



**Commonwealth of Australia**  
**APSJobs - Vacancies Daily**  
**PS17 Daily Gazette Monday - 22 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 PS17 Weekly Gazette Thursday - 25 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 PS17 Weekly Gazette Thursday - 25 April 2024.pdf.

**Gazette Lodgement Inquiries**

Phone: (02) 6202 3559

Email: [contact@apsjobs.gov.au](mailto:contact@apsjobs.gov.au)

**IMPORTANT INFORMATION**

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## Vacancies

Vacancy VN-0740446

Australian Charities and Not-for-profits Commission  
(ACNC)

Closing Date:Friday 03 May 2024

Australian Charities and Not-for-profits Commission  
Reporting and Red Tape Reduction

|                 |                                                                           |
|-----------------|---------------------------------------------------------------------------|
| Job Title       | Accountant                                                                |
| Job Type        | Full-Time;Part-Time, Ongoing;Non-Ongoing                                  |
| Location        | Melbourne VIC                                                             |
| Salary          | \$87,279 - \$92,526                                                       |
| Classification  | APS Level 5                                                               |
| Position Number | EXT_ACNC_255_24                                                           |
| Agency Website  | <a href="https://www.acnc.gov.au/about">https://www.acnc.gov.au/about</a> |

Job Description

<https://ato.nga.net.au/?jati=2913B8E7-1AF0-4588-B898-DAA83B4DD6DF>

### Duties

We are seeking a motivated individual to join our Reporting and Red Tape Reduction team.

As an Accountant, you will apply accounting expertise to assist charities to comply with their statutory reporting obligations. You'll collaborate with a range of stakeholders to make evidence-based decisions to evaluate various reporting applications.

You will analyse financial data and provide advice to improve reporting compliance and contribute to strategic priorities. You'll process requests from charities, complete reviews of annual financial reports and assist key stakeholders to improve their understanding of reporting requirements.

### Eligibility Notes

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

### About the Australian Charities and Not-for-profits Commission (ACNC)

We determine whether an organisation meets the legal definition of charity and we work to ensure charities understand and meet their obligations by providing guidance and support. Located in Melbourne CBD, we are proud to have a diverse workforce that

understands our vision and purpose and is made up of people who are committed to achieving our Corporate Priorities. We work hard to attract and retain talented staff. We promote a people centred culture that models our values and understands our vision and purpose. You may be required to undergo integrity checks during the course of your engagement with the ACNC. Find out more information about us on our website <https://www.acnc.gov.au/about>.

To Apply

|                         |                                                                                                                                                   |
|-------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------|
| Position Contact        | Megan Bright, (03) 8601 9206                                                                                                                      |
| Agency Recruitment Site | <a href="https://ato.nga.net.au/?jati=2913B8E7-1AF0-4588-B898-DAA83B4DD6DF">https://ato.nga.net.au/?jati=2913B8E7-1AF0-4588-B898-DAA83B4DD6DF</a> |

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- applicants found suitable may be offered similar employment opportunities by other Australian Public Service agencies

Vacancy VN-0740014

Australian Fisheries Management Authority

Closing Date:Monday 06 May 2024

Monitoring & Surveillance Unit  
Fisheries Operations Branch

|                 |                                        |
|-----------------|----------------------------------------|
| Job Title       | EL 1 Manager Monitoring & Surveillance |
| Job Type        | Full-Time, Ongoing                     |
| Location        | Canberra ACT                           |
| Salary          | \$119,329 - \$132,627                  |
| Classification  | Executive Level 1                      |
| Position Number | C00183                                 |
| Agency Website  |                                        |

Job Description

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

Duties

ONGOING VACANCY  
EL 1 Manager Monitoring & Surveillance  
Monitoring & Surveillance Unit, Fisheries Operations Branch, Canberra

Are you passionate about the marine environment, natural resource management and working with partner countries? Do you want

to develop and apply your skills in international relations, monitoring and surveillance management to combat illegal, unreported, and unregulated (IUU) fishing? Then consider a career in our Monitoring and Surveillance team at the Australian Fisheries Management Authority (AFMA).

The Manager, Monitoring Unit assists the Senior Manager, National Compliance Strategy in delivering the following services:

- Providing specialist fisheries advice to assist in the planning and deployment of resources.
- Monitoring available sources of data to verify compliance with Australian fisheries laws by Australian and foreign
- Analysing data holdings, measuring, and analysing the nature and extent of compliance risks and providing decision makers advice about potential compliance threats which undermine the sustainability of Commonwealth fisheries.
- Providing specialist input into various operational strategies to mitigate potential threats to the sustainability of Commonwealth fisheries.
- Providing fisheries monitoring services and advice to a range of government stakeholders including as part of National monitoring program.

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

- AFMA staff are employed under the Australian Public Service Act 1999. All applicants must be Australian citizens.  
le to undertake international and interstate travel as required.
- The successful applicant will hold, or have the ability to obtain, a Negative Vetting Level 2 security clearance; and
- Be able to undertake international and interstate travel as required.

Notes

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

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

Contact Officer: Tod Spencer – [tod.spencer@afma.gov.au](mailto:tod.spencer@afma.gov.au) 02 6225 5312  
Closing date for applications is Monday 06 May 2024 (11pm AEST)

About the Australian Fisheries Management Authority

To Apply

|                         |                                                                               |
|-------------------------|-------------------------------------------------------------------------------|
| Position Contact        | Tod Spencer, 02 6225 5312                                                     |
| Agency Recruitment Site | <a href="https://www.afma.gov.au/careers">https://www.afma.gov.au/careers</a> |

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Vacancy VN-0740682

## Department of Finance

Closing Date: Monday 06 May 2024

Enterprise Strategy  
Communications

|                 |                                                            |
|-----------------|------------------------------------------------------------|
| Job Title       | Media and Engagement Manager                               |
| Job Type        | Full-Time, Ongoing; Non-Ongoing                            |
| Location        | Canberra ACT                                               |
| Salary          | \$122,240 - \$148,240                                      |
| Classification  | Executive Level 1                                          |
| Position Number | 2024/095                                                   |
| Agency Website  | <a href="http://www.finance.gov.au">www.finance.gov.au</a> |

## Job Description

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

### ABOUT THE BRANCH, SECTION AND TEAM

The Communications Branch, provides strategic communications advice and services for internal and external audiences, manages media related functions and coordinates corporate events. It also provides web services including maintaining [www.finance.gov.au](http://www.finance.gov.au), Ministerial websites and the Finance intranet.

The Media team, within the Corporate Engagement Section, is responsible for delivering high-quality communication and media advice, materials and events that achieve branch and departmental outcomes, and connect and inform staff and Ministerial offices.

## Duties

### ABOUT THE OPPORTUNITY

We are looking for a self-motivated team player with proven media and communication skills, to lead the media function within the department.

We need someone who enjoys sharing knowledge, working to tight timeframes and is outcome focussed. You will be great at building and maintaining strong internal and external working relationships, have an eye for detail, and be able to apply sound judgement and seize opportunities presented by change.

This position plays a key role, working in collaboration with other managers in the Corporate Engagement section, in engaging our own staff and external audiences through a range of communication tools and channels, including intranet updates and corporate events.

The successful candidate will directly manage one staff member and will have the ability to identify and lead innovation and continuous improvement in the broader section.

As the Media and Engagement Manager you will be responsible for:

- communication and media strategy
- media enquiries

- media monitoring through the Stroom platform
- social media
- stakeholder engagement.

Responding to time-sensitive media enquiries, this role does require some work outside of normal hours and is compensated accordingly.

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.

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        | Tameena Jacob, (02) 6215 1772                                                       |
| Agency Recruitment Site | <a href="https://financejobs.nga.net.au/cp/">https://financejobs.nga.net.au/cp/</a> |

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Vacancy VN-0740693

Department of Finance

Closing Date:Sunday 19 May 2024

Government & Defence  
Defence Branch

|                 |                                          |
|-----------------|------------------------------------------|
| Job Title       | Defence Budget Policy Officers           |
| Job Type        | Full-Time;Part-Time, Ongoing;Non-Ongoing |
| Location        | Canberra ACT                             |
| Salary          | -                                        |
| Classification  | APS Level 4;APS Level 5;APS Level 6      |
| Position Number | 2024/102                                 |
| Agency Website  | www.finance.gov.au                       |

Job Description

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

ABOUT THE BRANCH

Defence Branch supports the operational delivery of the Budget. We are at the forefront of the Budget process and offer exciting high profile-work that makes a difference across Government.

We develop and cost New Policy Proposals (NPPs) and provide financial and policy advice to the Australian Government on Defence proposals, capabilities, operations, and investments.

There are five teams in Defence Branch:

- **Defence Agency Advice Unit and Integrated Investment Program:** analyses and provides policy advice to Government on Defence portfolio expenditure and policy issues (including the Department of Defence, the Australian Signals Directorate, and other Defence entities), the Defence Integrated Investment Program, and Defence support and operations and other Defence initiatives and programs.
- **Land and Estate:** provides policy advice to Government on Army capabilities, including land combat vehicles, long range fires and littoral manoeuvre vessels, Defence estate, and the Guided Weapons and Explosive Ordnance Enterprise.
- **Maritime and Shipbuilding:** provides policy advice to Government on maritime and shipbuilding capabilities and proposals, including nuclear-powered submarines, surface combatants and naval-related infrastructure.
- **C5i and ICT:** provides policy advice to Government on Defence and Australian Signals Directorate intelligence, surveillance, reconnaissance, electronic warfare, ICT and cyber capabilities.

- **Space and Air:** provides policy advice to Government on Air Force and Defence Space Command capabilities, including the Joint Strike Fighter and space-based communications, intelligence and navigation.

A key priority for the Australian Government over the next 12 months is the implementation of the inaugural [2024 National Defence Strategy](#). This presents an agenda for ambitious reform to Defence's posture and structure. Successful candidates will play a critical role in implementing these reforms and supporting Government consideration of key Defence capabilities, including nuclear-powered submarines, long range strike capabilities, and enhancing Australia's northern military bases. **Duties**

#### **ABOUT THE OPPORTUNITY**

We have a range of APS4, APS5 and APS6 opportunities available across the Branch and are happy to work with successful candidates to find a role that best suits their interests, skills and capabilities. We actively seek to develop the professional and technical capabilities of our people and expand their career pathways and networks.

We work together in small teams to deliver on our responsibilities, including:

- working closely with the Department of Defence, Australian Signals Directorate, Australian Submarine Agency and other Defence entities and central agencies to support the development and Government consideration of Defence proposals including analysing, costing and reviewing new policy proposals and Defence capability investment proposals;
- providing budget, financial management and investment advice in support of the Government decision making processes and the delivery of the Budget and Mid-Year Economic and Fiscal Outlook;
- Supporting the Expenditure Review Committee of Cabinet, National Security Committee of Cabinet, and National Security Investment Sub-committee of Cabinet, and our Senior Executive on policy and financial issues relating to the Defence portfolio including reviewing updates to specific spending estimates and the Defence Integrated Investment Program;
- drafting briefing and other correspondence for the Minister for Finance's consideration on Defence proposals.

**Please see the vacancy pack for more information on this opportunity.**

#### **OUR IDEAL CANDIDATES**

We are seeking motivated and high performing people at the APS 4, APS 5 and APS 6 levels with an interest or experience in analysing national security policy and Defence investment proposals and a mix of public policy, government, financial skills and expertise. We welcome people from a range of backgrounds including political science, economics, accounting, commerce, law, and international relations.

Candidates will need to hold, or be willing to obtain, a current NV1 clearance at minimum. Some roles require NV2 and PV clearances.

#### **Successful candidates will demonstrate the following:**

- excellent written and communication skills;
- ability to engage with stakeholders;
- critical thinking and analytical skills to develop advice based on data and information from a range of sources;
- capacity to work with numbers;
- an ability to work effectively in diverse, multi-disciplinary teams to achieve high-quality shared outcomes;

- ability to gather and analyse information, solve problems and present solutions;
- initiative and flexibility to respond to changing organisational needs and priorities;
- a curious mindset, willingness to question and ability to identify practical solutions to challenges; an
- drive and initiative to apply themselves to a variety of tasks and manage competing deadlines.

Prior knowledge of Government Budget processes is not required, however, you should have a keen interest in public policy development, particularly defence and national security policy.

Candidates found suitable, but do not secure an immediate vacancy, will be placed into a merit pool that will be valid for 18 months from the date of advertising and drawn upon to fill future vacancies as they arise.

## **DETAILED VACANCY INFORMATION**

For detailed information about these roles, 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.

## **ONLINE INFORMATION SESSION**

If you would like to learn more about our Branch and these opportunities, come along to our online Candidate Information Session via Microsoft Teams. In this session you will hear from current officers working in Defence Branch and learn more about the recruitment process.

**Please join us at the session detailed below:**

- Wednesday, 8 May, 4.00pm (Canberra time) (please note this session will be recorded).

To join this live session, please use the sign in options below at the time and date stated above:

### **MICROSOFT TEAMS MEETING**

**Join on your computer, mobile app or room device**

Click [here](#) to join the meeting

### **Or call in (audio only)**

+61 2 8320 9200,,504585753#

Phone Conference ID: 504 585 753# **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 role is being advertised as both ongoing and non-ongoing. A position may be offered as ongoing or non-ongoing subject to operational requirements and/or candidate preference. Where a non-ongoing position is offered, the role will be filled for a specified term of up to 12 months. A specified term may be extended up to a maximum period of 18 months.

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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        | Dave Hughes, (02) 6215 1658                                                         |
| Agency Recruitment Site | <a href="https://financejobs.nga.net.au/cp/">https://financejobs.nga.net.au/cp/</a> |

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Vacancy VN-0740695

|                        |                                                                  |
|------------------------|------------------------------------------------------------------|
| <b>Job Title</b>       | Defence Budget Policy Officers – Affirmative Measures Disability |
| <b>Job Type</b>        | Full-Time;Part-Time, Ongoing;Non-Ongoing                         |
| <b>Location</b>        | Canberra ACT                                                     |
| <b>Salary</b>          | -                                                                |
| <b>Classification</b>  | APS Level 4;APS Level 5;APS Level 6                              |
| <b>Position Number</b> | 2024/102 (AMD)                                                   |
| <b>Agency Website</b>  | <a href="http://www.finance.gov.au">www.finance.gov.au</a>       |

## Job Description

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

### ABOUT THE BRANCH

Defence Branch supports the operational delivery of the Budget. We are at the forefront of the Budget process and offer exciting high profile-work that makes a difference across Government.

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There are five teams in Defence Branch:

- **Defence Agency Advice Unit and Integrated Investment Program:** analyses and provides policy advice to Government on Defence portfolio expenditure and policy issues (including the Department of Defence, the Australian Signals Directorate, and other Defence entities), the Defence Integrated Investment Program, and Defence support and operations and other Defence initiatives and programs.
- **Land and Estate:** provides policy advice to Government on Army capabilities, including land combat vehicles, long range fires and littoral manoeuvre vessels, Defence estate, and the Guided Weapons and Explosive Ordnance Enterprise.
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A key priority for the Australian Government over the next 12 months is the implementation of the inaugural [2024 National Defence Strategy](#). This presents an agenda for ambitious reform to Defence's posture and structure. Successful candidates will play a critical role in implementing these reforms and supporting Government consideration of key Defence capabilities, including nuclear-powered submarines, long range strike capabilities, and enhancing Australia's northern military bases. **Duties**

## **ABOUT THE OPPORTUNITY**

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We work together in small teams to deliver on our responsibilities, including:

- working closely with the Department of Defence, Australian Signals Directorate, Australian Submarine Agency and other Defence entities and central agencies to support the development and Government consideration of Defence proposals including analysing, costing and reviewing new policy proposals and Defence capability investment proposals;
- providing budget, financial management and investment advice in support of the Government decision making processes and the delivery of the Budget and Mid-Year Economic and Fiscal Outlook;
- Supporting the Expenditure Review Committee of Cabinet, National Security Committee of Cabinet, and National Security Investment Sub-committee of Cabinet, and our Senior Executive on policy and financial issues relating to the Defence portfolio including reviewing updates to specific spending estimates and the Defence Integrated Investment Program;
- drafting briefing and other correspondence for the Minister for Finance's consideration on Defence proposals.

**Please see the vacancy pack for more information on this opportunity.**

## **OUR IDEAL CANDIDATES**

We are seeking motivated and high performing people at the APS 4, APS 5 and APS 6 levels with an interest or experience in analysing national security policy and Defence investment proposals and a mix of public policy, government, financial skills and expertise. We welcome people from a range of backgrounds including political science, economics, accounting, commerce, law, and international relations.

Candidates will need to hold, or be willing to obtain, a current NV1 clearance at minimum. Some roles require NV2 and PV clearances.

### **Successful candidates will demonstrate the following:**

- excellent written and communication skills;
- ability to engage with stakeholders;
- critical thinking and analytical skills to develop advice based on data and information from a range of sources;
- capacity to work with numbers;
- an ability to work effectively in diverse, multi-disciplinary teams to achieve high-quality shared outcomes;
- ability to gather and analyse information, solve problems and present solutions;
- initiative and flexibility to respond to changing organisational needs and priorities;
- a curious mindset, willingness to question and ability to identify practical solutions to challenges; and
- drive and initiative to apply themselves to a variety of tasks and manage competing deadlines.

Prior knowledge of Government Budget processes is not required, however, you should have a keen interest in public policy development, particularly defence and national security policy.

Candidates found suitable, but do not secure an immediate vacancy, will be placed into a merit pool that will be valid for 18 months from the date of advertising and drawn upon to fill future vacancies as they arise.

## **DETAILED VACANCY INFORMATION**

For detailed information about these roles, 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.

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**Join on your computer, mobile app or room device**

Click [here](#) to join the meeting

**Or call in (audio only)**

+61 2 8320 9200,,504585753#

Phone Conference ID: 504 585 753# **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.

## **AFFIRMATIVE MEASURES – DISABILITY APPLICANT**

To demonstrate eligibility for employment under this Affirmative Measure, applicants are required to provide evidence that they are a person with disability.

Applicants will not be required to provide evidence of disability unless they are found suitable and prior to being made a formal offer of employment. This means that you will not be required to provide evidence unnecessarily.

Candidates who apply under the affirmative measure will need to meet minimum benchmarks to progress through the assessment stages.

### **Eligibility of applicants**

Subsection 27(2) of the Commissioners Directions provides that the agency head—or delegate—must ensure that for a vacancy under this affirmative measure, only persons with a

disability or a particular type of disability are eligible.

### **Definition of disability**

The definition of disability for the purposes of the affirmative measure is outlined here.

### **Evidence of disability**

As provided in subsection 27(2) of the Directions, agencies will need to ensure that applicants are persons with disability. Evidence of disability is not to include information about the type of disability, unless the vacancy itself has been restricted to persons with a particular type of disability. Suitable evidence of a disability would be a certificate or letter from a registered medical practitioner.

The following documents would also be acceptable:

- letter from a Disability Employment Service or Workforce Australia provider; and
- letter from a secondary or tertiary institution disability services unit in relation to a recent student.

For further information on affirmative measures for recruiting people with disability, visit the Australian Public Service Commission's [website](#) .

For more information of the types of acceptance evidence, please refer to the APSC website [here](#) .

Should you have any questions or concerns, please don't hesitate to contact the Recruitment Team via 6215 1717 (option #1).

**Important Note:** There is no obligation for a candidate who meets eligibility under Affirmative Measures categories to apply under these options. Selection of consideration under Affirmative Measures is voluntary. **Notes**

This role is being advertised as both ongoing and non-ongoing. A position may be offered as ongoing or non-ongoing subject to operational requirements and/or candidate preference. Where a non-ongoing position is offered, the role will be filled for a specified term of up to 12 months. A specified term may be extended up to a maximum period of 18 months.

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.

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 Department of Finance**

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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**

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|                         |                                                                                     |
|-------------------------|-------------------------------------------------------------------------------------|
| Position Contact        | Dave Hughes, (02) 6215 1658                                                         |
| Agency Recruitment Site | <a href="https://financejobs.nga.net.au/cp/">https://financejobs.nga.net.au/cp/</a> |

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Vacancy VN-0740696

Department of Finance

Closing Date:Sunday 19 May 2024

Government & Defence  
Defence

|                 |                                                                     |
|-----------------|---------------------------------------------------------------------|
| Job Title       | Defence Budget Policy Officers – Affirmative Measures<br>Indigenous |
| Job Type        | Full-Time;Part-Time, Ongoing;Non-Ongoing                            |
| Location        | Canberra ACT                                                        |
| Salary          | -                                                                   |
| Classification  | APS Level 4;APS Level 5;APS Level 6                                 |
| Position Number | 2024/102 (AMI)                                                      |
| Agency Website  | <a href="http://www.finance.gov.au">www.finance.gov.au</a>          |

Job Description

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

ABOUT THE BRANCH

Defence Branch supports the operational delivery of the Budget. We are at the forefront of the Budget process and offer exciting high profile-work that makes a difference across Government.

We develop and cost New Policy Proposals (NPPs) and provide financial and policy advice to the Australian Government on Defence proposals, capabilities, operations, and investments.

There are five teams in Defence Branch:

- **Defence Agency Advice Unit and Integrated Investment Program:** analyses and provides policy advice to Government on Defence portfolio expenditure and policy issues (including the Department of Defence, the Australian Signals Directorate, and other Defence entities), the Defence Integrated Investment Program, and Defence support and operations and other Defence initiatives and programs.

- **Land and Estate:** provides policy advice to Government on Army capabilities, including land combat vehicles, long range fires and littoral manoeuvre vessels, Defence estate, and the Guided Weapons and Explosive Ordnance Enterprise.
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- **Space and Air:** provides policy advice to Government on Air Force and Defence Space Command capabilities, including the Joint Strike Fighter and space-based communications, intelligence and navigation.

A key priority for the Australian Government over the next 12 months is the implementation of the inaugural [2024 National Defence Strategy](#). This presents an agenda for ambitious reform to Defence's posture and structure. Successful candidates will play a critical role in implementing these reforms and supporting Government consideration of key Defence capabilities, including nuclear-powered submarines, long range strike capabilities, and enhancing Australia's northern military bases. **Duties**

#### ABOUT THE OPPORTUNITY

We have a range of APS4, APS5 and APS6 opportunities available across the Branch and are happy to work with successful candidates to find a role that best suits their interests, skills and capabilities. We actively seek to develop the professional and technical capabilities of our people and expand their career pathways and networks.

We work together in small teams to deliver on our responsibilities, including:

- working closely with the Department of Defence, Australian Signals Directorate, Australian Submarine Agency and other Defence entities and central agencies to support the development and Government consideration of Defence proposals including analysing, costing and reviewing new policy proposals and Defence capability investment proposals;
- providing budget, financial management and investment advice in support of the Government decision making processes and the delivery of the Budget and Mid-Year Economic and Fiscal Outlook;
- Supporting the Expenditure Review Committee of Cabinet, National Security Committee of Cabinet, and National Security Investment Sub-committee of Cabinet, and our Senior Executive on policy and financial issues relating to the Defence portfolio including reviewing updates to specific spending estimates and the Defence Integrated Investment Program;
- drafting briefing and other correspondence for the Minister for Finance's consideration on Defence proposals.

**Please see the vacancy pack for more information on this opportunity.**

#### OUR IDEAL CANDIDATES

We are seeking motivated and high performing people at the APS 4, APS 5 and APS 6 levels with an interest or experience in analysing national security policy and Defence investment proposals and a mix of public policy, government, financial skills and expertise. We welcome people from a range of backgrounds including political science, economics, accounting, commerce, law, and international relations.

Candidates will need to hold, or be willing to obtain, a current NV1 clearance at minimum. Some

roles require NV2 and PV clearances.

**Successful candidates will demonstrate the following:**

- excellent written and communication skills;
- ability to engage with stakeholders;
- critical thinking and analytical skills to develop advice based on data and information from a range of sources;
- capacity to work with numbers;
- an ability to work effectively in diverse, multi-disciplinary teams to achieve high-quality shared outcomes;
- ability to gather and analyse information, solve problems and present solutions;
- initiative and flexibility to respond to changing organisational needs and priorities;
- a curious mindset, willingness to question and ability to identify practical solutions to challenges; and
- drive and initiative to apply themselves to a variety of tasks and manage competing deadlines.

Prior knowledge of Government Budget processes is not required, however, you should have a keen interest in public policy development, particularly defence and national security policy.

Candidates found suitable, but do not secure an immediate vacancy, will be placed into a merit pool that will be valid for 18 months from the date of advertising and drawn upon to fill future vacancies as they arise.

**DETAILED VACANCY INFORMATION**

For detailed information about these roles, 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.

**ONLINE INFORMATION SESSION**

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**Please join us at the session detailed below:**

- Wednesday, 8 May, 4.00pm (Canberra time) (please note this session will be recorded).

To join this live session, please use the sign in options below at the time and date stated above:

**MICROSOFT TEAMS MEETING**

**Join on your computer, mobile app or room device**

Click [here](#) to join the meeting

**Or call in (audio only)**

+61 2 8320 9200,,504585753#

Phone Conference ID: 504 585 753# **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.

## AFFIRMATIVE MEASURES – INDIGENOUS APPLICANT

Applicants applying under the Affirmative Measures - Indigenous will need to provide evidence they meet the eligibility for this vacancy should they be found suitable and prior to being made a formal offer of employment.

To be eligible to apply for this vacancy applicants must:

- Be of Aboriginal and/or Torres Strait Islander descent.
- Identify as Aboriginal and/or Torres Strait Islander; and
- Are accepted by their community as being Aboriginal and/or Torres Strait Islander.

Evidence of confirmation of heritage include:

- A letter signed and executed by the Chairperson of an incorporated Aboriginal and/or Torres Strait Islander organisation confirming that they are recognised as an Aboriginal and/or Torres Strait Islander person; or
- Confirmation of Aboriginal and/or Torres Strait Islander descent form executed by an Aboriginal and/or Torres Strait Islander organisation.

Our Indigenous Liaison Officer, Tarran Backhus, is available to chat should you have any questions or concerns. Tarran can be reached at [cultureanddiversityteam@finance.gov.au](mailto:cultureanddiversityteam@finance.gov.au) and/or 6215 1717 (option #1).

**Important Note:** There is no obligation for a candidate who meets eligibility under Affirmative Measures categories to apply under these options. Selection of consideration under Affirmative Measures is voluntary. **Notes**

This role is being advertised as both ongoing and non-ongoing. A position may be offered as ongoing or non-ongoing subject to operational requirements and/or candidate preference. Where a non-ongoing position is offered, the role will be filled for a specified term of up to 12 months. A specified term may be extended up to a maximum period of 18 months.

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.

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 Department of Finance

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To Apply

|                         |                                                                                     |
|-------------------------|-------------------------------------------------------------------------------------|
| Position Contact        | Dave Hughes, (02) 6215 1658                                                         |
| Agency Recruitment Site | <a href="https://financejobs.nga.net.au/cp/">https://financejobs.nga.net.au/cp/</a> |

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Vacancy VN-0740698

Department of Finance

Closing Date:Sunday 19 May 2024

Government & Defence  
Defence Branch

|                 |                                                            |
|-----------------|------------------------------------------------------------|
| Job Title       | Assistant Director, Defence Budget Policy                  |
| Job Type        | Full-Time;Part-Time, Ongoing;Non-Ongoing                   |
| Location        | Canberra ACT                                               |
| Salary          | \$122,240 - \$148,030                                      |
| Classification  | Executive Level 1                                          |
| Position Number | 2024/103                                                   |
| Agency Website  | <a href="http://www.finance.gov.au">www.finance.gov.au</a> |

Job Description

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Or call in (audio only)

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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 Department of Finance

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To Apply

|                         |                                                                                     |
|-------------------------|-------------------------------------------------------------------------------------|
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| Agency Recruitment Site | <a href="https://financejobs.nga.net.au/cp/">https://financejobs.nga.net.au/cp/</a> |

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Department of Finance

Closing Date: Sunday 19 May 2024

Government & Defence  
Defence Branch

|                 |                                                                             |
|-----------------|-----------------------------------------------------------------------------|
| Job Title       | Assistant Director, Defence Budget Policy – Affirmative Measures Disability |
| Job Type        | Full-Time;Part-Time, Ongoing;Non-Ongoing                                    |
| Location        | Canberra ACT                                                                |
| Salary          | \$122,240 - \$148,030                                                       |
| Classification  | Executive Level 1                                                           |
| Position Number | 2024/103 (AMD)                                                              |
| Agency Website  | www.finance.gov.au                                                          |

Job Description

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A key priority for the Australian Government over the next 12 months is the implementation of the inaugural [2024 National Defence Strategy](#) . This presents an agenda for ambitious, but necessary,

reform to Defence's posture and structure. Successful candidates will play a critical role in implementing these reforms and supporting Government consideration of key Defence capabilities, including nuclear-powered submarines, long range strike capabilities, and enhancing Australia's northern military bases. **Duties**

#### **ABOUT THE OPPORTUNITY**

We have a range of EL1 opportunities available across the Branch and are happy to work with successful candidates to find a role that best suits their interests, skills and capabilities. We actively seek to develop the professional and technical capabilities of our people and expand their career pathways and networks.

Key responsibilities include:

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- providing budget, financial management and investment advice in support of the Government decision making processes and the delivery of the Budget and Mid-Year Economic and Fiscal Outlook;
- supporting the Expenditure Review Committee of Cabinet, National Security Committee of Cabinet, and National Security Investment Sub-committee of Cabinet, and our Senior Executive on policy and financial issues relating to the Defence portfolio including reviewing updates to specific spending estimates and the Defence Integrated Investment Program.
- drafting briefing and other correspondence for the Minister for Finance's consideration on Defence proposals.

**Please see the vacancy pack for more information on this opportunity.**

#### **OUR IDEAL CANDIDATES**

We are seeking motivated and high performing people at the EL 1 level with an interest or experience in analysing national security policy and Defence investment proposals and a mix of public policy, government, financial skills and expertise. We welcome people from a range of backgrounds including political science, economics, accounting, commerce, law, and international relations.

