



**Commonwealth of Australia**  
**APSJobs - Vacancies Daily**  
**PS17 Daily Gazette Thursday - 01 May 2025.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 - 01 May 2025.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 - 01 May 2025.pdf.

**Gazette Lodgement Inquiries**

Phone: (02) 6202 3559

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

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## Vacancies

Vacancy VN-0757854

### Australian Signals Directorate

Closing Date: Sunday 18 May 2025

Australian Cyber Security Centre

|                            |                                                                                                                                                                                                     |
|----------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Job Title                  | ASD 6 Operations Coordinator                                                                                                                                                                        |
| Job Type                   | Full-Time, Ongoing                                                                                                                                                                                  |
| Location                   | Brisbane QLD                                                                                                                                                                                        |
| Salary                     | \$98,345 - \$110,886                                                                                                                                                                                |
| Future Merit Locations     | Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA |
| Office Arrangement         | On Site;Flexible                                                                                                                                                                                    |
| Office Arrangement Details | On-Site, Flexible                                                                                                                                                                                   |
| Classification             | APS Level 6                                                                                                                                                                                         |
| Position Number            | ASD/03719/25                                                                                                                                                                                        |
| Agency Website             | <a href="https://www.asd.gov.au/careers">https://www.asd.gov.au/careers</a>                                                                                                                         |

### Job Description

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

#### About the Team

The Critical Infrastructure Operational Technology Environments (CIOTE) team is a highly focused and capable team responsible for enhancing cyber security resilience for critical infrastructure (CI) around Australia, with a strong focus on operational technology.

The ACSC achieves this through the Critical Infrastructure Uplift Program (CI-UP), a key initiative of CIOTE. Through CI-UP, CIOTE delivers a holistic range of services to Australian CI organisations including cyber uplift evaluations, technical workshops, OT information exchanges, and post-evaluation aftercare and support.

#### About the Role

Similar to a Project Coordinator, an ASD Operations Coordinator plays an important role in supporting CIOTE to plan, scope, and deliver various types of engagements whilst helping to drive real and meaningful change in the security of Australia's CI.

In this role, you will use your operations / project coordination and stakeholder engagement skills to support the CI-UP initiative that assists Australian CI to improve their resilience against cyber-attacks.

Key aspects of this role include:

- Working jointly with Operations Managers and Technical Leads to assist in planning uplift engagements and operations.
- Proactively tracking and managing costs incurred during the planning and delivery phases of a CI-UP engagement.
- Assist in developing new (or updating existing) SOP's to enable a standardised approach to CI-UP delivery.
- Assist CIOTE's contractor workforce with timely review of timesheets alongside assisting with procurement activities in support of CI-UP as required.
- Proactively work with Operations Managers (and other Operations Coordinators) to coordinate uplift and operational logistics including travel planning, acquisition of personal protective equipment, meetings with ASD Partners, and other activities as required.
- Developing positive working relationships with internal and external stakeholders (including ASD Partners), with a focus on tailored communication to build trust.
- Working with the CI-UP team to prioritise activities, track milestones, and assist other operational coordinators.

You will have the opportunity to strengthen your ability to work on complex operations whilst enhancing your stakeholder management skills.

Technical skills are not required.

Further information can be found at: [I'm changing my career | Australian Signals Directorate \(asd.gov.au\)](https://www.asd.gov.au). **Duties**

An ASD Operations Coordinator is a key team member and possesses skills such as:

- Strong written and verbal communication skills; seeks to understand the audience and tailors communication style and accordingly.
- Approaches negotiations with a clear understanding of key issues, understands the desired outcomes.
- Organising and tracking various project / engagement deliverables.
- Actively participates in decision making and incorporates outcomes of decision making into work plans.
- Is innovative, identifies, implements and promotes improved work practices.
- Deals positively with uncertainty and copes effectively in an environment characterised by change.
- Ability to work well under pressure with multiple competing demands for your time
- Builds and sustains positive relationships with team members and stakeholders, offering reciprocal assistance in achieving mutually beneficial outcomes.
- Meticulous attention to detail; takes personal responsibility for accurate completion of work within timeframes and quality requirements

## Eligibility

Please ensure that you meet the eligibility requirements outlined in this Information Pack prior to submitting an application.

**Citizenship** - To be eligible for employment with ASD, applicants must be an Australian citizen.

**Health Assessment** - The preferred applicant may be required to undergo a medical examination conducted by the Agency's preferred medical provider.

**Organisational Suitability Assessment** – To be eligible for employment within ASD, the preferred applicant will be required to undergo an Organisational Suitability Assessment (see Organisational Assessment section).

**Security Clearance** - The preferred applicant will be required to successfully undergo a security clearance vetting process at the Top Secret Positive Vetting clearance level. The preferred applicant **MUST** be willing to disclose all relevant and required information.

It is a condition of employment that applicants are willing and able to obtain and maintain the Top Secret Positive Vetting security clearance for the duration of their employment with ASD.

## Notes

### Desirable Qualifications, Experience or Training

Candidates with experience or qualifications in any of the disciplines or skillsets below are encouraged to apply:

- Operations / project coordination, management, and/or planning
- Program and Project Management
- Stakeholder engagement and liaison
- Administration, Finance, or Human Resource coordination or management
- Logistics

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 Signals Directorate

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## To Apply

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|                                |                                                                                 |
|--------------------------------|---------------------------------------------------------------------------------|
| <b>Position Contact</b>        | Name Withheld, <a href="mailto:asdcareers@dfp.com.au">asdcareers@dfp.com.au</a> |
| <b>Agency Recruitment Site</b> | <a href="https://www.asd.gov.au/careers">https://www.asd.gov.au/careers</a>     |

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

Vacancy VN-0757948

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## Australian Signals Directorate

Closing Date: Sunday 18 May 2025

Capability & Transformation  
Mission Capability

|                                   |                                                                             |
|-----------------------------------|-----------------------------------------------------------------------------|
| <b>Job Title</b>                  | ASD 6 Vulnerability Researcher/Software Exploitation Specialist             |
| <b>Job Type</b>                   | Full-Time;Part-Time, Ongoing                                                |
| <b>Location</b>                   | Brisbane QLD                                                                |
| <b>Salary</b>                     | \$98,345 - \$153,535                                                        |
| <b>Future Merit Locations</b>     | Brisbane                                                                    |
| <b>Office Arrangement</b>         | On Site;Flexible                                                            |
| <b>Office Arrangement Details</b> | As per the Information Pack                                                 |
| <b>Classification</b>             | APS Level 6                                                                 |
| <b>Position Number</b>            | ASD/03826/25                                                                |
| <b>Agency Website</b>             | <a href="https://www.asd.gov.au/careers">https://www.asd.gov.au/careers</a> |

## Job Description

[www.asd.gov.au/careers](https://www.asd.gov.au/careers)

### About the Team

ASD's Vulnerability Research Team conducts vulnerability research and develops proof-of-concept exploits related to computer network security. The Team researches capabilities to prevent network exploitation and deliver network effects.

Our technical specialists are responsible for grappling with complex and unusual problems to protect Australia and its national interests. In a strong team environment, you will work alongside other talented technical experts supported by technical and non-technical leadership. Our team's culture values technical and professional development, with a focus on collaboration, knowledge sharing, creativity and perseverance.

### About the Role

ASD is seeking to recruit and develop a diverse workforce who are curious, imaginative and enjoy problem solving. These skills allow us to out-think and out-imagine some of the most testing adversaries and problems imaginable. You will play a crucial role in ensuring ASD's vulnerability research capabilities are fit-for-purpose and responsive to sensitive and time-critical mission requirements.

