary, the legal profession, the public and other court staff.
2. Ability to undertake legal research (including on-line research) and prepare reports and written correspondence.
3. Demonstrated organisational skills, including the ability to manage priorities, meet deadlines and work effectively under pressure in a team environment.
4. Demonstrated high-level keyboard skills and ability to use relevant software applications including Microsoft Office applications and the Internet.
5. The ability to adapt to changing situations and priorities and participate in collective work practices.
6. The ability to travel on circuits.
7. Experience in a legal environment.

Notes

Commencement date

May / June 2024

Eligibility

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

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

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

About the Federal Court of Australia

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

To Apply

Position Contact	Kellie Hose, 0436 601 946
Agency Recruitment Site	https://www.fedcourt.gov.au/about/employment

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Defence

Vacancy VN-0738923

Department of Defence

Closing Date:Monday 29 April 2024

Strategy Policy & Industry
International Policy, Pacific and Strategic Policy Divisions

Job Title	Strategic and International Policy Managers
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	\$115,899 - \$130,733
Classification	Executive Level 1
Position Number	SPI/02155/24
Agency Website	

Job Description

<https://defencecareers.nga.net.au/?jati=7686ADC7-DE63-FD72-DD98-DAA74E219524>

Duties

The Role
Our region is in the midst of the most consequential strategic realignment since the Second World War. In such circumstances, it has never been more important for the Defence strategic centre to employ a wide and diverse array of talents. Your contributions could help to solve some of the most pressing national security problems facing Australia today.

The Strategy, Policy, and Industry (SP&I) Group is keen to explore opportunities for public servants from all backgrounds. Our work encompasses an array of policy and program development and management roles that will enable you to utilise your abilities to the utmost – and develop new ones that will enrich your future prospects.

Examples of the impact you could make include:

- working with our Pacific partners to improve regional security
- gathering government and open-source data to analyse applications to advise whether activities will affect Australia’s national interests
- Preparing the Minister to conduct talks with international counterparts on Defence strategic policies or military engagement
- Working with the Australian Defence Force to provide policy guidance for operations.

No two days would be the same, guiding your team’s work, mentoring your team members, conducting meetings to support and influence stakeholders, briefing Defence’s Senior Leadership, consulting with other Government agencies, engaging foreign government stakeholders and the public or contributing to corporate change.

There has never been a more exciting time to write a new chapter in your career around the world of national security. Apply today to begin your journey with us!

About our Team

Strategy, Policy, and Industry Group is a fully integrated civilian-military workforce, drawing on high-quality and motivated people from diverse backgrounds and academic disciplines who embody Defence and Australian Public Service values.

We offer flexible working arrangements and a range of formal and informal professional development opportunities. While we offer a high degree of flexibility in the way we work, each position is located in Canberra. As such, successful applicants from outside Canberra would need to relocate to Canberra if successful.

Working within Strategy, Policy, and Industry Group is more than just a job; it offers opportunities over the course of a career to work across diverse national and international security and policy matters of national significance.

Our Ideal Candidate

An ideal candidate for a SP&I policy role should possess a strong background in research and analysis, excellent written and verbal communication skills, and practiced leadership and people skills. They should also demonstrate critical thinking abilities, sound judgement with an innovative approach to problem solving, and the capacity to collaborate and develop strong relationships with diverse stakeholders. Experience in policy development, implementation, and evaluation would be highly beneficial.

Eligibility

Security Clearance

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

Notes

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

About the Department of Defence

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

To Apply

Position Contact	IP People, Please Email
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=7686ADC7-DE63-FD72-DD98-DAA74E219524

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Defence

Vacancy VN-0739938

Department of Defence

Closing Date:Monday 29 April 2024

Naval Shipbuilding and Sustainment Group
Submarines

Job Title	Naval Architect and Structural Specialist
Job Type	Full-Time, Ongoing
Location	Osborne SA
Salary	\$83,706 - \$89,659
Classification	APS Level 5
Position Number	NSSG/03077/24
Agency Website	

Job Description

<https://defencecareers.nga.net.au/?jati=888327EE-E547-74BE-2243-DAA5AF3DC1DB>

Duties

The Role
As a Naval Architect or Structural Specialist within the Collins Submarine Program (The Program) you will be part of a specialised team responsible for supporting Australia’s submarine capability. Engineering and Technical roles within The Program are:

- Professionally challenging: submarines are complex systems that operate in harsh conditions - a space shuttle is the closest comparison. You will be trusted to deliver engineering and technical support to ensure Australia’s submarines can be operated safely.
- Professionally rewarding: submarines directly contribute to Australia’s ability to Shape, Deter and Respond in a dynamic geopolitical landscape. Your work as a Naval Architect or Structural Specialist will directly contribute to Australia’s submarine capability. You will also have the opportunity to continue your professional learning.

Naval Architect roles within The Program involve:

- Design acceptance: Assessment of engineering change proposals on behalf of Navy from a Naval Architectural perspective, including assessments of impacts the engineering change may have on stability, margins, performance, manoeuvring, structures and signatures. Design acceptance activities can include operational support, upkeep activities, update projects, upgrade projects, and support to Collins Life of Type Extension (LOTE).

- Onsite engineering support: Provision of engineering oversight to stability trials, docking/undocking events, ship-lift certifications and wharf fendering arrangements.

Structural Specialist roles within The Program involve:

- Design acceptance: Assessment of engineering change proposals on behalf of Navy from a structural perspective, including assessments of impacts the engineering change may have with respect to structural strength, shock, vibration, materials, welding, corrosion and coatings.
- Onsite engineering support: Provision of engineering oversight to emergent work form maintenance periods (e.g. metal loss surveys), environmental qualification testing and mobilisation of submarine escape and rescue equipment.

You will have access to generous and attractive working conditions as an Australian Public Servant in Defence. Working for Defence will support you in balancing work life with family and other priorities. You can access a variety of flexible working arrangements, including part-time work, occasionally working from home and working hours that are not always nine to five.

Information on Defence employees' working conditions, including an attractive remuneration package that may respond to industry variations and a generous superannuation contribution (15.4%), can be sourced from the Defence Enterprise Agreement. If you require further information, please email build.the.future@defence.gov.au

About our Team

The Program has two key functions:

- Sustainment work addresses the technical challenges of ensuring Australia's submariners are kept safe and that the submarines are operationally effective. You will be part of a broader collaborative team – each member contributing their specialist skills or knowledge from their domain to address the technical challenges of the day. This includes input and guidance from Operations (Navy Submariners), Project Management, Engineering and Technical, Manufacturing, Industry, Contracting and the wider Supply Chain.
- Design and Upgrade work maintains the capability edge of our submarines through technology refreshes aligned to dynamic changes in our geo-political region. As with sustainment, this relies upon an “Enterprise approach” to drive the updates and upgrades that keep our submarines relevant. It involves working with Navy Capability, Industry (designers), system engineers, project management and manufacturers. Importantly our nation's Submarine Capability is bigger than The Program – this Enterprise brings together all of these associated specialties to achieve Safe & Capable Submarines at Sea.

Our Ideal Candidate

The ideal candidate will be ready to work as part of a specialised community and contribute to supporting Australia's submarines. They will need to have sound base of technical knowledge upon which, through their capacity and self-motivation, to further professionally develop.

Note: The ideal candidate is not expected to have direct experience with submarine systems - they will be expected to have the curiosity and desire to grow this knowledge from the opportunities afforded to them.

The ideal candidate will need to possess sound and logical problem solving skills - balancing the achievement of outcomes to support operational demands with technical rigour.

The ideal candidate will possess the ability to critically assess and prioritise solutions - adapting their application of technical and soft skills in response to changing priorities and challenges within

The Program. They will need to have the tenacity to meet these complex challenges and achieve outcomes using their technical skills and knowledge.

The ideal candidate will also possess excellent interpersonal skills along with good verbal and written communication abilities.

Eligibility

Security Clearance

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

Mandatory Qualifications

Requires a Bachelor of Naval Architecture, Marine Engineering, Mechanical Engineering (with a structural specialisation) or related disciplines from an Australian institution, or a qualification gained elsewhere, that satisfies the requirements of the Washington Accord for recognition as a Professional Engineer.

Notes

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

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To Apply

Position Contact	Build the Future, Please Email
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=888327EE-E547-74BE-2243-DAA5AF3DC1DB

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Defence

Vacancy VN-0739940

Job Title	Naval Architects and Structural Specialists
Job Type	Full-Time, Ongoing
Location	Osborne SA
Salary	\$91,702 - \$104,753
Classification	APS Level 6
Position Number	NSSG/03080/24
Agency Website	

Job Description

<https://defencecareers.nga.net.au/?jati=AE35F601-9BE6-79B3-610A-DAA5AFADABF8>

Duties

The Role

As a Naval Architect or Structural Specialist within the Collins Submarine Program (The Program) you will be part of a specialised team responsible for supporting Australia's submarine capability. Engineering and Technical roles within The Program are:

- Professionally challenging: submarines are complex systems that operate in harsh conditions - a space shuttle is the closest comparison. You will be trusted to deliver engineering and technical support to ensure Australia's submarines can be operated safely.
- Professionally rewarding: submarines directly contribute to Australia's ability to Shape, Deter and Respond in a dynamic geopolitical landscape. Your work as a Naval Architect or Structural Specialist will directly contribute to Australia's submarine capability. You will also have the opportunity to continue your professional learning.

Naval Architect roles within The Program involve:

- Design acceptance: Assessment of engineering change proposals on behalf of Navy from a Naval Architectural perspective, including assessments of impacts the engineering change may have on stability, margins, performance, manoeuvring, structures and signatures. Design acceptance activities can include operational support, upkeep activities, update projects, upgrade projects, and support to Collins Life of Type Extension (LOTE).
- Onsite engineering support: Provision of engineering oversight to stability trials, docking/undocking events, ship-lift certifications and wharf fendering arrangements.

Structural Specialist roles within The Program involve:

- Design acceptance: Assessment of engineering change proposals on behalf of Navy from a structural perspective, including assessments of impacts the engineering change may have with respect to structural strength, shock, vibration, materials, welding, corrosion and coatings.
- Onsite engineering support: Provision of engineering oversight to emergent work form maintenance periods (e.g. metal loss surveys), environmental qualification testing and mobilisation of submarine escape and rescue equipment.

You will have access to generous and attractive working conditions as an Australian Public Servant in Defence. Working for Defence will support you in balancing work life with family and other priorities. You can access a variety of flexible working arrangements, including part-time work, occasionally working from home and working hours that are not always nine to five.

Information on Defence employees' working conditions, including an attractive remuneration package that may respond to industry variations and a generous superannuation contribution (15.4%), can be sourced from the Defence Enterprise Agreement. If you require further information, please email build.the.future@defence.gov.au

About our Team

The Program has two key functions:

- Sustainment work addresses the technical challenges of ensuring Australia's submariners are kept safe and that the submarines are operationally effective. You will be part of a broader collaborative team – each member contributing their specialist skills or knowledge from their domain to address the technical challenges of the day. This includes input and guidance from Operations (Navy Submariners), Project Management, Engineering and Technical, Manufacturing, Industry, Contracting and the wider Supply Chain.
- Design and Upgrade work maintains the capability edge of our submarines through technology refreshes aligned to dynamic changes in our geo-political region. As with sustainment, this relies upon an “Enterprise approach” to drive the updates and upgrades that keep our submarines relevant. It involves working with Navy Capability, Industry (designers), system engineers, project management and manufacturers.

Importantly our nation's Submarine Capability is bigger than The Program – this Enterprise brings together all of these associated specialties to achieve Safe & Capable Submarines at Sea.

Our Ideal Candidate

The ideal candidate will be ready to work as part of a specialised community and contribute to supporting Australia's submarines. They will need to have sound base of technical knowledge upon which, through their capacity and self-motivation, to further professionally develop.

Note: The ideal candidate is not expected to have direct experience with submarine systems - they will be expected to have the curiosity and desire to grow this knowledge from the opportunities afforded to them.

The ideal candidate will need to possess sound and logical problem solving skills - balancing the achievement of outcomes to support operational demands with technical rigour.

The ideal candidate will possess the ability to critically assess and prioritise solutions - adapting their application of technical and soft skills in response to changing priorities and challenges within The Program. They will need to have the tenacity to meet these complex challenges and achieve outcomes using their technical skills and knowledge.

The ideal candidate will also possess excellent interpersonal skills along with good verbal and written communication abilities.

Eligibility

Security Clearance

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

Mandatory Qualifications

Requires a Bachelor of Naval Architecture, Marine Engineering, Mechanical Engineering (with a structural specialisation) or related disciplines from an Australian institution, or a qualification gained elsewhere, that satisfies the requirements of the Washington Accord for recognition as a Professional Engineer.

Notes

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

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To Apply

Position Contact	Build the Future, Please Email
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=AE35F601-9BE6-79B3-610A-DAA5AFADABF8

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Defence

Vacancy VN-0739946

Department of Defence

Closing Date:Monday 29 April 2024

Naval Shipbuilding and Sustainment Group
Submarines

Job Title	Naval Architects and Structural Specialists
Job Type	Full-Time, Ongoing
Location	Osborne SA
Salary	\$115,899 - \$130,733
Classification	Executive Level 1
Position Number	NSSG/03081/24
Agency Website	

Job Description <https://defencecareers.nga.net.au/?jati=3A3F184B-C802-9336-9714-DAA5AFD2439B>

Duties

The Role

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The ideal candidate will also possess excellent interpersonal skills along with good verbal and written communication abilities.

Eligibility

Security Clearance

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

Mandatory Qualifications

Requires a Bachelor of Naval Architecture, Marine Engineering, Mechanical Engineering (with a structural specialisation) or related disciplines from an Australian institution, or a qualification gained elsewhere, that satisfies the requirements of the Washington Accord for recognition as a Professional Engineer.

These engineering positions may require the individual to be able to meet the requirements of Chartered Professional Engineer (Engineers Australia), Registered Professional Engineer (Professionals Australia) or Fellow/Member of Royal Institution of Naval

Notes

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To Apply

Position Contact	Build the Future, Please Email
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=3A3F184B-C802-9336-9714-DAA5AFD2439B

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Defence

Vacancy VN-0739962

Job Title	Director JCG Culture
Job Type	Full-Time, Ongoing
Location	Russell ACT
Salary	\$134,567 - \$161,521
Classification	Executive Level 2
Position Number	JCG/00883/24
Agency Website	

Job Description <https://defencecareers.nga.net.au/?jati=495CC6B1-D9A8-476D-C7B3-DAA65E84221A>

Duties

The Role

Joint Capabilities Group (JCG) Headquarters is seeking a highly motivated and passionate Director of Culture to provide leadership, strategic oversight and stewardship to drive cultural reform and capability, including to develop an inclusive and supportive workplace both internal and external to JCG.

First Nations and organisational culture is a priority for Defence and our vision is to create and maintain a culture that values and respects our people. The Director of JCG Culture will be instrumental in shaping the culture of the Group to assist in realising its vision and fostering a capable and high performing workforce that anticipates and responds with agility, competence and confidence in a competitive and dynamic environment.

The incumbent of this position will concentrate on shaping culture and employee experience through a strategic lens and will transform, create and maintain culture by actively aligning JCG to Defence's values and behaviours.

About our Team

JCG Headquarters provides high level support to the three star Group Head, the Chief of Joint Capabilities Group (CJC), by directing and coordinating Group operations across a range of functions. JCG Headquarters works closely with the Commands and Branches within JCG and other Groups/Services within Defence to contribute to JCG and Defence wide outcomes.

The Director of Culture will work closely with the Chief of Staff, senior leadership of JCG and lead the culture team within Headquarters. The successful candidate will be a leader within the broader JCG Headquarters team. The Director can expect to routinely engage with peers in JCG Headquarters Workforce, Ministerial, Governance, Business, Finance, Communications, WH&S and Legal teams as well as counterparts and stakeholders across the broader Department of Defence

Our Ideal Candidate

We are a dynamic organisation seeking employees who are agile, innovative and energised by high-paced work. Our ideal candidate is someone who has experience in leadership and strategy within organisational cultural reform and First Nations culture. A proven ability to provide high level strategic support and advice to senior leaders is imperative. You will need to be able to lead a team to develop and implement high level plans, prioritising undertaking the appropriate consultation and communication to ensure collegiate implementation. Strategic communication and experience in both developing and coordinating the application of organisational culture and First Nations strategies will be imperative.

Eligibility

Security Clearance:

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

Notes

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To Apply

Position Contact	Manuel Da Rocha, 02 5108 4227
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=495CC6B1-D9A8-476D-C7B3-DAA65E84221A

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Defence

Vacancy VN-0739978

Department of Defence

Closing Date:Monday 29 April 2024

Naval Shipbuilding and Sustainment Group
Major Surface Combatants and Combat Systems

Job Title	Logistics Manager
Job Type	Full-Time, Ongoing
Location	Canberra ACT, Sydney NSW
Salary	\$115,899 - \$130,733
Classification	Executive Level 1
Position Number	NSSG/03130/24
Agency Website	

Duties

The Role

The Maritime Integrated Warfare Systems (MIWS) Branch is a high profile organisation which is never dull and no two days are the same. MIWS is seeking professional, motivated and experienced EL 1 Logistics Managers to design, develop and sustain Support Systems for various leading edge maritime projects and products in Canberra and Adelaide. The successful candidates will be expected to undertake analysis, develop Integrated Logistics Support (ILS) documentation and perform a broad range of ILS activities and supply management activities at a high standard to support the Director ILS and the Executive Director Engineering and Logistics. These positions will work in an integrated workforce consisting of APS employees, ADF members and contractors to deliver Subject Matter Expertise to projects and products across the Branch. The roles will involve considerable stakeholder engagement across complex environments and work closely with engineering teams. These roles will operate within a fast paced and dynamic working environment, requiring the incumbents to be flexible and willing to help other work areas to meet the deliverables for projects, products and MIWS Branch more broadly.

About our Team

MIWS work across both Acquisition and Sustainment environments to develop and deliver products into new shipbuilding programs and to provide update/upgrade products to the existing RAN fleet, giving staff exposure to a wide variety of high profile maritime projects. Engineering & Logistics Directorate delivers logistic enabling functions in a structured matrix organisation to support MIWS Projects and Products. Engineering & Logistics provides Subject Matter Expert technical advice, and control of engineering design and manage baselines for Combat Systems, Combat Management Systems and Undersea Warfare Systems for surveillance, survey, magnetic treatment, acoustic treatment, acoustic tracking, torpedo and mine countermeasures. Engineering & Logistics has achieved, and will continue to maintain, the requirements for Accredited Engineering Organisation and Authorised Materiel Seaworthiness Delivery Organisation to deliver Maritime Mission Systems. Defence focuses on providing a dynamic and contemporary employment package that meets the needs of the modern workforce. Defence offers a flexible working environment across many different locations in Australia with some of the best views in the world. As an APS Defence employee, you will enjoy rewarding work, collaborating with great people internally and across Industry, and considerable opportunities to expand your career horizons. Our commitment to investing in our people through professional development, mobility and learning means there is a great career waiting for you.

Our Ideal Candidate

MIWS are looking for enthusiastic, motivated candidates with excellent personal attributes and a strong knowledge of governance to join our Branch. We pride ourselves in a positive, collaborative and supportive workplace culture. For us it's all about teamwork and we want people who want to be a part of the culture we've created. Our ideal candidates will enjoy working in a dynamic workplace across a wide variety of projects and products. The candidates will be energetic and able to create and maintain positive working relationships with internal and external stakeholders. MIWS is seeking candidates who demonstrates utmost integrity, professionalism, self-motivation, positive attitude towards challenges, and persistence in achieving outcomes. The candidates will be able to work under pressure with great resilience, remain focused on tasks and possess strong attention to detail.

The ideal candidates will have the following attributes and can demonstrate:

- Experience in Integrated Logistics Support to support project delivery (note this is not Warehouse Management and Delivery); or
- Experience in Supply Support in Product Support including the management of Navy Logistics Information Systems, processes and data.
- Experience in management of Government Furnished supplies to support project delivery;
- Excellent written and verbal communication skills;
- The ability to build and sustain strong working relationships both internally and externally to Defence; and
- Ability to build and manage teams of varying size comprised of an experienced APS, ADF and contractor workforce to deliver agreed outcomes on time.

Eligibility

Security Clearance:

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

Notes

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To Apply

Position Contact	Build The Future, build.the.future@defence.gov.au
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=89BEC767-06D0-52AD-7426-DAA65FAD74F0

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Defence

Vacancy VN-0739983

Department of Defence

Closing Date:Monday 29 April 2024

Security and Estate Group
Defence Security

Job Title	Security Advisor (Policy and Special Projects)
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	\$91,702 - \$104,753
Classification	APS Level 6
Position Number	SEG/03111/24
Agency Website	

Job Description

<https://defencecareers.nga.net.au/?jati=042A0E7C-E843-2407-5935-DAA660030DE1>

Duties

The Role

Are you passionate about protecting Australia's national security?

- Do you have an understanding of threats to Defence's security?
- Do you have experience in policy writing?

If so, you may be the perfect fit for the Security Advisor role in the Defence Security Division's (DS Division) Directorate of Security Assurance (DoSA). You will be an integral part of the DoSA ACT team's policy and special projects function. Under broad direction, you will engage in complex, whole-of-Defence policy problems with a wide variety of stakeholders in both Canberra and the regions.

You will take part in the provision of highly varied written security advice to seniors, Defence stakeholders and committees. You will support, or lead with broad direction DoSA or broader Defence Security wide projects as they arise. These projects can be highly varied covering training and skilling, physical security, security culture development and threat management. You will also have the opportunity to learn physical security certification and accreditation, though this will form a more minor part of the role.

About our Team

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

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

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

Our Ideal Candidate

Our ideal candidate will be a protective security or policy professional with excellent communication, administration and writing skills. They will be able to engage in complex, whole of Defence security issues with a wide variety of stakeholders in both Canberra and the regions.

The Security Advisor must have excellent team working and personnel skills, with the ability and willingness to assist the more technical members of the team in determining and providing protective security advice.

- A general knowledge of Australian Government security policy will be valuable, though not essential. Specifically the Australian Government Protective Security Policy Framework (PSPF), Information Security Manual (ISM) and the Defence Security Principles Framework (DSPF).
- In addition, our ideal candidate will bring the following attributes and skills to the role:
- Knowledge and understanding of applicable legislative and policy frameworks, including the PSPF, ISM and DSPF.

- Adaptability, resilience and flexibility in the face of changing and competing priorities.
 - Strong analytical and problem-solving skills with the ability to interpret complex security data and trends.
 - Excellent communication and interpersonal skills, with the ability to effectively communicate complex information to non-technical stakeholders.
 - Ability to develop, maintain and strengthen strategic relationships, engage and liaise across a broad range of stakeholders to support achieve results.
 - Ability to interpret and apply legislation, regulations, policies, procedures, standards, corporate objectives, instructions and other material.
 - Demonstrated record of delivering accurate and timely policy or protective security advice.
- As a minimum requirement for the DoSA APS 6 - Security Advisor (Assurance) role, you must hold, or be able to obtain and maintain, a valid Negative Vetting Level 1 Security Clearance, see 'Eligibility' criteria further below.

Previous experience and qualifications in protective security or security risk management is highly desirable. **Eligibility**

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

Notes

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To Apply

Position Contact	Lachlan Elliott, 02 5108 5552
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=042A0E7C-E843-2407-5935-DAA660030DE1

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Defence

Vacancy VN-0740007

Department of Defence

Closing Date:Monday 29 April 2024

Joint Capabilities Group
ICT Operations Division

Job Title	Senior Manager Coalition Services Integration
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	\$134,567 - \$161,521
Classification	Executive Level 2
Position Number	JCG/02790/24
Agency Website	

Job Description

<https://defencecareers.nga.net.au/?jati=F4256799-2D7E-6FCB-E139-DAA661315AAA>

Duties

The Role
The Senior Manager Coalition Services Integration (SM CSI) is responsible for the integration of coalition systems and services that assure secure information sharing interoperability with allied and coalition partners, in response to Defence strategic guidance and priorities.

The role includes national requirements capture and interoperability program development informed by key Defence international relationships, continuous service improvement for existing coalition service offerings and integration of transformational programs responding to change in a dynamic international coalition service environment.

The SM CSI will manage a team of Subject Matter Experts that will perform national requirements capture and integration of future enabling coalition programs and plans. The SM CSI role includes representation at allied and coalition partner forums that develop and manage agreed secure information sharing capability programs.