Candidates will need to hold, or be willing to obtain, a current NV1 clearance at minimum. Some roles require NV2 and PV clearances.

Successful candidates will demonstrate:

- excellent written and communication skills, such as drafting high quality and timely briefings, with a capacity to test and refine policy implications with stakeholders and influence outcomes;
- strong critical thinking and analytical skills to develop sound advice based on the comparative analysis and interpretation of information and data;
- an ability to work effectively and collaborate in diverse, multi-disciplinary teams to achieve high-quality shared outcomes and lead the development of influential strategic policy and financial advice to the Government;
- ability to assess expenditure and investment proposals;
- capability to gather and analyse information, solve problems and present solutions;
- initiative and flexibility to respond to changing organisational needs and priorities;
- a curious mindset, willingness to question and ability to negotiate practical solutions to challenges; an

- drive and initiative to apply yourself to complex tasks and successfully manage competing deadlines, including when providing supervisory support to junior staff.

Prior knowledge of Government Budget processes is not required, however, you should have a keen interest in public policy development, particularly defence and national security policy.

Candidates found suitable, but not immediately offered a position, will be placed into a merit pool that will be valid for 18 months from the date of advertising and drawn upon to fill future vacancies as they arise.

## **DETAILED VACANCY INFORMATION**

For detailed information about these roles, 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.

## **ONLINE INFORMATION SESSION**

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**Please join us at the session detailed below:**

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Phone Conference ID: 504 585 753# **Eligibility**

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- 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.

## **AFFIRMATIVE MEASURES – DISABILITY APPLICANT**

To demonstrate eligibility for employment under this Affirmative Measure, applicants are required to provide evidence that they are a person with disability.

Applicants will not be required to provide evidence of disability unless they are found suitable and prior to being made a formal offer of employment. This means that you will not be required to provide evidence unnecessarily.

Candidates who apply under the affirmative measure will need to meet minimum benchmarks to progress through the assessment stages.

### **Eligibility of applicants**

Subsection 27(2) of the Commissioners Directions provides that the agency head—or delegate—must ensure that for a vacancy under this affirmative measure, only persons with a disability or a particular type of disability are eligible.

### **Definition of disability**

The definition of disability for the purposes of the affirmative measure is outlined here.

### **Evidence of disability**

As provided in subsection 27(2) of the Directions, agencies will need to ensure that applicants are persons with disability. Evidence of disability is not to include information about the type of disability, unless the vacancy itself has been restricted to persons with a particular type of disability. Suitable evidence of a disability would be a certificate or letter from a registered medical practitioner.

The following documents would also be acceptable:

- letter from a Disability Employment Service or Workforce Australia provider; and
- letter from a secondary or tertiary institution disability services unit in relation to a recent student.

For further information on affirmative measures for recruiting people with disability, visit the Australian Public Service Commission's [website](#) .

For more information of the types of acceptance evidence, please refer to the APSC website [here](#) .

Should you have any questions or concerns, please don't hesitate to contact the Recruitment Team via 6215 1717 (option #1).

**Important Note:** There is no obligation for a candidate who meets eligibility under Affirmative Measures categories to apply under these options. Selection of consideration under Affirmative Measures is voluntary. **Notes**

This role is being advertised as both ongoing and non-ongoing. A position may be offered as ongoing or non-ongoing subject to operational requirements and/or candidate preference. Where a non-ongoing position is offered, the role will be filled for a specified term of up to 12 months. A specified term may be extended up to a maximum period of 18 months.

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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.

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Vacancy VN-0740704

Department of Finance

Closing Date:Sunday 19 May 2024

Government & Defence  
Defence Branch

|                 |                                                                             |
|-----------------|-----------------------------------------------------------------------------|
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- excellent written and communication skills, such as drafting high quality and timely briefings, with a capacity to test and refine policy implications with stakeholders and influence outcomes;
- strong critical thinking and analytical skills to develop sound advice based on the comparative analysis and interpretation of information and data;
- an ability to work effectively and collaborate in diverse, multi-disciplinary teams to achieve high-quality shared outcomes and lead the development of influential strategic policy and financial advice to the Government;
- ability to assess expenditure and investment proposals;
- capability to gather and analyse information, solve problems and present solutions;
- initiative and flexibility to respond to changing organisational needs and priorities;
- a curious mindset, willingness to question and ability to negotiate practical solutions to challenges; an
- drive and initiative to apply yourself to complex tasks and successfully manage competing deadlines, including when providing supervisory support to junior staff.

Prior knowledge of Government Budget processes is not required, however, you should have a keen interest in public policy development, particularly defence and national security policy.

Candidates found suitable, but not immediately offered a position, will be placed into a merit pool that will be valid for 18 months from the date of advertising and drawn upon to fill future vacancies as they arise.

## **DETAILED VACANCY INFORMATION**

For detailed information about these roles, 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.

## **ONLINE INFORMATION SESSION**

If you would like to learn more about our Branch and these opportunities, come along to our online Candidate Information Session via Microsoft Teams. In this session you will hear from current officers working in Defence Branch and learn more about the recruitment process.

**Please join us at the session detailed below:**

- **Wednesday, 8 May, 4.00pm (Canberra time) (please note this session will be recorded).**

To join this live session, please use the sign in options below at the time and date stated above:

## **MICROSOFT TEAMS MEETING**

**Join on your computer, mobile app or room device**

Click [here](#) to join the meeting

### **Or call in (audio only)**

+61 2 8320 9200,,504585753#

Phone Conference ID: 504 585 753# **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.

## **AFFIRMATIVE MEASURES – INDIGENOUS APPLICANT**

Applicants applying under the Affirmative Measures - Indigenous will need to provide evidence they meet the eligibility for this vacancy should they be found suitable and prior to being made a formal offer of employment.

To be eligible to apply for this vacancy applicants must:

- Be of Aboriginal and/or Torres Strait Islander descent.
- Identify as Aboriginal and/or Torres Strait Islander; and
- Are accepted by their community as being Aboriginal and/or Torres Strait Islander.

Evidence of confirmation of heritage include:

- A letter signed and executed by the Chairperson of an incorporated Aboriginal and/or Torres Strait Islander organisation confirming that they are recognised as an Aboriginal and/or Torres Strait Islander person; or
- Confirmation of Aboriginal and/or Torres Strait Islander descent form executed by an Aboriginal and/or Torres Strait Islander organisation.

Our Indigenous Liaison Officer, Tarran Backhus, is available to chat should you have any questions or concerns. Tarran can be reached at [cultureanddiversityteam@finance.gov.au](mailto:cultureanddiversityteam@finance.gov.au) and/or 6215 1717 (option #1).

**Important Note:** There is no obligation for a candidate who meets eligibility under Affirmative Measures categories to apply under these options. Selection of consideration under Affirmative Measures is voluntary. **Notes**

This role is being advertised as both ongoing and non-ongoing. A position may be offered as ongoing or non-ongoing subject to operational requirements and/or candidate preference. Where a non-ongoing position is offered, the role will be filled for a specified term of up to 12 months. A specified term may be extended up to a maximum period of 18 months.

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.

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 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        | Dave Hughes, (02) 6215 1658                                                         |
| Agency Recruitment Site | <a href="https://financejobs.nga.net.au/cp/">https://financejobs.nga.net.au/cp/</a> |

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Vacancy VN-0740680

|                        |                                                                                                                                                                                                     |
|------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Job Title</b>       | Graphic Designer                                                                                                                                                                                    |
| <b>Job Type</b>        | Full-Time, Ongoing                                                                                                                                                                                  |
| <b>Location</b>        | Barton ACT                                                                                                                                                                                          |
| <b>Salary</b>          | \$104,587 - \$114,727                                                                                                                                                                               |
| <b>Classification</b>  | APS Level 6                                                                                                                                                                                         |
| <b>Position Number</b> | 99                                                                                                                                                                                                  |
| <b>Agency Website</b>  | <a href="https://www.aph.gov.au/About_Parliament/Parliamentary_Departments/Department_of_the_Senate">https://www.aph.gov.au/About_Parliament/Parliamentary_Departments/Department_of_the_Senate</a> |

## Job Description

<https://recruitmentsenate.nga.net.au/cp/index.cfm?event=jobs.listJobs&jobListid=22fc4f47-e994-46a3-b8c9-9bc90>

The Department of the Senate is seeking applications from those interested in joining the department in the role of Graphic Designer.

The Graphic Designer is responsible for coordinating and managing the development, design and production of print and digital resources for the Senate department and the Parliamentary Education Office. They provide support through the provision of high-quality design services while overseeing the continuing development and maintenance of corporate brands.

The Graphic Designer provides leadership on design and technical issues and participates in projects with a strong focus on user experience. The occupant of this position may also be involved in producing a number of information resources specific to sittings of the Senate, including the Dynamic Red, Senate Daily Summary, StatsNet and others.

## Duties

1. Manage the provision of high-quality design services.
2. Coordinate, plan and guide projects, including workloads, work practices, standards and priorities.
3. Develop and implement policies and strategies to promote the Parliament of Australia's website to target audiences.
4. Ensure the correct usage of corporate branding and develop guidelines and standards as required.
5. Liaise, consult, negotiate and provide support and advice on matters relating to graphic design, including the department's printing and online publishing activities.
6. Initiate and lead change management in relation to publishing, as necessary.
7. Participate in projects as required.
8. Contribute to the production and publication of information resources relating to the sitting of the Senate.

## Eligibility

### *Essential*

Tertiary qualifications (or progress towards tertiary qualifications) and/or significant relevant experience in the fields of communication, graphic design or creative industries.

### *Desirable*

Experience in video production and Adobe Premier (or similar).

Notes

To apply, you are asked to provide a one-page pitch detailing your suitability to perform the duties of the position, along with a minimum of four samples of work demonstrating your skills and experience in graphic design. You are also asked to provide a copy of your résumé.

We recognise that diversity strengthens our department and we are committed to maintaining a workplace that values the contribution of people from different backgrounds, experiences and perspectives. We welcome applications from First Nations people, people with disabilities, people from diverse cultural backgrounds and mature aged people.

About the Department of the Senate

The Department of the Senate provides the secretariat to the Senate – enabling its legislative and accountability activities – and to dozens of parliamentary committees, whose work encompasses the Senate’s scrutiny functions and its exercise of Parliament’s broad inquiry powers. In doing so, departmental officers provide the Senate, its committees, the President and other senators expert, impartial advice about Senate and committee operations. We publish the Senate’s records, and produce an array of information resources so that people may understand and engage in its work. With our colleagues across the Parliamentary Service we also provide specialised advice and logistical support to senators so they may undertake their duties.

To Apply

|                         |                                                                                                                                                                                                                               |
|-------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Position Contact        | HRM.Sen@aph.gov.au, 02 6277 5924                                                                                                                                                                                              |
| Agency Recruitment Site | <a href="https://recruitmentsenate.nga.net.au/cp/index.cfm?event=jobs.listJobs&amp;jobListid=22fc4f47-e994-46a3-">https://recruitmentsenate.nga.net.au/cp/index.cfm?event=jobs.listJobs&amp;jobListid=22fc4f47-e994-46a3-</a> |

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Vacancy VN-0740673

|                        |                                                              |
|------------------------|--------------------------------------------------------------|
| <b>Job Title</b>       | Legislation Design Officers and Legal Policy Officers        |
| <b>Job Type</b>        | Full-Time;Part-Time, Ongoing;Non-Ongoing                     |
| <b>Location</b>        | Canberra ACT, Sydney NSW, Melbourne VIC                      |
| <b>Salary</b>          | \$86,940 - \$146,743                                         |
| <b>Classification</b>  | APS Level 5;APS Level 6;Executive Level 1                    |
| <b>Position Number</b> | 37-2024                                                      |
| <b>Agency Website</b>  | <a href="http://www.treasury.gov.au">www.treasury.gov.au</a> |

## Job Description

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

Treasury's Law Division are seeking Legislation Design and Legal Policy Officers across their Law Design Branches as well as Legal Policy and Legislation Delivery Branch.

## About the Roles

Law Division delivers a significant enterprise capability that combines specialist legal, legislation, policy, and governance expertise by:

- Operating an efficient and sustainable system for meeting the Treasury's legislative needs, which aligns with the Government's priorities and expectations.
- Developing, managing, and improving organisational systems concerning the design, development, delivery and maintenance of Treasury portfolio laws and compliance with information laws.
- Offering expertise and advice on law, law design and delivery, and legal policy to inform effective policy development and its implementation and meet organisational objectives.
- Providing legal advice and assistance to the department on a wide range of legal issues.

Law Division has four Branches: Law Design Branch A, Law Design Branch B, Legal Policy and Legislation Delivery Branch and the General Counsel's Branch.

Law Division is looking to fill the following vacancies:

- **Legislation Design Officers** at the APS5, APS6 and EL1 levels in Law Design Branches
- **Legal Policy Officers** at the APS5, APS6 and EL1 levels in the Legal Policy and Legislation Delivery Branch

## Duties

- Lead the design and development of legislative projects, conduct research and analysis and provide advice on matters relevant to the work of your team with support and guidance from an Executive Level 2 Director or SES Band 1 Assistant Secretary.
- Prepare drafting instructions for the Office of Parliamentary Counsel to implement new policy.
- Draft legislative instruments to implement new policy.
- Draft explanatory materials to support new law.

- Support the development of policy by providing advice on legislative design options and implications.
- Provide advice to Ministers' Offices, and across Treasury, on a range of legislation process matters, including requirements for the introduction of Bills into Parliament, parliamentary procedures and decision making by the Federal Executive Council.
- Manage and coordinate end-stage delivery processes for the making of legislation in accordance with set timeframes.
- Provide expert advice on law, law design and delivery, and legal policy to inform effective policy development and its implementation and meet organisational objectives.

### **Capabilities Required for all Positions:**

- Possess excellent oral and written communication skills, including the ability to liaise with and maintain key relationships within the Treasury and with other government stakeholders (such as other Departments or Ministers' offices).
- Support and engage with officers across the APS to work collaboratively.
- Develop the capabilities of junior team members from across the teams.
- Be open, accountable and of high integrity.

### **Desirable Qualifications/Experience:**

- Tertiary qualification(s) in a relevant field, including but not limited to economics, business and law, or equivalent experience.
- For **advertised** roles, an understanding of the legislative process and/or the development of new law for complex legislative projects will be highly regarded.

**EL1 Level Applicants:** In addition to criteria above, you will be required to demonstrate experience in managing more complex matters and greater depth of skill and/or experience. You will also be able to demonstrate your leadership abilities in relation to stakeholder management and project oversight and delivery.

### **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**

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**

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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**

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|                         |                                                                                                       |
|-------------------------|-------------------------------------------------------------------------------------------------------|
| Position Contact        | Chris Leggett, 02 6263 3357                                                                           |
| Agency Recruitment Site | <a href="http://careers.tspace.gov.au/cw/en/listing/">http://careers.tspace.gov.au/cw/en/listing/</a> |

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Vacancy VN-0740413

Therapeutic Goods Administration

Closing Date:Wednesday 08 May 2024

Medical Devices and Product Quality  
Devices Reforms Taskforce Unique Device Identifier (UDI) Project

|                 |                                                                                         |
|-----------------|-----------------------------------------------------------------------------------------|
| Job Title       | APS Level 5 - Unique Device Identifier (UDI) Support Officer, Devices Reforms Taskforce |
| Job Type        | Full-Time, Ongoing                                                                      |
| Location        | Fairbairn ACT                                                                           |
| Salary          | \$84,627 - \$91,520                                                                     |
| Classification  | APS Level 5                                                                             |
| Position Number | 24-MDPQDIV-24063                                                                        |
| Agency Website  |                                                                                         |

Job Description

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

The vacant **APS 5 Level** position sits within the **Unique Device Identifier (UDI) support team** and is responsible for managing various interactions and enquiries from UDI stakeholders (both internal and external to the TGA), as well as several sub-project items related to stakeholder interaction, reporting and relationship building. Our dynamic team offers flexible working arrangements (including a blend of work from home and office days). We enjoy a positive workplace culture where collaboration and innovation thrive.

Duties

- Efficiently managing external-facing inbox and phone line, promptly responding to stakeholder enquiries via appropriate enquiry management systems
- Developing and supporting relationships with internal and external stakeholders including international stakeholders
- Assisting in establishing business processes and approaches for use and management of the Australian UDI Database, and identify improvements for existing processes
- Perform research and analyse data, to contribute to team and project activities
- Drafting written communication including regular reports on UDI support activities and stakeholder statistics and interactions to inform Senior Executive.

- Managing multiple work tasks and competing priorities to align with project goals as they change over time, and being accountable for the achievement of key deliverables
- Apply judgement and knowledge in translating proposed policy position to stakeholders
- Other tasks (related to the UDI project) as required

Eligibility

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

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

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

Notes

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

Applicants are asked to quote reference number **24-MDPQDIV-24063** to assist when making an enquiry.

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

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

About the Therapeutic Goods Administration

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

To Apply

|                         |                                                                                                                                               |
|-------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------|
| Position Contact        | Jasmin Hyatt, <a href="mailto:Jasmin.HYATT@Health.gov.au">Jasmin.HYATT@Health.gov.au</a>                                                      |
| Agency Recruitment Site | <a href="https://www.tga.gov.au/about-tga/corporate-information/work-tga">https://www.tga.gov.au/about-tga/corporate-information/work-tga</a> |

Agriculture, Water and the Environment

Vacancy VN-0740705

Department of Agriculture, Fisheries and Forestry

Closing Date:Monday 20 May 2024

Exports & Veterinary Services  
Veterinary & Export Meat Export Meat

|                 |                                                                                                                                                                                                     |
|-----------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Job Title       | On-Plant Veterinarian                                                                                                                                                                               |
| Job Type        | Full-Time;Part-Time;Casual, Ongoing;Non-Ongoing                                                                                                                                                     |
| Location        | Various locations - WA WA, Various locations - NT NT, Various locations - SA SA, Various locations - QLD QLD, Various locations - NSW NSW, Various locations - VIC VIC, Various locations - TAS TAS |
| Salary          | \$79,206 - \$129,593                                                                                                                                                                                |
| Classification  | APS Level 6                                                                                                                                                                                         |
| Position Number | 2024/904                                                                                                                                                                                            |
| Agency Website  | <a href="https://www.agriculture.gov.au">https://www.agriculture.gov.au</a>                                                                                                                         |

Job Description

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

Who we are

The Veterinary and Export Meat Branch (VEMB) undertakes regulatory functions by providing inspection and certification for the export of meat, meat products and the import and export of live animals and reproductive material in order to meet importing country requirements and Australian legislative requirements.

The Export Meat Section delivers inspection and verification services at export registered meat establishments located in Brisbane, Melbourne, Adelaide, Sydney, Perth and at approximately 87 abattoirs and various other regional export facilities across the country. These services are aimed at achieving compliance with Australian export standards and overseas importing country market requirements. Staff are authorised export control officers responsible for administering appropriate export legislation and implementing ante mortem, post mortem and meat and meat product meat inspection services. The teams comprising of On-Plant Veterinary Officers (OPV's), Food Safety Assessors (FSA's), Food Safety Meat Assessors (FSMA's) and a number of personnel within the Staff Resource Unit provide the services required at 87 regional export facilities and various other registered premises nationally.

*The department recognises the importance of mental wellbeing and the prevalence of mental health issues within the veterinary workforce. We take a proactive approach to the support and advocacy of mental health with a range of wellbeing and mental health resources, information and tools available to promote good mental wellbeing.*

Duties

The Jobs

OPV's perform inspection of animals, meat and meat products and verify export registered abattoirs compliance with export meat requirements across Australia. They are responsible for ensuring processors meet their obligation to comply with relevant export legislation particularly as it applies to food safety, product integrity, animal welfare and the specific requirements of importing countries. OPV's often manage a small team of departmental staff performing inspections at export abattoirs.

OPV activities include the following:

- Ante-mortem inspection (including disposition – where they can identify if an animal is suitable for human consumption).
- Monitoring of animal welfare.

- Supervision and verification of post-mortem inspection and, at times, performing inspection.
- Verification of processor hygiene and product integrity practices and ensuring non-compliance is managed appropriately by the processor.
- Collecting samples for testing in order to verify microbiological and chemical residues relating to food safety.
- Verifying the processor is meeting importing country requirements.

The OPV's role is critical to ensure the safety, sustainability and integrity of Australian meat exports. **Applicants should note that as a Veterinary Officer in VEMB you may be required to undertake activities across export meat and live animal veterinary officer roles.**

As a Live Animal Veterinarian you will:

- perform quarantine and export duties across Australia, in strict compliance with export and biosecurity legislation, national standard operating procedures and work instructions
- review export and import documentation, issue export permits and health certificates, undertake veterinary inspections and approve facilities for the export and import of live animals and animal reproductive material
- provide technical advice and training to departmental staff, third-party accredited veterinarians, clients & stakeholders
- maintain accurate computer based and manual records and prepare reports as required
- contribute to the efficient operation of the Live Animal Section in VEMB.

## Eligibility

### What we are looking for

#### **Knowledge and experience**

- Knowledge of, or an interest in, public health veterinary science.
- Knowledge of, or ability to quickly acquire knowledge of, the principles that underpin Australia's biosecurity requirements.

#### **Mandatory qualifications**

To be considered for these positions you must have a veterinary degree from an Australian university or equivalent veterinary qualification recognised in Australia. You must be registered, or eligible for registration, with the relevant Australian state/territory veterinary board and you must maintain this registration whilst employed by the department.

#### **Work locations**

Currently, ongoing OPV positions are available at the following locations:

**TAS** – Tasmania Relief Pool

**SA** – SA Relief Pool

**WA** – Beaufort River

**NSW** – Inverell, Singleton, Bourke, NSW Relief Pool (Dubbo area), NSW Relief Pool (Sydney)

**QLD** – Rockhampton, Moranbah (part-time considered), QLD Relief Pool (Brisbane)

**Please note that future ongoing and non-ongoing vacancies (both regional and metropolitan) may become available throughout Australia** and the merit pool established from this process may be used to fill these vacancies where the duties are of a similar nature. Non-ongoing (specified-term) contracts may be offered to new employees for an initial period of up to twelve months with the possibility of extension up to a maximum period of two years in total. Non ongoing (casual) contracts will be offered for periods of up to two years. Some of these non-ongoing positions may become ongoing in the next eighteen months. Should a position become ongoing then the merit pool, which is valid for a period of eighteen months from the date the vacancy was advertised in the Public Service Gazette, may be used to fill the vacancy on an ongoing basis.

#### **Information session**

We will be holding an online information session on the afternoon of Thursday 9 May 2024 (timing will be confirmed upon registration) where there will be a presentation on the role and an opportunity to ask questions. Staff with the relevant experience will be online to answer questions about the role. Please register by emailing Kylie Ollington at [Kylie.Ollington@aff.gov.au](mailto:Kylie.Ollington@aff.gov.au).

#### **Eligibility and other requirements**

The successful applicants must:

- hold and maintain a valid Australian motor vehicle drivers licence
- note that you may be required to perform occasional out-of-hours and weekend work
- wear an official uniform supplied by the department, including during field operations (as applicable), in accordance with the department's uniform policy
- wear appropriate protective personal equipment and clothing to comply with departmental Work Health & Safety policies and procedures
- note that they will be required to undergo a pre-employment medical examination which will include Q-Fever tests and that Q-Fever immunisation will be required where immunity cannot be established.

## Notes

On-Plant Veterinary Officer's will initially commence employment on the OPV salary induction point (\$79,206) and will remain on that induction point for the duration of their induction/training period.

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        | Kylie Ollington, 0466 946 475                                                                                 |
| Agency Recruitment Site | <a href="https://www.agriculture.gov.au/about/jobs/apply">https://www.agriculture.gov.au/about/jobs/apply</a> |

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Attorney-General’s

Vacancy VN-0740102

Administrative Appeals Tribunal

Closing Date:Sunday 12 May 2024

Tribunal Support  
Registry Operations Sydney Registry

|                 |                                                             |
|-----------------|-------------------------------------------------------------|
| Job Title       | Team Leader                                                 |
| Job Type        | Full-Time, Ongoing                                          |
| Location        | Sydney NSW                                                  |
| Salary          | \$90,199 - \$102,499                                        |
| Classification  | APS Level 6                                                 |
| Position Number | 7002090, 7002287                                            |
| Agency Website  | <a href="http://www.aat.gov.au/">http://www.aat.gov.au/</a> |

We are seeking Team Leaders to work in one or more divisions at the Administrative Appeals Tribunal (AAT). You will use your expertise in AAT jurisdictions to train staff and manage complex cases. You will also be an important part of the registry leadership structure.

The successful candidate will have strong skills in leadership, people and work management, analysis and communication, and the ability to lead teams in a legal environment.

Team Leaders provide leadership and direction to a registry team, including: coordinating and managing workflows; motivating, coaching and influencing staff; managing performance; and ensuring the services provided to the AAT's users, members and registrars are effective and efficient.

The annual salary for the position is from \$90,199 to \$102,499 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](http://www.aat.gov.au).

## Duties

- **People management:** Manage a team to deliver high quality services to users of the AAT's services, members and registrars, with a focus on continuous improvement. Manage and develop individual and team performance. Plan and manage the workload and attendance of the team, including allocating, monitoring and quality-assuring work outputs. Model adherence to the APS Code of Conduct and other workplace policies to lead a positive, high-performance culture within the team.
- **Stakeholder management:** Develop and maintain strong, productive relationships with internal stakeholders, providing expert advice and support to members, registrars and staff in the management of cases and caseloads. Develop a culture of user-centred service and act as a point of escalation for complex user liaison.
- **Case management oversight:** Maintain an advanced working knowledge of applicable legislation and policy frameworks, operations, and practices of the divisions of the AAT. Oversee the management of the team's caseload and undertake case management tasks as required.

## Eligibility

The AAT requires Australian citizenship as a condition of engagement.

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

**Desirable:** Tertiary qualifications OR relevant experience in a similar work environment OR subject-matter expertise related to one or more of the AAT's jurisdictions.

**Highly desirable (some positions leading teams delivering member support functions):** A completed, or substantially completed, recognised degree in laws of an Australian tertiary institute or comparable overseas qualification.

## 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.

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        | Stephanie Raciti, 02 9391 2467                                                                                                      |
| Agency Recruitment Site | <a href="https://aat.bigredsky.com/page.php?pageID=106&amp;Filter=0">https://aat.bigredsky.com/page.php?pageID=106&amp;Filter=0</a> |

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Attorney-General's

Vacancy VN-0740622

Attorney-General's Department

Closing Date:Sunday 05 May 2024

Corporate Services  
Business Operations

|                 |                                                                                                     |
|-----------------|-----------------------------------------------------------------------------------------------------|
| Job Title       | Various Opportunities - Corporate Support                                                           |
| Job Type        | Full-Time;Part-Time, Ongoing                                                                        |
| Location        | Canberra ACT, Sydney NSW, Brisbane QLD, Darwin NT, Adelaide SA, Melbourne VIC, Perth WA, Hobart TAS |
| Salary          | \$67,008 - \$72,317                                                                                 |
| Classification  | APS Level 3                                                                                         |
| Position Number | 0174/24_ESG/CS-EXT                                                                                  |
| Agency Website  | <a href="https://www.ag.gov.au/Pages/default.aspx">https://www.ag.gov.au/Pages/default.aspx</a>     |

**Job Description** <https://agcareers.nga.net.au/?jati=E9104CD7-B575-03DA-EDFD-DAA8B4AA40F4>

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

## Duties

### Employment Opportunity

The Business Operations Branch in the Attorney-General's department has an ongoing need for APS3 corporate support staff. The branch is part of the Enabling Services Group and centrally provides a diverse range of critical functions to the department including:

- Payroll
- Accounts
- Security
- Property and facilities
- Procurement
- Switchboard
- Corporate Systems

We are seeking highly motivated problem solvers who enjoy working in an interesting service delivery environment.

We embrace flexibility in the branch, with most roles being able to be performed under hybrid arrangements (a mixture of work from home and in the office), and some performed completely remotely.

The roles will provide a great basis for you to launch or progress a stimulating and rewarding career in corporate services in a high achieving and prominent Commonwealth Department.

### How you can help us make a difference

Our ideal candidate will apply information effectively in order to solve problems, work collaboratively to achieve outcomes and explore innovative ways of working.

Key attributes for the roles include:

- good interpersonal skills, including well-developed oral and written communication skills and an ability to deal effectively with internal and external stakeholders at all levels
- thriving in a continuously evolving team environment
- ability to learn and adapt to new processes, concepts and ideas while maintaining a high level of attention to detail
- the ability to manage and organise your own work in an environment of competing priorities
- positively contributing to the culture at work, including supporting an inclusive and diverse workplace where all staff are valued and recognised for their qualities, ideas and perspectives
- support the shared purpose and direction of the team and the department, and show good judgement and common sense to resolve day-to-day issues
- appropriately manage sensitive information

### No qualifications required. **Eligibility**

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

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

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

Notes

A merit pool of suitable applicants may be created from this process, and will be active for 18 months after the date of this gazettal. If you have any questions regarding the recruitment process or require any reasonable adjustments, please speak contact HR Assist at [hr.assist@ag.gov.au](mailto:hr.assist@ag.gov.au) or 02 6141 6111 (Option 2).

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

Aboriginal and Torres Strait Islander people can contact us to discuss options for working from Country.

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

About the Attorney-General's Department

The Attorney-General's Department delivers programs and policies to maintain and improve Australia's law and justice framework, and to facilitate jobs growth through policies that promote fair, productive, flexible and safe workplaces. Through the Australian Government Solicitor, we also provide legal services to the Commonwealth, including legal advice and representation. Our department is the central policy and coordinating element of the Attorney-General's portfolio. Our department is structured into five groups: • Australian Government Solicitor • Justice and Communities • National Security and Criminal Justice • Integrity and International • Enabling Services The department operates in a diverse and complex environment to address challenging issues. We have a highly-skilled and engaged workforce involved in policy development and implementation and program administration. The department also has a large number of practicing lawyers, mainly within the Australian Government Solicitor Group within the department. The department is committed to having a flexible and inclusive workplace and recognises and values the diversity of the wider Australia community. We encourage and welcome applications from people with disability, Aboriginal and Torres Strait Islander peoples, LGBTIQA+ people, people from culturally and linguistically diverse backgrounds and mature age people.