As an ASD 6 Vulnerability Researcher/Software Exploitation Specialist, you will be leading complex tasks and responsible for delivering outcomes with limited direction. We are looking for people who:

- Have technical expertise in, or directly applicable to, vulnerability research and/or software exploitation

- Can operate with limited direction and show initiative to achieve outcomes, drawing on relevant technical skills and experience
- Have experience supporting the development of colleagues and mentoring junior staff
- Work collaboratively with colleagues, subject matter experts, and stakeholders to solve complex problems and identify opportunities

Further information can be found at: [I'm changing my career | Australian Signals Directorate \(asd.gov.au\)](https://www.asd.gov.au) **Duties**

We are looking for Vulnerability Researchers and Software Exploitation Specialists who:

- Are driven to analyse, build, break or rebuild software and systems to really know their inner workings
- Demonstrate innovative thinking, resilience and adaptability
- Drive concepts and build them into workable and appropriate solutions to meet mission requirements
- Can carry out complex tasks or projects involving research and analysis
- Have the ability and drive to learn new technologies, languages and methodologies
- Have a sound level of problem solving ability and can exercise appropriate judgement
- Can work in a team environment, and build and maintain relationships through collaboration with other specialists within ASD, partner agencies and trusted industry suppliers
- Can manage their own time well with the ability to look at alternate ways to streamline and improve processes and procedures

### ***ASD is seeking applicants to fill current and anticipated vacancies and to create a merit pool for future vacancies. Eligibility***

**Citizenship** – To be eligible for employment with ASD, applicants must be an Australian citizen.

**Health Assessment** – The preferred applicant may be required to undergo a medical examination conducted by the Agency's preferred medical provider.

**Organisational Suitability Assessment** – To be eligible for employment within ASD, the preferred applicant will be required to undergo an Organisational Suitability Assessment (see Organisational Assessment section).

**Security Clearance** - The preferred applicant will be required to successfully undergo a security clearance vetting process at the Top Secret Positive Vetting clearance level. The preferred applicant **MUST** be willing to disclose all relevant and required information.

It is a condition of employment that applicants are willing and able to obtain and maintain the Top Secret Positive Vetting security clearance for the duration of their employment with ASD.

### **Notes**

Contemporary qualifications and/or demonstrated skills in one or more of the following are desirable:

- Design and development in numerous software programming languages including C/C++/C#, Assembly (intel, ARM, PPC & MIPS), Python and JavaScript
- Experience reading or writing assembly (e.g. x86, x86-64, ARM, PPC & MIPS)
- Understanding of OS internals, API integration and computer architectures, including development of drivers or kernel modules for Linux, Windows or other Unix platforms
- Reverse engineering experience with analysis software (Ghidra, IDA Pro or others)
- Experience conducting vulnerability research against moderately complex software
- Experience developing proof-of-concept exploits
- Experience researching and understanding the security implications of new technologies

- Understanding of process and memory management concepts including security concerns and mitigations
- Experience using debuggers such as GDB and WinDbg
- Experience developing networked software, and understanding of the role and function of each layer of the OSI model
- Experience developing and testing critical software, and integrating with complex systems
- Experience developing JavaScript web front ends using frameworks such as Vue. JS, Quasar and Vuetify
- General software vulnerability analysis and auditing experience, including code analysis, static analysis, dynamic analysis and fuzzing
- Embedded systems development experience

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 Signals Directorate

To Apply

|                         |                                                                    |
|-------------------------|--------------------------------------------------------------------|
| Position Contact        | Name Withheld, asdcareers@dfp.com.au                               |
| Agency Recruitment Site | <a href="http://www.asd.gov.au/careers">www.asd.gov.au/careers</a> |

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Vacancy VN-0757953

|                                   |                                                                         |
|-----------------------------------|-------------------------------------------------------------------------|
| <b>Job Title</b>                  | Advisor, Project Management Office                                      |
| <b>Job Type</b>                   | Full-Time, Non-Ongoing                                                  |
| <b>Location</b>                   | Canberra ACT, Sydney NSW, Melbourne VIC                                 |
| <b>Salary</b>                     | \$102,137 - \$117,758                                                   |
| <b>Future Merit Locations</b>     | Canberra, Sydney, Melbourne                                             |
| <b>Office Arrangement</b>         | Flexible                                                                |
| <b>Office Arrangement Details</b> | Flexible                                                                |
| <b>Classification</b>             | APS Level 6                                                             |
| <b>Position Number</b>            | 9161                                                                    |
| <b>Agency Website</b>             | <a href="https://www.sportaus.gov.au/">https://www.sportaus.gov.au/</a> |

## Job Description <https://ausport.nga.net.au/?jati=35A43BA4-16D7-5D6D-F348-E3C3CFBA55CD>

### Duties

Applications close at **11:30 pm AEST Wednesday 14 May 2025** (late applications will not be accepted).

The Australian Sports Commission is embarking on the Green and Gold decade. An exciting time filled with international sporting competitions on home soil, including the Men's and Women's Rugby World Cup, and culminating in the Brisbane 2032 Olympic and Paralympic Games. We have an ambitious new Strategic Vision and we need the best players on our team to help us deliver real results for the sporting sector and all Australians.

Are you up for the challenge?

**About the team** – The PMO team provides a coordination point to ensure programs and projects are being managed effectively and delivering on their objectives and deliverables?. As well as providing assurance to the ASC Executive through increased oversight of project/product performance that align and deliver on the ASC Strategic Vision.

**About the role** – This role will be developing the program and project management powerBI reporting, and program and project management learning and development offerings. The role will also support program and project managers to plan and deliver programs and projects.

**About you** – We are looking for a motivated team player with excellent communication and engagement skills, with experience in supporting program and project managers, developing learning and development offerings, and developing powerBI reporting.

This position is offered as a **FIXED TERM** position until 30 June 2026 *with the possibility of being extended or made ongoing*.

#### Why work with us?

We have offices located in Canberra, Melbourne and Sydney. Across all locations, we offer:

- Options for flexible working arrangements.
- Annual allowances towards training based on individualised career goals.

- Access to a customised ASC L&D calendar for ongoing professional and career development.
- Generous superannuation scheme with up to 15.4% employer contributions.
- Corporate discount on AIS Shop merchandise.
- Access to Clearinghouse for Sport, an information sharing platform for Sporting professionals.

Additionally, our Canberra campus offers:

- Free onsite parking
- Onsite facilities including café, dining hall, gym, and swimming pool.
- Priority placement for your children to access the award winning, onsite AIS Caretaker's Cottage Childcare Centre.

If you would like to learn more about this opportunity or to obtain the job description, click '**Apply**' now

### Eligibility

- To be eligible for this position applicants are required to be Australian citizens only and must be able to obtain and maintain an AGSVA Security Clearance.

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

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

### About the Australian Sports Commission

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At the Australian Sports Commission (ASC), we champion the value of sport. We encourage and help Australians of all backgrounds, ages and abilities to get involved in sport and enjoy the many benefits. We play a central leadership role across the broader sport sector through collaboration and direction. The ASC delivers a variety of grants through investment in high performance and national sport participation programs, performance pathways, people development and wellbeing, and research and innovation. We manage high performance operations at the AIS Campus in Canberra, supporting seven National Training Centres of Excellence, and a European Training Centre in Italy. Further, we individually support thousands of athletes and dozens of Australian sports through guidance and collaboration.

## To Apply

|                                |                                                                                                                                                           |
|--------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Position Contact</b>        | Renee O'Callaghan, Director Project Management Office , 0448 438 829                                                                                      |
| <b>Agency Recruitment Site</b> | <a href="https://ausport.nga.net.au/?jati=35A43BA4-16D7-5D6D-F348-E3C3CFBA55CD">https://ausport.nga.net.au/?jati=35A43BA4-16D7-5D6D-F348-E3C3CFBA55CD</a> |

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Vacancy VN-0757955

## Australian Sports Commission

Closing Date:Wednesday 14 May 2025

Project Management Office  
Office of the CEO

|                                   |                                                                         |
|-----------------------------------|-------------------------------------------------------------------------|
| <b>Job Title</b>                  | Senior Advisor, Project Management Office                               |
| <b>Job Type</b>                   | Full-Time, Non-Ongoing                                                  |
| <b>Location</b>                   | Melbourne VIC, Canberra ACT, Sydney NSW                                 |
| <b>Salary</b>                     | \$120,162 - \$141,789                                                   |
| <b>Future Merit Locations</b>     | Melbourne, Canberra, Sydney                                             |
| <b>Office Arrangement</b>         | Flexible                                                                |
| <b>Office Arrangement Details</b> | Flexible                                                                |
| <b>Classification</b>             | Executive Level 1                                                       |
| <b>Position Number</b>            | 9162                                                                    |
| <b>Agency Website</b>             | <a href="https://www.sportaus.gov.au/">https://www.sportaus.gov.au/</a> |

## Job Description

<https://ausport.nga.net.au/?jati=B0F14B5D-23C0-953A-CAD5-E3C3CFD712F7>

## Duties

Applications close at **11:30 pm AEST Wednesday 14 May 2025** (late applications will not be accepted).

