



Commonwealth of Australia
APSJobs - Vacancies Daily
PS16 Daily Gazette Tuesday - 16 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

IMPORTANT INFORMATION

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Vacancies

Vacancy VN-0740243

Australian Government Solicitor

Closing Date: Tuesday 30 April 2024

Australian Government Solicitor
Commercial Property

Job Title	Lawyer and Senior Lawyer
Job Type	Full-Time, Ongoing
Location	Perth WA, Sydney NSW, Canberra ACT, Melbourne VIC, Adelaide SA, Brisbane QLD
Salary	-
Classification	APS Level 6; Executive Level 1
Position Number	TBC
Agency Website	

Job Description

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

Duties

Lawyers and Senior Lawyers – Property

- Lawyers – APS Level 6 (Associate equivalent)
- Senior Lawyers – Executive Level 1 (Senior Associate equivalent)
- Opportunities in our Canberra, Sydney, Melbourne, Adelaide, Perth and Brisbane offices
- Flexible working arrangements available

Permanent roles exist for property lawyers with expertise and experience in leasing, conveyancing and general property matters.

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.

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 roles

Our commercial lawyers provide specialist commercial legal advice to agencies across the Commonwealth. We act as lead legal adviser for our clients on many of the Australian Government's largest projects and commercial transactions. Our work is diverse, and includes advising on policies and programs that are of national importance, such as:

- some of Australia's largest infrastructure projects
- complex contracting arrangements, including the acquisition of goods and services to support Australia's national security and defence forces
- advice to government at the highest levels; and
- management of significant property portfolios.

This is an exciting opportunity for commercial lawyers wanting to build the next phase of their legal career in one or more of the practice areas above in the Commonwealth context. AGS's Commercial practice has over 75 lawyers around Australia. Our employment offering is distinct from private law firm roles, corporate in-house roles and other government legal roles. It offers a unique hybrid culture of market leading legal expertise, dedicated client service, affinity with our clients, involvement in matters of national significance and the opportunity for public service, as well as a culture that embraces diversity and inclusion.

In these roles you will:

- contribute to the Commonwealth's most important, high profile and complex national transactions, programs and reforms
- be part of a supportive, collegiate and high performing national legal practice
- provide a high standard of client service and maintain strong client relationships; and
- work as one of the Australian Government's most trusted legal advisors.

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

About you

We are particularly interested in candidates with 3 or more years' experience in one or more of:

- leasing
- conveyancing; and
- general property matters.

The successful candidates will ideally have:

- a minimum of 3 years' PQE for APS Level 6 and 5 years' PQE for Executive Level 1 roles
- excellent technical legal skills and strong academic results
- the ability to initiate, build and maintain strong client relationships including ability to manage multiple clients and deadlines
- the ability to work under pressure, excellent interpersonal skills and the ability to persuade
- have the opportunity to support community interests through pro bono work. For more information about our pro bono work, refer to our [website](#).

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 lawyers commercially competitive remuneration packages, including 15.4% superannuation.

With open door access to some of Australia’s most respected lawyers, we are a developer of talent and critical thinking and you will partner with our clients to deliver creative solutions to current and emerging legal issues of national importance.

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 (including paid Christmas shutdown) 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 1-2 page cover letter along with a copy of your CV and academic transcripts.

Applications close at 5:00pm (AEST) on Tuesday, 30 April 2024.

Further enquiries

Further information can be obtained by contacting Kim Da Pozzo, HR Business Partner, Commercial on 02 6253 7272.

Eligibility

You must be an Australian Citizen and be willing to for these roles to obtain and maintain a security clearance at the appropriate level.

Notes

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

About the 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	Kim Da Pozzo, 02 6253 7272
Agency Recruitment Site	http://www.ags.gov.au/employment/current-vacancies.html

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

- that the names of successful applicants will also be notified in all formats of the electronic Public Service Gazette
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Vacancy VN-0740258

Australian Government Solicitor

Closing Date: Tuesday 30 April 2024

Australian Government Solicitor
Commercial

Job Title	Lawyer and Senior Lawyer
Job Type	Full-Time, Ongoing
Location	Melbourne VIC, Canberra ACT, Adelaide SA, Brisbane QLD, Sydney NSW, Perth WA
Salary	-
Classification	APS Level 6; Executive Level 1
Position Number	TBC
Agency Website	

Job Description

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

Duties

Lawyers and Senior Lawyers – Commercial

- Lawyers – APS Level 6 (Associate equivalent)
- Senior Lawyers – Executive Level 1 (Senior Associate equivalent)
- Opportunities in our Canberra, Sydney, Melbourne, Adelaide, Perth and Brisbane offices
- Flexible working arrangements available

Permanent roles exist for experienced commercial lawyers with expertise and experience in technology/ICT, complex procurement and contracting or corporate advisory to join AGS's national Commercial group.

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.

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About the roles

Our commercial lawyers provide specialist commercial legal advice to agencies across the Commonwealth. We act as lead legal adviser for our clients on many of the Australian Government's largest projects and commercial transactions. Our work is diverse, and includes advising on policies and programs that are of national importance, such as:

- some of Australia's largest infrastructure projects
- cutting edge technology, ICT and IP projects
- complex contracting arrangements, including the acquisition of goods and services to support Australia's national security and defence forces; and
- integrity, legal process and probity advice to government at the highest levels.

In addition, AGS Commercial lawyers have the opportunity to work on matters and projects for a range of organisations as part of AGS's pro bono program.

This is an exciting opportunity for commercial lawyers wanting to build the next phase of their legal career in one or more of the practice areas above in the Commonwealth context. AGS's Commercial practice has over 70 lawyers around Australia. Our employment offering is distinct from private law firm roles, corporate in-house roles and other government legal roles. It offers a unique hybrid culture of market leading legal expertise, dedicated client service, affinity with our clients, involvement in matters of national significance and the opportunity for public service, as well as a culture that embraces diversity and inclusion.

In these roles you will:

- contribute to the Commonwealth's most important, high profile and complex national transactions, programs and reforms
- be part of a supportive, collegiate and high performing national legal practice
- provide a high standard of client service and maintain strong client relationships; and
- work as one of the Australian Government's most trusted legal advisors.

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

About you

We are particularly interested in candidates with 3 or more years' experience in one or more of:

- ICT/IP law
- government contracting or
- probity and integrity advice.

Applicants with general commercial or corporate advisory experience are encouraged to apply.

The successful candidates will ideally have:

- a minimum of 3 years' PQE for APS Level 6 and 5 years' PQE for Executive Level 1 roles
- excellent technical legal skills and strong academic results
- the ability to initiate, build and maintain strong client relationships including ability to manage multiple clients and deadlines

- the ability to work under pressure, excellent interpersonal skills and the ability to persuade
- have the opportunity to support community interests through pro bono work. For more information about our pro bono work, refer to our website.

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 lawyers commercially competitive remuneration packages, including 15.4% superannuation.

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Eligibility

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Agency Recruitment Site	http://www.ags.gov.au/employment/current-vacancies.html

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Vacancy VN-0740355

Australian Security Intelligence Organisation

Closing Date:Monday 29 April 2024

Job Title	Executive Assistant
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	\$89,967 - \$112,037
Classification	APS Level 5;APS Level 6
Position Number	VAN01420232024
Agency Website	www.asio.gov.au

Job Description

www.asio.gov.au/careers

The Organisation

The Australian Security Intelligence Organisation (ASIO) protects Australia and Australians from threats to their security. In a complex, challenging and changing security environment, our success is built on the imagination and intelligence of our team. ASIO's people are ordinary Australians but they do extraordinary things – they are our most important asset. To be successful in our mission, we need talented people who are highly capable, dedicated, adaptable and resilient. We seek to reflect the diversity of the community we protect. ASIO is committed to fostering a diverse and inclusive environment, where all staff are valued and respected. We welcome applications from all eligible candidates, irrespective of gender, sexual orientation, ethnicity, religious affiliation, age or disability. Aboriginal and Torres Strait Islander Peoples are encouraged to apply. We are secretive about what we do, not what we value.

The opportunity

ASIO is currently seeking to fill various Executive Assistant positions at the AE5 (APS5) and AE6 (APS6) level.

These roles involve working closely with all functional areas across ASIO's enterprise as well as Australian government partner agencies to ensure timely and accurate advice can be provided relating to Australia's national security. As an Executive Assistant in ASIO, you will work in a high-tempo environment and contribute directly to mission outcomes, with exposure to a variety of ASIO work and activities. You will work closely with other Executive Assistants, and be part of a supportive network.

Duties

Role responsibilities

- AE5 Executive Assistants:
- Provide comprehensive administrative and executive support to senior officers.
 - Liaise effectively with a range of internal and external stakeholders, exercising judgement and professionalism to build productive working relationships.

- Manage and coordinate calendars and work schedules, providing logistical support including travel arrangements and senior level liaison commitments.
- Prioritise, triage and coordinate responses to tasks in accordance with expectations.
- Respond to incoming and outgoing communications.
- Prepare, collate and manage the timely distribution of meeting papers, meeting minutes, reports and briefs.
- Work collaboratively with the broader Senior Leadership team and other executive assistants.

In addition to the above, AE6 Executive Assistants:

- Prioritise and oversee the completion of tasks, undertaking analysis and thinking strategically to achieve outcomes in line with ASIO's mission.
- Streamline senior executive workflow and develop support processes to enhance efficiency.
- Undertake research and analysis, as directed.

What you will bring

We invite applications from people with the following attributes:

- Excellent administration and organisational skills with attention to detail, thoroughness and consistency.
- Strong communication skills, both verbal and written.
- Ability to develop and maintain effective working relationships with both internal and external stakeholders.
- Ability to coordinate tasks effectively, multi-task and manage competing priorities.
- An exceptional level of professionalism, initiative and the ability to self-direct.
- Be highly organised, motivated, responsive and resilient.
- Deliver outcomes consistent with the Organisation's practices and values.
- Be confident meeting timeframes and managing your own workload.
- Demonstrate a can-do attitude plus the initiative and discretion to manage the role effectively.

In addition to the above, as an AE6 Executive Assistant you must have a proven ability to provide high level support to senior executives.

Eligibility

Eligibility

To be eligible for the role, you must be:

- An Australian citizen.
- Assessed as suitable to hold and maintain a Positive Vetting security clearance at the highest level.

ASIO is committed to fostering a diverse and inclusive environment, where all staff are valued and respected. We welcome and value applications from all eligible candidates, irrespective of gender, sexual orientation, ethnicity, religious affiliation, age or disability. Aboriginal and Torres Strait Islander peoples are encouraged to apply.

Reasonable adjustments

Please advise us if you require any additional assistance in order to fully participate in the recruitment process or the workplace.

Notes

What we offer you

ASIO provides a number of benefits to its staff including:

- A competitive salary, including a 7.5 per cent allowance for maintaining a Positive Vetting security clearance.
- Employer superannuation contributions of 15.4 per cent.
- A variety of leave options, in addition to the standard 4 weeks annual leave to ensure your work-life balance.
- Flexible working hours/arrangements to assist you to maintain your work-life balance (please note: due to our unique working environment, work from home options may not be available).
- Study assistance, including financial support and study leave for tertiary education.
- Access to 7 staff-led diversity and inclusion networks.
- Mentoring opportunities.
- Access to an Employee Assistance Program (EAP).

Location

These positions are located in Canberra, ACT. Relocation assistance is provided to successful candidates where ASIO requires you to relocate.

How to apply

Click on 'Apply online' to commence your application. Your application must be complete and include the following:

- A written pitch of up to 500 words using examples to demonstrate how your skills and experience meet the requirements.
- An up-to-date CV, no more than two pages in length.

All employment decisions and selection processes at ASIO are based on merit principles and candidates must be prepared to undergo various selection stages.

ASIO holds all employment applications in the strictest of confidence. It is essential that you do the same. Please do not discuss your application with others as doing so may adversely affect your potential employment.

Closing date and time

Monday 29 April 2024 at 5:00pm AEST

No extensions will be granted and late applications will not be accepted.

The Recruitment Selection Process – what to expect

We thank all applicants for their interest in applying for the Executive Assistant roles. Please be advised that our selection process is rigorous and extensive.

All employment decisions and selection processes at ASIO are based on merit principles and candidates must be prepared to undergo various selection stages. The stages themselves may include application assessment, eligibility checks, online testing, skills-based assessment and panel discussion.

ASIO is committed to fostering a diverse and inclusive environment for candidates to participate within all stages of the selection process. These opportunities may include reasonable adjustment to assessment methodologies to enable full participation. Please let us know if you require any additional assistance or reasonable adjustments during any stage of the recruitment process in order to fully participate in the recruitment process or the workplace.

We ask all applicants for their patience throughout the process.

A merit pool may be created to fill future vacancies which has the same or similar requirements as these positions. This merit pool will be valid for up to 18 months.

The Recruitment Selection Process – Timeframes

Candidates can expect the following timeframes, as a guide only, for the recruitment selection process:

- Positions advertised and applications received in April 2024.
- Online testing will likely commence early in May 2024.
- Assessment Centres and/or Interviews will likely run in June to July 2024.

Employment conditions

Employment is under the ASIO Act 1979. Conditions of service are similar to those applying in the Australian Public Service. We recognise entitlements accrued under the Public Service Act 1999 and provide for continuation of superannuation under the Commonwealth schemes.

Salary packaging arrangements are also available.

Enquiries

If you require further information after reading the selection documentation, please contact ASIO Recruitment at careers@asio.gov.au or phone 02 6257 4916.

We thank all applicants for their interest in applying. In accordance with ASIO policy, we will notify unsuccessful candidates but will not provide feedback on any aspect of the selection process.

More information

For more information about ASIO, please visit: www.asio.gov.au

About the Australian Security Intelligence Organisation

To Apply

Position Contact	ASIO Recruitment, 02 6257 4916
Agency Recruitment Site	www.asio.gov.au/careers

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Vacancy VN-0740358

Australian Security Intelligence Organisation

Closing Date:Monday 13 May 2024

Job Title	General Support Officer / Branch Executive Assistant
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	\$72,509 - \$87,967
Classification	APS Level 3;APS Level 4
Position Number	VAN03320232024
Agency Website	www.asio.gov.au

Job Description

www.asio.gov.au/careers

The Organisation

The Australian Security Intelligence Organisation (ASIO) protects Australia and Australians from threats to their security. In a complex, challenging and changing security environment, our success is built on the imagination and intelligence of our team. ASIO's people are ordinary Australians but they do extraordinary things – they are our most important asset. To be successful in our mission, we need talented people who are highly capable, dedicated, adaptable and resilient. We seek to reflect the diversity of the community we protect. ASIO is committed to fostering a diverse and inclusive environment, where all staff are valued and respected. We welcome applications from all eligible candidates, irrespective of gender, sexual orientation, ethnicity, religious affiliation, age or disability. Aboriginal and Torres Strait Islander Peoples are encouraged to apply. We are secretive about what we do, not what we value.

The opportunity

ASIO is seeking to fill various General Support Officer and Branch Executive Assistant positions at the AE3 (APS3) and AE4 (APS4) level. You will be working in a pivotal role within the organisation, where you will use your strong administrative and organisational skills on a daily basis. You will provide direct support to executive officers and be a key conduit to business areas across ASIO. These roles involve working closely with all functional areas across ASIO, as well as Australian government partner agencies to ensure timely and accurate advice can be provided relating to Australia's national security.

As a General Support Officer in ASIO, you will work in various teams across the organisation to provide administrative assistance and executive support. You may be able to rotate through different teams within your branch which will provide you with further development opportunities.

As a Branch Executive Assistant in ASIO, you will provide direct support to senior officers, working in a high-tempo environment with exposure to a variety of important ASIO work and activities. You will work closely with other Executive Assistants, and be part of a supportive network.

Duties

Role responsibilities

AE3 General Support Officers:

- Provide basic administrative assistance to executive support teams and other areas within the branch.
- Rotate through different teams within the branch to provide administrative assistance as requirements change.
- Develop a thorough understanding of ASIO processes and procedures and implement these within your work.
- Undertake tasking such as record management, collating material, printing, and preparing briefing material.

AE4 Branch Executive Assistants:

- Provide administrative support to senior officers and the branch more broadly.
- Diary management including providing logistical support including room bookings, meeting invites and travel arrangements.
- Printing and collating meeting papers, meeting minutes, reports and briefs.
- Work closely and collaboratively with other executive assistants, and senior leadership more broadly.
- Monitor, track and prioritise responses to incoming and outgoing communications.

What you will bring

As an AE3 General Support Officer you will:

- Have well-developed attention to detail.
- Be committed to building a supportive and collegiate work environment.
- Be highly organised, motivated, responsive and resilient.
- Be able to make sound judgements and exercise discretion.
- Be interested in developing new skills and capabilities within a dynamic environment.
- Demonstrate a can-do attitude plus the initiative to manage the role effectively.

As an AE4 Executive Assistant you will:

- Demonstrate a strong client focus.
- Have highly developed interpersonal and communication skills.
- Demonstrate the ability to work effectively in, and across, teams.
- Have a well-developed attention to detail.
- Demonstrate the ability to make sound judgements, under supervision, on time-sensitive issues.
- Learn and build proficiency across different IT systems and software platforms.
- Deliver outcomes consistent with the Organisation's practices and values.
- Be confident meeting timeframes and managing your own workload.
- Demonstrate a can-do attitude plus the initiative and discretion to manage the role effectively.

Eligibility

Eligibility

To be eligible for the role, you must be:

- An Australian citizen.
- Be assessed as suitable to hold and maintain a Positive Vetting security clearance.

ASIO is committed to fostering a diverse and inclusive environment, where all staff are valued and respected. We welcome and value applications from all eligible candidates, irrespective of gender, sexual orientation, ethnicity, religious affiliation, age or disability. Aboriginal and Torres Strait Islander peoples are encouraged to apply.

Reasonable adjustments

Please advise us if you require any additional assistance in order to fully participate in the recruitment process or the workplace.

Notes

What we offer you

ASIO provides a number of benefits to its staff including:

- A competitive salary, including a 7.5 per cent allowance for maintaining a Positive Vetting security clearance.
- Employer superannuation contributions of 15.4 per cent.
- A variety of leave options, in addition to the standard 4 weeks annual leave to ensure your work-life balance.

- Flexible working hours/arrangements to assist you to maintain your work-life balance (please note: due to our unique working environment, work from home options may not be available).
- Study assistance, including financial support and study leave for tertiary education.
- Access to 7 staff-led diversity and inclusion networks.
- Mentoring opportunities.
- Access to an Employee Assistance Program (EAP).

Location

These positions are located in Canberra ACT and applicants must be willing to relocate. Relocation assistance is provided to successful candidates where ASIO requires you to relocate.

How to apply

Click on 'Apply online' to commence your application. Your application must be complete and include the following:

- A written pitch of up to 500 words using examples to demonstrate how your skills and experience meet the requirements.
- An up-to-date CV, no more than two pages in length.

Closing date and time

Monday 13 May 2024 at 5.00pm AEST.

No extensions will be granted and late applications will not be accepted.

The Recruitment Selection Process – what to expect

We thank all applicants for their interest in applying for the General Support Officer and Branch Executive Assistant roles. Please be advised that our selection process is rigorous and extensive.

All employment decisions and selection processes at ASIO are based on merit principles and candidates must be prepared to undergo various selection stages. The stages themselves may include; application submission, eligibility checks, online testing, skills-based assessment and panel discussion.

ASIO is committed to fostering a diverse and inclusive environment for candidates to participate within all stages of the selection process. These opportunities may include reasonable adjustment to assessment methodologies to enable full participation.

ASIO holds all employment applications in the strictest of confidence. It is essential that you do the same. Please do not discuss your application with others as doing so may adversely affect your potential employment.

We ask all applicants for their patience throughout the process. Once complete, we will notify unsuccessful candidates but will not provide feedback on any aspect of the selection process.

A merit pool may be created to fill future vacancies which has the same or similar requirements as these positions. This merit pool will valid for up to 18 months.

The Recruitment Selection Process – Timeframes

Candidates can expect the following timeframes, as a guide only, for the recruitment selection process:

- Positions advertised and applications received from April to May 2024.
- Online testing will likely commence early in June 2024.
- Assessment Centres and/or Interviews will likely run in July to August 2024.

Employment conditions

Employment is under the Australian Security Intelligence Organisation Act 1979. Conditions of service are similar to those applying in the Australian Public Service. We recognise entitlements accrued under the Public Service Act 1999 and provide for continuation of superannuation under the Commonwealth schemes. Salary packaging arrangements are also available.

Enquiries

If you require further information after reading the selection documentation, please contact ASIO Recruitment at careers@asio.gov.au or phone 02 6257 4916.

We thank all applicants for their interest in applying. In accordance with ASIO policy, we will notify unsuccessful candidates but will not provide feedback on any aspect of the selection process.

More information

For more information about ASIO, please visit: www.asio.gov.au.

About the Australian Security Intelligence Organisation

To Apply

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Agency Recruitment Site	www.asio.gov.au/careers

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Vacancy VN-0740374

Department of Finance

Closing Date:Tuesday 30 April 2024

Corporate Strategy and Operations
Business Services and Support Branch

Job Title	Facilities and Concierge Services
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	\$76,972 - \$87,851
Classification	APS Level 4
Position Number	2024/097
Agency Website	www.finance.gov.au

Job Description

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

ABOUT THE SECTION

The Facilities & Office Services section supports the Branch and Finance leaders in planning, acquiring and delivering property and office services to meet the needs of Finance. It does this through lease management, maintenance, fit-outs, accommodation management (divisional seating allocation), environmental performance reporting, procurement and contract management, mail and courier services, secure waste management, vehicle leasing, parking permits, concierge services, office supplies, emergency management co-ordination, business continuity planning co-ordination and travel services. We partner with business to deliver a broad spectrum of services for the operational and strategic management of the building environment and office services. We strive

to ensure the health, wellbeing and productivity of the Finance workforce through the provision of property and office services.

Our key priority is the provision of flexible, fit for purpose, safe and compliant property assets and supporting office services to the department to enable business areas to achieve their strategic priorities and operational objectives.

Duties

THE OPPORTUNITY

APS4 Facilities and Concierge Officer

The APS4 Facilities and Concierge Office is responsible for;

- Analysing and managing bookings requests for corporate conference rooms including, scheduling, calendar administration, shared mailbox administration and capturing utilisation data.
- Liaising with stakeholders across Finance to ensure that their requirements, as detailed in the Conference Room booking request, are able to be satisfied and working with them to ensure a satisfactory outcome when they are not.
- Assisting with management of the setup/pack downs for the corporate conference facilities and special events. This involves a large degree of manual handling and moving of furniture on a regular basis.
- Analysing, monitoring and managing jobs in the automated job submission portal (ASM).
- Assisting Office Services team with Carpark Inbox management and other areas of responsibility as required.
- Undertaking regular building maintenance checks and maintaining building maintenance logs and draft reports for senior management including periodic block and stack reviews.
- Working with external contractors to ensure they have the correct information and complete all requests to a high standard.
- Developing and maintaining strong working relationships with a range of stakeholders to deliver business objectives.
- Providing quality support for departmental stakeholders and staff.

DETAILED VACANCY INFORMATION

For detailed information about this role, including the job specific capabilities, please refer to the downloadable vacancy pack, which can be accessed by clicking the hyperlink at the bottom of this page. **Eligibility**

- Under section 22(8) of the *Public Service Act 1999*, employees must be Australian citizens to be employed in the Australian Public Service (APS) unless the Agency Head has agreed otherwise, in writing.
- 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 in the downloadable job pack. All Finance staff are required to have a minimum baseline security clearance prior to commencement.

Notes

This recruitment process is being used to fill current and future vacancies. A merit pool of suitable applicants may be created which may be used to fill future vacancies should they become available over the next 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 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	John Hillier, (02) 6215 1559
Agency Recruitment Site	https://financejobs.nga.net.au/cp/

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Vacancy VN-0740418

Department of Finance

Closing Date:Sunday 05 May 2024

Governance and Grants
Grants Policy

Job Title	Grants Policy / Project Officer Positions
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Canberra ACT
Salary	-
Classification	APS Level 5;APS Level 6
Position Number	2024/092
Agency Website	www.finance.gov.au

Job Description

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

ABOUT THE BRANCH

The Grants Policy Branch is responsible for developing and implementing whole-of-government policy advice on the Commonwealth Grants Rules and Guidelines (CGRGs) and has policy oversight of Commonwealth grants administration arrangements. The Branch coordinates the review and release requests for Grant Opportunity Guidelines and provides timely assistance and advice to Government, entities, and other stakeholders to assist them to meet their obligations under the policies and frameworks.