To Apply

|                         |                                                                                                                                                               |
|-------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Position Contact        | Darren Ulrich, (02) 6141 6757                                                                                                                                 |
| Agency Recruitment Site | <a href="https://agcareers.nga.net.au/?jati=E9104CD7-B575-03DA-EDFD-DAA8B4AA40F4">https://agcareers.nga.net.au/?jati=E9104CD7-B575-03DA-EDFD-DAA8B4AA40F4</a> |

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Attorney-General's

Vacancy VN-0740623

Attorney-General's Department

Closing Date:Sunday 05 May 2024

Corporate Services  
Business Operations

|                        |                                                                                                     |
|------------------------|-----------------------------------------------------------------------------------------------------|
| <b>Job Title</b>       | Various Opportunities - Corporate Support                                                           |
| <b>Job Type</b>        | Full-Time;Part-Time, Ongoing                                                                        |
| <b>Location</b>        | Canberra ACT, Sydney NSW, Adelaide SA, Darwin NT, Melbourne VIC, Perth WA, Brisbane QLD, Hobart TAS |
| <b>Salary</b>          | \$74,679 - \$81,085                                                                                 |
| <b>Classification</b>  | APS Level 4                                                                                         |
| <b>Position Number</b> | 0175/24_ESG/CS-EXT                                                                                  |
| <b>Agency Website</b>  | <a href="https://www.ag.gov.au/Pages/default.aspx">https://www.ag.gov.au/Pages/default.aspx</a>     |

## Job Description

<https://agcareers.nga.net.au/?jati=D2298BD6-A4C7-794D-6CA8-DAA8B4B5163E>

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

## Duties

### Employment Opportunity

The Business Operations Branch in the Attorney-General's Department has an ongoing need for APS4 corporate support staff. The branch is part of the Enabling Services Group and centrally provides a diverse range of critical functions to the department including:

- Payroll
- Accounts
- Security
- Property and facilities
- Procurement
- Switchboard
- Corporate Systems

We are seeking highly motivated problem solvers who enjoy working in an interesting service delivery environment.

We embrace flexibility in the branch, with most roles being able to be performed under hybrid arrangements (a mixture of work from home and in the office), and some performed completely remotely.

The roles will provide a great basis for you to launch or progress a stimulating and rewarding career in corporate services in a high achieving and prominent Commonwealth Department.

### How you can help us make a difference

Our ideal candidate will apply information effectively in order to solve problems, work collaboratively to achieve outcomes and explore innovative ways of working.

Key attributes for the roles include:

- good interpersonal skills, including well-developed oral and written communication skills and an ability to deal effectively with internal and external stakeholders at all levels
- thriving in a continuously evolving team environment
- ability to learn and adapt to new processes, concepts and ideas while maintaining a high level of attention to detail
- the ability to manage and organise your own work in an environment of competing priorities
- positively contributing to the culture at work, including supporting an inclusive and diverse workplace where all staff are valued and recognised for their qualities, ideas and perspectives
- support the shared purpose and direction of the team and the department, identify the broader influences that may impact on the team's work objectives, and show good judgement and common sense to resolve day-to-day issues
- appropriately manage sensitive information

## No qualifications required. **Eligibility**

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

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

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

## Notes

A merit pool of suitable applicants may be created from this process, and will be active for 18 months after the date of this gazettal. If you have any questions regarding the recruitment process or require any reasonable adjustments, please speak contact HR Assist at [hr.assist@ag.gov.au](mailto:hr.assist@ag.gov.au) or 02 6141 6111 (Option 2).

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.

Aboriginal and Torres Strait Islander people can contact us to discuss options for working from Country.

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

## About the Attorney-General's Department

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

## To Apply

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|                         |                                                                                                                                                               |
|-------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Position Contact        | Marty Ward, (02) 6141 3526                                                                                                                                    |
| Agency Recruitment Site | <a href="https://agcareers.nga.net.au/?jati=D2298BD6-A4C7-794D-6CA8-DAA8B4B5163E">https://agcareers.nga.net.au/?jati=D2298BD6-A4C7-794D-6CA8-DAA8B4B5163E</a> |

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Attorney-General's

Vacancy VN-0740625

Attorney-General's Department

Closing Date:Sunday 05 May 2024

Information Division  
Innovation and Engagement

|                 |                                                                                                 |
|-----------------|-------------------------------------------------------------------------------------------------|
| Job Title       | Various Opportunities - IT Service Support - IT Engagement, Innovation and Support              |
| Job Type        | Full-Time;Part-Time, Ongoing                                                                    |
| Location        | Sydney NSW, Canberra ACT, Brisbane QLD, Melbourne VIC, Adelaide SA, Perth WA                    |
| Salary          | \$83,299 - \$105,669                                                                            |
| Classification  | APS Level 5;APS Level 6                                                                         |
| Position Number | 0173/24_ESG/ID-EXT                                                                              |
| Agency Website  | <a href="https://www.ag.gov.au/Pages/default.aspx">https://www.ag.gov.au/Pages/default.aspx</a> |

Job Description

<https://agcareers.nga.net.au/?jati=D4E333CE-8409-2D4C-1765-DAA8B4414755>

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

Duties

Employment Opportunity

IT Service Support is a key function in Information Division (ID) providing ICT support in a busy and complex environment to the Attorney-Generals Office, Attorney-Generals Department (AGD) and other portfolio entities. First- and limited second-level support is provided via phone, email and onsite.

APS 6 - Incident and Problem Manager - Canberra

The Incident and Problem Manager (IPM) is a critical role in the IT Service Support team, offering the successful applicant an opportunity to create a real difference in the management of incidents and problems, positively impact the work of the whole Information Division and improve outcomes for our clients.

The successful applicant will be curious; self-motivated; able to take initiative; and have excellent people skills, with the ability to

work across teams and bring people together to achieve solutions.

#### **APS 5 - IT Service Support Assistant Team Leader - 2 positions**

##### **1. Canberra, 2. Canberra/Sydney/Brisbane/Melbourne**

The IT Service Support Assistant Team Leader works with the Team Leader to support and guide a team of IT Support Officers and Analysts and assists with the daily operations of the IT Service Desk. This includes: providing second level support, acting as an escalation point for more complex issues, quality control, coaching and advice for Service Desk Officers. The Assistant Team Leader helps ensure effective communication with other teams in ID and that clients are provided with effective support for all IT issues.

#### **APS 5 - IT Service Support Analyst - Sydney**

The IT Service Support Analyst works with other Service Desk Analysts (APS5 and APS6) in the team to provide second level support, and action service requests related to privileged access. Other key duties include acting as an escalation point and quality assurance gate, prior to tickets being raised to resolver teams; providing coaching and feedback on solutions to Service Desk Officers; and liaising with resolver teams to progress solutions for incidents.

For further information on these positions, including detailed position descriptions, please contact Marwan Al-Allaq.

#### **How you can help us make a difference**

We seek people who bring fresh ideas and perspectives, diverse experience, and are willing to explore innovative ways of working. People who work for us will display leadership at all levels, apply information effectively in order to solve problems, and work collaboratively to achieve outcomes.

Our ideal candidate will demonstrate:

- High-level client service skills, with the ability to deal sensitively with staff in high pressure situations and demonstrate discretion.
- Experience in an IT service support team in a busy and complex environment.
- Expertise, or ability to develop expertise, across a range of different IT applications.
- Ability to listen and communicate effectively, both verbally and in writing, with a wide range of stakeholders, and represent the Division positively.
- Sound judgment in responding effectively to stakeholder needs, including attention to detail.
- Strong teamwork, initiative, motivation and a positive attitude.
- Effective time management to accomplish tasks and monitor task completion against milestones.
- Effective prioritisation of work in line with team, Division, and Departmental objectives.
- Responsibility for completing own work tasks and supporting team members to do the same.
- Awareness of, and willingness to embody, the APS Values and Code of Conduct in their daily work.

Optional: formal qualifications or training in any information systems related field. **Eligibility**

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

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

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

#### **Notes**

A merit pool of suitable applicants may be created from this process, and will be active for 18 months after the date of this gazettal. If you have any questions regarding the recruitment process or require any reasonable adjustments, please speak contact HR Assist at [hr.assist@ag.gov.au](mailto:hr.assist@ag.gov.au) or 02 6141 6111 (Option 2).

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Aboriginal and Torres Strait Islander people can contact us to discuss options for working from Country.

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

## About the Attorney-General's Department

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## To Apply

|                         |                                                                                                                                                               |
|-------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Position Contact        | Marwan Al-Allaq, (02) 6141 5908                                                                                                                               |
| Agency Recruitment Site | <a href="https://agcareers.nga.net.au/?jati=D4E333CE-8409-2D4C-1765-DAA8B4414755">https://agcareers.nga.net.au/?jati=D4E333CE-8409-2D4C-1765-DAA8B4414755</a> |

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Attorney-General's

Vacancy VN-0740611

Australian Criminal Intelligence Commission (ACIC)

Closing Date:Sunday 05 May 2024

Chief Operating Officer  
People Branch

|                 |                                                                 |
|-----------------|-----------------------------------------------------------------|
| Job Title       | National Manager People                                         |
| Job Type        | Full-Time, Ongoing                                              |
| Location        | Canberra ACT                                                    |
| Salary          | -                                                               |
| Classification  | Senior Executive Service Band 1                                 |
| Position Number | TBC                                                             |
| Agency Website  | <a href="https://www.acic.gov.au/">https://www.acic.gov.au/</a> |

## Job Description

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

The People Branch provides a key enabling function, supporting the development and delivery of the agency's people capability. The branch is responsible for the delivery of all human resource and people strategies, striving to embed an agile and high performing culture across the agency. It encompasses all human resource functions; recruitment and entry programs, pay and conditions, workforce planning, workplace relations, performance, workplace health and safety, wellbeing, diversity and inclusion, and training and development.

The National Manager People is responsible for leading the People Branch and providing strategic direction and advice on all aspects of people management within the ACIC. The National Manager People plays a critical role in driving the ACIC's workforce strategy, ensuring the agency has the necessary capabilities and capacity to achieve its strategic objectives. They will lead a diverse group of professionals in support of the ACIC's role as Australia's national criminal intelligence agency.

## Duties

Reporting to the Chief Operating Officer, the National Manager People will be required to:

- Drive a culture of high performance, engagement, and continuous improvement within the ACIC.
- Lead the branch to continuously assess and improve the ACIC's strategic approach to delivering human resource functions.
- Lead the development and implementation of the ACIC's workforce strategy, including workforce planning, talent management, performance management, and succession planning.
- Oversee the development and implementation of policies, procedures, and programs related to recruitment, organisational psychology, onboarding, performance management, training and development, employee engagement, diversity and inclusion, and culture reform.
- Oversee all people management matters, including workforce planning, organisational design, and change management.
- Foster a culture of learning and development, ensuring employees have access to relevant training and development opportunities to enhance their skills and capabilities.
- Oversee the management of complex and sensitive employee relations matters, including the interpretation and application of relevant legislation, policies, performance management, disciplinary actions, and grievance resolution.
- Ensure compliance with all relevant legislative and regulatory requirements related to employment and workplace health and safety.
- Lead, manage and mentor all direct reports including those who perform specialist and/or legislated functions.
- Build and maintain effective relationships with internal and external stakeholders, including government agencies, industry partners, and relevant professional associations.
- Represent the ACIC in relevant forums, conferences, and working groups related to people management, workforce planning, and organisational culture.

To be successful in this role, you will demonstrate the following core capabilities and attributes:

- Ability to deliver strategic and professional human resource management advice and services at a senior executive level.
- Proven track record of delivering professional enabling services, across one or more relevant disciplines.
- Proven leadership skills with an ability to engender trust and respect, complemented by sound judgement, a strong focus on results and the ability to solve complex issues.
- Demonstrated talent for identifying, embracing and driving the adoption of innovative methods and practice.
- Demonstrated accomplishments in delivering innovative and transformative change.
- Outstanding communication and negotiation skills, with an ability to lead and oversee engagement with internal and external stakeholders on complex matters.

Eligibility

To be considered for this position, you will possess a tertiary qualification in a relevant field and demonstrate significant experience working in a senior management or executive role within human resources (or similar). A qualification as a recognised human resources professional is highly desirable.

- **Citizenship** – To be eligible for employment with the ACIC, applicants must be an Australian citizen.
- **Security Clearance** - The Australian community expects ACIC employees to maintain the highest levels of security and integrity. Successful applicants will be required to obtain and maintain a minimum Negative Vetting Level 1 security clearance.
- **Pre-Employment Screening** – All candidates must satisfy an Organisational Suitability Assessment (OSA) prior to being offered employment at the ACIC. Please refer to the ACIC's [Character Standards](#) for further information.

Notes

The ACIC is committed to [diversity and inclusion](#). We celebrate and champion diversity to ensure we reflect the community we serve, and pride ourselves on our vibrant culture. We welcome applications from Aboriginal and Torres Strait Islander peoples, women, people with disability, people from culturally and linguistically diverse backgrounds, those who identify as LGBTIQ+, neurodiverse, mature aged employees and carers.

More information about our conditions is available in the ACIC Enterprise Agreement 2024-2027 on our [website](#).

About the Australian Criminal Intelligence Commission (ACIC)

The Australian Criminal Intelligence Commission (ACIC) is Australia's national criminal intelligence agency. Our vision is an Australia hostile to criminal exploitation. We work with our national and international partners to conduct investigations and collect intelligence to combat serious and organised crime, cybercrime and national security threats. We develop and maintain national information and intelligence sharing services and systems for use by state, territory and Commonwealth law enforcement agencies. We also deliver nationwide background checking services to support employment or entitlement decisions to keep the Australian community safe. The ACIC Board provides strategic direction to the ACIC and represents Commonwealth, state and territory law enforcement and other regulatory agencies. Our purpose is to protect Australia from criminal threats through coordinating a strategic response and collecting, assessing and disseminating intelligence and policing information.

To Apply

|                         |                                                                                                 |
|-------------------------|-------------------------------------------------------------------------------------------------|
| Position Contact        | Nicole, 02 6268 7257                                                                            |
| Agency Recruitment Site | <a href="https://www.acic.gov.au/about-us/careers">https://www.acic.gov.au/about-us/careers</a> |

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## Fair Work Commission

Closing Date: Wednesday 08 May 2024

Finance and Resources  
Enabling Services Branch

|                        |                                                                                               |
|------------------------|-----------------------------------------------------------------------------------------------|
| <b>Job Title</b>       | Chief Financial Officer                                                                       |
| <b>Job Type</b>        | Full-Time, Ongoing; Non-Ongoing                                                               |
| <b>Location</b>        | Melbourne VIC                                                                                 |
| <b>Salary</b>          | \$137,291 - \$160,676                                                                         |
| <b>Classification</b>  | Executive Level 2                                                                             |
| <b>Position Number</b> | 2162                                                                                          |
| <b>Agency Website</b>  | <a href="https://www.fwc.gov.au/about-us/careers">https://www.fwc.gov.au/about-us/careers</a> |

## Job Description

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

Reporting to the Executive Director, Enabling Services, the Chief Financial Officer (CFO) has responsibility for leading a small team with responsibility for the Fair Work Commission's (the Commission's) financial compliance, planning and management.

The CFO's responsibilities are part of the core enabling functions of the Commission, supporting effective service delivery to both internal and external stakeholders.

## Duties

- Manage and oversee the Commission's payroll functions (which include the remuneration of statutory appointments and pensioners), and other major organisational projects (including office accommodation, delivery of ICT projects, and business transformation).
- Maintain excellent working relationships with a range of internal and external stakeholders including the Commission's Senior Management Group and other APS agencies, particularly the Department of Finance, and external and internal auditors.
- Managing the Commission's travel process.
- Coordinate development of annual operating, capital, and program budgets, as well as reporting for the same
- Provide specialist strategic advice and guidance on major commitments or projects.
- Manage the Commission's property portfolio including lease negotiations and building maintenance.
- Support the development of New Policy Proposals (NPP), machinery of government changes, and engagements with strategic partners within the industrial relations sector.
- Provide specialist and strategic advice to the General Manager, Executive team and senior management on financial risks and performance, financial management and the development of budgets and resource allocations, and contribute as a member of the Major Investments Committee.
- Lead a culture of innovation to enhance the governance and financial management frameworks through the application of and transition to digital platforms.
- Other duties as directed by the Executive Director, Enabling Services.

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.

**Security Clearance:** The successful candidate must hold, or be willing and able to obtain, a Baseline security clearance.

**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        | Jack Lambalk, (03) 8656 4841                                                                              |
| Agency Recruitment Site | <a href="https://fwc.bigredsky.com/page.php?pageID=106">https://fwc.bigredsky.com/page.php?pageID=106</a> |

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## Federal Court of Australia

Closing Date: Monday 06 May 2024

Federal Court of Australia / Federal Circuit and Family Court of Australia  
Court and Tribunal Services

|                        |                                                                                                         |
|------------------------|---------------------------------------------------------------------------------------------------------|
| <b>Job Title</b>       | Digital Practice Officer                                                                                |
| <b>Job Type</b>        | Full-Time, Ongoing; Non-Ongoing                                                                         |
| <b>Location</b>        | Adelaide SA, Brisbane QLD, Melbourne VIC, Sydney NSW                                                    |
| <b>Salary</b>          | \$80,341 - \$87,572                                                                                     |
| <b>Classification</b>  | APS Level 5                                                                                             |
| <b>Position Number</b> | 1982 / TBC                                                                                              |
| <b>Agency Website</b>  | <a href="https://www.fedcourt.gov.au/about/employment">https://www.fedcourt.gov.au/about/employment</a> |

### Job Description

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

Reporting to the Director, Digital Practice and working as part of the National Court Support & Improvement Team, Digital Practice Officers (DPOs) are responsible for providing support across the Federal Court, and Federal Circuit and Family Court.

DPOs are focused on ensuring the judiciary, associates, practitioners and other Court users are well-trained and well-supported through the ongoing adoption of digital practices, and improving the capabilities and knowledge of the Courts' internal and external stakeholders.

DPOs are responsible for providing high quality, responsive and user-focused services in their role as the focal point for the judiciary and all others engaging in digital practice. DPOs promote the use of technology to facilitate litigation.

DPOs are also responsible for seeking out opportunities for improving practice and procedure, leveraging off technology to drive efficiencies and engagement with digital practices, and to support the Courts' transition to a more digitised and/or efficient way of working.

DPOs will be responsible for hosting workshops with key stakeholders to understand the current state of processes through journey mapping and personas. DPOs will format this information in an easily digestible way to help inform solutions for an improved further state.

Additionally, DPOs will need to understand internal and external stakeholder needs, pain-points and opportunities through discovery methods. Contributing to and supporting project delivery and process implementation, solving complex design problems at the court.

Strategically, this role will help drive end user adoption & engagement of digital practices, ensuring the Courts' internal and external users are advocated for and supported.

### Duties

1. Assisting chambers and courtroom support staff with the practical arrangements of digital litigation (electronic hearings, video-conferencing equipment, live streaming and digital hearings/eTrials) such as conducting test calls, liaising with third party providers and proactively monitoring and maintaining records of digital practice issues and opportunities.
2. Provide prompt and professional support, advice and training on digital practices to the judiciary, registrars, staff, the legal profession and other Court users, including the use of hardware and software.

3. Coordinate and conduct local training sessions, including to the judiciary and for on-boarding new associates/court staff, and sharing knowledge and expertise to encourage skill development in relation to digital practices.
4. Promote and develop digital practices in your location and provide a channel for the judiciary, staff, the legal profession and other Court users to raise improvements.
5. Be proficient in the use of new and future Court business applications, including Webex, MS Teams, MS OneNote, MS OneDrive, iPads.
6. Execute discovery and produce visual aids (journey maps, personas, swimlane diagrams and more) to help understand current processes, identify areas with opportunity and present findings in an easily digestible way.
7. Validate and test proposed solutions, while raising user awareness and engagement based on best practice and industry standards.
8. Use Human Centred Design (HCD) methodologies for the design and delivery of solutions, services, and process improvements.
9. Advocate and assist in the seamless implementation of change including the preparation and development of user guides for existing and new digital practices, and providing training on Court hardware / software.

## **Eligibility**

### **Competencies & Attributes**

The person for this role will possess an ability to:

- Be adaptable and problem solve in an often-demanding environment.
- 'Think-outside-the-box', be innovative and identify opportunities for improvement.
- Be comfortable when contributing to and participating in workshops, meetings and stand-ups, both remotely and in person.
- Be confident in asking the right questions to avoid making assumptions, extracting the required answers and information, while taking a holistic view to presented problems.
- Communicate and build relationships, including actively listening to the needs of the judiciary, colleagues and other Court users.
- Work with a range of technical and non-technical individuals across the Courts.
- Work autonomously and as an effective member of a team, including providing support to other members of the team as necessary and ensuring shared knowledge and experience across the three Federal Courts.
- Provide training and support to new and experienced users.
- Undertake project, investigative and administrative tasks.

## **Formal Qualifications**

While there are no formal qualifications for the role, experience in the application of digital practices and litigation/courtroom procedures in a legal or court environment is highly desirable.

## **Selection Criteria**

1. Well-developed skills to communicate effectively with the judiciary, chambers, staff, legal practitioners, and other external stakeholders including providing reasoning and argument to support change and gain audience support.
2. Demonstrated understanding of Court practices and procedures, and business applications, or the ability to quickly attain this understanding, and the application of digital practice and litigation in a Court environment.
3. Demonstrated ability to confidently promote, build and maintain effective internal and external working relationships including techniques to motivate others and implement change.

4. Demonstrated ability to use specialist knowledge and expertise to address complex problems, to provide oversight and training, and to identify solutions and opportunities in an often time-constrained environment.

5. Demonstrated ability to perform research and analysis, prepare documentation, and present easily digestible information for others to use to inform decision-making about digital practice and related initiatives.

Notes

Eligibility

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

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

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

About the Federal Court of Australia

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

To Apply

|                         |                                                                                                         |
|-------------------------|---------------------------------------------------------------------------------------------------------|
| Position Contact        | Courtney Bartolo, 0405 682 81                                                                           |
| Agency Recruitment Site | <a href="https://www.fedcourt.gov.au/about/employment">https://www.fedcourt.gov.au/about/employment</a> |

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Attorney-General's

Vacancy VN-0740692

|                        |                                                                                                                                                                                                                                  |
|------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Job Title</b>       | Data and Reporting Analyst, Business Analytics, Data and Reporting (BARD)                                                                                                                                                        |
| <b>Job Type</b>        | Full-Time, Ongoing;Non-Ongoing                                                                                                                                                                                                   |
| <b>Location</b>        | Various locations - NSW NSW, Various locations - ACT ACT, Various locations - VIC VIC, Various locations - TAS TAS, Various locations - QLD QLD, Various locations - NT NT, Various locations - SA SA, Various locations - WA WA |
| <b>Salary</b>          | \$75,954 - \$102,821                                                                                                                                                                                                             |
| <b>Classification</b>  | APS Level 4;APS Level 5;APS Level 6                                                                                                                                                                                              |
| <b>Position Number</b> | OAIC-2024-011                                                                                                                                                                                                                    |
| <b>Agency Website</b>  | <a href="https://www.oaic.gov.au/about-us/">https://www.oaic.gov.au/about-us/</a>                                                                                                                                                |

## Job Description

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

### About the Opportunity

The Business Analytics, Data and Reporting team (BARD) is a small team responsible for data analytics and reporting at the OAIC. The team delivers data capability including reporting and analysis that connects decision makers to insights that better inform their decisions.

Your work with the BARD team is an opportunity to develop and apply your analytical skills and strategic understanding, while delivering data analytics that support informed decision-making through accessible and digestible products. You will be supporting all functional areas of the agency including Corporate and the Operational branches and gain experience working with a diverse range of data.

The team is made up of high-performing and experienced professionals – we enjoy the challenging nature of our work and we do that work in a collaborative, supportive and flexible way. The team prides itself in supporting our stakeholders, and innovation and continuous improvement in our products and data processes.

We are seeking a detail-oriented and analytical individual to join our team as an Entry-Level Data Analyst. As a data analyst, you will be responsible for collecting, analyzing, and interpreting data to help drive informed business decisions. This role offers an excellent opportunity for recent graduates or individuals looking to start a career in data analysis.

### About The Role

The duties of the role include:

- Collecting, cleaning, and organizing data from various sources
- Analysing data to identify trends, patterns, and insights
- Creating visualizations and reports to communicate findings to stakeholders
- Assisting in the development and implementation of data-driven strategies
- Collaborating with cross-functional teams to support business objectives
- Other ad-hoc data requests.

## Duties

### Job Specific Capabilities, Skills & Experience

Key to succeeding in this role is experience in understanding business processes and converting data into actionable insights to inform decisions at operational and executive levels. The successful applicant will have a demonstrated ability to:

- Strong analytical skills with the ability to interpret complex data into meaningful information for decision makers
- Proficiency in Microsoft Excel, using formulas, formatting and graphs to analyse data and prepare meaningful reports

- Excellent communication and presentation skills
- Ability to work independently and as part of a team
- Attention to detail and a passion for problem-solving.

## Highly desirable

- The following knowledge and demonstrated experience is desirable:
- Vocational or tertiary education in a relevant field such as Data Science, Statistics, Mathematics, Computer Science, or Economics.
- Understanding of the use of PowerBI and SQL databases as tools for data analysis.

## How to Apply

- Visit the OAIC website by clicking the 'Apply now' button to review the downloadable candidate information pack.
- Please complete the application sheet (located within the candidate information pack) as part of your application.
- You are asked to provide a one-page-pitch addressing your interest, motivation and fit for the role. Your pitch should include the use of practical and professional examples as relevant to the role and the job specific capabilities, skills and experience outlined in the job pack available on the OAIC website.
- Your application form, CV page should be collated as one document (where possible) and sent in a single email to: [jobs@oaic.gov.au](mailto:jobs@oaic.gov.au).
- Please ensure your email includes your full name in the email subject field, along with the job reference number which is OAIC-2024-011.

## Eligibility

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

## Notes

### Position Location

The OAIC operates a hybrid work model with a combination of remote working and office attendance. Whilst the OAIC office is located in the Sydney CBD, we will also consider candidate applications all other locations within Australia.

The OAIC values face-to-face interaction and fostering connection between our people and with our stakeholders. The OAIC's hybrid work model expects in office attendance when the type of work or task is better suited to being completed from an office, for example staff inductions and onboarding, planning days, relationship building activities and project or collaborative work.

### Diversity & Inclusion

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

About the Office of the Australian Information Commissioner

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

To Apply

|                         |                                                                                                               |
|-------------------------|---------------------------------------------------------------------------------------------------------------|
| Position Contact        | Lisa Linehan, (02) 9297 9305                                                                                  |
| Agency Recruitment Site | <a href="https://www.oaic.gov.au/about-us/join-our-team/">https://www.oaic.gov.au/about-us/join-our-team/</a> |

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Defence

Vacancy VN-0739017

Department of Defence

Closing Date:Monday 06 May 2024

Security and Estate Group  
Service Delivery Division

|                 |                              |
|-----------------|------------------------------|
| Job Title       | Customer Support Manager     |
| Job Type        | Full-Time, Ongoing           |
| Location        | Canberra ACT, Queanbeyan NSW |
| Salary          | \$91,702 - \$104,753         |
| Classification  | APS Level 6                  |
| Position Number | SEG/02409/24                 |
| Agency Website  |                              |

Job Description

<https://defencecareers.nga.net.au/?jati=B0AE8336-A3EA-7493-220B-DAA8763962EC>

Duties

**The Role**  
Have you seen the Royal Commission into Defence and Veteran's Suicide in the news?

The Information Access Unit (IAU) was established as a result of the Royal Commission's interim report to provide applicants seeking information from Defence with a single point of contact, making it easier and faster for them to obtain their records and other information. As an APS 6 Customer Support Manager, you will have the unique chance to work closely with internal and external stakeholders delivering services to ADF members, ex-members, families and representatives seeking information from Defence. At Defence, people are our most important asset.

You will support a team as they provide information, education and case management for those with complex needs around accessing information, fostering a collaborative and inclusive environment, which empowers its people to thrive. You'll need to learn and demonstrate a strong understanding of Defence's strategic priorities and how these link to the Customer Service Network's goals, objective and strategic direction.

This role will suit you if:

- You enjoy positive and challenging aspects of customer engagement and have a high level of emotional intelligence.
- Enjoy making things happen without being daunted by the unknown, enjoy a challenge and see these as learning opportunities.
- Can adapt in a positive and flexible manner.

### **About our Team**

The Information Access Unit (IAU) is part of the Defence Customer Service Network (CSN) that comprises of call centre, email and face-to-face customer services, archives, travel, publishing and library functions.

We value our team and expect all members to demonstrate leadership behaviours. We are committed to ongoing learning and will invest in your training and development to ensure your work with us is deeply rewarding, both personally and professionally.

### **Our Ideal Candidate**

The Service Delivery Division prides itself on its positive, collaborative, and supportive workplace culture. For us, it is all about the team and we want people who want to be a part of the culture we have created. Our ideal candidate will enjoy working in a dynamic workplace on a wide variety of tasks.

You will demonstrate the following characteristics:

- A proven track record in people leadership, including successful performance management of a team in a customer service or service delivery environment.
- Strong coaching acumen to allow easy identification of development opportunities and enable you to set appropriate goals and measures to support each team members' progression.
- Genuine interest in providing the customer with a positive and professional streamlined experience.
- Excellent communication skills, both written and verbal, that motivate team members to do their best.
- Demonstrated ability to build effective relationships with stakeholders and work collaboratively across dispersed teams.
- Resilience, personal drive and a focus on enabling others in support of Defence capability.
- Willingness to learn and be challenged.
- Ability to adapt to change in a positive and flexible manner.