The Australian Sports Commission is embarking on the Green and Gold decade. An exciting time filled with international sporting competitions on home soil, including the Men's and Women's Rugby World Cup, and culminating in the Brisbane 2032 Olympic and Paralympic Games. We have an ambitious new Strategic Vision and we need the best players on our team to help us deliver real results for the sporting sector and all Australians.

Are you up for the challenge?

**About the team** – The PMO team provides a coordination point to ensure programs and projects are being managed effectively and delivering on their objectives and deliverables?. As well as providing assurance to the ASC Executive through increased oversight of project/product performance that align and deliver on the ASC Strategic Vision.

**About the role** – This role is responsible for developing and implementing the ASC's program and project change management framework, as well as supporting programs and project managers to effectively plan and deliver their programs and projects.

**About the role** – We are looking for a motivated team player with excellent communication and engagement skills, with experience in supporting program and project managers and building project management capability and project change management.

This position is offered as a **FIXED-TERM** position *until 30 June 2026 with the possibility of being extended or made ongoing.*

### Why work with us?

We have offices located in Canberra, Melbourne and Sydney. Across all locations, we offer:

- Options for flexible working arrangements.
- Annual allowances towards training based on individualised career goals.
- Access to a customised ASC L&D calendar for ongoing professional and career development.
- Generous superannuation scheme with up to 15.4% employer contributions.
- Corporate discount on AIS Shop merchandise.
- Access to Clearinghouse for Sport, an information sharing platform for Sporting professionals.

Additionally, our Canberra campus offers:

- Free onsite parking
- On-site facilities including a café, dining hall, gym, and swimming pool.
- Priority placement for your children to access the award winning, onsite AIS Caretaker's Cottage Childcare Centre.

If you would like to learn more about this opportunity or to obtain the job description, click '**Apply**' now

## Eligibility

- To be eligible for this position applicants are required to be Australian citizens only and must be able to obtain and maintain an AGSVA Security Clearance.

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

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- The ASC operates under the [Australian Sports Commission Act 1989](#) and is separate to the Public Service Act 1999. The ASC accepts most leave liability and recognition of prior service if you are currently employed at a Commonwealth agency.
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## To Apply

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|                                |                                                                                                                                                           |
|--------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Position Contact</b>        | Renee O'Callaghan, Director, Project Management Office, 0448 438 829                                                                                      |
| <b>Agency Recruitment Site</b> | <a href="https://ausport.nga.net.au/?jati=B0F14B5D-23C0-953A-CAD5-E3C3CFD712F7">https://ausport.nga.net.au/?jati=B0F14B5D-23C0-953A-CAD5-E3C3CFD712F7</a> |

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Vacancy VN-0757808

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**Department of Home Affairs**

Closing Date: Wednesday 14 May 2025

Ac West  
Operations SA

|                                   |                                                                                                                                                                                                     |
|-----------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Job Title</b>                  | Senior Border Force Officer                                                                                                                                                                         |
| <b>Job Type</b>                   | Full-Time, Ongoing                                                                                                                                                                                  |
| <b>Location</b>                   | Various locations - SA SA                                                                                                                                                                           |
| <b>Salary</b>                     | \$84,228 - \$91,809                                                                                                                                                                                 |
| <b>Future Merit Locations</b>     | Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA |
| <b>Office Arrangement</b>         | On Site                                                                                                                                                                                             |
| <b>Office Arrangement Details</b> | Flexible working arrangements can be negotiated in accordance with our Enterprise Agreement and the operational requirements of the role                                                            |
| <b>Classification</b>             | APS Level 5                                                                                                                                                                                         |
| <b>Position Number</b>            | 137135                                                                                                                                                                                              |
| <b>Agency Website</b>             | <a href="http://www.homeaffairs.gov.au">www.homeaffairs.gov.au</a>                                                                                                                                  |

## Job Description

<https://jobs.homeaffairs.gov.au/job-invite/137135/>

The Australian Border Force (ABF) are Australia's frontline border law enforcement agency and customs service. We are an operationally independent body within the Home Affairs portfolio.

Our mission is to protect Australia's border and enable legitimate travel and trade.

Our vision is to be a global leader in border law enforcement and trusted partner that helps build a safe, secure and prosperous Australia. We aim to facilitate the movement of people and goods across the border. We work closely with other agencies to share knowledge, expertise and intelligence in order to detect, deter and prosecute those who attempt to do us harm at the border. The work we do contributes to safeguarding Australia's national security.

Current Operations SA vacancies exist in the following areas:

On Shift: Mobile Deployment Team, Aviation Travellers  
Flex Time: Sea Cargo, Supply Chain Operations and Chief of Staff SA

Operations SA merit pool candidates may be selected to fill future vacancies over the next 18 months.

### Our ideal candidate

- Act with the highest ethical and professional standards appropriate to the operational environment
- Liaise effectively with a range of internal and external stakeholders, including other agencies
- Understand and apply the ABF risk management framework across a range of operational environments and activities
- Oversee and support officers to manage performance and build capability, including through mentoring, feedback and coaching

- Actively model appropriate workplace behaviours and demonstrate the highest level of personal accountability, ethics and integrity.

## **Additional information**

- Meet Border Force essential qualifications
- Being sworn in and uniformed (unless business attire is required)
- Maintaining essential and role-specific qualifications
- Participating in career management.

You may need to:

- Be deployed at short notice
- Acquire a Working with Children Check
- Complete Operational Safety training and use personal defence equipment
- Work outside of business hours, including weekends.

## **Duties**

- Interpret and apply legislation and powers
- Demonstrate a law enforcement mindset
- Communicate effectively including initiating, building and maintaining effective relationships/partnerships
- Work safely in an operational environment
- Supervise teams.

## **Eligibility**

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

The successful candidate will be required to obtain and maintain a Baseline Vetting (AGSVA) security clearance, and:

- ABF Workers will also be required to obtain and maintain an Employment Suitability Clearance (ESC).
- Home Affairs Workers will also be required to obtain and maintain an Onboarding Check.

In certain circumstances, an Employment Suitability Clearance (ESC) may be required in addition to, or in lieu of, an Onboarding Check, which will be determined by the delegate as necessary.

## **Notes**

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

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

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

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

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

## About the Department of Home Affairs

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

## To Apply

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|                                |                                                                                                                     |
|--------------------------------|---------------------------------------------------------------------------------------------------------------------|
| <b>Position Contact</b>        | Kym Nuske, 08 8447 9297                                                                                             |
| <b>Agency Recruitment Site</b> | <a href="https://jobs.homeaffairs.gov.au/job-invite/137135/">https://jobs.homeaffairs.gov.au/job-invite/137135/</a> |

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Vacancy VN-0757843

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## Department of Home Affairs

Closing Date: Wednesday 14 May 2025

Immigration Compliance Operations  
Immigration Compliance Governance

|                                   |                                                                                                                                                                                                     |
|-----------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Job Title</b>                  | Leading Border Force Officer - Removal and Field Operations                                                                                                                                         |
| <b>Job Type</b>                   | Full-Time, Ongoing                                                                                                                                                                                  |
| <b>Location</b>                   | Various locations - WA WA, Various locations - SA SA                                                                                                                                                |
| <b>Salary</b>                     | \$76,863 - \$82,906                                                                                                                                                                                 |
| <b>Future Merit Locations</b>     | Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA |
| <b>Office Arrangement</b>         | Flexible                                                                                                                                                                                            |
| <b>Office Arrangement Details</b> | Flexible working arrangements can be negotiated in accordance with our Enterprise Agreement and the operational requirements of the role.                                                           |
| <b>Classification</b>             | APS Level 4                                                                                                                                                                                         |
| <b>Position Number</b>            | 137895                                                                                                                                                                                              |
| <b>Agency Website</b>             | <a href="http://www.homeaffairs.gov.au">www.homeaffairs.gov.au</a>                                                                                                                                  |

## Job Description

<https://jobs.homeaffairs.gov.au/job-invite/137895/>

Removal Operations Leading Border Force Officers undertake a range of activities to plan and conduct the removal of unlawful non-citizens (UNCs) from Australia. They work under limited supervision to undertake assessments to determine the status of UNCs and requirements for their removal.