You will be responsible for coalition service advice and assistance to DMRI, DGJ6OS, Strategic J6 and Defence.

About our Team
Directorate of Multinational Relations and Interoperability (DMRI) manages international engagement and relationships with allies and other military partners in order to develop and influence policies, standards and information sharing capability interoperability outcomes aligned with Government and Defence priorities.

The Directorate supports Defence international engagement and Cyber Operations Division (COD) senior leadership governance activities through coordination and participation in Senior Executive board meetings, and implementations of direction through Command, Control, Communications and Computing (C4) working groups at senior staff and subject matter expert levels. An enduring theme is the strengthening of governance, coordination and advice concerning secure information sharing policies, standards and capabilities.

DMRI supports the achievement of multinational C4 interoperability outcomes through international engagement with key allies and partners to deliver ICT outcomes that support Government and Defence guidance and priorities. This engagement is undertaken in bilateral and multilateral C4 forums that support COD commitments and obligations to Defence.

Our Ideal Candidate
We offer you a clear set of expectations on your contribution to DMRI, Cyber Operations Division and to Defence. The work environment is dynamic driven by established and emerging Defence interoperability partnerships, priorities and business needs.

You will have the ability to think strategically, apply judgement and manage competing priorities to achieve complex program outcomes. You will have relevant policy, technical, capability management and business skills and demonstrated performance in complex program design, development and governance to enable effective performance in this role. You will have a track record in effectively leading, mentoring and developing a high performing integrated APS/ADF and contractor team. You will have the ability to manage dynamic, and at times, competing work priorities in close collaboration with national and international business partners to achieve ACI program outcomes.

Eligibility

Security Clearance:
Applicants must be able to obtain and maintain a security clearance at “Negative Vetting Level 2”.

Notes

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To Apply

Position Contact	Stephanie Attneave, 02 6274 8433
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=F4256799-2D7E-6FCB-E139-DAA661315AAA

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Defence

Vacancy VN-0740022

Department of Defence

Closing Date:Monday 22 April 2024

Joint Capabilities Group
Joint Logistics Command

Job Title	Technical Integrity Officer
Job Type	Full-Time, Ongoing
Location	Puckapunyal VIC
Salary	\$76,277 - \$83,274
Classification	APS Level 4
Position Number	JCG/03127/24
Agency Website	

Job Description

<https://defencecareers.nga.net.au/?jati=9B994B39-9596-92D4-55D3-DAA661D2E998>

Duties

The Role

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

Duties of the position include:

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

About our Team

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

Our Ideal Candidate

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

Our ideal candidate:

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

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

Eligibility

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

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

Notes

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To Apply

Position Contact	Bob Menadue, 03 5781 6429
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=9B994B39-9596-92D4-55D3-DAA661D2E998

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Defence

Vacancy VN-0740026

Job Title	Deputy Director - Promotions, Engagement and Communications
Job Type	Full-Time, Ongoing
Location	Melbourne VIC
Salary	\$115,899 - \$130,733
Classification	Executive Level 1
Position Number	AF/03123/24
Agency Website	

Job Description <https://defencecareers.nga.net.au/?jati=EAC120D8-C87E-77CB-6E3B-DAA660AE01EB>

Duties

The Role

We are seeking an experienced and highly motivated Promotions, Engagement and Communications Manager to work within the Defence Aviation Safety Authority (DASA) leadership team to support achievement of our role of enhancing the safety of military aviation. DASA achieve this by promoting a generative safety culture within the Defence Aviation Community. You will be accountable to support DASA directorates to identify opportunities to enhance promotion outcomes, engage stakeholders to quantify our performance and for providing specialist advice to executives and staff on the outcomes of engagement with the regulated community.

- Develop, deliver and evaluate the effectiveness of the DASA Engagement and Promotion Strategy, Plan and associated instructions
- Implement, monitor and report on the operation of the DASA Feedback Framework including the management and analysis of key feedback collection activities.
- Apply project management skills to support the delivery of major promotional events
- Oversee information-management practices including DASA Registry, Mercury messaging and DASA Newsbreak
- Oversee development of our annually produced Aviation Safety Regulatory News magazine
- Align DASA branding ensuring compliance to Defence policy
- Oversee DASA’s web content to ensure consistency across the site(s) inclusive of the utility of DASA branding

Oversee DASA media services ensuring appropriate alignment, engagement and collaboration with key internal stakeholders, DASA interested parties and Defence policy

About our Team

The Defence Aviation Safety Authority (DASA) is responsible to enhance and promote the safety

of military aviation through the implementation of a Defence Aviation Safety Program that promotes a generative safety culture and independently assures the effective management of Defence aviation safety risks.

DASA is a complex organisation consisting of Headquarters (HQ) elements and five Directorates providing aviation safety assurance and specialist engineering services to the Defence aviation community. The organisation has a strength of around 300 personnel, made up of Australian Defence Force members and Australian Public Servants, and is physically located in Melbourne VIC, Canberra ACT, and Amberley QLD.

Our Ideal Candidate

Our ideal candidate will be able to demonstrate expertise and experience:

- Lead and mentor a small team of people in a dynamic, multi-disciplinary environment
- Foster a team culture where opportunities for continuous improvement, including streamlining and simplifying policies and practices, are identified and actioned
- applying leadership, teamwork and interpersonal skills to support DASA engagement and deliver complex business outcomes
- working collaboratively and negotiating effectively to influence stakeholders and subject matter experts to deliver agreed media and communication outcomes
- analysing the strategic environment and priorities within an organisation and adjusting communications and media products and activities accordingly
- identifying and implementing a program of media and communication products and services for internal and external audiences to achieve agreed promotion outcomes
- working in the aviation industry with a background in aviation safety
- Actively manage external stakeholders' relationships, including with other government agencies and industry partners.
- Prepare high quality communications materials, in collaboration with the departmental communications team and subject matter experts where appropriate including media.

Eligibility

'Security Clearance:'

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

Notes

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To Apply

Position Contact	Group Captain Ben Cullen, 03 6216 5799
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=EAC120D8-C87E-77CB-6E3B-DAA660AE01EB

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Defence

Vacancy VN-0740028

Department of Defence

Closing Date:Monday 29 April 2024

Capability Acquisition and Sustainment Group
Joint Systems

Job Title	Business Support Officer
Job Type	Full-Time, Ongoing
Location	Russell ACT
Salary	\$91,702 - \$104,753
Classification	APS Level 6
Position Number	CASG/02109/24
Agency Website	

Job Description

<https://defencecareers.nga.net.au/?jati=DE9A58DC-03AC-42D8-C5A6-DAA661F729B2>

Duties

The Role

- Are you looking for your next career move to apply your administrative skills to support Australian Defence Force capability?
- Do you have experience in a business management environment?

The Branch Business Operations section is seeking a highly professional and motivated Business Support Officer to join our team. The position is located within the Electromagnetic Warfare and Intelligence Systems Branch Executive and you will be responsible for a wide range of business activities including task coordination and management, commercial support, corporate reporting, workforce management, budget management activities and a wide variety of business planning and improvement initiatives.

As the Business Support Officer you will be relied upon to support four diverse business units including the executive and will need to possess strong stakeholder engagement, excellent verbal and written communication skills and attention to detail. You will interpret and provide advice within the administration function based on legislation, policy and procedures. Under limited direction, you will undertake research and analysis, conduct reviews, assessments and provide administrative support to achieve results.

About our Team

The Electromagnetic Warfare and Intelligence Systems Branch under Joint Systems Division is an exciting and complex environment, offering a rewarding career in one of the most dynamic organisations within CASG. We deliver joint capability and work primarily on three areas: electronic protection, electronic support and electronic attack and seeks to be recognised and respected as a centre of expertise and global leader delivering and supporting capability solutions in the EWIS and Active Electronically Scanned Array radar domains.

The Branch Business Operations unit supports the Assistant Secretary Electromagnetic Warfare and Intelligence Systems, senior Managers and Systems Program Offices to meet their corporate and governance obligations. Within this small but high performing team, you will be provided with a supportive team environment and significant professional development opportunities to help progress in your career. The successful candidate can expect to be challenged in their role and supported by an inclusive and considerate team and leadership group.

Our Ideal Candidate

The successful candidate will have:

- A significant record of achievement in business planning and coordinating the delivery of a range of business activities
- High-level organisational skills, self-drive and initiative with the ability to influence others to achieve tasks and business objectives
- The skills to work collaboratively with EWIS Branch stakeholders to support the achievement of outcomes
- The ability to interpret and apply relevant legislation, policy and procedures
- The capacity to think strategically and develop plans and processes to enhance the achievement of business outcomes
- Excellent communication and customer engagement skills;
- The desire to actively participate in team work and group activities.

The right person for this role will show the flexibility to respond to the changing context and shifting priorities of the Defence environment to achieve business outcomes. In this role you will provide support to a geographically dispersed team to ensure they are sensitive to Defence strategic direction and to excel, while exercising a degree of independence. **Eligibility**

Security Clearance:

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

Notes

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To Apply

Position Contact	Vanessa Lowe, 02 5130 4806
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=DE9A58DC-03AC-42D8-C5A6-DAA661F729B2

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Defence

Vacancy VN-0740071

Department of Defence

Closing Date:Monday 29 April 2024

Joint Capabilities Lead
Joint Capabilities

Job Title	Joint PNT Technical Industry & Procurement Lead
Job Type	Full-Time, Non-Ongoing
Location	Russell ACT
Salary	\$91,702 - \$104,753
Classification	APS Level 6
Position Number	JCG/03157/24
Agency Website	

Job Description <https://defencecareers.nga.net.au/?jati=ED196A55-1E28-166C-321B-DAA69A6B032A>

Duties

The Role

The duties of the APS6 Industry & Procurement Lead include:

- Accountable to undertake procurement policy development, management and review ensuring compliance with legislation and mandatory policies, processes and procedures.
- Coordinate and provide procurement policy advice, assistance, products and services to facilitate risk management, ethics and probity.
- Apply knowledge to deliver procurement policy related products and services relating to the procurement lifecycle.
- Revise and apply legislative and mandatory policy compliance obligations in accordance with the Commonwealth Procurement Framework.
- Engage and negotiate with internal and external stakeholders relating to the Commonwealth Procurement Framework to manage procurement risks and achieve value for money.
- Build and sustain productive relationships with internal and external stakeholders and actively participate in teamwork and group activities to deliver agreed outcomes.
- Take the initiative to identify impacts of changes to relevant Commonwealth procurement policies and recommend potential improvements to procurement practices.
- Interpret, recommend and provide advice and assistance on procurement policy and identify alternative courses of action where appropriate. - Coordinate and manage the development and implementation of policies and associated programs to promote Defence industry participation in domestic and international programs consistent with Defence objectives.
- Implement continuous improvement initiatives for the delivery of ongoing services and systems in support of industry programs.
- Develop submissions, briefs and reports and provide advice.
- Work collaboratively with internal and external stakeholders in relation to Defence industry policies and programs.
- Build and sustain effective relationships with team members and actively participates in team work and group activities.
- Interpret and analyse policies and programs to ensure compliance with relevant legislation, regulations and procedures.
- Resolve complex issues associated with managing Defence industry policies and programs.

The successful applicant will be required to travel.

About our Team

The establishment of the Joint PNT Directorate (JPD) delivers an integrated approach towards the unique and complex ADF PNT capability. The JPD integrated campaigning approach involves partnerships across all domains, whole of Australian government, international partners, science and technology, academia and industry. Through Joint Project 9380 Assured PNT, the Directorate is providing the ADF PNT focal point to prepare, collaborate, and transition PNT information and capabilities for the ADF.

JPD roles include;

- PNT standards,
- PNT resilience and technology readiness analysis,
- PNT operations and situational awareness support,
- Navigation Warfare support,
- PNT engagement, and
- Defence time.

Our Ideal Candidate

The APS 6 Industry & Procurement Lead is accountable under broad direction to perform and achieve complex procurement policy work within an integrated workforce. They are accountable to ensure they have knowledge of and compliance with legislative frameworks, government decision-making and Defence's mission and policy requirements. The APS 6 Industry & Procurement Lead will work independently with the opportunity for reasonable autonomy and accountability for the achievement of outcomes of their work. They will exercise both initiative and judgement in the interpretation of policy and in the application of practices and procedures.

They will provide detailed procurement policy technical, professional and policy advice in relation to complex work and contribute to strategic planning, program and project management and policy development. The APS 6 Industry & Procurement Lead may be a team coach or lead a team and be accountable to set work priorities and manage workflows. They are expected to be capable of building team capability through coaching, feedback and developing the quality of work undertaken by others within a work unit.

They may exercise the associated people and financial responsibilities to achieve work unit outcomes. The APS 6 Industry & Procurement Lead will have considerable level of stakeholder engagement and will liaise with stakeholders in relation to complex issues. They will be required to identify, anticipate and respond to stakeholders' needs and expectations to achieve work unit and Defence outcomes. They will be accountable to contribute towards ongoing self-improvement and professional development.

Eligibility

Security Clearance:

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

Notes

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To Apply

Position Contact	Sami Khan, 02 5131 3113
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=ED196A55-1E28-166C-321B-DAA69A6B032A

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Defence

Vacancy VN-0740127

Department of Defence

Closing Date:Monday 29 April 2024

Defence Science and Technology Group
Sensors and Effectors

Job Title	Senior Researcher - RF and Antenna Engineer
Job Type	Full-Time, Ongoing
Location	Edinburgh SA
Salary	\$115,899 - \$130,733
Classification	
Position Number	DSTG/03185/24
Agency Website	

Duties

The Role

The Radio Frequency Sensing and Electromagnetic Warfare (RFSEW) Branch undertakes world leading research into high-frequency (HF), passive and active radar systems and collaborates with organisations around the world in performing this research.

As the ideal candidate, your passion and desire to innovate will contribute directly to programs within the Australian Defence Force to improve their capabilities in radar surveillance.

You will have the opportunity to think critically and work in collaboration with ADF personnel, academia and industry, and have access to world class radar research facilities onsite in Edinburgh to assist you in your research and development.

Under broad guidance, duties of the Senior Researcher – RF and Antenna Engineer will include:

- Contribute to the shape and future direction of RF phased array systems, including High-Frequency (HF) array and wide-band active electronic scanned array (AESA) capabilities for the war-fighter.
- Conduct the RF and antenna analysis of HF and AESA systems, using tools and technologies such as FEKO, CST, Genesys, and MATLAB or similar, to demonstrate enhanced phased-array capability.
- Work collaboratively with Defence partners including industry, academia and Australian Defence Force (ADF) personnel.
- Report research findings to Defence partners and the scientific community through high quality scientific reports, briefs, publications and presentations.
- Collaborative work with team members from DSTG, industry and academia to develop novel radar systems.

About our Team

Sensors and Effectors leads the impetus for innovation within Australian force operations by providing science and technology advice about equipment, personnel and processes. The RF Sensing and Electromagnetic Warfare (RFSEW) Major Science and Technology Capability (MSTC) within DST Group's Sensors and Effectors Division (SED) drives the application of science and technology to solve problems and deliver solutions for the Australian Government and the Australian Defence Force (ADF) and improve their capabilities in radar surveillance.

One of the key roles of the Resilient Radar Systems team is conduct to develop and demonstrate resilient radar technologies and systems, including Active Electronically Scanned Array (AESA) radar, passive radar, multi-static and multi-function RF capabilities.

Our Ideal Candidate

We are looking for motivated team players, able to understand the broad strategic context, have sound stakeholder engagement skills together with strong scientific research, engineering or technical experience.

To succeed in the roles as a Senior Researcher, you must be able to demonstrate the following:

- Science research and/or engineering or technical excellence.
- Ability to think strategically and operate with considerable autonomy to achieve corporate impact.
- Sound communication skills, both written and verbal, with an ability to foster effective stakeholder relationships.
- Adaptability and resilience in a dynamically changing environment.
- Working collaboratively in transdisciplinary teams, harnessing diverse views and encouraging an inclusive team culture.

- Commitment towards ongoing self-improvement and professional development.

Eligibility

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

Notes

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To Apply

Position Contact	Dr Bobby Yau, 08 8393 3933
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=E5EC6D5E-D112-1AC0-B7CF-DAA69DADE9CE

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Defence

Vacancy VN-0740132

Job Title	Defence Industry Policy Division - Various Roles
Job Type	Full-Time, Ongoing
Location	Brindabella Business Park ACT, Russell ACT
Salary	\$115,899 - \$130,733
Classification	Executive Level 1
Position Number	SPI/02999/24
Agency Website	

Job Description <https://defencecareers.nga.net.au/?jati=4C005527-4265-6D3D-DC91-DAA69E1CF239>

Duties

The Role

Defence Export Controls (DEC) Branch and Defence International Industry Policy (DIIP) Branch are looking for a number of people to contribute to the Division's priorities to protect and further Australia's national interests.

The roles spread across the two Branches are highly varied, but they all involve leading and developing high-performing teams to deliver national security objectives.

Vacancies are expected in the following teams:

Defence Export Assessments & Regimes (DEAR) – DEC Branch

The DEAR section plays a critical role in protecting Australia's security, defence capability and directly supporting the growth and sustainment of Australian industry. It is an operational, dynamic and high-tempo team. In line with Australia's export control laws, it is chiefly responsible for conducting over 4,000 robust risk assessments annually, on applications seeking to export regulated military or dual use goods and technology. DEAR staff also support and represent Australia at multilateral export control regimes, whose work informs the development of Australia's export control framework. The team routinely engages with industry, colleagues within Defence, and various other government stakeholders to inform risk assessments. The development of DEAR staff is a key focus for the team's leadership, and there are plenty of opportunities on offer to enhance growth and skills development, including through high-profile work, engagements and training.

Defence Export Controls Reform Program – DEC Branch

The Defence Export Controls Reform Program team is a newly established section. The team's focus is to direct strategy, capability development and delivery to position DEC to implement new regulatory reforms by September 2024 and deliver Government commitments. Our team is fast-paced, energetic and consists of various disciplines (including project management, policy, ICT, communications and regulatory compliance). We bring together strategy, planning and delivery to manage a range of intersecting complex matters to enable reform – from policy development, digital transformation, proactive communications and e-learning campaign with industry and academia, to designing new internal processes.

Technical Assessments (TA) Team – DEC Branch

The TA team is responsible for determining the export control status of a wide range of military and dual-use goods, software and technology. The TA team lead Australia's technical contributions to multilateral export control regimes (Wassenaar Arrangement, Missile Technology Control Regime, Nuclear Suppliers Group and the Australia Group) and drive the development of international and Australian export controls. TA works closely with other teams, participating in outreach activities with industry, academia and research institutions, and providing advice to internal and external stakeholders.

International Export Controls – Advice & Operations – DIIP Branch

The Advice & Operations team provides advice and process applications to ensure Defence meets its international export control obligations. A key component to this role is implementing customer-focused processes to maintain consistency of advice and reduce response times to stakeholders.

International Export Controls – Business Improvement & Outreach – DIIP Branch

The Business Improvement & Outreach team are crucial to ensuring Defence and its stakeholders face the lowest barriers to the smooth transfer of technology and materiel with alliance partners. The function also delivers training and outreach to Defence stakeholders to ensure they successfully navigate international export control requirements.

This role is eligible for an additional remuneration benefit known in Defence as a Building Defence Capability Payment (BDGP).

This enables Defence to provide a premium, in addition to the base salary otherwise payable under the Defence Enterprise Agreement (DEA), for positions in occupational disciplines/classifications that are critical to Defence capability. For further information, please contact the contact officer.

About the Team

As the Commonwealth regulator for the export of military and dual-use goods and technology, the Defence Export Controls Branch is uniquely positioned to contribute to national security objectives and support Australian industry. We support the AUKUS partnership through creating and preserving the environment to accelerate technology transfer between AUKUS partners on priority capabilities. Our work is complex, high-profile and challenging, and delivers key strategic benefits for Australia's security, protection of sensitive technology, and fast-track industry collaboration on critical technologies. Our team also help to stop counter-proliferation and facilitate timely trade so Australian companies can grow and thrive. We deliver concrete outcomes every day for the Australian Government, Defence and Australian industry. If you are keen on delivering outcomes in a fast-paced operational environment, we are keen to hear from you.

Defence International Industry Policy Branch shapes Defence's international engagement with industry, supporting deterrence by denial through industrial collaboration. We drive and implement the Government's policies to grow our priority Australian Defence industrial capabilities and deliver a strategy-led program of industry support and innovation. We also advise on international export controls consistent with Australia's national interests and international obligations.

Our Ideal Candidate

We are seeking collaborative, innovative and motivated team members who enjoy a fast-paced environment to join Defence Industry Policy Division and contribute to Defence's strategic goals.

To succeed in Defence Industry Policy Division, applicants should possess the following qualities and skills:

- Strong leadership and people skills;
- Sound judgement and an innovative approach to problem-solving;
- Highly developed analytical, written and verbal communications skills,
- Strong relationship building and stakeholder engagement skills;
- Adaptability, resilience, and flexibility in the face of changing priorities; and
- An ability to learn and apply knowledge of export control legislation.

Eligibility

Security Clearance:

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

Notes

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

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To Apply

Position Contact	Theresa Guo, 02 5109 0085
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=4C005527-4265-6D3D-DC91-DAA69E1CF239

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Defence

Vacancy VN-0740176

Department of Defence

Closing Date:Monday 22 April 2024

Defence People Group
Australian Defence College

Job Title	Language Teacher - Vietnamese
Job Type	Full-Time, Ongoing
Location	Laverton VIC
Salary	\$83,706 - \$89,659
Classification	APS Level 5
Position Number	DPG/03142/24
Agency Website	

Job Description

<https://defencecareers.nga.net.au/?jati=C0969917-A3A3-B848-C3CF-DAA6D906F747>

Duties

The Role
The APS 5 Vietnamese Language Teacher will prepare, develop and deliver Vietnamese language lessons for up to 20 hours of lessons per week.

- Work productively as part of a specialised language team consisting of Australian Public Servants and contractors
- Develop Vietnamese language assessment materials
- Monitor the academic progress of students and provide timely and actionable individual feedback
- Review and implement continual improvement to course materials and assessments
- Provide timely and accurate advice and guidance to the APS 6 Senior Language Teacher

- Assist in the preparation and conduct of In-Country Training programs for students including travel to Vietnam for student assessment
- Assist in the preparation and conduct of domestic cultural engagement activities for students
- Identify and research teaching methodology improvement utilising new technologies
- Other duties in line with the APS5 Standard as directed

About our Team

The Vietnamese Language Department is responsible for the syllabus design, material development and delivery of the Vietnamese language courses to ADF personnel. The Vietnamese Language Department have a mindset of continuous improvement utilising new technologies to improve the language delivery experience for students.

The Defence Force School of Languages (DFSL) delivers language and cultural training to select Australian Defence Force personnel. The school provides over 50 courses across 18 languages with graduates applying their language skills seamlessly in communities across the globe to enhance Defence capability. Though this position is located in Laverton Victoria, DFSL also has a detachment in Canberra. There are currently approximately 100 ADF, APS and contracted staff and over 150 military students at any one time. As a school of foreign languages, DFSL is extremely culturally diverse.

Our Ideal Candidate

- Have a demonstrated a high level of knowledge of Vietnamese language
- Have a demonstrated sound knowledge of different approaches to language teaching and embracing new technologies
- Have Vietnamese teaching experience (preferable in an adult learning environment)
- Have demonstrated experience in syllabus design and material development
- Have a demonstrated applied knowledge of different approaches to language teaching

Eligibility

Security Clearance

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

Notes

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

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To Apply

Position Contact	Yasser Abdel Ghafar, 0416 223 990
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=C0969917-A3A3-B848-C3CF-DAA6D906F747

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Defence

Vacancy VN-0740187

Department of Defence

Closing Date:Monday 22 April 2024

Defence People Group
Australian Defence College

Job Title	Language Teacher - Korean
Job Type	Full-Time, Ongoing
Location	Laverton VIC
Salary	\$83,706 - \$89,659
Classification	APS Level 5
Position Number	DPG/03143/24
Agency Website	

Job Description

<https://defencecareers.nga.net.au/?jati=E8B5B215-7087-4135-A02F-DAA6D926E3F3>

Duties

The Role

The APS 5 Korean Language Teacher will prepare, develop and deliver Korean language lessons for up to 20 hours of lessons per week.