Duties

THE OPPORTUNITY

We're looking for team members who want to work in a dynamic area to achieve grant policy and project policy outcomes through engaging with entities across the Commonwealth.

Grants Policy / Project Officer

The Grants Policy / Project Officer is responsible for managing oversight of grants administration and policy support to entities and grants hubs, and assisting the team broadly with day-to-day delivery of project tasks. In a fast-paced environment, the successful candidate will have an ability to manage competing priorities whilst working independently or as a part of a broader team. The duties will include, but are not limited to:

- Review and coordination of grants hub deferral and exemptions requests, including liaising with relevant stakeholders and providing input to draft responses as required.
- Communications management, providing sound grants administration and grants policy advice to granting entities and relevant stakeholders.
- Coordination of meetings to support governance arrangements, granting entity engagements, and other relevant stakeholder and section engagements as required.
- Assisting in the review and input to New Policy Proposals, providing grants administration and grants policy commentary where applicable.
- Desktop research and information gathering, along with information consolidation to support governance, assurance, stakeholder engagement and change management as required.
- Drafting and developing relevant project materials, including user survey coordination, as appropriate.

Represent Finance and Grants Policy on grant matters and appropriate forums.

DETAILED VACANCY INFORMATION

For detailed information about this role, including the job specific capabilities, please refer to the downloadable vacancy pack, which can be accessed by clicking the hyperlink at the bottom of this page. **Eligibility**

- Under section 22(8) of the *Public Service Act 1999*, employees must be Australian citizens to be employed in the Australian Public Service (APS) unless the Agency Head has agreed otherwise, in writing.
- 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 in the downloadable job pack. All Finance staff are required to have a minimum baseline security clearance prior to commencement.

Notes

This recruitment process is being used to fill current and future vacancies. A merit pool of suitable applicants may be created which may be used to fill future vacancies should they become available over the next 18 months.

This role is being advertised as both ongoing and non-ongoing. Roles may be offered as either ongoing or non-ongoing 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. Specified term vacancies may be extended up to a maximum period of 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 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	Laura Granger, (02) 6215 1338
Agency Recruitment Site	https://financejobs.nga.net.au/cp/

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Vacancy VN-0740419

Department of Finance

Closing Date:Sunday 05 May 2024

Governance and Grants
Grants Policy

Job Title	Assistant Director, Grants Policy / Project Positions
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Canberra ACT
Salary	\$122,240 - \$148,030
Classification	Executive Level 1
Position Number	2024/093
Agency Website	www.finance.gov.au

Job Description

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

ABOUT THE BRANCH

The Grants Policy Branch is responsible for developing and implementing whole-of-government policy advice on the Commonwealth Grants Rules and Guidelines (CGRGs) and has policy oversight of Commonwealth grants administration arrangements. The Branch coordinates the review and release requests for Grant Opportunity Guidelines and provides timely assistance and advice to Government, entities, and other stakeholders to assist them to meet their obligations under the policies and frameworks.

Duties

THE OPPORTUNITY

We're looking for team members who want to work in a dynamic area to achieve grant policy and project policy outcomes through engaging with entities across the Commonwealth.

Assistant Director, Grants Policy and Projects

Dependent on the specified role, the Assistant Director, Grants Policy and Grants Projects may be responsible for the development and delivery of tasks associated to policy, project development and implementation strategies, governance and assurance, contract and procurement activities, and stakeholder engagements. Responsibilities may include, but are not limited to:

- Assessing policy requirements and ensuring policy alignment between grant reform works, second pass business case development, and the granting environment.
- Development and proposal of project plans and strategies associated to governance, assurance, project implementation, project transition, risk, communication, ICT implementation and integration, procurement and contract management, and APS capability uplift.
- Data analysis and reporting to identify and support entity, user and stakeholder needs.
- Develop and propose policy and legislative changes to support grant project works and deliver strategic short and long term benefits.
- Draft, review and coordinate key written materials relevant to policy and project delivery.
- Manage and coordinate staff and specialist contractors to deliver project activities where required.
- Lead and manage ongoing stakeholder engagements, including information gathering and analysis.

DETAILED VACANCY INFORMATION

For detailed information about this role, including the job specific capabilities, please refer to the downloadable vacancy pack, which can be accessed by clicking the hyperlink at the bottom of this page. **Eligibility**

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

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To Apply

Position Contact	Roxy Dovers, (02) 6215 2728
Agency Recruitment Site	https://financejobs.nga.net.au/cp/

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Department of Home Affairs

Closing Date:Tuesday 30 April 2024

Cyber & Infra Security Centre
Auscheck AusCheck Service Engagement/Issuing Body Transition

Job Title	Senior Communications Officer
Job Type	Full-Time, Ongoing
Location	Various locations - SA SA, Various locations - ACT ACT, Various locations - NSW NSW, Various locations - QLD QLD, Various locations - VIC VIC, Various locations - WA WA
Salary	\$90,199 - \$103,770
Classification	APS Level 6
Position Number	132044
Agency Website	www.homeaffairs.gov.au

Job Description

<https://jobs.homeaffairs.gov.au/job-invite/132044/>

About our team

Cyber & Infrastructure Security | Cyber & Infra Security Centre | Auscheck | AusCheck Service Engagement/Issuing Body Transition

The Cyber and Infrastructure Security Centre (CISC) delivers a best practice, industry-focused, active and engaged regulatory and partnership function that works with industry to ensure Australia's critical infrastructure protection.

AusCheck Branch, within the CISC, supports the Centre's mission to create a safer Australia by protecting critical infrastructure from malicious-insider threats such as cyber-attacks, terrorism and organised crime. AusCheck provides Trusted Insider Checks, commonly referred to as background checking services for security-sensitive critical infrastructure sectors in Australia.

AusCheck ensures the identity of people and coordinates their criminal and national security background checks, to determine their eligibility for unsupervised access to secure areas of infrastructure and supply chains in the aviation and maritime, Security Sensitive Biological Agents (SSBAs, under the National Health Scheme), Major National Events (MNE) and Critical Infrastructure sectors.

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

Our ideal candidate

- Ability to manage and prioritise multiple tasks with competing deadlines.
- Ability to provide concise advice on complex issues.
- High-level stakeholder engagement skills, including the ability to work with staff of all levels.
- Strong writing and communication skills.
- Technical proficiency in the relevant field.

Duties

- As a manager, be accountable for the setting of priorities, developing people, managing change and influencing behaviours that lead to a supportive culture that respects the perspectives, talents and value of each individual.

- Manage a professional and high performing team consisting of staff and contractors in the relevant field and in a complex and dynamic work environment.
- Provide communication and media subject matter expertise to internal and external stakeholders.
- Support the AusCheck Executive in the delivery of Government priorities and Branch communication programs and contribute to strategic thinking and planning.
- Undertake research and analysis of policy and programs to determine appropriate forms of communication strategies/mediums.

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.

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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	AusCheck Resourcing Team, 1300 793 883
Agency Recruitment Site	https://jobs.homeaffairs.gov.au/job-invite/132044/

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Vacancy VN-0740311

Department of Home Affairs

Closing Date: Tuesday 30 April 2024

Cyber & Infra Security Centre
Auscheck AusCheck Service Engagement/Issuing Body Transition

Job Title	Assistant Director, Communications Lead
Job Type	Full-Time, Ongoing
Location	Various locations - ACT ACT, Various locations - NSW NSW, Various locations - QLD QLD, Various locations - SA SA, Various locations - VIC VIC, Various locations - WA WA
Salary	\$110,788 - \$129,928
Classification	Executive Level 1
Position Number	132035
Agency Website	www.homeaffairs.gov.au

Job Description

<https://jobs.homeaffairs.gov.au/job-invite/132035/>

About our team

Cyber & Infrastructure Security | Cyber & Infra Security Centre | Auscheck | AusCheck Service Engagement/Issuing Body Transition

The Cyber and Infrastructure Security Centre (CISC) was established to drive an all hazards regime of critical infrastructure protection enabled by a stronger focus on cyber security.

CISC delivers a best practice, industry-focused, active and engaged regulatory and partnership function that works with industry to ensure Australia's critical infrastructure protection.

AusCheck Branch, within the CISC, supports the Centre's mission to create a safer Australia by protecting critical infrastructure from malicious-insider threats such as cyber-attacks, terrorism and organised crime. AusCheck provides Trusted Insider Checks, commonly referred to as background checking services for security-sensitive critical infrastructure sectors in Australia.

AusCheck ensures the identity of people and coordinates their criminal and national security background checks, to determine their eligibility for unsupervised access to secure areas of infrastructure and supply chains in the aviation and maritime, Security Sensitive Biological Agents (SSBAs, under the National Health Scheme), Major National Events (MNE) and Critical Infrastructure sectors.

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

Our ideal candidate

- Ability to manage staff in a complex and dynamic work environment.
- Demonstrated knowledge and technical proficiency within the communications and media field.
- Demonstrated leadership and management skills.
- Possess High-level stakeholder engagement skills, including the ability to work with staff of all levels.
- Strong writing and communication skills.

Duties

- Lead, maintain and communicate uplift / continuous improvement projects across the branch Communications / Digital Strategy.
- Manage the communication plan by the use of and maintain accurate data and records to undertake performance reviews and brief the senior executives on key communication issues relating to the Issuing Body Transition and/or Service Engagement sections.
- Promote the use of best practice communication tactics with stakeholders to maximize the Branch's brand, purpose and mission while managing reputational risk management including being alert to continuous improvement opportunities.
- Provide expert advice, support and guidance on communication strategies to stakeholders, including communication identification, assessment and assistance in the preparation, implementation and review of Branch's Communication Plans.
- Provide leadership and coordinate the activities of the teams to deliver enhanced customer and business 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.

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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	AusCheck Resourcing Team, 0472 623 940
Agency Recruitment Site	https://jobs.homeaffairs.gov.au/job-invite/132035/

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Vacancy VN-0740274

Department of the Treasury

Closing Date: Monday 29 April 2024

Various
Various

Job Title	APS6 Policy, Project and Corporate Services Officers
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Sydney NSW, Canberra ACT, Melbourne VIC
Salary	-
Classification	APS Level 6
Position Number	APS6 APR2024
Agency Website	www.treasury.gov.au

Job Description

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

We are seeking applications from enthusiastic candidates interested in playing a key role in shaping positive economic outcomes for all Australians.

APS Level 6 Policy, Project and Corporate Services Officer positions are available in Canberra. Limited future opportunities may arise in Sydney and Melbourne.

Duties

The Treasury is seeking collaborative and highly motivated individuals to work across the various Groups and Divisions as APS6 level Policy, Project and Corporate Service Officers.

As an APS6 in this position you will support business areas to anticipate and analyse policy issues with a whole-of-economy or agency wide perspective, understand government and stakeholder circumstances and respond to changing events and directions. This is your unique opportunity to play a key role in shaping policy advice and assisting in the implementation of Commonwealth Government initiatives.

Your responsibilities may include:

- delivering projects, programs or corporate priorities using approved processes and systems and coordination of a range of work and operational activities such as procurement and contract management
- undertaking research, analysis and monitoring, preparing reports and briefings to Treasury Ministers and senior Executives and contributing to Cabinet submissions and parliamentary question responses
- contribute to the development of strategic policy advice on a range of matters relevant to required deliverables
- developing legislative materials and advice on a range of legislation process matters relating to the introduction of Bills, parliamentary procedures and decision making
- participating in consultation and stakeholder engagement and representing the work area at internal and external forums.

Opportunities are available in the following areas:

- public policy
- finance, accounting / and budgeting
- law
- regulatory / compliance
- economics, data and statistics
- information management
- Corporate (including communications)
- ICT
- governance and reform
- secretariat / executive coordination

About you

Ideally you will have:

- good analytical skills to understand complex issues and work with your team to identify opportunities and implement effective solutions
- strong written and oral communication skills to present clear messages tailored to your audience
- the ability to develop and maintain positive working relationships and work collaboratively, respectfully and ethically at all times
- motivation to show initiative and deliver high quality work in a sometimes busy and high-pressure environment.

Desirable Qualifications / Experience:

You will have up to three years relevant career experience or transferable skills and demonstrate ability to support and engage the future direction of the Treasury.

Tertiary qualification(s) in economics, law, business, accounting, finance, public policy, political or data science is desirable.

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 selection process will be used to fill various vacancies across multiple groups within the Treasury. Immediate positions are available in Canberra. Reasonable relocation assistance may be considered to undertake duties in Canberra. Future roles in Sydney and Melbourne may also be filled through this process. You will be asked to select your preferred location and ability to relocate to Canberra in the application form.

A merit pool will be established to fill future ongoing and non-ongoing similar vacancies as they arise. The merit pool is active for 18 months from the date advertised.

Non-ongoing opportunities may be offered for a specified term for an initial period of up to 18 months (determined by business requirements), with the possibility of extension up to two years.

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	Julie Crowe and Candice Grayson, 02 6263 2222 (option 3)
Agency Recruitment Site	http://careers.tspace.gov.au/cw/en/listing/

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Vacancy VN-0740328

Director of Public Prosecutions

Closing Date:Sunday 28 April 2024

Enabling Services

Job Title	APS6 Allied Services System Support Officer
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Sydney NSW, Brisbane QLD, Melbourne VIC
Salary	\$90,199 - \$101,793
Classification	APS Level 6
Position Number	24_28
Agency Website	

Job Description

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

We are looking for an enthusiastic and highly motivated individual with strong knowledge in the application of digital tools, a love of sharing that knowledge with others and a passion for identifying and solving problems in the delivery of a digital prosecution

service.

As a member of a small team, the Allied Services Support Officer's main responsibility will be to support and increase the uptake of digital tools and processes both internally and through liaison with our Partner Agencies. You will enjoy communicating and presenting information to different target audiences and creating training material and guides to support your communication.

Duties

It is expected that the incumbent of the role will meet the capabilities and behaviours as listed in the Integrated Leadership System [APS6](#) level classification.

Primary responsibilities of this position include:

- Responding to complex queries received through our support portal and ensuring advice is accurate and timely.
- Under minimum supervision, providing end-user support for a range of digital tools, as well identifying solutions to complex enquiries and requests in line with Evidence Services portfolio.
- Liaising with internal and external stakeholders to support uptake of digital tools and encouraging engagement with policies, products and advice.
- Assisting with, and/or delivering user training, including developing fact sheets, how-to and guidelines.
- Assisting prosecutors and investigative agencies with queries relating to compilation and review of electronic briefs of evidence and providing troubleshooting support where required.
- Interpreting and adapting existing procedures and practices to achieve internal and external operational efficiencies.
- Identifying creative and innovative ways to solve complex problems and provide recommendations for broader consideration.
- Contributing to, and participating in, Digital Transformation Office agenda and action plans set out by senior management.
- Leading key projects as required.
- Using systems, computer-based applications and other tools for legal and practice management.
- Work collaboratively, sharing information and contributing to the development and delivery of work group objectives.

Eligibility

- The ability to obtain and maintain a **Baseline AGSVA** clearance is required.
- **Australian Citizenship.**
- A diploma or degree in law or criminal studies would be an advantage.

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 Bunting, 0458 027 111
Agency Recruitment Site	https://cdppcareers.nga.net.au/cp/

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Vacancy VN-0740421

Future Fund Management Agency

Closing Date:Tuesday 23 April 2024

Job Title	People Culture & Inclusion, Associate
Job Type	Full-Time, Ongoing
Location	Melbourne VIC
Salary	-
Classification	APS Level 4
Position Number	2302
Agency Website	www.futurefund.gov.au

Job Description

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

As the PCI Coordinator, you'll play a pivotal role in ensuring the agency delivers on their people mandate through supporting a wide variety of administrative and executive-support related tasks.

Reporting to the Chief People, Culture & Inclusion Officer (CPCIO) and partnering with all members of the PC&I team, you'll be integral to ensuring the effective and timely delivery of PC&I initiatives whilst also providing administrative and executive support to the CPCIO to enable their time to be utilised efficiently.

Duties

Assistant to the CPCIO

- Working with the CPCIO to support all aspects of their work routine, including acting as a liaison between the CPCIO and their stakeholders.

- Undertaking all administrative activities related to supporting the CPCIO to ensure their time and focus is efficiently allocated.
- Coordinating, monitoring and communicating all relevant activities and updates to the CPCIO.

Coordination and assistance to the broader PC&I team

- Engaging with the wider PC&I team to provide support on PC&I initiatives.
- Maintaining relevant business processes and activities.
- Working with data to provide accurate and timely reports as required or requested by PC&I team, including meaningful analysis and insights where appropriate.

Special projects

- Contributing to and/or coordinating any special projects that sit outside regular BAU processes.
- Compiling relevant market research information to support special projects.

Administrative duties

- Completing all administrative tasks to a professional standard and in line with Agency expectations.

Eligibility

Skills and Experience

Qualifications

- Tertiary degree in a relevant field such as HR or Business, is preferable but not mandatory

Knowledge and Experience

- Experience in PC&I in a similar role or Administrator role is required.
- Experience in or an understanding of PC&I within a financial services organisations is preferable.
- Familiarity with Workday system is preferable

Key Competencies

Communication

- Ability to have clear and meaningful conversations with stakeholders at all levels to be able to positively influence decision making to a successful outcome.
- Ability to convey information clearly and concisely

Collaboration

- Ability to work with staff at all levels in order to meaningfully contribute to relevant initiatives and projects.
- Able to act in a coordination role with confidence
- Actively consults and collaborates with staff to ensure the delivery of initiative(s) is accomplished to a high standard.
- Excellent organisational and time management skills.

Innovation

- Is curious and ability to think outside the box
- Seeks out efficiencies and better ways of doing BAU tasks.

Listening and inclusion

- Ability to consider a variety of views when making a decision.
- A proactive commitment to promoting diversity and inclusion in the workplace.

Notes

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

About the Future Fund Management Agency

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

To Apply

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

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Vacancy VN-0740426

Job Title	APS 4 - Senior Administration Officer, Digitisation Projects
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Parkes ACT
Salary	\$73,156 - \$78,992
Classification	APS Level 4
Position Number	104050
Agency Website	

Job Description

<https://www.nla.gov.au/about-us/jobs-library>

As a world leading library, the National Library of Australia offers an innovative and collaborative workplace where exceptional team players and technical specialists can flourish. As part of the Library's team, you will help support organisational reform, working collaboratively with your team to shape the Library's future.

Duties

The National Library is seeking to fill an ongoing **Senior Administration Officer APS 4** role in the Digitisation Projects section of the Collaboration Branch.

The Senior Administration Officer is part of a team that digitises collection material to provide access to collections for all Australians through Trove. This is a hands-on role that supports digitisation projects and works across a range of work priorities including:

- Physical preparation of collection material by adhering to collection care and digitisation standards, including periods of repetitive work on large volumes of manuscript items.
- Liaison with senior decision makers regarding basic assessments of collection material to identify rights issues and Indigenous Cultural and Intellectual Property content.
- Collaboration with colleagues on complex and detailed project management processes including documentation, targets, quality assurance and timeframes.

WHO WE ARE LOOKING FOR

The Digitisation Projects team is motivated, and delivery focused with high standards of quality to meet digitisation targets. Our ideal candidate will:

- Be self-motivated and happy to work both independently and collaboratively.
- Have excellent attention to detail.
- Be proficient in large Excel spreadsheets with capacity to work within the National Library's various bespoke management systems.
- Be flexible and adaptable to changing work priorities.
- Work to meet deadlines and confidently ask questions or raise concerns.
- Independently liaise with internal stakeholders adhering to section guidelines and processes for consistent and efficient outcomes.

Our machines do the scanning, but our people make it possible.

Are you someone who has a passion for cultural heritage and a desire to join a team making collections digitally accessible for all Australians? Do you prefer a clear separation of work and home life, and are happy to work onsite at the National Library building in the national triangle? Are you curious about copyright and other rights matters to determine access to collection material?

If you enjoy working with unique collection materials, are process driven and have a keen eye for detail, then this role is for you!

It is desirable for applicants to have relevant experience with digitisation of heritage materials and experience in archival arrangement and description.

Eligibility

Applicants should be Australian citizens to be eligible for APS employment.

The preferred applicants will be required to successfully undergo a police record check. The preferred applicant must be willing to disclose all relevant and required information.

Applicants engaged into the APS may be subject to a probation period.

Notes

A merit pool may be established from this recruitment activity which may be used to fill similar vacancies.

We encourage and welcome applications from people with disability, Aboriginal and Torres Strait Islander peoples, LGBTIQ+ people, people from culturally and linguistically diverse backgrounds and mature age 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 National Library of Australia

To Apply

Position Contact	Jennifer Thompson, (02) 6262 1310
Agency Recruitment Site	https://www.nla.gov.au/about-us/jobs-library

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Office of National Intelligence

Closing Date: Sunday 05 May 2024

Job Title	APS5 Information Management Officer
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Barton ACT
Salary	\$89,860 - \$97,625
Classification	APS Level 5
Position Number	043_04/24
Agency Website	

Job Description

<https://www.oni.gov.au/vacancies>

Forming part of the Executive Branch, the Information Management team supports the work of ONI by providing professional and timely customer service in records and information management, the dissemination of classified and unclassified information, archives management and the administration of public access requests.

ONI are seeking a motivated and experienced APS5 Information Management Officer to join our team. Successful candidates will have good communication and organisational skills, excellent IT skills and strong attention to detail.

Duties

As an Information Management Professional, you will work alongside other information and records management specialists in the management of ONI information across our information systems.

The successful applicant will:

- Facilitate the management of incoming correspondence and document distribution
- Create, organise, store, retrieve, share, preserve or destroy information and data in accordance with ONI policies and procedures and Commonwealth legislation
- Assist others to follow appropriate information management behaviours
- Provide advice and user support for IM systems
- Contribute to the development and review of workflows, user guides, procedures, guidelines and training material relevant to information and records management.

Key Attributes

Our ideal candidate would have:

- Experience in working with an Electronic Document and Records Management System (EDRMS) ideally with knowledge of Content Manager
- Ability to build and sustain positive, professional relationships at all levels within an organisation
- Ability to communicate effectively, both verbally and in writing, with internal and external stakeholders
- Apply judgement, knowledge and discretion when interpreting and applying instructions, guidelines, and procedures
- Contribute new ideas, including the identification of opportunities to improve business processes
- An understanding or ability to build an understanding of relevant legislation and policy frameworks including the Archives Act 1983

Desirable attributes

- Qualifications in record-keeping would be well regarded but are not essential.

Eligibility
Notes

For more information please refer to the Candidate Information Kit

About the Office of National Intelligence

To Apply

Position Contact	- , -
Agency Recruitment Site	https://www.oni.gov.au/vacancies

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Agriculture, Water and the Environment

Vacancy VN-0740392

Bureau of Meteorology

Closing Date:Tuesday 30 April 2024

Job Title	Delivery Officer – Delivery Resource & Vendor Coordinator
Job Type	Full-Time;Part-Time, Ongoing
Location	Melbourne VIC
Salary	\$80,341 - \$101,022
Classification	APS Level 5;APS Level 6
Position Number	Multiple
Agency Website	

Job Description

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

The Delivery Office Delivery Resource and Vendor capability provides specialist capacity planning services to the DDG Delivery Office including the management of the extended delivery workforce comprised of labour hire contractors and vendor sub-contractors.

The team delivers a range of functions related to delivery resourcing including -structure, planning, capability and SFIA based recruitment, integrity in equity of pay and responsibility, development, engagement, and performance management on behalf of the DDG Delivery Office.

The role works as part of a team to enable the delivery of Technology Programs and Projects including the recruitment of contractor labour hire, liaison with internal and external stakeholders to ensure positive customer outcomes, and the implementation of process improvements which maintain high service standards.