Field Operations Leading Border Force Officers conduct enforcement action to prevent, detect, deter and enforce breaches of migration law. They locate and detain UNCs who are identified as a risk to the safety of the community or who pose a threat to the integrity of Australia's visa system. They promote employer compliance with their obligations under the Migration Act through employer awareness visits and targeted compliance activities.

Removals and Field Officers work in close collaboration with a variety of internal and external stakeholders to coordinate and execute field operations and removals plans. They use their well-developed understanding of the legislation and departmental policies within which they operate and apply their powers appropriately.

These roles provide a unique and challenging opportunity for officers to develop and enhance their operational skills whilst working on complex cases within a high profile and politically sensitive environment. The successful candidates will proactively deliver high quality outcomes in a complex and dynamic operational environment, including where there is conflict or heightened risk.

### Our ideal candidate

The successful candidate will have an analytical and inquisitive mindset with a strong attention to detail and accuracy. They will be enthusiastic, proactive and forward thinking in their approach to work and show resilience in responding to changing and competing priorities.

They will have the ability to work autonomously under limited supervision, display integrity and high ethical standards and maintain confidentiality and discretion within an operational environment.

The candidate will be a highly effective communicator and possess a demonstrated ability to exercise sound judgement, make timely decisions and possess strong interpersonal skills in working as part of a team and dealing with a wide range of stakeholders. They will have effective conflict management and resolution skills.

## **Duties**

Leading Border Force Officers are multi-skilled, mobile, agile and responsive. Candidates should consider their personal capabilities against the following when preparing their application.

To be successful in the role, Removal and Field Operations Officers should:

- Understand and interpret legislation and appropriately apply powers
- Make logical, evidence-based decisions to plan and conduct operations and activities
- Work collaboratively with domestic and international stakeholders
- Communicate effectively including questioning, interviewing and de-escalation
- Be highly responsive to change in a complex and dynamic environment.

Occupants of these positions may also be required to:

- Work outside standard hours, undertake regional and interstate travel, or provide on-call services
- Represent the Department at external forums.

## **Additional information**

All staff performing the Removal Operations and Field Operations roles will be required to:

- Obtain and maintain Working with Children Check
- Obtain and maintain First Aid Certificate.

Some positions within the Australian Border Force require the occupant to meet Border Force Officer essential qualifications. If successful, candidates are required to:

- Attain and maintain relevant medical, fitness and psychometric standards
- Swear an oath or make an affirmation
- Actively participate in career management (postings and deployments)
- Be uniformed
- Obtain and maintain a valid Australian driver's licence
- Obtain and maintain essential and role-specific qualifications.

## **Eligibility**

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

The successful candidate will be required to obtain and maintain a Baseline Vetting (AGSVA) security clearance, and:

- ABF Workers will also be required to obtain and maintain an Employment Suitability Clearance (ESC).
- Home Affairs Workers will also be required to obtain and maintain an Onboarding Check.

In certain circumstances, an Employment Suitability Clearance (ESC) may be required in addition to, or in lieu of, an Onboarding Check, which will be determined by the delegate as necessary.

Notes

The Department of Home Affairs offers an attractive remuneration package, including salary, superannuation benefits and flexible working conditions appropriate to the level of the position. The Australian Public Service (APS) Employee Value Proposition (EVP) highlights the top reasons our employees enjoy working in the APS.

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

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

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About the Department of Home Affairs

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To Apply

|                         |                                                                                                                     |
|-------------------------|---------------------------------------------------------------------------------------------------------------------|
| Position Contact        | Edward Jones, 08 9415 9657                                                                                          |
| Agency Recruitment Site | <a href="https://jobs.homeaffairs.gov.au/job-invite/137895/">https://jobs.homeaffairs.gov.au/job-invite/137895/</a> |

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## Department of Home Affairs

Closing Date: Wednesday 21 May 2025

ICT  
Corporate & Case Systems Corporate Digital Collaboration Systems & Digital  
Workflow Systems

|                                   |                                                                                                                                                                                                                                  |
|-----------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Job Title</b>                  | Senior Technical Officer                                                                                                                                                                                                         |
| <b>Job Type</b>                   | Full-Time;Part-Time, Ongoing                                                                                                                                                                                                     |
| <b>Location</b>                   | Various locations - ACT ACT, Various locations - NSW NSW, Various locations - NT NT, Various locations - QLD QLD, Various locations - SA SA, Various locations - TAS TAS, Various locations - VIC VIC, Various locations - WA WA |
| <b>Salary</b>                     | \$115,443 - \$134,865                                                                                                                                                                                                            |
| <b>Future Merit Locations</b>     | Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA                              |
| <b>Office Arrangement</b>         | Flexible                                                                                                                                                                                                                         |
| <b>Office Arrangement Details</b> | Flexible working arrangements can be negotiated in accordance with our Enterprise Agreement and the operational requirements of the role.                                                                                        |
| <b>Classification</b>             | Executive Level 1                                                                                                                                                                                                                |
| <b>Position Number</b>            | JR 137190                                                                                                                                                                                                                        |
| <b>Agency Website</b>             | <a href="http://www.homeaffairs.gov.au">www.homeaffairs.gov.au</a>                                                                                                                                                               |

## Job Description

<https://jobs.homeaffairs.gov.au/job-invite/137190/>

### GM Technology & Major Cap Group | ICT Division | Corporate & Case Systems | Corporate Digital Collaboration Systems and Digital Workflow Systems

The Corporate and Case Systems Branch (CCSB) is responsible for maintaining the health of systems while delivering new capabilities in alignment with the Digital Transformation and Whole-of-Government Shared Service initiatives, and the Department's various Reform programs. The branch provides effective support across the Department for corporate and business-critical systems.

These platforms include ServiceNow, SAP Human Resources and Finance, SAP Business Warehouse reporting, Content Manager, M365 and Microsoft Teams, SharePoint, Assistive Technology, Managed Operating Environments and a range of other bespoke and commercial-off-the shelf regulatory and case management systems including Siebel.

CCSB values diversity, flexibility, staff well-being, collaboration, and continuous learning as a foundation for success.

The roles will be available in the following sections.

The *Corporate Digital Collaboration Systems (CDCS) Section* delivers a broad range of ICT services for the Department of Home Affairs staff located domestically and overseas. These services include Exchange Messaging Services (E-mail, Enterprise Vault. Titus security), Collaboration Services (Microsoft 365, Teams, SharePoint) and Assistive Technology Management (overseeing installation and support of items such as Nuance Dragon Naturally Speaking, Freedom Scientific ZoomText, Fonts Dyslexie and Evoluent Mouses, as well as managing the Assistive Technology network for the department), Remote Access Services (Citrix,

Win10 based Virtual Desktop Infrastructure for onshore and offshore clients), Mobile Device Management (including MobileIron).

The *Digital Workflow Systems Section* performs the critical role of maintaining corporate workflow capability for Connected Services, which is built on the ServiceNow platform. The ServiceNow platform enables a number of critical and diverse business domains. For example, Integrity of Australia's borders, IT Support, Procurement Management, and Information Technology Service Management (ITSM).

The Section works closely with Vendors to maintain the ServiceNow platform through a managed service. The managed service includes incident support, defect resolution, security patching, platform upgrades, catalogue item management and enhancements to platform functionality.

The Section also has a key role in managing the governance of Vendors delivering new projects on the ServiceNow platform, orchestrating the release of deliverables through the different environments and ensuring regression testing is completed to maintain stability and functionality.