- Work productively as part of a specialised language team consisting of Australian Public Servants and contractors
- Develop Korean language assessment materials

- Monitor the academic progress of students and provide timely and actionable individual feedback
- Review and implement continual improvement to course materials and assessments
- Provide timely and accurate advice and guidance to the APS 6 Senior Language Teacher
- Assist in the preparation and conduct of In-Country Training programs for students including travel to Korea for student assessment
- Identify and research teaching methodology improvement utilising new technologies
- Other duties in line with the APS5 Standard as directed

About our Team

The Korean Language Department is responsible for the syllabus design, material development and delivery of the Korean language courses to ADF personnel. The Korean Language Department have a mindset of continuous improvement utilising new technologies to improve the language delivery experience for students. The Defence Force School of Languages (DFSL) delivers language and cultural training to select Australian Defence Force personnel. The school provides over 50 courses across 18 languages with graduates applying their language skills seamlessly in communities across the globe to enhance Defence capability. Though this position is located in Laverton Victoria, DFSL also has a detachment in Canberra. There are currently approximately 100 ADF, APS and contracted staff and over 150 military students at any one time. As a school of foreign languages, DFSL is extremely culturally diverse.

Our Ideal Candidate

- Have a demonstrated high level of knowledge of Korean language
- Have demonstrated English language competency and proficiency at the academic level.
- Have a demonstrated sound knowledge of different approaches to language teaching and embracing new technologies
- Have Korean teaching experience (preferable in an adult learning environment)
- Have demonstrated experience in syllabus design and material development
- Have a demonstrated applied knowledge of different approaches to language teaching
- Have demonstrated computer literacy, especially word-processing

Eligibility

Security Clearance:

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

Notes

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

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To Apply

Position Contact	Emil Abdel Malak, 03 9254 8595
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=E8B5B215-7087-4135-A02F-DAA6D926E3F3

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Defence

Vacancy VN-0740190

Department of Defence

Closing Date:Monday 29 April 2024

Capability Acquisition and Sustainment Group
Commercial

Job Title	Commercial Advisor
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	\$115,899 - \$130,733
Classification	Executive Level 1
Position Number	CASG/03216/24
Agency Website	

Job Description <https://defencecareers.nga.net.au/?jati=85ED2AB8-5DD3-2BD2-7863-DAA6D99C89AE>

Duties

The Role

There's no more exciting Government Department to work for than Defence! The beauty of our Commercial Advisor roles is the diversity of the work. We support the Australian Defence Force deliver capability with procurement and contracting advice.

The tasks we work on are both big and small. Some can extend over the course of a year, and it provides huge job satisfaction to see a project worth hundreds of millions of dollars get across the line to help our soldiers, sailors and aviators.

Some of the tasks you might be expected to do include:

- Providing advice to Defence clients on how to conduct a procurement and obtain the services they need.
- Assisting with policy development and planning;
- Developing and issuing tenders and requests for quotation to the market;
- Participating in contract negotiations between Defence and industry;
- Providing advice to Defence clients on how to manage their contracts;
- Assisting Defence clients conducting contract performance reviews; and
- Conducting contract governance and reporting activities.

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

About our Team

The Non Materiel Procurement Branch delivers commercial expertise and solutions for procurement and contracting across the procurement life cycle to help Defence meet its objectives, maximise value for money outcomes and meet legislative and mandatory policy requirements. As a branch of high performing individuals, teams work closely together to provide sound and timely advice to support both simple and complex procurement projects. In addition to supporting procurements, the teams review and refine best practice procurement and contracting processes to ensure adherence to regulatory and legislative frameworks.

Team members are motivated and positive in their approach to work, and have a variety of backgrounds, qualifications and experience. Effective mentoring and a supportive working environment, including highly desirable and sought after professionalisation opportunities, encourages the growth and development of team members to reach their full potential. We promote an inclusive culture that echoes Defence values – service, courage, respect, integrity and excellence. We are committed to ensuring our people feel appreciated, participate fully, and have access to tailored career pathways. We are flexible and agile in our approach to work, encourage our staff to have a healthy work life balance, and offer access to training and development opportunities and mentoring and coaching services.

Our Ideal Candidate

If you have experience in procurement and contracting then we want to hear from you. You are

our ideal candidate and you will love it here! Commercial gurus, however, do not grow on trees. We know that! Otherwise, we'd have picked them already! :)

That is why we trust in our ability to recruit good people and train them. We are looking for motivated and enthusiastic candidates. If you have a willingness to learn, then we can teach you the technical skills you will need to make one of these jobs your own. Skills and attributes that we think lend themselves to making a great Commercial Advisor include good judgement, attention to detail, and strong analytical skills.

We love self-starters who are proactive, and who use their initiative without waiting to be directed. Candidates we will take a liking to will be customer-focused and able to build and maintain relationships with their stakeholders, whether they be other Defence members or industry representatives. Our people take pride in their ability to problem-solve, and responsiveness to changing workplace objectives, pressures, and priorities.

Below are some of the types of work that we think are relevant to our work, and would be transferrable to our Commercial Advisor position:

- Administration
- Policy
- Coordination
- Business and/or Commerce
- Finance
- Law
- Governance
- Anything in regulation, compliance or legislation
- Probity
- Risk
- Contract management

If you have experience in any of these areas and want to challenge yourself then you should definitely apply!

Eligibility

Security Clearance:

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

Notes

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

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To Apply

Position Contact	Nick Anderson, 02 6192 7543
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=85ED2AB8-5DD3-2BD2-7863-DAA6D99C89AE

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Defence

Vacancy VN-0740195

Department of Defence

Closing Date:Monday 29 April 2024

Joint Capabilities Group
Joint Logistics Command

Job Title	Inventory Officer
Job Type	Full-Time, Ongoing
Location	Townsville QLD
Salary	\$67,339 - \$74,197
Classification	APS Level 3
Position Number	JCG/03221/24
Agency Website	

Job Description <https://defencecareers.nga.net.au/?jati=7DE52C87-3E6B-C634-858F-DAA6D9B847C2>

Duties

The Role
The Inventory Support Officer is responsible for the management of inventory items at the Joint Logistic Unit (North Queensland). This includes, but is not limited to consultation with internal and external stakeholders, such as military personnel, item managers and Industry Partners providing warehousing and distribution services.

You will work alongside other team members to ensure inventory is available to meet customer requirements. The Inventory Support Officer is required to analysis and manage a large amount of data, spreadsheets and reports.

About our Team

Joint Logistics Unit (North Queensland) is an enthusiastic and caring mix of military and civilian employees who are passionate about supporting soldiers, sailors and aviators across North Queensland. The team is made up of people with a range of backgrounds, skillsets and experiences, all drawn together by the desire to support the work of the ADF.

The unit is dedicated to delivering essential logistics services including warehousing, distribution, equipment maintenance and clothing store support to enable military operations. It does this from modern facilities on Lavarack Barracks in Townsville. Joint Logistics Unit (North Queensland)'s span of responsibility stretches from Rockhampton in the South, to Thursday Island in the North.

The unit utilises a broad range of internal skills, together with close relationships with local industry suppliers, to provide excellent logistics support to a wide range of military units across North Queensland.

Our Ideal Candidate

Key attributes, knowledge and experience we are looking for:

- A self-motivated, collaborative, and innovative thinker.
- Experience in a similar role, in particular logistics, warehousing and/or inventory management.
- Demonstrated good verbal and written communication skills.
- Good interpersonal skills; ability to develop rapport and engage with personnel at all levels.
- Ability to proactively engage and build productive relationships with stakeholders across, and external to, the Defence organisation.
- Strong time management skills, including the ability to prioritise a changing workload and negotiate an outcome.
- A passion for continuously improving process and procedures that in-turn provide effective solutions and outcomes.
- Be willing to operate as part of a team and foster a cohesive work environment.
- Good understanding of, or ability to acquire an understanding of relevant legislative frameworks and Defence's mission and policy requirements.

Eligibility

Security Clearance

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

Notes

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To Apply

Position Contact	Kate McLeod, 0476 074 588
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=7DE52C87-3E6B-C634-858F-DAA6D9B847C2

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Defence

Vacancy VN-0740293

Department of Defence

Closing Date:Sunday 28 April 2024

Job Title	Senior Executive Service Band 1 - Defence Digital Group - Various Positions
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Canberra ACT
Salary	-
Classification	Senior Executive Service Band 1
Position Number	DDG/03167/24
Agency Website	

Job Description

<https://defencecareers.nga.net.au/?jati=255AD188-ECC2-BD84-7C81-DAA66306E58A>

Duties

Introduction

Information and Communication Technologies (ICT) plays a critical role in enabling Defence military and business operations. The Defence Digital Group (DDG) oversees over \$2 billion of ICT expenditure per annum and the Australian Government is investing over \$5 billion in new ICT capabilities in the national security sector over the coming decade.

Our ideal candidates will have a strong background in successful delivery of significant business outcomes in complex and large scale environments, together with a well-developed ability to negotiate outcomes in a contested environment. You will require astute judgement and political awareness, and an ability to influence and provide compelling argument to Defence Senior Leadership. You will also have excellent interpersonal and representational skills, a strong results orientation, resilience, and a proactive approach to professional and organisational development.

They will be a collaborative leader, exemplify the [Defence Values and Behaviours](#), and engender a culture

of innovation, collaboration and agility. They will be self-aware, positive in considering and respecting a diversity of ideas and perspectives of others. They will demonstrate the capability to provide timely and accurate advice to senior leaders and Government on complex matters. They will have outstanding judgement, strategic awareness, and parliamentary and media acumen.

As part of this selection process, a Merit Pool of highly suitable candidates will be established to fill current vacancies and any similar vacancies that may arise over the next 18 months.

The Role

The Defence Digital Group (DDG) is seeking outstanding senior executives to lead various roles (Enterprise Digital Capability, Systems Delivery, Portfolio Management and Commercial) within the Group. DDG is responsible for ensuring Defence has a dependable, secure and integrated Defence Information Environment to support military operations and wider Defence business.

As an Assistant Secretary you will be responsible for:

- Lead and manage a Branch providing quality integrated group level effects in support of strategic directions
- Managing the procedures and processes for ICT life cycle capability management and the support of DDG directed outcomes
- Providing strategic leadership to directorates within DDG and to broader staff within the Group and Department; and
- Demonstrate resilience and personal accountability for the quality of advice and delivery of

results

To be a strong contender for these roles, you will need to have strong leadership experience working in a dynamic strategic environment. Candidates should have a diverse set of skills across ICT, capability lifecycle management, resource management and commercial acumen to meet the demands of the positions being sort. You will have demonstrated experience in managing large and diverse workforces, and have a demonstrated ability to provide:

- Capability outcomes supporting high cost, highly visible, large scale and complex programs and projects;
- Program and capability sustainment for integrated effects; and
- Strategy, design and technology solutions at scale.

You will have strong communication skills and an ability to communicate highly technical information to non-technical senior Defence executives, Ministers and the Government more generally. An understanding of Defence, particularly the acquisition and sustainment functions of major program delivery, is desirable. In short, we are looking for a person who is:

- A collaborative and driven leader;
- An exceptional leader, communicator and manager; and
- An innovative and adaptable senior executive.

Eligibility

Notes

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

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To Apply

Position Contact	Jonathan Beaumont and Lionel Riley, 02 6126 4500
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=255AD188-ECC2-BD84-7C81-DAA66306E58A

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Foreign Affairs and Trade

Vacancy VN-0740332

Australian Centre for International Agricultural Research (ACIAR)

Closing Date:Monday 13 May 2024

Research

Job Title	General Manager, Research
Job Type	Full-Time, Non-Ongoing
Location	Bruce ACT
Salary	-
Classification	Senior Executive Service Band 1
Position Number	0004
Agency Website	https://www.aciar.gov.au

Job Description

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

The General Manager, Research (GMR) is part of ACIAR's Executive team, which also includes the General Manager Partnerships and the General Manager Corporate. The Executive team is led by the CEO and works together to ensure that ACIAR delivers on its core mandate of brokering, funding and managing partnerships and investments that catalyse more productive, sustainable and resilient food and farming systems for the benefit of developing countries and Australia.

The GMR leads a team that consists of Research Regional Directors and the Director of Capacity Development. These roles, in turn, manage a team of program managers and administrators who collectively deliver research and capacity building programs aligned with ACIAR's investment framework and country/regional priorities. The GMR is responsible for strategic engagement with the Australian innovation eco-system, ensuring that ACIAR is a valued and preferred research partner.

The GMR will lead by example in the consistent use of ACIAR's policies and procedures to ensure that ACIAR operates within the legislative framework and the requirements of the Australian Public Service. Importantly, the GMR is responsible for effective working relationships across ACIAR including the corporate and partnership sections, to ensure an efficient and collaborative cross-agency effort. The GMR, along with the Executive team, will also represent ACIAR, closely engage with partner agencies, and build strong relationships with key domestic and international stakeholders.

Duties

1. Be an active member of the Executive team, providing strategic advice to the CEO and building ACIAR into a safe, inclusive, high performing and innovative agency.
2. Lead active research and capacity building teams who design and implement projects and programs through a lens of continuous improvement, to deliver high impact.
3. Ensure ACIAR's research and capacity development investments align with Australia's development policy, ACIAR's investment framework and regional and country priorities.
4. Develop and communicate the Research team's strategic direction, aligning activities with ACIAR's broader objectives and inspiring team unity and purpose.
5. Lead ACIAR's strategic engagement with Australia's agricultural innovation system to identify existing capacity and foster emerging capacity that can deliver the greatest impact.
6. Manage expenditure effectively and efficiently to maximise the impact of ACIAR's investment in research and capacity development, in line with Australian and partner country government requirements.
7. Promote engagement across ACIAR's key areas of research, partnerships and corporate functions, to facilitate a safe, inclusive and cooperative culture and a high-performing work environment.
8. Demonstrate unwavering commitment and integrity, consistently uphold public service values, actively embrace and manage risks and exhibit personal courage. Be resolute in decision-making and exhibit resilience in the face of challenges in all aspects of your role.

Eligibility

- **Australian Citizenship** - our successful candidate must be an Australian citizen at the time an offer of employment is made
- **Security clearance** - our successful candidate may be required to obtain and maintain a Negative Vetting 1 security clearance
- **Mandatory qualifications/experience:**
 - A PhD in a relevant discipline;
 - Extensive experience in research management in a developing country context;
 - An understanding of the potential for research partnerships to actively contribute to poverty alleviation, improve food security, address risks arising from climate change and support inclusive sustainable economic development in the Indo-Pacific region;
 - A proven, internationally competitive research track record relevant to ACIAR's portfolio, coupled with a comprehensive understanding of contemporary research methodologies across natural, physical, and social sciences, as well as expertise in research monitoring and evaluation methods and tools; and
 - Significant experience in driving research and innovation with sustainable impact in complex environments, utilising advanced portfolio analysis and management tools to navigate and optimise research outcomes.

Notes

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

About the Australian Centre for International Agricultural Research (ACIAR)

The Australian Centre for International Agricultural Research (ACIAR) is an independent agency within the Australian Government Foreign Affairs and Trade portfolio. Our mission is to catalyse more productive, sustainable and resilient food and farming systems for the benefit of developing countries and Australia. We do this through brokering, funding and managing research partnerships between Australian scientists and developing countries, and investing in multilateral international agricultural research. Operating under the ACIAR Act 1982, we are a specialist element of Australia's overseas development assistance program, fostering international agricultural research and development partnerships for more sustainable agricultural systems, higher incomes and strengthened food security in partner countries. Our headquarters are in Bruce (Canberra). Further information on our current projects, programs and priorities can be found at <https://aciar.gov.au>

To Apply

Position Contact	HR Support, 02 6217 0500
Agency Recruitment Site	https://www.aciar.gov.au/careers

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Health

Vacancy VN-0740339

Australian Digital Health Agency

Closing Date:Tuesday 30 April 2024

Technology Services
Information Technology Services IT Dev Reliability Info Services

Job Title	Test Analyst
Job Type	Full-Time;Part-Time, Non-Ongoing
Location	Sydney NSW, Brisbane QLD, Canberra ACT
Salary	\$81,133 - \$87,741
Classification	APS Level 5
Position Number	APS50131
Agency Website	https://www.digitalhealth.gov.au/

Job Description

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

Technology Services Division is responsible for the operation of high quality, trusted, reliable and secure national digital health infrastructure and health support systems.

As an APS 5 – Test Analyst you will be working within the project and test team for the delivery of test scripts and executing tests for Agency products, using Azure DevOPs and ALM.

Duties

Key Responsibilities include but are not limited to:

- Functional testing and Mobile Application Testing.
- Creation of Test Summary Reports and updating the Requirements Traceability Matrix.
- Maintaining the register of the test team data and requesting new test data (as required).
- Defect Management – creating and documenting defects, defect triage, retesting defects though to closure.
- Participating in daily sprints and tracking tasks within the sprint.

Eligibility

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

Notes

Qualifications

- You have In-depth knowledge of product testing and assurance in a digital health context to provide accurate and specialised testing advice.
- Experienced in establishing, automating and maintaining new product testing assurances with a focus on planning and scheduling to deliver quality outcomes within agreed timeframes.
- Demonstrated experience in providing efficiencies and improving the development of product testing and assurance services.
- Demonstrated analysis skills in relation to product testing and assurance activities with evidence of using good judgement, expertise and knowledge to deliver outcomes.

Application

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

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

Closing Date:30th April 2024, 11:00pm

Salary: This role offers between \$81,113 - \$87,741 plus 15.4% superannuation depending on skills and experience.

For APS applicants, please refer to APS Jobs for details of salary ranges. These are in accordance with the Agency's s24 Determination 2023.

Notes:

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

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

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

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

About the Australian Digital Health Agency

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

To Apply

Position Contact	Barry Dick, barry.dick@digitalhealth.gov.au
Agency Recruitment Site	https://www.digitalhealth.gov.au/about-us/careers

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Health

Vacancy VN-0740323

Australian Institute of Health and Welfare

Closing Date:Sunday 28 April 2024

Primary Health, Information Standards and Communications Group My Health, Information Management and Metadata Unit

Job Title	EL1 Metadata Specialist
Job Type	Full-Time, Ongoing
Location	various locations in NT NT, Various locations - SA SA, Various locations - ACT ACT, various locations in QLD QLD, Various locations in NSW NSW, Various locations in WA WA, various locations in VIC VIC, Various locations - TAS TAS
Salary	\$115,126 - \$128,425
Classification	Executive Level 1
Position Number	#037_04/24
Agency Website	

Job Description

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

The PHISC Group includes: the Communications and Engagement Unit; Web, the Publishing and Data Visualisation Unit, the Pacific Health Information and Classifications Support (PHICS) Unit; the My Health, Information Management, and Metadata (MHIMM) Unit; the Primary Health Care Data Development Unit (PHCDDU) and the Practice Incentives Program Quality Improvement (PIPQI) Unit.

The MHIMM Unit works to: support Australian Government policy that My Health Record system data be made available for bona fide research and public health purposes; facilitate record keeping; provides library and research services; supports AIHW's metadata capability and manage the Metadata Online Repository (METEOR).

Duties

The successful candidate will lead a team to deliver a work program including:

- providing advice to AIHW and external stakeholders for metadata for publication on the AIHW Metadata Online Registry (METEOR)
- supporting the ongoing administration of the METEOR platform including Servicedesk, workgroup and user management.
- managing the secretariat for AIHW's National Health Data and Information Standards Committee (NHDISC).
- applying standards-based best practice to METEOR, metadata, business rules and standard operating procedure development
- providing strategic advice to the Unit Head on technical matters related to the work program.

Eligibility

Our ideal candidate will have most or all the following skills and knowledge:

1. Strong skills in the development and review of metadata, performance indicators, quality statements and data standards.
2. Proven ability to undertake planning and research to deliver complex projects.
3. Well-developed leadership and people management skills, including the ability to provide direction, support and effective performance management of staff.
4. Demonstrated written and verbal communication skills including the ability to communicate with influence and negotiate outcomes with a range of internal and external stakeholders.

5. Well-developed organisational skills, including the ability to determine priorities, develop strategies, procedures and work practices.
6. The ability to work independently and apply sound professional judgement and decision-making skills in complex/sensitive situations.

An understanding of standards such as ISO/IEC 11179 and relevant qualifications related to information management or a statistical discipline will be highly regarded. **Notes**

Please submit your application online via the AIHW e-Recruit system. When applying online for the first time, you will need to register and provide a valid email address.

Your application must include:

1. A summary of your relevant skills and experience and explain why you would be the best person for the role. Your response should align with the position summary and selection criteria information above, and must be no more than 750 words.
2. Your current CV and the names of two referees.

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

About the Australian Institute of Health and Welfare

To Apply

Position Contact	George Bodilsen, 02 6244 1157
Agency Recruitment Site	https://aihwcareers.nga.net.au/cp/

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Health

Vacancy VN-0740333

Australian Institute of Health and Welfare

Closing Date:Monday 29 April 2024

Business and Technology Group
People and Facilities Unit

Job Title	HR Officer
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Canberra ACT
Salary	\$75,274 - \$89,887
Classification	APS Level 4;APS Level 5
Position Number	#43-2024
Agency Website	

Job Description

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

The Business and Technology Group delivers the corporate functions which support the organisation by providing Human Resources (HR), Finance, ICT, and accommodation services.

The People and Facilities Unit (PFU) provides internal client service and support for recruitment, learning and development, work health and safety, workplace relations, workforce reporting, staff performance, reception, and facilities.

We are a small team with a fun and collaborative culture. We provide a supportive environment where employees can do their best work and be their best selves while working on rewarding challenges and making a meaningful impact.

We cross-skill our team members to help develop broad HR knowledge and skills, and to ensure our work stays interesting. We are therefore seeking enthusiastic HR Officers to join our Recruitment team within the PFU, who are interested in working across a variety of Human Resource functions. We have a vacancy available at the APS 4 and at the APS 5 level.

The HR Officer is an integral part of the team. You will be given the opportunity to contribute your expertise to practices, policies, and processes that will positively shape the recruitment needs of the AIHW now and into the future.

To be successful in this role, you will have strong organisational skills, excellent communication and interpersonal skills, a high level of attention to detail, and a positive customer service-driven attitude. You will be someone who thrives working in a fast-paced environment, be able to apply sound judgement, and who effectively manages competing priorities. In return, you will be supported by a small close-knit team, gain broader experience across various HR functions, and work closely with team leaders on key projects.

Duties

In accordance with the relevant APS work level standards, and with the support of your Team Leader, you will:

- Partner with business areas to provide expert, solutions-focused, legislatively compliant, and contemporary HR advice on a range of HR functions, primarily recruitment.
- Administer the e-Recruit system including managing end-to-end processes, from advertising to onboarding.
- Deliver day-to-day recruitment processes including:
 - providing accurate, innovative advice to stakeholders across the agency and at Senior Executive level about best practice recruitment processes
 - briefing Selection Panels and assisting them with the recruitment process
 - managing the recruitment inbox to respond to queries from both applicants and Selection Panels
 - preparing commencement documentation such as contracts and payroll information

- coordination of the onboarding process for new starters including initiating police checks and administering probation
- reviewing position descriptions
- managing the temporary employment register and
- reporting.
- Process and respond to a range of HR requests/forms via the digital service desk.
- Provide accurate and timely advice and assistance to both staff and managers in relation to HR policies, procedures, and employment conditions.
- Contribute to team planning and continuous business improvements to ensure high quality, efficient and effective Recruitment and HR services are delivered for the AIHW.
- With the assistance of the APS 4s, the APS 5 will lead the delivery of recruitment initiatives including internships, secondments, the graduate program, and AIHW bulk recruitment processes.

Eligibility

Notes

We are committed to creating genuine opportunities for everyone and we welcome applications from First Nations people(s), people with disability, LGBTIQ+, neurodiverse people and people from diverse cultural and linguistic backgrounds.

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

About the Australian Institute of Health and Welfare

To Apply

Position Contact	Wendy Holroyd, 02 6244 1075
Agency Recruitment Site	https://aihwcareers.nga.net.au/cp/

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Health

Vacancy VN-0739411

Department of Health and Aged Care

Closing Date:Sunday 28 April 2024

Information Technology Division
Corporate Systems Branch Online Services Section

Job Title	Scrum Master / Project Manager
Job Type	Full-Time, Ongoing
Location	Darwin NT, Melbourne VIC, Canberra ACT, Sydney NSW, Adelaide SA, Hobart TAS, Perth WA, Brisbane QLD
Salary	\$94,736 - \$106,876
Classification	APS Level 6
Position Number	24-ITDIV-23660
Agency Website	

Job Description

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

The Online Services Section within the Corporate Systems Branch is responsible for developing and maintaining the Department's websites and SharePoint collaboration platform.