If you are looking for a position where you will be engaging with a variety of clients and suppliers and you enjoy coming to work in a role where no two days are the same, then engage with the contact officer and discuss further. **Eligibility**

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

**Notes**

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

**About the Department of Defence**

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

**To Apply**

|                         |                                                                                                                                                                         |
|-------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Position Contact        | Lauren Donald, 0427 142 530                                                                                                                                             |
| Agency Recruitment Site | <a href="https://defencecareers.nga.net.au/?jati=B0AE8336-A3EA-7493-220B-DAA8763962EC">https://defencecareers.nga.net.au/?jati=B0AE8336-A3EA-7493-220B-DAA8763962EC</a> |

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**Defence**

Vacancy VN-0739241

**Department of Defence**

Closing Date:Monday 06 May 2024

Guided Weapons and Explosive Ordnance  
GWEO Delivery Division

|                        |                                            |
|------------------------|--------------------------------------------|
| <b>Job Title</b>       | Integrated Logistics Support Officer       |
| <b>Job Type</b>        | Full-Time, Ongoing                         |
| <b>Location</b>        | Brindabella Business Park ACT, Penrith NSW |
| <b>Salary</b>          | \$76,277 - \$83,274                        |
| <b>Classification</b>  | APS Level 4                                |
| <b>Position Number</b> | GWEO/02465/24                              |
| <b>Agency Website</b>  |                                            |

## Job Description <https://defencecareers.nga.net.au/?jati=E11103F3-A879-AEC6-882B-DAA8B2589A61>

### Duties

#### The Role

As an APS 4 Integrated Logistics Support (ILS) Practitioner , you will be part of an integrated team of logistics specialists to deliver logistics systems and inventory management work within an integrated workforce. You will provide reliable professional advice and outcomes, utilising outstanding stakeholder management skills and expertise to ensure the fundamental logistic information and policy is developed to meet capability requirements.

These capability requirements require operating across a broad range of ILS disciplines, including but not limited to Sustainment, Procurement, Maintenance, Reliability and Maintainability, Configuration Management, Reporting and Supply Support for capabilities.

We are seeking applications to fill vacancies located at Penrith, New South Wales and Brindabella Park, Canberra.

Every day will be different as you embrace opportunities to:

- Provide integrated logistic support for a range of guided weapons and munitions,
- Exercise sound initiative and judgement in applying appropriate practices and procedures,
- Prepare or provide input to relevant briefs and reports,
- Build and sustain relationships with stakeholders to understand their expectations and concerns to meet business objectives,
- Excellent written and oral communication skills are an integral aspect of these roles,
- You must be able to network/communicate at all levels including engaging with outside organisations to achieve Maritime Explosive Ordnance Systems Program Office (MEOSPO) objectives.

This position will be required to access US export controlled material and therefore applicants will be requested to disclose any dual citizenship with another country during the recruitment process. Dual citizens may be subject to further assessment and appointment to this position will be conditional upon approval to access US controlled export material in accordance with International Traffic in Arms Regulations (ITAR).

#### About our Team

MEOSPO is an integral part of Explosive Materiel Branch (EMB), which is part of the new Guided Weapons & Explosive Ordnance Delivery Division (GWEODD). Our team is made up of various disciplines (including engineering, project management, commercial, logistics, and corporate

enabling services).

We are located in Canberra, Penrith, Amberley, Melbourne and Rockingham (HMAS Stirling), and our focus is to acquire and sustain guided weapons and munitions for the Australian Defence Force. GWEODD is dedicated to providing our staff with a diverse, manageable, favourable work-life balance, and we support flexible working arrangements. We will also invest in your training and development to ensure your time with us is deeply rewarding, both personally and professionally.

We are committed to achieving a workplace culture that is inclusive and diverse; one, which directly reflects the needs, and scope of Defence's varied operational requirements. GWEODD comprises approximately 560 dedicated employees performing activities such as requirements setting; contracting; procurement; international logistics; domestic manufacturing; item management and maintenance, and co-ordination of disposal.

GWEODD partners with domestic and international industry to deliver materiel capability to Defence, managing a multi-billion-dollar portfolio of complex, high-profile acquisitions and sustainment activities to support the ADF. Our people are capable, innovative, committed and diverse. We support an inclusive culture that emphasises respect and collaboration. In EMB, you will enjoy experiences and opportunities that, as an APS employee, you simply would not get with any other organisation.

Other benefits include:

- 15.4% superannuation,
- access to personalised professional development pathways, including opportunities for Defence-funded post-graduate study,
- additional leave days between Christmas and New Year,
- focus on work/life balance, and
- Salary sacrifice opportunities.

## **Our Ideal Candidate**

Our Ideal candidate will possess the following skills and capabilities:

- Our ideal candidate would have a strong commitment to working with the team and a broad range of stakeholders to meet our legal and other regulatory requirements in the acquisition or sustainment of Explosive Ordnance (EO).
- The right person for this role will be an individual who under broad direction and in accordance with established priorities, principles, methodology and work practices.
- You need to collaborate effectively in a logistics team, as well as optimising internal and external stakeholder relationships, in order to develop and maintain a detailed and logical plan to support the delivery of the required capability portfolio.
- The candidate would have an understanding of integrated logistic principles and be able to quickly understand the sustainment of EO and utilise inventory management systems.
- The candidate would also be an innovator and be prepared to look at ways in which we can do our work more efficiently.
- The candidate should be able to interpret specific legislation and regulations and be able to apply that knowledge to the ongoing management of EO.

## **Eligibility**

### **Security Clearance:**

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

Notes

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

About the Department of Defence

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To Apply

|                         |                                                                                                                                                                         |
|-------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Position Contact        | Recruitment Officer, <a href="mailto:gweoemb.meospotaking@defence.gov.au">gweoemb.meospotaking@defence.gov.au</a>                                                       |
| Agency Recruitment Site | <a href="https://defencecareers.nga.net.au/?jati=E11103F3-A879-AEC6-882B-DAA8B2589A61">https://defencecareers.nga.net.au/?jati=E11103F3-A879-AEC6-882B-DAA8B2589A61</a> |

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Defence

Vacancy VN-0739560

Department of Defence

Closing Date:Monday 06 May 2024

ARMY  
ADAFHQ-Office of Chief of Army

|                        |                               |
|------------------------|-------------------------------|
| <b>Job Title</b>       | Army Youth Coordinator        |
| <b>Job Type</b>        | Full-Time, Ongoing            |
| <b>Location</b>        | Brindabella Business Park ACT |
| <b>Salary</b>          | \$115,899 - \$130,733         |
| <b>Classification</b>  | Executive Level 1             |
| <b>Position Number</b> | ARMMY/02678/24                |
| <b>Agency Website</b>  |                               |

## Job Description <https://defencecareers.nga.net.au/?jati=B9169FAC-21BB-C4E1-F8AE-DA9384DB8F5F>

### Duties

#### The Role

Your role is to maintain oversight of Army's youth engagement activities, which play a central role in promoting Army's reputation and showcasing Army as an employer of choice. This position will be responsible for: maintaining centralised visibility of all Youth engagement activities across Army; the coordination of compliance and assurance auditing and reporting of Army youth engagement; and act as Army's Youth Policy sponsor, which includes developing a deep knowledge of both Defence Youth policy and Australian Army Cadets Policy to contribute to policy development. You will be responsible for the supervision of the APS 6 Policy Officer. Your responsibilities will necessitate interaction with Reserve and Cadet Support Division, which sponsors Defence Youth Policy and the Defence Work Experience Program (DWEPP) and with Army commands who plan and deliver non-Army Cadet Youth engagement activities across Australia. You will report to the Army Policy Youth Owner, Commander Australian Army Cadets.

#### About our Team

The Australian Army Cadets is an Army youth development organisation, consisting of military, APS, adult volunteers and cadet youth. The organisation has 20,000 participants, including 18,000 cadet youth across Australia under Headquarters Australian Army Cadets and nine Regional Headquarters. HQAAC is located in Canberra and is comprised of the Commander AAC and six Branches: Policy, Safety, Operations, Personnel, Training and ICT. Importantly, the Commander AAC is the Army Policy Owner for Youth Policy across Army, ie not just for the Army Cadets. It is within this area that the Army Youth Coordinator will be focused to maintain oversight of all Army youth engagement activities to ensure that Army is achieving wider Defence directed best practice in regards to youth safety and protection. As part of a broader team, or as an individual, success in the role will require broad engagement within both Defence and Army.

#### Our Ideal Candidate

Our ideal candidate will possess excellent stakeholder engagement skills, as the ability to develop and maintain effective engagement across broad stakeholder groups is critical to success in this role. The candidate should have strong leadership skills and the ability to think strategically, analyse problems, apply judgement and build a consensus toward an enduring solution. The Position provides input to Army and Defence Youth policy development and will be required to write business submissions, reports, briefs and ministerial. The candidate must be able to manage complex conflicting workloads, adapt to change and analyse critical youth safety and protection related information. They must be able to meet deadlines and achieve results. They must understand good governance and be able to coordinate compliance and assurance auditing against the Youth Policy manual, with Army Commands and units. They must be a strong communicator and networker who is comfortable with working independently within clear parameters.

### Eligibility

#### 'Security Clearance:'

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

### Notes

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

About the Department of Defence

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To Apply

|                         |                                                                                                                                                                         |
|-------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Position Contact        | Sean Fleming, 02 5109 7287                                                                                                                                              |
| Agency Recruitment Site | <a href="https://defencecareers.nga.net.au/?jati=B9169FAC-21BB-C4E1-F8AE-DA9384DB8F5F">https://defencecareers.nga.net.au/?jati=B9169FAC-21BB-C4E1-F8AE-DA9384DB8F5F</a> |

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Defence

Vacancy VN-0740230

Department of Defence

Closing Date:Monday 06 May 2024

|                 |                        |
|-----------------|------------------------|
| Job Title       | Systems Safety Manager |
| Job Type        | Full-Time, Ongoing     |
| Location        | Williamtown NSW        |
| Salary          | \$91,702 - \$104,753   |
| Classification  | APS Level 6            |
| Position Number | CASG/02276/24          |
| Agency Website  |                        |

Job Description

<https://defencecareers.nga.net.au/?jati=3C44BA73-7B18-00BE-5A1D-DAA7128A61C3>

## Duties

### The Role

The System Safety Manager at Surveillance and Control Systems Program Office (S&CSPO), RAAF Base Williamtown, provides critical support for the SPO Executive team to manage aviation safety for Air Traffic Management and Air Battlespace Management Systems. This position is a key function in safety conformance against Capability Acquisition and Sustainment Group (CASG) and Defence policy and processes.

### About our Team

The System Safety Manager will be working for the Chief Engineer within the S&CSPO Engineering team at RAAF Base Williamtown. While interacting with staff across Industry and Defence, the successful applicant will experience exposure to highly technical Radar, Communications, and Command and Control assets. We are open to flexible working arrangements. To seek further information please speak with the contact officer prior to submitting your application.

### Our Ideal Candidate

The successful candidate will have a high level of organisational skills, initiative and resilience. Strong written and verbal skills are also required in order to engage with internal and external stakeholders as necessary to achieve the required outcomes for Defence.

As the Engineering and Logistics Governance Unit acts primarily as a supporting agency with policy, frameworks and guidance to other stakeholders, the ability to prioritise and work effectively is essential

## Eligibility

### Security Clearance:

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

### Mandatory Qualifications:

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

### Notes

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

## About the Department of Defence

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## To Apply

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|                         |                                                                                                                                                                         |
|-------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Position Contact        | Scott Schultz, 02 4077 9039                                                                                                                                             |
| Agency Recruitment Site | <a href="https://defencecareers.nga.net.au/?jati=3C44BA73-7B18-00BE-5A1D-DAA7128A61C3">https://defencecareers.nga.net.au/?jati=3C44BA73-7B18-00BE-5A1D-DAA7128A61C3</a> |

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Defence

Vacancy VN-0740370

Department of Defence

Closing Date:Monday 06 May 2024

Joint Operations Command  
Headquarters Joint Operations Command

|                 |                                       |
|-----------------|---------------------------------------|
| Job Title       | Deputy Director Workforce and Culture |
| Job Type        | Full-Time, Ongoing                    |
| Location        | Bungendore NSW                        |
| Salary          | \$115,899 - \$130,733                 |
| Classification  | Executive Level 1                     |
| Position Number | JOC/03369/24                          |
| Agency Website  |                                       |

Job Description

<https://defencecareers.nga.net.au/?jati=21A3E4B7-727B-A53F-4872-DAA800CE98D2>

Duties

**The Role**  
The Directorate of Workforce and Culture is seeking a highly motivated and experienced candidate who is keen to play a pivotal role in shaping the future workforce of the Joint Operations Command (JOC), Department of Defence. Working in an integrated team of APS, ADF and contractors you will primarily be responsible for planning, developing, coordinating, and implementing a range of workforce and culture projects to support and enable the JOC workforce to perform their roles.

JOC is an operational military unit and as such, you will need to be flexible and highly adaptable to the evolving needs of the workforce. To enable the JOC workforce in meeting operational requirements you may be required to surge and support other team members within the Directorate in recruitment, capacity planning, and organisational management. The Workforce and Culture Directorate are supported by the Defence People Group who provide HR services, policy and support.

The EL1 Deputy Director Workforce and Culture role includes:

- Responsible to develop and promote the JOC Capability and Culture initiatives.

- Coordinate the JOC Culture Action Plan, annual JOC Workplace Survey, and JOC Culture Working Group, monitoring and reporting progress to Senior Leaders and to the Defence people Group.
- Perform JOC Culture representational role on the Enterprise-level working group providing updates on JOC initiatives, and developing a collaborative approach to a single whole-of-Defence cultural implementation.
- Coordinate and promote the JOC learning and development programme including managing professionalisation budgets, the professional development calendar, promotion of Defence training pathways, and procurement of external training as required.
- Liaise with Defence People Group to obtain workforce policy and information to support the development of workforce and culture initiatives.
- Build and sustain relationships with a range of stakeholders internally to ensure initiatives are tailored to the needs of the JOC workforce.

This position has people management responsibility and as such, they will be required to exercise their people management skills, knowledge to lead a high performing, and cohesive team.

### **About our Team**

The Directorate of Workforce and Culture is responsible for supporting, shaping and development of the JOC workforce capacity, capability, and culture plans under Defence and Australian Government guidelines and frameworks.

The Directorate develops and operationalises workforce capacity plans to allocate the right resources, in the right roles. It designs and implements Command-level learning and development initiatives to strengthen JOC's capability requirements. The Directorate is also responsible to develop Culture, Diversity and Inclusion, and workforce initiatives to enhance JOC's workplace culture.

The Directorate collaborates with the JOC leadership to identify capability and capacity requirements in managing the supply of APS and ADF talent. From an operational perspective, the function delivers customer-focused human resources services to optimise the employment life-cycle experience at an individual and organisational level.

### **Our Ideal Candidate**

The EL1 Deputy Director Workforce and Culture is responsible for the JOC Culture and Capability and reports to the EL2 Director Workforce and Culture. The successful candidate will have highly developed communication and stakeholder management skills and someone who genuinely believes in collaborating both within and across organisational boundaries to achieve outcomes and would be keen to bring in new ideas/initiatives.

They will have a keen eye for detail, be innovative and self-motivated to prioritise and complete tasks within agreed timeframes. They will have the ability to work effectively in a small team with limited direction and will thrive in high performing teams with competing priorities and deadlines. Most of all, they will be passionate about improving the workforce status of Defence's integrated workforce. They should have strong written and verbal communication skills with experience in writing briefs and reports. **Eligibility**

#### **Security Clearance:**

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

### **Notes**

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

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## To Apply

|                         |                                                                                                                                                                         |
|-------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Position Contact        | Vaishali Goel, 0406 278 238                                                                                                                                             |
| Agency Recruitment Site | <a href="https://defencecareers.nga.net.au/?jati=21A3E4B7-727B-A53F-4872-DAA800CE98D2">https://defencecareers.nga.net.au/?jati=21A3E4B7-727B-A53F-4872-DAA800CE98D2</a> |

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Defence

Vacancy VN-0740379

Department of Defence

Closing Date:Monday 06 May 2024

Naval Shipbuilding and Sustainment Group  
Maritime Sustainment

|                 |                                     |
|-----------------|-------------------------------------|
| Job Title       | Technical Quality Assurance Manager |
| Job Type        | Full-Time, Ongoing                  |
| Location        | Henderson WA                        |
| Salary          | \$91,702 - \$104,753                |
| Classification  | APS Level 6                         |
| Position Number | NSSG/03372/24                       |
| Agency Website  |                                     |

## Duties

### The Role

As the Technical Quality Assurance Manager (TQAM), your role reports to the Integrated Test Engineer (ITE). This role will supervise a team of APS5 Technical Quality Assurance Officers. Collectively you will manage the Governance and Assurance (G&A) activities on tasked services and contractor deliverables by the Regional Maintenance Provider – West (RMP-W) industry partner (Babcock). The TQAM ensures that all technical deliverables from the RMP-W are in adherence and aligns to Defence Seaworthiness Regulator (DSWR), Defence Seaworthiness Management System and Australian Navy Publications to ensure the Navy vessel is maintained in a seaworthy state to perform a range of roles from Border Protection to Operational Duties and thus enabling the achievement of maritime capability outcomes.

This role (under broad direction) manages and assist with the technical quality management activities associated with the sustainment of In-Service capability.

Duties include but not limited to:

- Develop and maintain an annual audit plan for all contractor deliverables by the Regional Maintenance Provider.
- Establish and maintain a Regional Maintenance Centre- West Continuous Improvement Program (CIP) based on the framework from ISO 9001:2000
- Review and provide comments and feedback on all technical Contract Data Requirements Lists (CDRLs) submitted by the Regional Maintenance Provider.
- Provides feedback regarding improvements or additions to technical documentation.
- Review and manage audits on the planning, execution and close out of all maintenance tasks.
- Review and provide feedback to Regional Maintenance Provider KPI progress and tracking.
- Perform Quality Assurance activities on maintenance tasking performed by the Regional Maintenance Provider or other Commonwealth Suppliers.
- Manage the assessment of technical packages, reports, processes, product and equipment performance to meet specified requirements.

### About our Team

There has never been a more exciting time to join our progressive and dynamic organisation! Regional Maintenance Centre West (RMC-W) is seeking an experienced and passionate Technical Quality Assurance Manager who is looking for a new challenge and be part of a growing workforce based at Henderson WA derived on Defence's Maritime Sustainment Model.

RMC – W resides within the Naval Shipbuilding and Sustainment Group (NSSG) /Maritime Sustainment Division (MSD) /Maintenance Branch, with our headquarters located in Henderson, WA. The RMC-W is an integrated workforce comprising of military and APS staff at a range of levels.

The role of RMC-W is to provide maritime sustainment to the Royal Australian Navy surface ships via a contractual arrangement with Babcock (Regional Maintenance Provider –West). There are three other regional maintenance centres located in Sydney, Cairns and Darwin. Collectively (with Defence Industry) we provide Defence capability to the both the Surface Combatant Fleet and Minor Warfare vessels.

### Our Ideal Candidate

The successful candidate will have the following qualifications, skills and experience:

- Advance Diploma or Associated Degree in a Maritime, Civil, Aviation or Electrical environment.
- Highly desirable to have Navy or maritime technical experience (preferred).

- Excellent communications both written and oral.
- Experience in computerised maintenance management systems (CMMS).
- Knowledge of maintenance and reliability best practices (preferred).
- Knowledge of Reliability Centred Maintenance (RCM).

Eligibility

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

**Mandatory Qualifications:**  
Advance Diploma or Associated Degree in a Maritime, Civil, Aviation or Electrical environment.

Notes

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

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To Apply

|                         |                                                                                                                                                                         |
|-------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Position Contact        | LCDR Mohab Hanna, 02 9537 1566                                                                                                                                          |
| Agency Recruitment Site | <a href="https://defencecareers.nga.net.au/?jati=5DA8CB85-2CB6-C561-BB16-DAA80158A7B4">https://defencecareers.nga.net.au/?jati=5DA8CB85-2CB6-C561-BB16-DAA80158A7B4</a> |

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Defence

Vacancy VN-0740394

Department of Defence

Closing Date:Monday 06 May 2024

Defence Finance Group  
Budgets & Financial Services

|                        |                             |
|------------------------|-----------------------------|
| <b>Job Title</b>       | Assistant Director Treasury |
| <b>Job Type</b>        | Full-Time, Ongoing          |
| <b>Location</b>        | Canberra ACT                |
| <b>Salary</b>          | \$115,899 - \$130,733       |
| <b>Classification</b>  | Executive Level 1           |
| <b>Position Number</b> | DFG/02876/24                |
| <b>Agency Website</b>  |                             |

**Job Description** <https://defencecareers.nga.net.au/?jati=45C9DA43-3F2F-175A-DFCA-DAA801DA7430>

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## Duties

### The Role

As an EL1 Assistant Director within the Treasury Directorate you will be accountable for the following:

- Managing and leading a team, including providing clear and consistent communication, setting clear performance and behavioural standards, managing expectations and performance, delegating, guiding and developing people.
- Manage all aspects of Defence's treasury and banking functions including appropriation management, bank recognition.
- Undertake complex to very complex treasury tasks including the provision of high level advice.
- Manage the implementation of continuous improvement activities for treasury.
- Build and sustain relationships and liaise with major external and internal stakeholders including ANAO.
- Evaluate treasury initiatives to understand critical factors for success and engage in activities to achieve continuous improvement.
- Analyse very complex treasury issues, applying expertise to identify, design and recommend solutions to achieve outcomes.
- Managing financial governance requirements and ensuring compliance with the financial management framework.
- Developing position papers and providing sound financial advice to stakeholders on technical financial issues.
- Assessing and evaluating financial strategy, initiatives, projects, policy and procedures, and engaging in activities to achieve local and Departmental improvement.

## About our Team

Directorate of Treasury provides shared service Treasury functions to the Department of Defence, Australian Submarine Agency and the Australian Signals Directorate. Treasury team is of high strategic importance to the Defence portfolio through management of Defence's appropriations and bank accounts in accordance with legislation. Treasury also provides policy advice on the creation, management, reporting and reconciliation of external bank accounts.

## Our Ideal Candidate

Our ideal candidate will demonstrate:

- Our ideal candidate is an emerging leader, with a shared sense of purpose, who is committed to partnering with stakeholders to deliver outcomes through strategic advice and the provision of high quality financial information.
- You have sound capability of leading and developing a team, an influential communication style and the ability to explain technical information in simple terms.
- With demonstrated skills to translate financial information and strategy into business outcomes, you are an accomplished planner and project manager who takes a strategic outlook when aligning team activities to organisational goals and stakeholders objectives.

Other competencies we are targeting include:

- Demonstrated ability to drive sustainable change partnering collaboratively across an organisation and externally.
- Experience building and maintaining relationships with a network of internal and external stakeholders at all levels.
- Improvement focus, strong results orientation, and seeks to add value through improving processes and systems.
- This important leadership role will be ideally suited to professionals who not only want to apply their expertise, but also want to proactively influence significant change.

It is an exciting time for Defence Finance Group – if you are a leader in the above expertise, who can inspire and influence –now is the right to come and be part of our team! **Eligibility**

### Security Clearance:

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

## Notes

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

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## To Apply

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|                         |                                                                                                                                                                         |
|-------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Position Contact        | Rene Leahy, 02 5131 4616                                                                                                                                                |
| Agency Recruitment Site | <a href="https://defencecareers.nga.net.au/?jati=45C9DA43-3F2F-175A-DFCA-DAA801DA7430">https://defencecareers.nga.net.au/?jati=45C9DA43-3F2F-175A-DFCA-DAA801DA7430</a> |

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Defence

Vacancy VN-0740401

Department of Defence

Closing Date:Monday 06 May 2024

Capability Acquisition and Sustainment Group  
CASG Business Management

|                 |                         |
|-----------------|-------------------------|
| Job Title       | Hybrid Business Analyst |
| Job Type        | Full-Time, Ongoing      |
| Location        | Russell ACT             |
| Salary          | \$91,702 - \$104,753    |
| Classification  | APS Level 6             |
| Position Number | CASG/00287/24           |
| Agency Website  |                         |

Job Description

<https://defencecareers.nga.net.au/?jati=82CD56FC-FB1E-AB69-CE76-DAA80298BCAE>

Duties

**The Role**  
The APS 6 Hybrid Business Analyst role will suit a confident, high-performing and adaptable person, looking to grow in a busy advisory and support environment. This position influences how the team provides services and expertise, and shape the overall customer experience with our wide range of stakeholders, including CASG Senior Leadership.

The primary focus of the role is to oversee the delivery of a cross-disciplinary specialist team and support the Team Lead's direction. Your ability to communicate (written and verbal) clearly and effectively with colleagues and customers is essential.

**About our Team**  
The Information Management Services Directorate is responsible for providing support to the CASG Senior Leadership, Functions and Domains across a broad range of disciplines, including robotic process automation, ICT delivery support, business intelligence, and information management.

The team is exposed to a variety of business problems and acts as a support and connector within CASG to help uplift capabilities and practices, and leverage the progress and initiative already achieved.

**Our Ideal Candidate**  
The ideal candidate:

- Is highly professional, motivated and outcome-focused leader
- Is able to demonstrate a strong work ethic, high level of initiative and lateral thinking
- Values customer engagement, a service mindset and outstanding organisational skills
- Has excellent analytical and communication skills, and is comfortable talking to all types of people
- Is capable of delivering high quality documentation
- Is able to work under limited direction at times, in an ever-changing environment
- Is able to confidently manage people, tasks and schedules
- Can see where they can improve or add value in support of their team and line managers.

**Eligibility**

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

**Notes**

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**To Apply**

|                         |                                                                                                                                                                         |
|-------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Position Contact        | Julia Heaton, 02 5108 9690                                                                                                                                              |
| Agency Recruitment Site | <a href="https://defencecareers.nga.net.au/?jati=82CD56FC-FB1E-AB69-CE76-DAA80298BCAE">https://defencecareers.nga.net.au/?jati=82CD56FC-FB1E-AB69-CE76-DAA80298BCAE</a> |

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Department of Defence

Closing Date:Monday 06 May 2024

Joint Capabilities Group  
Logistics Operations Branch

|                 |                          |
|-----------------|--------------------------|
| Job Title       | Product Schedule Manager |
| Job Type        | Full-Time, Ongoing       |
| Location        | Moorebank NSW            |
| Salary          | \$83,706 - \$89,659      |
| Classification  | APS Level 5              |
| Position Number | JCG/03393/24             |
| Agency Website  |                          |

Job Description <https://defencecareers.nga.net.au/?jati=D87161B6-E99F-3815-9CD6-DAA83C44C795>

Duties

The Role

The Maintenance Systems Officer is accountable for a variety of activities including:

- development of regional maintenance plans, forecasting of future workload and repair parts to support the sustainment of materiel logistics.
- The roles are responsible for implementing and ensuring compliance with policy, processes and procedures to support the sustainment of Defence equipment.
- A Maintenance Systems Officer provides responses to complex correspondence, briefs and reports for delegate consideration, and builds and sustains relationships with key stakeholders at the operational and unit level.
- The roles are responsible for managing budgets in support of various fleets of Defence equipment.
- Collaboration with stakeholders and subject matter experts to resolve materiel logistics issues and the application of expertise and initiative to identify alternate courses of actions is a key part of each role.

About our Team

We provide a working environment that offers you a diverse range of work, flexibility to be innovative, talented colleagues; and guidance, support and training to ensure that you succeed in the role.

Our Ideal Candidate

As an APS5 Maintenance Systems Officer, you will work as part of an integrated workforce to

achieve complex materiel logistics outcomes.

The ideal candidate will also;

- Be capable of interpreting, legislative frameworks, government decision-making, and Defence mission and policy requirements, to apply processes and procedures.
- Be skilled and experienced in providing detailed materiel logistics technical and professional advice in relation to complex work.
- You will have experience in contributing to planning, program and project management, and policy development.
- You will have experience in building team capability through coaching, feedback and developing others.
- You will be capable to exercise financial responsibilities to achieve outcomes for Defence.
- You will be experienced in stakeholder engagement in relation to complex issues and will be able to identify, anticipate and respond to stakeholders’ needs and manage their expectations to achieve results.

Eligibility

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

Notes

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

About the Department of Defence

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

To Apply

|                         |                                                                                                                                                                         |
|-------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Position Contact        | Andrew Page, 02 8108 7131                                                                                                                                               |
| Agency Recruitment Site | <a href="https://defencecareers.nga.net.au/?jati=D87161B6-E99F-3815-9CD6-DAA83C44C795">https://defencecareers.nga.net.au/?jati=D87161B6-E99F-3815-9CD6-DAA83C44C795</a> |

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Defence

Vacancy VN-0740459

Department of Defence

Closing Date:Monday 06 May 2024

Guided Weapons and Explosive Ordnance  
Guided Weapons and Explosive Ordnance Division

|                 |                               |
|-----------------|-------------------------------|
| Job Title       | Business Intelligence Officer |
| Job Type        | Full-Time, Ongoing            |
| Location        | Canberra ACT                  |
| Salary          | \$91,702 - \$104,753          |
| Classification  | APS Level 6                   |
| Position Number | GWEO/03416/24                 |
| Agency Website  |                               |

Job Description

<https://defencecareers.nga.net.au/?jati=12C135E9-8D51-1FBD-3342-DAA83BEF9FA8>

Duties

**The Role**  
Are you looking to use your Business Intelligence analysis skills within the new Guided Weapons and Explosive Ordnance (GWEO) Group, specifically to:

- Help facilitate cooperation between industry, the Australian Government and international partners?
- Identify industry opportunities and linkages to accelerate GWEO acquisitions and develop domestic manufacturing?