### **Our ideal candidate**

#### Corporate Digital Collaboration Systems Section (CDCS)

The Senior Collaboration Systems Officer is responsible for working with department programs to support design, implementation, and maintenance of Exchange/messaging services and Microsoft online platform support. In addition to the platform management of Microsoft Teams and SharePoint.

The role occupant works in a small team of experts to ensure the delivery of reliable, secure, and scalable email and collaboration solutions that meet the needs of the department and its stakeholders. The role occupant provides expert technical guidance and support to other teams and users on the best practices and policies for using these platforms. The role occupant leads the team in adopting and applying the latest technologies and innovations in the field of collaboration and communication. They also monitor and troubleshoot any issues or incidents that may affect the availability or performance of these services.

#### Digital Workflow Systems Section (DWS)

The Senior ServiceNow Technical Officer will Oversee administration of the ServiceNow Platform (production and non-production) including monitoring, review and actions associated with ServiceNow. The role occupant will document configuration changes that are required and ensure that configuration changes are implemented timely, while facilitating communications across teams.

Maintaining and prioritising the communication of information related to releases and outages to internal and external stakeholders. This role is an integral part to improving end-user satisfaction through timely and efficient processing of requests. Understanding of end-user requirements and priorities will inform the maintenance of the Service Catalogue and custom applications, including usability and prioritisation of active services.

## **Duties**

#### Senior Collaboration Systems Officer Role - (CDCS) Section

- Work with the team lead, other subject matter experts and project delivery team to support the delivery of Exchange, SharePoint, and integrated messaging services, ensuring high performance, availability, and security
- Assist the department to design, implement, and provide operational support of departmental messaging and collaboration solutions that enhance communication, productivity, and accessibility for internal and external users
- Provide technical expertise and support for complex issues related to messaging and collaboration systems, including troubleshooting, root cause analysis, and resolution
- Develop and maintain support and knowledge management documentation, policies, and procedures for messaging and collaboration systems, ensuring compliance with standards and best practices
- Monitor and report on the performance, usage, and trends of messaging and collaboration systems, identifying opportunities for improvement and optimisation.

#### Senior ServiceNow Technical Officer Role - (DWS) Section

- Prepare for upgrades by researching new and evolving features
- Ensure that the relevant stakeholders are briefed and propose training, if applicable
- Review Release Notes and create test plans to ensure that current configurations are tested with upcoming upgrades and help resolve post-production deficiencies, if necessary

- Maintain understanding of the schedule of ServiceNow patches to prepare and respond
- Communicate with technical and non-technical customers by answering questions related to the ServiceNow Platform.

## **Additional information**

These roles require the following skills and qualifications:

### **Senior Collaboration Systems Officer Role - (CDCS) Section**

- Experience and knowledge in the installation, configuration and management of Microsoft Exchange server and Microsoft SharePoint server in a large and complex department environment
- Expert knowledge of Exchange Online, SharePoint in Microsoft 365, Azure, Teams and other M365 cloud services. This includes migrating services to the cloud and end-to-end solutions for a large department
- Extensive experience and knowledge with PowerShell commands and automation scripting
- Maintain industry best practice for security, scalability, and performance
- Monitor and optimise cloud resource utilisation to control costs
- Effectively communicate with employees, clients and other support staff including the requirement to clearly communicate technical information to stakeholders and other administrators
- Excellent attention to detail to ensure the smooth operation of the department's systems that you are responsible for with the ability to notice small changes and make corrections accordingly. Identify and fix any issues that may arise with the system
- May be required to work under pressure to resolve an issue as quickly as possible if the department experiences an outage or system failure.

### **Senior ServiceNow Technical Officer Roll - (DWS) Section**

- Experience supporting ServiceNow in a large enterprise setting
- Excellent knowledge of ServiceNow best practices and ongoing knowledge of the latest ServiceNow features and 5 years of experience in ITSM technology, specifically supporting the processes and administration of ServiceNow
- Experience with ServiceNow forms, fields, views, lists, UI policy and actions
- Strong understanding of ServiceNow module management and modification including the ability to troubleshoot ServiceNow ITSM functionality issues
- Demonstrated experience in the technical administration and implementation of ServiceNow ITSM management and administration, cloning & upgrade best practice
- Experience working in a DevOps environment
- Knowledge of and experience with web technologies, including JavaScript, HTML, XML and ServiceNow APIs and integrations
- Excellent technical documentation and reporting skills.

## **Eligibility**

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

The successful candidate will be required to obtain and maintain a Baseline Vetting (AGSVA) security clearance, and:

- ABF Workers will also be required to obtain and maintain an Employment Suitability Clearance (ESC).
- Home Affairs Workers will also be required to obtain and maintain an Onboarding Check.

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## Notes

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## To Apply

|                                |                                                                                                                     |
|--------------------------------|---------------------------------------------------------------------------------------------------------------------|
| <b>Position Contact</b>        | Gagandeep Singh, 02 6264 1534                                                                                       |
| <b>Agency Recruitment Site</b> | <a href="https://jobs.homeaffairs.gov.au/job-invite/137190/">https://jobs.homeaffairs.gov.au/job-invite/137190/</a> |

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Vacancy VN-0757950

## Sport Integrity Australia

Closing Date: Sunday 18 May 2025

Strategy, International Policy and Corporate  
Strategy and International Policy Sports Wagering and Competition  
Manipulation

|                                   |                                                                                                                                                                                                                                  |
|-----------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Job Title</b>                  | Director Sports Wagering and Competition Manipulation                                                                                                                                                                            |
| <b>Job Type</b>                   | Full-Time, Ongoing                                                                                                                                                                                                               |
| <b>Location</b>                   | Various locations - NT NT, Various locations - ACT ACT, Various locations - TAS TAS, Various locations - VIC VIC, Various locations - NSW NSW, Various locations - QLD QLD, Various locations - SA SA, Various locations - WA WA |
| <b>Salary</b>                     | \$137,562 - \$165,995                                                                                                                                                                                                            |
| <b>Future Merit Locations</b>     | Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA                              |
| <b>Office Arrangement</b>         | Flexible                                                                                                                                                                                                                         |
| <b>Office Arrangement Details</b> | Flexible work available                                                                                                                                                                                                          |
| <b>Classification</b>             | Executive Level 2                                                                                                                                                                                                                |
| <b>Position Number</b>            | Job Number 0020_0425                                                                                                                                                                                                             |
| <b>Agency Website</b>             | <a href="http://www.sportintegrity.gov.au">www.sportintegrity.gov.au</a>                                                                                                                                                         |

## Job Description

<https://www.sportintegrity.gov.au/about-us/employment>

### The role

This position is responsible for the provision of high-quality policy advice and effective program management in relation to Sports Wagering and Competition Manipulation.

Directors are required to undertake work with a high level of complexity and operate under broad direction, exercising a significant degree of autonomy and performing an important leadership role. Directors are responsible for influencing and developing strategy, policies, priorities and operational practices based on high level decision-making and judgement, providing a high level of advice to the Executive and managing work programs of strategic and operational significance.

Directors are also responsible for initiating, establishing and maintaining strong relationships with key internal and external stakeholders. They must have highly developed writing skills, with demonstrated experience in the preparation of clear and succinct written advice and content drawing together complex quantitative and qualitative information. They must be capable of putting together and managing teams and contributing to a positive workplace culture, consistent with the objectives of the Executive.

### Duties

### Key duties and accountabilities

The duties of the Director, Sports Wagering and Competition Manipulation include but are not limited to:

- Provide high quality, timely and accurate advice for the Executive to fulfil the agency's policy advice responsibilities on relevant matters. This includes Ministerial briefings, submissions, QTB's and other correspondence as required.
- Lead the implementation of the agency's sports wagering and competition manipulation strategy, including working with the Executive to identify opportunities for engagement of stakeholders to enhance the SIA reputation and expertise in relevant fora.
- Lead and develop the skills of a small high performing team – with a focus on ensuring suitable knowledge sharing and no single point of failure exists across the scope of the team's responsibilities. Be a vocal and proactive member of the agency's Senior Leadership Group
- Lead the development of strategic positions/advice on sports wagering issues across governments, law enforcement agencies, wagering service providers and regulators - including a focus on enhancing stakeholder engagement with the agency.
- Managing and cultivating stakeholder engagement at both international and domestic levels.