We are seeking an enthusiastic professional to fill the APS6 Scrum Master / Project Manager role who will function as part of a multi-disciplinary team of IT professionals with some of the key responsibilities of the role being training, mentoring and supporting teams to follow agile values, principles and practices, managing team workflows, project management, business improvement, and system testing.

The successful officer will be motivated, demonstrate leadership, project management and enjoy working in a collaborative high paced environment.

Duties

This role reports to the Director, Online and Collaboration Services Section, and will function as part of a multi-disciplinary team of IT professionals.

The role will be responsible for:

- Training, mentoring and supporting teams to follow agile values, principles and practices
- Determining and managing team workflows
- Tracking and ensuring task completion
- Helping teams to manage project risks and issues
- Scheduling and facilitating scrum events, meetings and decision-making processes
- Monitoring progress and performance and helping teams to make improvements
- Planning and organising demos and product/system testing
- Ensuring the proper use of collaborative processes and removing impediments for the teams
- Tracking project processes and deliverables in Azure DevOps
- Preparing and presenting status reports to stakeholders.

The role will also be required to provide project management support including:

- Liaising with stakeholders to discuss project scope and priorities
- Managing project budgets
- Using various project management tool to report on project status, risks and issues.

Eligibility

To be eligible for employment with the Department of Health and Aged Care, applicants must be an Australian citizen at the time an offer of employment is made.

An applicant's suitability for employment with Health and Aged Care will also be assessed through a variety of pre-employment check processes, such as:

- Satisfactory completion of a criminal history check, and where relevant, a Working with Children and Vulnerable People Check,
- Completion of a medical declaration and pre-employment medical (where required),
- Providing evidence of qualifications (where required), and
- Obtaining and maintaining a security clearance at the required level.

For this role applicants must be able to obtain and maintain a Baseline security clearance, or hold a current security clearance at an appropriate level.

Mandatory Qualification:

To be eligible for this position applicants must hold a Degree in Information Technology or demonstrated equivalent professional experience. **Notes**

Applications close 11:30pm AEST.

Applicants are asked to quote reference number 24-ITDIV-23660 to assist when making an enquiry.

Employees perform their duties at one of the Department of Health and Aged Care (DoHAC) offices, in the locations specified in this advertisement. Remote working is possible and is negotiated with your manager on commencement. Flexibility can be negotiated with your manager to balance your personal and professional needs with the needs of your role and business area.

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

About the Department of Health and Aged Care

The Department of Health and Aged Care is focused on achieving better health and wellbeing for all Australians. If you would like to join our team, and can meet our job requirements, we invite you to apply for a position with us to build better health, better care and better quality for all Australians. The department is committed to providing an inclusive and diverse workplace where the experiences, skills and perspectives of all individuals are valued. We actively encourage applications from diverse backgrounds and cultures, so we can better represent the community we serve. The department welcomes applications from Aboriginal and Torres Strait Islander people, people with disability, mature age people, people who identify as LGBTI+, and people with parenting and/or caring responsibilities.

To Apply

Position Contact	Li San Tham, lisan.tham@health.gov.au
Agency Recruitment Site	https://www.health.gov.au/about-us/work-with-us/current-vacancies

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Health

Vacancy VN-0739923

Department of Health and Aged Care

Closing Date:Monday 22 April 2024

Market and Workforce Division
Market Adjustment Branch Executive Section

Job Title	Executive Assistant
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	\$78,954 - \$83,424
Classification	APS Level 4
Position Number	24-MWDIV-23491
Agency Website	

Job Description

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

This Executive Assistant role is an excellent opportunity to be developed in the public service.

We are seeking an enthusiastic individual who is eager to learn, problem solve, and build relationships across the Department of Health and Aged Care in an exciting, high-paced work area.

You will work closely with a Senior Executive and be exposed to high level strategic thinking, a broad network of stakeholders both within and external to the department, and provide a broad range of support across a large team.
The role is suited to someone who enjoys fast-paced work, showing initiative and supporting a team to get the best outcomes possible.

Duties

The APS 4 Executive Assistant position reports to an Assistant Secretary (AS) of a Branch.

- You will work under general direction and be responsible for the delivery of timely, efficient, and effective high-level administration, executive support, and general reception.
- You will manage front-of-office functions in a high-volume Department environment, including managing diaries, workflow, appointments, and correspondence, organising events, coordinating travel and collating documentation.
- To be successful in this role you will possess strong written and oral communication skills and the ability to build productive working relationships.
- You will be organised, adaptable to change and possess the ability to prioritise, multi-task and display a high level of accuracy and attention to detail.
- You will work collaboratively with others and demonstrate an ability to achieve results in a busy, fast paced environment.

Eligibility

To be eligible for employment with the Department of Health and Aged Care, applicants must be an Australian citizen at the time an offer of employment is made.

An applicant's suitability for employment with Health and Aged Care will also be assessed through a variety of pre-employment check processes, such as:

- Satisfactory completion of a criminal history check, and where relevant, a Working with Children and Vulnerable People Check,
- Completion of a medical declaration and pre-employment medical (where required),
- Providing evidence of qualifications (where required), and
- Obtaining and maintaining a security clearance at the required level.
- For this role applicants must be able to obtain and maintain a Baseline security clearance, or hold a current security clearance at an appropriate level.

Notes

- Applications close 11:30pm AEST.
- Applicants are asked to quote reference number 24-MWDIV-23491 to assist when making an enquiry.
- Employees perform their duties at one of the Department of Health and Aged Care (DoHAC) offices, in the locations specified in this advertisement. Remote working is possible and is negotiated with your manager on commencement. Flexibility can be negotiated with your manager to balance your personal and professional needs with the needs of your role and business area.

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

About the Department of Health and Aged Care

The Department of Health and Aged Care is focused on achieving better health and wellbeing for all Australians. If you would like to join our team, and can meet our job requirements, we invite you to apply for a position with us to build better health, better care and better quality for all Australians. The department is committed to providing an inclusive and diverse workplace where the experiences, skills and perspectives of all individuals are valued. We actively encourage applications from diverse backgrounds and cultures, so we can better represent the community we serve. The department welcomes applications from Aboriginal and Torres Strait Islander people, people with disability, mature age people, people who identify as LGBTI+, and people with parenting and/or caring responsibilities.

To Apply

Position Contact	Kerryn Mason, 03 9665 8682
Agency Recruitment Site	https://www.health.gov.au/about-us/work-with-us/current-vacancies

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Health

Vacancy VN-0739981

Department of Health and Aged Care

Closing Date:Monday 06 May 2024

Health Products Regulation Group
Office of Drug Control Branch Narcotics Control Section

Job Title	APS Level 5 - Departmental Officer, Narcotics Control Section
Job Type	Full-Time, Ongoing
Location	Fairbairn ACT
Salary	\$84,627 - \$91,520
Classification	APS Level 5
Position Number	24-ODCDIV-23923
Agency Website	

Job Description

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

The Narcotics Control Section within the Office of Drug Control (ODC) is seeking to fill two APS5 positions for an exciting opportunity to work in drug regulation, working with industry, Australian Government agencies and the United Nations to support Australia's obligations under the international drug conventions. One of the roles will allow the applicant to work with internal and external stakeholders, managing the processing of licences and permits for the import and export of prohibited goods, in order to align with Australia's obligations under the international drug conventions. The other role in the Section will be responsible for collecting data relating to internationally controlled substances, regulating the manufacture of narcotic drugs in Australia, and working with the United Nations International Narcotics Control Board. This position offers rewarding career opportunities, providing experience working on both domestic and international drug regulation matters.

Duties

- Ability to effectively assess applications for the import and export of controlled substances in accordance with Customs legislation and Australia's obligations under international drug conventions.
- Ability to reconcile import/export activities for the preparation of data reports and compliance with import and export conditions.
- Ability to build and sustain relationships with licence holders, state governments, other Commonwealth stakeholders and the International Narcotics Control Board (INCB) to ensure periodic reports are submitted within specified time periods.
- Ability to develop guidance material and contribute to policy documents.
- Ability to manage complex relationships with internal and external stakeholders.
- Ability to develop and manage responses to stakeholders across industry.
- Ability to work independently to manage the workflow and priorities of your immediate work area.

Eligibility

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

- Obtaining and maintaining a security clearance at the required level.
- For this role applicants must be able to obtain and maintain a Baseline security clearance, or hold a current security clearance at an appropriate level.

Notes

- Applications close 11:30pm AEST.
- Applicants are asked to quote reference number 24-ODCDIV-23923 to assist when making an enquiry.
- Employees perform their duties at one of the Department of Health and Aged Care (DoHAC) offices, in the locations specified in this advertisement. Remote working is possible and is negotiated with your manager on commencement. Flexibility can be negotiated with your manager to balance your personal and professional needs with the needs of your role and business area.

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

About the Department of Health and Aged Care

The Department of Health and Aged Care is focused on achieving better health and wellbeing for all Australians. If you would like to join our team, and can meet our job requirements, we invite you to apply for a position with us to build better health, better care and better quality for all Australians. The department is committed to providing an inclusive and diverse workplace where the experiences, skills and perspectives of all individuals are valued. We actively encourage applications from diverse backgrounds and cultures, so we can better represent the community we serve. The department welcomes applications from Aboriginal and Torres Strait Islander people, people with disability, mature age people, people who identify as LGBTI+, and people with parenting and/or caring responsibilities.

To Apply

Position Contact	Halifax Bennett, (02) 6289 8613
Agency Recruitment Site	https://www.health.gov.au/about-us/work-with-us/current-vacancies

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Job Title	APS 5 Assessment Officer - Medicinal Cannabis Section (Several positions)
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	\$84,627 - \$91,520
Classification	APS Level 5
Position Number	24-ODCDIV-23269
Agency Website	

Job Description

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

The Medicinal Cannabis Section, within the Office of Drug Control, is seeking to fill multiple ongoing Assessment Officer positions at the APS 5 level within the Medicinal Cannabis Licensing Team and Medicinal Cannabis Permits Team.

Duties

Key responsibilities include:

- Analysing complex information presented as part of the licence or permit applications to accurately determine if applicants have met requirements and are suitable to hold authorisations under the Narcotic Drugs Act 1967 (the Narcotic Drugs Act);
- Drafting and provide quality assurance on regulatory and administrative documentation with high attention to detail, often under tight timeframes;
- Responding to internal and external enquiries received by a shared inbox and phoneline;
- Analysing and resolving complex queries and other matters relating to regulated entities and other stakeholders;
- Contributing to business improvement activities, including regulatory policy design and alignment of operating procedures with legislation and regulations; and
- Managing caseload autonomously and as part of a team.
- Experience in a regulatory environment or working within a legislative framework will be highly regarded.

Key capabilities include:

- Demonstrated ability to undertake objective, systematic analysis and draws accurate conclusions based on evidence to develop well-considered recommendations with a high attention to detail.
- Commitment to delivering quality outcomes and adheres to documentation procedures in a high-pressure environment with critical deadlines.
- Demonstrated experience in providing high quality written and verbal advice and communications.
- Well-developed time management and adaptability to independently manage unfamiliar tasks and competing priorities, with minimal supervision.
- Initiative in identifying and pursuing development goals to ensure effectiveness in the role.
- Works independently as well as part of a team together with a range of internal and external stakeholders to develop collaborative and positive working relationships.

Eligibility

To be eligible for employment with the Department of Health and Aged Care, applicants must be an Australian citizen at the time an offer of employment is made.

An applicant's suitability for employment with Health and Aged Care will also be assessed through a variety of pre-employment check processes, such as:

- Satisfactory completion of a criminal history check, and where relevant, a Working with Children and Vulnerable People Check,
- Completion of a medical declaration and pre-employment medical (where required),
- Providing evidence of qualifications (where required), and
- Obtaining and maintaining a security clearance at the required level.

For this role applicants must be able to obtain and maintain a Baseline security clearance, or hold a current security clearance at an appropriate level. **Notes**

Applications close 11:30pm AEDT/AEST.

Applicants are asked to quote reference number 24-ODCDIV-23269 to assist when making an enquiry.

Employees perform their duties at one of the Department of Health and Aged Care (DoHAC) offices, in the locations specified in this advertisement. Remote working is possible and is negotiated with your manager on commencement. Flexibility can be negotiated with your manager to balance your personal and professional needs with the needs of your role and business area.

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

About the Department of Health and Aged Care

The Department of Health and Aged Care is focused on achieving better health and wellbeing for all Australians. If you would like to join our team, and can meet our job requirements, we invite you to apply for a position with us to build better health, better care and better quality for all Australians. The department is committed to providing an inclusive and diverse workplace where the experiences, skills and perspectives of all individuals are valued. We actively encourage applications from diverse backgrounds and cultures, so we can better represent the community we serve. The department welcomes applications from Aboriginal and Torres Strait Islander people, people with disability, mature age people, people who identify as LGBTI+, and people with parenting and/or caring responsibilities.

To Apply

Position Contact	Lisa Iwanaga, 02 6289 1602
Agency Recruitment Site	https://www.health.gov.au/about-us/work-with-us

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Home Affairs

Vacancy VN-0740299

National Emergency Management Agency

Closing Date:Sunday 28 April 2024

Data Analytics Data Science & Analytics

Job Title	Data Engineer
Job Type	Full-Time, Ongoing
Location	Various locations - ACT ACT
Salary	\$91,305 - \$102,606
Classification	APS Level 6
Position Number	132101
Agency Website	https://nema.gov.au/about-us

Job Description

<https://jobs.homeaffairs.gov.au/job-invite/132101/>

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

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

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

Overview of the Branch and Section:
The Data and Analytics Branch is the core data science team at the NEMA. The Branch is responsible for a range of Agency functions including: data leadership, governance, statistics

relating to disaster events, recovery and mitigation efforts and analytical advice to the Agency. The Branch provides leadership for evidence based decision making to support NEMA policy and programs.

About the role:

The Data Engineering team is an expanding team within the Data and Analytics Branch. Its primary focus is to enhance NEMA's data warehouse capabilities by exploring and advocating for the adoption of new tools and systems. Additionally, the team works on developing a wide range of customized ELT/ETL solutions using tools such as Visual Studio, Python, PowerShell, and SQL. The ingested data is subsequently utilized by a diverse range of end users, including data analysts and PowerBI users, facilitated by active stakeholder engagement.

At times staff within NEMA may be required to work outside of standard business hours, particularly during the high-risk weather season.

Our ideal candidate:

Our ideal candidate will thrive in solving technical challenges, excel in highly dynamic environments, and actively contribute to building the team's capabilities. They should also possess a passion for advocating for change, adapt well to working in restrictive environments, and demonstrate a proactive approach to problem-solving.

We encourage applications from First Nations people, people with disability, LGBTQIA+ people, people from culturally and linguistically diverse backgrounds, mature age people and people from other diverse backgrounds. We are committed to providing a working environment that values diversity and inclusion and supports staff to reach their full potential. **Duties**

Specific Duties / Responsibilities

As an APS6 Data Engineer you will:

- Use of specialist and professional experience to define, structure and solve complex data engineering challenges and recommend alternative courses of action and opportunities for continuous improvement.
- Providing advice to management and stakeholders, as well as working on complex projects and tasks that have strategic and operational significance.
- Utilise tools and techniques to develop and test data engineering solutions to achieve business outcomes.
- Support the other functions of the Data Analytics Branch by providing professional, trustworthy and timely support to a variety of business areas.
- Willingness to mentor staff.

Experience/Role Requirements/Qualifications

- Possession of a relevant degree or diploma from an Australian or overseas tertiary institution, or extensive demonstrated experience.
- Demonstrated high-level software development skills using tools such as Visual Studio, Python, SQL, and version control systems.
- Experience or exposure to PowerBI modeling concepts.
- Strong understanding of data modeling principles and techniques.
- Excellent communication skills tailored to both technical and non-technical audiences.
- Experience across Data Vault 2.0 data modelling and implementation experience.

Eligibility

To be eligible to work with the NEMA you must:

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

Notes

Remuneration: The Agency offers an attractive remuneration package, including salary, superannuation benefits and flexible working conditions appropriate to the level of the position.

If you have identified as having a disability, please indicate whether you require any support throughout the selection process. For further information please contact Recruitment: recruitment@homeaffairs.gov.au.

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

About the National Emergency Management Agency

Who we are: NEMA works closely with local communities as well as state and territory governments to deliver the best outcome for communities across Australia. To help communities respond and recover, while preparing Australia for future emergencies, we: • fund programs and initiatives, big and small, that help communities in times of emergency, as well as to recover and prepare, including through disaster recovery funding and the Disaster Ready Fund to help reduce the risk and impact of disasters; • work with communities, industry and non-government organisations by connecting local Regional Support Officers and other NEMA staff right around Australia, to share lessons learnt, provide awareness on navigating government services, and gain community and industry-led ideas and concepts to inform strategic policy and planning; • provide national leadership to share knowledge, situational awareness, and trends in disaster efforts to inform, guide and shape the national picture and decision-making at the Commonwealth, state and local government level – including through policy development and strategy to improve risk reduction, resilience and recovery; and • provide round-the-clock all-hazards monitoring and operational coordination for domestic and international emergencies, including supply chain disruptions, critical infrastructure outages, biosecurity risks and widespread cyber-attacks, and through supporting preparedness and response activities, including through the operationalisation of the Australian Government Crisis Management Framework.

To Apply

Position Contact	Jayden Dzierbicki, -
Agency Recruitment Site	https://jobs.homeaffairs.gov.au/job-invite/132101/

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Questacon
Operations Centres Experience

Job Title	Volunteer Coordinator
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Various locations - ACT ACT
Salary	\$83,460 - \$88,055
Classification	APS Level 5
Position Number	0721_04/24
Agency Website	https://www.industry.gov.au/

Job Description <https://industrycareers.nga.net.au/?jati=A8618A8F-83D2-DF5A-DA2E-DAA711CC645A>

About the Department

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

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

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

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

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

About the team

Questacon – The National Science and Technology Centre is a division of the Australian Government Department of Industry Science and Resources. Our vision is a better future for all Australians through engagement with science, technology and innovation, and our mission is to excite and motivate people through inspirational learning experiences. Science communication is at the heart of what we do.

The Visitor Experience team contributes to this mission by delivering high customer and client service standards that enhance our visitors' experience and interaction with science at the Questacon Centre in Parkes. The team enhances the visitor's experience through effective and professional operation of all visitor service points. Questacon's volunteers play a vital role in staffing Questacon's exhibits and bringing STEM to life for a diverse range of visitors. Volunteers enjoy and contribute to a positive and inclusive work environment.

The opportunity

You will work collaboratively as part of the Visitor Experience team with a focus on coordinating the Questacon Volunteer Program, including recruiting, training, supporting and supervising volunteers and reporting on the delivery of volunteer-related projects.

You will be joining a dynamic, fun and inclusive team who enjoy providing inspiring STEM engagement for visitors to Questacon's Science and Technology Centre.

Our ideal candidate

The Volunteer Coordinator works with a large and diverse team delivering engaging, quality and inspirational experience to all visitors. You will have a passion for working with people, and a highly developed understanding and appreciation for the value volunteers bring to an organisation. You will be a skilled communicator and relationship builder, with the ability to create a positive team culture and maintain productive working relationships across the organisation to achieve results.

Our ideal candidate will be skilled in provide timely briefings and reports on volunteer activity to executive, senior and team managers. Good time management skills, including the ability to manage a range of projects with pressing deadlines will be an advantage.

Duties

Working consistently with the expectations for an APS5 in the APS Work Level Standards, the Volunteer Coordinator has responsibility for the following key functions for Questacon:

- Coordinate the recruitment, induction, training, supervision, motivation, and recognition of the Questacon Volunteer Program
- Strengthen the Volunteer Program, volunteer recognition and grow volunteer numbers
- Provide regular reports on volunteer activity and statistics for executive and senior managers
- Ensure volunteer policies, procedures and documentation is developed, updated, and adhered to
- Support project delivery and reporting associated with the volunteer endowment fund
- Ensure procedures are in place to provide for the physical and mental safety of volunteers and the public engaging with the Volunteer Program
- Review and evaluate program goals, improving delivery methods and developing new program content

- Coordinate the Schools Training Program
- Coordinating Volunteer rosters and processing volunteer reimbursements
- Working closely within the Visitor Experience team – other duties as required.

Eligibility

To be eligible for employment in the APS and the department, candidates must be Australian Citizens. You will also be required to:

- hold or be able to obtain a Baseline security clearance, and maintain clearance at this level
- hold or be able to obtain a current registration issued under the Working With Vulnerable People (Background Checking) Act 2011 and maintain this registration for the duration of employment
- pass a national police check

Notes

The department offers flexible work opportunities for many roles; however, this position requires working from the Questacon Centre in Parkes, ACT.

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

If you require reasonable adjustments for any part of the recruitment process, please notify Jessica Ward on 02 6222 2233 or jessica.ward@questacon.edu.au

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

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

The department's Enterprise Agreement and policies provide for a flexible working environment to assist staff balance their work and home life. Staff and managers work together to balance the operating needs of the department with the needs of the individual. Options may include full time/part time working arrangements, working from home or other arrangements. Our employees say they recommend our department as a good place to work. Our workplace is one that encourages and supports all employees to have a sense of belonging and a culture that allows them to bring their authentic selves to work every day. Our reconciliation vision supports a workforce with opportunities and career pathways for Aboriginal and Torres Strait Islander peoples. The vision allows them to feel empowered and helps to ensure that the department and broader community can benefit from the knowledge and experience of Australia's First Peoples. We encourage applications from people of all ages, abilities, nationalities and backgrounds including Aboriginal and/or Torres Strait Islander people, mature age, culturally and linguistically diverse people, people of the LGBTIQ+ community and people with disability. The department wants to give candidates the opportunity to demonstrate their full potential during a recruitment process. We encourage candidates who require any adjustments or support as part of the recruitment process to reach out and discuss them with the job's contact officer. Candidates are also welcome to contact our Inclusion team at inclusion@industry.gov.au for a confidential discussion if you identify from any of these diverse backgrounds and would like to discuss how we can support you.

To Apply

Position Contact	Jessica Ward, 02 6222 2233
Agency Recruitment Site	https://industrycareers.nga.net.au/?jati=A8618A8F-83D2-DF5A-DA2E-DAA711CC645A

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Industry, Science, Energy and
Resources

Vacancy VN-0740242

IP Australia

Closing Date:Monday 29 April 2024

Customer Experience Web, Multimedia and Design

Job Title	Senior Content Officer
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Various locations - ACT ACT
Salary	\$91,903 - \$104,398
Classification	APS Level 6
Position Number	494603
Agency Website	https://www.ipaustralia.gov.au/about-us

Job Description

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

Do you have experience as a Senior Content Writer and interested in assisting in the delivery of content production for the agency and ensuring consistency and successful execution of the brand's tone ? Then keep reading!

IP Australia's corporate plan focuses on delivering new and improved stakeholder centric, digitally driven solutions. In support of this the Senior Content Officer assists in the delivery of content production for the agency and ensuring consistency and successful execution of the brand's tone of voice via our communication platforms and channels.

The Senior Content Officer is responsible for the plan, design, development and preparation of content (in various forms) for the publication and reproduction across various channels aligned to business priorities. This role works collaboratively with subject matter experts to assess the scope

and intended outcomes and produces high-quality outcomes for internal or external use through writing enriching content for platform build projects, content refresh for enhancing existing platforms, creation and/or review for printed materials, and scripting for multimedia production. The role also assists in the content development and production of case studies.

The role sits within the Web, Multimedia and Design team and supports the broader Communication team in delivering communication campaign activities through content writing for core communication platforms, and the entire agency in the delivery of its objectives.