As an APS 6 Business Intelligence Officer in the Industry Strategy and Partnerships (ISP) directorate you will contribute to developing Defence and industry partnerships that are at the leading edge of Defence Capability.

As an APS 6 Business Intelligence Officer you will:

- Within a risk context, perform Business Intelligence & Analytics (BI&A) activities to establish a baseline of knowledge for the large GWEO industry stakeholder group;
- Capture BI&A of the strategic, tactical and operational challenges faced by GWEO industry stakeholders;

- Support provision of guidance to industry on collaborating with Defence and contribute to initiatives to strengthen industry knowledge of GWEO
- Undertake research, conduct data analysis and communicate insights to support GWEO industry and strategy initiatives
- Facilitate the implementation and support of the governance and processes associated with a maturing GWEO industry program.

### About our Team

ISP is an integral part of Strategy and Plans Branch which is part of Capability Development Division within the new Guided Weapons & Explosive Ordnance Group. ISP facilitates cooperation between industry, Defence, International Partners and the broader Australian Government and provides linkages to accelerate GWEO acquisitions and develop domestic manufacturing. The GWEO Group comprises various disciplines including engineering, project management, commercial, logistics, and corporate enabling services.

GWEO Group is located in Canberra, Penrith, Amberley, Melbourne and Stirling, and our focus is to acquire and sustain guided weapons and munitions for the Australian Defence Force. We are dedicated to providing our staff with a diverse, manageable, favourable work-life balance, and we support flexible working arrangements. We will also invest in your training and development to ensure your time with us is deeply rewarding, both personally and professionally. We are committed to achieving a workplace culture that is inclusive and diverse; one that directly reflects the needs and scope of Defence's varied operational requirements.

### Our Ideal Candidate

ISP is seeking an experienced Business Intelligence Officer to join our growing team who:

- Demonstrates superior analytical skills and ability to support complex business intelligence activities;
- Demonstrates curiosity, resilience, a willingness to learn, and the ability to work effectively and independently within an integrated team;
- Has a keen eye for detail;
- Has strong communication skills, with an ability to confidently influence and engage with stakeholders with diverse backgrounds and seniority; and
- Is able to work in a fluid environment by remaining flexible, agile and adaptable.

### Eligibility

#### Security Clearance:

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

### Notes

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

## About the Department of Defence

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To Apply

|                         |                                                                                                                                                                         |
|-------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Position Contact        | Jasmina Apostoloska, 02 5108 3580                                                                                                                                       |
| Agency Recruitment Site | <a href="https://defencecareers.nga.net.au/?jati=12C135E9-8D51-1FBD-3342-DAA83BEF9FA8">https://defencecareers.nga.net.au/?jati=12C135E9-8D51-1FBD-3342-DAA83BEF9FA8</a> |

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Defence

Vacancy VN-0740501

Department of Defence

Closing Date:Monday 06 May 2024

Capability Acquisition and Sustainment Group  
Air Defence & Space Systems Division

|                 |                      |
|-----------------|----------------------|
| Job Title       | Security Advisor     |
| Job Type        | Full-Time, Ongoing   |
| Location        | Williamtown NSW      |
| Salary          | \$91,702 - \$104,753 |
| Classification  | APS Level 6          |
| Position Number | CASG/03421/24        |
| Agency Website  |                      |

Job Description

<https://defencecareers.nga.net.au/?jati=425BBB4A-6EAD-E119-0662-DAA83EBBB261>

Duties

**The Role**  
Surveillance and Control System Program Office (S&CSPO), based at RAAF Base Williamtown has an opportunity for a Security Advisor to join their team. Operating in an integrated environment comprising of Military, Australian Public Servants and Major Service Providers the role is accountable for the management of security within S&CSPO.

You will use your excellent communication and stakeholder engagement skills and experience to:

- Develop and maintain security policies, plans and procedures in line with the Australian Government Protective Security Policy Framework (PSPF).

- Prepare and present security training and awareness sessions and briefings to internal stakeholders
- Build and sustain productive and collaborative relationships with stakeholders to achieve protective security objectives
- Acquire and apply knowledge and experience to identify, research and analyse complex protective security issues to enable accountable decision making
- Regulate, monitor and report on S&CSPOs security, conduct security threat & risk assessments, and promote security awareness across the organisation.
- Administer security compliance across S&CSPOs acquisition, sustainment and business teams.
- Opportunity to expand your skills by working closer with our cyber and exports control areas. As our Security Advisor you will find yourself working in one of Australia's premier tourist destinations, the Hunter Valley. With idyllic surf beaches in Port Stephens and Newcastle, Lake Macquarie, the Hunter wine region, hiking trails and Barrington tops are all within an hour of the Base.
- Administer security compliance across S&CSPOs acquisition, sustainment and business teams. Opportunity to expand your skills by working closer with our cyber and exports control areas.

## About our Team

The Security Advisor position is housed within the Program Systems Office (PSO) of the Surveillance and Control Systems Program Office (S&CSPO) located at RAAF Base Williamtown. The PSO supports both major and minor acquisition projects, sustainment activities and their supporting systems. S&CSPO provides a working environment that offers challenging work, flexibility to be innovative, and the guidance and support that that you need to succeed.

## Our Ideal Candidate

Our ideal candidate will have:

- Experience within the security field, preferably in managing security requirements for an organisation.
- The ability to interpret and apply legislation, policy and procedures.
- The ability to think pragmatically and problem solve to deliver outcomes for the organisation.
- Strong interpersonal skills and stakeholder management experience.
- The ability to work in a collaborative team environment and achieve shared objectives.
- Trustworthiness, transparency with the highest levels of integrity.
- Confidence and professionalism when engaging with stakeholders from a variety of backgrounds and levels of seniority.

## Eligibility

### Security Clearance:

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

## Notes

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

## About the Department of Defence

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range of Australian Public Service (APS) career opportunities that offer interesting, challenging, and unique work. Our workforce includes administrative support, accountants, intelligence analysts, engineers, policy advisors, graphic designers, lawyers, social workers, IT specialists and contract managers to name a few. We offer a rewarding career that includes professional development, work-life balance, recognition, a flexible and supportive work environment and a diverse workforce. To find out more about a career with Defence please visit <https://www.defence.gov.au/jobs-careers>

To Apply

|                         |                                                                                                                                                                         |
|-------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Position Contact        | Roslyn Hale, 02 4738 4074                                                                                                                                               |
| Agency Recruitment Site | <a href="https://defencecareers.nga.net.au/?jati=425BBB4A-6EAD-E119-0662-DAA83EBBB261">https://defencecareers.nga.net.au/?jati=425BBB4A-6EAD-E119-0662-DAA83EBBB261</a> |

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Defence

Vacancy VN-0740503

Department of Defence

Closing Date:Monday 06 May 2024

Guided Weapons and Explosive Ordnance  
GWEO Delivery Division

|                 |                     |
|-----------------|---------------------|
| Job Title       | Project Scheduler   |
| Job Type        | Full-Time, Ongoing  |
| Location        | Orchard Hills NSW   |
| Salary          | \$83,706 - \$89,659 |
| Classification  | APS Level 5         |
| Position Number | GWEO/03053/24       |
| Agency Website  |                     |

Job Description

<https://defencecareers.nga.net.au/?jati=99966D76-47A6-A6E9-DF61-DAA83EE48BB2>

Duties

**The Role**  
As a Maintenance Scheduler, working in Explosive Materiel Branch (EMB) in the Department of Defence, you will be working on

some of the most exciting and complex guided weapons and explosive ordnance products used by the Australian Defence Force.

As an APS5 Maintenance Scheduler in Explosive Materiel Branch, you will be given the unique opportunity to work within a diverse team to deliver Australian Defence Force systems that are at the leading edge of Defence Capability.

You will spend your days;

- Assisting in developing and co-ordinating forward plans and projections for the Navy/RAAF/ARMY Missile Maintenance process lines,
- Planning and delivering critical maintenance, engineering activities;
- Providing advice to stakeholders;
- Mentoring junior members; and
- Enabling good inventory decisions with quality and timely maintenance advice.

Your responsibilities will require you to apply your scheduling skills and experience across a diverse range of maintenance activities which may include explosive ordnance knowledge, configuration management, scheduling software in support of the acquisition and sustainment of Defence capability.

There may be some domestic business travel associated with this position.

This position will be required to access US export controlled materiel and therefore applicants will be requested to disclose any dual citizenship with another country during the recruitment process. Dual citizens may be subject to further assessment and appointment to this position will be conditional upon approval to access US controlled export material in accordance with International Traffic in Arms Regulations (ITAR).

### **About our Team**

EMB Explosive Ordnance Maintenance Directorate - East is an integral part of Explosive Materiel Branch which is part of the new Guided Weapons Guided Weapons & Explosive Ordnance Delivery Division. Our team is made up of various disciplines (including engineering, project management, commercial, logistics, and corporate enabling services). We are located in Canberra, Penrith, Amberley, Melbourne and Stirling, and our focus is to acquire and sustain guided weapons and munitions for the Australian Defence Force.

Explosive Materiel Branch is dedicated to providing our staff with a diverse, manageable, favourable work-life balance, and we support flexible working arrangements. We will also invest in your training and development to ensure your time with us is deeply rewarding, both personally and professionally. We are committed to achieving a workplace culture that is inclusive and diverse; one which directly reflects the needs and scope of Defence's varied operational requirements.

EMB comprises approximately 560 dedicated employees performing requirements setting; contracting; procurement; international logistics; domestic manufacturing; item management and maintenance, and co-ordination of disposal activities.

EMB partners with domestic and international industry to deliver materiel capability to Defence, managing a multi-billion dollar portfolio of complex, high-profile acquisitions and sustainment activities to support the ADF.

Our people are capable, innovative, committed and diverse. We support an inclusive culture that emphasises respect and collaboration.

In EMB, you will enjoy experiences and opportunities that, as an APS employee, you simply would

not get with any other organisation.

Other benefits include:

- 15.4% superannuation;
- Access to personalised professional development pathways, including opportunities for Defence-funded post-graduate study;
- Additional leave days between Christmas and New Year;
- Focus on work/life balance; and
- Salary sacrifice opportunities.

### **Our Ideal Candidate**

EMB Explosive Ordnance Maintenance Directorate - East is seeking experienced schedulers to join our growing team who:

- Can demonstrate superior analytical skills, with motivation to be innovative, and to challenge traditional ways of conducting business.
- Have an ability to lead and mentor integrated teams to achieve results in a collaborative and inclusive manner.
- Have exemplar communication skills, with an ability to confidently influence and engage with stakeholders with diverse backgrounds and seniority.
- Are passionate about ongoing self-improvement, and professional development for your staff.
- Have an ability to support complex maintenance/inventory activities, whilst maintaining integrity, and fostering a positive team culture.

If you are someone who:

- Enjoys supporting challenging and highly complex scheduling activities,
- Is creative, pragmatic and solutions focussed, and
- Is not afraid to challenge the traditional ways of doing business.

Then this is the role for you!

### **Eligibility**

#### **Security Clearance:**

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

### **Notes**

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

## **About the Department of Defence**

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To Apply

|                         |                                                                                                                                                                         |
|-------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Position Contact        | Andrew Gabriel, 02 4726 0355                                                                                                                                            |
| Agency Recruitment Site | <a href="https://defencecareers.nga.net.au/?jati=99966D76-47A6-A6E9-DF61-DAA83EE48BB2">https://defencecareers.nga.net.au/?jati=99966D76-47A6-A6E9-DF61-DAA83EE48BB2</a> |

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Defence

Vacancy VN-0740523

Department of Defence

Closing Date:Monday 06 May 2024

Guided Weapons and Explosive Ordnance  
GWEO Delivery Division

|                 |                              |
|-----------------|------------------------------|
| Job Title       | Logistics Governance Officer |
| Job Type        | Full-Time, Ongoing           |
| Location        | Amberley QLD                 |
| Salary          | \$76,277 - \$83,274          |
| Classification  | APS Level 4                  |
| Position Number | GWEO/03426/24                |
| Agency Website  |                              |

Job Description

<https://defencecareers.nga.net.au/?jati=D00FE4A4-D0F2-DD8C-C687-DAA84000AC77>

Duties

**The Role**  
The Logistics Governance Officer (APS 4) will work within the Materiel Logistics Function and is responsible to the Governance Officer for the delivery of Logistics Compliance and Assurance Services for GWEO-DD such as:

- Provide support to the conduct of internal and external audits of GWEO-DD processes and procedures;
- Perform assurance checks on logistics procedures and make suggestions in line with continuous improvement;
- Coordinate data entry of spreadsheets and checklists for logistics governance activities;
- Demonstrate and apply knowledge in logistics legislation and policy to clarify governance matters; and
- Build and sustain effective relationships with team members and actively participate in team work and group activities.

The ideal candidate will possess skills and experience in problem solving, internal and external stakeholder engagement, common IT systems (ie: Microsoft Office series of applications) and logistics processes.

An ability to operate key logistics systems MILIS and COMSARM is highly desirable, or the ability to quickly acquire the knowledge/ability

### **About our Team**

Materiel Logistics is part of the GWEO-DD. Our team is based in Amberley and offers a support function to the GWEO-DD Systems Program Offices (SPOs) including data quality, centralised cataloguing, logistics systems access and security, compliance and assurance, disposal co-ordination activities and subject matter expertise.

GWEO-DD is dedicated to providing our staff with a diverse, manageable, favourable work-life balance, and we support flexible working arrangements. We will also invest in your training and development to ensure your time with us is deeply rewarding, both personally and professionally. We are committed to achieving a workplace culture that is inclusive and diverse; one which directly reflects the needs and scope of Defence's varied operational requirements.

Our people are capable, innovative, committed and diverse. We support an inclusive culture that emphasises respect and collaboration.

In GWEO-DD, you will enjoy experiences and opportunities that, as an APS employee, you simply would not get with any other organisation.

### **Our Ideal Candidate**

GWEO-DD ML is seeking a Logistics Governance Officer to join our growing team who:

- Can demonstrate an understanding of logistics management principles and the ability to quickly learn the two current systems used by the team;
- Can demonstrate superior analytical skills, with motivation to be innovative, and to challenge traditional ways of conducting business;
- Have an ability to contribute to and participate in integrated teams to achieve results in a collaborative and inclusive manner, fostering a positive team culture;
- Have very good communication skills, with an ability to confidently influence and engage with stakeholders with diverse backgrounds and seniority; and
- Is passionate about ongoing self-improvement, and professional development.

If you are someone who:

- Enjoys supporting challenging and highly complex logistics activities;
- Is creative, pragmatic and solutions focused; and
- Is not afraid to challenge the traditional ways of doing business.

Then this is the role for you!

Eligibility

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

Notes

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

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To Apply

|                         |                                                                                                                                                                         |
|-------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Position Contact        | Doriana Kalafatis, 07 5362 2782                                                                                                                                         |
| Agency Recruitment Site | <a href="https://defencecareers.nga.net.au/?jati=D00FE4A4-D0F2-DD8C-C687-DAA84000AC77">https://defencecareers.nga.net.au/?jati=D00FE4A4-D0F2-DD8C-C687-DAA84000AC77</a> |

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Defence

Vacancy VN-0740541

Department of Defence

Closing Date:Monday 06 May 2024

Naval Shipbuilding and Sustainment Group  
Submarines

|                        |                             |
|------------------------|-----------------------------|
| <b>Job Title</b>       | Logistics Assurance Officer |
| <b>Job Type</b>        | Full-Time, Ongoing          |
| <b>Location</b>        | Hmas Stirling WA            |
| <b>Salary</b>          | \$91,702 - \$104,753        |
| <b>Classification</b>  | APS Level 6                 |
| <b>Position Number</b> | NSSG/03314/24               |
| <b>Agency Website</b>  |                             |

**Job Description** <https://defencecareers.nga.net.au/?jati=FA5E8AB5-8D6D-5BB5-C1CC-DAA876CC435D>

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## Duties

### The Role

As a member of the Sustainment Logistics Governance and Assurance section, you will lead a team and be accountable with providing guidance to Contracted Stock Item Owners, planning oversight and conducting materiel and logistics related Sustainment tasks.

You will exercise both initiative and judgement in the interpretation of policy and in the application of practices and procedures.

You will be required to collaborate across the organisation and provide detailed materiel logistics technical, professional and policy advice in relation to complex work while contributing to strategic planning, program & project management and policy development.

You will provide the management and oversight of inventory disposals, inventory compliance & assurance testing, liaison with stakeholders & enterprise collaborates and may assist with procurement & compliance reporting activities.

You will have knowledge of the Military Integrated Logistics Information System (MILIS) and the Defence Electronic Supply Chain Manual.

### About our Team

The Collins Submarine Program within the National Shipbuilding Sustainment Group (NSSG) is responsible for the maintenance and programmed upgrade of Australia's Collins Class submarines. The Program works in partnership with the Royal Australian Navy and Industry to deliver the strategic submarine capability to the nation.

You will have access to generous and attractive working conditions as an Australian Public Servant in Defence. Working for Defence will support you in balancing work life with family and other priorities. You can access a variety of flexible working arrangements, including part-time work, occasionally working from home and working hours that are not always nine to five. Information on Defence employees' working conditions, including an attractive remuneration package that may respond to industry variations and a generous superannuation contribution (15.4%), can be sourced from the Defence Enterprise Agreement.

If you require further information, please email [build.the.future@defence.gov.au](mailto:build.the.future@defence.gov.au).

### Our Ideal Candidate

We are seeking candidates with relevant experience and demonstrable knowledge in the materiel and logistics discipline.

Our ideal candidate will:

- Have relevant experience or demonstrable knowledge in Defence inventory management processes;
- Have an understanding of relevant legislative frameworks and Defence's mission and policy requirements and be able to interpret and provide advice on these as they apply to the job role;
- Be accountable for organising their workflow and making independent decisions to work through tasks and projects to meet deadlines;

- Undertake research and analysis, conduct reviews and perform procedural work to achieve results;
- Work collaboratively with stakeholders (both internal and external) and subject matter experts to resolve logistics matters;
- Demonstrate strong verbal and written communication skills;
- Have exceptional attention to detail and high level of accuracy;
- Be ready to adapt to the implementation of the new Defence ERP system scheduled for September 2024; and
- Demonstrate commitment to the Defence Behaviours.

Eligibility

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

Notes

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

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To Apply

|                         |                                                                                                                                                                         |
|-------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Position Contact        | Build the Future, Withheld                                                                                                                                              |
| Agency Recruitment Site | <a href="https://defencecareers.nga.net.au/?jati=FA5E8AB5-8D6D-5BB5-C1CC-DAA876CC435D">https://defencecareers.nga.net.au/?jati=FA5E8AB5-8D6D-5BB5-C1CC-DAA876CC435D</a> |

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|                        |                                                                              |
|------------------------|------------------------------------------------------------------------------|
| <b>Job Title</b>       | Chief of Division Grade 2 – Defence Science and Technology Group – Platforms |
| <b>Job Type</b>        | Full-Time, Ongoing                                                           |
| <b>Location</b>        | Canberra ACT, Melbourne VIC, Adelaide SA, Sydney NSW                         |
| <b>Salary</b>          | -                                                                            |
| <b>Classification</b>  | Chief of Division Grade 2                                                    |
| <b>Position Number</b> | DSTG/03496/24                                                                |
| <b>Agency Website</b>  |                                                                              |

## Job Description <https://defencecareers.nga.net.au/?jati=3392582B-21E5-1F63-D2BD-DAA87888EF47>

### Duties

#### Introduction

Defence is seeking an exceptional senior executive to fill a Chief of Division Grade 2 level in its Defence Science and Technology Group (DSTG). The ideal candidate is a collaborative leader, demonstrating a track-record in a relevant innovation, science and technology discipline or in delivering impact from innovation, science and technology, and the ability to negotiate outcomes in contested spaces.

With demonstrated capability to influence, negotiate and engender enthusiasm in others, the appointee will have astute judgement, political awareness and an inclusive leadership style, taking a proactive approach to professional and organisational development. Outstanding interpersonal and representational skills will be key to building strong relationships with Defence clients and national and international science partners.

The ideal candidate will be a collaborative leader, exemplify the Defence Values and Behaviours, and engender a culture of innovation and agility. They will be self-aware, positive in considering and respecting a diversity of ideas and perspectives of others. They will demonstrate the capability to provide timely and accurate advice to senior leaders and Government on complex matters. They will have outstanding judgement, strategic awareness, and parliamentary and media acumen.

#### Your Role

##### Chief Platforms

The Chief Platforms Division is an enterprise leader in Defence, reporting directly to the Chief Defence Scientist. Chief Platforms Division has a key role in promoting and influencing the organisation, its people and the Division's agenda, achieving outcomes in an interdisciplinary, complex and changing environment. Chief Platforms Division is responsible for the cost, quality and impact of innovation, science and technology solutions that produce effective solutions for crewed and uncrewed Australian Defence Force platforms across air, land, maritime and space to achieve capability advantage.

As part of the Senior Leadership Group, you will play a key role in promoting and influencing a shared commitment to the strategic direction of Defence. You will:

- Lead and manage a Division practicing inclusive leadership and collaboration;
- Demonstrate strong judgement and capitalise on innovative alternatives to resolve complex problems;
- Effectively challenge the status quo when required;
- Demonstrate resilience and personal accountability for the quality of advice and delivery of results through engaging, collaborating and partnering; and
- Demonstrate exceptional communication skills, both written and verbal.

As a capability development division within DSTG, Platforms Division drives and shapes innovation, science and technology capability development and sustainment in the following focus areas:

- Resilience and Health
- Survivability and Power Systems
- Signatures
- Vehicle Autonomy and Dynamics

- Mission Autonomy
- Materials
- Structures

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 Defence

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To Apply

|                         |                                                                                                                                                                         |
|-------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Position Contact        | Jonathan Beaumont and Lionel Riley, 02 6126 4500                                                                                                                        |
| Agency Recruitment Site | <a href="https://defencecareers.nga.net.au/?jati=3392582B-21E5-1F63-D2BD-DAA87888EF47">https://defencecareers.nga.net.au/?jati=3392582B-21E5-1F63-D2BD-DAA87888EF47</a> |

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Defence

Vacancy VN-0740564

Department of Defence

Closing Date:Monday 06 May 2024

Capability Acquisition and Sustainment Group  
Joint Systems

|                        |                                                                           |
|------------------------|---------------------------------------------------------------------------|
| <b>Job Title</b>       | Deputy Director Assurances                                                |
| <b>Job Type</b>        | Full-Time, Ongoing                                                        |
| <b>Location</b>        | Tasmania TAS, Melbourne VIC, Adelaide SA, Perth WA, Darwin NT, Sydney NSW |
| <b>Salary</b>          | \$115,899 - \$130,733                                                     |
| <b>Classification</b>  | Executive Level 1                                                         |
| <b>Position Number</b> | CASG/03478/24                                                             |
| <b>Agency Website</b>  |                                                                           |

**Job Description** <https://defencecareers.nga.net.au/?jati=9D8EDE91-2AE1-CC57-B188-DAA877DEC28C>

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## Duties

### The Role

The Deputy Director of Assurance, under the direction of the Director of Engineering, JSD, will lead a small audit and assurance team and be responsible for coordinating and performing engineering assurance, governance, auditing and corporate reporting activities across the Division.

The Deputy Director of Assurance will have an understanding of the Technical Regulatory Frameworks (TRF's) and standards of practice; and have an in-depth knowledge of the internal audit process. You will, on behalf of the Director of Engineering, lead the strategic review of Engineering Management Systems (EMS) in the Joint Systems Domain (JSD) in the areas of strategic and business planning, performance measurement and continuous improvement.

You will work independently with the opportunity for reasonable autonomy and accountability to achieve outcomes. You will have demonstrable experience in planning and conducting audits, building and sustaining effective relationships with team members, management and stakeholders, tailoring communication style and language according to the audience.

### About our Team

The Directorate of Engineering, JSD, is responsible and accountable for the Governance and Assurance (G&A) of the Engineering & Technical Function across the Joint Systems Division. In addition to the G&A role the Directorate is also responsible to providing support to stakeholders by providing a central POC representing the interests of Joint Domain is engineering community.

The Directorate delivers outcomes based on three main teams, in addition to managing the self-assessment program and providing CASG functional support for Joint Domain:

- E&T EMS Compliance and Assurance (this is the team you will lead)
- E&T Reform & Professionalisation
- E&T Enterprise Resource Platform (ERP) The EMS Compliance and Assurance Team provides specialist internal audit services to JSD SPO's in support of Accredited Engineering Organisation accreditations.

The Team conducts engineering governance audits verifying that engineering processes are compliant with approved policy and guidance; identifying opportunities for process improvement and providing governance assurance to the JSD Executive.

We are supportive of achieving a work/life balance. Flexible working arrangements and opportunities for home-based work can be negotiated, including remote working arrangements for

the right candidates

### **Our Ideal Candidate**

As the ideal candidate, you will be an individual with strong organisational and interpersonal skills, attention to detail, excellent communication skills, and the ability to manage priorities, meet deadlines and exercise discretion.

You will have a considerable level of experience with stakeholder engagement and be able to identify, anticipate and respond to stakeholders' needs and expectations in order to achieve the expected outcomes of the EMS Compliance Team.

The ideal candidate will be able to demonstrate:

The ability to lead small teams

- Excellent verbal and written communication and stakeholder management skills
- Ability to manage the priorities of multiple task
- Knowledge and experience in Governance and Assurance activities, especially the internal auditing process.

The ideal candidate will have the following attributes:

- Responsive, flexible, agile and adaptable
- Excellent computer literacy
- Organisational and critical thinking skills
- Motivated self-starter

### **Eligibility**

#### **Security Clearance:**

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

### **Notes**

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

### **About the Department of Defence**

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To Apply

|                         |                                                                                                                                                                         |
|-------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Position Contact        | Jarrah Hands, 5108 3604                                                                                                                                                 |
| Agency Recruitment Site | <a href="https://defencecareers.nga.net.au/?jati=9D8EDE91-2AE1-CC57-B188-DAA877DEC28C">https://defencecareers.nga.net.au/?jati=9D8EDE91-2AE1-CC57-B188-DAA877DEC28C</a> |

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Defence

Vacancy VN-0740575

Department of Defence

Closing Date:Monday 06 May 2024

Joint Capabilities Group  
Australian Civil-Military Centre

|                 |                              |
|-----------------|------------------------------|
| Job Title       | Preparedness Officer         |
| Job Type        | Full-Time, Ongoing           |
| Location        | Canberra ACT, Queanbeyan NSW |
| Salary          | \$91,702 - \$104,753         |
| Classification  | APS Level 6                  |
| Position Number | JCG/03505/24                 |
| Agency Website  |                              |

Job Description

<https://defencecareers.nga.net.au/?jati=AD6E5A72-69C4-43E8-9277-DAA87AFB392B>

Duties

**The Role**  
ACMC is seeking an experienced preparedness specialist to identify, assess and prioritise suitable multiagency exercises; shape exercise design and planning; and advocate for Government, Non-Government and International organisation involvement as appropriate. The successful candidate will also have knowledge and experience in civil-military coordination capacity building and should have the skills to design and deliver training activities relating to conflict and disaster preparedness, both domestically and internationally.

The successful candidate will often work independently with reasonable autonomy and accountability to achieve agreed outcomes as part of a broader preparedness program. They will exercise initiative and judgement in the interpretation of departmental policy and in the application of practices and procedures. The successful candidate will have knowledge of, and comply with, relevant legislative frameworks, government decision-making and the mission and strategic requirements of ACMC and Defence.

About our Team

The Australian Civil-Military Centre's (ACMC) mission is to support the development of national civil-military capabilities to prevent, prepare for and respond more effectively to conflicts and disasters. In implementing its mission, the ACMC promotes best practice civil-military-police engagement in conflict and disaster management.

ACMC is a small dynamic organisation with approximately 30 staff drawn from permanent staff from the Department of Defence augmented by secondees from Australian Government departments and agencies (Defence, Foreign Affairs and Trade, Home Affairs and the Australian Federal Police), the New Zealand Government, and the Australian Council for International Development (Australia's peak non-government sector body).

The Concepts and Capability Directorate brings together cross-agency programs on new and emerging civil-military-police concepts, such as Stabilisation, with programs that support the development of civil-military-police capability through preparedness, lessons and evaluation, and humanitarian-government coordination.

Our Ideal Candidate

The successful candidate will have considerable stakeholder engagement experience (internal and external to Defence) and will consult with key Partner Agencies and Regional Partners in relation to exercise design and execution, civil-military coordination capacity building and preparedness issues. They will be required to identify, anticipate and respond to stakeholder needs and expectations to achieve ACMC and Defence outcomes. The successful candidate must work collaboratively within a small team environment, build effective relationships with team members, and actively participate in group activities.

Eligibility

Security Clearance

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

Notes

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

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To Apply

|                         |                                                                                                                                                                         |
|-------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Position Contact        | Damian Eaton, 0414 798 962                                                                                                                                              |
| Agency Recruitment Site | <a href="https://defencecareers.nga.net.au/?jati=AD6E5A72-69C4-43E8-9277-DAA87AFB392B">https://defencecareers.nga.net.au/?jati=AD6E5A72-69C4-43E8-9277-DAA87AFB392B</a> |

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Defence

Vacancy VN-0740631

Department of Defence

Closing Date:Monday 06 May 2024

Capability Acquisition and Sustainment Group  
Joint Systems

|                 |                                 |
|-----------------|---------------------------------|
| Job Title       | Systems Program Office Director |
| Job Type        | Full-Time, Ongoing              |
| Location        | Canberra ACT, Melbourne VIC     |
| Salary          | \$155,310 - \$83,274            |
| Classification  | Executive Level 2               |
| Position Number | CASG/03417/24                   |
| Agency Website  |                                 |

Job Description

<https://defencecareers.nga.net.au/?jati=10D2793D-E9C1-60C5-EB64-DAA8B5DE82E9>

Duties

The Role

Are you ready to lead integrated teams of professionals to deliver critical technology to protect the ADF?