The key accountabilities of the Director, Sports Wagering and Competition Manipulation include but are not limited to:

- providing effective leadership focused on collaboration and continuous improvement.
- establishing and maintaining effective and collaborative relationships with key stakeholders
- complying with all relevant legislation and Sport Integrity Australia work health and safety policies, procedures and instructions and Sport Integrity Australia ICT, Record Keeping Policy and Information Governance Framework.
- ensuring the APS Values and Code of Conduct are adhered to all times.

## Eligibility

### Selection criteria

The selection criteria of this role include/s:

- Demonstrated detailed knowledge of the Australian and international competition manipulation threat environment, sports wagering sector, and related regulatory and sports integrity frameworks.
- Demonstrated ability to develop and implement policy frameworks in a technically complex and rapidly evolving sports wagering environment and possess effective management skills.
- Demonstrated communication and representation skills, and ability to effectively engage with diverse stakeholders across governments, sports organisations, regulators, law enforcement and the wagering industry, nationally and internationally.
- Demonstrated ability to lead teams, develop and maintain a positive workplace culture, and support and promote SIA objectives.
- Relevant tertiary qualifications and/or industry work experience is desirable.

## Notes

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

## About the Sport Integrity Australia

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Sport Integrity Australia leads the Australian government's efforts to protect sport against threats to its integrity – doping, competition manipulation and the mistreatment and abuse of sports participants. Sport Integrity Australia is the cornerstone of the government's comprehensive sport integrity strategy: Safeguarding the Integrity of Sport. Our role is to provide advice and assistance to counter the: • use of prohibited substances and methods in sport • abuse of children and other persons in a sporting environment • manipulation of sporting competitions • failure to protect members of sporting organisations and other persons in a sporting environment from bullying, intimidation, discrimination or harassment. Sporting organisations, and other stakeholders, benefit from the ability to deal with a single nationally coordinated organisation to address all sport integrity issues. Sport Integrity Australia offers guidance on integrity matters to sports that don't have developed integrity capabilities. Our focus is policy

development, intelligence, investigations (primarily of doping cases), education, outreach and capability building. We are Australia's National Anti-Doping Organisation.

To Apply

|                         |                                                                                                                           |
|-------------------------|---------------------------------------------------------------------------------------------------------------------------|
| Position Contact        | recruitment@sportintegrity.gov.au, 0429213718                                                                             |
| Agency Recruitment Site | <a href="https://www.sportintegrity.gov.au/about-us/employment">https://www.sportintegrity.gov.au/about-us/employment</a> |

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Agriculture, Water and the Environment

Vacancy VN-0757873

Department of Agriculture, Fisheries and Forestry

Closing Date:Thursday 22 May 2025

Biosecurity Plant and Science Services  
Science & Surveillance NAQS Torres Strait and Field Operations

|                            |                                                                             |
|----------------------------|-----------------------------------------------------------------------------|
| Job Title                  | Senior Biosecurity Officer                                                  |
| Job Type                   | Full-Time, Ongoing                                                          |
| Location                   | Saibai Island QLD                                                           |
| Salary                     | \$77,728 - \$84,619                                                         |
| Future Merit Locations     | Saibai Island                                                               |
| Office Arrangement         | Flexible                                                                    |
| Office Arrangement Details | Subject to negotiation                                                      |
| Classification             | APS Level 4                                                                 |
| Position Number            | 2025/1167                                                                   |
| 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 Biosecurity Plant and Science Services Division (BPSSD)** safeguards Australia's plant health status to achieve, maintain and expand overseas markets while protecting the economy and environment. The division includes four branches which together focus on providing scientific analysis and technical advice, facilitating the safe importation of plants and plant products, improving systems, market access, capacity building and stakeholder engagement. The division provides diagnostics, with advice on biosecurity risk and measures, and biosecurity training. The division conducts surveillance and response at first points of entry and approved arrangements sites nationally and delivers plant, animal and aquatic health surveillance in northern Australia. The division works closely with communities and Indigenous rangers and regulates biosecurity risk in the Torres Strait.

**Science and Surveillance Group (SSG)** is comprised of scientists, operations and support staff responsible for regulatory advice and training, technical input to biosecurity policy, regulation activity in the Torres Strait and diverse surveillance and diagnostic services around Australia, including animal and plant health surveillance measures under the Northern Australia Quarantine Strategy.

**The Northern Australia Quarantine Strategy (NAQS)** is a program of the DAFF, which operates across coastal northern Australia from Broome in Western Australia to Cairns in Queensland and includes Torres Strait. NAQS contributes to the delivery of national biosecurity objectives through: Identifying and evaluating the unique biosecurity risks facing northern Australia; Managing the biosecurity aspects of border movements through Torres Strait; Developing and implementing measures for the early detection of targeted pests, diseases and weeds; Contributing to national and international initiatives relating to pest and disease surveillance.

## Duties

### The Job

- Conduct various biosecurity inspections of aircraft, vessels, cargo and passengers. Review and update instructional and other reference material.
- Providing timely and accurate advice on complex biosecurity matters to employees, stakeholders, clients and senior managers.
- Conduct NAQS field work, verification, surveillance and community engagement activities as directed. Identifying data trends in biosecurity risks and escalating these to assist in targeting intelligence and risk-based activities.
- Provide logistical support to NAQS scientific staff.
- Provide assistance with the identification, management and mitigation of WH&S issues as they apply to operational staff in northern Australia. Assist with other NAQS operational projects operational capability, including operational readiness as directed, for example field equipment purchases, vehicle fleet and maintenance.

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

### What we are looking for

#### **Knowledge and experience**

Knowledge of the environment in which the Northern Australian Quarantine Strategy operates. Sound interpersonal skills coupled with the ability to communicate effectively both orally and in writing with communities, clients, representative bodies, other government departments throughout Northern Australia. Proven ability to work as part of a team Have a sound understanding of WH&S issues, for example in relation to field work, 4WD, field communications equipment and similar. Demonstrated understanding of the APS Values and Code of Conduct. Experience in, or capacity to deliver, biosecurity inspection services in accordance with applicable legislative and administrative requirements.

## Notes

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

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

## About the Department of Agriculture, Fisheries and Forestry

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### To Apply

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|                                |                                                                                                               |
|--------------------------------|---------------------------------------------------------------------------------------------------------------|
| <b>Position Contact</b>        | George Wosomo, 0459 891 094                                                                                   |
| <b>Agency Recruitment Site</b> | <a href="https://www.agriculture.gov.au/about/jobs/apply">https://www.agriculture.gov.au/about/jobs/apply</a> |

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## Agriculture, Water and the Environment

Vacancy VN-0757959

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### Department of Agriculture, Fisheries and Forestry

Closing Date: Thursday 15 May 2025

Plant Protection & Environmental Biosecurity  
Plant Health Policy Diagnostic and Laboratory Reform

|                                   |                                                                                                                    |
|-----------------------------------|--------------------------------------------------------------------------------------------------------------------|
| <b>Job Title</b>                  | Director - Diagnostics and Laboratory Reform                                                                       |
| <b>Job Type</b>                   | Full-Time;Part-Time, Ongoing                                                                                       |
| <b>Location</b>                   | Sydney NSW, Adelaide SA, Brisbane QLD, Cairns QLD, Canberra ACT, Darwin NT, Melbourne VIC, Mickleham VIC, Perth WA |
| <b>Salary</b>                     | \$146,942 - \$170,725                                                                                              |
| <b>Future Merit Locations</b>     | Sydney, Adelaide, Brisbane, Cairns, Canberra, Darwin, Melbourne, Mickleham, Perth                                  |
| <b>Office Arrangement</b>         | Flexible                                                                                                           |
| <b>Office Arrangement Details</b> | Subject to negotiation                                                                                             |
| <b>Classification</b>             | Executive Level 2                                                                                                  |
| <b>Position Number</b>            | 2025/1274                                                                                                          |
| <b>Agency Website</b>             | <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 Plant Health Policy Branch provides a national focal point for plant biosecurity issues within Australia and has responsibility for the national leadership in managing Australia's plant health. The work of the branch underpins biosecurity and helps to open new, and maintain existing, domestic and international markets for Australian plant industries. This is achieved by: providing focus for national plant biosecurity activities; preparing for and coordinating national responses to plant pests and exotic weeds; promoting reform of the plant biosecurity system; improving plant health capacity and capabilities in near-neighbour countries and trading partners; domestically improving national surveillance and diagnostic capability and capacity; and assisting the department to meet national and international obligations and influencing plant health policies.