Duties

- Design and create quality, engaging, easy to read/absorb high quality multi-channel content to captivate audiences (including static content, multimedia, briefs, scripts for video production) based on defined personas, appropriate for each channel (web, print and digital)
- Maintain and champion guidelines for content development, ensuring quality, consistency, and compliance
- Formulate clear and concise content recommendations to inform decision-making
- Develop and test content in line with SEO and WCAG 2.0 AA requirements
- Support subject matter experts by providing evidence-based communication advice and delivering creative outcomes aligned to agreed communication plans and approaches
- Prepare and maintain style guides and promoting their consistent application across IP Australia
- Work closely with the project manager to deliver drafted content to tight timeframes
- Manage various content projects involving identifying need (as per research outcomes or identification across the business), scoping requirements, managing any relevant contracts, approval processes, publishing, promotion and evaluation
- Conduct a content audit for various projects - including identifying content to update, re-purpose, and/or archive

For more information about this role, including the type of person we are looking for, please refer to the position profile available by clicking the 'Apply Now' button. **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 offered employment will be required to successfully undergo a pre-engagement screening check, even if they have a security clearance. The screening check is conducted in accordance with the Australian Government Protective Security Policy Framework requirements.

The successful candidate/s may be required to obtain and maintain a security clearance at a specified clearance level – please check the candidate kit for security clearance requirements.

The successful applicant/s must be willing to share all relevant and required information.

Notes

We are looking to fill this position on an ongoing basis. Future positions may be offered on an ongoing or non-ongoing basis subject to operational requirements. Where a non-ongoing position is offered, the role will be filled for a specified term of up to 12 months initially with the possibility of extension.

At the end of the recruitment process, a merit pool of suitable candidates may be created. Those found suitable will be advised that they have been placed in the pool. The merit pool is valid for 18 months from the date the process was advertised. The merit pool may be used throughout the period to fill similar positions in the event positions become vacant.

IP Australia acknowledges that those with diverse experiences, perspectives, and backgrounds enhance our workplace and our capability for innovation. Aboriginal and/or Torres Strait Islander People, People with Disability and LGBTIQ+ people are encouraged to apply for any advertised position, that they may be suitable for, within IP Australia.

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

About the IP Australia

IP Australia is a Government agency with a passion for bright ideas. We offer a flexible workplace and rewarding career paths in the IP industry. If you get excited by creativity, innovation and breakthrough technologies, you should consider applying for a job with us. Be part of the team protecting Australian inventions and ideas while maintaining a balanced lifestyle. We offer stimulating jobs with strong career paths in the exciting and fast-growing world of Intellectual Property. We administer IP rights and legislation relating to patents, trademarks, designs and plant breeder's rights. We contribute to the innovation system more broadly by using our skills and experience to advise government and Australian businesses to make the most of their IP. Our vision is to have a world leading IP system that builds prosperity for Australia.

To Apply

Position Contact	Emily Bartley, (02) 6160 5396
Agency Recruitment Site	https://www.ipaustralia.gov.au/about-us/careers/vacancies

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Infrastructure, Transport, Regional
Development and Communications

Vacancy VN-0740240

Civil Aviation Safety Authority Australia

Closing Date:Sunday 28 April 2024

Regulatory Oversight
Regulatory Services 1

Job Title	Flight Training Examiner (Fixed Wing)
Job Type	Full-Time, Ongoing
Location	Melbourne VIC, Sydney NSW, Brisbane QLD, Canberra ACT, Adelaide SA, Darwin NT
Salary	\$140,112 - \$156,178
Classification	
Position Number	2024 & 2114
Agency Website	https://www.casa.gov.au/about-us/careers-casa

Job Description

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

About the opportunity

The Regulatory Oversight Division is responsible for the provision of aviation safety regulatory services and surveillance of operators and the facilitation of regulatory compliance support to operators. The Division is also responsible for flight testing, dangerous goods, cabin safety, ground operations, drug and alcohol management plans, international operations and organisational licensing.

The Flight Testing Office is responsible for regulatory service activities associated with the Flight Examiner Rating Course, the oversight and education of industry examiners, the technical input to the biennial Professional Development Program and the conduct of examiner and instructor proficiency checks. These activities span 141/142 and air transport operations in aeroplanes, helicopters and simulators.

These roles assume responsibility and accountability for the oversight of Flight Examiners, 61.040 approval holders and Approved Testing Officers and for the conduct of flight tests and proficiency checks. The role is responsible for the delivery of the CASA Flight Examiner Rating Course and the Professional Development Program which aim to enhance flying training and flight testing standards. This role has a strong educational focus and is required to provide industry mentoring, training and assessment. This role is preferably located in either Melbourne, Sydney or Brisbane, however other locations will be considered. Interstate travel will be required.

Regulatory Services 1 Branch has two permanent ongoing immediate vacancies for the positions of Flight Training Examiner (Fixed Wing) at the Flight Operations Inspector 1 level. This recruitment process will be used to establish a merit pool to fill future ongoing and non-ongoing vacancies as they arise.

Duties

The Flight Training Examiner is responsible for the following deliverables, which represent an ongoing body of work:

- Exercise the prescribed delegations as authorised by the Director of Aviation Safety / CEO and undertake the activities of the Branch in a professional, effective and efficient manner.
- Conduct ground and air surveillance of Flight Examiners, 61.040 approval holders and Approved Testing Officers and associated flying training activities in accordance with prescribed schedules to ensure compliance with regulatory requirements.
- Investigate accidents, incidents, complaints or other reports relating to Flight Examiners and initiate any necessary action in regard to deficiencies or breaches of the legislation.
- Make assessments and recommendations in relation to applicants seeking to become Flight Examiners and conduct surveillance to ensure continued maintenance of required standards.
- Conduct flight tests for the issue of licences and ratings and conduct proficiency checks as required.
- Provide ongoing mentoring and education to Flight Examiners.
- Provide expert services to the industry on a fee for service basis.
- Promote workplace safety, equity and diversity, participative management and environmental management in the workplace and act in accordance with the CASA Values and Behaviours.
- Other duties as required.

Our ideal candidate

Our ideal candidate must demonstrate the following:

Mandatory

- Hold an Air Transport Pilot Licence or Commercial Pilot Licence with an Aeroplane Category Rating; and
- Hold a current Class 1 Medical certificate; and

- Hold a CASA Flight Examiner Rating with multiple Flight Examiner Endorsements and a current Examiner Rating proficiency check; and
 - Hold a Flight Instructor Rating with a Grade One Training Endorsement and a current Instructor Rating proficiency check; and
 - Have extensive Australian flight testing experience and demonstrated knowledge as a Flight Examiner Rating holder, Approved Testing Officer, military equivalent or CASA inspector.
 - Strong understanding of Australia's civil aviation legislation with a focus on flight training operations and their application in a regulatory environment.
 - Strong stakeholder management skills including the ability to liaise with stakeholders and provide well-considered responses to complex matters.
 - Demonstrated high level written and verbal communications skills with the ability to interpret complex information and present effective arguments in a timely manner.
 - Ability to independently exercise judgement in handling complex queries and share information with other team members to achieve outcomes.
- Desirable
- Hold, or have held, the position of Chief Pilot and/or Head of Operations (HOO).
 - Have current Australian flight testing knowledge and experience across multiple kinds of flight tests and proficiency checks.
 - Have recent experience with a Part 141 or 142 operator.
 - Have recent small aeroplane training and checking experience.

Eligibility

- Must be an Australia citizen or permanent resident
- Undergo pre-employment screening including a Police Check
- Currently holds a Commonwealth security clearance to Baseline or have the ability to obtain and hold a clearance at this level.
- Currently holds an Aviation Security Identification Card (ASIC) card or have the ability to obtain and hold one.
- Undertake pre-employment audiometric testing, and alcohol and drug tests

Notes

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

About the Civil Aviation Safety Authority Australia

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

To Apply

Position Contact	Darren Justice, 02 6217 1111
Agency Recruitment Site	https://www.casa.gov.au/about-us/careers-casa

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Infrastructure, Transport, Regional
Development and Communications

Vacancy VN-0740250

Civil Aviation Safety Authority Australia

Closing Date: Sunday 28 April 2024

Regulatory Oversight
Regulatory Services 1

Job Title	Flight Training Examiner (Rotocraft)
Job Type	Full-Time, Ongoing
Location	Melbourne VIC, Sydney NSW, Brisbane QLD, Canberra ACT, Adelaide SA, Darwin NT
Salary	\$160,814 - \$171,882
Classification	
Position Number	Various
Agency Website	https://www.casa.gov.au/about-us/careers-casa

Job Description

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

About the opportunity

The Regulatory Oversight Division is responsible for the provision of aviation safety regulatory services and surveillance of operators and the facilitation of regulatory compliance support to operators. The Division is also responsible for flight testing, dangerous goods, cabin safety, ground operations, drug and alcohol management plans, international operations and organisational licensing.

The Flight Testing Office is responsible for regulatory service activities associated with the Flight Examiner Rating Course, the oversight and education of industry examiners, the technical input to the biennial Professional Development Program and the conduct of examiner and instructor proficiency checks. These activities span 141/142 and air transport operations in aeroplanes, helicopters and simulators.

These roles assume responsibility and accountability for the oversight of Flight Examiners, 61.040 approval holders and Approved Testing Officers and for the conduct of flight tests and proficiency checks. The role is responsible for the delivery of the CASA Flight Examiner Rating Course and the Professional Development Program which aim to enhance flying training and flight testing standards. This role has a strong educational focus and is required to provide industry mentoring, training and assessment. This role is preferably located in either Melbourne, Sydney or Brisbane, however other locations will be considered. Interstate travel will be required.

Regulatory Services 1 Branch has one permanent ongoing immediate vacancy for the position of Flight Training Examiner (Rotocraft) at the Flying Operations Inspector 2 level. This recruitment process will be used to establish a merit pool to fill future vacancies as they arise.

Duties

The Flight Training Examiner is responsible for the following deliverables, which represent an ongoing body of work:

- Exercise the prescribed delegations as authorised by the Director of Aviation Safety / CEO and undertake the activities of the Branch in a professional, effective and efficient manner.
- Conduct ground and air surveillance of Flight Examiners, 61.040 approval holders and Approved Testing Officers and

associated flying training activities in accordance with prescribed schedules to ensure compliance with regulatory requirements.

- Investigate accidents, incidents, complaints or other reports relating to Flight Examiners and initiate any necessary action in regard to deficiencies or breaches of the legislation.
- Make assessments and recommendations in relation to applicants seeking to become Flight Examiners and conduct surveillance to ensure continued maintenance of required standards.
- Conduct flight tests for the issue of licences and ratings and conduct proficiency checks as required.
- Provide ongoing mentoring and education to Flight Examiners.
- Provide expert services to the industry on a fee for service basis.
- Promote workplace safety, equity and diversity, participative management and environmental management in the workplace and act in accordance with the CASA Values and Behaviours.
- Other duties as required.

Our ideal candidate

Our ideal candidate will have:

Mandatory

- Hold an Air Transport Pilot Licence with a Helicopter Category Rating; and
- Hold a current Class 1 Medical certificate; and
- Hold a CASA Flight Examiner Rating with multiple Flight Examiner Endorsements and a current Examiner Rating proficiency check; and
- Hold a Flight Instructor Rating with a Grade One or two Training Endorsement and a current Instructor Rating proficiency check; and
- Have extensive Australian flight testing experience and demonstrated knowledge as a Flight Examiner Rating holder, Approved Testing Officer, military equivalent or CASA inspector.
- Strong understanding of Australia's civil aviation legislation with a focus on flight training operations and their application in a regulatory environment.
- Strong stakeholder management skills including the ability to liaise with stakeholders and provide well-considered responses to complex matters.
- high level written and verbal communications skills with the ability to interpret complex information and present effective arguments in a timely manner.
- Ability to independently exercise judgement in handling complex queries and share information with other team members to achieve outcomes.

Desirable

- Hold, or have held, the position of Chief Pilot and/or Head of Operations (HOO).
- Have current Australian flight testing knowledge and experience across multiple kinds of flight tests and proficiency checks.
- Have recent experience with a Part 141 or 142 operator.
- Have recent helicopter training and checking experience.
- Hold NVIS Flight Examiner endorsement or experience in NVG operations.

Eligibility

- Must be an Australia citizen or permanent resident
- Undergo pre-employment screening including a Police Check
- Currently holds a Commonwealth security clearance to Baseline or have the ability to obtain and hold a clearance at this level.
- Currently holds an Aviation Security Identification Card (ASIC) card or have the ability to obtain and hold one.
- Undertake pre-employment audiometric testing, and alcohol and drug tests

Notes

Affirmative Measures

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

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

About the Civil Aviation Safety Authority Australia

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

To Apply

Position Contact	Darren Justice, 02 6217 1111
Agency Recruitment Site	https://www.casa.gov.au/about-us/careers-casa

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Infrastructure, Transport, Regional
Development and Communications

Vacancy VN-0740270

Civil Aviation Safety Authority Australia

Closing Date:Sunday 28 April 2024

Regulatory Oversight
Regulatory Services 1

Job Title	Flight Training Examiner (Fixed Wing) - Affirmative Measures - Disability
Job Type	Full-Time, Ongoing
Location	Melbourne VIC, Sydney NSW, Brisbane QLD, Canberra ACT, Adelaide SA, Darwin NT
Salary	\$140,112 - \$156,178
Classification	
Position Number	2024 & 2114
Agency Website	https://www.casa.gov.au/about-us/careers-casa

Job Description

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

About the opportunity

The Regulatory Oversight Division is responsible for the provision of aviation safety regulatory services and surveillance of operators and the facilitation of regulatory compliance support to operators. The Division is also responsible for flight testing, dangerous goods, cabin safety, ground operations, drug and alcohol management plans, international operations and organisational licensing.

The Flight Testing Office is responsible for regulatory service activities associated with the Flight Examiner Rating Course, the oversight and education of industry examiners, the technical input to the biennial Professional Development Program and the conduct of examiner and instructor proficiency checks. These activities span 141/142 and air transport operations in aeroplanes,

helicopters and simulators.

These roles assume responsibility and accountability for the oversight of Flight Examiners, 61.040 approval holders and Approved Testing Officers and for the conduct of flight tests and proficiency checks. The role is responsible for the delivery of the CASA Flight Examiner Rating Course and the Professional Development Program which aim to enhance flying training and flight testing standards. This role has a strong educational focus and is required to provide industry mentoring, training and assessment.

This role is preferably located in either Melbourne, Sydney or Brisbane, however other locations will be considered. Interstate travel will be required.

Regulatory Services 1 Branch has two permanent ongoing immediate vacancies for the positions of Flight Training Examiner (Fixed Wing) at the Flight Operations Inspector 1 level. This recruitment process will be used to establish a merit pool to fill future ongoing and non-ongoing vacancies as they arise.

Duties

The Flight Training Examiner is responsible for the following deliverables, which represent an ongoing body of work:

- Exercise the prescribed delegations as authorised by the Director of Aviation Safety / CEO and undertake the activities of the Branch in a professional, effective and efficient manner.
- Conduct ground and air surveillance of Flight Examiners, 61.040 approval holders and Approved Testing Officers and associated flying training activities in accordance with prescribed schedules to ensure compliance with regulatory requirements.
- Investigate accidents, incidents, complaints or other reports relating to Flight Examiners and initiate any necessary action in regard to deficiencies or breaches of the legislation.
- Make assessments and recommendations in relation to applicants seeking to become Flight Examiners and conduct surveillance to ensure continued maintenance of required standards.
- Conduct flight tests for the issue of licences and ratings and conduct proficiency checks as required.
- Provide ongoing mentoring and education to Flight Examiners.
- Provide expert services to the industry on a fee for service basis.
- Promote workplace safety, equity and diversity, participative management and environmental management in the workplace and act in accordance with the CASA Values and Behaviours.
- Other duties as required.

Our ideal candidate

Our ideal candidate must demonstrate the following:

Mandatory

- Hold an Air Transport Pilot Licence or Commercial Pilot Licence with an Aeroplane Category Rating; and
- Hold a current Class 1 Medical certificate; and
- Hold a CASA Flight Examiner Rating with multiple Flight Examiner Endorsements and a current Examiner Rating proficiency check; and
- Hold a Flight Instructor Rating with a Grade One Training Endorsement and a current Instructor Rating proficiency check; and
- Have extensive Australian flight testing experience and demonstrated knowledge as a Flight Examiner Rating holder, Approved Testing Officer, military equivalent or CASA inspector.
- Strong understanding of Australia's civil aviation legislation with a focus on flight training operations and their application in a regulatory environment.
- Strong stakeholder management skills including the ability to liaise with stakeholders and provide well-considered responses to complex matters.
- Demonstrated high level written and verbal communications skills with the ability to interpret complex information and present effective arguments in a timely manner.
- Ability to independently exercise judgement in handling complex queries and share information with other team members to achieve outcomes.

Desirable

- Hold, or have held, the position of Chief Pilot and/or Head of Operations (HOO).
- Have current Australian flight testing knowledge and experience across multiple kinds of flight tests and proficiency checks.
- Have recent experience with a Part 141 or 142 operator.
- Have recent small aeroplane training and checking experience.

Eligibility

- Must be an Australia citizen or permanent resident
- Undergo pre-employment screening including a Police Check
- Currently holds a Commonwealth security clearance to Baseline or have the ability to obtain and hold a clearance at this level.
- Currently holds an Aviation Security Identification Card (ASIC) card or have the ability to obtain and hold one.
- Undertake pre-employment audiometric testing, and alcohol and drug tests

Notes

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

About the Civil Aviation Safety Authority Australia

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

To Apply

Position Contact	Darren Justice, 02 6217 1111
Agency Recruitment Site	https://www.casa.gov.au/about-us/careers-casa

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Infrastructure, Transport, Regional
Development and Communications

Vacancy VN-0740032

Office of the eSafety Commissioner

Closing Date:Sunday 28 April 2024

eSafety Commissioner
Investigations Branch Adult Cyber Abuse, Cyber Bullying, Illegal and
Restricted Content

Job Title	Investigator
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Pymont NSW
Salary	\$91,193 - \$102,985
Classification	APS Level 6
Position Number	2466-2024-1
Agency Website	https://www.esafety.gov.au/about-us

Job Description

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

The eSafety Investigations Branch oversees regulatory schemes into a range of online harms such as adult cyber abuse, image-based abuse, illegal and restricted content, and child cyberbullying. There is also an Operational Support and Coordination Section which enables regulatory investigations through producing strategic and operational insights into online harms and providing capability uplift.

Investigator positions are available in the Adult Cyber Abuse, Child Cyberbullying, Image-Based Abuse and Illegal and Restricted Content Sections. Sections consist of a mix of EL1 senior investigators and APS 6 investigators working collaboratively to address the reports they receive.

Duties

We are seeking individuals with a demonstrated ability to be a motivated team member dedicated to eSafety's mission of keeping all Australians safer online.

The work in the Investigations Branch is fast-paced and requires balancing competing priorities, while being adaptable to support the overall team when priorities and individual workloads change. A capacity to focus in a high-volume environment, personal drive, a commitment to supporting colleagues and a demonstrated ability to achieve objectives even in difficult circumstances, are important qualities for these roles.

Eligibility

To be eligible for employment with ACMA, applicants must be an Australian citizen.

Successful candidates must be able to obtain and maintain a Baseline level security clearance or hold a current security clearance of an appropriate level. [Australian Government Security Vetting Agency \(AGSVA\)](#) .

Notes

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

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

About the Office of the eSafety Commissioner

The eSafety Commissioner’s (eSafety) purpose is to help safeguard Australian’s at risk from online harms and to promote safer, more positive online experiences.

To Apply

Position Contact	Matthew Aouad, (02) 9334 7755
Agency Recruitment Site	https://www.acma.gov.au/careers

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Prime Minister and Cabinet

Vacancy VN-0740292

Australian Institute of Aboriginal and Torres Strait
Islander Studies

Closing Date:Monday 22 April 2024

Research and Education Group
Indigenous Country and Governance

Job Title	Senior Project Officer
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	\$90,199 - \$101,022
Classification	APS Level 6
Position Number	84_04/24
Agency Website	https://aiatsis.gov.au/

Job Description

www.aiatsis.gov.au

About the Group
The purpose of the Research and Education Group (REG) is to: define, lead, produce, share and support cutting edge research and learning by, with, and for Aboriginal and Torres Strait Islander peoples.

About the Program Area
The Indigenous Country and Governance (ICG) Program sits within the Research and Education Group. The ICG team undertakes research, delivers activities, and produces a range of information in relation to native title, cultural heritage, land rights, Indigenous

governance, land and sea management, and international rights. The team works closely with stakeholders in the native title sector to ensure the work of ICG aligns with the needs of the sector, particularly those of native title organisations.

About the Role

We are seeking a highly skilled project officer to support the delivery of project activities under the ICG work plan. As a Senior Project Officer, you will provide high level support in the delivery of the ICG workplan activities by working closely with the Director and Assistant Director in all aspects of project development, coordination, reporting and administration.

Duties

- Supporting and assisting in the delivery of a wide range of projects including researching project themes and developing and maintaining project plans.
- Monitoring and reporting on progress against project plans, including milestone tracking and exception reporting.
- Utilising project management tools to develop, track, manage and report on progress against project plans.
- Working with external and internal project stakeholders in the development and implementation of project plans.

Eligibility

Cultural capability

The ideal candidate will come with the following cultural capabilities:

- Understanding of the AIATSIS vision to create a world in which Aboriginal and Torres Strait Islander people's knowledge and cultures are recognised, respected, celebrated, and valued.
- Demonstrates an informed, authentic, and respectful understanding of Aboriginal and Torres Strait Islander cultures and societies.
- Engages respectfully with Aboriginal and Torres Strait Islander peoples and communities.
- Willingness to develop knowledge and understanding in ethical best practice as it applies to Aboriginal and Torres Strait Islander research.

Our ideal candidate

The ideal candidate will come with the skills, experience and attributes shown below:

- Ability to work flexibly and collaboratively as part of a team.
- Exceptional organisational skills, demonstrating experience in applying project management principles.
- Demonstrated experience in providing project support, including coordinating schedules and monitoring projects, managing multiple tasks, and competing priorities.
- Ability to meet deadlines.
- High level interpersonal and verbal communication skills with the ability to develop and maintain effective and respectful relationships with stakeholders.
- Well developed research, conceptual and analytical skills.
- Ability to exercise initiative to develop appropriate recommendations and solutions.
- Experience in using Microsoft Office 365 as an aide in project management.

Notes

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

We are Australia's only national institution focused exclusively on the diverse history, cultures, and heritage of Aboriginal and Torres Strait Islander Australia. We house the world's most important and extensive collection of cultural information and material and we provide leadership, publish and promote greater understanding and appreciation of Aboriginal and Torres Strait Islander peoples. We create opportunities for people the world over to engage with and be transformed by the knowledge, the culture and the story of Australia's Indigenous peoples. We are Australia's national institution for leadership in Aboriginal and Torres Strait Islander research. We care for a priceless collection, including films, photographs, video and audio recordings as well as the world's largest collection of printed and other resource materials for Aboriginal and Torres Strait Islander studies. We undertake and encourage scholarly, ethical, community-based research in a variety of sectors, including health, native title, languages and education. Our publishing house, Aboriginal Studies Press, regularly publishes outstanding writing that promotes Australian Indigenous cultures. Our activities affirm and raise awareness of the richness and diversity of Aboriginal and Torres Strait Islander cultures and histories.

To Apply

Position Contact	Tony Eales, 02 6129 3974
Agency Recruitment Site	www.aiatsis.gov.au

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Prime Minister and Cabinet

Vacancy VN-0740298

Australian Institute of Aboriginal and Torres Strait
Islander Studies

Closing Date:Monday 22 April 2024

Collections Services Group
Development and Management

Job Title	Acquisitions Officer (Affirmative Measures)
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	\$80,341 - \$87,572
Classification	APS Level 5
Position Number	73_03/24
Agency Website	https://aiatsis.gov.au/

Job Description

www.aiatsis.gov.au

About the Group

The Collections Services Group is responsible for the development, management, and preservation of the AIATSIS Collection. The Group manages, describes, preserves, and digitises the AIATSIS Collection.

About the Program Area

Collection Development and Care (CDC) sits within the Collection Services Group and is comprised of four units. CDC's purpose is to develop, conserve and preserve Aboriginal and Torres Strait Islander cultural heritage material in the AIATSIS collection in a culturally safe manner using best practice processes, technology, and support. CDC is responsible for developing, describing, and cataloguing the AIATSIS print and published collection, engaging with donors and depositors to expand the Collection, curating domestic and international display and exhibitions (online and physical), implementing collection care practices, facilitating loans and managing the rights environment of the AIATSIS collection. CDC works closely with Collection Management, Collection Preservation and Digitisation and Collection Access teams to support the discoverability and accessibility of the AIATSIS collection for all Australians.