Candidates are expected to have relevant experience in third part resource coordination and management and have a proven track record of delivering outcomes under deadlines including:

- Demonstrated experience in Workforce Planning service delivery, meeting service standards and adhering to standardised processes
- Expertise in a range of MS software packages (particularly SharePoint and Excel) and SAP
- Experience with APS employment frameworks and the Commonwealth Procurement Rules applying to engagement and management of labour hire and vendor based contractors
- Experience in understanding the needs of technology delivery teams

Duties

1. In collaboration with procurement teams, provide end-to-end coordination of contractor labour hire and vendor related contracts including contractor go-to-market, renewals, pricing estimates, negotiations, reviews, interviews, onboarding and offboarding.
2. Providing client service and liaison to our internal hiring managers and contractor talent agencies to ensure standards and expectations are met.
3. Understanding Data and Digital personnel requirements and maintain a collective of capabilities that are maximising utilisation across all technology delivery needs
4. Working as part of the DDG Delivery Office to provide input into assessing the current workforce and identifying workforce requirements for current and future activities and ensuring maximum deployment opportunities for staff we have on hand.
5. Meeting with Bureau Delivery managers and contractor talent agencies to understand a good-fit for contractor role requirements both technically and culturally.
6. Undertaking continuous improvement to reduce organisational risks and improve service delivery.

7. Producing regular reporting and forecasts on staffing and processes.

8. Providing advice and guidance on workforce planning services to delivery managers

9. Proactively managing a database under privacy standards to ensure accurate and timely records management in support of contractor renewal, onboarding and offboarding processes.

10. 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.

11. Commitment to APS Values, Employment Principles, Code of Conduct and the Bureau's Social Justice Strategy. Work with team leads to efficiently coordinate resources to meet release management deliverables where in scope and appropriate.

Eligibility

Notes

The successful candidate is required to obtain and maintain a Baseline security clearance

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

About the Bureau of Meteorology

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

To Apply

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

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Bureau of Meteorology

Closing Date:Tuesday 23 April 2024

Science & Innovation
Research

Job Title	Climate 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	

Job Description

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

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>

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	Sugata Narsey, N/A
Agency Recruitment Site	https://bomcareers.nga.net.au/

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Agriculture, Water and the Environment

Vacancy VN-0739856

Department of Agriculture, Fisheries and Forestry

Closing Date: Tuesday 30 April 2024

People, Property and Security
People & Policy Recruitment

Job Title	Recruitment Officer
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Brisbane QLD, Adelaide SA, Canberra ACT, Darwin NT, Melbourne VIC, Perth WA, Sydney NSW
Salary	\$74,882 - \$81,521
Classification	APS Level 4
Position Number	2024/995
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 Job

As an APS 4 Recruitment Officer your duties will include:

- Developing and managing effective relationships with a range of stakeholders via the recruitment inbox, hotline, and other communication methods.

- Processing internal advertising, non-ongoing and labour hire recruitment activities which includes a file transfer process from our recruitment system (eRecruit) to HRMIS.
- Supporting a positive team environment and contributing to team outcomes as well as providing guidance and support to other team members.
- Assisting with the onboarding process for new employees and ensuring that they, and the hiring manager, have a positive recruitment experience.
- Acting as the first point of contact for recruitment related enquiries, providing accurate and timely advice on labour hire, non-ongoing and other internal recruitment processes as required.
- Reviewing, assessing, and coordinating requests to access both internal and external merit pools.
- Contributing to the implementation and ongoing improvement of recruitment policies, systems, and processes to enhance service delivery.
- Undertaking procedural, clerical, administrative support, and operational tasks including assisting with the recruitment mailbox and hotline.
- Contributing to the effective operation of the team, branch, and divisional priorities.

Please note that this recruitment process will initially be used to fill the vacancy in the section and that the role 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

Knowledge of recruitment related legislation, policies, procedures and practices or the ability to quickly acquire such knowledge.

Skills and capabilities

- Demonstrated ability to work in a team environment.
- Strong customer service skills.
- Sound written and oral communication skills, with the ability to adapt communication styles as appropriate.
- Demonstrated time management skills, including planning, prioritising tasks, and meeting deadlines.

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	Tabatha Gallaway, tabatha.gallaway1@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-0739875

Department of Agriculture, Fisheries and Forestry

Closing Date: Tuesday 30 April 2024

People, Property and Security
People & Policy Recruitment

Job Title	Recruitment Officer - Affirmative Measures - First Nations
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Brisbane QLD, Adelaide SA, Canberra ACT, Darwin NT, Melbourne VIC, Perth WA, Sydney NSW
Salary	-
Classification	APS Level 4
Position Number	2024/1015
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 Job

As an APS 4 Recruitment Officer your duties will include:

- Developing and managing effective relationships with a range of stakeholders via the recruitment inbox, hotline, and other communication methods.
- Processing internal advertising, non-ongoing and labour hire recruitment activities which includes a file transfer process from our recruitment system (eRecruit) to HRMIS.
- Supporting a positive team environment and contributing to team outcomes as well as providing guidance and support to other team members.
- Assisting with the onboarding process for new employees and ensuring that they, and the hiring manager, have a positive recruitment experience.
- Acting as the first point of contact for recruitment related enquiries, providing accurate and timely advice on labour hire, non-ongoing and other internal recruitment processes as required.
- Reviewing, assessing, and coordinating requests to access both internal and external merit pools.
- Contributing to the implementation and ongoing improvement of recruitment policies, systems, and processes to enhance service delivery.
- Undertaking procedural, clerical, administrative support, and operational tasks including assisting with the recruitment mailbox and hotline.
- Contributing to the effective operation of the team, branch, and divisional priorities.

Please note that this recruitment process will initially be used to fill the vacancy in the section and that the role 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

Knowledge of recruitment related legislation, policies, procedures and practices or the ability to quickly acquire such knowledge.

Skills and capabilities

- Demonstrated ability to work in a team environment.
- Strong customer service skills.
- Sound written and oral communication skills, with the ability to adapt communication styles as appropriate.
- Demonstrated time management skills, including planning, prioritising tasks, and meeting deadlines.

Notes

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

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

To Apply

Position Contact	Tabatha Gallaway, tabatha.gallaway1@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-0740064

Department of Agriculture, Fisheries and Forestry

Closing Date:Tuesday 30 April 2024

People, Property and Security
Integrity Various

Job Title	Director
Job Type	Full-Time;Part-Time, Ongoing
Location	Brisbane QLD, Canberra ACT, Melbourne VIC, Sydney NSW
Salary	\$141,563 - \$159,051
Classification	Executive Level 2
Position Number	2024/917
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 Integrity Branch sets the integrity policy framework and works with stakeholders to build a pro-integrity culture through positive workplace values and behaviours. The branch is responsible for the management of personnel security risk and works to prevent, detect, and respond to internal fraud, corruption, suspected misconduct and insider threat.

The Integrity Branch currently has multiple vacancies at the Director-level, responsible for leading one of five sections in the branch. As Director Integrity, you will have a critical role in supporting the department to build and maintain a pro-integrity culture, and to preserve community confidence in the integrity of the department. You will be a role model for integrity and will work across the department to demonstrate and promote the highest standard of ethical behaviour. Leading a small team focused on the delivery of key activities under our prevention, detection, and response framework, you will be a courageous leader, with the ability to innovate, drive continuous improvement and communicate effectively with a range of internal and external stakeholders. This may include leading the delivery of prevention initiatives, developing strategy and governance, managing personnel suitability, assessing, and resolving complaints, leading intelligence and data analysis or conducting investigations.

Duties

The Job

- Engage collaboratively with stakeholders across the department to drive organisational integrity, and fraud and corruption prevention, including outreach, communication and awareness raising.
- Set the strategic direction, oversee planning, and implement key initiatives to embed a pro-integrity culture and behaviours across the department that are aligned to the department's Core 4 Values and Integrity Framework.
- Provide assurance that the Department complies with the Commonwealth Fraud Control Framework, including leading a team responsible for assessing risks, developing the fraud control plan, reporting and control assurance functions.
- Participate in and make an informed contribution to the department's complaint assessment and response processes, to support best practice and continuous improvement.
- Develop, manage, and lead change initiatives including the review and implementation of streamlined processes, operations, and functions to realise improved efficiency and accountability.
- Provide expert and authoritative advice regarding best practice and contemporary methodology in relation to intelligence, proactive detective controls, complaint assessment and investigations.
- Lead the assessment, identification and testing of departmental vulnerabilities, and proactive assurance of key departmental risk.

Please note that this recruitment process will initially be used to fill the vacancy in the section and that the role 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

- A strong understanding of the strategic environment in relation to integrity, and the implications for misconduct, fraud, and corruption across the public sector.
- Demonstrated experience in building stakeholder relationships to harness opportunities and deliver agency-wide outcomes.
- Experience in integrity, professional standards, misconduct, personnel security, or equivalent functions would be desirable.
- Experience in fraud and corruption control, risk management, intelligence, investigations, or similar functions would be desirable.

Notes

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

About the Department of Agriculture, Fisheries and Forestry

To Apply

Position Contact	Shane Lysons-Smith, shane.lysons-smith@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-0740338

Department of Agriculture, Fisheries and Forestry

Closing Date:Tuesday 14 May 2024

Plant Protection & Environmental Biosecurity
Australian Chief Environmental Biosecurity Officer Australian Plague Locust
Commission

Job Title	Field Officer
Job Type	Full-Time, Ongoing
Location	Longreach QLD, Broken Hill NSW, Narromine NSW
Salary	\$74,882 - \$81,521
Classification	APS Level 4
Position Number	2024/472
Agency Website	https://www.agriculture.gov.au

Job Description

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

Who we are
The Australian Chief Plant Protection Officer (ACPPO) is the primary representative of, and an advisor to, the Australian Government on all matters relating to the management, maintenance and improvement of Australia's plant health status and the systems that support it. The objective of the ACPPO is to promote a shared vision for plant health that ensures Australia's valuable plant resources and production capacity is protected and enhanced. This in turn drives opportunities for the Australian economy and Australia's plant-based industries through production efficiencies, reduced pest pressures and improved access to domestic and international markets.

The Environmental Biosecurity Branch works collaboratively to strengthen Australia's plant health and environmental biosecurity systems including through policy advice, surveillance, diagnostics, preparedness, and response capabilities. We lead and coordinate the management of established pests, diseases and weeds, and the Australian Plague Locust Commission (APLC).

The Australian Plague Locust Commission (APLC) is jointly funded by New South Wales, Victoria, South Australia and Queensland State Governments with a matching contribution from the Australian Government. The APLC is responsible for monitoring and managing locust populations that are a significant threat to agriculture.

Duties

The Job

The position of a Field Officer has responsibility for the following:

- Be prepared to travel and undertake field work in rural and remote parts of Australia.
- Working alone under limited supervision and as part of a small team.
- Conduct ground and/or aerial surveys to assess locust distribution and abundance, assess the habitat and collect data.
- Participate in locust control campaigns including aerial and ground target search and assessment of control.
- Assist in the operation and maintenance of field base and equipment.
- Develop and maintain a network of relevant contacts in the rural community.
- Assist scientific staff in research and development work as required e.g. field testing of insecticides, locust ecology, environmental impact etc.
- Assist the Director and Operations Manager in any aspect of the Commission's activities as required.

Please note:

- This recruitment exercise will be used to fill potential future vacancies in all listed locations for the period the order of merit is available. 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 Gazette, may also be used to fill future ongoing vacancies in the division where the duties are of a similar nature.
- Physical requirements of the role(s) involve a combination of outdoor and office-based work.
- Relocation assistance is subject to negotiation.

Eligibility

Mandatory qualifications:

- Relevant formal training and experience in an entomological, ecological, biological, agricultural, environmental, emergency response management or other relevant discipline or field.
- Knowledge of agricultural/environmental pest survey and control.
- Current Apply First Aid Certificate or have the ability to obtain.
- Hold and maintain a current manual driver's licence and ability to drive a 4WD vehicle.

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>

To Apply

Position Contact	Heath McRae, heath.mcrae@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-0740340

Department of Agriculture, Fisheries and Forestry

Closing Date: Tuesday 14 May 2024

Plant Protection & Environmental Biosecurity
Australian Chief Environmental Biosecurity Officer Australian Plague Locust
Commission

Job Title	Field Officer – Affirmative Measures Indigenous
Job Type	Full-Time, Ongoing
Location	Longreach QLD, Broken Hill NSW, Narromine NSW
Salary	\$74,882 - \$81,521
Classification	APS Level 4
Position Number	2024/912
Agency Website	https://www.agriculture.gov.au

Job Description

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

Who we are

The Plant Protection and Environmental Biosecurity Division (PPEBD) provides policy leadership and support for plant health and environmental biosecurity. PPEBD is the home of the Australian Chief Plant Protection Officer (ACPPPO) and Australian Chief Environmental Biosecurity Officer (ACEBO). The division: aims to improve Australia’s plant health and environmental biosecurity systems and outcomes; helps meet relevant national and international obligations; and works to minimise the impacts of current and emerging biosecurity risks to Australia’s agricultural production and trade, environment, Indigenous and cultural heritage and associated amenities. The division is comprised of two branches: the Plant Health Policy Branch and the Environmental Biosecurity Office, which also oversees the Australian Plague Locust Commission’s activities.

The Environmental Biosecurity Office works collaboratively to strengthen Australia’s plant health and environmental biosecurity

systems including through policy advice, surveillance, diagnostics, preparedness, and response capabilities. We lead and coordinate the management of established pests, diseases and weeds, and the Australian Plague Locust Commission (APLC).

The Australian Plague Locust Commission (APLC) is jointly funded by New South Wales, Victoria, South Australia and Queensland State Governments with a matching contribution from the Australian Government. The APLC is responsible for monitoring and managing locust populations that are a significant threat to agriculture.

Duties

The Job

The position of a Field Officer has responsibility for the following:

- Be prepared to travel and undertake field work in rural and remote parts of Australia.
- Working alone under limited supervision and as part of a small team.
- Conduct ground and/or aerial surveys to assess locust distribution and abundance, assess the habitat and collect data.
- Participate in locust control campaigns including aerial and ground target search and assessment of control.
- Assist in the operation and maintenance of field base and equipment.
- Develop and maintain a network of relevant contacts in the rural community.
- Assist scientific staff in research and development work as required e.g. field testing of insecticides, locust ecology, environmental impact etc.
- Assist the Director and Operations Manager in any aspect of the Commission's activities as required.

Please note:

- This recruitment exercise will be used to fill potential future vacancies in all listed locations for the period the order of merit is available. 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 Gazette, may also be used to fill future ongoing and non-ongoing vacancies in the division where the duties are of a similar nature.
- Note that relocation assistance is subject to negotiation.
- Note that the physical requirements of the role(s) involve a combination of outdoor and office-based work.

Eligibility

Mandatory qualifications:

- Relevant formal training and experience in an entomological, ecological, biological, agricultural, environmental, emergency response management or other relevant discipline or field.
- Knowledge of agricultural/environmental pest survey and control.
- Current Apply First Aid Certificate or have the ability to obtain this qualification.
- Hold and maintain a current manual driver's licence and ability to drive a 4WD vehicle.

Notes

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

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	Heath McRae, heath.mcrae@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-0740430

Department of Agriculture, Fisheries and Forestry

Closing Date:Tuesday 23 April 2024

Biosecurity Plant and Science Services
Plant Import Operations Various

Job Title	Technical Officers
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Canberra ACT
Salary	\$81,690 - \$89,615
Classification	APS Level 5
Position Number	2024/1148
Agency Website	https://www.agriculture.gov.au

Job Description

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

Who we are

The Plant Import Operations (PIO) Branch contributes towards the maintenance of the favourable health status of Australia as well as the maintenance of market access by:

- coordinating the implementation of national operational plant biosecurity policy that is consistent with international and national

obligations

- monitoring of plant and plant product import pathways
- performing the technical assessment of import permit applications and the issuance of import permits for imported plant and plant products
- developing and verifying compliance with operational plant biosecurity policy, procedures and standards
- providing consistent and science-based technical advice to staff, clients and stakeholders
- facilitation of safe importation of plants and plant products.

PIO consists of three operational teams as well as the Biosecurity Assurance Program, the Plant Innovation Centre and the Plant Imports Reform Team.

Duties

The Jobs

As an APS5 Technical Officer your duties may include, but are not limited to:

- providing sound technical advice to internal and external stakeholders on operational biosecurity clearance issues
- undertaking technical assessments of import permit applications for plants and plant materials
- contributing to the maintenance and provision of import conditions in BICON for a range of plant commodities that support consistent and effective service delivery
- providing input into ministerial and departmental briefing material, and correspondence to trading partner countries, as required
- engaging collaboratively with internal and external stakeholders to manage biosecurity risk on plant import pathways
- assisting with the development and implementation of reform projects for the branch.

Please note that this recruitment process will be used to fill several ongoing vacancies across the branch. The merit pool established through this selection process, which is valid for a period of eighteen months from the date the vacancy was advertised in the Public Service Gazette, may also be used to fill future ongoing and non-ongoing vacancies in the division where the duties are of a similar nature. If an offer of non-ongoing employment is made, the successful applicant would be employed for an initial period of 12 months with the possibility of extension up to a maximum period of 2 years in total.

Please note that these roles were previously advertised on our website on 10 January 2024 (Job Reference 2023/2948) and are being advertised again as the roles were not advertised on the APSjobs website which is a mandatory requirement. **Previous applicants should not re-apply.**

Eligibility

What we are looking for

Knowledge and experience

We thrive when our teams are made up of people from different backgrounds, cultures, genders, education, training, and skills. The successful applicants will have the following knowledge and experience:

- An understanding of plant biosecurity in a national and international framework (desirable).
- An understanding of key plant import pathways and operational systems relevant to importing goods (desirable).
- Experience supporting program management.
- Experience working in project roles including project management skills (desirable).

Notes

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

About the Department of Agriculture, Fisheries and Forestry

To Apply

Position Contact	Mark Whiting, 03 8318 8210
Agency Recruitment Site	https://www.agriculture.gov.au/about/jobs/apply

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Agriculture, Water and the Environment

Vacancy VN-0740315

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

Closing Date: Sunday 05 May 2024

Finance Division and Parks Australia Division
Several Several

Job Title	Senior Procurement Officer – Multiple Positions – Affirmative Measure (Indigenous)
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Adelaide SA, Brisbane QLD, Canberra ACT, Darwin NT, Hobart TAS, Kingston TAS, Melbourne VIC, Perth WA, Sydney NSW
Salary	\$91,944 - \$104,393
Classification	APS Level 6
Position Number	2024/635
Agency Website	https://www.dcceew.gov.au/

Job Description

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

Affirmative measure - Indigenous employment – 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 Department of Climate Change, Energy, the Environment and Water

The Department of Climate Change, Energy, the Environment and Water (the department) leads Australia’s response to climate change and sustainable energy use, and we protect our environment, heritage and water.

Finance Division | Financial Services Branch | Procurement and Contract Management Section

The Financial Services Branch within the Finance Division provides and administers policies, provides quality advice and a high standard of service in a range of functions including cost recovery, travel, credit cards, procurement, grants, accounts payable, accounts receivable, appropriation management, insurance, financial policy, and reporting. The branch also manages several projects for the department.

The central Procurement and Contract Management Section administers the procurement policies, guidance and templates; and provides advice and support on procurement activities. The Section is responsible for quality assurance reviews of procurement documentation and governance. The Section also supports the department with procurement related processing and reporting functions.

The section takes pride in creating and influencing continued improvement activities. The section is also committed to promoting environmental sustainability in procurement.

We work closely with our colleagues in other enabling services including legal, risk, finance, property, information technology and

human resource functions.

Parks Australia Division | Parks Support Services Branch and Major Projects Branch | Various Sections

Australia's natural and cultural heritage is unique. Our land and seascapes are distinctive, home to plants and animals found nowhere else in the world, and to some of the oldest living cultures on earth. These environments and cultures are an essential part of our national identity, and visitors travel from across the country and the world to experience them. The Director of National Parks (the Director) is responsible for six national parks, the Australian National Botanic Gardens, 58 Australian Marine Parks and the Heard Island and McDonald Islands Marine Reserve established under the Environment Protection and Biodiversity Conservation Act 1999. Parks Australia is the federal park agency that supports the Director, and we are a division of the department. We work to showcase these natural and cultural wonders to the world, demonstrating to all why these places are so special, and inspiring communities to become more invested in their care and future.

The Parks Support Services Branch provides a range of enabling services for the Director and the Parks Australia Division. Within the Parks Support Services Branch, the Parks Procurement Section provides advice, assistance, and support to staff throughout the procurement process. The team also manages the internal procurement framework and coordinates mandatory procurement reporting requirements. The Parks Procurement Section is currently delivering a capability and system uplift, which includes a strong focus on assisting the procuring areas to create better opportunities for Indigenous people and Indigenous owned businesses.

The Major Projects Branch is currently delivering \$600 million of infrastructure works across the six National Parks and the Australian National Botanical Gardens. The branch works closely with Traditional Owners for the jointly managed parks. There is a variety of assets to be renewed and built, ranging from installation of campground barbeques to roads, telecommunications, housing remediation and walkway upgrades.

Duties

The Job – Multiple Positions

APS6 Senior Procurement Officer

- Provide quality and accurate advice on the Agency's procurement processes and the Australian Government procurement framework which effectively considers risks and the Agency's priorities.
- Influence strategic direction of procurements and contract management plans.
- Review procurement documents including requests for quote/tender, draft contracts, probity and evaluation plans, and approval briefs in accordance with Australian Government Policy Framework and the Agency's governance processes.
- Ensure compliance with legislative obligations, the procurement framework, the Agency's risk framework, and internal governance processes.
- Prepare reports for stakeholders to support executive decision making and briefings.
- Advise business areas with complex procurements including open tenders; advising on probity, review of tender documents and related plans.
- Assist with continual improvement activities including development of internal documents (e.g. tender documents, contracts, standard operating procedures, and templates).
- Assist with the delivery of procurement policy and systems training for staff, including group training sessions and one-on-one training.
- Promote best practice, environmentally sustainable procurement, and engagement with First Nations businesses.
- Effectively manage competing priorities.
- Contribute to development of procurement practices across the Agency.

Please note that this recruitment process will be used to fill current vacancies in some of the sections 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 Public Service Gazette, may also be used to fill future ongoing vacancies in the department where the duties are of a similar nature.

What we are looking for

Knowledge and experience

- Demonstrated ability to provide a high standard of professional customer service, corporate or systems support to clients.

- Demonstrated skill in communicating in a professional customer service context to a range of stakeholders a range of complex matters, including risk, legislation, policies, and compliance matters.
- Demonstrated ability to interpret, apply, and communicate complex legislation and policy, preferably in a government procurement context.
- Demonstrated skill in collaborating to achieve priorities, including developing effective partnerships with internal and external stakeholders.
- Experience using TechnologyOne, SAP or similar financial management information systems is desirable.
- Demonstrated commitment to inclusive workplace practices, and a high degree of personal integrity.
- Demonstrated leadership qualities, and an ability to lead a team of client focussed, solution driven staff who have clarity on their roles, responsibilities, and expected values and behaviours.
- Experience leading or contributing to implementation of best practice approaches to developing capabilities or operational effectiveness.
- Ability to apply these skills to the tasks described above in a professional context.

Skills and capabilities

We are looking for collaborative people with the following core skills and capabilities:

- A demonstrated ability to apply knowledge of procurement policies to coordinate complex procurement activities and processes in compliance with governance requirements.
- Excellent written and verbal communication and listening skills, including the ability to tailor communications to a range of audiences and convey complex matters in unambiguous and persuasive language.
- A proven ability to work either independently, or collaboratively and cooperatively to make sound and considered decisions, and to build productive working relationships with a range of stakeholders.
- Demonstrated capacity to achieve results, prioritise work, meet deadlines and manage multiple tasks with limited supervision.
- Time management skills and attention to detail as well as the ability to manage complex issues and competing priorities within timeframes.
- Highly developed cultural competency (or ability to quickly learn) and a demonstrated capacity to work with and communicate sensitively with First Nations peoples.

Desirable Qualification

The following qualifications (or similar) are desirable, but not essential:

- Tertiary qualifications in Business or Law; and
- Certificate IV or Diploma in Government Procurement and Contracting.

Eligibility

Eligibility and other requirements

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

Security Clearance - The positions within the Finance Division require a **Baseline Vetting** security clearance. For these roles, you will be required to obtain and maintain a clearance at this level.

The positions within Parks Australia do not require a security clearance.