Are you a dynamic leader with a proven record of delivering complex projects in a fast-paced environment and who possesses exceptional stakeholder engagement, communication and negotiation skills, with a proven history of building, maintaining and growing productive and empowered teams?

Joint Systems Division (JSD), within CASG, are looking to fill our Systems Program Office (SPO) Director positions. Reporting to a Branch Head, the SPO Director manages large multifaceted programs to deliver highly complex capabilities in support of the Joint Force effects for the ADF. You will be responsible for large, geographically dispersed and multi-disciplinary teams to achieve capability outcomes for Defence.

The SPO Director is a strategic leader that motivates and empowers, ensures the application of strong security controls and governance processes, builds relationships across all levels of the organisation and provides confidence to Capability Managers and Senior Leaders that the capability acquired and sustained delivers agreed capability outcomes.

About our Team

The Joint Systems Division (JSD) within CASG acquires and provides through-life support to a range of command and control systems, communication systems, tactical interoperability systems, and electromagnetic warfare systems.

The Division is functionally arranged in three separate but interlinked Branches with a geographic presence in all of the Australian mainland states and territories and a small headquarters element in Canberra. JSD's prime and over-riding focus is to provide the best possible support to the ADF employing the materiel provided in protecting Australia's interests.

The Systems Project Office (SPO) Director within JSD will manage large complex programs and report directly to the Assistant Secretary of one of the three JSD Branches. The main function of the team, which the SPO Director will be accountable and responsible for, is to deliver Systems or Equipment through to the Capability Manager, on time, on budget and to requirements. This includes engaging with key stakeholders such as the Capability Manager, Industry partners and senior leaders across Defence.

The SPO Director will be responsible for ensuring the activities performed within their Systems Program Office supports the delivery of Joint Force effects through to the ADF. This requires the SPO Director to manage projects and products at a programmatic level, where trade-offs are considered through a risk-based decision making process. The SPO Director will ensure

their team develops strong security controls and governance processes that gives confidence to the Capability Manager and Senior Leaders that the capability meets the approved requirements.

### **Our Ideal Candidate**

Are you:

An experienced leader who can lead a diverse, highly integrated workforce of sustainment and acquisition, commercial, engineering and logistics teams to achieve delivery of endorsed capabilities on time, to budget and within the scope.

An effective and confident communicator who understands audiences and can adjust their communication style to provide advice in a clear and concise manner. A highly engaged leader with highly developed emotional intelligence who is able to drive and deliver outcomes.

An experienced program manager who can lead teams across all aspects of the capability life cycle, using Defence's Capability Policy Framework and Capability Program Architecture, or have ability to quickly acquire this understanding.

An innovative and adaptive thinker who will accept accountability while taking a risk-based and flexible approach to delivering outcomes. You will possess sound commercial and business acumen and a demonstrated understanding of the Defence industry sector in Australia.

A strategic thinker who can demonstrate a high level of understanding of the Defence Strategic Review 2023, its impact for the acquisition, delivery and sustainment of capability and commitment to CASG 2.0 strategy.

Prior to commencement, successful applicants will be required to undergo a psychological assessment and an extensive security clearance process. As a Positive Vetting clearance is required, applicants must be Australian Citizens; be able to account for their personal background for their whole life; and be able to demonstrate suitability to work in a high security intelligence environment. The successful candidates may be able to commence a role with an NV2 clearance however, failure to attain the PV security clearance may necessitate a role change.

Please ensure you understand the eligibility requirements for security clearance by visiting <https://www1.defence.gov.au/security/clearances> when considering these positions.

## **Eligibility**

### **Security Clearance**

Prior to commencement, successful applicants will be required to undergo a psychological assessment and an extensive security clearance process. As a Positive Vetting clearance is required, applicants must be Australian Citizens; be able to account for their personal background for their whole life; and be able to demonstrate suitability to work in a high security intelligence environment.

### **Notes**

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## **About the Department of Defence**

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## **To Apply**

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|                         |                                                                                                                                                                         |
|-------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Position Contact        | Linda Haigh, 5109 0209                                                                                                                                                  |
| Agency Recruitment Site | <a href="https://defencecareers.nga.net.au/?jati=10D2793D-E9C1-60C5-EB64-DAA8B5DE82E9">https://defencecareers.nga.net.au/?jati=10D2793D-E9C1-60C5-EB64-DAA8B5DE82E9</a> |

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Health

Vacancy VN-0740686

Aged Care Quality and Safety Commission

Closing Date:Monday 06 May 2024

Engagement, Education and Communications  
Communications Internal Communications

|                 |                                                                                          |
|-----------------|------------------------------------------------------------------------------------------|
| Job Title       | APS6 Senior Communications Officer – Internal Communications                             |
| Job Type        | Full-Time, Ongoing;Non-Ongoing                                                           |
| Location        | Canberra ACT, Melbourne VIC, Sydney NSW, Brisbane QLD, Perth WA, Hobart TAS, Adelaide SA |
| Salary          | -                                                                                        |
| Classification  | APS Level 6                                                                              |
| Position Number | 20033979                                                                                 |
| Agency Website  |                                                                                          |

Job Description

<https://www.agedcarequality.gov.au/careers-commission/current-vacancies>

The Engagement, Education and Communication Group is responsible for the delivery of a range of functions across the Commission, including:

- Communications (internal and external)
- Stakeholder Engagement
- Sector Education
- Parliamentary Services and Media

The Internal Communications team is part of the wider Communications section.

The team is responsible for providing:

- strategic and BaU internal communications support across the Commission
- the redevelopment and ongoing governance of the Commission's intranet and
- a suite of design and production services to support key publications and resources produced by the Commission for a range of audiences (internal and external).

## Position Description

As a member of the Internal Communications team, this position is responsible for supporting the Assistant Director, Internal Communications. This includes:

- managing a range of communications activities across the Commission
- designing and implementing internal communications plans and
- supporting other activities of the wider Communications area.

Working within a team of communications professionals, you will be responsible for the development, delivery and evaluation of internal communications deliverables and producing quality content and services.

You will contribute to translating the Commission's priorities into engaging and informative staff communications to support the organisation's role as the national regulator to protect the safety, security and dignity of older Australians accessing aged care services. **Duties**

- **Communications strategy and design:** Lead the design, delivery and evaluation of internal communications strategies, projects and activities.
- **Content development:** Produce quality content for internal communications products with a focus on clear, simple messaging across a range of channels and formats.
- **Planning and monitoring:** Contribute to internal communications planning and reporting, and the ongoing review of progress and priorities.
- **Reporting:** Collate, record and report on internal communications activities, providing both qualitative and quantitative information to contribute to continuous improvement.
- **Positive working relationships:** Develop strong relationships with internal stakeholders.
- **Contribute to overall team performance:** Actively contribute to the strategic development and implementation of the Commission's internal communications program and team culture.

## Eligibility

- Demonstrated experience in the development and delivery of communications products and activities.
- Excellent communication skills, including the ability to develop productive working relationships with both internal and external stakeholders.
- Demonstrated experience in producing and publishing content for an organisation's intranet (SharePoint).
- Excellent attention to detail, proof-reading and editing skills (strong grammar and spelling) including experience in translating complex information into plain English.
- Experience in managing external suppliers.
- Demonstrated initiative in identifying and resolving problems or complex issues and working collaboratively to develop solutions.
- Demonstrated ability to meet deadlines while balancing competing tasks and priorities.
- Bachelor's degree in Communications or similar field and/or minimum 5 years' experience in similar roles.
- Previous Australian Public Service or government experience within a communications team is highly desirable, along with familiarity of Australian Government processes.

## Notes

Salary offered will be between **\$92,970 and \$104,883** per annum depending on skills and experience. In addition, 15.4% superannuation will be paid.

Only candidates who hold Australian citizenship can apply. Appointment is conditional on successfully completing a national police check. For more information please visit [www.apsc.gov.au/citizenship-aps](http://www.apsc.gov.au/citizenship-aps)

In your application please provide a statement of claims against the Eligibility Requirements in no more than 600 words.

Merit Pool established through this selection process may be used to fill this or future Ongoing and Non-Ongoing vacancies.

### How to Apply?

Navigate to 'Current Vacancies' section of the careers page and locate the relevant job title. All documentation relating to the role and application process will be located here.

Click on the job title and at the bottom of the Advertisement you will be asked to create an account If you are a first-time user or to sign in to complete your application.

As part of your application you will be requested to complete a statement of claim and attach your Resume. Cover letter is optional

Click 'Apply Now' when you are ready to submit your application.

Please complete an online application form and submit to <https://www.agedcarequality.gov.au/about-us/careers/current-vacancies> by **11:59pm (AEST) on Monday, 6 April 2024**.

Only completed applications will be accepted.

### Contact Officer:

Please contact our recruitment team on (02) 9633 3262 or [orrecruitment@agedcarequality.gov.au](mailto:orrecruitment@agedcarequality.gov.au) for assistance with accessing our website or with lodging your application. Specific questions about the role can be directed to **Allan Hobbs** by emailing [Allan.Hobbs@agedcarequality.gov.au](mailto:Allan.Hobbs@agedcarequality.gov.au) with Position title in the subject line.

### Diversity and Inclusion

The Commission is committed to fostering a workplace with flexible work arrangements to support a diverse, respectful and inclusive culture for all staff.

The Commission recognises the richness of Aboriginal and Torres Strait Islander cultures and is committed to the implementation of our Reconciliation Action Plan. The Commission values the unique knowledge and experience of Aboriginal and Torres Strait Islander employees which strengthens and supports our focus on protecting and enhancing the safety, health, wellbeing and quality of life of aged care consumers.

### Further information:

For further information about the Quality Commission, office locations and other related resources, please visit <https://www.agedcarequality.gov.au>

For more information on the Australian Public Service, please visit <http://www.apsc.gov.au/publications-and-media/current-publications/cracking-the-code/factsheet-4> and <http://www.apsc.gov.au/publications-and-media/current-publications/cracking-the-code>.

## About the Aged Care Quality and Safety Commission

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The Aged Care Quality and Safety Commission (the Commission) was formed on 1 January 2019. The role of the Commission is to protect and enhance the safety, health, wellbeing and quality of life of people receiving aged care. The Commission is the national end-to-end regulator of aged care services and the primary point of contact for consumers and providers in relation to quality and safety. Our vision is to support a world-class aged care system driven by empowered consumers who enjoy the best possible quality of life. We aim to build confidence and trust in aged care, empower consumers, promote best practice service provision, promote quality standards and hold providers to account for their performance against the expected standards of care. We seek to promote an aged care system that develops safer systems of care, inculcates a culture of safety and quality, and learns from mistakes, while providing the oversight that can assure the community that aged care services are operating as they should, including working on continuous improvement. Meet some of our people and learn more about the Commission and our Regulatory Strategy on our website [www.agedcarequality.gov.au](http://www.agedcarequality.gov.au)

To Apply

|                         |                                                                                                                                                               |
|-------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Position Contact        | Allan Hobbs, (02) 9633 3262                                                                                                                                   |
| Agency Recruitment Site | <a href="https://www.agedcarequality.gov.au/careers-commission/current-vacancies">https://www.agedcarequality.gov.au/careers-commission/current-vacancies</a> |

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Health

Vacancy VN-0740707

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

Closing Date:Monday 06 May 2024

ACSQHC  
ACSQHC Clinical Care Standards

|                 |                                                                                                       |
|-----------------|-------------------------------------------------------------------------------------------------------|
| Job Title       | APS5 Administration and Procurement Officer                                                           |
| Job Type        | Full-Time, Ongoing                                                                                    |
| Location        | Sydney NSW                                                                                            |
| Salary          | \$84,619 - \$91,512                                                                                   |
| Classification  | APS Level 5                                                                                           |
| Position Number | 20024627                                                                                              |
| Agency Website  | <a href="https://www.safetyandquality.gov.au/careers">https://www.safetyandquality.gov.au/careers</a> |

Job Description

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

The Clinical Care Standards Program’s purpose is to develop clinical care standards on health conditions that would benefit from a national coordinated approach in consultation with clinical experts and consumers.

The Administration and Procurement Officer will be a member of the Clinical Care Standards Program team and will support the development and implementation of Clinical Care Standards and will work collaboratively with other relevant programs at the Commission. Activities the Administration and Procurement Officer will be required to perform include:

- project management duties and preparation of project documents
- providing support to program committees and stakeholder management
- organising and assisting with public consultation processes
- procurement and contract management.

This is a fast-paced position that supports the work of the Clinical Care Standards Program within the Commission. The successful applicant will work independently and with other staff in the Clinical Care Standards Team. The applicant will work with the Director and each of the senior project officers on their various projects. This will include providing support for committee meetings, events, procurement, finance and all aspects of developing, publishing and promoting Clinical Care Standards. As such, the position will suit a person who has excellent time management skills, is highly organised and can be flexible and cooperative in terms of working with different people and changing priorities.

## Duties

Duties of the APS5 Administration and Procurement Officer, Clinical Care Standards will include, but are not limited to, the following:

1. Undertake procurement and activities in line with the Commission's procedures to purchase goods or services including preparation of procurement plans, obtaining quotes, liaising with the successful vendor and drafting contracts for signature.
2. Contract management including registering contracts in SAP and monitoring the progress of deliverables and payments.
3. Undertake basic financial administration (monitoring of the Program Budget, accruals and payments), processing invoices in SAP Concur and the Commission's financial administration systems and working with the Director to manage the budgets and cash flow.
4. Support the administration of committees, including registering committee members, arranging reimbursement of expenses and payment of entitlements, acquitting meeting attendances, coordinating calendars and meeting dates, managing the bookings for teleconferences/videoconferences, maintaining calendars and email lists and record keeping.
5. Provide secretariat support to the work of the program and expert groups including organising venues and catering, coordinating papers and agendas, correspondence with committee members and providing videoconference support.
6. Provide project support to Project Managers and Directors as required including for procurement, coordinating meeting arrangements, and correspondence.

## Eligibility

The successful candidate will have:

- Experience in providing high quality administrative and corporate assistance, and knowledge of government processes and procedures.
- Demonstrated organisational skills and the ability to work independently, and within a team environment.
- Effective interpersonal, oral and written communication skills.
- Experience supporting the work of committees
- Finance and procurement experience.
- Extensive experience in word processing and a good understanding of Microsoft Office programs and electronic document management systems.

## Notes

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

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

Candidates must be Australian citizens to be eligible to apply.

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

Questions about the role can be directed to **Alice Bhasale (02) 9126 3515**.

Closing date for applications is **midnight, Wednesday 06 May 2024**.

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

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

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

To Apply

|                         |                                                                                                       |
|-------------------------|-------------------------------------------------------------------------------------------------------|
| Position Contact        | Alice Bhasale, (02) 9126 3515                                                                         |
| Agency Recruitment Site | <a href="https://www.safetyandquality.gov.au/careers">https://www.safetyandquality.gov.au/careers</a> |

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Health

Vacancy VN-0740412

Australian Institute of Health and Welfare

Closing Date:Wednesday 08 May 2024

Business and Technology Group ICT Business Development and Delivery Unit

|                        |                                                |
|------------------------|------------------------------------------------|
| <b>Job Title</b>       | EL2 ICT Business Development and Delivery Unit |
| <b>Job Type</b>        | Full-Time, Ongoing                             |
| <b>Location</b>        | Canberra ACT                                   |
| <b>Salary</b>          | \$140,892 - \$158,338                          |
| <b>Classification</b>  | Executive Level 2                              |
| <b>Position Number</b> | #045_04/24                                     |
| <b>Agency Website</b>  |                                                |

## Job Description

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

The position leads the Business Development and Delivery Unit, within the Business and Technology Group (BTG). This role is also part of the broader AIHW executive leadership team. It reports to the Group Head, BTG and supports the CITO in the delivery of key technical applications and infrastructure. This position is responsible for the development and delivery of ICT projects working collaboratively across all ICT functions and with relevant business areas to ensure technical solutions meet the business needs and fit within Institute infrastructure.

Unit Heads make a major contribution to the formulation of strategies and objectives in line with corporate goals of the Institute, and take an active role in developing and promoting the Institute's business activity. In addition to expertise in their professional field, they need advanced managerial skills to fulfil their supervisory responsibilities.

## Duties

Under broad direction from the Group Head, you will:

- Provide leadership, direction, and performance management to staff in the Unit to ensure achievement of corporate objectives through the effective management of physical, financial, technological information and human resources.
- Manage the development and delivery of ICT projects and provide regular status reporting in relation to active projects.
- Manage the sustainment and lifecycle of AIHW developed applications and work with relevant business owners to ensure applications continue to meet the business needs.
- Maintain a client focussed team that delivers high quality technical solutions that meet the needs of the business and are in line with AIHW Technology Strategy and enterprise architecture practices.
- Provide high level professional, technical and management subject matter expertise on the effective delivery of ICT projects.
- Undertake high level liaison and negotiation with other areas of the AIHW, other government agencies, State and Local authorities and/or business or community organisations, and represent the AIHW at high level meetings, conferences and seminars to develop and promote the Institute's business activities.

## Eligibility

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

1. Demonstrated experience in effectively leading an ICT project delivery team, working on multiple projects, to achieve business beneficial outcomes that are on time and budget.

2. Demonstrated understanding of the relationship across ICT functions and the successful delivery of ICT projects. This includes design principles and software development practices.
3. Demonstrated experience in developing and implementing project management principles, templates and practices to improve the delivery of ICT projects.
4. Ability to shape strategic thinking by understanding the link between the work of the Unit, the Institute and the whole of government agenda. This is demonstrated by your analytical thinking and sound judgement to translate strategic objectives to operational goals.
5. Ability to communicate with influence both verbally and in writing with a range of internal and external stakeholders. This includes your ability to negotiate mutually beneficial outcomes.

Relevant ICT qualifications or several years' experience working in ICT based leadership roles will be highly regarded. **Notes**

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

Your application must include:

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

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

About the Australian Institute of Health and Welfare

To Apply

|                         |                                                                                     |
|-------------------------|-------------------------------------------------------------------------------------|
| Position Contact        | Andrew Kettle, 02 6244 1010                                                         |
| Agency Recruitment Site | <a href="https://aihwcareers.nga.net.au/cp/">https://aihwcareers.nga.net.au/cp/</a> |

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## Department of Health and Aged Care

Closing Date: Monday 13 May 2024

Technology Assessment and Access Division  
Pricing and PBS Policy Branch The PBS Analytics and Strategic Insight  
Section

|                        |                                                                                                     |
|------------------------|-----------------------------------------------------------------------------------------------------|
| <b>Job Title</b>       | Director - The PBS Analytics and Strategic Insight Section                                          |
| <b>Job Type</b>        | Full-Time, Ongoing                                                                                  |
| <b>Location</b>        | Canberra ACT, Sydney NSW, Darwin NT, Adelaide SA, Hobart TAS, Melbourne VIC, Perth WA, Brisbane QLD |
| <b>Salary</b>          | \$138,897 - \$164,446                                                                               |
| <b>Classification</b>  | Executive Level 2                                                                                   |
| <b>Position Number</b> | 24-TAADIV-23668                                                                                     |
| <b>Agency Website</b>  |                                                                                                     |

### Job Description

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

The successful candidate will be experienced in leading highly technical officers, providing policy advice and options to support Senior Executive and Government delegates in decision making in the complex and rapidly evolving Health policy context.

The successful candidate will provide leadership of the Section and represent the Division and Department in a range of multi-agency and stakeholder interactions.

The successful candidate will provide technical input to the development of complex financial estimates, while supporting the development of team capabilities and continuous business process improvement.

The Director, PBS Analytics and Strategic Insight Section, is responsible for leading the Section to ensure the delivery of critical information requirements to support:

- The listing of new medicines on the PBS.
- The formulation and evaluation of policy proposals.
- The negotiation of strategic engagements between industry sectors and Government.
- Forecasting PBS expenditure beyond the forward estimates
- Responding to internal and external stakeholders' request for PBS data.
- Assessing the validity and suitability requests for access to PBS data.
- Acting as the PBS Data Steward.

### Duties

- Manage and collaborate on the development, implementation, administration of and participation in policy research and analysis, including establishing activity measures.
- Provide leadership and support to the team and across the Department in the areas of data stewardship, management, analysis and forecasting.
- Provide high level policy, program and strategic advice and assistance to Health Executive and the Minister.
- Provide leadership, coaching and mentoring to EL1 managers and their staff.
- Ensure optimum team performance and productivity to achieve Divisional outcomes.

- Consult with government and the Department’s senior executive on policy, program, data, budget and legislative issues.
- Collaborate with internal and external clients and stakeholders, resolve complex negotiations and promote strategic alliances.
- Represent the Department in negotiations, at conventions, public hearings and other forums to discuss policy issues.

Eligibility

To be eligible for employment with the Department of Health and Aged Care, applicants must be an Australian citizen at the time an offer of employment is made.  
An applicant’s suitability for employment with Health and Aged Care will also be assessed through a variety of pre-employment check processes, such as:

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

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

- Applications close 11:30pm AEST.
- Applicants are asked to quote reference number 24-TAADIV-23668 to assist when making an enquiry.
- Employees perform their duties at one of the Department of Health and Aged Care (DoHAC) offices, in the locations specified in this advertisement. Remote working is possible and is negotiated with your manager on commencement. Flexibility can be negotiated with your manager to balance your personal and professional needs with the needs of your role and business area.

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

About the Department of Health and Aged Care

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

To Apply

|                         |                                                                                                                                                   |
|-------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------|
| Position Contact        | Nikolai Tsyganov, (02) 6289 3315                                                                                                                  |
| Agency Recruitment Site | <a href="https://www.health.gov.au/about-us/work-with-us/current-vacancies">https://www.health.gov.au/about-us/work-with-us/current-vacancies</a> |

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Health

Vacancy VN-0740403

Department of Health and Aged Care

Closing Date:Monday 06 May 2024

National COVID19 Vaccine Program  
Vaccine Supply Management Several

|                 |                                                                                                     |
|-----------------|-----------------------------------------------------------------------------------------------------|
| Job Title       | APS Level 6 - Policy & Program Officers, National COVID19 Vaccine Program (Several Positions)       |
| Job Type        | Full-Time;Part-Time, Ongoing                                                                        |
| Location        | Canberra ACT, Sydney NSW, Darwin NT, Adelaide SA, Hobart TAS, Melbourne VIC, Perth WA, Brisbane QLD |
| Salary          | \$94,736 - \$106,876                                                                                |
| Classification  | APS Level 6                                                                                         |
| Position Number | 24-NCOVIDVPDIV-23902                                                                                |
| Agency Website  |                                                                                                     |

Job Description

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

We are looking for experienced and high-performing individuals with excellent people and leadership skills, proven experience, and capabilities to fill critical **APS Level 6** positions to support the delivery of the **National COVID-19 Program's** objectives. Successful candidates will actively contribute to the shared purpose and strategic direction of the National COVID-19 Program.

Duties

- Support the strategic planning, delivery and reform of the National COVID-19 Vaccine Program.
- Build and maintain effective working relationships with key internal and external stakeholders.
- Assist with a range of written materials including Budget material, Cabinet submissions, Senate Estimate submissions, Ministerial and agency briefs, policy, media and corporate documentation.
- Perform other duties commensurate with the skills and capabilities of an officer at this level in line with the Work Level Standards (WLS) and Integrated leadership Systems (ILS).
- manage staff in day-to-day activities, including developing, coaching and mentoring.
- Support senior staff to represent the Australian Government, the Department and Division on whole-of-portfolio issues with internal, external, and international stakeholders.

Eligibility

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

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

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

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

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

Applicants are asked to quote reference number **24-NCOVIDVPDIV-23902** to assist when making an enquiry.

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

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

## About the Department of Health and Aged Care

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## To Apply

|                         |                                                                                                                                                   |
|-------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------|
| Position Contact        | Jannat Noor-e, 0262899424                                                                                                                         |
| Agency Recruitment Site | <a href="https://www.health.gov.au/about-us/work-with-us/current-vacancies">https://www.health.gov.au/about-us/work-with-us/current-vacancies</a> |

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## Health

Vacancy VN-0740590

### Department of Health and Aged Care

Closing Date:Thursday 02 May 2024

Health Strategy First Nations and Sport  
National Sports Tribunal

|                        |                                                  |
|------------------------|--------------------------------------------------|
| <b>Job Title</b>       | Legal 1 (APS 6) - Legal Officer and Case Manager |
| <b>Job Type</b>        | Full-Time, Ongoing                               |
| <b>Location</b>        | Woden ACT, Melbourne VIC, Brisbane QLD           |
| <b>Salary</b>          | \$94,736 - \$104,537                             |
| <b>Classification</b>  | APS Level 6                                      |
| <b>Position Number</b> | 24-NSTDIV-23863                                  |
| <b>Agency Website</b>  |                                                  |

## Job Description

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

The National Sports Tribunal (NST) provides independent, specialised dispute resolution services to sporting bodies, athletes and support personnel. We are seeking an experienced and high performing Legal Officer and Case Manager to support the ongoing operations of the Tribunal. Legal qualifications are required. The position could be based in either Melbourne or Canberra.

This role has two primary functions:

- 1 - To provide case management services and support for matters coming before the NST.
- 2 - In conjunction with the Principal Case Manager and Counsel, provide legal support to the NST operations.

## Duties

- Reviewing and analysing applications to determine if they meet the NST's statutory requirements.
- Communicating with parties about processes, timeframes, and requirements.
- Liaising with NST Members to ensure the smooth and efficient management of disputes.
- Conducting research and analysis of issues for NST Members from time to time.
- Ensuring compliance with workflow tracking of matters including maintaining records and files in TRIM.
- Arranging hearing room facilities, translation services, transcription services, etc.
- Contributing to strategic solutions, problem solving and issues management in relation to client service delivery.
- In conjunction with the Principal Case Manager and Counsel, providing legal support to the NST, including:
  - Providing timely, accurate and consistent information and advice on the NST's jurisdiction and processes;
  - Assisting Members and the CEO/Deputy CEO with interpretation and application of the NST's statutory framework; and
  - Providing legal analysis of the NST's policies, as well as the dispute resolution policies of NSOs and peak bodies.
- Liaising and engaging with stakeholders in the sport sector, including National Sporting Organisations, and sport Peak Bodies and athlete organisations.
- Leading activities and projects to support and promote the efficient and effective operation of the NST, including procurement, contract, and stakeholder management.
- Providing high quality program and policy advice for the senior executive.
- Preparing a range of written materials for different audiences including correspondence, file notes, briefings.
- Other duties as required.

Eligibility

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

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

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

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

**Mandatory Qualification** - To be eligible for this position applicants must hold legal qualifications.

Notes

Applications close 11:30pm AEDT/AEST.

Applicants are asked to quote reference number 24-NSTDIV-23863 to assist when making an enquiry. Employees perform their duties at one of the Department of Health and Aged Care (DoHAC) offices, in the locations specified in this advertisement. Remote working is possible and is negotiated with your manager on commencement. Flexibility can be negotiated with your manager to balance your personal and professional needs with the needs of your role and business area.

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

About the Department of Health and Aged Care

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To Apply

|                         |                                                                                                               |
|-------------------------|---------------------------------------------------------------------------------------------------------------|
| Position Contact        | Glenn Turnor, 0409 530 037                                                                                    |
| Agency Recruitment Site | <a href="https://www.health.gov.au/about-us/work-with-us">https://www.health.gov.au/about-us/work-with-us</a> |

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## Department of Health and Aged Care

Closing Date: Sunday 05 May 2024

The Independent Health Aged Care Pricing Authority  
Office of the CEO

|                        |                                                                                  |
|------------------------|----------------------------------------------------------------------------------|
| <b>Job Title</b>       | Executive Assistant to CEO and Executive Director, Corporate and General Counsel |
| <b>Job Type</b>        | Full-Time, Ongoing                                                               |
| <b>Location</b>        | Sydney NSW                                                                       |
| <b>Salary</b>          | \$94,736 - \$106,876                                                             |
| <b>Classification</b>  | APS Level 6                                                                      |
| <b>Position Number</b> | 24-IHACPADIV-24102                                                               |
| <b>Agency Website</b>  |                                                                                  |

## Job Description

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

The Independent Health Aged Care Pricing Authority (IHACPA) is looking for an enthusiastic, professional, highly motivated, highly organised experienced Executive Assistant who works well in a fast-paced business environment.

## Duties

Key responsibilities will include, but not be limited to:

- manage the diaries of the CEO and Executive Director with autonomy and limited direction, exercising initiative and judgement
- manage the CEO and Executive Director's incoming and outgoing correspondence, draft responses and triage emails to other work areas as appropriate
- act as the primary point of contact for internal and external stakeholders, screening and prioritising communications as needed
- prepare documentation pertaining to meetings and Senate Estimates Packs ensuring its quality and relevance
- organise travel, including booking flights, accommodation and transport, accounts payable and credit card reconciliation
- other general administration as required.

## Eligibility

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

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

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

Notes

Applications close 11:30pm AEDT/AEST.

Applicants are asked to quote reference number 24-IHACPADIV-24102 to assist when making an enquiry.

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

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

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To Apply

|                         |                                                                                                               |
|-------------------------|---------------------------------------------------------------------------------------------------------------|
| Position Contact        | Katie Smith, 02 8215 1177                                                                                     |
| Agency Recruitment Site | <a href="https://www.health.gov.au/about-us/work-with-us">https://www.health.gov.au/about-us/work-with-us</a> |

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Health

Vacancy VN-0740710

National Blood Authority

Closing Date:Monday 06 May 2024

National Blood Authority  
Fresh Blood Products & Business Services Data & Blood Services

|                        |                                                        |
|------------------------|--------------------------------------------------------|
| <b>Job Title</b>       | Data Officer                                           |
| <b>Job Type</b>        | Full-Time;Part-Time, Ongoing                           |
| <b>Location</b>        | Canberra ACT                                           |
| <b>Salary</b>          | \$85,744 - \$90,449                                    |
| <b>Classification</b>  | APS Level 5                                            |
| <b>Position Number</b> | TBA                                                    |
| <b>Agency Website</b>  | <a href="http://www.blood.gov.au">www.blood.gov.au</a> |

## Job Description

<https://blood.gov.au/current-vacancies>

## Who We Are

The National Blood Authority (NBA) is an Australian Government statutory agency whose role is to work in a collaborative manner with all Australian governments and blood sector stakeholders to ensure Australia's blood supply is safe, secure, adequate, and affordable.