Duties

- undertake assessments of material offered to the AIATSIS collection.
- support senior staff by identifying opportunities to improve workflow efficiencies, providing sound advice and recommendations.
- draft and update reports, policies, and procedural documents.
- contribute to cross-unit and cross-program projects, and proactively facilitate and support the work of other units, as a member of the Collection Development and Management program.

Eligibility

Cultural capability

The ideal candidate will come with the following cultural capabilities:

- Understands Aboriginal and Torres Strait Islander business within the agency and the outcomes the agency is responsible for delivering.
- Understands the protocols for providing culturally appropriate services to Aboriginal and Torres Strait Islander clients.
- Shows sensitivity and respect for culture in responding to individual needs and circumstances.
- Understands the role of Indigenous Cultural and Intellectual Property (ICIP) and Indigenous Data Sovereignty in a national collecting institution.

Our ideal candidate

The ideal candidate will come with the skills, experience and attributes shown below:

- Demonstrated understanding of how a major specialist collection can meet the needs of Aboriginal and Torres Strait Islander peoples and researchers. This includes familiarity with contemporary best practice in the development and care of Indigenous collections, Indigenous Cultural and Intellectual Property Rights, and the ethics of using collection material to share Aboriginal and Torres Strait Islander stories.
- Demonstrated experience in collection management and documentation, strong research, and analytical skills, particularly in relation to assessing suitability of material for the AIATSIS Collection. Including appropriate care and handling of Aboriginal and Torres Strait Islander artwork, cultural and heritage materials.
- Ability to develop positive relationships with key stakeholders, collaborate across teams and convey information about the collection.

Notes

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

About the Australian Institute of Aboriginal and Torres Strait Islander Studies

We are Australia's only national institution focused exclusively on the diverse history, cultures, and heritage of Aboriginal and Torres Strait Islander Australia. We house the world's most important and extensive collection of cultural information and material and we provide leadership, publish and promote greater understanding and appreciation of Aboriginal and Torres Strait Islander peoples. We create opportunities for people the world over to engage with and be transformed by the knowledge, the culture and the story of Australia's Indigenous peoples. We are Australia's national institution for leadership in Aboriginal and Torres Strait Islander research. We care for a priceless collection, including films, photographs, video and audio recordings as well as the world's largest collection of printed and other resource materials for Aboriginal and Torres Strait Islander studies. We undertake and encourage scholarly, ethical, community-based research in a variety of sectors, including health, native title, languages and education. Our publishing house, Aboriginal Studies Press, regularly publishes outstanding writing that promotes Australian Indigenous cultures. Our activities affirm and raise awareness of the richness and diversity of Aboriginal and Torres Strait Islander cultures and histories.

To Apply

Position Contact	Sidha Pandian, 02 6129 3973
Agency Recruitment Site	www.aiatsis.gov.au

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Prime Minister and Cabinet

Vacancy VN-0740302

Australian Institute of Aboriginal and Torres Strait
Islander Studies

Closing Date:Monday 22 April 2024

Collections Services Group
Development and Management

Job Title	Acquisitions Officer
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	\$80,341 - \$87,572
Classification	APS Level 5
Position Number	85_04/24
Agency Website	https://aiatsis.gov.au/

Job Description

[www.aiatsis.gov.au](https://aiatsis.gov.au)

About the Group

The Collections Services Group is responsible for the development, management, and preservation of the AIATSIS Collection. The Group manages, describes, preserves, and digitises the AIATSIS Collection.

About the Program Area

Collection Development and Care (CDC) sits within the Collection Services Group and is comprised of four units. CDC's purpose is to develop, conserve and preserve Aboriginal and Torres Strait Islander cultural heritage material in the AIATSIS collection in a culturally safe manner using best practice processes, technology, and support. CDC is responsible for developing, describing, and cataloguing the AIATSIS print and published collection, engaging with donors and depositors to expand the Collection, curating domestic and international display and exhibitions (online and physical), implementing collection care practices, facilitating loans and managing the rights environment of the AIATSIS collection. CDC works closely with Collection Management, Collection Preservation and Digitisation and Collection Access teams to support the discoverability and accessibility of the AIATSIS collection for all Australians.

Duties

- undertake assessments of material offered to the AIATSIS collection.
- support senior staff by identifying opportunities to improve workflow efficiencies, providing sound advice and recommendations.
- draft and update reports, policies, and procedural documents.
- contribute to cross-unit and cross-program projects, and proactively facilitate and support the work of other units, as a member of the Collection Development and Management program.

Eligibility

Cultural capability

The ideal candidate will come with the following cultural capabilities:

- Understands Aboriginal and Torres Strait Islander business within the agency and the outcomes the agency is responsible for delivering.
- Understands the protocols for providing culturally appropriate services to Aboriginal and Torres Strait Islander clients.
- Shows sensitivity and respect for culture in responding to individual needs and circumstances.
- Understands the role of Indigenous Cultural and Intellectual Property (ICIP) and Indigenous Data Sovereignty in a national collecting institution.

Our ideal candidate

The ideal candidate will come with the skills, experience and attributes shown below:

- Demonstrated understanding of how a major specialist collection can meet the needs of Aboriginal and Torres Strait Islander peoples and researchers. This includes familiarity with contemporary best practice in the development and care of Indigenous collections, Indigenous Cultural and Intellectual Property Rights, and the ethics of using collection material to share Aboriginal and Torres Strait Islander stories.
- Demonstrated experience in collection management and documentation, strong research, and analytical skills, particularly in relation to assessing suitability of material for the AIATSIS Collection. Including appropriate care and handling of Aboriginal and Torres Strait Islander artwork, cultural and heritage materials.
- Ability to develop positive relationships with key stakeholders, collaborate across teams and convey information about the collection.

Notes

Identified positions

Identified positions are roles that require people to understand the issues affecting Indigenous Australians and a proven ability to communicate sensitively with them. These requirements are generally for jobs that involve providing services or developing policies for Indigenous Australians, and/or direct interaction with Indigenous communities.

Identified positions are crucial in ensuring that the APS has the right people working on initiatives to improve the delivery of services and close the gap between Indigenous and non-Indigenous Australians and are open to all Australian citizens.

At AIATSIS all positions are Identified positions where candidates are required to demonstrate an understanding of the diversity of Aboriginal and Torres Strait Islander peoples, their cultures, and their issues and to be able to communicate respectfully with them.

You must provide the name and contact details of an Aboriginal and Torres Strait Islander referee. This referee will be contacted to determine your cultural capability.

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

About the Australian Institute of Aboriginal and Torres Strait Islander Studies

We are Australia's only national institution focused exclusively on the diverse history, cultures, and heritage of Aboriginal and Torres Strait Islander Australia. We house the world's most important and extensive collection of cultural information and material and we provide leadership, publish and promote greater understanding and appreciation of Aboriginal and Torres Strait Islander peoples. We create opportunities for people the world over to engage with and be transformed by the knowledge, the culture and the story of Australia's Indigenous peoples. We are Australia's national institution for leadership in Aboriginal and Torres Strait Islander research. We care for a priceless collection, including films, photographs, video and audio recordings as well as the world's largest collection of printed and other resource materials for Aboriginal and Torres Strait Islander studies. We undertake and encourage scholarly, ethical, community-based research in a variety of sectors, including health, native title, languages and education. Our publishing house, Aboriginal Studies Press, regularly publishes outstanding writing that promotes Australian Indigenous cultures. Our activities affirm and raise awareness of the richness and diversity of Aboriginal and Torres Strait Islander cultures and histories.

To Apply

Position Contact	Sidha Pandian, 02 6129 3973
Agency Recruitment Site	www.aiatsis.gov.au

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Prime Minister and Cabinet

Vacancy VN-0740262

Workplace Gender Equality Agency

Closing Date:Monday 29 April 2024

Workplace Gender Equality Agency
Workplace Gender Equality Agency

Job Title	Senior Data Analyst
Job Type	Full-Time;Part-Time, Ongoing
Location	Sydney NSW
Salary	-
Classification	APS Level 6
Position Number	43418
Agency Website	https://www.wgea.gov.au

Job Description

<https://www.wgea.gov.au/about/our-team/current-vacancies>

Organisations in the private and public sectors with 100 or more employees report to the Agency annually, providing powerful, unique data that creates an unprecedented picture of workplace gender equality. The Agency is focussing on further optimising the use of this data to drive change.

The Senior Data Analyst will assist with the management of the Agency's world-leading data set and the provision of world leading data and statistical services within the Agency.

Key capabilities for success in this role include a proactive approach to problem solving and delivery of work, and experience in data processing activities working with large and complex datasets. Also important is an ability to critically assess results of data analysis and draw meaningful insights using data visualisations.

Duties

This position reports to the Data and Analytics Executive Manager and works collaboratively within the team, typical duties to be performed include:

- Data analysis and research:

- Conduct in-depth statistical analysis of the Agency's datasets to identify trends and patterns related to workplace gender equality.
- Provide advice and recommendations on research methodology to ensure that current best practices are employed in the Agency's internal decision-making and external publications.
- **Data management and governance:**
 - Ensure that the Agency's datasets are fit-for-purpose for analysis and external publication including the development of documentation and data quality statements.
 - Support the development and implementation of automated data validation systems to detect and address potential errors and inconsistencies.
- **Data visualisation and storytelling:**
 - Create compelling and informative data visualisations for published reports, interactive dashboards, and presentations.
 - Effectively translate complex data insights into clear, concise, and engaging narratives for diverse audiences, both technical and non-technical.
- **Communication and collaboration:**
 - Independently respond to requests for information or data from external stakeholders, such as academic research partners, government agencies, peak bodies, and employers.
 - Employ effective communication with teams across the agency and external contractors to ensure successful collaboration on cross-functional projects.

Eligibility

Key capabilities for success in this role include:

- A degree (or equivalent experience) in Data Analytics, Statistics, Social Sciences, or a related field.
- Proficiency in using SQL with large datasets and developing dashboards using Tableau or Power BI.
- Demonstrable experience with statistical programming languages, such as R or Python (highly desired).
- The ability to clearly communicate analytical concepts to both technical and non-technical audiences.
- A strong analytical mindset and an ability to develop an understanding of current trends, issues, and policies relating to gender equality in the workplace.
- Strong project management skills, a proactive approach, and personal responsibility for accurate and timely completion of work.
- Baseline Security Clearance or the ability to obtain clearance (this includes being an Australian Citizen).

Notes

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

About the Workplace Gender Equality Agency

Created by the Workplace Gender Equality Act 2012, the Workplace Gender Equality Agency (WGEA) is charged with promoting and improving gender equality in Australian workplaces through the provision of advice and assistance to employers and the assessment and measurement of workplace gender data. As a driver of change our Agency seeks to motivate, educate, and influence improved gender equality in Australian workplaces by promoting informed, evidence-based public discussion and understanding of gender equality, collaborating strategically to build strong relationships and support between the Agency and employers, and using the Agency's data-rich research to position it as the leading source of information and advice on workplace gender equality issues. We work collaboratively with employers providing advice, practical tools and education to help them improve their gender equality performance. Our staff are workplace gender equality specialists and provide industry-specific advice. We also work with employers to help them comply with the reporting requirements under the Workplace Gender Equality Act 2012. This reporting framework aims to encourage measures that improve gender equality outcomes and has been developed to address the most pressing contemporary challenges to gender equality in Australian workplaces. At WGEA, we understand what working

flexibly means and pride ourselves on being a respectful, diverse, and inclusive community. We encourage equal representation and welcome applications from people of all genders, Indigenous Australians, people with disability, people from culturally and linguistically diverse backgrounds and mature-age people. Further information about our Agency is available at www.wgea.gov.au

To Apply

Position Contact	Joel Holwerda, 02 9432 7000
Agency Recruitment Site	https://www.wgea.gov.au/about/our-team/current-vacancies

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Services Australia (part of the Social
Services Portfolio)

Vacancy VN-0739880

Services Australia

Closing Date:Monday 29 April 2024

Service Design and Face to Face Transformation
Service Design and Innovation

Job Title	Lead User Researcher
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Various locations - ACT ACT, Various locations - QLD QLD, Various locations - SA SA, Various locations in WA WA, various locations in VIC VIC, Various locations - NT NT, Various locations - TAS TAS, Various locations - NSW NSW
Salary	\$114,128 - \$126,462
Classification	Executive Level 1
Position Number	EXT-EL-2024-412
Agency Website	https://www.servicesaustralia.gov.au/organisations/about-us/careers

Job Description

<https://servicesaustraliacareers.nga.net.au/cp/?audiencecode=ext>

The Service Design and Innovation Branch re-imagines and re-designs customer experiences at Services Australia (the agency). We orchestrate collaborative engagements to work the agency business teams, customers, third parties and other government

agencies to address government priorities. We navigate complex system challenges through our multi-disciplinary research and design squads, to deliver design solutions that are research-based, design-led and customer focused. We also drive the customer experience (CX) capability uplift, based on human-centred design principles so all teams can understand, improve, and deliver excellent services aligned with agency priorities.

As a Lead User Researcher, you will provide professional leadership and lead significant qualitative user research projects that play a central role in driving a continued focus on improving the customer experience. You will lead project teams and work in multi-disciplinary teams to design, tailor and conduct research and analysis to generate insights and explore opportunities to influence the design and delivery of policy, products and services.

You will bring a deep understanding of the purpose and value of research practice and use this to affect customer experience improvements and sustained change, and provide advice, coaching and leadership to others across the team, branch and agency.

A Lead User Researcher has experience working in fast paced, agile conditions, applying customer-centric research techniques—often in a collaborative and virtual environment. They can manage multiple priorities and mentor others while demonstrating initiative, resilience and flexibility. They must possess high ethical and professional standards.

Duties

- Developing and applying best practice research tools, techniques and methods across user research, behavioural insights and service design, to deliver research outcomes and understand user behaviours, needs and motivations in the customer experience.
- Leading and guiding a team to prepare a range of high-quality research proposals, artefacts and reports for a range of audiences, including utilisation of storytelling and visualisation, to promote the user experience and demonstrate the value of research.
- Leading and managing the delivery of qualitative research projects with tailored approaches that could include in-depth contextual interviews, focus groups, desktop research, observations, surveys and concept, prototype or usability testing.
- Leading and guiding a team to analyse and synthesise complex research findings, integrating business data and political acumen, leading to the creation of actionable insights and opportunities.
- Transforming complex findings into impactful and actionable artefacts across a variety of formats, to inform decision-making and produce Executive level communications and materials.
- Networking and partnering with project and policy teams to determine and respond to their customer-centric capability needs through the provision of user research subject matter expertise and coaching support.
- Proactively collaborating and engaging with stakeholders about the value of improved customer experience and provide qualitative research subject matter expertise.
- Driving the use of qualitative research best practice tools and techniques, and support the uplift of human-centred design advocacy and qualitative research capabilities within the branch and across the agency.

Eligibility

Working with Children or Vulnerable Persons Check:

States Working with Children or Vulnerable Persons Check required in: ACT, NSW, QLD, NT, WA, SA, TAS, VIC

Job requires direct/indirect contact with children/vulnerable groups: Without supervision

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

In accordance with section 22(6) of the Public Service Act 1999, Services Australia requires applicants to be Australian citizens to be eligible for employment with Services Australia.

An applicant's suitability for employment with the agency will be assessed through a pre-employment screening process. This process includes but is not limited to a national police history check, referee checks, code of conduct check and an employment history integrity check.

Some positions within Services Australia may be required to work in settings where mandatory COVID-19 vaccinations are required. Staff in such positions will need to demonstrate that they meet the vaccination requirements or have a relevant exemption.

Notes

Services Australia's workforce operates using an agile approach, and all staff should be prepared to redeploy to critical frontline functions as required. Should you need to redeploy as part of the agency's surge workforce, all learning and development and technical/pastoral support will be provided to you to enable you to undertake that work.

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

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To Apply

Position Contact	Alysia Haynes, 0455 316 758
Agency Recruitment Site	https://servicesaustraliacareers.nga.net.au//cp/?audiencetypecode=ext

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Services Australia (part of the Social
Services Portfolio)

Vacancy VN-0739926

Job Title	Lead Service Designer
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Various locations - ACT ACT, Various locations - QLD QLD, Various locations - SA SA, Various locations in WA WA, various locations in VIC VIC, Various locations - NT NT, Various locations - TAS TAS, Various locations - NSW NSW
Salary	\$114,128 - \$126,462
Classification	Executive Level 1
Position Number	EXT-EL-2024-413
Agency Website	https://www.servicesaustralia.gov.au/organisations/about-us/careers

Job Description

<https://servicesaustraliacareers.nga.net.au/cp/?audiencecode=ext>

The Service Design and Innovation Branch re-imagines and re-designs customer experiences at Services Australia (the agency). We orchestrate collaborative engagements to work the agency business teams, customers, third parties and other government agencies to address government priorities. We navigate complex system challenges through our multi-disciplinary research and design squads, to deliver design solutions that are research-based, design-led and customer focused. We also drive the customer experience (CX) capability uplift, based on human-centred design principles so all teams can understand, improve, and deliver excellent services aligned with agency priorities.

Lead Service Designers are responsible for supporting multi-disciplinary teams to deliver on projects that take a human-centred design approach – focusing predominantly on Discovery and Alpha activities and supporting through to Beta and Live. They outline and drive the overarching approach to research, develop, test and iterate on the design of agency services to influence and ensure an optimal end-to-end user and staff experience, influencing the delivery of government services from policy through to delivery, and keeping the customer front and centre whilst also meeting business outcomes.

You will bring a deep understanding of the purpose and value of service design along with a level of political nous, using this knowledge and experience to affect customer experience improvements and sustained change. Lead Service Designers also provide advice, coaching and leadership to others across the team, branch and agency.

Lead Service Designers exercise a considerable degree of independence and undertake a leadership role, with work being performed under the general guidance of senior staff. They manage detailed projects or programs, build and maintain relationships with stakeholders, and can mentor others while demonstrating initiative and resilience.

Duties

- Conducting best practice application of service design methodologies, along with a baseline knowledge of linked disciplines such as user research and behavioural insights.
- Leading the development of project plans and artefacts including current state journey maps, service blueprints and future state designs (incl. concepts and prototypes) to influence a range of stakeholders.
- Transforming complex findings and outcomes into impactful and actionable outputs across a variety of formats, to inform decision-making and produce Executive level communications and materials.
- Communicating and championing the design process, risks and value in sufficient detail to build business confidence and buy-in with policy partners, stakeholders and project teams.
- Leading the design and facilitation of design sessions, including project kick-off meetings, ideation and concept creation, prioritisation activities and strategic planning workshops.
- Proactively developing and managing key stakeholder relationships, negotiate requirements to meet business needs and strategic objectives.

- Managing, supporting and mentoring staff including coaching and training to build knowledge and capability in service design activities and design outcomes.
- Championing the use of best practice tools and techniques and support the uplift human-centred design advocacy and service design capabilities within the branch and across the agency.

Eligibility

Working with Children or Vulnerable Persons Check:
States Working with Children or Vulnerable Persons Check required in: ACT, NSW, QLD, NT, WA, SA, TAS, VIC
Job requires direct/indirect contact with children/vulnerable groups: Without supervision

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

In accordance with section 22(6) of the Public Service Act 1999, Services Australia requires applicants to be Australian citizens to be eligible for employment with Services Australia.

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Some positions within Services Australia may be required to work in settings where mandatory COVID-19 vaccinations are required. Staff in such positions will need to demonstrate that they meet the vaccination requirements or have a relevant exemption.

Notes

Services Australia's workforce operates using an agile approach, and all staff should be prepared to redeploy to critical frontline functions as required. Should you need to redeploy as part of the agency's surge workforce, all learning and development and technical/pastoral support will be provided to you to enable you to undertake that work.

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

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To Apply

Position Contact	Alysia Haynes, 0455 316 758
Agency Recruitment Site	https://servicesaustraliacareers.nga.net.au//cp/?audiencetypecode=ext

- that the names of successful applicants will also be notified in all formats of the electronic Public Service Gazette
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Services Australia (part of the Social Services Portfolio)

Vacancy VN-0739987

Services Australia

Closing Date:Monday 29 April 2024

Service Design and Face to Face Transformation
Service Design and Innovation

Job Title	Senior User Researcher
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Various locations - ACT ACT, Various locations - SA SA, Various locations in WA WA, various locations in VIC VIC, Various locations - NT NT, Various locations - TAS TAS, Various locations - QLD QLD, Various locations - NSW NSW
Salary	\$91,244 - \$105,509
Classification	APS Level 6
Position Number	EXT-APSL-2024-410
Agency Website	https://www.servicesaustralia.gov.au/organisations/about-us/careers

Job Description

<https://servicesaustraliacareers.nga.net.au/cp/?audiencetypecode=ext>

The Service Design and Innovation Branch re-imagines and re-designs customer experiences at Services Australia (the agency). We orchestrate collaborative engagements to work the agency business teams, customers, third parties and other government agencies to address government priorities. We navigate complex system challenges through our multi-disciplinary research and design squads, to deliver design solutions that are research-based, design-led and customer focused. We also drive the customer experience (CX) capability uplift, based on human-centred design principles so all teams can understand, improve, and deliver excellent services aligned with agency priorities.

As a Senior User Researcher, you will work collaboratively with business areas across the agency and manage qualitative user research projects that play a central role in driving a continued focus on improving the customer experience. You will lead project teams and work in multi-disciplinary teams to design and conduct research and analysis to generate insights and explore opportunities to influence the design and delivery of policy, products and services.

You will bring a maturing understanding of the purpose and value of research practice and use this to affect customer experience improvements and sustained change. Senior User Researchers have a demonstrated ability to use a variety of qualitative research methods and prepare high quality documentation including reports and research artefacts.

A Senior User Researcher has experience working in fast paced, agile conditions, applying customer-centric research techniques—often in a collaborative and virtual environment. They can manage multiple priorities and mentor others while demonstrating initiative, resilience and flexibility. They must possess high ethical and professional standards.

Duties

- Applying best practice research tools, techniques and methods across user research, and into behavioural insights and service design, to deliver research outcomes and understand user behaviours, needs and motivations in the customer experience.

- Preparing a range of high-quality research proposals, artefacts and reports for a range of audiences, including utilisation of storytelling and visualisation, to promote the user experience and demonstrate the value of research.
- Managing the delivery of qualitative research projects that could include in-depth contextual interviews, focus groups, desktop research, observations, surveys and concept, prototype or usability testing.
- Leading the analysis and synthesis of research findings and collaborate with senior staff and/or subject matter experts to integrate business data, resulting in the creation of actionable insights.
- Working in (and at times leading) project teams to ensure business objectives are met. This may involve managing staff.
- Partnering with and supporting project and policy teams to determine and respond to their customer-centric capability needs through the provision of user research subject matter expertise and coaching support.
- Collaborating and engaging with stakeholders about the value of improved customer experience and provide qualitative research knowledge and support.
- Champions the use of qualitative research best practice tools and techniques and supporting the uplift human-centred design advocacy and qualitative research capabilities within the branch and across the agency.

Eligibility

Working with Children or Vulnerable Persons Check:

States Working with Children or Vulnerable Persons Check required in: ACT, NSW, QLD, NT, WA, SA, TAS, VIC

Job requires direct/indirect contact with children/vulnerable groups: Without supervision

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

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Some positions within Services Australia may be required to work in settings where mandatory COVID-19 vaccinations are required. Staff in such positions will need to demonstrate that they meet the vaccination requirements or have a relevant exemption.

Notes

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Research staff may be required to undertake research activities outside of the day-to-day work environment. Locations may include customer homes, Services Australia Service Centres, or in community organisation settings. These activities may require local and interstate travel. There is also high use of digital tools and workshop spaces.