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

To Apply

Position Contact	Jayde Pollock, 0481 478 795
Agency Recruitment Site	https://www.dcceew.gov.au/about/jobs/apply

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Agriculture, Water and the Environment

Vacancy VN-0740319

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

Closing Date:Sunday 05 May 2024

Finance Division and Parks Australia Division
Several Several

Job Title	Procurement Officer – Multiple Positions - Affirmative Measure (Indigenous)
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Adelaide SA, Brisbane QLD, Canberra ACT, Darwin NT, Hobart TAS, Kingston TAS, Melbourne VIC, Perth WA, Sydney NSW
Salary	\$81,690 - \$89,615
Classification	APS Level 5
Position Number	2024/694
Agency Website	https://www.dcceew.gov.au/

Job Description

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

Affirmative measure - Indigenous employment – 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 Department of Climate Change, Energy, the Environment and Water

The Department of Climate Change, Energy, the Environment and Water (the department) leads Australia's response to climate change and sustainable energy use, and we protect our environment, heritage and water.

Finance Division | Financial Services Branch | Procurement and Contract Management Section

The Financial Services Branch within the Finance Division provides and administers policies, provides quality advice and a high standard of service in a range of functions including cost recovery, travel, credit cards, procurement, grants, accounts payable, accounts receivable, appropriation management, insurance, financial policy, and reporting. The branch also manages several projects for the department.

The central Procurement and Contract Management Section administers the procurement policies, guidance and templates; and provides advice and support on procurement activities. The Section is responsible for quality assurance reviews of procurement documentation and governance. The Section also supports the department with procurement related processing and reporting functions.

The section takes pride in creating and influencing continued improvement activities. The section is also committed to promoting environmental sustainability in procurement.

We work closely with our colleagues in other enabling services including legal, risk, finance, property, information technology and human resource functions.

Parks Australia Division | Parks Support Services Branch and Major Projects Branch | Various Sections

Australia's natural and cultural heritage is unique. Our land and seascapes are distinctive, home to plants and animals found nowhere else in the world, and to some of the oldest living cultures on earth. These environments and cultures are an essential part of our national identity, and visitors travel from across the country and the world to experience them. The Director of National Parks (the Director) is responsible for six national parks, the Australian National Botanic Gardens, 58 Australian Marine Parks and the Heard Island and McDonald Islands Marine Reserve established under the Environment Protection and Biodiversity Conservation Act 1999. Parks Australia is the federal park agency that supports the Director, and we are a division of the department. We work to showcase these natural and cultural wonders to the world, demonstrating to all why these places are so special, and inspiring communities to become more invested in their care and future.

The Parks Support Services Branch provides a range of enabling services for the Director and the Parks Australia Division. Within the Parks Support Services Branch, the Parks Procurement Section provides advice, assistance, and support to staff throughout the procurement process. The team also manages the internal procurement framework and coordinates mandatory procurement reporting requirements. The Parks Procurement Section is currently delivering a capability and system uplift, which includes a strong focus on assisting the procuring areas to create better opportunities for Indigenous people and Indigenous owned businesses.

The Major Projects Branch is currently delivering \$600 million of infrastructure works across the six National Parks and the Australian National Botanical Gardens. The branch works closely with Traditional Owners for the jointly managed parks. There is a variety of assets to be renewed and built, ranging from installation of campground barbecues to roads, telecommunications, housing remediation and walkway upgrades.

Duties

The Job – Multiple Positions APS 5 Procurement Officer

- Provide quality, considered advice on the Agency's procurement processes and the Australian Government procurement framework.
- Promptly respond to business area requests for support, guidance materials, templates and documents using appropriate channels.
- Contract data entry and administration of the procurement processing function.
- Monitor contract data and engage with business areas to support contract management.
- Promote a high standard of procurement practice, sustainable procurement, and engagement with First Nations businesses.
- Assist with internal projects and contribute to development of procurement practices in the agency.
- Reporting tasks, including to AusTender and for internal or external stakeholders

- Promote best practice, environmentally sustainable procurement, and engagement with First Nations businesses.
- Effectively manage competing priorities.
- Contribute to development of procurement practices across the Agency.

Please note that this recruitment process will be used to fill current vacancies in some of the sections 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 Public Service Gazette, may also be used to fill future ongoing vacancies in the department where the duties are of a similar nature.

What we are looking for

Knowledge and experience

- Demonstrated experience or ability to perform in a team providing customer service, corporate or systems support to clients.
- Demonstrated experience or ability to effectively communicate in a professional customer service context to a range of stakeholders a range of complex matters, including legislation, policies, and compliance matters.
- Demonstrated experience or ability to collaborate to achieve priorities, including developing effective partnerships with internal and external stakeholders.
- Experience using TechnologyOne, SAP or similar financial management information systems is desirable.
- Commitment to inclusive workplace practices, and a high degree of personal integrity.
- Ability to apply these skills to the tasks described above in a professional context.

Skills and capabilities

We are looking for collaborative people with the following core skills and capabilities:

- A demonstrated ability to apply knowledge of procurement policies to coordinate complex procurement activities and processes in compliance with governance requirements.
- Excellent written and verbal communication and listening skills, including the ability to tailor communications to a range of audiences and convey complex matters in unambiguous and persuasive language.
- A proven ability to work either independently, or collaboratively and cooperatively to make sound and considered decisions, and to build productive working relationships with a range of stakeholders.
- Demonstrated capacity to achieve results, prioritise work, meet deadlines and manage multiple tasks with limited supervision.
- Time management skills and attention to detail as well as the ability to manage complex issues and competing priorities within timeframes.
- Highly developed cultural competency (or ability to quickly learn) and a demonstrated capacity to work with and communicate sensitively with First Nations peoples.

Desirable Qualification

The following qualifications (or similar) are desirable, but not essential:

- Tertiary qualifications in Business or Law; and
- Certificate IV or Diploma in Government Procurement and Contracting.

Eligibility

Eligibility and other requirements

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

Security Clearance - The positions within the Finance Division require a **Baseline Vetting** security clearance. For these roles, you will be required to obtain and maintain a clearance at this level.

The positions within Parks Australia do not require a security clearance.

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

To Apply

Position Contact	Jayde Pollock, 0481 478 795
Agency Recruitment Site	https://www.dcceew.gov.au/about/jobs/apply

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Agriculture, Water and the Environment

Vacancy VN-0740350

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

Closing Date: Sunday 05 May 2024

Finance Division and Parks Australia Division
Several Several

Job Title	Procurement Officer – Multiple Positions
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Adelaide SA, Brisbane QLD, Canberra ACT, Darwin NT, Hobart TAS, Kingston TAS, Melbourne VIC, Perth WA, Sydney NSW
Salary	\$81,690 - \$89,615
Classification	APS Level 5
Position Number	2024/693
Agency Website	https://www.dcceew.gov.au/

Job Description

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

Identified position – This position is an 'Identified' position which signifies that the role has a strong involvement in issues relating to Aboriginal and Torres Strait Islander people. The successful applicant must have an understanding of the issues affecting Aboriginal and/or Torres Strait Islander people and an ability to communicate sensitively and effectively with Aboriginal and/or Torres Strait Islander People.

Who we are

The Department of Climate Change, Energy, the Environment and Water

The Department of Climate Change, Energy, the Environment and Water (the department) leads Australia's response to climate change and sustainable energy use, and we protect our environment, heritage and water.

Finance Division | Financial Services Branch | Procurement and Contract Management Section

The Financial Services Branch within the Finance Division provides and administers policies, provides quality advice and a high standard of service in a range of functions including cost recovery, travel, credit cards, procurement, grants, accounts payable, accounts receivable, appropriation management, insurance, financial policy, and reporting. The branch also manages several projects for the department.

The central Procurement and Contract Management Section administers the procurement policies, guidance and templates; and provides advice and support on procurement activities. The Section is responsible for quality assurance reviews of procurement documentation and governance. The Section also supports the department with procurement related processing and reporting functions.

The section takes pride in creating and influencing continued improvement activities. The section is also committed to promoting environmental sustainability in procurement.

We work closely with our colleagues in other enabling services including legal, risk, finance, property, information technology and human resource functions.

Parks Australia Division | Parks Support Services Branch and Major Projects Branch | Various Sections

Australia's natural and cultural heritage is unique. Our land and seascapes are distinctive, home to plants and animals found nowhere else in the world, and to some of the oldest living cultures on earth. These environments and cultures are an essential part of our national identity, and visitors travel from across the country and the world to experience them. The Director of National Parks (the Director) is responsible for six national parks, the Australian National Botanic Gardens, 58 Australian Marine Parks and the Heard Island and McDonald Islands Marine Reserve established under the Environment Protection and Biodiversity Conservation Act 1999. Parks Australia is the federal park agency that supports the Director, and we are a division of the department. We work to showcase these natural and cultural wonders to the world, demonstrating to all why these places are so special, and inspiring communities to become more invested in their care and future.

The Parks Support Services Branch provides a range of enabling services for the Director and the Parks Australia Division. Within the Parks Support Services Branch, the Parks Procurement Section provides advice, assistance, and support to staff throughout the procurement process. The team also manages the internal procurement framework and coordinates mandatory procurement reporting requirements. The Parks Procurement Section is currently delivering a capability and system uplift, which includes a strong focus on assisting the procuring areas to create better opportunities for Indigenous people and Indigenous owned businesses.

The Major Projects Branch is currently delivering \$600 million of infrastructure works across the six National Parks and the Australian National Botanical Gardens. The branch works closely with Traditional Owners for the jointly managed parks. There is a

variety of assets to be renewed and built, ranging from installation of campground barbecues to roads, telecommunications, housing remediation and walkway upgrades.

Duties

The Job – Multiple Positions APS 5 Procurement Officer

- Provide quality, considered advice on the Agency's procurement processes and the Australian Government procurement framework.
- Promptly respond to business area requests for support, guidance materials, templates and documents using appropriate channels.
- Contract data entry and administration of the procurement processing function.
- Monitor contract data and engage with business areas to support contract management.
- Promote a high standard of procurement practice, sustainable procurement, and engagement with First Nations businesses.
- Assist with internal projects and contribute to development of procurement practices in the agency.
- Reporting tasks, including to AusTender and for internal or external stakeholders
- Promote best practice, environmentally sustainable procurement, and engagement with First Nations businesses.
- Effectively manage competing priorities.
- Contribute to development of procurement practices across the Agency.

Please note that this recruitment process will be used to fill current vacancies in some of the sections 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 Public Service Gazette, may also be used to fill future ongoing vacancies in the department where the duties are of a similar nature.

What we are looking for Knowledge and experience

- Demonstrated experience or ability to perform in a team providing customer service, corporate or systems support to clients.
- Demonstrated experience or ability to effectively communicate in a professional customer service context to a range of stakeholders a range of complex matters, including legislation, policies, and compliance matters.
- Demonstrated experience or ability to collaborate to achieve priorities, including developing effective partnerships with internal and external stakeholders.
- Experience using TechnologyOne, SAP or similar financial management information systems is desirable.
- Commitment to inclusive workplace practices, and a high degree of personal integrity.
- Ability to apply these skills to the tasks described above in a professional context.

Skills and capabilities

We are looking for collaborative people with the following core skills and capabilities:

- A demonstrated ability to apply knowledge of procurement policies to coordinate complex procurement activities and processes in compliance with governance requirements.
- Excellent written and verbal communication and listening skills, including the ability to tailor communications to a range of audiences and convey complex matters in unambiguous and persuasive language.

- A proven ability to work either independently, or collaboratively and cooperatively to make sound and considered decisions, and to build productive working relationships with a range of stakeholders.
- Demonstrated capacity to achieve results, prioritise work, meet deadlines and manage multiple tasks with limited supervision.
- Time management skills and attention to detail as well as the ability to manage complex issues and competing priorities within timeframes.
- Highly developed cultural competency (or ability to quickly learn) and a demonstrated capacity to work with and communicate sensitively with First Nations peoples.

Desirable Qualifications

The following qualifications (or similar) are desirable, but not essential:

- Tertiary qualifications in Business or Law; and
- Certificate IV or Diploma in Government Procurement and Contracting.

Eligibility

Eligibility and other requirements

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

Security Clearance - The positions within the Finance Division require a **Baseline Vetting** security clearance. For these roles, you will be required to obtain and maintain a clearance at this level.

The positions within Parks Australia do not require a security clearance.

Notes

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

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

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

To Apply

Position Contact	Jayde Pollock, 0481 478 795
Agency Recruitment Site	https://www.dcceew.gov.au/about/jobs/apply

This notice is part of the electronic Public Service Gazette PS16 Daily Gazette Tuesday - 16 April 2024.pdf Published by Australian Public Service Commission.

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Agriculture, Water and the Environment

Vacancy VN-0740402

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

Closing Date: Sunday 05 May 2024

Finance Division and Parks Australia Division
Several Several

Job Title	Senior Procurement Officer – Multiple Positions
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Adelaide SA, Brisbane QLD, Canberra ACT, Darwin NT, Hobart TAS, Kingston TAS, Melbourne VIC, Perth WA, Sydney NSW
Salary	\$91,944 - \$104,393
Classification	APS Level 6
Position Number	2024/615
Agency Website	https://www.dcceew.gov.au/

Job Description

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

Identified position – This position is an 'Identified' position which signifies that the role has a strong involvement in issues relating to Aboriginal and Torres Strait Islander people. The successful applicant must have an understanding of the issues affecting Aboriginal and/or Torres Strait Islander people and an ability to communicate sensitively and effectively with Aboriginal and/or Torres Strait Islander People.

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The Department of Climate Change, Energy, the Environment and Water (the department) leads Australia’s response to climate change and sustainable energy use, and we protect our environment, heritage and water.

Finance Division | Financial Services Branch | Procurement and Contract Management Section

The Financial Services Branch within the Finance Division provides and administers policies, provides quality advice and a high standard of service in a range of functions including cost recovery, travel, credit cards, procurement, grants, accounts payable, accounts receivable, appropriation management, insurance, financial policy, and reporting. The branch also manages several projects for the department.

The central Procurement and Contract Management Section administers the procurement policies, guidance and templates; and provides advice and support on procurement activities. The Section is responsible for quality assurance reviews of procurement documentation and governance. The Section also supports the department with procurement related processing and reporting functions.

The section takes pride in creating and influencing continued improvement activities. The section is also committed to promoting environmental sustainability in procurement.

We work closely with our colleagues in other enabling services including legal, risk, finance, property, information technology and human resource functions.

Parks Australia Division | Parks Support Services Branch and Major Projects Branch | Various Sections

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Act 1999. Parks Australia is the federal park agency that supports the Director, and we are a division of the department. We work to showcase these natural and cultural wonders to the world, demonstrating to all why these places are so special, and inspiring communities to become more invested in their care and future.

The Parks Support Services Branch provides a range of enabling services for the Director and the Parks Australia Division. Within the Parks Support Services Branch, the Parks Procurement Section provides advice, assistance, and support to staff throughout the procurement process. The team also manages the internal procurement framework and coordinates mandatory procurement reporting requirements. The Parks Procurement Section is currently delivering a capability and system uplift, which includes a strong focus on assisting the procuring areas to create better opportunities for Indigenous people and Indigenous owned businesses.

The Major Projects Branch is currently delivering \$600 million of infrastructure works across the six National Parks and the Australian National Botanical Gardens. The branch works closely with Traditional Owners for the jointly managed parks. There is a variety of assets to be renewed and built, ranging from installation of campground barbecues to roads, telecommunications, housing remediation and walkway upgrades.

Duties

The Job – Multiple Positions APS6 Senior Procurement Officer

- Provide quality and accurate advice on the Agency's procurement processes and the Australian Government procurement framework which effectively considers risks and the Agency's priorities.
- Influence strategic direction of procurements and contract management plans.
- Review procurement documents including requests for quote/tender, draft contracts, probity and evaluation plans, and approval briefs in accordance with Australian Government Policy Framework and the Agency's governance processes.
- Ensure compliance with legislative obligations, the procurement framework, the Agency's risk framework, and internal governance processes.
- Prepare reports for stakeholders to support executive decision making and briefings.
- Advise business areas with complex procurements including open tenders, advising on probity, review of tender documents and related plans.
- Assist with continual improvement activities including development of internal documents (e.g. tender documents, contracts, standard operating procedures, and templates).
- Assist with the delivery of procurement policy and systems training for staff, including group training sessions and one-on-one training.
- Promote best practice, environmentally sustainable procurement, and engagement with First Nations businesses.
- Effectively manage competing priorities.
- Contribute to development of procurement practices across the Agency.

Please note that this recruitment process will be used to fill current vacancies in some of the sections 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 Public Service Gazette, may also be used to fill future ongoing vacancies in the department where the duties are of a similar nature.

What we are looking for Knowledge and experience

- Demonstrated ability to provide a high standard of professional customer service, corporate or systems support to clients.
- Demonstrated skill in communicating in a professional customer service context to a range of stakeholders a range of complex matters, including risk, legislation, policies, and compliance matters.
- Demonstrated ability to interpret, apply, and communicate complex legislation and policy, preferably in a government procurement context.

- Demonstrated skill in collaborating to achieve priorities, including developing effective partnerships with internal and external stakeholders.
- Experience using TechnologyOne, SAP or similar financial management information systems is desirable.
- Demonstrated commitment to inclusive workplace practices, and a high degree of personal integrity.
- Demonstrated leadership qualities, and an ability to lead a team of client focussed, solution driven staff who have clarity on their roles, responsibilities, and expected values and behaviours.
- Experience leading or contributing to implementation of best practice approaches to developing capabilities or operational effectiveness.
- Ability to apply these skills to the tasks described above in a professional context.

Skills and capabilities

We are looking for collaborative people with the following core skills and capabilities:

- A demonstrated ability to apply knowledge of procurement policies to coordinate complex procurement activities and processes in compliance with governance requirements.
- Excellent written and verbal communication and listening skills, including the ability to tailor communications to a range of audiences and convey complex matters in unambiguous and persuasive language.
- A proven ability to work either independently, or collaboratively and cooperatively to make sound and considered decisions, and to build productive working relationships with a range of stakeholders.
- Demonstrated capacity to achieve results, prioritise work, meet deadlines and manage multiple tasks with limited supervision.
- Time management skills and attention to detail as well as the ability to manage complex issues and competing priorities within timeframes.
- Highly developed cultural competency (or ability to quickly learn) and a demonstrated capacity to work with and communicate sensitively with First Nations peoples.

Desirable Qualification

The following qualifications (or similar) are desirable, but not essential:

- Tertiary qualifications in Business or Law; and
- Certificate IV or Diploma in Government Procurement and Contracting.

Eligibility

Eligibility and other requirements

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

Security Clearance - The positions within the Finance Division require a **Baseline Vetting** security clearance. For these roles, you will be required to obtain and maintain a clearance at this level.

The positions within Parks Australia do not require a security clearance.

Notes

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

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

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

To Apply

Position Contact	Jayde Pollock, 0481 478 795
Agency Recruitment Site	https://www.dcceew.gov.au/about/jobs/apply

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Attorney-General's

Vacancy VN-0740388

Administrative Appeals Tribunal

Closing Date:Sunday 28 April 2024

Tribunal Support
Corporate Services Business Support

Job Title	Director - Business Support
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Sydney NSW, Melbourne VIC, Brisbane QLD, Adelaide SA, Perth WA, Hobart TAS, Canberra ACT
Salary	\$135,732 - \$154,312
Classification	Executive Level 2
Position Number	7000806
Agency Website	http://www.aat.gov.au/

Job Description

<https://aat.bigredsky.com/page.php?pageID=106>

The Administrative Appeals Tribunal (AAT) is seeking a Director, Business Support. The Director Business Support will lead a multi-disciplinary team of specialists in the areas of risk management, security and asset management, procurement and contracting, facilities and accommodation to deliver high-level strategic advice to stakeholders.

As the Tribunal's Chief Risk Officer, you will provide strategic advice to the Registrar and the President, the Senior Executive

Group and the Tribunal Leadership Group on enterprise risks, oversee the Tribunal's Risk Management Framework and foster a positive risk culture.

The annual salary for the position is from \$135,732 to \$154,312 plus 15.4% superannuation.

We encourage and welcome applications from people with disability, Aboriginal and Torres Strait Islander peoples, LGBTIQ+ people, people from culturally and linguistically diverse backgrounds and mature age 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>

More information about this position, the scope of the role, duties and required capabilities and experience, is contained within the position description for this role, available from the Working at the AAT page of our website, www.aat.gov.au.

Read about the current reform of the Australian federal administrative review system on the Attorney-General's website, www.ag.gov.au

Duties

- **Strategic and operational advice:** Provide high level strategic advice to senior management, and day-to-day operational advice and assistance to managers on a range of matters including procurement and contracting, risk management, facilities and accommodation, security and asset management.
- **Risk management:** Oversee the AAT's risk management framework in line with the requirements of the Public Governance, Performance and Accountability Act 2013 and the Commonwealth Risk Management Policy, including monitoring and reviewing risk management policies and procedures, communicating and consulting about risk, developing the AAT's risk capability, and fostering a positive risk culture.
- **Security:** Lead the implementation of the Protective Security Policy Framework (PSPF) in collaboration with the Chief Corporate & Financial Officer (Chief Security Officer), including developing and implementing a security plan to manage the AAT's security risks and fostering a positive security culture to realise optimal security maturity.
- **Strategic procurement:** Ensure a strategic approach to the procurement of goods and services aligned with the Commonwealth Procurement Rules to enhance value for money and efficiency within the AAT, including developing and maintaining procurement plans and clear and easy to use policies, procedures and templates, and overseeing procurement processes and contract management.
- **Facilities and accommodation:** Oversee the management of the AAT's facilities and accommodation by effectively managing facilities budgets and routine maintenance, overseeing asset management, responding to emergencies, managing physical security and risks.
- **People management:** Lead, coach and professionally develop direct reports, and plan and oversee workforce and people management within the work area, ensuring effective resourcing within budget; a diverse, inclusive and supportive culture; high performance; and adherence to legislation, instruments and policies.

Eligibility

The AAT requires Australian citizenship as a condition of engagement.

All employees are required to undertake an Australian Federal Police Check and health assessment.

The successful applicant will require a Negative Vetting 2 security clearance, or ability to obtain and maintain post-commencement.

Notes

Order of merit list/merit pool: A merit list/pool of suitable candidates may be created from this process. Suitable candidates on this merit list/pool may be contacted in relation to identical or similar ongoing and non ongoing roles in the AAT, or the broader APS, within 18 months from the date of gazettal.

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 Administrative Appeals Tribunal

The AAT plays a crucial role in the Australian legal landscape, providing a process for individuals and organisations to seek an independent review of decisions made under a wide range of Commonwealth laws. The AAT can take a fresh look at decisions made by Australian Government ministers, departments and agencies – and, in limited circumstances, decisions made by state government and non-government bodies. It also can review decisions made under Norfolk Island laws. The AAT comprises members, the independent statutory appointees who hear review applications, and staff, who provide services to support applicants and the review process, as well as the Tribunal's daily operations. The AAT will be transitioning to a new merits review body, to be called the Administrative Review Tribunal, in 2024. You can learn more about the AAT here: <https://www.aat.gov.au/about-the-aat>. Information about the reform of the federal administrative review system can be found on the Attorney-General's website: <https://www.ag.gov.au/>.

To Apply

Position Contact	Nadine McDonald, (03) 9454 6224
Agency Recruitment Site	https://aat.bigredsky.com/page.php?pageID=106

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Attorney-General's

Vacancy VN-0740439

Administrative Appeals Tribunal

Closing Date:Sunday 28 April 2024

Tribunal Support
Corporate Services Finance

Job Title	Assistant Director - Financial Governance & Systems
Job Type	Full-Time, Ongoing
Location	Melbourne VIC, Sydney NSW
Salary	\$113,357 - \$133,423
Classification	Executive Level 1
Position Number	7001384
Agency Website	http://www.aat.gov.au/

Job Description

<https://aat.bigredsky.com/page.php?pageID=106>

The Administrative Appeals Tribunal (AAT) is seeking an Assistant Director, Financial Governance and Systems. The Assistant Director, Financial Governance and Systems assists the Director, Finance to manage and ensure good financial governance, compliance with Finance law and deliver critical Finance related projects. The role also manages the Administered Revenue team and application fee refunds processing activities on behalf of Government.