The Diagnostic and Laboratory Reform Section leads the department's efforts to improve biosecurity diagnostics. It is a small team consisting of program and project managers, ICT specialists, policy and communications experts.

## Duties

### The Job

This position will lead a small team and cross-divisional group to deliver diagnostic and laboratory reforms to improve the department's laboratory capability and diagnostic service provision that supports biosecurity operations. Plant health diagnostics is an essential departmental function as it provides the mechanism to identify pests of biosecurity concern which underpins our regulatory activities and border operations. Under the leadership and direction of the Director, the group will be responsible for development and implementation of policies and processes, technical uplift of capabilities, leading transition and change management, establishing successful partnerships and ensuring the department's diagnostics arrangements meet contemporary standards, deliver biosecurity outcomes and are future ready. The Director will be a key contact that supports our scientific workforce to build a contemporary diagnostic capability whilst overseeing extensive stakeholder engagement internal to the department at all levels to facilitate appropriate change management within our diagnostics service.

**Please note** that this role may be able to be performed from any of the locations listed above.

To hear from one of our recent graduates on the department's diagnostic roles please click [here](#) .

## Eligibility

### What we are looking for

#### **Knowledge and experience**

The successful applicant will have:

- extensive experience in stakeholder engagement and supporting change in scientific and technical functions
- an existing understanding (or knowledge and experience) of the operational context in which plant biosecurity operates and the needs of a contemporary biosecurity diagnostic function
- demonstrated experience in program management and leading complex programs of work
- demonstrated experience in leading and managing a dispersed team.

#### **Mandatory qualifications**

A qualification in biological science, project management or another relevant area of study.

### Notes

#### **Flexible working arrangements**

We are open to discussing flexible working arrangements. To seek further information please speak with the contact officer prior to submitting your application.

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

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### To Apply

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|                                |                                                                                                               |
|--------------------------------|---------------------------------------------------------------------------------------------------------------|
| <b>Position Contact</b>        | Susie Collins, 02 6272 4825                                                                                   |
| <b>Agency Recruitment Site</b> | <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-0757875

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### Attorney-General's Department

Closing Date: Wednesday 14 May 2025

Various  
Various

|                                   |                                                                                                                                                                                                     |
|-----------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Job Title</b>                  | Talent Pipeline - Various Opportunities - Affirmative Measures - Indigenous                                                                                                                         |
| <b>Job Type</b>                   | Full-Time;Part-Time;Casual, Ongoing;Non-Ongoing                                                                                                                                                     |
| <b>Location</b>                   | Sydney NSW, Adelaide SA, Brisbane QLD, Canberra ACT, Darwin NT, Hobart TAS, Melbourne VIC, Perth WA                                                                                                 |
| <b>Salary</b>                     | \$86,464 - \$91,809                                                                                                                                                                                 |
| <b>Future Merit Locations</b>     | Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA |
| <b>Office Arrangement</b>         | Flexible;Hybrid                                                                                                                                                                                     |
| <b>Office Arrangement Details</b> | Flexible working arrangements can be negotiated in accordance with our Enterprise Agreement and the operational needs of the role.                                                                  |
| <b>Classification</b>             | APS Level 5                                                                                                                                                                                         |
| <b>Position Number</b>            | 0145/25_AGD-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=9443CC1B-CEF7-21AC-DD0E-E3C3941E486F>

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 Attorney-General's Department is seeking expressions of interest from motivated and driven Aboriginal and/or Torres Strait Islander people to fill current and future vacancies across various positions at the APS Level 5 classification.

This is an exciting opportunity for suitably qualified and experienced candidates who can deliver influential and positive policy contributions to the Government's legal agenda for the good of the Australian people.

The department performs a vast range of functions and we are looking for high-performing candidates in the following areas:

- **Justice and Communities Group** is responsible for key aspects of Australia's justice system, including the federal courts, tribunals and the family law system.
- **Integrity and International Group** has legislative and policy responsibility for administrative law, information law, anti-corruption and fraud, human rights, modern slavery and human trafficking.
- **National Security and Criminal Justice Group** is responsible for a range of national security and criminal justice laws and policies, including transnational serious and organised crime, cybercrime, cross-border data access, anti-money laundering, counter-terrorism, counter-espionage and foreign interference, electronic surveillance and law enforcement and criminal intelligence powers.

- **Enabling Services Group** supports the department's corporate and organisational operations, including strategy and governance, human resources, corporate services, and information and communications technology.

The filling of this vacancy is intended to constitute an affirmative measure under Section 31 of the Australian Public Service Commissioner's Direction 2022.

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

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.

Successful candidates:

- **Create solutions** - Understand organisational strategy as it relates to team goals.
- **Demonstrate agility** - Demonstrate a flexible approach to work, displaying willingness to explore opportunities as they arise.
- **Communicate effectively** - Demonstrate awareness of key stakeholders and tailor communication to meet their needs.
- **Lead with commitment** - Self-evaluate own performance, benchmarking against feedback from supervisor and relevant others.
- **Collaborate with purpose** - Displaying sound judgment in exploring solutions to stakeholder issues.
- **Are accountable for quality outcomes** - Demonstrate awareness of risk and escalate issues appropriately.

Certain positions require formal legal qualifications. For these positions, applicants must hold a degree in law from an Australian tertiary institution or comparable overseas qualification, which, in the opinion of the Secretary, is appropriate to the duties of the office, or admission in Australia as a legal practitioner. **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.

Certain positions require formal legal qualifications. For these positions, applicants must hold a degree in law from an Australian tertiary institution or comparable overseas qualification, which, in the opinion of the Secretary, is appropriate to the duties of the office, or admission in Australia as a legal practitioner.

The Affirmative Measures (Indigenous) process is open only to Aboriginal or Torres Strait Islander people who meet the criteria below. The filling of this vacancy is intended to constitute an affirmative measure under Section 31 of the Australian Public Service Commissioner's Directions 2022. To be eligible to apply for this role, you must:

- be of Aboriginal or Torres Strait Islander descent and/or identify as Aboriginal or Torres Strait Islander
- be accepted by community as being Aboriginal or Torres Strait Islander.

Confirmation of Aboriginal or Torres Strait Islander heritage will only be required from candidates who are found suitable at the end of the process. The department will consider allowances in some circumstances, however evidence of Aboriginal or Torres Strait Islander status is likely to include the following:

- a letter signed by the Chairperson of an incorporated Indigenous organisation confirming that the applicant is recognised as an Aboriginal or Torres Strait Islander person
- a confirmation of Aboriginal or Torres Strait Islander descent document executed by an Indigenous organisation.

**Note:** The need to provide confirmation of Aboriginal or Torres Strait Islander heritage is not required as part of the application process. Confirmation will be requested prior to the on boarding process. **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.