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

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the community' 'You can work for the same agency for your whole career but have the opportunity to work in many different roles'
'Highly supportive team and flexible working conditions where you can be at your best'

To Apply

Position Contact	Alysia Haynes, 0455 316 758
Agency Recruitment Site	https://servicesaustraliacareers.nga.net.au/cp/?audiencetypecode=ext

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Services Australia (part of the Social Services Portfolio)

Vacancy VN-0739988

Services Australia

Closing Date:Monday 29 April 2024

Service Design and Face to Face Transformation
Service Design and Innovation

Job Title	User Researcher
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Various locations - ACT ACT, Various locations - SA SA, Various locations in WA WA, various locations in VIC VIC, Various locations - NT NT, Various locations - TAS TAS, Various locations - QLD QLD, Various locations - NSW NSW
Salary	\$82,427 - \$88,944
Classification	APS Level 5
Position Number	EXT-APSL-2024-405
Agency Website	https://www.servicesaustralia.gov.au/organisations/about-us/careers

Job Description

<https://servicesaustraliacareers.nga.net.au/cp/?audiencetypecode=ext>

The Service Design and Innovation Branch re-imagines and re-designs customer experiences at Services Australia (the agency). We orchestrate collaborative engagements to work the agency business teams, customers, third parties and other government agencies to address government priorities. We navigate complex system challenges through our multi-disciplinary research and

design squads, to deliver design solutions that are research-based, design-led and customer focused. We also drive the customer experience (CX) capability uplift, based on human-centred design principles so all teams can understand, improve, and deliver excellent services aligned with agency priorities.

As a User Researcher, you will support a range of qualitative research methods, and contribute to the analysis of research findings to generate insights and explore opportunities to influence the design and delivery of policy, products and services. You will also draft high quality documentation, including reports and research artefacts, and carry out a range of general administrative and research tasks to support research activities.

You will bring a developing understanding of the purpose and value of research, and can collaborate to effectively communicate through a variety of outputs and mediums, to a range of stakeholders.

A User Researcher has experience working in a fast paced, agile environment, applying customer-centric research techniques, while demonstrating initiative and resilience. They must possess high ethical and professional standards.

Duties

- Supporting best practice methods such as user research, behavioural insights, and service design to understand user behaviours, needs and motivations in the customer experience.
- Working with Assistant Directors/Senior User Researchers to conduct qualitative research with customers using a variety of techniques, analysing results and integrating with business data to create actionable insights.
- Participating and assisting in user research and service design projects that could include in-depth/contextual interviews, focus groups, desktop research, observations, and concept, prototype or usability testing.
- Working in multi-disciplinary project teams, under the direction of senior staff, to ensure business objectives are met.
- Providing logistic, planning and administrative support to ensure research and testing activities are conducted in an effective and efficient manner.
- Supporting and assisting in preparation of a range of high-quality research proposals, artefacts and reports for a range of audiences, including utilisation of storytelling and visualisation, to bring research to life.
- Collaborating and engaging, where appropriate with stakeholders about the value of improved customer experience and provide user research knowledge and support.

Eligibility

Working with Children or Vulnerable Persons Check:

States Working with Children or Vulnerable Persons Check required in: ACT, NSW, QLD, NT, WA, SA, TAS, VIC

Job requires direct/indirect contact with children/vulnerable groups: Without supervision

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

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Notes

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Research staff may be required to undertake research activities outside of the day-to-day work environment. Locations may include customer homes, Services Australia Service Centres, or in community organisation settings. These activities may require local and interstate travel. There is also high use of digital tools and workshop spaces.

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To Apply

Position Contact	Alysia Haynes, 0455 316 758
Agency Recruitment Site	https://servicesaustraliacareers.nga.net.au//cp/?audiencetypecode=ext

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Services Australia (part of the Social
Services Portfolio)

Vacancy VN-0739989

Job Title	Senior Service Designer
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Various locations - NSW NSW, Various locations - ACT ACT, Various locations - SA SA, Various locations - NT NT, Various locations - TAS TAS, Various locations - QLD QLD, Various locations - WA WA, Various locations - VIC VIC
Salary	\$91,244 - \$105,509
Classification	APS Level 6
Position Number	EXT-APSL-2024-411
Agency Website	https://www.servicesaustralia.gov.au/organisations/about-us/careers

Job Description

<https://servicesaustraliacareers.nga.net.au/cp/?audiencecode=ext>

The Service Design and Innovation Branch re-imagines and re-designs customer experiences at Services Australia (the agency). We orchestrate collaborative engagements to work the agency business teams, customers, third parties and other government agencies to address government priorities. We navigate complex system challenges through our multi-disciplinary research and design squads, to deliver design solutions that are research-based, design-led and customer focused. We also drive the customer experience (CX) capability uplift, based on human-centred design principles so all teams can understand, improve, and deliver excellent services aligned with agency priorities.

Senior Service Designers enable multi-disciplinary teams to deliver on projects that take a human-centred design approach – focusing predominantly on Discovery and Alpha activities and supporting through to Beta and Live. They contribute to the overarching approach and lead components to research, develop, test and iterate on the design of agency services to influence and ensure an optimal end-to-end user and staff experience; influencing the delivery of government services from policy through to delivery, and keeping the customer front and centre whilst also meeting business outcomes.

You will bring an evolving understanding of the purpose and value of service design, using this knowledge and experience to affect customer experience improvements and sustained change. Senior Service Designers also provide advice and contribute to capability uplift activities across the team, branch and agency.

Senior Service Designers work with limited support under the general direction of senior staff. They manage projects and contribute to programs of work, build and maintain relationships with stakeholders, while demonstrating initiative and resilience. Senior Service Designers also support the development of others and make decisions based on judgement, skills and knowledge.

Duties

- Applying best practice application of service design methodologies, along with a developing knowledge of linked disciplines such as user research and behavioural insights.
- Developing project plans and artefacts including current state journey maps, service blueprints and future state designs (incl. concepts and prototypes) to influence a range of stakeholders.
- Working in (and at times leading) project teams to ensure business objectives are met. This may involve managing staff.
- Communicating and advocating the design process, risks and value in sufficient detail to build business confidence and buy-in with policy partners, stakeholders and project teams.
- Preparing and facilitating design sessions, including project kick-off meetings, ideation and concept creation, prioritisation activities and strategic planning workshops.
- Building and maintaining key stakeholder relationships, negotiate requirements to meet business needs and strategic objectives.

- Managing, supporting and mentoring staff including coaching and training to build knowledge and capability in service design activities and design outcomes.
- Driving the use of best practice tools and techniques, advocate for human-centred design, and support the uplift of service design capabilities within the branch and across the agency.

Eligibility

Working with Children or Vulnerable Persons Check:
States Working with Children or Vulnerable Persons Check required in: ACT, NSW, QLD, NT, WA, SA, TAS, VIC
Job requires direct/indirect contact with children/vulnerable groups: Without supervision

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

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Notes

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Travel may be required. There is also high use of digital tools and workshop spaces.

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

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To Apply

Position Contact	Alysia Haynes, 0455 316 758
Agency Recruitment Site	https://servicesaustraliacareers.nga.net.au/cp/?audiencecode=ext

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Services Australia (part of the Social
Services Portfolio)

Vacancy VN-0739990

Services Australia

Closing Date:Monday 29 April 2024

Service Design and Face to Face Transformation
Service Design and Innovation

Job Title	Service Designer
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Various locations - ACT ACT, Various locations - SA SA, various locations in VIC VIC, Various locations in WA WA, Various locations - QLD QLD, Various locations - NT NT, Various locations - TAS TAS, Various locations - NSW NSW
Salary	\$82,427 - \$88,944
Classification	APS Level 5
Position Number	EXT-APSL-2024-408
Agency Website	https://www.servicesaustralia.gov.au/organisations/about-us/careers

Job Description

<https://servicesaustraliacareers.nga.net.au/cp/?audiencecode=ext>

The Service Design and Innovation Branch re-imagines and re-designs customer experiences at Services Australia (the agency). We orchestrate collaborative engagements to work the agency business teams, customers, third parties and other government agencies to address government priorities. We navigate complex system challenges through our multi-disciplinary research and design squads, to deliver design solutions that are research-based, design-led and customer focused. We also drive the customer experience (CX) capability uplift, based on human-centred design principles so all teams can understand, improve, and deliver excellent services aligned with agency priorities.

Service Designers support multi-disciplinary teams to deliver on projects that take a human-centred design approach – focusing predominantly on Discovery and Alpha activities and supporting through to Beta and Live.

They contribute to, and at times lead, components to research, develop, test and iterate on the design of agency services to influence and ensure an optimal end-to-end user and staff experience; influencing the delivery of government services from policy through to delivery, and keeping the customer front and centre whilst also meeting business outcomes.

You will bring a developing understanding of the purpose and value of service design, using this knowledge and experience to contribute to affecting customer experience improvements and sustained change. Service Designers also provide input into requests for advice and participate in capability uplift activities across the team, branch and agency.

Service Designers work under the support and general direction of senior staff. You will demonstrate initiative and resilience, and make decisions based on judgement, skills and knowledge.

Duties

- Supporting best practice application of service design methodologies, along with developing your knowledge of linked disciplines such as user research and behavioural insights.
- Assisting in the preparation of design artefacts including current state journey maps, service blueprints and future state designs (incl. concepts and prototypes) to influence a range of stakeholders.
- Explaining the service design process to policy partners, stakeholders and project teams.
- Assisting and participating in design sessions, including project kick-off meetings, ideation and concept creation, prioritisation activities and strategic planning workshops.
- Using storytelling and visualisation to bring presentations and reports to life.
- Engaging with and maintaining stakeholder relationships.
- Applying human centred design practices to support innovation and challenge traditional ways of thinking and working.

Eligibility

Working with Children or Vulnerable Persons Check:

States Working with Children or Vulnerable Persons Check required in: ACT, NSW, QLD, NT, WA, SA, TAS, VIC

Job requires direct/indirect contact with children/vulnerable groups: Without supervision

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

In accordance with section 22(6) of the Public Service Act 1999, Services Australia requires applicants to be Australian citizens to be eligible for employment with Services Australia.

An applicant's suitability for employment with the agency will be assessed through a pre-employment screening process. This process includes but is not limited to a national police history check, referee checks, code of conduct check and an employment history integrity check.

Some positions within Services Australia may be required to work in settings where mandatory COVID-19 vaccinations are required. Staff in such positions will need to demonstrate that they meet the vaccination requirements or have a relevant exemption.

Notes

Services Australia's workforce operates using an agile approach, and all staff should be prepared to redeploy to critical frontline functions as required. Should you need to redeploy as part of the agency's surge workforce, all learning and development and technical/pastoral support will be provided to you to enable you to undertake that work.

Travel may be required. There is also high use of digital tools and workshop spaces.

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

About the Services Australia

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

To Apply

Position Contact	Alysia Haynes, 0455 316 758
Agency Recruitment Site	https://servicesaustraliacareers.nga.net.au//cp/?audiencecode=ext

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Services Australia (part of the Social
Services Portfolio)

Vacancy VN-0740192

Services Australia

Closing Date:Sunday 12 May 2024

Various
Various

Job Title	Aurora Neuroinclusion Program - Affirmative Measures (Disability - autism spectrum disorder/condition or attention deficit/hyperactivity disorder
Job Type	Full-Time, Ongoing
Location	Hobart TAS
Salary	\$73,906 - \$88,944
Classification	APS Level 4;APS Level 5
Position Number	Aurora Neuroinclusion Program
Agency Website	https://www.servicesaustralia.gov.au/organisations/about-us/careers

Job Description

<https://www.servicesaustralia.gov.au/aurora-neurodiversity-program?context=1>

Services Australia will be using the Aurora Neuroinclusion Program to attract, assess and place work ready candidates with autism spectrum disorder/condition or attention deficit/hyperactivity disorder (ADHD) into specialised roles across the agency.

Aurora recognises the unique skills and talents neurodivergent people can bring to work. It seeks to improve career outcomes and provides professional development and work experience by providing a gateway to the Australian Public Service.

About the program

The Aurora Neuroinclusion Program uses non-traditional recruitment methods to help to find talented neurodivergent jobseekers/candidates looking for a career.

The assessment process is tailored specifically to neurodivergent people to accurately identify and match candidates with specific skillsets needed by our business areas. There are no interviews or psychometric tests. The Program uses practical training exercises and an assessment centre environment to identify and match candidate skills to roles. Each candidate is assessed and evaluated against activities in a range of scenarios and competency-based assessments.

Aurora offers:

- An inclusive recruitment process that allows candidates to demonstrate their skills and abilities
- Ongoing employment with a competitive salary and working conditions
- Formal learning and development and on the job training
- A dedicated neurodiversity coach and agency relationship manager.

Duties

There will be several rounds of recruitment into the Aurora Neuroinclusion Program in 2024/2025 and these will be run separately.

This round is for positions in Hobart, TAS.

Available roles

APS4 Intelligence Analysts
APS4 Program Support Officer
APS5 Data Analysts
APS5 Technical Information and Knowledge Officer
APS5 Information Governance Officer

Eligibility

To participate in the program applicants must be:

- aged 18 years or older
- have a diagnosis of autism spectrum disorder/condition including autistic disorder, Asperger's syndrome, childhood disintegrative disorder, pervasive development disorder - not otherwise specified (PDD-NOS), or attention deficit/hyperactivity disorder (ADHD)
- have proof of Australian Citizenship
- be able to participate in a 2-week assessment phase
- applicants must be able to pass an Australian Government Security Clearance.

Successful Applicants will undergo a pre-employment screening process. This will include a police history check, a past employment and referee check and disclosure of medical information.

Notes

These vacancies are open only to people with a specific type of disability - autism spectrum disorder/condition or ADHD.

Successful applicants will be required to provide evidence of autism spectrum disorder/condition or ADHD diagnosis, with consideration of the DSM-5 autism diagnostic criteria. For example, it can be the full diagnostic report, or a redacted section of the report that states autism spectrum disorder/condition or ADHD as a diagnosis, or a letter from a Psychologist, Psychiatrist or GP confirming a diagnosis of autism spectrum disorder/condition, or ADHD. It could also be information confirming your diagnosis from a supporting agency such as the NDIS or a Disability Employment Services Provider.

A merit list will be established and used to fill similar ongoing vacancies at these levels in this location. This merit list will be valid for 18 months from the date these roles were advertised.

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

This vacancy is open only to people with disability.

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

About the Services Australia

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celebrate people with different cultural backgrounds and disabilities. We are also a leading employer of First Nations Australians and an LGBTI+ gold employer. When you work with us, you will be doing something that matters and be respected for the unique views and skills that you bring. What our people say about working with us: 'It's rare you find a job that provides such a direct link to the community' 'You can work for the same agency for your whole career but have the opportunity to work in many different roles' 'Highly supportive team and flexible working conditions where you can be at your best'

To Apply

Position Contact	Employ for Ability, For further information click Apply Now
Agency Recruitment Site	https://www.servicesaustralia.gov.au/aurora-neurodiversity-program?context=1

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Social Services

Vacancy VN-0739897

Department of Social Services

Closing Date:Monday 29 April 2024

Redress Service Delivery
Redress

Job Title	Redress Officer - National Redress Scheme
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Canberra ACT, Batemans Bay NSW, Wollongong NSW, Wagga Wagga NSW, Hobart TAS
Salary	\$86,542 - \$92,420
Classification	APS Level 5
Position Number	EXT-2024-0457
Agency Website	https://www.dss.gov.au/

Job Description

<https://www.dss.gov.au/careers/vacancies/Pages/default.aspx>

Redress Officers in the Service Delivery Branch provide direct services to applicants including case coordination, contact with applicants by phone, letter drafting and payment issuing.

Duties

- apply the *National Redress Scheme for Institutional Child Sexual Abuse Act 2018* and relevant policies, procedures and guidelines to progress applications
- make and receive calls to applicants and their nominees (this includes receiving calls from the National Redress Scheme phone line)
- prepare, edit and quality check letters and notices sent to applicants, nominees and institutions
- conduct detailed research and prepare complex request for information packages
- code application information in Case Manager, keeping accurate and comprehensive records
- under limited direction, be accountable for organising workflow and escalating risks and issues when needed.

Please review the job pack for the full position description. **Eligibility Notes**

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

About the Department of Social Services

The Department of Social Services (DSS) develops policies and delivers programs that support the lifetime wellbeing of Australians and their families. Our vision is to achieve the best health, wellbeing and safety of all Australians. Our people are critical in delivering the key priorities of DSS. We are seeking candidates that reflect our cultural values of curious, contestability, courage and collaboration.

To Apply

Position Contact	Briony Penrose, 02 6146 3661
Agency Recruitment Site	https://www.dss.gov.au/careers/vacancies/Pages/default.aspx

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Social Services

Vacancy VN-0739909

Department of Social Services

Closing Date:Monday 29 April 2024

Service Delivery
Redress

Job Title	Team Leader / Quality Assurance Officer - National Redress Scheme
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Canberra ACT, Batemans Bay NSW, Wagga Wagga NSW, Wollongong NSW, Hobart TAS
Salary	\$94,791 - \$106,546
Classification	APS Level 6
Position Number	EXT-2024-0458
Agency Website	https://www.dss.gov.au/

Job Description

<https://www.dss.gov.au/careers/vacancies/Pages/default.aspx>

The Redress Group are seeking to fill a number of Team Leader and Quality Assurance Officer roles in Service Delivery Branch.

Team Leader

Team Leaders lead a team that has processing and/or contact responsibilities. This role requires you to effectively lead a team by supervising, managing and inducting in a high profile, high risk and complex environment.

Quality Assurance Officer

Quality Assurance Officers are responsible for quality assurance at various stages of the application process including assuring Request for Information packages to institutions and checking of decisions and reviews made by Independent Decision Makers, ensuring they are consistently drafted to a high quality and align with the legislation and policy of the Scheme.

This role requires advanced research and communication skills along with a strong focus on detail and quality of written documentation.

Duties

- prepare clear, concise and comprehensive reports or other written advice within tight timeframes
- manage and prioritise workloads for self and others while maintaining a high level of accuracy and attention to detail
- interpret relevant program guidelines, legislation and policy frameworks while proactively identifying, documenting and escalating issues and risks.

Please review the job pack for the full position description. **Eligibility**

Notes

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

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delivering the key priorities of DSS. We are seeking candidates that reflect our cultural values of curious, contestability, courage and collaboration.

To Apply

Position Contact	Michelle Hodge, 02 6164 1489
Agency Recruitment Site	https://www.dss.gov.au/careers/vacancies/Pages/default.aspx

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Social Services

Vacancy VN-0740291

Department of Social Services

Closing Date:Monday 29 April 2024

Corporate Group
People Services Branch Workplace Relations

Job Title	Assistant Director, Workplace Relations
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Greenway ACT
Salary	\$118,106 - \$134,063
Classification	Executive Level 1
Position Number	EXT-2024-0506
Agency Website	https://www.dss.gov.au/

Job Description

<https://www.dss.gov.au/careers/vacancies/Pages/default.aspx>

The Workplace Relations section in People Services Branch manages the department’s performance management and integrity frameworks and is seeking a professional, high performing and motivated individual to join the team.

The section is responsible for:

- the administration of the department’s performance management system

- providing advice and guidance to staff undertaking formal and informal performance management processes
- providing advice to staff regarding the application of the Enterprise Agreement and associated HR policies
- assisting business areas manage complex workplace matters including probation and complaints
- undertaking workplace investigations including APS Code of Conduct Investigations and Preliminary Inquiries
- assisting with reviews of employment related actions/decisions.

Duties

- provide high quality people services advice to the Senior Executive and Departmental staff on complex human resources matters including conduct and performance management
- manage and conduct Code of Conduct investigations and Performance Management processes and provide advice to Senior Executives, line areas and delegates on such matters
- assist with the development, management and communications of HR policies that support the Department's Enterprise Agreement
- demonstrate highly proficient writing skills for the purpose of preparing a range of written documentation, including reports for the Executive Management Group and the APSC on complex cases, performance management and Code of Conduct matters, and including Senate Estimate briefings
- use highly developed interpersonal skills to facilitate and promote positive interactions with managers and staff
- be highly organised and able to manage competing priorities within set timeframes.
- be an effective team member who is flexible, adaptable and resilient.

Eligibility Notes

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

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To Apply

Position Contact	Melissa McGregor, 0460 012 791
Agency Recruitment Site	https://www.dss.gov.au/careers/vacancies/Pages/default.aspx

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Social Services

Vacancy VN-0740326

National Disability Insurance Agency

Closing Date:Monday 29 April 2024

VIC Division
VIC Service Delivery Branch VIC Plan Approvals

Job Title	EL2 Service Delivery
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Geelong VIC, Dandenong VIC, Broadmeadows VIC
Salary	\$136,863 - \$155,386
Classification	Executive Level 2
Position Number	0439_03/24_EXT
Agency Website	https://www.ndis.gov.au

Job Description

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

We have an incredible opportunity for a highly skilled leader to join the Victorian Division as a Service Delivery Director which includes Service Delivery teams in Victoria and Tasmania.

As the Director you will be providing leadership to a team of highly dedicated Frontline Staff (Planners). You will have the opportunity to build team capacity, capability, and culture to enable positive outcomes for participants and drive continuous improvement.

Reporting to the State General Manager, you will lead a team of five to six direct reports and over 100 staff in various locations in Victoria. You will influence the day-to-day operational outcomes of the team as well as working towards practice and process improvements.

Duties

Where you can add value

As the Director you will work with a high degree of autonomy and professionalism, with a focus on providing detailed technical, professional, policy, operational support, and advice in relation to complex problems.

Not every day will be the same and being adaptable is the key to success within this role.

Main elements of this role include:

- Leading and supporting Planners within the assigned team to consider solutions to drive participant outcomes and decision and effectively manage complex situations.
- Demonstrating strong understanding of the disability sector including approaches that underpin progressive and contemporary disability service provision (e.g. community connection, inclusion, positive behaviour support etc.).
- Liaising with the wider sector through portfolio management (including other government and community services) regarding individual participants and wider disability related issues.
- Coaching and developing leadership talent within the team to drive positive participant outcomes and high level of employee engagement.

Enough about us, let's talk about you

This position will have a considerable level of public contact in relation to complex, difficult or sensitive issues.

To join our team you will have:

- A positive contemporary attitude to people with disability, a high level of disability awareness and an understanding of the impact this may have for individuals.
- Allied Health experience (highly desirable).
- Outstanding communication and interpersonal skills to develop and maintain networks.
- Experience working with Government mainstream services.
- The ability to be flexible and adapt to a fast-paced environment.

Your NDIA Experience

We work as one team. We are accepting, diverse and driven. We take a shared approach to making progress. We welcome and support each other and encourage different ideas, insights and opinions. We empower and enable each other to be our best. We collaborate, connect and work together to create a workplace that makes us proud. And while we are based far and wide across the country, we make sure nobody feels they are out on their own.

- You will work for a socially inclusive and culturally diverse workplace, that is making a meaningful impact to the lives of more than 600,000 Australians.
- Access to higher superannuation and above market leave entitlements
- Competitive remuneration and working conditions that support a positive work life balance
- Access to ongoing professional development and learning

Eligibility

The health and safety of workers, Participants and other visitors in our offices is our highest priority. Some roles within the National Disability Insurance Agency are covered by government Health Orders or Directives that require mandatory vaccinations.

Successful candidates will be required to undergo a pre-employment National Police History check, Worker Screening check and/or Working with Children Check (where required) and provide evidence of Australian Citizenship.

Notes

While this role is ideally performed from Geelong, Dandenong or Broadmeadows, other locations within Victoria only may be considered.

We intend to fill this role in an ongoing capacity, however non-ongoing roles up to 12 months with the possibility of extension up to 2 years may be offered.

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

About the National Disability Insurance Agency

The NDIS provides funding to eligible people with disability to gain more time with family and friends, greater independence, access to new skills, jobs, or volunteering in their community, and an improved quality of life. The NDIS also connects anyone with disability to services in their community. This includes connections to doctors, community groups, sporting clubs, support groups, libraries and schools, as well as providing information about what support is provided by each state and territory government. The NDIS now supports over 500,000 Australians with disability to access the services and supports they need. This includes supporting approximately 80,000 children with developmental delay, ensuring they receive supports early so that they achieve the best outcomes throughout their lives.

To Apply

Position Contact	Asitha Jayatunga, 0484 266 601
Agency Recruitment Site	https://www.ndis.gov.au/about-us/careers-ndia

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Social Services

Vacancy VN-0740254

National Disability Insurance Scheme (NDIS) Quality and Safeguards Commission

Closing Date:Sunday 05 May 2024

Legal Services and Internal Integrity
Legal Services

Job Title	Commission Counsel
Job Type	Full-Time, Ongoing
Location	Darwin NT, Canberra ACT, Penrith NSW, Parramatta NSW, Perth WA, Adelaide SA, Hobart TAS, Melbourne VIC, Brisbane QLD
Salary	\$131,355 - \$154,869
Classification	Executive Level 2
Position Number	121_04/24
Agency Website	https://www.ndiscommission.gov.au/

Job Description

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

The NDIS Quality and Safeguards Commission (the Commission) is a regulator established on 1 July 2018 as an independent agency under section 181A of the National Disability Insurance Scheme Act 2013 (the NDIS Act) to improve the quality and safety of NDIS supports and services. The Commission is the dedicated national regulator of NDIS service providers in Australia.