We are a statutory agency established by the [National Blood Authority Act 2003 \(Cth\)](#). We operate to achieve the policy objectives outlined in the [National Blood Agreement](#).

We manage and coordinate arrangements for the supply of blood, blood products and blood services in Australia. Under the national blood arrangements, our role is to deliver an uninterrupted supply of blood and blood products to Australians in need.

Being a small agency, employees at the NBA are in a unique position to influence decisions and outcomes for the blood sector and seeing the positive impacts of their work on users of blood products, blood related products and blood related services.

The NBA office is located on Northbourne Avenue in Lyneham and has recently undergone renovations to allow for modern, comfortable office space with the technology needed to collaborate effectively. The office is serviced by the Macarthur Avenue Light Rail stop and has onsite parking available.

## The Team

The Data and Blood Services team in the NBA supports governments and stakeholders to improve patient outcomes through provision of data and best practice advice to ensure that blood and blood-related products are used effectively.

## The Role

We are looking for a motivated and interested person to join the Data and Blood Services team. The successful candidate will apply work knowledge, precedent and established procedures and guidelines to situations that are complex and sensitive. You will collate data, undertake data quality assurance, analyse results, and present data in formats suitable for different audiences. You will also support the team through general administration, records management, secretariat duties and preparing documents, including correspondence.

You will have strong oral and written communication skills, be able to confidently respond to stakeholder needs and expectations and develop and maintain effective internal and external relationships. You will be able to work well with your colleagues and contribute to a positive team culture.

Extensive experience in using of Microsoft Office suite of tools in particular Excel is highly desirable.

## Duties

### Key Responsibilities

Although not exhaustive, and depending on the role, the duties and responsibilities of this position may include:

1. Develop and implement monthly, quarterly, annual, and periodic data and information reports in line with the team's work plans, by interrogating and manipulating data from multiple sources.
2. Read, comprehend, and write technical documentation for both technical and non-technical audiences including business cases, requirements specifications, process descriptions and procedures, end user and testing documentation and governance processes.
3. Build effective relationships with internal and external stakeholders including other NBA teams, external suppliers, and jurisdictions to implement strategies and projects to optimise information and data flows within the blood sector.
4. Undertake administrative tasks including electronic filing (data inbox and records management), maintaining data request logs and master data spreadsheets, booking travel for the team, and updating complex instructions and procedures.
5. Undertake other duties as required including preparing briefs, minutes, presentations, and procurement and contract management activities.
6. Contribute and manage projects and activities and perform other duties and functions to support NBA priorities as required
7. Contribute to NBA's organisational strategy and culture
8. Work in a collaborative manner as a member of a team and across the NBA.

## Eligibility

### Employment Requirements

This is a Designated Security Assessed Position (DSAP) at Baseline. The successful applicant must be an Australian Citizen capable of obtaining and maintaining a security clearance at this level. A loss of security clearance may result in termination of employment.

The NBA expects that all employees will perform their duties professionally and respectfully to achieve outcomes of the highest standard, and that this performance will reflect the best principles and practices of workplace diversity, workplace participation and a safe working environment.

A merit pool of suitable applicants will be established which may be used to fill ongoing vacancies of same or similar vacancies for 18 months from the date this vacancy was advertised in the Australian Public Service Employment Gazette.

### RecruitAbility

The RecruitAbility scheme applies to this vacancy. The National Blood Authority is committed to supporting the employment and career development of people with disability. More information on the RecruitAbility scheme can be found at [APSC Recruitability Scheme](#) homepage.

## Notes

### Working in the NBA

All NBA officers are expected to actively and willingly participate in high level, organisation-wide responsibilities and administrative support activities. Officers are required to operate flexibly and exercise higher order leadership skills as well as directly undertake lower order independent work when necessary to get the job done.

This reflects the nature of the NBA as a relatively small, specialist Agency and our limited capacity to backfill vacant positions for short periods within the limits of available finance and human resources. Having regard to the flexible work requirements outlined above, the duties and responsibilities in this Job Description are subject to change and may be modified at any time for operational requirements.

What we will offer you

The National Blood Authority provides a number of benefits to its staff including:

- Generous superannuation scheme with up to 15.4% employer contributions
- A variety of leave options, including 4 weeks annual leave
- Options for flexible working arrangements to assist you to maintain your work-life balance
- A healthy lifestyle assistance payment that benefit employees and promotes a work environment that supports health through wellbeing
- Support to develop your capability based on individualised career goals
- Access to an Employee Assistance Program (EAP).

About the National Blood Authority

The National Blood Authority (NBA) is an Australian Government statutory Agency whose role is to work in a collaborative manner with all Australian governments and blood sector stakeholders to ensure Australia's blood supply is safe, secure, adequate and affordable, and to support best practice management and use of blood products in Australia

To Apply

|                         |                                                                                             |
|-------------------------|---------------------------------------------------------------------------------------------|
| Position Contact        | Sandra Cochrane, 02 6151 5005                                                               |
| Agency Recruitment Site | <a href="https://blood.gov.au/current-vacancies">https://blood.gov.au/current-vacancies</a> |

This notice is part of the electronic Public Service Gazette PS17 Daily Gazette Monday - 22 April 2024.pdf Published by Australian Public Service Commission.

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

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- applicants found suitable may be offered similar employment opportunities by other Australian Public Service agencies

Health

Vacancy VN-0740712

National Blood Authority

Closing Date:Monday 06 May 2024

National Blood Authority  
Fresh Blood Products & Business Services Data & Blood Services

|                        |                                                        |
|------------------------|--------------------------------------------------------|
| <b>Job Title</b>       | Senior Project and Data Officer                        |
| <b>Job Type</b>        | Full-Time;Part-Time, Ongoing                           |
| <b>Location</b>        | Canberra ACT                                           |
| <b>Salary</b>          | \$94,495 - \$106,488                                   |
| <b>Classification</b>  | APS Level 6                                            |
| <b>Position Number</b> | TBA                                                    |
| <b>Agency Website</b>  | <a href="http://www.blood.gov.au">www.blood.gov.au</a> |

## Job Description

<https://blood.gov.au/current-vacancies>

## Who We Are

The National Blood Authority (NBA) is an Australian Government statutory agency whose role is to work in a collaborative manner with all Australian governments and blood sector stakeholders to ensure Australia's blood supply is safe, secure, adequate, and affordable.

We are a statutory agency established by the [National Blood Authority Act 2003 \(Cth\)](#). We operate to achieve the policy objectives outlined in the [National Blood Agreement](#).

We manage and coordinate arrangements for the supply of blood, blood products and blood services in Australia. Under the national blood arrangements, our role is to deliver an uninterrupted supply of blood and blood products to Australians in need.

Being a small agency, employees at the NBA are in a unique position to influence decisions and outcomes for the blood sector and seeing the positive impacts of their work on users of blood products, blood related products and blood related services.

The NBA office is located on Northbourne Avenue in Lyneham and has recently undergone renovations to allow for modern, comfortable office space with the technology needed to collaborate effectively. The office is serviced by the Macarthur Avenue Light Rail stop and has onsite parking available.

## The Team

The Data and Blood Services team in the NBA supports governments and stakeholders to improve patient outcomes. This is done through the provision of data and best practice advice to ensure that blood and blood related products are used effectively and are in line with the latest evidence, practice and relevant national safety and quality standards for health care.

## The Role

We are looking for a motivated and interested person to join the Data and Blood Services team. The successful candidate will apply work knowledge, precedent and established procedures and guidelines to situations that are complex and sensitive. You will collate data, undertake data quality assurance, analyse results, and present data in formats suitable for different audiences. You will also support the team through general administration, records management, secretariat duties and preparing documents, including correspondence.

You will have strong oral and written communication skills, be able to confidently respond to stakeholder needs and expectations and develop and maintain effective internal and external relationships. You will be able to work well with your colleagues and contribute to a positive team culture.

The role supports the National Blood Management program, including the development of guidance on blood and inventory management and their associated implementation strategies. The Data and Blood Services team is also responsible for the ongoing development and delivery of the National Blood Sector Data Strategy. This includes ensuring data is captured, analysed, published, and used to drive performance improvement.

Extensive experience in using of Microsoft Office suite of tools in particular Excel is highly desirable.

## Duties

## Key Responsibilities

Although not exhaustive, and depending on the role, the duties and responsibilities of this position may include:

1. [Develop and manage projects, including planning, evaluation reporting and preparation of draft reports on relevant program activities and/or project milestones.](#)
2. [Develop and implement monthly, quarterly, annual, and periodic data and information reports in line with the team's work plans, by interrogating and manipulating data from multiple sources.](#)
3. Research and identify options for information sharing solutions, which could relate to provision of data and other material on sector, NBA, or contract performance.
4. Coordinate internal and external reporting requirements, undertake analysis of reports, data and proposals to formulate recommendations.
5. [Build effective relationships with internal and external stakeholders including other NBA teams, external suppliers, and jurisdictions to implement strategies and projects to optimise information and data flows within the blood sector.](#)
6. Work collaboratively as a member of a team and assist in coaching, mentoring, and developing team members [and implementing organisational change.](#)
7. Undertake other duties as required including preparing briefs, minutes, presentations, and procurement and contract management activities.
8. Contribute to NBA's organisational strategy and culture
9. Work in a collaborative manner as a member of a team and across the NBA.

## Eligibility

## Employment Requirements

This is a Designated Security Assessed Position (DSAP) at Baseline. The successful applicant must be an Australian Citizen capable of obtaining and maintaining a security clearance at this level. A loss of security clearance may result in termination of employment.

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## RecruitAbility

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## Notes

## Working in the NBA

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To Apply

|                         |                                                                                             |
|-------------------------|---------------------------------------------------------------------------------------------|
| Position Contact        | Sandra Cochrane, 02 6151 5005                                                               |
| Agency Recruitment Site | <a href="https://blood.gov.au/current-vacancies">https://blood.gov.au/current-vacancies</a> |

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|                        |                                                                         |
|------------------------|-------------------------------------------------------------------------|
| <b>Job Title</b>       | NEMA Senior Media Adviser                                               |
| <b>Job Type</b>        | Full-Time, Ongoing                                                      |
| <b>Location</b>        | Various locations - ACT ACT, Various locations - QLD QLD                |
| <b>Salary</b>          | \$91,305 - \$102,606                                                    |
| <b>Classification</b>  | APS Level 6                                                             |
| <b>Position Number</b> | JR 132082                                                               |
| <b>Agency Website</b>  | <a href="https://nema.gov.au/about-us">https://nema.gov.au/about-us</a> |

## Job Description

<https://jobs.homeaffairs.gov.au/job-invite/132082/>

### National Emergency Management Agency:

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

NEMA works closely with local communities as well as state and territory Governments to deliver the best outcome for communities across Australia. To help communities respond and recover, while preparing Australia for future emergencies, we:

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

### Overview of the Branch and Section:

The National Emergency Management Agency's (NEMA) Media, Communications and Engagement Branch provides expert public communication, internal and executive communication, stakeholder engagement and media advice to promote ministerial and Agency priorities, policies and programs. The Branch delivers all media management and external engagement functions including but not limited to; media support for Ministers and the Executive, social media, graphic design, video production, speechwriting, internal communication, external and strategic communication campaigns.

The Media and Crisis Communications team provides high level expertise and advice in media, crisis communications and public affairs to Agency senior leadership, and the offices of the

Minister for Emergency Management and the Prime Minister. The position also provides day to day leadership of the Media and Crisis Communications team.

## **Duties**

### **About the role:**

As the Senior Media Adviser, Media and Crisis Communications you will provide media, crisis communications, public affairs advice and support for the Agency. You will have a proven ability to produce comprehensive strategies that are aligned with business outcomes, lead their successful execution, be hands on in the creation of content, and demonstrate how you use data to inform your approach.

You will work closely with your Media, Communication and Engagement Branch colleagues and across the Agency, including the offices of the Coordinator-General and Deputy Coordinators-General. You will maintain strong connections across the Agency and with key external stakeholders, including the office of the Minister for Emergency Management, other Commonwealth Ministers, state and territory government departments and members of the media. As such, you will have sound communication and interpersonal skills, which will allow you to engage effectively with stakeholders from a variety of backgrounds and levels of seniority.

You must be able to participate in the Media, Communications and Engagement Branch on call roster, and be willing to be recalled at short notice to meet operational needs. You must be able to undertake interstate travel and at times you may also be required to work from the Australian Government's National Situation Room.

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

### **Our ideal candidate:**

Our ideal candidate will have:

- Previous experience as a journalist and/or in government media and communications roles
- A key aspect of the role is to have demonstrated skills and experience in media, crisis communications and/or public affairs, including the development of strategic messaging, media releases, responses and talking points and understanding the specific needs of different mediums (i.e. online, broadcast and traditional print)
- You must be able to produce to a very high standard content which is audience and channel appropriate
- You will need to demonstrate your ability to work in a fluid and fast-paced environment including during a crisis. You must be able to manage multiple priorities and be resilient, responsive and flexible. You must be able to think on your feet and work under limited direction.

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

### **Specific duties/responsibilities:**

- Leading projects and supporting team members to ensure timely delivery of high quality materials
- Project managing strategies and associated materials, delivering impactful outcomes within tight deadlines
- High level written and verbal communication skills to write and edit content
- Engaging and collaborating with team members and senior colleagues to identify or understand concerns and develop solutions that are suitable to the Agency
- Providing communications advice and support in a fast-paced and rapidly evolving crisis situation.

### **Role requirements/qualifications:**

- A Degree in Media, Communications, Public Relations, Journalism or related discipline is desirable.

Eligibility

To be eligible to work with the NEMA you must:

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

Notes

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

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

If you will not have access to your agency email during the process of this requisition, please advise the contact officer and provide alternate contact information.

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

About the National Emergency Management Agency

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

To Apply

|                         |                                                                                                                     |
|-------------------------|---------------------------------------------------------------------------------------------------------------------|
| Position Contact        | Hayley Rorke, 0447 047 221                                                                                          |
| Agency Recruitment Site | <a href="https://jobs.homeaffairs.gov.au/job-invite/132082/">https://jobs.homeaffairs.gov.au/job-invite/132082/</a> |

- that the names of successful applicants will also be notified in all formats of the electronic Public Service Gazette
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Infrastructure, Transport, Regional  
Development and Communications

Vacancy VN-0740713

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

Closing Date:Monday 06 May 2024

Road and Vehicle Safety  
Veh Safety Policy & P/ships Vehicle Standards

|                 |                                                                                                       |
|-----------------|-------------------------------------------------------------------------------------------------------|
| Job Title       | APS6 & APS5 - Vehicle Standards Engineers/Technical or STEM Officers/Technical Regulation Specialists |
| Job Type        | Full-Time;Part-Time, Ongoing;Non-Ongoing                                                              |
| Location        | Canberra ACT                                                                                          |
| Salary          | -                                                                                                     |
| Classification  | APS Level 5;APS Level 6                                                                               |
| Position Number | 45012                                                                                                 |
| Agency Website  | <a href="https://www.infrastructure.gov.au/">https://www.infrastructure.gov.au/</a>                   |

Job Description

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

The opportunity we have available

Shape the Future of Vehicle Safety - Vehicle Standards Engineers/Technical or STEM Officers/Technical Regulation Specialists.

- Lead the development of national vehicle safety standards that influence international vehicle design and regulation
- Work in a close-knit team of passionate technical experts
- Enjoy the flexibility of remote and/or hybrid work arrangements, allowing you to achieve a healthy work-life balance
- Travel as part of the role to represent the Australian government.

You will be encouraged to hone your expertise by representing the department in national and international forums and conferences held with engineering, government or scientific experts on vehicle safety. **Duties**

A typical work week for a vehicle standards engineer/technical officer/scientist may involve:

- Analyse and effectively communicate a variety of technical and policy documents such as developing Regulation Impact Statements or Impact Analysis in support of developing vehicle safety standards and associated benefit cost analyses

- Develop research and policy positions, which may include:
  - Analyse datasets to identify trends
  - Conduct research into the effectiveness of vehicle safety technologies
- Draft and amend technical legislative instruments including the ADRs
- Respond to complex national and international standards issues
- Contribute and participate in meetings about technical vehicle issues with other colleagues and local and international experts

## **Who are we looking for?**

If you have a background in science, engineering, trade, STEM or other technical field and want to improve vehicle safety design, we want to hear from you! We have positions at the APS6 or APS5 level that will offer you the opportunity to apply your technical expertise to develop vehicle standards and contribute to Australian Government policy for safe vehicles. You will work with engineers of various streams, automotive trade specialists and technical officers in our team on vehicle standards development and maintenance projects.

You will use your excellent written and verbal communication skills in preparing position papers, briefings and developing Australian Design Rules (ADRs). You will also have the opportunity to directly engage with key stakeholders such as the light and heavy vehicle industry, vehicle component industry and other governments.

An APS Level 5 employee would generally be required to undertake work that is moderately complex to complex in nature and operate under limited direction. They are accountable for organising their workflow and making independent decisions relating to an area of responsibility. Employees at this level provide policy advice within an area of specialisation with advice based on policies and legislation. APS5 employees undertake specialist or technical research and analysis, conduct investigations, and undertake procedural, clerical, administrative support or operational tasks. If you have up to three years work experience after graduating from university or college we would like to hear from you.

An APS Level 6 employee would generally be required to undertake work that is complex in nature, work under limited direction with the opportunity for reasonable autonomy and accountability. Employees at this level exercise both initiative and judgment in the interpretation of policy and in the application of practices and procedures. APS6 employees provide detailed technical, professional, and/or policy advice in relation to complex problems and may assist in strategic planning, program and project management and policy development. If you have three or more years work experience after graduating from university or college we would like to hear from you.

While there is a preference for staff to be Canberra based, we are open to Vehicle Standards team members working from other locations in Australia.

## **Eligibility**

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:** To be eligible for employment with the Department of Infrastructure, Transport, Regional Development, Communications and the Arts applicants must be an Australian citizen.
- **Health Assessment:** The preferred applicant 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. 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.
- **Qualifications:** University Degrees, TAFE Diplomas, Trade Certificates, etc.

Notes

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

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

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        | Abdul Nilar, 02 6136 7152                                                                                               |
| Agency Recruitment Site | <a href="https://www.infrastructure.gov.au/department/careers">https://www.infrastructure.gov.au/department/careers</a> |

Infrastructure, Transport, Regional  
Development and Communications

Vacancy VN-0740609

Office of the eSafety Commissioner

Closing Date:Monday 29 April 2024

eSafety Commissioner  
Education, Prevention and Inclusion Grants and Education Providers

|                 |                                                                                       |
|-----------------|---------------------------------------------------------------------------------------|
| Job Title       | Assistant Manager - Grants and Education Providers                                    |
| Job Type        | Full-Time, Ongoing;Non-Ongoing                                                        |
| Location        | Pymont NSW, Belconnen ACT, Melbourne VIC                                              |
| Salary          | \$110,807 - \$124,958                                                                 |
| Classification  | Executive Level 1                                                                     |
| Position Number | 2331-2024-1                                                                           |
| Agency Website  | <a href="https://www.esafety.gov.au/about-us">https://www.esafety.gov.au/about-us</a> |

Job Description

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

This position is an opportunity to join eSafety's Grants and Education Providers team. The team works in partnership with a range of stakeholders to support the delivery of evidence-based online safety education at scale and increase the range of online safety education programs and resources to meet the needs of diverse audiences. In this role, you will be leading the program management of eSafety's Preventing Tech-based Abuse of Women Grants Program, which is providing \$10 million in grant funding over four years.

Duties

We are seeking a motivated program manager with varied experience in the end-to-end delivery of grant programs. Our ideal candidate will have strong organisational skills including establishment and implementation of standard operating procedures and capacity to identify and implement improved business processes and ways of working. You will have a demonstrated ability to develop strong relationships with internal and external stakeholders, including an ability to anticipate and respond to stakeholder needs. You will show resilience to achieve objectives even when confronted with competing demands and be a self-driven, supportive team-player. You will have a flexible mindset and be adept at identifying, weighing and proposing potential solutions to problems as they arise.

Eligibility

To be eligible for employment with ACMA, applicants must be an Australian citizen.

Successful candidates must be able to obtain and maintain a Baseline level security clearance or hold a current security clearance of an appropriate level. [Australian Government Security Vetting Agency \(AGSVA\)](#).

Notes

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

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

About the Office of the eSafety Commissioner

The eSafety Commissioner’s (eSafety) purpose is to help safeguard Australian’s at risk from online harms and to promote safer, more positive online experiences.

To Apply

|                         |                                                                               |
|-------------------------|-------------------------------------------------------------------------------|
| Position Contact        | Sam Holthouse, 02 6219 5362                                                   |
| Agency Recruitment Site | <a href="https://www.acma.gov.au/careers">https://www.acma.gov.au/careers</a> |

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Prime Minister and Cabinet

Vacancy VN-0740626

Australian Public Service Commission

Closing Date:Tuesday 31 December 2024

|                 |                                                                                                                                                                                                                   |
|-----------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Job Title       | APSC Temporary Employment Opportunity                                                                                                                                                                             |
| Job Type        | Full-Time;Part-Time, Non-Ongoing                                                                                                                                                                                  |
| Location        | Canberra ACT, Various locations - NSW NSW, Various locations - QLD QLD, Various locations - NT NT, Various locations - WA WA, Various locations - SA SA, Various locations - TAS TAS, Various locations - VIC VIC |
| Salary          | \$52,000 - \$162,885                                                                                                                                                                                              |
| Classification  | APS Level 1;APS Level 2;APS Level 3;APS Level 4;APS Level 5;APS Level 6;Executive Level 1;Executive Level 2                                                                                                       |
| Position Number | 24_28                                                                                                                                                                                                             |
| Agency Website  | <a href="https://www.apsc.gov.au/">https://www.apsc.gov.au/</a>                                                                                                                                                   |

## Job Description

<https://apsc.nga.net.au/?jati=8B832817-F728-E6E4-481D-DAA8EE371DA4>

### About the Australian Public Service Commission (APSC)

The Australian Public Service Commission (the APSC) is a medium sized policy & program agency within the portfolio of the Department of the Prime Minister and Cabinet. Our purpose is to position the Australian Public Service (APS) workforce for the future to ensure it meets the demands and expectations of the Australian Government, Parliament and people.

The APSC sets the standards and expectations on integrity, behaviour and stewardship, making clear what it means to be a good public servant and a leader in the APS. The APSC guides and positions the workforce for the future and uplifts the quality, capability and capacity of our workforce, to ensure it delivers the priorities of the Australian Government and people.

Our statutory responsibilities and commitment to change provides the opportunity to work on exciting and engaging projects and programs whilst supporting our internal priorities.

## Duties

### The vacancy eligibility

The Australian Public Service Commission (the APSC) seeks to attract, develop and retain diverse, enthusiastic and high-performing employees. To help us in achieving this, we maintain a temporary employment register of interested applicants that the APSC can use to fill a variety of employment opportunities across various classifications and business areas. The positions may be full time, part time or casual depending on individual team needs.

To help us better match you with a role that suits your employment preferences, interests and skills, we want to know more about you and the work that you are interested in and we will collect this information via the application form.

If there is a suitable opportunity that matches your skills and experience, you may be contacted regarding your application. Submitting an application does not guarantee employment with the APSC.

The register may be utilised to access candidates to fill roles at short notice such as advisors on taskforces relating to emerging Government priorities, policy roles, governance and corporate roles, management and leadership positions and administrative support including Executive Assistants and more!

### Please note:

Non-ongoing opportunities may be offered with an initial engagement of up to 12 months, with one possible extension of up to 6 months (a total maximum contract period of 18 months).

Ongoing engagement or promotion under the Public Service Act 1999 is not possible through this register.

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 of an appropriate level for the role. At the APSC all employees must hold a baseline level security clearance at a minimum, however some roles may require a higher level of clearance.

Successful applicants will be required to undergo a mandatory National Criminal History check (NCHC).

Applications remain active until **31 December 2024**. Applications are not carried over after this time, you will be required to submit a new application for the following year.

### How does a temporary register work?

The Commission employment register is used to fill a variety of vacancies across Commission.

To help us better match you with a role that suits your employment preferences, interests and skills, we want to know more about you and the work that you are interested in and we will collect this information via the application form.

While your preferences outlined within your application will be taken into account, your details may be shared with hiring managers for roles across the Commission not necessary aligned with your identified preferences if we feel you have the relevant skills and experience for the role.

## Eligibility

The Australian Public Service Commission 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.

## 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 Public Service Commission

The Australian Public Service Commission (APSC) is a central agency within the Prime Minister and Cabinet portfolio. The Commission supports two statutory office holders: the Australian Public Service Commissioner—who is also agency head—and the Merit Protection Commissioner. Their functions are set out in sections 41(1) and 50(1), respectively, of the Public Service Act 1999. About the Commission The Australian Public Service Commission is a non-corporate Commonwealth entity within the Prime Minister and Cabinet portfolio. Our Statutory responsibilities are detailed in the Public Service Act 1999. The APSC also provides resources to support the Merit Protection Commissioner. We operate under the Public Governance, Performance and Accountability Act 2013. We employ around 350 staff, and have offices in Canberra and Sydney.

To Apply

|                         |                                                                                                                                                     |
|-------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------|
| Position Contact        | People Team, 02 6202 3834                                                                                                                           |
| Agency Recruitment Site | <a href="https://apsc.nga.net.au/?jati=8B832817-F728-E6E4-481D-DAA8EE371DA4">https://apsc.nga.net.au/?jati=8B832817-F728-E6E4-481D-DAA8EE371DA4</a> |

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Services Australia (part of the Social  
Services Portfolio)

Vacancy VN-0740225

Services Australia

Closing Date:Monday 20 May 2024

Chief Financial Officer  
Various

|                        |                                                                                                                                                       |
|------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Job Title</b>       | Assistant Director - Procurement and/or Contract Management                                                                                           |
| <b>Job Type</b>        | Full-Time, Ongoing;Non-Ongoing                                                                                                                        |
| <b>Location</b>        | Canberra ACT                                                                                                                                          |
| <b>Salary</b>          | \$114,128 - \$126,462                                                                                                                                 |
| <b>Classification</b>  | Executive Level 1                                                                                                                                     |
| <b>Position Number</b> | EXT-EL-2024-459                                                                                                                                       |
| <b>Agency Website</b>  | <a href="https://www.servicesaustralia.gov.au/organisations/about-us/careers">https://www.servicesaustralia.gov.au/organisations/about-us/careers</a> |

## Job Description

<https://servicesaustraliacareers.nga.net.au/cp/?audiencetypecode=ext>

Technology Sourcing Branch and Procurement Branch are seeking experienced staff with procurement and/or contract management skills to join the team.

Assistant Directors lead multi-disciplinary teams to ensure high quality delivery of a range of procurement and contract management activities.

They have a critical role in developing and maintaining relationships with internal and external stakeholders, to ensure the consistent delivery of procurement and contract management services.

We currently have vacancies for Assistant Directors with:

- Experience advising on major procurement projects requiring the sourcing of large, complex and/or strategic requirements.
- Complex contract management experience, including with Whole of Australian Government vendors.
- Experience in the procurement and contract management of labour hire contractors.
- Experience procuring and managing hardware and software contracts.
- Experience in developing and effectively communicating procurement and contract management policy and guidance.
- Experience in these areas, or the ability to quickly gain knowledge and skills will be highly regarded.

A merit list will be established and may be used to fill future vacancies.

### Duties

- Leading a team to deliver procurement and/or contract management services including specialist advice to the agency and Shared Services consumers.
- Leading a team to procure and managing large technology and digital contracts, including telecommunications, hardware and software and procurements through Whole of Australian Government contracting arrangements.
- Undertaking complex contract negotiations, dispute resolution, managing legal and probity matters.
- Applying strong written communication skills to plan, prepare and develop documentation consistent with Commonwealth and agency writing and style guides.
- Developing and maintaining strong relationships with internal and external stakeholders, including managing external vendors.

- Managing staff performance, attendance, and health and wellbeing, and developing staff capability through coaching, mentoring, training and upskilling.

## Eligibility

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

In accordance with section 22(6) of the Public Service Act 1999, Services Australia requires applicants to be Australian citizens to be eligible for employment with Services Australia.

An applicant's suitability for employment with the agency will be assessed through a pre-employment screening process. This process includes but is not limited to a national police history check, referee checks, code of conduct check and an employment history integrity check.

Some positions within Services Australia may be required to work in settings where mandatory COVID-19 vaccinations are required. Staff in such positions will need to demonstrate that they meet the vaccination requirements or have a relevant exemption.

## Notes

Desirable qualifications:

- Relevant tertiary qualifications.
- Diploma or Certificate IV in Procurement and Contracting.

Knowledge required or the ability to quickly acquire:

- Public Governance, Performance and Accountability Act 2013.
- Commonwealth Procurement Framework, including the Commonwealth Procurement Rules, and the Digital Sourcing Framework.
- Whole of Australian Government contracting arrangements.

Services Australia's workforce operates using an agile approach, and all staff should be prepared to redeploy to critical frontline functions as required. Should you need to redeploy as part of the agency's surge workforce, all learning and development and technical/pastoral support will be provided to you to enable you to undertake that work.