The Assistant Director, Financial Governance and Systems role is a varied role with a lot of strategic and analytical thinking required to keep improving finance practices and supporting the Director, Finance. Working within a small and supportive team, you'll get the opportunity to work with a range of finance related tasks – compliance, policies, system and process improvements.

The desired applicant will need to be good at trouble shooting and finding solution, have a good communication and ability to influence change. They will also need to be able to see the big picture on how Finance supports and fits in the Tribunals operations.

The annual salary for the position is from \$113,357 to \$133,423 plus 15.4% superannuation.

We encourage and welcome applications from people with disability, Aboriginal and Torres Strait Islander peoples, LGBTIQ+ people, people from culturally and linguistically diverse backgrounds and mature age 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>

More information about this position, the scope of the role, duties and required capabilities and experience, is contained within the position description for this role, available from the Working at the AAT page of our website, www.aat.gov.au.

Read about the current reform of the Australian federal administrative review system on the Attorney-General's website, www.ag.gov.au

Duties

- **Governance:** Lead or contribute to the governance activities for Finance – compliance reporting, Accountable Authority Instructions, Financial Delegations and other Finance policies.
- **Project management and support:** Lead or contribute to Finance projects including corporate system reviews and/or initiatives designed to identify process improvements and enhance service delivery to AAT users.
- **Managing staff:** Supervise and provide guidance to staff within the Financial Governance and Systems team as well as encourage strong collaboration with other Finance teams. Manage and lead the Administered Revenue team with the refunds processing task.
- **Stakeholder management:** Build and maintain productive, collaborative relationships with internal and external stakeholders at all levels.

- **Continuous improvement:** Commitment to continuously improving the AAT’s financial service offerings. Including identifying and implementing system and process improvements, operational efficiencies, cost saving strategies, and assisting in optimising business and financial outcomes.

Eligibility

The AAT requires Australian citizenship as a condition of engagement.

All employees are required to undertake an Australian Federal Police Check and health assessment.

How to apply:

Applications must be lodged by selecting apply below. You are required to respond to the required capabilities and experience indicated within the Position Description. Your response should be clear, concise, relevant and be no longer than 2 pages in total. Please note that applicants who do not address the required capabilities and experience will not progress to shortlisting.

Your Resume/CV should not exceed 4 pages in total.

Applications for this role will close at **11:45PM AEDT on Sunday, 28 April 2024.**

Please contact our recruitment team on (02) 9276 5443 or recruitment@aat.gov.au should you require assistance with accessing our website or with lodging your application.

Notes

Order of merit list/merit pool: A merit list/pool of suitable candidates may be created from this process. Suitable candidates on this merit list/pool may be contacted in relation to identical or similar ongoing roles in the AAT, or the broader APS, within 18 months from the date of gazettal.

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To Apply

Position Contact	Dobe Temelkovski, 03 9454 6368
Agency Recruitment Site	https://aat.bigredsky.com/page.php?pageID=106

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Attorney-General's

Vacancy VN-0740317

Australian Federal Police

Closing Date:Monday 29 April 2024

CHIEF LEARNING OFFICER COMMANDER FOUNDATION DEV & LEARN

Job Title	Learning & Development Advisors (Band 4-5)
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	\$80,821 - \$102,927
Classification	APS Level 5;APS Level 6
Position Number	Req 12924
Agency Website	https://careers.afp.gov.au

Job Description

<https://careers.afp.gov.au/job-invite/12924/>

Did you know?

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

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

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

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

Duties

What is the role?

Are you passionate about enhancing employees' learning experience and contributing to the uplifting of their capabilities? Do you

want to work for an Agency that makes a big community impact by keeping Australia safe? If so, this opportunity can be for you.

The AFP is looking for talented and qualified Learning & Development Advisors to contribute to the delivery of learning programs and activities across the agency.

AFP's Learning and Development Command drives the AFP to acquire knowledge, develop skills and create a learning culture that helps the AFP thrive and outsmart serious crime. The AFP is a Registered Training Organization (RTO) certified by the Australian Skills Quality Authority to provide nationally recognized qualifications. The AFP delivers a range of Vocational Education and Training programs using contemporary delivery methods such as blended learning, e-learning and immersive simulated environments.

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

This position is based in Canberra and cannot be performed remotely.

What will you do?

Under the direction of senior team members, this role will be responsible for delivering outcomes related to the AFP's learning culture, including providing advice on the development of learning packages for AFP work areas utilising contemporary adult learning principles across a variety of learning platforms.

This includes, but is not limited to tasks related to:

Band 4

- Administration and data entry
- Contributing to the development of instructional material such as policies, procedures and processes
- Assisting with projects and associated financial activities
- Providing support for learning resource development, RTO assurance activities and online learning deliverables
- Contributing to the SAP Learning Solution including administration, analysis, quality assurance, reporting and continuous improvement
- Organizing workshops, training sessions, meetings and performing secretariat functions
- Providing excellent client service advice and building collaborative relationships
- Maintaining contemporary skills and knowledge

Band 5

- Contributing to the development of instructional material such as policies, procedures and processes
- Managing projects and associated financial activities
- Collaborating innovatively with a diverse range of AFP subject matter experts, engaging in and facilitating workshops, ideation sessions and evaluating concepts to provide training solutions that follow adult learning principles
- Managing RTO assurance activities including gap analysis, validation, moderation, evaluation and continuous improvement
- Managing and coordinating the SAP Learning Solution including administration, analysis, quality assurance, reporting and continuous improvement
- Managing tasks to enhance online learning and immersive simulated environments deliverables
- Providing advice and assistance to inform the development of training, assessment and associated resources
- Providing advice, assistance and facilitating workshops and train the trainer sessions to proactively drive the ongoing development of AFP trainers and assessors
- Liaising with clients and building collaborative relationships
- Championing and implementing contemporary learning techniques to enhance skill development and knowledge across a wide range of learning platforms
- Other tasks as required.

Eligibility

Essential Requirements

- A Negative Vetting 1 (Secret) security clearance or the ability to obtain one.
- Has contemporary knowledge and experience relevant to the role.
- Certificate IV in Training and Assessment or the ability to complete the qualification.
- Possess highly developed analytical and problem-solving skills with the ability to proactively encourage and seek more efficient outcomes.
- Strong organization and time management skills, the ability to successfully complete several tasks concurrently, maintain high levels of attention to detail, maintain documentation and record keeping and meet deadlines.
- Excellent interpersonal and written communication skills with the ability to communicate effectively across all levels.
- Well-developed computer skills including Microsoft Word, Excel, and Outlook, as well as an understanding and experience in the use of databases and/or Learning Management Systems (LMS).

Desirable Requirements

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

- Tertiary qualifications in relevant field.
- Demonstrated experience in coordinating learning and development activities using a variety of mediums and technologies.

Notes

- These positions are an AFP Band Level 4 or 5
- This position is based in Canberra and cannot be performed remotely.
- 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.
- 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	Ange Clark, 02 5126 7846
Agency Recruitment Site	https://careers.afp.gov.au/job-invite/12924/

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Attorney-General's

Vacancy VN-0740361

Australian Financial Security Authority

Closing Date:Tuesday 30 April 2024

Enabling Services Group

Job Title	Director Security and Facilities
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Canberra ACT, Melbourne VIC, Adelaide SA, Brisbane QLD, Perth WA, Hobart TAS, Sydney NSW
Salary	\$135,572 - \$160,459
Classification	Executive Level 2
Position Number	30952
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.

We ensure confidence in Australia's personal insolvency and personal property securities systems and manage the proceeds of crime through Criminal Asset Management.

The **Enabling Services Group** is responsible for aligning AFSA's enabling services to better support the Authority's core

regulatory functions and its journey of becoming a visible, modern and contemporary regulator.

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

Purpose of the Position

Reporting to the Chief Operating Officer, the Director, **Security and Facilities** is responsible for leading and managing the Security, Integrity and Facilities functional teams to deliver high-quality security, fraud control programs and facilities management services to the agency. This role collaborates and works closely with a range of internal and external stakeholders and service providers to contribute to the strategic agenda of the agency by leading key functions and projects including:

- The management of AFSA's Security Policy in accordance with the Protective Security Policy Framework.
- The fraud control program including responsibility for AFSA's obligations under the Fraud and Corruption Control Framework, and the National Anti-Corruption Commission (NACC) Act 2022
- Provides strategic advice and direction to Executive and Site Leaders with respect to their accommodation needs (including office relocations) and leads the Future Ways of Working project.

The ideal candidate for the role is an executive-level professional with experience developing and leading a team to deliver high quality and innovative client-focused services in a geographically dispersed organisation. You will have leadership skills and prior experience in delivery across security and integrity in a government environment with a proven ability to develop and drive strategic agenda, and to lead a team to deliver high quality results.

Strong business acumen and a collaborative mindset is essential as you will be expected to work seamlessly with various teams and stakeholders and be adept at balancing competing priorities. Excellent written and verbal communication skills with a demonstrated ability to communicate information coherently and concisely to a range of audiences including senior executives is essential. **Duties**

Key accountabilities

The **Director, Security and Facilities** role will lead a team and be responsible for:

- Leading the management of AFSA's security requirements including maintaining assurance and oversight of AFSA's protective security practices, policies and reporting in accordance with the Protective Security Policy Framework (PSPF). Includes collaborating across the agency to facilitate coordinated security incident management and response.
- Responding to security vulnerabilities and incidents, investigating causes and developing effective controls.
- Delivering facilities management services in accordance with the PGPA Act 2013, including oversight and guidance for the managing property plans, relocations, corporate services support across multiple locations.
- Lead a team of Corporate Support Officers to deliver on-site Corporate Support services to geographically dispersed Agency sites, including the travel management services.
- Provide strategic advice and direction to the Executive Committee and Site Leaders with respect to their accommodation needs, including lead the development of national strategies, policies and procedures for the management of AFSA properties.
- Oversee the site leadership framework and stewardship of the AFSA tenancies, to promote community-centred workplaces for employees, which enhance site-based connection and inclusion for all AFSA staff and local stakeholders.
- Managing the Integrity team responsible for the fraud control framework that includes leading and coordinating investigations into fraud or corruption allegations within the agency and appropriate reporting mechanisms for NACC and the Commonwealth Fraud and Corruption Control Framework 2024.

- Delivering high-quality services to the agency with a focus on business engagement and continuous improvement of policies and processes. Includes: the provision of advice, leading on the development of national strategies, policies and procedures.
- Ensuring contribution and alignment to the strategic direction of AFSA, compliance with corporate governance, uplift practices to ensure best practice and fitness for purpose.
- Evaluating and responding effectively to highly sensitive and contentious operational issues to ensure that security, financial, reputational, and business risks are minimised.
- Leading and building a team environment that drives innovation and enthusiasm, where people are valued and focused on achieve business outcomes.

All duties will be performed in accordance with:

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

Skills and Capabilities

Engages proactively with risk

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

Engages people to build productive relationships

- Acts with honesty, integrity and respect in dealings with others.
- Is willing and able to understand others' perspectives.
- Sets and manages expectations to achieve positive outcomes.

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 engaged externally to build strong relationships as a trusted partner to design and deliver appropriate and effective policy, regulation and/or programs.

Communicates simply and clearly

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

Demonstrates judgement and common sense

- Objectively evaluates all aspects of a situation and weighs all options before making a decision.
- Uses evidence to draw accurate conclusions.
- Engages appropriate escalation procedures when necessary to ensure smooth resolution of issues.

Uses information to make evidence-based decisions

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

Qualifications and experience

Highly desirable

- A comprehensive understanding of:
 - Relevant legislation, regulations, policy and frameworks around protective security matters.
 - Australian Government Protective Security Policy Framework including: associated rules, design principles and policy requirements, implementation and security risk management.
 - The senior-level management of security policy and operations within a risk-management environment in the Australian Government.
- Experienced in leading functional teams applying risk management and project management skills to contribute to organisational outcomes within a Commonwealth entity.
- Demonstrated experience and a proven ability in a similar role in a government environment, including an ability to lead a small team in the delivery of services.
- Possesses highly developed interpersonal skills and proven written and oral communication skills of a high standard.
- Ability to monitor and manage a high level of client service delivery and promotes a culture of quality client service that is accurate, timely, consistent and appropriate.
- Tertiary qualification relevant to the disciplines of public policy, security or governance is highly desirable.

Why AFSA?

You will enjoy excellent conditions including:

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

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

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

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

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

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

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

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

Notes

The closing date for this position is **11:59PM AEST, Tuesday 30 April 2024.**

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

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

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

- Click the 'Apply' button below which will open the AFSA careers portal.
- Provide evidence in the education/qualifications section of your application, if applicable
- Complete a short questionnaire (mandatory).
- Attach your resume and statement of claims (cover letter 1-pages) addressing the skills and capabilities and required qualifications, accreditations, and experience outlined in the position description (mandatory)
- Provide the full name, employer, and contact details of at least two referees, one of which must be your current or most recent manager.
- Ensure that all mandatory fields (marked with a red banner) are completed.
- Applicants who fail to provide the above requested information, will not be assessed by the selection panel.

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

About the Australian Financial Security Authority

To Apply

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

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Attorney-General's

Vacancy VN-0740414

Australian Financial Security Authority

Closing Date: Tuesday 23 April 2024

Corporate Services

Job Title	Recruitment Advisor
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Melbourne VIC, Sydney NSW, Canberra ACT, Adelaide SA, Perth WA, Brisbane QLD
Salary	\$84,897 - \$91,689
Classification	APS Level 5
Position Number	30802
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 **Corporate Services Division** is responsible for delivering a range of business and enabling services that support the Australian Financial Security Authority operations through partnering with business divisions that regulate Australia's personal insolvency and personal property securities programs. The division provides professional services and leadership that promotes the efficient and effective operations of the agency whilst ensuring compliance with commonwealth legislation, policies and guidelines and promoting integrity, accountability and transparency.

Purpose of the Position

The **Recruitment Advisor** is a strong team player with a customer service focus who has the ability to provide end-to-end recruitment and on-boarding related services to applicants and managers for AFSA vacancies. The position requires excellent system administration and organisational skills and prior recruitment experience, preferably within the APS framework is desirable. You will be an HR professional who enjoys working in a fast-paced environment where each day may present a new learning and challenge. You will be responsible for prioritising your own workload, making sound judgements and providing accurate recruitment advice to selection panels, internal teams and external stakeholders. You will have the opportunity to work with limited guidance but will have support to escalate complex issues as they arise.

Duties

Key accountabilities

- Coordinate and manage end-to-end recruitment and onboarding functions in a fast-paced environment.
- Provide timely, effective, and efficient recruitment support and advice enabling services to stakeholders in line with legislative and policy requirements.
- Develop and maintain effective working relationships with a range of stakeholders to support best practice service delivery.
- Maintain accurate and timely records using relevant HR information systems, databases, online recruitment systems, and other applications as required to manage recruitment activities.
- Administration of accurate documentation, including approved contracts of employment, extension notices, promotions, and transfers between agencies.
- Contribute to process innovation, change management, and modern ways of working.
- Support, and continuously improve, user experience for all stakeholders.
- Work independently while maintaining regular communication with the Senior Recruitment Advisor and Assistant Director.
- Develop and contribute to administration and service provision guidelines and policy.

- Facilitate and support proactive workforce planning and resourcing functions with business lines.
- Other duties as directed.

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

Uses information to make evidence-based decisions

- Researches, identifies and integrates relevant evidence towards finding solutions to the problem.
- Provides unbiased, comprehensive and accurate advice to others.
- Use data and organisational and environmental awareness to analyse information.

Communicates simply and clearly

- Communicates clearly and comprehensively in plain English, without using jargon.
- Demonstrates an ability to convey a message succinctly and with empathy, regardless of the medium (written, verbal, digital).
- Tailor communication to target audience to promote understanding and comprehension.

Working with ambiguity

- Demonstrates proactivity, emotional intelligence, and self-direction in the face of uncertainty, or new situations.
- Chooses a course of action or decision without having the total picture.

Drives innovation and continuous improvement

- Constructively challenges and questions pro.
- Explores and works with new ideas that will benefit our stakeholders.
- Commitment to continuous improvement of enabling services to support AFSA operations in being a visible, modern and contemporary regulator.

Qualifications, accreditations, and experience

- Qualification in human resources, and/or demonstrated skills and experience in recruitment and talent acquisition are highly desirable.
- An understanding of Government recruitment process, legislation, and policy frameworks is desirable.
- Aurion experience is highly desirable.

Why AFSA?

You will enjoy excellent conditions including:

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

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

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

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

Eligibility:

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

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

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

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

Notes

How to apply?

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

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

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

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

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

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

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

About the Australian Financial Security Authority

To Apply

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

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Attorney-General’s

Vacancy VN-0740369

Fair Work Commission

Closing Date:Monday 29 April 2024

Regulated Worker Standards Team

Job Title	Research Officer
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Brisbane QLD, Sydney NSW, Perth WA, Adelaide SA, Canberra ACT, Darwin NT, Hobart TAS, Melbourne VIC
Salary	\$86,363 - \$91,527
Classification	APS Level 5
Position Number	TBC
Agency Website	https://www.fwc.gov.au/about-us/careers

Job Description

<https://fwc.bigredsky.com/page.php?pageID=106>

We are seeking a Research Officer who has relevant experience to join our Regulated Worker Standards team. The Research Officer will work as part of a team providing direct support to Fair Work Commission Expert Panels and Full Benches overseeing the setting of minimum standards orders for regulated workers (employee-like workers and road transport contractors) and road transport contractual chain orders under Part 3A and 3B of the *Fair Work Act 2009* (Cth).

As a Research Officer you will use your knowledge of the federal workplace relations system, including the *Fair Work Act 2009*, to provide assistance to the Senior Research Officer and other Research Officers to research, draft documents such as briefing notes, maintain records, collate reports and manage documentation and workflows through the Commission’s record management, filing and reporting systems.

Duties

- Undertake research and analysis on complex workplace relations issues (including issues in relation to regulated workers and the road transport industry) and prepare reports and other written material to support the work of Expert Panels and Full Benches.

- Undertake administrative tasks supporting the work of the tribunal in relation to minimum standards orders and road transport contractual chain orders, including publishing material on the Commission's website, dealing with enquiries to the team inbox and sending subscriber emails.
- Draft and proofread documents such as briefing notes, web materials, information materials, determinations and correspondence. This may include proofreading and reviewing documents drafted by other team members, as directed by the Senior Research Officer.
- Maintain records, manage documentation and workflows and collate reports using the organisation's record management, filing and reporting systems.
- Assist in the development of team policies and procedures in line with requests from statutory appointees and the Commission's business objectives.
- Perform other duties as directed by the Senior Research Officer, Director, Assistant Directors and/or the Executive Director, Labour Standards Support.

Eligibility

Citizenship: The Fair Work Commission requires Australian citizenship as a condition of engagement.

National Police Check: To be eligible for employment with the Commission, the successful applicant must undergo and satisfy a National Police Check.

How to apply: Applications must be lodged online through the Commission's web-based e-recruitment system and include a current CV and a statement of claim of no more than **800 words**, outlining your skills and/or experience relevant to the advertised role using the '**Our Ideal Candidate**' section as your basis. For further information about 'Our Ideal Candidate' and how to apply, please click on '**Apply now**' and follow the prompts.

Notes

This recruitment process is being used to fill ongoing positions.

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

Non-ongoing vacancies may be filled for maximum period of 2 years.

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 Fair Work Commission

The Fair Work Commission (Commission) is the national workplace relations tribunal. It is an independent body with power to carry out a range of functions relating to: • The safety net of minimum wages and employment conditions • Enterprise bargaining • Industrial action • Dispute Resolution • Anti-bullying • Termination of Employment • Registered Organisations The Commission is a statutory authority with offices in each State and Territory. The majority of staff are based in Melbourne, Sydney and Brisbane. Commission staff are employed under the provisions of the Public Service Act 1999, which means they must uphold the APS Values and abide by the APS Code of Conduct. Employment conditions are set out in the Fair Work Commission Enterprise Agreement 2017- 2020.

To Apply

Position Contact	Michael Preston, (03) 8650 0135
Agency Recruitment Site	https://fwc.bigredsky.com/page.php?pageID=106

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Attorney-General's

Vacancy VN-0740391

Fair Work Commission

Closing Date:Monday 29 April 2024

Regulated Worker Standards Team

Job Title	Senior Research Officer
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Brisbane QLD, Adelaide SA, Canberra ACT, Darwin NT, Hobart TAS, Melbourne VIC, Perth WA, Sydney NSW
Salary	\$93,536 - \$107,593
Classification	APS Level 6
Position Number	TBC
Agency Website	https://www.fwc.gov.au/about-us/careers

Job Description

<https://fwc.bigredsky.com/page.php?pageID=106>

We are seeking a Senior Research Officer who has relevant experience to join our Regulated Worker Standards team.

The Senior Research Officer will work as part of a team providing direct support to Fair Work Commission Expert Panels and Full Benches overseeing the setting of minimum standards orders for regulated workers (employee-like workers and road transport contractors) and road transport contractual chain orders under Part 3A and 3B of the *Fair Work Act 2009* (Cth).

As a Senior Research Officer, you will use your in-depth knowledge of the federal workplace relations system, including the *Fair Work Act 2009*, to research and analyse complex workplace relations issues, and to draft, proofread and review documents prepared by other team members to ensure that findings presented are accurate. You will also have an important role in contributing to the supervision and development of team members and setting work priorities.

Duties

- Contribute to and provide day-to-day leadership of a team undertaking research and analysis on complex workplace relations issues (including issues in relation to regulated workers and the road transport industry) and prepare or review reports and other written material to support the work of Expert Panels and Full Benches.
- Co-ordinate and undertake administrative tasks supporting the work of the tribunal in relation to minimum standards orders and road transport contractual chain orders, including publishing material on the Commission's website, dealing with enquiries to the team inbox and sending subscriber emails.

- Draft, proofread and review documents prepared by other team members such as briefing notes, web materials, information materials, determinations and correspondence. Provide constructive feedback and coaching to develop team members.
- Maintain records, manage documentation and workflows and collate reports using the organisation's record management, filing and reporting systems.
- Contribute to the development of team policies and procedures in line with requests from statutory appointees and the Commission's business objectives. Develop and build team capability to support policies and procedures.
- Perform other duties as directed by the Director, Assistant Directors and/or the Executive Director, Labour Standards Support.

Eligibility

Citizenship: The Fair Work Commission requires Australian citizenship as a condition of engagement.

National Police Check: To be eligible for employment with the Commission, the successful applicant must undergo and satisfy a National Police Check.

How to apply: Applications must be lodged online through the Commission's web-based e-recruitment system and include a current CV and a statement of claim of no more than **800 words**, outlining your skills and/or experience relevant to the advertised role using the '**Our Ideal Candidate**' section as your basis. For further information about 'Our Ideal Candidate' and how to apply, please click on '**Apply now**' and follow the prompts.

Notes

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

Non-ongoing vacancies may be filled for maximum period of 2 years.

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 Fair Work Commission

The Fair Work Commission (Commission) is the national workplace relations tribunal. It is an independent body with power to carry out a range of functions relating to: • The safety net of minimum wages and employment conditions • Enterprise bargaining • Industrial action • Dispute Resolution • Anti-bullying • Termination of Employment • Registered Organisations The Commission is a statutory authority with offices in each State and Territory. The majority of staff are based in Melbourne, Sydney and Brisbane. Commission staff are employed under the provisions of the Public Service Act 1999, which means they must uphold the APS Values and abide by the APS Code of Conduct. Employment conditions are set out in the Fair Work Commission Enterprise Agreement 2017- 2020.

To Apply

Position Contact	Michael Preston, 03 8650 0135
Agency Recruitment Site	https://fwc.bigredsky.com/page.php?pageID=106

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Attorney-General’s

Vacancy VN-0740398

Fair Work Commission

Closing Date:Monday 29 April 2024

Regulated Worker Standards Team

Job Title	Assistant Director, Regulated Worker Standards
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Canberra ACT, Sydney NSW, Adelaide SA, Brisbane QLD, Darwin NT, Hobart TAS, Melbourne VIC, Perth WA
Salary	\$119,072 - \$128,859
Classification	Executive Level 1
Position Number	TBC
Agency Website	https://www.fwc.gov.au/about-us/careers

Job Description

<https://fwc.bigredsky.com/page.php?pageID=106>

The Assistant Director, Regulated Worker Standards assists in managing a team responsible for providing research, analysis, and support to Fair Work Commission (Commission) Members and Expert Panels, who oversee the setting of minimum standards orders for regulated workers (employee-like workers and road transport contractors) and road transport contractual chain orders under Part 3A and 3B of the of the *Fair Work Act 2009* (Cth).