Duties

Key duties of the position

Commission Counsel will be responsible for leading the conduct of matters before the Federal Court and the Administrative Appeals Tribunal, and preparation of those matters.

Responsibilities of the Commission Counsel include:

- assisting the Principal Lawyer in growing the Litigation Team and the Commission litigation practice including: recruiting staff with relevant skills and experience; developing governance arrangements, processes and procedures; and putting in place accountability and reporting arrangements;
- leading the conduct of litigation matters to achieve high quality outcomes for the Commission including: leading and supervising case preparation; signing off on all court and tribunal documents, and personally drafting more complex documents where required; ensuring compliance with all internal and external policies and guidelines;

Eligibility

Eligibility Requirements

- Commission employees are required to be Australian Citizens.
- Candidates employed by the Commission are required to undertake a Police Records Check prior to commencement of employment. If the position involves working with children and/or vulnerable people, the appropriate check for this will also be required to be undertaken.
- Successful candidate(s) will be required to obtain and maintain at least 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>

About the National Disability Insurance Scheme (NDIS) Quality and Safeguards Commission

The NDIS Quality and Safeguards Commission (the Commission) is an independent agency established on 1 July 2018 to improve the quality and safety of NDIS supports and services. The Commission is the dedicated national regulator of NDIS service

providers in Australia and a non-corporate entity under the Public Governance, Performance and Accountability Act 2013. The Commissioner's core legislative functions are to: uphold the rights of, and promote the health, safety and wellbeing of, people with disability receiving supports or services, including those received under the National Disability Insurance Scheme develop a nationally consistent approach to managing quality and safeguards for people with disability receiving supports or services, including those received under the National Disability Insurance Scheme promote the provision of advice, information, education and training to NDIS providers and people with disability secure compliance with relevant legislation through effective compliance and enforcement arrangements, including through the monitoring and investigation functions conferred on the Commissioner by legislation promote continuous improvement amongst NDIS providers and the delivery of progressively higher standards of supports and services to people with disability develop and oversee the broad policy design for a nationally consistent framework relating to the screening of workers involved in the provision of supports and services to people with disability provide advice or recommendations to the National Disability Insurance Agency (NDIA) and its Board in relation to the performance of the Agency's functions engage in, promote and coordinate the sharing of information to achieve the objects of the relevant legislation, and provide NDIS market oversight, including: (i) by monitoring changes in the NDIS market which may indicate emerging risk; and (ii) by monitoring and mitigating the risks of unplanned service withdrawal. The NDIS Commission is a disability friendly organisation that offers interesting and challenging roles. People with a disability are encouraged to apply for jobs in the Commission.

To Apply

Position Contact	Hugh Copley, 0473 613 812
Agency Recruitment Site	https://ndiscommission.nga.net.au/?AudienceTypeCode=EXT

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Social Services

Vacancy VN-0740314

National Disability Insurance Scheme (NDIS) Quality and Safeguards Commission

Closing Date: Sunday 12 May 2024

Regulatory Operations
Compliance and Enforcement Complex Regulatory Responses

Job Title	Assistant Director
Job Type	Full-Time, Ongoing
Location	Canberra ACT, Parramatta NSW, Perth WA, Brisbane QLD, Darwin NT, Adelaide SA, Hobart TAS, Melbourne VIC, Penrith NSW
Salary	\$111,445 - \$126,503
Classification	Executive Level 1
Position Number	122_04/24
Agency Website	https://www.ndiscommission.gov.au/

Job Description

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

Whether you are a regulatory professional looking to use your knowledge and experience to support regulatory actions or are interested in ensuring compliance within the NDIS sector, the NDIS Quality and Safeguards Commission (the NDIS Commission) has a role for you.

Duties

Key duties

The successful candidate will undertake the following key duties:

- Lead compliance approaches and investigations inquiries/matters into disability service providers, disability support workers and their response to issues of safety, well-being and quality of support services for people with a disability. Compliance and investigations work will be undertaken in accordance with the National Disability Insurance Scheme Act 2013 (Cth), Rules, the Commissioner's policies and procedures, the Regulatory Powers (Standard Provisions) Act 2014 (Regulatory Powers Act) and relevant Commonwealth legislative requirements.
- Work with individual providers and workers to assist them in understanding their obligations, and where non-compliance may have occurred, guide them to address those issues and risks.
- Where systemic issues are identified, work locally with groups of providers to promote quality improvement strategies, and across the organisation to develop education and other materials to improve compliance.
- Undertake research and analysis to develop compliance and investigations responses.
- Plan and implement compliance and investigations responses that are risk-based and proportionate to the type of alleged or suspected non-compliance and breaches.

Eligibility

To be considered for appointment to this role applicants must be able to demonstrate that they possess:

- A Certificate IV in Government (Investigations or Regulatory Compliance or Compliance and Risk Management) or completion of Detective training with an Australian Police Department or equivalent; or law, legal studies or justice studies degree; or a degree in criminology; or a degree in intelligence analysis, or intelligence and security is highly desirable.

- Five or more years current experience in a compliance or investigations role with a regulatory agency, law enforcement agency or other government agency is Essential.
- Experience in using information and evidence gathering powers of the kind available to the NDIS Commission and seeking outcomes (administrative; civil; criminal) of the kind available to the NDIS Commission is highly desirable.
- An understanding of the NDIS Quality and Safeguarding Framework, the NDIS Act 2013 and the Regulatory Powers (Standard Provisions) Act 2014
- Knowledge of the NDIS and an understanding of the role of the NDIS Commission.

Notes

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

About the National Disability Insurance Scheme (NDIS) Quality and Safeguards Commission

The NDIS Quality and Safeguards Commission (the Commission) is an independent agency established on 1 July 2018 to improve the quality and safety of NDIS supports and services. The Commission is the dedicated national regulator of NDIS service providers in Australia and a non-corporate entity under the Public Governance, Performance and Accountability Act 2013. The Commissioner's core legislative functions are to: uphold the rights of, and promote the health, safety and wellbeing of, people with disability receiving supports or services, including those received under the National Disability Insurance Scheme develop a nationally consistent approach to managing quality and safeguards for people with disability receiving supports or services, including those received under the National Disability Insurance Scheme promote the provision of advice, information, education and training to NDIS providers and people with disability secure compliance with relevant legislation through effective compliance and enforcement arrangements, including through the monitoring and investigation functions conferred on the Commissioner by legislation promote continuous improvement amongst NDIS providers and the delivery of progressively higher standards of supports and services to people with disability develop and oversee the broad policy design for a nationally consistent framework relating to the screening of workers involved in the provision of supports and services to people with disability provide advice or recommendations to the National Disability Insurance Agency (NDIA) and its Board in relation to the performance of the Agency's functions engage in, promote and coordinate the sharing of information to achieve the objects of the relevant legislation, and provide NDIS market oversight, including: (i) by monitoring changes in the NDIS market which may indicate emerging risk; and (ii) by monitoring and mitigating the risks of unplanned service withdrawal. The NDIS Commission is a disability friendly organisation that offers interesting and challenging roles. People with a disability are encouraged to apply for jobs in the Commission.

To Apply

Position Contact	angus mcgilvray, +61 3 9473 5219
Agency Recruitment Site	https://ndiscommission.nga.net.au/?AudienceTypeCode=EXT

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Australian Office of Financial Management

Closing Date: Sunday 21 April 2024

Funding, Strategy and Research

Job Title	Analyst – Funding, Strategy and Research
Job Type	Full-Time, Ongoing
Location	Parkes ACT
Salary	\$88,746 - \$110,933
Classification	APS Level 5
Position Number	F&L-04
Agency Website	https://www.aofm.gov.au/

Job Description

<https://www.aofm.gov.au/about/careers/current-opportunities>

Salary: \$88,746 - \$110,933 per annum plus 15.4% superannuation.

Funding, Strategy and Research is responsible for the management and execution of the Australian Government's funding and cash management tasks. This includes formulating the AOFM's annual Debt and Liquidity Management Strategies.

An analyst in FSR will liaise with the traders who bid for Australian Government Securities. They will also liaise with departments, agencies, the Australian Tax Office and the Reserve Bank of Australia to reconcile government cash forecasts based on projected revenue and expenditure. They will also be involved in modelling of relevant financial market factors that can inform debt management decisions. This is an outward facing team with regular contact with market participants. The Group's work requires clear communication, strong quantitative skills and attention to detail under tight timeframes.

The Analyst – Funding, Strategy and Research may assist in any of the Group activities. The incumbent will be involved in cash management, tenders for the issue of Australian Government Securities, strategy drafting and other tasks depending on Group priorities. This will involve liaising with stakeholder internally and externally, modelling of relevant financial market factors that can inform AOFM decision making, and administrative activities related to cash management and debt issuance.

Duties

Key Activities:

Funding, Strategy and Research role can expect to include any of the following, with the workload varying from week to week according to the tasks assigned within the team:

- liaise with Government agencies including the RBA regarding daily outlay and revenue forecasts;
- generate daily forecasts of the Commonwealth's funding requirements;
- quantitative modelling to inform decision making with respect to debt issuance and liquidity management strategies;
- pricing analysis of new bonds and assessment of issuance transaction outcomes;
- conduct system entry, documentation and website publication processes associated with the issuance of Treasury Bonds, Treasury Indexed Bonds and Treasury Notes;
- liaise with market participants in respect of issuance of Treasury Bonds, Treasury Indexed Bonds and Treasury Notes, and other financial market transactions;

- contribute to discussions on debt issuance, including the choice of debt instruments, maturities, and the timing and size of tenders, within parameters set by the agency;
- prepare written briefs or analysis for presentation to senior executives; and
- other ad hoc tasks as required.

Behavioural attributes:

The following behavioural attributes apply:

- Oral communication
- Written communication
- Judgment and problem solving
- Leadership and initiative
- Output management
- Relationship management
- Self-development
- Interest in developing others

Qualifications:

Degree qualification in accounting, finance, economics, applied mathematics, commerce or a related discipline from a recognised tertiary institution is essential. Postgraduate qualifications would be highly regarded.

Other qualities:

Liaison skills for stakeholder management, market interface and other external contacts. Knowledge of capital markets and sovereign debt management functions is desirable. **Eligibility**

- Citizenship – applicants must be an Australian Citizen.
- Security Clearance – positions at AOFM require a Baseline security clearance.
- Other checks – successful applicants are required to undergo a mandatory Australian Federal Police Check and other checks to confirm their suitability for employment.

The AOFM will make arrangements to establish a security clearance and arrange suitability checks for successful candidates.

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.

We will accommodate requests for reasonable adjustment for people with disabilities to assist in the application and interview process. **Notes**

About the Australian Office of Financial Management

The Australian Office of Financial Management (AOFM) is small specialised agency that plays a central role in the Australian financial markets. AOFM manages for Australia a portfolio of sovereign debt (as at 2023 some \$900 billion+) and a variety of financial assets (including the Structured Finance Support Fund and the Australian Business Securitisation Fund). AOFM ensures that the government's expenditure obligations are able to be met at all times. AOFM staff ensure that budget financing needs are delivered cost effectively without undue risk. The AOFM operates within global financial markets in order to effectively achieve AOFM's financing and portfolio management responsibilities.

To Apply

Position Contact	Simeon Jasper, 02 6263 1111
Agency Recruitment Site	https://www.aofm.gov.au/about/careers/current-opportunities

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Treasury

Vacancy VN-0739681

Australian Office of Financial Management

Closing Date:Sunday 21 April 2024

Settlements

Job Title	Market Operations Analyst
Job Type	Full-Time, Ongoing
Location	Parkes ACT
Salary	\$88,746 - \$110,933
Classification	APS Level 5
Position Number	A0145
Agency Website	https://www.aofm.gov.au/

Job Description

<https://www.aofm.gov.au/about/careers/current-opportunities>

Salary: \$88,746 - \$110,933 per annum plus 15.4% superannuation.

As a member of the Market Operations Unit, you will gain experience in wholesale financial markets involving aspects of sovereign debt management, securitised products, risk management and portfolio operations.

The Market Operations Unit operates as part of the Operations Group and is responsible for completing the settlement and management of obligations for Australian Government Securities (AGS) and securitised products. In addition, the Market Operations Unit administers the wholesale and retail registries for the Commonwealth's debt securities and manages the financial arrangements associated with specific Commonwealth-State agreements.

Work in this Unit is mission-critical to the government financing task. Daily operations require working to strict deadlines to effect security transactions (for example exchange of cash for bonds for AOFM's market transactions, meeting AGS interest and maturity payment obligations, and processing the securitisation portfolio transactions). Responsibilities will include associated recording, reporting and reconciliation of these transactions. The Market Operations Analyst will liaise with counterparties to ensure financial obligations are met accurately and on time.

The incumbent is expected to work with the various industry systems in both wholesale and retail elements of the business, including the Clearing and Settlement System (Austraclear) and the Treasury system. They will also interact with key external contacts at counterparties, the Reserve Bank of Australia, the Australia Securities Exchange, and the Registrar. The Market Operations Analyst will contribute to the overall work of the team directly and through process improvement.

Duties

Key Activities:

It is important to the success of the Market Operations Unit that staff are flexible and responsive with respect to task execution. Tasks will vary depending on Unit priorities but may include:

- settlement of security transactions and corporate actions;
- analysis of transactional information;
- analysis of registry data;
- liaising with service providers and responding to customer enquiries;
- using Excel, database, Power BI and other software products to record, review, analyse or reconcile financial transactions;
- project work linked to Unit operations;
- involvement in system improvements;
- contributing to team focused culture; and
- other duties as directed.

Behavioural attributes:

The following behavioural attributes apply:

- Oral communication skills;
- Written communication skills;
- Judgment and problem solving;
- Leadership and initiative;
- Output management;
- Relationship management;
- Self-development; and
- Interest in development of others.

Qualifications:

Degree qualification in commerce, finance, banking, or a related discipline from a recognised tertiary institution would be well regarded. **Eligibility**

Experience:

Experience in a financial markets or treasury function with an exposure to a settlements or operations field is desirable.

- Citizenship – applicants must be an Australian Citizen.
- Security Clearance – positions at AOFM require a Baseline security clearance.
- Other checks – successful applicants are required to undergo a mandatory Australian Federal Police Check and other checks to confirm their suitability for employment.

The AOFM will make arrangements to establish a security clearance and arrange suitability checks for successful candidates.

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To Apply

Position Contact	Samantha Rowe, 02 6263 1111
Agency Recruitment Site	https://www.aofm.gov.au/about/careers/current-opportunities

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Employment and Workplace Relations

Vacancy VN-0740335

Department of Employment and Workplace Relations
(DEWR)

Closing Date:Monday 29 April 2024

Technology and Services Division
Infrastructure, Platforms and Projects Branch Technology Platforms

Job Title	Infrastructure and Platforms Technical Expert (Multiple)
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	\$120,636 - \$133,328
Classification	Executive Level 1
Position Number	24/0766
Agency Website	https://www.dewr.gov.au/

Job Description

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

The Branch

The Infrastructure and Platforms Branch is responsible for supporting and maintaining the infrastructure underpinning the Department of Employment and Workplace relations as well as several external agencies. With a wide range of responsibilities across several technologies (Including a significant cloud offering across both Azure and AWS, Windows and Linux servers, and hardware maintenance) we are a diverse group with many specialised skillsets, all working to ensure that our stakeholders have stable and cyber-compliant infrastructure and platforms on which to build services for the Australian public.

Duties

The Roles (Multiple)

Senior Architect

The Technology Architecture Team designs and manages the technology infrastructure and solutions that allow the Technology Service Division to achieve its operational goals.

The senior architect will help to ensure that the technology solutions and services are secure, high-quality, reliable, and scalable, and that they fit the business needs of the customers.

The senior architect will work with the division's stakeholders to understand their requirements and create technology solutions that meet business needs.

Responsibilities of the EL1 may include:

- Working closely with information technology and development teams within the department to ensure proposed solutions are fit for purpose and meet security requirements.
- Input into and review any design or architectural components including contributing to decision papers.

Senior Cloud Engineer

Reporting to the Hosting Team lead, the Senior Cloud Engineer is responsible for maintaining the majority of the departments virtual servers in both internal and external environments.

- Responsibilities of the EL1 may include:
 - Maintaining AWS and VMWare based cloud servers.
 - Troubleshooting failures
 - Applying patches and upgrades
 - Identifying opportunities for optimisation

Senior Network Engineer

The Network Team, Technology Operations within the Department of Employment and Workplace Relations are seeking to engage a highly motivated and enthusiastic Network Engineer with demonstrated experience in a broad range of networking technologies such as Cisco, F5 and FortiGate.

Responsibilities of the EL1 may include:

- Troubleshooting and managing various network devices and services such as switches, routers, firewall and in particular F5 Load Balancers/application delivery.
- Performing a broad range of activities associated with the management and support of network services across the departments Datacentre, LAN, WAN and Wireless networks.

Windows Server Engineer

The integral role of the Platform Services Team is to support and maintain the windows server platform, by means of adopting guidelines provided by Australian Cyber Security Centre (ACSC)

implementing the Information Security Manual (ISM) produces and controls. The systems utilised to achieve this, but not limited to are: Active Directory, DNS, Server Group Policy, Microsoft Endpoint Configuration Manager (MECM), F5 and Server Platform Standardisation.

Responsibilities of the EL1 may include:

- Mitigate vulnerabilities and exploits raised via Tenable reports.
- Supporting the MECM infrastructure and associated third party applications utilised to administer the patching of server applications.

Senior Financial Operations Officer

The NPP Projects – Azure Services team, Infrastructure and Platforms Branch of the Department of Employment and Workplace Relations (DEWR) is seeking a Cloudability specialist to provide Apptio Cloudability solutions to optimise cloud resources for cost and quality.

This Executive level role will be required to optimise IT budgeting, forecasting, and financial analysis to assist with cost savings for the department to enable IT, Finance and Business teams to work together to optimise cloud resources to improve application quality and reduce development and ongoing support costs to the department.

Responsibilities of the EL1 may include:

- Providing advice on FinOps and how it can be applied to improve Cloud cost management in Azure and AWS environments
- Providing advice on the use of the Cloudability application including ingestion of data, development of dashboards and report analysis

Eligibility

Please note, under section 22(8) of the Public Service Act 1999, employees must be Australian citizens to be employed in the APS unless the Agency delegate has agreed, in writing.

This is a designated security assessed position. The successful candidate will have the ability to obtain and maintain a Negative Vetting 1 security clearance.

This selection process may be used to establish a merit pool. The pool might be accessed to fill ongoing and non-ongoing vacancies for similar roles in the Department over the next 18 months.

Notes

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

About the Department of Employment and Workplace Relations (DEWR)

The Department of Employment and Workplace Relations enables access to quality skills, training and employment to support Australians find secure work in fair, productive and safe workplaces – supporting individuals and our nation to prosper. Secure jobs are vital for our nation to prosper—driving future economic growth and providing people with the certainty to achieve their life goals. In the midst of fast-paced, social, economic and global changes, we focus on equipping Australians who are starting, advancing or changing their career with the relevant skills, knowledge and experience to gain or regain employment to achieve their aspirations in life. We work actively to fill skill gaps fundamental to Australia's economic growth by to identify industries with skill shortages and emerging industries fundamental to the prosperity of individuals, businesses, and our nation. We support a world leading vocational education and training sector offering apprenticeships, cadetships, and traineeships to connect people to alternative pathways to employment while helping to address future skill demands such as engineering, nursing, technology and teaching—driving better outcomes through an agile skills sector in tune with market demands. This work leads to local, stable, and secure employment, strengthened by work health and safety, and a safety net and conditions that help to define workplace rights and responsibilities that both employers and employees can have confidence in. Together, we contribute to a safe, secure and responsive employment

sector where workers are assured of continued employment and employers retain a productive, reliable and skilled workforce to achieve long term goals—sustaining the future prosperity of our nation.

To Apply

Position Contact	Liam Wilson, 02 6218 3237
Agency Recruitment Site	https://dese.nga.net.au/?AudienceTypeCode=EXT-DEWR

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Communications and the Arts

Vacancy VN-0740186

Australian Communications and Media Authority

Closing Date:Monday 29 April 2024

Content
Content Safeguards Media and News Diversity Taskforce

Job Title	Policy Officer
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Canberra ACT, Sydney NSW, Melbourne VIC
Salary	\$91,193 - \$102,985
Classification	APS Level 6
Position Number	2552-2024-1
Agency Website	http://www.acma.gov.au

Job Description

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

The ACMA's Content Division has an exciting new Policy Officer role available in our Media and News Diversity Taskforce. The role provides a fantastic opportunity to contribute to the delivery of key aspects of the ACMA's work which focus on contemporary communications and media issues that make a tangible difference to the lives of Australians. This is a high-profile project for the ACMA and staff within the taskforce gain exposure to significant levels of cross-agency collaboration and the opportunity to work directly with senior executives. If you are a talented and enthusiastic policy professional who is looking for a high-profile role which will allow you to use your policy skills to develop advice on complex issues - this role is for you!

Duties

You will be working in a collaborative, questioning and outcomes-focused workplace, within a multidisciplinary team. The role provides a fantastic opportunity to contribute to the delivery of high-profile aspects of the ACMA's work which focus on contemporary communications and media issues that make a tangible difference to the lives of Australians. As an APS6 Policy Officer you will assist with work to analyse, research and monitor information and data to develop advice on complex issues in relation to media diversity. In this role you will:

- use your well-developed analytical and research skills to assess complex data from a range of sources to inform evidence-based advice that contributes to policy development
- use your strong written and verbal communication skills to present that information and analysis in high quality and timely documents to a range of internal and external stakeholders
- manage the collection, use and storage of information associated with the ACMA's responsibilities
- contribute to the planning and management of projects in a timely and effective way and review project performance and identify opportunities for improvement
- use excellent stakeholder engagement skills to liaise with internal and external stakeholders and manage projects collaboratively
- work collaboratively within a multi-disciplinary, geographically diverse environment and operate as an effective team member
- contribute to shaping the culture of the ACMA and its capability for the future.

Eligibility

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

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

Notes

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

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

About the Australian Communications and Media Authority

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

To Apply

Position Contact	Katherine Anstee, (02) 9334 7903
Agency Recruitment Site	https://www.acma.gov.au/careers

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Communications and the Arts

Vacancy VN-0740199

Australian Communications and Media Authority

Closing Date:Monday 29 April 2024

Consumer
Telecommunications Safeguards and Numbers Numbering Policy and
Regulation

Job Title	Regulatory Officer
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Pymont NSW, Melbourne VIC, Belconnen ACT
Salary	\$91,193 - \$102,985
Classification	APS Level 6
Position Number	1705-2024-1
Agency Website	http://www.acma.gov.au

Job Description

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

Telephone numbers play an important part in the social and economic life of Australians. They are increasingly integral to connectivity, identity verification and a range of transactions fundamental to our way of life. They are also critical to the efficient and effective operations of the telecommunications industry, and a competitive telco market.

This is an opportunity to join a multi-disciplinary and collaborative team to work on a mix of regulatory review, compliance and investigations activities.

Duties

The Numbering Policy and Regulation Section manages the supply, allocation, use, and regulation of telephone numbers in Australia. As a Regulatory Officer in the section, you will have the opportunity to work across a range of number related functions including:

- conducting investigations, undertaking compliance and enforcement activities

- undertaking regulatory development and review activities, assessing industry codes for registration, and the numbering regulatory framework remains fit-for-purpose in a changing telecommunications environment.
- assessing applications seeking authorisation to access the Integrated Public Number Database for research purposes.
- providing secretariat support to the ACMA’s Numbering Advisory Committee and helping to administer calculation and collection of the \$60m Annual Numbering Charge.
- liaison with stakeholders and members of the public.
- monitoring contractual and cost recovery arrangements for the Numbering System
- maintaining numbering related content on the ACMA website.

Eligibility

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

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

Notes

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To Apply

Position Contact	Emma Bain, (03) 9963 6929
Agency Recruitment Site	https://www.acma.gov.au/careers

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