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

## About the Services Australia

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We are one of Australia's largest public sector employers. We are located in every capital city and over 400 local, regional, and remote locations across Australia. Job opportunities in Services Australia can be right where you are or might be right where you want to be. We are looking for people who want to work with us to deliver a simple, helpful, respectful, and transparent experience for our customers. We offer diverse employment opportunities so you can plan to take your career anywhere you want to. We celebrate people with different cultural backgrounds and disabilities. We are also a leading employer of First Nations Australians and an LGBTI+ gold employer. When you work with us, you will be doing something that matters and be respected for the unique views and skills that you bring. What our people say about working with us: 'It's rare you find a job that provides such a direct link to the community' 'You can work for the same agency for your whole career but have the opportunity to work in many different roles' 'Highly supportive team and flexible working conditions where you can be at your best'

## To Apply

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|                         |                                                                                                                                                           |
|-------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------|
| Position Contact        | Chris Flinders, 0439678241                                                                                                                                |
| Agency Recruitment Site | <a href="https://servicesaustraliacareers.nga.net.au//cp/?audiencetypecode=ext">https://servicesaustraliacareers.nga.net.au//cp/?audiencetypecode=ext</a> |

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Services Australia (part of the Social Services Portfolio)

Vacancy VN-0740228

Services Australia

Closing Date:Monday 20 May 2024

Chief Financial Officer  
Various

|                 |                                                                                                                                                       |
|-----------------|-------------------------------------------------------------------------------------------------------------------------------------------------------|
| Job Title       | Senior Procurement and/or Contract Manager                                                                                                            |
| Job Type        | Full-Time, Ongoing;Non-Ongoing                                                                                                                        |
| Location        | Canberra ACT                                                                                                                                          |
| Salary          | \$91,244 - \$105,509                                                                                                                                  |
| Classification  | APS Level 6                                                                                                                                           |
| Position Number | EXT-APSL-2024-461                                                                                                                                     |
| Agency Website  | <a href="https://www.servicesaustralia.gov.au/organisations/about-us/careers">https://www.servicesaustralia.gov.au/organisations/about-us/careers</a> |

Job Description

<https://servicesaustraliacareers.nga.net.au//cp/?audiencetypecode=ext>

The Technology Sourcing Branch and Procurement Branch are seeking experienced staff with procurement and/or contract management skills to join the team.

Senior Procurement and/or Contract Managers within the Division work within multi-disciplinary teams to ensure high quality delivery of a range of procurement and contract management activities. They have a key role in developing and maintaining relationships with internal and external stakeholders to ensure the consistent delivery of procurement and contract management services.

The Branches have multiple vacancies for Senior Procurement and/or Contract Managers who bring experience in the following areas:

- Advising on major procurements sourcing large, complex and/or strategic requirements.
- Complex contract management experience, such as with Whole of Australian Government vendors.

- Leading the procurement and vendor management of labour hire contractors.
- Leading procurement and management of hardware and software contracts.
- Effectively communicating procurement and contract management policy and guidance to stakeholders.
- Interest and experience in these areas, or the ability to quickly gain skills, will be highly regarded.

A merit list will be established and may be used to fill future vacancies. **Duties**

- Providing specialist advice and support on the application of relevant legislative and administrative arrangements to inform efficient, effective, economical and ethical decision making in the agency.
- Developing and reviewing a range of contract management documentation including preparation of contracts, official orders, risk plans, variations and related correspondence.
- Developing and maintaining strong relationships with internal and external stakeholders including effectively managing contract enquiries, issues, disputes, variations and risks and escalating when required.
- Developing and implementing changes in workplace practices and business improvement strategies and assist team to transition with change.
- Motivating, guiding and developing staff and identifying opportunities to enhance team performance.

## Eligibility

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

In accordance with section 22(6) of the Public Service Act 1999, Services Australia requires applicants to be Australian citizens to be eligible for employment with Services Australia.

An applicant's suitability for employment with the agency will be assessed through a pre-employment screening process. This process includes but is not limited to a national police history check, referee checks, code of conduct check and an employment history integrity check.

Some positions within Services Australia may be required to work in settings where mandatory COVID-19 vaccinations are required. Staff in such positions will need to demonstrate that they meet the vaccination requirements or have a relevant exemption.

## Notes

Desirable qualifications:

- Relevant tertiary qualifications.
- Diploma or Certificate IV in Procurement and Contracting.

Knowledge required or the ability to quickly acquire:

- Public Governance, Performance and Accountability Act 2013.
- Commonwealth Procurement Framework, including the Commonwealth Procurement Rules, and the Digital Sourcing Framework.
- Whole of Australian Government contracting arrangements.

Services Australia's workforce operates using an agile approach, and all staff should be prepared to redeploy to critical frontline functions as required. Should you need to redeploy as part of the

agency’s surge workforce, all learning and development and technical/pastoral support will be provided to you to enable you to undertake that work.

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

About the Services Australia

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To Apply

|                         |                                                                                                                                                           |
|-------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------|
| Position Contact        | Chris Flinders, 0439678241                                                                                                                                |
| Agency Recruitment Site | <a href="https://servicesaustraliacareers.nga.net.au//cp/?audiencetypecode=ext">https://servicesaustraliacareers.nga.net.au//cp/?audiencetypecode=ext</a> |

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Services Australia (part of the Social  
Services Portfolio)

Vacancy VN-0740234

|                        |                                                                                                                                                       |
|------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Job Title</b>       | Procurement and/or Contract Manager                                                                                                                   |
| <b>Job Type</b>        | Full-Time, Ongoing;Non-Ongoing                                                                                                                        |
| <b>Location</b>        | Canberra ACT                                                                                                                                          |
| <b>Salary</b>          | \$82,427 - \$88,944                                                                                                                                   |
| <b>Classification</b>  | APS Level 5                                                                                                                                           |
| <b>Position Number</b> | EXT-APSL-2024-462                                                                                                                                     |
| <b>Agency Website</b>  | <a href="https://www.servicesaustralia.gov.au/organisations/about-us/careers">https://www.servicesaustralia.gov.au/organisations/about-us/careers</a> |

## Job Description

<https://servicesaustraliacareers.nga.net.au/cp/?audiencetypecode=ext>

The Technology Sourcing Branch and Procurement Branch are seeking experienced staff with procurement and/or contract management skills to join the team.

Procurement and/or Contract Managers within the Division work within multi-disciplinary teams to ensure high quality delivery of a range of procurement and contract management activities. They have a key role in developing and maintaining relationships with internal and external stakeholders to ensure the consistent delivery of procurement and contract management services.

The Branches have vacancies for Procurement and/or Contract Managers who bring experience in the following areas:

- Effectively communicating procurement and contract management policy and guidance to stakeholders.
- Supporting the procurement from Standing Offer Panel arrangements, including but not limited to labour hire, management advisory services, hardware and software and Whole of Australian Government arrangements.
- Contract management and administration support.

Interest and experience in these areas, or the ability to quickly gain skills, will be highly regarded.

A merit list will be established and may be used to fill future vacancies.

### Duties

- Providing advice and support to stakeholders to undertake a range of medium level complexity and risk-based procurement activities.
- Providing advice and support on the application of relevant legislative and administrative arrangements to inform efficient, effective, economical and ethical decision making in the agency.
- Undertaking procurement activities and or contract administration functions including preparation of simple contracts, official orders, variations and related correspondence on behalf of stakeholders.
- Maintaining stakeholder relationships to achieve work area goals, anticipating and responding.

### Eligibility

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

In accordance with section 22(6) of the Public Service Act 1999, Services Australia requires applicants to be Australian citizens to be eligible for employment with Services Australia.

An applicant's suitability for employment with the agency will be assessed through a pre-employment screening process. This process includes but is not limited to a national police history check, referee checks, code of conduct check and an employment history integrity check.

Some positions within Services Australia may be required to work in settings where mandatory COVID-19 vaccinations are required. Staff in such positions will need to demonstrate that they meet the vaccination requirements or have a relevant exemption.

Notes

Desirable qualifications:

- Relevant tertiary qualifications.
- Diploma or Certificate IV in Procurement and Contracting.

Knowledge required or the ability to quickly acquire:

- Public Governance, Performance and Accountability Act 2013.
- Commonwealth Procurement Framework, including the Commonwealth Procurement Rules, and the Digital Sourcing Framework.
- Whole of Australian Government contracting arrangements.

Services Australia’s workforce operates using an agile approach, and all staff should be prepared to redeploy to critical frontline functions as required. Should you need to redeploy as part of the agency’s surge workforce, all learning and development and technical/pastoral support will be provided to you to enable you to undertake that work.

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

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To Apply

|                         |                                                                                                                                                           |
|-------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------|
| Position Contact        | Kim Laybutt, 0436614598                                                                                                                                   |
| Agency Recruitment Site | <a href="https://servicesaustraliacareers.nga.net.au//cp/?audiencetypecode=ext">https://servicesaustraliacareers.nga.net.au//cp/?audiencetypecode=ext</a> |

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Social Services

Vacancy VN-0740447

Department of Social Services

Closing Date:Monday 06 May 2024

Participation and Family Payments  
Families and Payment Support

|                 |                                                               |
|-----------------|---------------------------------------------------------------|
| Job Title       | Policy Officer                                                |
| Job Type        | Full-Time;Part-Time, Ongoing;Non-Ongoing                      |
| Location        | Canberra ACT, Melbourne VIC                                   |
| Salary          | \$94,791 - \$106,546                                          |
| Classification  | APS Level 6                                                   |
| Position Number | EXT-2024-0494                                                 |
| Agency Website  | <a href="https://www.dss.gov.au/">https://www.dss.gov.au/</a> |

Job Description

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

The Branch is looking for high-performing and team-focused people.

Policy Officers need to display strong written and verbal communication skills.

They need to undertake work that is complex and demonstrate an ability to work independently and with limited direction.

Duties

- prepare analysis, briefing and advice on family payments policy and legislation
- contribute to the development and implementation of new policy proposals
- build and maintain positive and professional relationships with a range of internal and external stakeholders
- undertake general program management tasks including reporting, ministerial correspondence, and consideration and resolution of complex policy issues
- support procurement and other evaluation activities for Paid Parental Leave
- monitor and report on data and research (national and international) in relation to families.

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        | Amanda Kennedy, 02 6146 2237                                                                                                          |
| Agency Recruitment Site | <a href="https://www.dss.gov.au/careers/vacancies/Pages/default.aspx">https://www.dss.gov.au/careers/vacancies/Pages/default.aspx</a> |

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Social Services

Vacancy VN-0740703

National Disability Insurance Agency

Closing Date:Sunday 05 May 2024

Chief Financial Officer Division  
SCHEME CLAIMS AND PAYMENTS BRANCH Payments Central

|                 |                                                                     |
|-----------------|---------------------------------------------------------------------|
| Job Title       | APS4 Payments Officer                                               |
| Job Type        | Full-Time;Part-Time, Ongoing;Non-Ongoing                            |
| Location        | Richmond VIC, Brisbane QLD, Geelong VIC, Parramatta NSW, Midland WA |
| Salary          | \$73,928 - \$82,056                                                 |
| Classification  | APS Level 4                                                         |
| Position Number | 0480_03/24_EXT                                                      |
| Agency Website  | <a href="https://www.ndis.gov.au">https://www.ndis.gov.au</a>       |

## Job Description

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

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### A new role awaits

Are you looking for a challenging and rewarding role in the Scheme Claims and Payments space? The NDIA is seeking to fill an APS4 Payments Officer position within our Scheme Claims and Payments Branch.

The Scheme Claims and Payments Branch facilitates Scheme payments, ensures payments are processed correctly, on time and in accordance with governance requirements. The branch supports debt recovery within legal frameworks, provides financial analysis to identify trends and lead initiatives to enhance the independence of providers and participants for successful and accurate NDIS claims and payments.

### Duties

#### Where you can add value

The APS4 Payments Officer position involves providing operational and administrative support, conducting research and analysis, and communicating with internal and external stakeholders. Responsibilities of the role include but are not limited to:

- Resolving moderately complex payment issues, guided by legislation, policies and standards, and Claims and Payments Branch Standard Operating Procedures (SOPs).
- Maintaining an awareness of government decision-making processes, Agency guidelines and regulations.
- Processing manual payments to providers and self-managed participants.
- Investigating and resolving outstanding payment requests that have been rejected through the myplace provider and participant portals.

### 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 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>

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        | Sally Foster, 0755024020                                                                                  |
| Agency Recruitment Site | <a href="https://www.ndis.gov.au/about-us/careers-ndia">https://www.ndis.gov.au/about-us/careers-ndia</a> |

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Social Services

Vacancy VN-0740708

National Disability Insurance Agency

Closing Date:Sunday 05 May 2024

Chief Transformation Officer Division  
Contact Centre Branch NCC Strategy and Analytics

|                 |                                                                              |
|-----------------|------------------------------------------------------------------------------|
| Job Title       | APS6 NCC Insights and Reporting                                              |
| Job Type        | Full-Time, Ongoing;Non-Ongoing                                               |
| Location        | Deakin ACT, Dandenong VIC, Robina QLD, Geelong VIC, Richmond VIC, Midland WA |
| Salary          | \$93,196 - \$103,035                                                         |
| Classification  | APS Level 6                                                                  |
| Position Number | 0548_03/24_EXT                                                               |
| Agency Website  | <a href="https://www.ndis.gov.au">https://www.ndis.gov.au</a>                |

## A new role awaits

Are you looking for a role where you can utilise your critical thinking skills and contribute to making a positive difference to the lives of millions of Australians? We have an exciting new opportunity to join the National Disability Insurance Agency (NDIA) as an APS6 National Contact Centre Insights and Reporting within the Agency's National Contact Centre (NCC).

The National Contact Centre plays a significant role in providing accurate and timely information in response to enquiries about the NDIS. The forecasting and workforce planning function is an important enabling function to ensure people contacting the National Contact Centre have a positive experience.

## Duties

### Where you can add value

The APS6 NCC Insights and Reporting position is responsible for offering intricate technical, professional, policy, and operational support and guidance on complex issues.

Duties of the role may include:

- Transforming and modelling data from both structured and unstructured sources
- Providing design and creation of reports and visualisations using various reporting tools.
- Maintaining and promoting data governance and best practices by preserving data integrity and security
- Creating and delivering reports to executive audiences with a focus on relevance and impact

## 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 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

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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        | sally Foster, 075502 4020                                                                                 |
| Agency Recruitment Site | <a href="https://www.ndis.gov.au/about-us/careers-ndia">https://www.ndis.gov.au/about-us/careers-ndia</a> |

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Treasury

Vacancy VN-0740691

Royal Australian Mint

Closing Date:Sunday 05 May 2024

Royal Australian Mint  
Sales, Marketing and Innovation Sales

|                 |                                                                   |
|-----------------|-------------------------------------------------------------------|
| Job Title       | Sales Reporting and Compliance Officer                            |
| Job Type        | Full-Time, Ongoing;Non-Ongoing                                    |
| Location        | Deakin ACT                                                        |
| Salary          | \$83,541 - \$88,076                                               |
| Classification  | APS Level 5                                                       |
| Position Number | 1253                                                              |
| Agency Website  | <a href="https://www.ramint.gov.au">https://www.ramint.gov.au</a> |

Job Description

<https://www.ramint.gov.au/employment-opportunities>

The Sales Reporting and Compliance Officer provides a comprehensive range of administrative and business support services in relation to compliance, particularly in response to obligations under the *Anti-Money Laundering and Counter Terrorism Financing Act 2006* (AML/CTF Act).

They work across the Mint, to ensure sales activities meet compliance obligations by extracting data and preparing reports for AUSTRAC submission; researching, interpreting and applying relevant legislation; identifying and managing risks; developing and delivering training; and providing other sales compliance support.

This role is the perfect opportunity for a motivated person to make a valuable contribution to the Mint's business objectives.

The successful applicant is required to work full-time and on-site.

Duties

1. Extracting data from CRM and MRP systems to prepare compliance reports for AUSTRAC submission.
2. Managing the Mint's AML/CTF Act compliance program and related processes, including maintaining work instructions and documentation.
3. Identifying, mitigating, documenting and reporting on risks that impact compliance obligations.
4. Liaising with internal and external stakeholders on complex matters relating to the interpretation and application of legislation and legal obligations.
5. Developing, co-ordinating and delivering training for relevant Mint employees to meet compliance obligations.
6. Monitoring changes to compliance requirements, and researching and providing recommendations on implementation as required.

Eligibility

Security clearance

This position requires a Baseline security clearance. The successful applicant will be required to obtain and maintain a clearance at this level.

Notes

Applications will need to be submitted through our recruitment portal on the Employment Opportunities page of the Mint Website at Employment Opportunities | Royal Australian Mint (<https://ramint.gov.au/careers-mint>)

Please submit your application by **11:30pm** on **5 May 2024**. You will need to upload:

- A current resume
- A one-page-pitch that describes how your skills meet the requirements of the role as detailed in the position description.

Information on applying for a job in the Australian Public Service is available at the Employment page of our website.

About the Royal Australian Mint

To Apply

|                         |                                                                                                                     |
|-------------------------|---------------------------------------------------------------------------------------------------------------------|
| Position Contact        | Ruby Porciuncula, (02) 6202 6976                                                                                    |
| Agency Recruitment Site | <a href="https://www.ramint.gov.au/employment-opportunities">https://www.ramint.gov.au/employment-opportunities</a> |

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Employment and Workplace Relations

Vacancy VN-0740699

Comcare

Closing Date:Sunday 05 May 2024

Regulatory Operations  
Regional Operations WA

|                 |                                |
|-----------------|--------------------------------|
| Job Title       | Administration Officer         |
| Job Type        | Part-Time, Ongoing;Non-Ongoing |
| Location        | Perth WA                       |
| Salary          | \$76,640 - \$83,819            |
| Classification  | APS Level 4                    |
| Position Number | 01624                          |
| Agency Website  |                                |

Job Description

[https://www.comcare.gov.au/careers/current\\_vacancies](https://www.comcare.gov.au/careers/current_vacancies)

***\*Please note: The salary will be paid on a pro rata basis  
Part-time 37.5 hours per fortnight (0.5 full-time equivalent)***

**Team Overview**

The Regional Operations team is the service delivery arm of Regulatory Operations Group (ROG). Our legislation requires the entities we regulate to understand, accept and address their obligations as detailed in *the Safety, Rehabilitation and Compensation Act 1988* (SRC Act), *the Work Health and Safety Act 2011* (WHS Act) and the *Work Health and Safety Regulations 2011*. The team administers the WHS Act through a variety of prevention, assurance and enforcement activities. These activities include:

- workplace inspections
- education and awareness raising
- audits
- investigations.

Prevention is the primary focus through targeted intelligence driven stakeholder engagement, education and audit programs. The range of response and intervention following a safety incident includes investigation and justice outcomes through enforcement activity.

**Duties**

**Role Overview**

The Administration Officer supports the management of regional operations in compliance, enforcement, inspection, audit, advisory, education, stakeholder engagement and issue resolution under the WHS Act. The role builds and maintains internal and

external relationships, responds to enquiries and delivers administrative support services for regionally-based teams. In particular, the position provides support for the Regional Operations Director and Assistant Director(s) with allocated responsibility for a specific national campaign, portfolio, and subject matter network or programme delivery.

### **Primary Responsibilities**

1. Develop and maintain internal and external relationships with stakeholders, providing appropriate advice and managing the resolution of issues or complaints.
2. Contribute to planning and decision making within the work area.
3. Develop and maintain an understanding of the work area's impact on strategic and operational outcomes for the agency.
4. Maintain and reconcile financial records including monitoring regional budget expenditure.
5. Collaborate with other Regional Operations Administration Officers, business areas and work teams and closely support the regional team to achieve outcomes and facilitate the efficient operation of the team.
6. Plan and complete competing tasks or requests to achieve personal or team priorities.
7. Represent the work area effectively at internal and external meetings and conferences.
8. Provide administrative support for the regional office including but not limited to telephone calls, emails, diary management and undertake assigned, research and preparation of relevant papers and correspondence.
9. Provide general administrative and secretariat support for meetings, training courses, stakeholder forums, campaigns and portfolios.
10. Produce and assist with the production of high quality reports, correspondence, documentation, training and promotional material.
11. Coordinate travel and accommodation arrangements for the Regional Operations team.
12. Coordinate and manage the regional vehicle fleet, personal protective equipment issue and inspector on-call roster.
13. Assist in the management of employer WHS incident notifications or license applications provided to Comcare as needed.

### **Eligibility**

#### **Eligibility and Specific Conditions of Employment**

1. Australian citizenship.
2. Character clearance (police records check).
3. Health clearance.
4. Six months probationary period for new engagements.
5. Ability to obtain and maintain a Baseline Security Clearance.

### **Notes**

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

### **About the Comcare**

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

To Apply

|                         |                                                                                                                         |
|-------------------------|-------------------------------------------------------------------------------------------------------------------------|
| Position Contact        | Recruitment Team, 1300 366 979                                                                                          |
| Agency Recruitment Site | <a href="https://www.comcare.gov.au/careers/current_vacancies">https://www.comcare.gov.au/careers/current_vacancies</a> |

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Employment and Workplace Relations

Vacancy VN-0740281

Department of Employment and Workplace Relations  
(DEWR)

Closing Date:Monday 06 May 2024

Digital Solutions Division  
Architecture Design and Development Strategy and Planning

|                 |                                                                 |
|-----------------|-----------------------------------------------------------------|
| Job Title       | Service Designer                                                |
| Job Type        | Full-Time, Ongoing;Non-Ongoing                                  |
| Location        | Canberra ACT, Brisbane QLD, Melbourne VIC, Sydney NSW           |
| Salary          | \$98,105 - \$107,880                                            |
| Classification  | APS Level 6                                                     |
| Position Number | 24/0860                                                         |
| Agency Website  | <a href="https://www.dewr.gov.au/">https://www.dewr.gov.au/</a> |

Job Description

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

The Digital Solutions Division (DSD) designs, builds, maintains, and supports large-scale (enterprise) specialised software systems used by departmental staff and businesses to provide quality services to job seekers and employers; respond to national future skills needs through access to VET graduates with the right skills; reduce barriers to undertaking quality VET; administer and implement programs and services related to Workplace Support.

Reporting to a Director or Delivery Manager, the Service Designer will work as part of a multi-disciplinary agile team delivering IT systems for the department. You will work with business system owners and users to identify and document the problems that need to be resolved including broad understanding of the relative value of addressing different parts of the problem. You may work alongside business representative, system users, process participants, Product Managers, Product Owners, Business Analysts, Technical Architects and Solution Designers, Communications and Change Management staff.

You will report on your work. You will work to identify and manage issues that block your progress. You will work independently under broad direction.

The successful applicant will receive the necessary training, mentoring, and guidance to perform the key responsibilities of the role and to advance their careers in the Australian Public Service (APS).

## Duties

Responsibilities of the APS6 may include:

- Lead a range of user research activities.
- Working with others to create artefacts and documents describing the current state of a service, the impacted users and key problems and outcomes. This will include Service Blueprints, personas and other industry standard artefacts.
- Work with a diverse range of policy, business and IT stakeholders to co-design and document a future state that balances desirability, feasibility and viability.
- Using contemporary user-centred design approaches to elicit and replay information in formats consumable by business and system users.
- Working with Business and System Analysts and Solution architects to ensure all aspects of a solution are aligned toward delivering the same outcomes and experience.
- Working with UX/UI and Accessibility staff to ensure solutions are user centric and meet policy requirements.
- Representing the voice of the user in delivery and project management teams.

## Eligibility

Please note, under section 22(8) of the Public Service Act 1999, employees must be Australian citizens to be employed in the APS unless the Agency delegate has agreed, in writing.

This is a designated security assessed position. The successful candidate will have the ability to obtain and maintain a Baseline security clearance.

This selection process may be used to establish a merit pool. The pool might be accessed to fill ongoing and non-ongoing vacancies for similar roles in the Department over the next 18 months.

## Notes

### Qualifications and Education

#### Essential

- Knowledge of agile delivery
- Knowledge of user centred design practices and methods
- Knowledge of user experience practices and methods
- Knowledge of service design practices and methods

#### Desirable

- Industry education / certifications

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

## About the Department of Employment and Workplace Relations (DEWR)

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The Department of Employment and Workplace Relations enables access to quality skills, training and employment to support Australians find secure work in fair, productive and safe workplaces – supporting individuals and our nation to prosper. Secure jobs

are vital for our nation to prosper—driving future economic growth and providing people with the certainty to achieve their life goals. In the midst of fast-paced, social, economic and global changes, we focus on equipping Australians who are starting, advancing or changing their career with the relevant skills, knowledge and experience to gain or regain employment to achieve their aspirations in life. We work actively to fill skill gaps fundamental to Australia's economic growth by to identify industries with skill shortages and emerging industries fundamental to the prosperity of individuals, businesses, and our nation. We support a world leading vocational education and training sector offering apprenticeships, cadetships, and traineeships to connect people to alternative pathways to employment while helping to address future skill demands such as engineering, nursing, technology and teaching—driving better outcomes through an agile skills sector in tune with market demands. This work leads to local, stable, and secure employment, strengthened by work health and safety, and a safety net and conditions that help to define workplace rights and responsibilities that both employers and employees can have confidence in. Together, we contribute to a safe, secure and responsive employment sector where workers are assured of continued employment and employers retain a productive, reliable and skilled workforce to achieve long term goals—sustaining the future prosperity of our nation.

To Apply

|                         |                                                                                                                     |
|-------------------------|---------------------------------------------------------------------------------------------------------------------|
| Position Contact        | Courtney Lyons, (02) 6240 1958                                                                                      |
| Agency Recruitment Site | <a href="https://dese.nga.net.au/?AudienceTypeCode=EXT-DEWR">https://dese.nga.net.au/?AudienceTypeCode=EXT-DEWR</a> |

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Communications and the Arts

Vacancy VN-0740620

Australian Communications and Media Authority

Closing Date:Monday 06 May 2024

Communications Infrastructure  
Spectrum Allocations Economics Advisory

|                 |                                                             |
|-----------------|-------------------------------------------------------------|
| Job Title       | Economist                                                   |
| Job Type        | Full-Time;Part-Time, Ongoing;Non-Ongoing                    |
| Location        | Belconnen ACT, Melbourne VIC                                |
| Salary          | \$82,739 - \$102,958                                        |
| Classification  | APS Level 5;APS Level 6                                     |
| Position Number | 1870-2024-1                                                 |
| Agency Website  | <a href="http://www.acma.gov.au">http://www.acma.gov.au</a> |

Spectrum is a critical enabler of our everyday lives—mobile phones, wi-fi modems, Defence satellite systems, CB radios in trucks and new wireless technologies all rely on access to spectrum.

As a member of the Economics Advisory Section (in Melbourne), you will help to ensure that economic, quantitative, market and regulatory considerations are factored into the ACMA's decisions, including to deliver the ACMA's high-value spectrum allocations and have opportunities to administer and reform our spectrum pricing arrangements.

You'll work with an experienced economics and policy team, collaborate with economic, policy, technical and legal experts and liaise and engage with various government departments and spectrum users.

You will undertake research and complex analysis, prepare high-quality research, quantitative analysis and written work (briefings, reports, consultation, and board-level decision papers), and be involved in bringing an economic lens to resource allocation and regulatory matters.

Duties

We are seeking a candidate who will work professionally and to a high standard under pressure. They will enjoy working with internal and external stakeholders from diverse professional backgrounds to build positive working relationships.

To succeed in this role, you will have strong communication skills, and be able to convey complex ideas to a wide range of audiences. You will be able to write clearly and confidently, and with sophistication.

The role will be offered at the APS 5/6 classification, commensurate with the successful candidate's skills and experience.

Eligibility

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

Notes

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

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

About the Australian Communications and Media Authority

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

To Apply

|                         |                                                                               |
|-------------------------|-------------------------------------------------------------------------------|
| Position Contact        | Nicholas Chu, 03 9963 6730                                                    |
| Agency Recruitment Site | <a href="https://www.acma.gov.au/careers">https://www.acma.gov.au/careers</a> |

- that the names of successful applicants will also be notified in all formats of the electronic Public Service Gazette
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## Communications and the Arts

Vacancy VN-0740660

### Australian Communications and Media Authority

Closing Date: Monday 06 May 2024

Corporate and Research  
Research, Data, Regulation and Governance Performance, Governance,  
Audit and Risk

|                 |                                                             |
|-----------------|-------------------------------------------------------------|
| Job Title       | Assistant Manager - Governance                              |
| Job Type        | Full-Time, Ongoing; Non-Ongoing                             |
| Location        | Pymont NSW, Melbourne VIC, Belconnen ACT                    |
| Salary          | \$110,807 - \$124,958                                       |
| Classification  | Executive Level 1                                           |
| Position Number | 260-2024-1                                                  |
| Agency Website  | <a href="http://www.acma.gov.au">http://www.acma.gov.au</a> |

### Job Description

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

We are seeking an experienced governance professional to help manage the work of the Performance, Governance, Audit and Risk section. As an Assistant Manager you will play a vital role providing guidance and supervision to staff, managing stakeholder relations and helping to develop governance deliverables. We are looking for someone with highly developed interpersonal skills who can form strong working relationships with a broad range of stakeholders at all levels of the Agency.

### Duties

The Performance, Governance, Audit and Risk section is responsible for ensuring the ACMA's ongoing compliance with its governance requirements under the PGPA Act and other legislation.

You will be responsible for leading and delivering:

- The ACMA's corporate plan, preparation of the non-financial performance information in the Portfolio Budget Statements, the ACMA's annual report and annual performance statement
- Internal performance reporting and the timely coordination of corporate and other processes for the division including business planning, and reporting
- High-quality evidence-based impact analysis through the requirements and processes for developing Impact Analysis statements.

### Eligibility

To be eligible for employment with ACMA, applicants must be an Australian citizen.

Successful candidates must be able to obtain and maintain a Baseline level security clearance or hold a current security clearance of an appropriate level. [Australian Government Security Vetting Agency \(AGSVA\)](#).

### Notes

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

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

About the Australian Communications and Media Authority

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

To Apply

|                         |                                                                               |
|-------------------------|-------------------------------------------------------------------------------|
| Position Contact        | Sandra Hannan, 02 6219 5311                                                   |
| Agency Recruitment Site | <a href="https://www.acma.gov.au/careers">https://www.acma.gov.au/careers</a> |

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