Under broad direction, the Assistant Director will contribute to the production of high-quality research, analysis, and case management support for relevant matters. The Assistant Director will develop and manage excellent working relationships with a range of internal and external stakeholders in the support of relevant matters. They will have in-depth knowledge and experience of workplace relations matters relevant to the *Fair Work Act 2009* and knowledge relevant to Part 3A and 3B. The Assistant Director will also assist the team with working across the Commission on targeted education, communication and engagement activities with regulated workers, organisations, and workplaces on the Commission’s Part 3A and 3B functions.

Duties

- Assist the Director, Regulated Worker Standards in ensuring the timely delivery of high-quality research, analysis, and other support to assist Commission Members and Expert Panels overseeing the setting of minimum standards orders for regulated workers (employee-like workers and road transport contractors) and road transport contractual chain orders under Part 3A and 3B of the Fair Work Act 2009 before the Commission.
- Oversee and undertake research on complex matters relating to minimum standards orders and road transport contractual chain orders and relevant legislation and advise on findings.

- Build team capabilities by providing leadership to staff in the team, including developing, coaching, motivating, and mentoring staff and managing performance.
- Where required, assist the Director, Regulated Worker Standards to:
 - Undertake external engagement to inform the Commission's work (including with stakeholders, domestic and international government agencies, and academic institutions).
 - Chair external stakeholder and/or reference groups to support relevant matters.
- Recommend and contribute to strategic direction for the work area and develop work plans for delivery of functions that align with organisational goals and objectives.
- Develop and manage working relationships with a range of key internal and external stakeholders including by engaging and collaborating with other Branches to ensure high quality support and services are provided to Commission Members and clients.
- Other duties as directed by the Director, Regulated Worker Standards and/or the Executive Director, Labour Standards Support.

Eligibility

Citizenship: The Fair Work Commission requires Australian citizenship as a condition of engagement.

National Police Check: To be eligible for employment with the Commission, the successful applicant must undergo and satisfy a National Police Check.

How to apply: Applications must be lodged online through the Commission's web-based e-recruitment system and include a current CV and a statement of claim of no more than **1000 words**, outlining your skills and/or experience relevant to the advertised role using the '**Our Ideal Candidate**' section as your basis. For further information about 'Our Ideal Candidate' and how to apply, please click on '**Apply now**' and follow the prompts.

Notes

This recruitment process is being used to fill an ongoing position.

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

Non-ongoing vacancies may be filled for maximum period of 2 years.

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 Fair Work Commission

The Fair Work Commission (Commission) is the national workplace relations tribunal. It is an independent body with power to carry out a range of functions relating to: • The safety net of minimum wages and employment conditions • Enterprise bargaining • Industrial action • Dispute Resolution • Anti-bullying • Termination of Employment • Registered Organisations The Commission is a statutory authority with offices in each State and Territory. The majority of staff are based in Melbourne, Sydney and Brisbane. Commission staff are employed under the provisions of the Public Service Act 1999, which means they must uphold the APS Values and abide by the APS Code of Conduct. Employment conditions are set out in the Fair Work Commission Enterprise Agreement 2017- 2020.

To Apply

Position Contact	Michael Preston, (03) 8650 0135
Agency Recruitment Site	https://fwc.bigredsky.com/page.php?pageID=106

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Attorney-General’s

Vacancy VN-0740400

Fair Work Commission

Closing Date:Monday 29 April 2024

Regulated Worker Standards Team

Job Title	Director, Regulated Worker Standards
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Melbourne VIC, Sydney NSW, Brisbane QLD
Salary	\$137,291 - \$160,676
Classification	Executive Level 2
Position Number	TBC
Agency Website	https://www.fwc.gov.au/about-us/careers

Job Description

<https://fwc.bigredsky.com/page.php?pageID=106>

The Director, Regulated Worker Standards provides specialist oversight and strategic leadership to a team responsible for providing research, analysis, and support to Fair Work Commission (Commission) Members and Expert Panels, who oversee the setting of minimum standards orders and supply chain orders for regulated workers (employee-like workers and road transport contractors) under Part 3A and 3B of the *Fair Work Act 2009* (Cth).

The Director will oversee the production of high-quality research and support, establish, develop, and manage excellent working relationships with a range of internal and external stakeholders in the support of relevant matters. They will have comprehensive knowledge and experience of workplace relations matters relevant to the *Fair Work Act 2009*, particularly knowledge relevant to Part 3A and 3B of the *Fair Work Act 2009* (Cth). The team will also work across the Commission on targeted education, communication and engagement activities with regulated workers and workplaces on the Commission’s Part 3A and 3B of the *Fair Work Act 2009* (Cth) functions.

Duties

- Drawing on the Director’s specialist workplace relations knowledge, ensure oversight and timely delivery of high-quality research, analysis, and other support to assist Commission Members and Expert Panels overseeing the setting of minimum standards orders and supply chain orders for regulated workers (employee-like workers and road transport contractors) under Part 3A and 3B of the *Fair Work Act 2009* (Cth) before the Commission.
- Ensure the efficient management of resources to support Commission Members and Expert Panels overseeing matters pertaining to Part 3A and 3B of the *Fair Work Act 2009* (Cth).
- Where required:

- Ensure the provision of timely high-quality workplace relations analysis to the Commission's President, National Practice Leader, Commission Members, and the General Manager.
- Undertake external engagement to inform the Commission's work (including with stakeholders, relevant domestic and International Government agencies and academic institutions).
- Chair external stakeholder and/or reference groups to support relevant matters.
- Work closely with Directors within the Branch and across the Commission to manage multi-disciplinary teams supporting relevant matters before the Commission.
- Build staff capabilities by providing leadership to team members, including setting the strategic direction of the team, anticipating and establishing work priorities, and managing performance.
- Actively contribute to broader Commission functions and leadership including the Commission's Senior Management Group and the Branch leadership team, as well as corporate management and related statutory responsibilities more generally including: strategic planning, reporting, corporate and budgetary responsibilities, and providing input into key Commission and Branch publications.
- Ensure active oversight, and where relevant management of, projects supporting targeted education, communication and engagement activities with regulated workers and workplaces.
- Other duties as directed by the Executive Director.

Eligibility

Citizenship: The Fair Work Commission requires Australian citizenship as a condition of engagement.

National Police Check: To be eligible for employment with the Commission, the successful applicant must undergo and satisfy a National Police Check.

How to apply: Applications must be lodged online through the Commission's web-based e-recruitment system and include a current CV and a statement of claim of no more than **1000 words**, outlining your skills and/or experience relevant to the advertised role using the '**Our Ideal Candidate**' section as your basis. For further information about 'Our Ideal Candidate' and how to apply, please click on '**Apply now**' and follow the prompts.

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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 Fair Work Commission

The Fair Work Commission (Commission) is the national workplace relations tribunal. It is an independent body with power to carry out a range of functions relating to: • The safety net of minimum wages and employment conditions • Enterprise bargaining • Industrial action • Dispute Resolution • Anti-bullying • Termination of Employment • Registered Organisations The Commission is a statutory authority with offices in each State and Territory. The majority of staff are based in Melbourne, Sydney and Brisbane. Commission staff are employed under the provisions of the Public Service Act 1999, which means they must uphold the APS Values and abide by the APS Code of Conduct. Employment conditions are set out in the Fair Work Commission Enterprise Agreement 2017- 2020.

To Apply

Position Contact	Joelle Leggett, (03) 8650 0138
Agency Recruitment Site	https://fwc.bigredsky.com/page.php?pageID=106

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Attorney-General's

Vacancy VN-0740348

Federal Court of Australia

Closing Date:Monday 29 April 2024

Federal Circuit & Family Court of Australia
Judicial Support

Job Title	Executive Associate to the Chief Justice (FCFCOA)
Job Type	Full-Time, Ongoing
Location	Melbourne VIC
Salary	\$110,115 - \$120,025
Classification	Executive Level 1
Position Number	8423
Agency Website	https://www.fedcourt.gov.au/about/employment

Job Description

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

The Executive Assistant provides a high level of executive, managerial and administrative support services to the Chief Justice of the FCFCOA (Division 1)/Chief Judge of the FCFCOA (Division 2) ('the Chief Justice') to support the exercise of his statutory duties and exercise of his day-to-day responsibilities across two extremely busy Courts. Together the Courts comprise 122 judges; hundreds of legal, social science and related support staff; registries and circuits across 43 locations; and are responsibility for around 100,000 filings per year.

This is a key role that ensures the smooth and efficient operation of the Chief Justice's Chambers. The Executive Assistant must be able to develop an excellent level of knowledge of the Court's strategic priorities, functions, practices and procedures, and to oversee the Chief Justice's Associates and the administrative support in the Sydney chambers to provide services to the Chief Justice.

The Executive Assistant is an integral part of the chambers of the Chief Justice and the national operations team more broadly, providing a wide range of high-level executive and administrative support. The Executive Assistant will also assist the Chief Justice with important policy and projects, including the preparation of high-level correspondence, presentation, conference papers, reports

and submissions. The role may also extend to dealing with other sensitive and confidential processes as requested by the Chief Justice.

The role is busy and multi-dimensional, requiring someone with agility and highly developed organisational skills, together with strong communication and interpersonal skills. The person appointed to this position will be someone who anticipates what needs to be done, shows great initiative; is highly motivated and organised, efficient, able to work under pressure. It requires frequent contact with internal and external stakeholders. The occupant of this position must enjoy working with a diverse range of people and have strong interpersonal skills.

Duties

1. Providing high level executive, managerial and administrative support to the Chief Justice;
2. Preparing and coordinating complex correspondence, presentations, speeches and reports;
3. Overseeing Associates to support the Chief Justice;
4. Overseeing administrative support in the Sydney chambers of the Chief Justice;
5. Working closely with the national operations team assisting the Chief Justice and the Chief Executive Office and Principal Registrar of the FCFCOA ('CEO/PR');
6. Liaising with judges, the CEO/PR and senior court staff in relation to key events and meetings;
7. Providing appropriate support to the Chief Justice of forthcoming events and meetings, and prioritising matters for attention and resolving issues;
8. Communicating effectively with a wide range of internal and external stakeholders;
9. Acting as a first point of contact for the Chief Justice as required with a range of external stakeholders and organisations;
10. Implementing changes to work practices and processes in consultation with the Chief Justice; and
11. Assisting with the management and coordination of the Courts' key internal and external conferences, events and meetings.

In addition, supporting the Chief Justice and CEO/PR with key projects and policy, including:

1. researching and analysing to assist with policy and protocol development;
2. preparing complex correspondence, presentations, reports and submissions; and
3. providing briefings and issues papers on topical and emerging issues.

The person performing this role will need flexibility to work irregular hours, as necessary, and the ability to undertake some travel.

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.

Notes

Competencies and Experience

To undertake this role the successful candidate must have:

- Well-developed senior administration/management experience working with high level stakeholders, senior legal professionals, ideally understanding of the work in a judicial chamber environment.
- Excellent judgment including exercising highest levels of discretion, planning, diplomacy, and confidentiality.
- A high standard of professional written, oral, and interpersonal communication.
- Excellent initiative and proactive attitude, and proven ability to organise, multitask and deliver results to tight deadlines.
- Familiarity with the principles of public sector governance and accountability.

In addition, the completion of a legal degree or in the final year of legal studies will be highly regarded, but is not essential.

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

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	Jordan di Carlo, (03) 8638 6464
Agency Recruitment Site	https://www.fedcourt.gov.au/about/employment

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Attorney-General's

Vacancy VN-0740349

Federal Court of Australia

Closing Date: Tuesday 23 April 2024

Federal Circuit and Family Court of Australia
Judicial Services

Job Title	National Executive Advisor to the Chief Justice (FCFCOA)
Job Type	Full-Time, Ongoing
Location	Melbourne VIC
Salary	\$127,226 - \$148,708
Classification	Executive Level 2
Position Number	8702
Agency Website	https://www.fedcourt.gov.au/about/employment

Job Description

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

The National Executive Adviser is part of a discrete team assisting the Chief Justice to support the exercise of the Chief Justice's statutory duties and exercise of their day-to-day responsibilities across two extremely busy Courts. Together the Courts comprise 122 judges; hundreds of legal, social science and related support staff; registries and circuits across 43 locations; and are responsibility for around 100,000 filings per year. The National Executive Adviser will also work closely with the staff assisting the Chief Executive Officer and Principal Registrar (CEO/PR) of the FCFCOA and play a key role as part of the Courts' National Operations Team.

The Chief Justice is responsible for the management of the administrative affairs of the Courts and the effective, orderly and expeditious discharge of the business of the Courts under the FCFCOA Act, assisted by the CEO/PR. The National Executive Adviser provides critical support and assistance to the Chief Justice. This includes carrying out high level legal and policy work, legal research, preparing complex and sensitive correspondence and reports and drafting submissions from

all areas of the Courts' jurisdiction. The National Executive Adviser also develops policies and protocols across a broad range of issues relating to the administration of the Courts and liaises with a broad range of internal and external stakeholders.

The National Executive Adviser is also responsible for planning and managing the content of programs for the legal education, training and wellbeing of judges, including the Judicial Library, an interactive online platform for judicial education and communication.

The role is multi-dimensional and demanding, requiring exceptional agility and organisational skills, together with strong communication and interpersonal skills and highly developed legal skills. The occupant will demonstrate leadership through the performance of all functions. They will show great initiative; be highly motivated and able to work under pressure.

The National Executive Adviser reports to the National Strategic Adviser - Legal, Policy and Statistical Analysis. They will have an important leadership role with oversight of the Legal and Policy Officer within the Chief Justice's legal and policy team as well as the Executive Assistants and the National Executive Coordinator within the Chief Justice's team.

Duties

The National Executive Adviser is responsible for assisting the Chief Justice to support the exercise of the Chief Justice's statutory duties and responsibilities by undertaking legal, policy, administrative and strategic work, including:

1. Providing high level legal and policy support to the Chief Justice;
2. Undertaking in-depth legal research and analysis, including to assist with internal court reform, policy development, case management processes and training material;
3. Handling sensitive material and information on behalf of the Chief Justice, including in relation to judicial complaints;
4. Drafting complex correspondence, presentations and reports, including submissions, conference papers, submissions and information to or for Judges, Government or Parliament;
5. Undertaking legal research on topical and emerging issues of family and general federal law, including providing high-level briefings/memoranda to the Chief Justice;
6. Managing staff within the Chief Justice's chambers, including the legal and policy team, National Executive Coordinator, and Executive Assistants;
7. Supporting the Chief Justice to ensure modern and effective judicial policies and programs, by planning legal education and training for judges, including supporting the Judicial Education Committee;
8. Providing advice and acting as a liaison for the Judges of both Courts on matters within the purview of the Chief Justice, including in relation to judicial entitlements;
9. Assisting the National Strategic Adviser with statistical analysis and data reporting, including for internal case management and external reporting obligations;
10. Communicating effectively with a wide range of internal and external stakeholders;
11. Supporting national and international engagement by the Chief Justice and the Courts;
12. Supporting various judicial and other committees and working groups, including assisting with projects and research and preparing agendas and issues papers; and
13. Working as part of the national operations team assisting the Chief Justice and CEO/PR.

Some travel may be required.

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.

Notes

Formal Qualifications and Experience

- Legal qualifications and admission as a practitioner of the High Court and/or the Supreme Court of a State or Territory of Australia are required;
- Experience in, and knowledge of, family law, general federal law and the Federal courts system;
- Two or more years' experience in the formulation of policy and assisting with the operational management of courts; and
- Familiarity with the principles of public sector governance and accountability.

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

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	Jorda Di Carlo, (03) 8638 6464
Agency Recruitment Site	https://www.fedcourt.gov.au/about/employment

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Attorney-General's

Vacancy VN-0740431

Federal Court of Australia

Closing Date:Monday 29 April 2024

FCFCOA
Judicial Support

Job Title	Legal and Policy Officer to the Chief Executive Officer and Principal Registrar
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Melbourne VIC
Salary	\$90,199 - \$101,022
Classification	APS Level 6
Position Number	TBA
Agency Website	https://www.fedcourt.gov.au/about/employment

Job Description

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

The Legal and Policy Officer is part of a discrete team assisting the Chief Executive Officer and Principal Registrar of the FCFCOA (CEO) with the administration of the FCFCOA (Division 1) and the FCFCOA (Division 2) and to support the exercise of the CEO's statutory duties and exercise of the CEO's day-to-day responsibilities across two extremely busy Courts. Together the Courts comprise 122 judges; hundreds of legal, social science and related support staff; registries and circuits across 43 locations; and are

responsible for around 100,000 filings per year. The Legal and Policy Officer will work closely with the staff assisting the Chief Justice of the FCFCOA

Duties

The Legal and Policy Officer is responsible for assisting the CEO with the administration of the Courts by undertaking administrative, legal, policy and strategic work, including:

- handling sensitive material and information on behalf of the CEO;
- providing high level support to the CEO;
- undertaking in-depth legal and policy research and analysis, including to assist with internal court reform, policy development, case management processes and training material;
- assisting with the preparation and coordination of complex correspondence, presentations and reports, including submissions or information to or for Judges, Registrars, Government and Parliament;
- legal research on topical and emerging issues of family and general federal law, including providing briefings/memoranda to the CEO, and assisting in the preparation of conference papers and speeches;
- working in conjunction with the CEO's Executive Assistant to ensure the careful management of the CEO's emails, calendars and travel arrangements;
- communicating effectively with a wide range of internal and external stakeholders;
- supporting various committees and working groups, including assisting with projects and research and preparing agendas and issues papers; and
- coordinating submissions from all areas of the Court for high level meetings, and ensuring that responses meet deadlines.

Some limited travel may be required.

Selection Criteria

1. Demonstrated high-level organisational skills, including attention to detail, excellent time-management skills, the ability to set and manage priorities, multitask, work effectively under pressure and apply planning and problem solving skills.
2. Professional discretion, including tact and diplomacy, and an understanding of how to handle sensitive information.
3. Well-developed research and presentation skills, including the ability to research primary and secondary legal material and draft high-level papers, summaries, submissions and reports.
4. Strong oral and written communication and liaison skills and the ability to communicate with people at all levels.
5. The ability to work both as part of a team and individually.
6. Well-developed interpersonal skills, sound judgment and the ability to develop and maintain productive working relationships with a wide range of internal and external stakeholders.
7. Sound IT proficiency, including skills in the use of electronic legal resources, and proficiency in the use of Microsoft applications.
8. A demonstrated understanding and commitment to the application of the Australian Public Service (APS) Values, to abide by the APS Code of Conduct and the ability to comply with the principles of Workplace Diversity and Occupational Health and Safety.

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.

Notes

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	Lisa Terceiro, 0458 714 095
Agency Recruitment Site	https://www.fedcourt.gov.au/about/employment

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Health

Vacancy VN-0740389

Australian Digital Health Agency

Closing Date:Tuesday 30 April 2024

Policy Programs and Engagement
Compliance Outreach

Job Title	Compliance and Assurance Advisor
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Brisbane QLD, Canberra ACT, Sydney NSW
Salary	\$94,456 - \$106,563
Classification	APS Level 6
Position Number	TBC
Agency Website	https://www.digitalhealth.gov.au/

Job Description

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

About the Agency

The Australian Digital Health Agency (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 health care professionals who look after them.

About the Role

The role is located within the Compliance Outreach Section of the Policy Programs and Engagement Division, which is responsible for driving program delivery, reporting and outcomes. The Compliance Outreach Section strives to support participants in the My Health Record system to understand and comply with their obligations, as outlined in *My Health Records Act 2012* and the *My Health Records Rule 2016*.

Duties

In undertaking the role, Compliance and Assurance Advisor will have three main focus areas:

- Undertaking **proactive** compliance activities, such as monitoring, and assurance checks.
- Supporting **reactive** processes to address consumer and healthcare provider queries and concerns, and standing as the first point of contact in assessing referrals for compliance reviews
- Assisting in the development of **education and guidance materials**, with the aim of supporting stakeholders to understand and comply with their obligations.

The Division seeks to fill multiple Compliance and Assurance Advisor positions. These are non-ongoing opportunities for a period of up to 12 months with a possibility of permanent appointment. The positions are full-time; however, part-time hours may be considered.

Skills and Experience

To be successful in the role, the following skills and experience are required:

- Excellent oral and written communication skills, with the ability to tailor messages to suit diverse audiences and translate complex data results into plain language
- Experience in working with legislation and legislative frameworks
- High-analytical skills with strong attention to detail
- Strong data analysis skills and proficiency in the use of Microsoft Excel for data analysis

Qualifications

Qualifications or experience related to compliance, working with legislation, quality assurance, or translating technical and legislative requirements into plain language, will be highly regarded.

For all queries relating to the responsibilities of the position, please contact Jade Deschamps at jade.deschamps@digitalhealth.gov.au

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

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.

Closing Date: Tuesday 30 April 2024, 11pm

Salary: This role offers between \$94,456 - \$106,563 plus 15.4% superannuation depending on skills and experience.

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	Jade Dechamps, jade.deschamps@digitalhealth.gov.au
Agency Recruitment Site	https://www.digitalhealth.gov.au/about-us/careers

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Health

Vacancy VN-0740405

Australian Digital Health Agency

Closing Date:Monday 29 April 2024

Technology Services
IT Services IT Development, Reliability, and Information Services

Job Title	Full Stack Web Developer
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Brisbane QLD
Salary	-
Classification	APS Level 6
Position Number	APS60344
Agency Website	https://www.digitalhealth.gov.au/

Job Description

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

As a Full Stack Web Developer, you will join a team that are accountable for engineering and administration of the Agency’s Web Applications technologies under the broad direction of the Manager, Web, Mobile, API and Integration Services, using the latest technologies as well as having the opportunity to learn new technologies and skills through training and peer support.

The Development and Testing Services Section delivers the following capabilities, across both the Agency’s external-facing products and systems, and corporate/enterprise information technology:

- Web, Mobile, API, Integration Software Engineering
- Software and Conformance Testing Services

This is an opportunity to undertake work that is complex in nature, work under limited direction, with the opportunity for reasonable autonomy and accountability.

You are looking for a role that allows you to exercise both initiative and judgment in the interpretation of strategic and operational direction in their application toward practices and procedures.
You want stakeholders to turn to you for detailed technical, and professional advice in relation to complex problems and enjoy assisting in strategic planning, program and project management and policy development.

Duties

You have experience in the following:

- Experience with: **Strong C# skills** (using Modern IDEs - VS2022/Rider/VSCode), DotNet (ASP.NET Core 6+) and Framework, Entity Framework and SQL Databases
- Experience with Angular 15+, Typescript, React **(optional)**,
- Mobile: Xamarin forms/MAUI **(optional)**
- API design and development
- Understanding of cloud technologies
- Design Patterns
- Use of CI and CD Tools as part of a development pipeline
- Unit Testing and automation tools

Eligibility

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.

Qualifications

- Graduate Degree in Information Technology and/or Business (desirable).
- IT / Digital / Business certifications in areas relevant to the role (desirable). E.g process design (Lean and Kanban)
- Agile Delivery either in Agile Project Management or Agile Software Development (desirable)
- Qualifications in IT Architecture, Systems Engineering, IT operations management (desirable)

For all queries relating to the responsibilities of the position, please contact Philip Wilford at philip.wilford@digitalhealth.gov.au

Notes

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.

Application

The position must be filled in Brisbane. To apply, submit your resume and a cover letter of no more than 2 pages outlining your relevant experience within the context of the five relevant duties as outlined in the position description: Leadership and Accountability, Management Diversity and Span, Job Context and Environment, Independency and Decision-making, and Stakeholder Management.

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

Closing Date: 29th April 2024, 11:00pm

Salary: \$104,810 - \$118,244 (including superannuation 15.4%) – Allowances considered.

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

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	Phillip Wilford, philip.wilford@digitalhealth.gov.au
Agency Recruitment Site	https://www.digitalhealth.gov.au/about-us/careers

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Industry, Science, Energy and
Resources

Vacancy VN-0740423

Australian Nuclear Science and Technology
Organisation

Closing Date:Sunday 28 April 2024

Nuclear Operations & Nuclear Medicine
Nuclear Medicine Quality

Job Title	Product Quality Associate
Job Type	Full-Time, Non-Ongoing
Location	Lucas Heights NSW
Salary	\$89,987 - \$101,031
Classification	
Position Number	2048
Agency Website	https://www.ansto.gov.au/about/what-we-do

Job Description

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

Position Overview

- Fixed Term 1 Year | Full Time | \$89k - \$101k +15.4% super | Salary sacrificing available
- Sutherland Shire location | Flexible Work practices | Health & Wellbeing Programs
- On-site Childcare for employees | Work in a campus-based community environment
- An opportunity to apply your Quality Assurance expertise in a niche pharmaceutical environment

About the Opportunity

The primary objective of the Product Quality Associate is to maintain the operational elements of the Quality Management System (QMS) in accordance with the TGA licenses to manufacture therapeutic goods, the PIC/s Code of GMP for Medicinal Products parts 1 and 2 and the associated annexes, ISO 9001, TGA, FDA, ARPANSA regulatory requirements. This role will work closely with operational teams from production and engineering to ensure ANSTO continues to manufacture nuclear medicine of the highest quality.

About You

*"We are seeking a highly motivated and passionate Quality Assurance professional with a drive to achieve cultural transformation." - **Amanda Lawson, Operational Quality Assurance Manager***

About Us

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

Benefits of Working with Us

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

We support and reward our employees through eligibility for:

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

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

How to Apply

For further technical information relating to this position please refer to the Position Description or contact Amanda Lawson on (02) 9717 9980. For all other queries please contact Talent Acquisition on +61 (02) 9717 9361.

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

Application closing date: 11:59PM Sunday 28th April 2024

All applicants must be Australian citizens.

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

Duties

Your Duties and Responsibilities

- Driving the transformational quality culture initiatives across the site by liaising with cross functional teams. Embed quality processes into all facets of manufacture through the quality on the floor program. Provide Quality leadership to cross-functional teams working on FMEA, root cause analysis, and other investigative tools to ensure a holistic and systemic quality approach is imbedded in everything we do.

- Provide specialist advice to staff and management. SME on issues related to ANSTO Nuclear Medicine Product quality.
- Key point of contact for product quality queries and investigations.
- Provide leadership and act as the key product quality SME during regulatory inspections.
- Through active engagement with the divisional Quality team and external stakeholder groups, define GxP practices and standards for the site and lead gap assessments and improvement projects as required for product(s).

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

Eligibility
Notes

About the Australian Nuclear Science and Technology Organisation

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

To Apply

Position Contact	Amanda Lawson, (02) 9717 9980
Agency Recruitment Site	https://careers.ansto.gov.au/

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Industry, Science, Energy and Resources

Vacancy VN-0740210

Department of Industry, Science and Resources (DISR)

Closing Date:Tuesday 30 April 2024

Australian Building Codes Board
Education & Corporate NCC Education Team

Job Title	Project Officer – Education
Job Type	Full-Time, Ongoing
Location	Various locations - ACT ACT
Salary	\$95,102 - \$103,134
Classification	APS Level 6
Position Number	0696_04/24
Agency Website	https://www.industry.gov.au/

Job Description <https://industrycareers.nga.net.au/?jati=8EC135AF-8146-077C-217B-DAA710B89638>

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 Australian Building Codes Board

Help us build a better Australia!

The Australian Building Codes Board (ABCB) ensures safe and sustainable building and plumbing systems through regulatory and non-regulatory measures.

Are you interested in the National Construction Code (NCC)? We'll show you how building regulations are developed, in collaboration with Australian governments and industry.

The ABCB is a joint initiative of the Australian, State and Territory governments. We're a standards writing body that develops the NCC and administer the WaterMark and CodeMark Product Certification Schemes.

As a high-performing and influential organisation, we work on contemporary issues affecting the building and plumbing industry.

In the past few years, our key achievements include delivering national improvements in energy efficiency, accessible housing, fire safety, plumbing performance and more.

Our small but powerful team is pushing ahead with a bold agenda including climate resilience, supporting the uptake of electric vehicles, further improvements in energy efficiency and more.

The ABCB's Education Team are responsible for developing digital guidance, education, support and events for practitioners and educators to improve understanding of the NCC.

For more information about us, visit: abcb.gov.au

The opportunity

At the ABCB, our dynamic, multidisciplinary team has a unique opportunity to drive the future of construction within Australia. Our people come from diverse backgrounds, nationalities, and cultures.

These differences bring challenges and opportunities, and they will ultimately enhance the delivery of our complex technical work. If you would like to feel a strong connection to your work and you are accountable, committed, and open to change, join us in providing safe, accessible, and sustainable construction for Australia.

Our ideal candidate

Our ideal candidate:

- Is a clear communicator and results driven
- loves working in a team environment
- enjoys analysis, problem solving and has great writing skills
- can translate complex and/or technical concepts in a straightforward way
- use their time and project management skills to deliver timely outcomes
- is able to develop and maintain expert knowledge in relevant areas.

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

As Project Officer - Education, you will primarily assist with creating education support materials for practitioners and educators to improve understanding of the NCC.

Your duties will include:

- collaborating with key stakeholders across the ABCB, government and industry
- assisting with projects and relevant stakeholder relationships including government, industry, educators, and NCC users
- conducting research, analysis, and project planning
- shaping, creating, and writing content for digital platforms
- effectively project manage financial and other resources
- identifying problems and working to resolve them
- engaging with and actively listen to staff, colleagues and stakeholders
- providing impartial advice, and justify positions when challenged
- structuring written and oral communication to ensure clarity
- monitoring project progress and managing priorities
- working under limited direction on moderately complex work
- exploring new ideas, solutions, and different viewpoints to complex problems
- anticipating and being responsive to stakeholder needs and expectations
- challenging issues constructively and presenting persuasive counter arguments
- sharing information, assisting to adapt to change and adjusting plans as required

Eligibility

To be eligible for employment in the APS and the department, candidates must be Australian Citizens.

Positions require a Baseline security clearance and successful candidates will be required to obtain and maintain a clearance at this level.

Notes

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

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

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

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

The department's Enterprise Agreement and policies provide for a flexible working environment to assist staff balance their work and home life. Staff and managers work together to balance the operating needs of the department with the needs of the individual. Options may include full time/part time working arrangements, working from home or other arrangements. Our employees say they recommend our department as a good place to work. Our workplace is one that encourages and supports all employees to have a sense of belonging and a culture that allows them to bring their authentic selves to work every day. Our reconciliation vision supports a workforce with opportunities and career pathways for Aboriginal and Torres Strait Islander peoples. The vision allows them to feel empowered and helps to ensure that the department and broader community can benefit from the knowledge and experience of Australia's First Peoples. We encourage applications from people of all ages, abilities, nationalities and backgrounds including Aboriginal and/or Torres Strait Islander people, mature age, culturally and linguistically diverse people, people of the LGBTIQA+ 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	Crystal Peyser, 0410 461 207
Agency Recruitment Site	https://industrycareers.nga.net.au/?jati=8EC135AF-8146-077C-217B-DAA710B89638

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Industry, Science, Energy and
Resources

Vacancy VN-0740214

Department of Industry, Science and Resources
(DISR)

Closing Date:Tuesday 07 May 2024

Australian Building Codes Board
Education & Corporate ABCB Corporate Team

Job Title	Social Media and Communications Officer
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Various locations - ACT ACT
Salary	\$83,460 - \$88,055
Classification	APS Level 5
Position Number	0643_03/24
Agency Website	https://www.industry.gov.au/

Job Description

<https://industrycareers.nga.net.au/?jati=3536298B-6134-8516-8345-DAA711268BA7>

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 Australian Building Codes Board

Help us build a better Australia!

The ABCB ensures safe and sustainable building and plumbing systems through regulatory and non-regulatory measures. We'll show you how building regulations are developed, in collaboration with Australian governments and industry.

The ABCB is a joint initiative of the Commonwealth, State and Territory governments. We're a standards writing body that develops the NCC and administer the WaterMark and CodeMark Product Certification Schemes.

As a high-performing and influential organisation, we work on contemporary issues affecting the building and plumbing industry. In the past few years, key achievements include delivering national improvements in energy efficiency, accessible housing, fire safety, plumbing performance and more.

Our small but powerful team is pushing ahead with a bold agenda including climate resilience, supporting the uptake of electric vehicles, further improvements in energy efficiency and more.

For more information about us, visit: abcb.gov.au

The opportunity

In this role you'll be working in a small team. Bring your enthusiasm and interest in communications and marketing to support the development of high-quality content and implementation of communications activities.

You will help shape social media and other communications and marketing material. Analyse content performance to support increased reach and engagement with audiences.

Our ideal candidate

We're looking for someone who has:

- strong communication and customer service skills
- experience and interest in creating social media content
- knowledge of communications and marketing trends and developments
- experience using Adobe InDesign or would be interested in undertaking training

- an understanding of or willingness to develop an understanding of the National Construction Code (NCC) and the building and plumbing industries
- a high level of professionalism and sound judgement
- the ability to work both independently and cohesively within a small team.

Our department has a commitment to inclusion and diversity, with an ambition of being the best possible place to work. This reflects the importance we place on our people and on creating a workplace culture where each and every one of us is valued and respected for our contribution.

Our ideal candidate

adds to this culture and our workplace in their own way. **Duties**

As the Communications and Social Media Coordinator at the Australian Building Codes Board (ABCB), you will work on a range of communications and marketing tasks, with a focus on social media.

In this role you will:

- develop high quality social media and other communications and marketing content, including written communications and visual assets
- assist with development of the communications calendar
- monitor, analyse and report on social media content, activity and performance
- prepare communications emails
- upload new content to the ABCB website (Drupal) and edit existing content as required
- advise internal clients about effective communications and support business areas with communications
- help with implementation of communication and marketing campaigns
- assist with communications and promotion for ABCB events
- identify opportunities to refine and improve the processes and workflow of the communications area
- work on other tasks as required, including supporting other functions of the communications section and broader office (e.g. assist with responding to customer enquiries).

At the APS Level 5, you'll be expected to:

- identify problems and work to resolve them
- engage with and actively listen to the team, colleagues and stakeholders
- provide impartial advice, and justify positions when challenged
- structure written and oral communication to ensure clarity
- monitor project progress and manage priorities.

Eligibility

To be eligible for employment in the APS and the department, candidates must be Australian Citizens.

Positions require a Baseline security clearance and successful candidates will be required to obtain and maintain a clearance at this level.

Notes

Tertiary qualifications in communications, marketing or a related field are desirable but not essential.

Part-time, job-share and full-time applicants will be considered.

Canberra is the preferred location, but co-location with other ABCB staff in Brisbane, Sydney or Melbourne may be considered.

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

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)

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To Apply

Position Contact	Michelle Lauder, 02 6270 6724
Agency Recruitment Site	https://industrycareers.nga.net.au/?jati=3536298B-6134-8516-8345-DAA711268BA7

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Infrastructure, Transport, Regional
Development and Communications

Vacancy VN-0740353

Job Title	Flight Training Examiner (Fixed Wing) Affirmative Measures - Aboriginal and/or Torres Strait Islander
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 8(1) of the 'Racial Discrimination Act 1975'. This vacancy is only available to Aboriginal and/or Torres Strait people.

About the Civil Aviation Safety Authority Australia

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

To Apply

Position Contact	Darren Justics, 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-0740356

Civil Aviation Safety Authority Australia

Closing Date: Sunday 28 April 2024

Regulatory Oversight
Regulatory Services 1

Job Title	Flight Training Examiner (Rotocraft) Affirmative Measures - Disability
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 (Rotorcraft) 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

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 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-0740359

Civil Aviation Safety Authority Australia

Closing Date: Sunday 28 April 2024

Regulatory Oversight
Regulatory Services 1

Job Title	Flight Training Examiner (Rotocraft) Affirmative Measures - Aboriginal and/or Torres Strait Islander
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 (Rotorcraft) 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

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

About the Civil Aviation Safety Authority Australia

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

To Apply

Position Contact	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-0740427

Job Title	APS4 Executive Assistants (Multiple Positions)
Job Type	Full-Time, Ongoing
Location	Canberra ACT, Sydney NSW
Salary	\$74,464 - \$80,919
Classification	APS Level 4
Position Number	45021
Agency Website	https://www.infrastructure.gov.au/

Job Description

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

Work with us

At the Department of Infrastructure, Transport, Regional Development, Communications and the Arts (DITRDCA) our work touches the lives of all Australians and underpins our economy and society. We offer job security, regional and city work locations, as well as generous leave and superannuation entitlements. Our values and objectives are to be respectful, informed, collaborative, adaptive and accountable. Through our commitment to these values, as well as continuous learning and development, we maintain an inclusive, fulfilling and supportive environment that promotes the wellbeing of our people. Our Values also underpin our pro-integrity culture, where we promote professionalism and ethical work standards, and embed integrity in all aspects of our work. With opportunities to apply your skills across a uniquely diverse portfolio, you can find your purpose and discover new and rewarding opportunities that enrich and connect the lives of all Australians.

Duties

We are currently seeking to fill a range of Executive Assistant positions at the APS4 classification across the department. As an Executive Assistant you will provide high level executive and administrative support to Assistant Secretary's. This includes management of appointments, coordination of meetings and responding to incoming communications. You will be supporting your relevant Assistant Secretary, along with providing a vital role in ensuring the smooth operation of your branch or division.

Who are we looking for?

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

Achieve results by showing initiative and the ability to be proactive in a fast-paced environment.

Communicate effectively both written and verbal, delivering information in a variety of formats.

Collaborate across teams, using your excellent interpersonal and engagement skills to engage with senior leaders and a broad range of stakeholders and not be afraid to speak up.

Think strategically to scan current and emerging priorities, identify criticality of tasks and manage the outcomes as appropriate.

Exercise discretion in a position of trust.

Eligibility

Eligibility requirements

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

- **Citizenship:** candidates must be an Australian citizen to be eligible for employment with the department.
- **Health Assessment:** the preferred candidate may be required to undergo a medical examination conducted by the department's preferred medical provider.
- **Security Clearance:** the successful candidate must be able to obtain and/or maintain a security clearance at baseline level or higher, depending on the requirements of the position. You must be willing to disclose all relevant and required information. You must have lived in

Australia, or have a checkable background, for at least the preceding five years for Baseline Vetting clearances. More information on the security clearance vetting process is available on the Australian Government Security Vetting Agency (AGSVA) website.

Notes

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

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

Our work connects and enriches every Australian community, underpins our economy and society, and empowers our regions. We provide strategic policy advice, fit-for-purpose regulation, and deliver programs, projects and services in the major infrastructure, transport, communications and arts sectors, supporting our regions, cities and territories. Our staff have the opportunity to work on high profile and diverse national projects that have a meaningful impact on the lives of all Australians. We seek people with a wide range of skills and competencies. Whether you write policy, deliver programs, projects or corporate services, or have experience in research, data or technology, we look for employees who are innovative, respectful and professional. We are an inclusive employer and promote, value and support diversity among our employees with the aim of ensuring our workforce reflects, respects and benefits from diverse communities including Aboriginal and/or Torres Strait Islander peoples, people with cultural and linguistic diversity, people with disability and LGBTQI+ people. We are committed to achieving gender equality and, in particular, supporting women's progression into senior leadership. Our values outline the characteristics, behaviours and professional capabilities we seek in our workforce: • Collaborative – we work together and with others across the system, to achieve our objectives and deliver for the Australian community. • Respectful – we create diverse teams and a respectful and inclusive culture that supports high performance, innovation and the wellbeing of all people across the department. • Informed – we have the expertise, knowledge and skills that we need to succeed, and we have good communication practices. • Adaptive – we are constantly learning and adapting to improve what we do and we have corporate systems in place to support staff in a rapidly changing world. • Accountable – we are rewarded and trusted to deliver, we are held accountable for the results and delivering with integrity, and we celebrate our success.

To Apply

Position Contact	SESUnit@infrastructure.gov.au, 02 6274 7045
Agency Recruitment Site	https://www.infrastructure.gov.au/department/careers

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Infrastructure, Transport, Regional Development and Communications

Vacancy VN-0740381

Museum of Australian Democracy - Old Parliament House

Closing Date:Sunday 28 April 2024

Job Title	Procurement Officer
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Parkes ACT
Salary	\$90,199 - \$101,022
Classification	APS Level 6
Position Number	NP
Agency Website	

Job Description

moadoph.gov.au/about/career

ABOUT US:

The Museum of Australian Democracy (MoAD) at Old Parliament House is a modern museum located inside a heritage-listed building that was once home to Australia's national parliament (1927 to 1988). True to our building's original brief, we provide a 'people's place', where big ideas are explored. We share the story of Australia's democracy through a variety of exhibitions, events and education programs. Additionally, our rich online content aids to increase understanding of the nation's social and political history.

At MoAD, we celebrate the Australian democratic journey. We seek to provoke thought and inspire conversation by sharing stories and objects that played a part in shaping the nation as it is today. Careers at MoAD are diverse, ranging from exhibition curators and heritage officers to learning facilitators, through to digital producers, finance officers and IT specialists. We're a small team, working in a dynamic environment, sharing our democratic and political history within a building of heritage significance. MoAD is an inclusive and rewarding workplace that values the contributions of all staff. We encourage applications from individuals of all backgrounds, including First Nations Australians, people with disabilities, individuals from diverse cultural and linguistic backgrounds and members of the LGBTQIA+ community. We are committed to a safe and supportive workplace which includes flexible working practices. MoAD employees are engaged under the [Australian Public Service Act 1999](#) and are subject to the terms and conditions of employment in the [OPH Enterprise Agreement 2024-27](#)

POSITION DETAILS:

The Finance and Procurement team is responsible for the financial management of the agency and works collaboratively with all teams across the agency.

OPH is a Corporate Commonwealth Entity (CCE) and is engaged in a dynamic project and procurement program as it approaches its Centenar in 2027. This encompasses a wide variety of procurement and contract management activities including: significant capital projects, curatorial, exhibition and design services; procurement in ICT and digital; education initiatives and programming; along with management and advisory services.

As Procurement Officer you would advise OPH Executive and project teams on procurement issues in accordance with the Commonwealth procurement framework. An understanding of Commonwealth procurement policy for a Corporate Commonwealth Entity is desirable.

The team is committed to providing excellent client focused services. The successful applicant will need to demonstrate technical knowledge and sound judgement, and the capacity to improve procurement and contract management capability across MoAD.

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.

Duties

Working independently with general supervision, you will have:

- Demonstrated understanding of the Commonwealth procurement framework - the Commonwealth Procurement Rules, Commonwealth Contracting Suite and related legislation and guidance, and transferability of expertise to the OPH operating environment and organisational culture.
- Demonstrated experience in offering procurement and contract management advice and support, and the capacity uplift MoAD teams' procurement and contract management capabilities.
- The capacity to build and maintain productive relations with internal and external stakeholders, including in order to manage changes in Commonwealth Procurement requirements and trends, e.g. relation to probity, contingent liabilities and emergent procurement-related risk management issues.
- Demonstrated experience in managing procurement and contract reporting and publishing such as Austender, the Dynamic Sourcing for Panels (DS4P) system and the Senato Order Reporting for Entity Contracts.
- Other *ad hoc* duties as directed by the Chief Finance Officer.

Eligibility

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

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

Notes

This is a non-ongoing opportunity.

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

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

About the Museum of Australian Democracy - Old Parliament House

To Apply

Position Contact	Carol Allnutt, (02) 6270 8122
Agency Recruitment Site	moadoph.gov.au/about/career

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Infrastructure, Transport, Regional Development and Communications

Vacancy VN-0740416

National Film and Sound Archive of Australia

Closing Date: Tuesday 23 April 2024

Marketing & Communications Marketing & Design

Job Title	Graphic Designer
Job Type	Full-Time, Ongoing; Non-Ongoing
Location	Sydney NSW
Salary	\$90,199 - \$101,022
Classification	APS Level 6
Position Number	89777 & 89778
Agency Website	https://www.nfsa.gov.au/

Job Description

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

Who we are

The National Film and Sound Archive of Australia (NFSA) is Australia's national audiovisual cultural institution. We tell the national story by collecting, preserving and sharing Australia's rich history of audiovisual media, the cultural experience platforms of our time.

The NFSA collection is diverse, dynamic and often surprising, representing moving image and sound production from its earliest days to the present and into the future. Drama and documentary, creative arts, social and scientific history, comedy, video games, home movies and experimental audiovisual records are all represented. From television to TikTok, vintage to video, polyester film to podcast: we collect and preserve materials from the analogue era, through to the formats of the 20th century, and now the assets of the digital age.

The NFSA's growing collection is available for all Australians to enjoy via digital products and platforms. We constantly share artefacts and stories from Australia's audiovisual archive, creating opportunities for the nation to learn, connect and reminisce. We reach millions of people each year via our digital channels, campaigns and in person experiences, delivered at our headquarters in Acton, Canberra.

Who we're looking for

We are seeking two experienced and talented Graphic Designers to bring visual life to the NFSA's brand, products and messaging. By blending talent and creativity with a deep understanding of the NFSA's values and goals, you'll use your expertise and your interest in Australia's audiovisual culture to elevate perceptions of and engagement with this beloved national institution through compelling and distinctive design choices.

The successful candidates will have:

- Experience in driving the design direction of projects such as brand refreshes, new product design, and marketing campaigns
- A strong portfolio showcasing the ability to vary deliverables across a range of formats, including digital, print, web and on-site formats such as signage
- The ability to work both independently and collaboratively as part of a team, taking direction and providing and responding to constructive feedback
- A proven track record in delivering to the highest standards, and managing timelines, budgets and stakeholders to ensure outcomes of the highest quality.

Please note: There are TWO positions available in our Sydney office. Duties

These ongoing positions play a crucial role in shaping perceptions of the NFSA brand, building brand awareness and achieving marketing goals around engagement, reach, relevance and revenue.

The Graphic Designers will be key members of the Marketing and Communications team, which includes marketing, communications, digital audiences, editorial and content. The roles require working closely with the other Graphic Designer, the Creative Multimedia Producer and the wider team. The Graphic Designers will be located at the NFSA's Sydney office.

The successful candidates will be expected to:

- Deliver well documented design projects that exceed expectations and demonstrate innovation and creativity, on time and on budget.
- Produce consistent and impactful brand representation across all design assets.
- Maintain a well-organized and easily accessible marketing asset repository.
- Build strong relationships with stakeholders, delivering high satisfaction levels and successful project outcomes
- Deliver impactful design concepts through a collaborative approach, integrating innovative design approaches and technologies, leading to improved design outcomes.
- Contribute to the growth and development of the design team, fostering a high-performing team culture as part of the wider Marketing & Communications branch.

Under broad direction, the Graphic Designer will undertake the following duties:

Design Direction and Production

- Setting the creative direction for design projects, or alternatively, working to creative direction set by the Executive
- End-to-end production of design projects - producing visually compelling, on-brand assets across various mediums, adapting designs for different platforms and ensuring consistent brand representation across channels
- Taking and clarifying client briefs, primarily from the Marketing & Communications team, but also Corporate or other stakeholders as required
- Coordinating with Marketing & Communication colleagues on project timelines, maintaining accurate project documentation, including design briefs, client feedback and approvals to ensure effective communication and project tracking
- Identifying and managing the external providers required to fulfil a design project as needed, for example photography, illustration, typesetting or print vendors

- With minimal guidance from the Senior Manager, Marketing, ensuring that the graphic design studio is operating effectively via timely assigning, scheduling and prioritisation of design projects.

Brand Management

- Developing, contributing to and implementing comprehensive brand strategies, guidelines, templates and visual identity systems
- Brand custodianship, ensuring consistent application of the brand guidelines across all audience touchpoints
- Providing guidance to the wider team, stakeholders and external partners on use of the brand
- Ensuring that all brand elements (eg fonts) are licensed and documented appropriately
- Asset management, establishing efficient systems for organising, cataloguing, and managing marketing assets, ensuring accessibility, version control, and easy retrieval.

Collaboration and Communication

- Collaborating closely with internal teams, external agencies, and stakeholders to understand project requirements and provide design expertise that aligns with the overall project objectives.
- Effectively communicating design strategies, presenting design concepts, pitching ideas and justifying design decisions to stakeholders, clients or management in a persuasive manner
- Managing stakeholder expectations and maintaining continuous communication throughout the project lifecycle
- Providing constructive feedback to other designers and content producers, fostering their professional growth and skills development
- Contribute to the conceptualisation and ideation of creative design solutions, bringing innovative ideas and providing constructive feedback to enhance visual impact and effectiveness.
- Contributing to project debriefs, including creative effectiveness reviews as part of post campaign analysis
- Facilitating knowledge sharing and collaboration within the design team, and the wider Marketing & Communications team

Design Insights and Best Practice

- Staying at the forefront of design trends, emerging technologies, and best practices
- Evaluating and recommending design tools, software, and methodologies to enhance the design process and quality of deliverables
- Sharing market and technology trends, competitor activities, industry insights, looking for opportunities to improve design and boost team capability.

General

- Manage resources to the highest professional standards

- This role is subject to all the relevant sections of the PS Act 1999 and the National Film and Sound Archive Act 2008. The terms and conditions of this role will be those specified under the National Film and Sound Archive Enterprise Agreement 2017 – 2020, NFSA policies and values
- Travel to Canberra will be required
- Some after-hours work may be required occasionally. Flexible working arrangements are available to cover those occasions
- This job description is not all encompassing. Over time, the emphasis of the job may change without changing the general character of the position. Your duties may be reviewed and updated in consultation with you to reflect strategic and organisational changes.

Selection Criteria

- Relevant tertiary qualifications in Graphic Design, Visual Communications, or a related field.
- 7+ years of experience as a Graphic Designer, with a strong track record of delivering exceptional, creative and innovative design solutions that deliver on agreed goals.
- Outstanding portfolio showcasing a wide range of design projects across a variety and breadth of mediums and formats.
- Expert-level proficiency in design software, such as Adobe Creative Suite (Photoshop, Illustrator, InDesign), with a strong eye for detail and typography.
- In-depth understanding of brand strategy, visual identity development, and application.
- Highly organised with effective project and time management skills; Demonstrated experience in managing multiple projects, priorities, and deadlines.
- Excellent communication, negotiation, interpersonal and stakeholder management skills, with the ability to collaborate effectively with cross-functional teams and manage vendor relationships.
- Strong problem-solving skills and the ability to think strategically.
- Knowledge of user experience (UX) and user interface (UI) design principles is a plus.

Eligibility

To be eligible for this position you must:

- Be an Australian Citizen
- Satisfactorily complete an Australian Federal Police National Police Check.

The other eligibility that may be included in a job would also include the following:

- Obtain and maintain an Australian Government Baseline Security Clearance.
- Obtain and maintain a Working with Vulnerable People registration.

Application Process

In applying for this position, please provide:

- A written statement addressing the above selection criteria and how your skills and experiences align with the advertised role (no more than 1000 words)
- A Resume of no more than 3 pages
- A Portfolio

Assessment process

The assessment process for this position:

- May include interview
- Will include referee checking.

Notes

NFSA Cultural Values

We welcome and encourage applications from people with disability, the LGBTQIA+ communities, from Aboriginal and/or Torres Strait Islander people, and people from culturally and linguistically diverse backgrounds.

The National Film and Sound Archive of Australia is committed to ensuring a child-safe and child-friendly environment. All employees are expected to demonstrate a commitment to, and support for these principles in theory and practice.

About the National Film and Sound Archive of Australia

The National Film and Sound Archive of Australia (NFSA) is the national agency concerned with the visibility, usability and sustainability of Australia’s audio-visual heritage. The NFSA’s mission is to collect, preserve, and share the national audio-visual collection for others to learn, experience and create with it.

To Apply

Position Contact	Alex Bailey-Charteris, 02 8202 0127
Agency Recruitment Site	https://nfsa.elmogov.com.au/careers/nfsa/jobs

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Prime Minister and Cabinet

Vacancy VN-0740424

Northern Land Council

Closing Date:Monday 06 May 2024

Land and Law
Legal Services

Job Title	Legal Practice Manager
Job Type	Full-Time, Ongoing
Location	Darwin NT
Salary	\$170,000 -
Classification	
Position Number	L14
Agency Website	www.nlc.org.au

Job Description

<https://jobs.nlc.org.au/job-details/query/legal-practice-manager-native-title-and-litigation/in/australia/9271851/>

The Legal Practice Manager (Native Title and Litigation), in consultation with and under the direction of the senior legal leadership team, is responsible for overseeing and managing the NLC's Native Title and Litigation legal practice. This role is responsible for ensuring the Native Title and Litigation practice provides culturally competent legal services to the NLC and its constituents to secure, protect and advance native title rights over land, sea and waters.

Duties

LEADERSHIP

- Lead by example and demonstrate commitment to native title and legal service delivery in alignment with NLC's vision, mission, values and business priorities.
- Actively contribute to the overall culture of the NLC by adopting the principles of the NLC People Centred Care and Leadership model, enabling positive contributions to enhance employee engagement and job satisfaction with the section.
- Lead, motivate, develop, and empower team members to deliver legal services in accordance with the native title priorities and section objectives within a framework that drives accountability and achievement.
- Ensure service team staff have a clear understanding of their responsibilities, and encourage open and honest, two-way communication at all levels.

STRATEGY

- Assist with the review and assessment of the NLC's native title and legal services practices in order to identify new strategies, initiatives, and innovative courses of action to foster a culture of continuous improvement.
- Drive and implement the NLC's Native Title and Litigation legal practice to support the achievement of NLC strategic priorities and direction.

STAKEHOLDER ENGAGEMENT / RELATIONSHIPS

- Cultivate and maintain collaborative relationships with Traditional Owners (TO) to support the NLC TO centric relationship model and section deliverables. Build and maintain relationships with all relevant government agencies and other internal and external stakeholder to ensure compliant and effective delivery of native title and litigation legal services.
- Actively assist and implement any change agendas and continuous improvement as informed and required by the senior leadership in order to facilitate ongoing commitment to outcomes.
- Identify and report on opportunities for grants, partnerships and collaborations.

SECTION OPERATIONS

- In consultation with and under the direction of senior leadership, manage, plan and coordinate the NLC's Native Title and Litigation legal practice.
- Lead, coordinate and monitor the NLC's Native Title and Litigation legal practice in accordance with operational plans and other business requirements ensuring workloads are managed.
- Represent, assist and advise the NLC and native title holders in accordance with the NLC's role as a native title representative body pursuant to the NTA, including by:
 - consulting with native title holders
 - negotiating native title agreements with governments and the private sector in relation to land in the NLC region
 - preparing, litigating and negotiating the settlement of native title claims, compensation claims and other proceedings
 - providing legal representation in courts and tribunals
 - providing sundry assistance and advice including in relation to economic development, developing corporate structures, drafting contracts and scrutinising financial matters.
- Work on complex litigation with the assistance of external legal counsel as required.
- Collaborate with other legal practice managers to coordinate and improve the operations of the NLC's legal service area.
- Prepare budgets and funding applications, report on service delivery and coordinate and submit other reports as required, including council and annual reports.
- Advise on and maintain the governance requirements of the Top End Default PBC/CLA Aboriginal Corporation.
- Review and maintain all operational policies procedures and record keeping practices to ensure informed and effective team practice.
- Ensure that all workplace or program enterprise risks identified are reported and any delegated risk mitigation risk processes required in the circumstances are actioned accordingly.
- Assist with the completion of reporting requirements in relation to the NLC's statutory obligations and other external / internal reporting requirements and timeframes.

PEOPLE MANAGEMENT

- Foster and maintain a People Centred Care management culture ensuring all people management practices are adhered to in accordance with our leadership model, policy, process under the guidance of senior leadership and P&C Advisory services.
- Maintain accountability and responsibility for:
 - recruitment of vacant positions in the section
 - the performance management of direct reports in accordance with the position requirements and NLC's organisational objectives
 - the rostering of resources, timesheets and leave approval
 - actively supporting relevant learning and development activities to enhance the service delivery of your team and providing mentoring to more junior staff.
- Assist with the implementation of key transformative people related initiatives that are designed to guide the NLC into a space of contemporary and culturally safe practice whilst the NLC strives to realise its 'Activating Land and Sea Rights' and 'Building the Bush' strategies.

WORK HEALTH AND SAFETY

- Lead by example and cultivate a work culture and environment that prioritises the wellbeing, health and safety of our staff people centred care and leadership framework.
- Maintain Section team compliance and provide a safe working environment in accordance with, the NLC WH&S Management System and associated policies, procedures and plans ensuring you are fulfilling your duty of care in accordance with the legislative requirements.
- Actively support the review and investigation of critical as well as non-critical incidents and other hazards or risks identified in a timely manner.
- Promote and support organisational work health and safety initiatives.

Eligibility

ESSENTIAL REQUIREMENTS

- Bachelor of Law or equivalent and admission to legal practice in a Supreme Court of a State or Territory of Australia.
- At least five (5) years postadmission experience in native title, resources and energy, litigation, corporate and commercial or environment and planning law.
- Comprehensive understanding of the *Native Title Act 1993* (Cth) NTA and the laws affecting the NLC and its constituents.
- High level cross-cultural, interpersonal and verbal communication skills with an ability to effectively liaise, engage and coordinate across an array of stakeholders (internal, traditional owners and external organisation) to build productive working relationships
- Minimum of three (3 years) experience in the management and development of a small team
- Sound time management and organisational skills, including a demonstrated capacity to perform under pressure, effectively manage a busy workload, and consistently meet deadlines.
- Ability to progress complex matters and operate under broad direction with a high level of daytoday autonomy.
- Current C Class Drivers Licence and the ability and willingness to undertake remote travel in a manual 4WD vehicle or light aircraft.

DESIRABLE REQUIREMENTS

- Demonstrated understanding of, and interest in, the lived experiences of Aboriginal people in the NLC region.

Notes

What's in it for you?

NLC offers competitive and attractive remuneration, training prospects for professional development, work life balance and a unique opportunity to support our Aboriginal communities in the NLC Region. You will receive: -

- **Annual Salary:** Minimum \$170K plus 14% Superannuation (Negotiable)
- **Salary packaging benefits** of up to \$15,900 and additional Meal Entertainment and Holiday Accommodation benefits up to \$2,650 per year.
- **Generous leave entitlements** such as 5 weeks annual leave, 18 days personal leave per annum, and paid Christmas close down

If you have any further queries please contact Tamara Cole on 0458 304 612

Applications Close: Monday, 6 May 2024

This vacancy has been nominated for filling within the agency's work experience program. A work experience program is designed to provide high school and university students with a brief experience of work in the APS through an unpaid on-the-job placement. Participants may receive mentoring and support as part of the placement.

About the Northern Land Council

To Apply

Position Contact	Tamara Cole, 0458 304 612
Agency Recruitment Site	https://jobs.nlc.org.au/job-details/query/legal-practice-manager-native-title-and-litigation/in/australia/92

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Social Services

Vacancy VN-0740123

Department of Social Services

Closing Date:Tuesday 30 April 2024

Community Grants
State Network

Job Title	Director - Financial Assurance
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Sydney NSW
Salary	\$139,205 - \$164,123
Classification	Executive Level 2
Position Number	EXT-2024-0467
Agency Website	https://www.dss.gov.au/

Job Description

<https://www.dss.gov.au/careers/vacancies/Pages/default.aspx>

Directors play a critical role to the Hub's success in ensuring that Government's funded programs are delivered effectively to support Australian people and communities.

As the Director of Financial Assurance Centre of Expertise, you will be at the forefront of the Hub's efforts to provide streamlined grants administration across the Commonwealth and deliver outcomes for vulnerable and disadvantaged Australians.

You will be responsible for leading a multidisciplinary section to deliver consistent, best practice and innovative financial assurance functions across Government.

You will be driving consistency and value for money across multiple government departments as well as working closely with the community sector to ensure that government funding is spent in accordance with Commonwealth grant guidelines.

Duties

We are seeking a dynamic and accountable leader who demonstrates:

- high performance in confidently leading, managing, and coaching a team through ambiguity, instilling a sense of collective purpose to drive the delivery of financial assurance outcomes
- the ability to create and sustain relationships with a wide range of stakeholders including internal branches, Government departments and the community services organisations
- the ability to drive an innovative and continuous improvement mindset to deliver quality outcomes
- the ability to project manage, identify and implement significant system, policy and operational changes across government
- the ability to confidently navigate multiple IT and reporting systems to effectively plan workloads, monitor performance and ensure departmental compliance with processes and legislative frameworks.

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	Tracey Creech, 0436 810 747
Agency Recruitment Site	https://www.dss.gov.au/careers/vacancies/Pages/default.aspx

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Social Services

Vacancy VN-0740329

Department of Social Services

Closing Date:Tuesday 30 April 2024

Community Grants Hub
State Network

Job Title	Funding Arrangement Manager
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Darwin NT
Salary	\$86,542 - \$92,420
Classification	APS Level 5
Position Number	EXT-2024-0476
Agency Website	https://www.dss.gov.au/

Job Description

<https://www.dss.gov.au/careers/vacancies/Pages/default.aspx>

Contract Managers are known in the Hub as Funding Arrangement Managers or FAMs. As a FAM, you will play a critical role to the Hub's success in ensuring that Government's funded programs are delivered effectively to support Australian people and communities.

Duties

Working in close connection to service providers and the community, you will be the 'eyes and ears' of the department as you:

- engage regularly with funded organisations to ensure that programs are being delivered in a way that is consistent with the requirements of the grant agreement
- build networks and relationships with funded organisations, as well as other key stakeholders such as the not-for-profit community sector, Commonwealth, state and territory governments, local government, peak representative organisations, and research bodies.
- focus on gathering local intelligence on how programs are being delivered on-the-ground to inform policy development and program re-design.

Training will be provided to assist new staff to perform their role.

Occasional travel may also be required.

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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To Apply

Position Contact	Kimberley Riedel, 0436 821 798
Agency Recruitment Site	https://www.dss.gov.au/careers/vacancies/Pages/default.aspx

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Social Services

Vacancy VN-0740352

National Disability Insurance Agency

Closing Date:Monday 29 April 2024

Chief Counsel
Legal Practice and Capability

Job Title	EL1 Assistant Director Legal Practice and Capability
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Brisbane QLD, Deakin ACT, Adelaide SA, Geelong VIC, Richmond VIC, Surry Hills NSW, Parramatta NSW, Newcastle NSW, Chermside QLD
Salary	\$116,118 - \$127,090
Classification	Executive Level 1
Position Number	0580_04/24_EXT
Agency Website	https://www.ndis.gov.au

Job Description

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

A new role awaits

Are you passionate about excellence in training design, development, and delivery? Are you looking for a challenging and rewarding opportunity where you can make a difference? We are seeking a EL1 Assistant Director, Learning and Development within the Legal Practice and Capability Branch of the NDIA's Chief and General Counsel Divisions. The Learning and Development Team play a critical role within the Divisions, ensuring staff are provided with relevant, timely, standardised training; and throughout the NDIA by developing legal training pertinent to other Agency functions.

This Learning and Development unit is new, and there is opportunity to contribute significantly to its direction and success.

We are seeking a confident and well-rounded EL1 with the knowledge and experience to operate autonomously and collaborate confidently at all levels. Your strong relationship building skills will enable you to effectively engage with various stakeholders.

You will have adult training qualifications (or significant workplace experience) and extensive delivery experience. You will also possess highly developed skills in either analysis or design and development.

A background in a legal or case management role will be beneficial but not critical.

Working within our organisation, you will have the opportunity to work with a diverse range of individuals, including those with disabilities. We value inclusivity and diversity, and your ability to work effectively with people from all backgrounds will be highly appreciated.

If you are driven by the desire to make a difference and are excited about the prospect of joining a team that shares your values and goals, we encourage you to apply today.

For more information on our organization, including our values, capabilities, and behaviours, as well as our application process, please refer to our website.

Duties

Where you can add value

As an EL1 Assistant Director, you will contribute to the organisations' overall goals and objectives by ensuring the Divisions' training function operates efficiently and effectively. You will be responsible for the provision of high-quality training programs and packages.

The role involves work of substantial depth, requiring attention to detail in a high-tempo environment. As an EL1 you will be entrusted with delegated authority and relevant responsibility to make decisions and take actions in order to address the challenges and risks associated with that work.

Key responsibilities of the position include:

- Overall carriage of a program or programs of learning and development.
- Managing a team and ensuring deliverables through planning, resource and performance management, and confident and effective decision making.
- Leading a team of APS and LH staff who are geographically dispersed and building them to a high performance standard.

Eligibility

- Successful candidates will be required to undergo a pre-employment National Police History check, and provide evidence of Australian Citizenship. Failure to do so may jeopardise your offer of employment.
- Dependent on the role the appropriate Working with Children / Working with Vulnerable People check may be required as per State/Territory legislation. In addition to these checks, a Worker Screening Check issued by the relevant State/Territory worker screening unit will also be required for any role for which the normal duties are likely to require more than incidental contact with people with disability.

Notes

- This position will be offered as ongoing or non-ongoing.
- If the position is offered as non-ongoing, this will be for a specified term of up to 12 months, with the possibility of extension of up to two years.
- Should a non-ongoing position become ongoing, then a merit list established through this selection process may be used to fill the vacancy on an ongoing basis.

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

About the National Disability Insurance Agency

The NDIS provides funding to eligible people with disability to gain more time with family and friends, greater independence, access to new skills, jobs, or volunteering in their community, and an improved quality of life. The NDIS also connects anyone with disability to services in their community. This includes connections to doctors, community groups, sporting clubs, support groups, libraries and schools, as well as providing information about what support is provided by each state and territory government. The NDIS now supports over 500,000 Australians with disability to access the services and supports they need. This includes supporting approximately 80,000 children with developmental delay, ensuring they receive supports early so that they achieve the best outcomes throughout their lives.

To Apply

Position Contact	Cat Goodwin, 0460 761 874
Agency Recruitment Site	https://www.ndis.gov.au/about-us/careers-ndia

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Social Services

Vacancy VN-0740383

National Disability Insurance Scheme (NDIS) Quality and Safeguards Commission

Closing Date:Tuesday 30 April 2024

Corporate
Finance and People People Strategy

Job Title	Senior Workforce Planning Officer
Job Type	Full-Time, Ongoing
Location	Parramatta NSW, Brisbane QLD, Adelaide SA, Canberra ACT, Darwin NT, Hobart TAS, Melbourne VIC, Penrith NSW, Perth WA
Salary	\$93,203 - \$104,558
Classification	APS Level 6
Position Number	123_04/24
Agency Website	https://www.ndiscommission.gov.au/

Job Description

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

About the NDIS Quality and Safeguards Commission

The NDIS Quality and Safeguards Commission (the NDIS Commission) is an independent agency established on 1 July 2018 to improve the quality and safety of NDIS supports and services. The Commission is the dedicated national regulator of NDIS service providers in Australia and a non-corporate entity under the Public Governance, Performance and Accountability Act 2013.

The NDIS Commission’s core legislative functions are to:

1. 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.
2. 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.

3. Promote the provision of advice, information, education and training to NDIS providers and people with disability.
4. Secure compliance with relevant legislation through effective compliance and enforcement arrangements, including through the monitoring and investigation functions conferred on the Commissioner by legislation.

Duties

You will report to the Assistant Director, HR Strategy and your key responsibilities will include:

1. Contribute to the planning and implementation of wider agency policies and objectives.
2. Have an in-depth knowledge of the role and functions of the agency and an understanding of how these relate to a work area.
3. Perform research and analysis to make decisions that involve complex or escalated issues, longer-term planning and liaison with other sections on policy, project or operational issues.
4. Assist in strategic planning, program and project management and/or policy development for the work area.
5. Monitor changes in the broader work environment that may impact on work objectives.

Eligibility

Our ideal candidate will be a highly motivated individual with a contemporary attitude to people with disability, proven experience in strategic thinking and project management. The role requires independent thinkers who enjoy working in a team environment, as well as the following attributes:

1. Demonstrated understanding of workforce and resource planning methodology and practical application of such.
2. Apply resource planning skills, particularly within a growth environment, and possess numerical reasoning skills with attention to detail.
3. Ability to use organisation and planning skills to establish task plans and deliver objectives within agreed priorities and specified timeframes.
4. Possess communication and negotiation skills to provide well-informed advice regarding multi-channel resource planning. You ensure advice provided is presented confidently in a clear and precise manner and structure written and oral communication to ensure clarity.

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	Sally Georgas, 02 6152 5157
Agency Recruitment Site	https://ndiscommission.nga.net.au/?AudienceTypeCode=EXT

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Employment and Workplace Relations

Vacancy VN-0740415

Fair Work Ombudsman

Closing Date:Tuesday 30 April 2024

Job Title	Assistant Director - Workforce Analytics and People Projects
Job Type	Full-Time;Part-Time, Ongoing
Location	Canberra ACT, Melbourne VIC, Adelaide SA, Sydney NSW
Salary	\$118,379 - \$127,756
Classification	Executive Level 1
Position Number	24/026EA
Agency Website	http://www.fairwork.gov.au

Job Description

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

We are seeking exceptional candidates for the position of Assistant Director, Workforce Analytics and People Projects within our People Branch across our Canberra, Melbourne, Adelaide or Sydney office CBD locations. Full-time and part-time hours are available. Offers will be based on candidate performance and operational requirements.

About the Role

As the Assistant Director Workforce Analytics and People Projects, you will work with the agency to develop and utilise workforce analytics capability that informs strategic and operational decision making, on workforce matters. You will also work collaboratively and proactively with HR peers and line managers to support the delivery of HR projects.

You will lead the team to complete analysis of people risks and opportunities, deliver the internal and external workforce reporting agenda, work with the agency to develop data products and, guide the delivery and evaluation of initiatives.

The role requires strong technical analytical skills and the ability to identify and communicate the 'key issues' to business stakeholders. You will be a hands-on manager, involved in the day-to-day delivery of workforce reporting and analysis as well as supporting the delivery and evaluation of HR projects.

About the OFWO

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

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

What our employees say about us

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

What we offer you

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

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

We Value Diversity

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

About the Team

People Branch supports the Agency to achieve its objectives through the delivery of high-quality and efficient day-to-day HR services, development of staff capability, and strategic HR initiatives.

The People Business Partnering and Workforce Analytics section, is a highly engaged area focused on partnering with the business and using data to develop customer focused solutions to key people issues. **Duties**

Typical Duties

The duties of this role include, however, are not limited to:

- Working collaboratively and proactively with HR peers and line managers to identify and provide solutions to people challenges, and improve the employee experience.
- Working with business areas to communicate the findings of analysis, develop and implement solutions.
- Analysing data, conducting research, and communicating clearly, in both written and verbal form, to OFWO internal stakeholders.
- Leading analytics projects with the intent of providing an uplift to the people analytics capability within OFWO.
- Supporting APS 5 and 6 Workforce Data Analysts and project officers in undertaking various analysis/research, projects and in the preparation of briefs.
- Evaluating workforce initiative and programs by analysing performance data against planned outcomes.
- Managing the agency's response to APS workforce data initiatives, reporting on sensitive personal data, and ensuring compliance with APS workforce reporting obligations.

What we are looking for

The successful candidate will be able to demonstrate:

- Strong technical ability to work with and analyse workforce data using relevant software, for example Microsoft Excel, Power BI, Tableau, SAP, etc.
- Excellent research and analytical skills and a proven ability to apply these in the preparation of executive level briefs, recommendations, and advice.
- Able to draw insights from a range of data sources and develop a compelling narrative that clearly explains complex information and influences decision making.
- Strong stakeholder management skills with the ability to work with business areas to develop and implement solutions that meet customer needs.
- An understanding of and the ability to manage data quality improvement processes and utilise a product management approach to ensure data products stay relevant to customers.
- A well-developed understanding of OFWOs data environment and people agenda or the ability to quickly acquire one.
- The ability to lead a team to deliver multiple cross Agency initiatives and to work with the Agency to deploy analytical and HR capability.

Eligibility

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

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

How to Apply

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

- Why do you want to apply for the role?
- How do your skills and experience address the requirements of this role?

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

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

**Please ensure you check your junk mail throughout the recruitment process, as sometimes our*

emails sent from our online system end up in junk mail folders.*

Applications close 11.00pm (AEST) Tuesday 30 April 2024

More Information

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

About the Fair Work Ombudsman

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

To Apply

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

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