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

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

## About the 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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|                                |                                                                                                                                                               |
|--------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Position Contact</b>        | HR Assist, (02) 6141 6111                                                                                                                                     |
| <b>Agency Recruitment Site</b> | <a href="https://agcareers.nga.net.au/?jati=9443CC1B-CEF7-21AC-DD0E-E3C3941E486F">https://agcareers.nga.net.au/?jati=9443CC1B-CEF7-21AC-DD0E-E3C3941E486F</a> |

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# Attorney-General's

Vacancy VN-0757844

## Federal Court of Australia

Closing Date: Thursday 15 May 2025

Federal Court of Australia  
Principal Registry & National Operations

|                            |                                                                                                                                                                                                     |
|----------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Job Title                  | Deputy Principal Registrar                                                                                                                                                                          |
| Job Type                   | Full-Time, Ongoing                                                                                                                                                                                  |
| Location                   | Melbourne VIC                                                                                                                                                                                       |
| Salary                     | -                                                                                                                                                                                                   |
| Future Merit Locations     | Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA |
| Office Arrangement         | Hybrid                                                                                                                                                                                              |
| Office Arrangement Details | Hybrid                                                                                                                                                                                              |
| Classification             | Senior Executive Service Band 2                                                                                                                                                                     |
| Position Number            | 0353-04-25                                                                                                                                                                                          |
| Agency Website             | <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>

The Chief Justice is responsible for the management of the administrative affairs of the Federal Court of Australia (FCA) and the effective, orderly and expeditious discharge of the business of the Court under the Federal Court of Australia Act 1976 (Cth). The Court has 63 judges and registries in 7 locations nationally. The Chief Executive Officer and Principal Registrar assists the Chief Justice in the management of the business and administrative affairs of the Court. The Deputy Principal Registrar will support the Chief Justice and Chief Executive Officer and Principal Registrar in the exercise of their statutory duties and their day-to-day management and operation of the Court. The Deputy Principal Registrar will also lead the implementation and ongoing operation of the Court's expanded corporate crime jurisdiction and criminal jurisdiction more generally, in consultation with the Chief Justice and National Practice Area Coordinating Judges.

## Duties

### Executive Leadership role - supporting the Administrative Affairs of the Court

The Deputy Principal Registrar will support the Chief Justice and Principal Registrar in the exercise of their statutory duties and their day-to-day management and operation of the Court. In consultation with the Chief Justice and Principal Registrar, the Deputy Principal Registrar will:

- With the Principal Registrar, actively lead the establishment, shaping and achievement of the Court's key initiatives and objectives across all Court operations. This includes playing a key role in the delivery of Court projects and reform initiatives.
- Ensure Court Registrars and staff resources are structured and deployed to maximise support for judges, professional satisfaction for registrars and staff and to achieve the objectives of the Court.
- Manage the development and review of the Court's policies and practice. This will include formulation and implementation of policies within the Court, development of Court practice documents (e.g. Practice Notes & Judicial Policies) and implementing legislative changes as they arise. In addition, provide high level legal and policy advice, and preparation of key briefing material for the Chief Justice, in relation to sensitive and confidential Court matters such as media and security issues. This will involve management responsibility for staff responsible for these matters.
- Provide high level advice and support to Judicial Committees and Judicial Project Groups.
- Be a member of key Court executive and leadership committees, including Judicial Committees and the Executive Committee.
- Lead key Registrar projects and initiatives in relation to resources and structure, workload management, practice and procedure and learning and development.
- Liaise with the Principal Registrar and District Registrars, as required, in relation to the allocation of Registrar work. This will involve management responsibility for staff responsible for the allocation of Registrar work.
- Provide high level advice and support regarding judicial inductions and national judicial functions such as national conferences and seminars. This will involve management responsibility for staff responsible for managing national judicial functions.
- Take an active role in managing and supporting the Court's international work. This will involve management responsibility for staff responsible for these matters.

The Deputy Principal Registrar will also perform the role of Acting Chief Executive Officer and Principal Registrar, as required.

#### Leadership role - Federal Crime

In consultation with the Chief Justice and National Practice Area Coordinating Judges, the Deputy Principal Registrar will lead the implementation and ongoing operation of the Court's expanded corporate crime jurisdiction and criminal jurisdiction more generally, as follows:

- In consultation with the Chief Justice, National Practice Area Coordinating Judges and Judges develop the Court's policy and practice relating to the expanded corporate crime jurisdiction and the Federal Crime National Practice Area (NPA).
- Support the Chief Justice & NPA Coordinating Judges with the management of the Federal Crime NPA.
- Lead and mentor Judicial Registrars and staff supporting the Federal Crime NPA.
- Perform delegated judicial functions at a high level, which may include presiding in Court in interlocutory hearings, "Basha" inquiries and other ancillary hearings.
- Engage with Judges collaboratively to identify critical judicial support work to be undertaken by Judicial Registrars for the effective case management and disposition of proceedings.
- Undertake workload analysis and reporting in relation to criminal proceedings.
- Liaise with internal and external stakeholders in relation to the Court's criminal jurisdiction on a local and national basis.

#### Senior Stakeholder Management

The Deputy Principal Registrar will:

- Build, maintain and strengthen key strategic relationships with government agencies such as the Attorney General's Department and other key Federal Departments on key issues of policy, governance, legislative change and regimes relating to the Court. In relation to issues requiring legal advice, the Deputy Principal Registrar will manage and coordinate the requests through the Office of General Counsel.
- Build, maintain and strengthen key strategic relationships with external stakeholders including other Courts and Tribunals, the legal profession and other agencies in relation to issues affecting the Court.
- Attend meetings and forums to represent the Court in a principal or support role, as required.
- Build, maintain and strengthen key relationships with internal stakeholders including Judges, General Counsel and National Project Officer.
- With the Principal Registrar, develop and maintain communication and engagement processes to ensure staff and stakeholders are consulted and kept informed about changes to Court practice and operations that affect them and key issues that affect the Court.

## Eligibility

The Deputy Principal Registrar will have demonstrated experience at the executive level, with a track record of innovation, operational improvement, people leadership and senior stakeholder management. This will be combined with a legal background and legal qualifications. To perform the role effectively, the Deputy Principal Registrar will require:

- Advanced legal qualifications and extensive experience in litigation, including criminal litigation.
- Advanced senior management experience, including a significant understanding of the Public Sector and experience in dealing with government agencies.
- Highly advanced strategic, analytical and change management skills.
- Extensive experience creating a culture of achievement and establishing, communicating and maintaining high performance standards including professionalism, rigor and transparency.
- Extensive experience leading and managing staff in a senior management role with a strong collegial reputation and a proven record of motivating and encouraging staff.
- Exceptional communication and leadership skills and the ability to engender trust and respect.
- Proven capacity to exemplify and maintain standards of professionalism, commitment and probity.

## Qualifications

The Deputy Principal Registrar will need to be legally qualified and have been admitted as a practitioner of the High Court and/or the Supreme Court of a State or Territory of Australia. A minimum of 10 years' post admission experience in legal practice, with considerable experience in, and knowledge of criminal litigation, is essential.

## Selection Criteria

The successful applicant for the role will need to meet the Integrated Leadership System capabilities for the SES Band 2 level, and will also need to have the following:

- A minimum of 10 years' post admission experience in legal practice, with considerable experience in, and knowledge of criminal litigation, is essential.
- Substantial management knowledge and significant experience working in a complex courts administration environment and assisting with the operational management of a Court;
- Extensive experience working with, and within, Government, including:
  - Extensive experience in the formulation of policy and the provision of high level legal and policy advice and support;
  - Substantial experience in financial management and budgets, including demonstrated strategic, analytical, and financial management skills;

- Significant leadership and management experience in senior roles. The Deputy Principal Registrar will lead through demonstrating their professional excellence and their commitment to the Courts' objectives and reforms;
- Demonstrated ability to drive change management and broad transformational change, including the development and implementation of fundamental reform and changes to national policies and procedures;
- Highly developed organisational, analytical and problem solving and dispute resolution skills, including the ability to effectively manage multiple responsibilities and competing demands and priorities appropriately;
- Well-developed professional networks across the courts, government and key stakeholders groups;
- Exemplary communication, negotiation and relationship building skills, including the ability to sustain positive relationships with a network of key stakeholders internally and externally;
- Highly developed interpersonal skills and demonstrated ability to work in an environment requiring utmost tact, diplomacy and discretion; and
- Demonstrated knowledge of the principles of public sector governance and accountability. A sound knowledge of the unique situation of self-managing courts within the Australian Constitution.

## Notes

### Eligibility

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

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

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

## Diversity and Inclusion

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

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

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

## How to apply

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

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

If you have any technical issues with applying, please email [recruitment@fedcourt.gov.au](mailto:recruitment@fedcourt.gov.au).

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

About the Federal Court of Australia

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

To Apply

|                         |                                                                                                         |
|-------------------------|---------------------------------------------------------------------------------------------------------|
| Position Contact        | Andrea Jarratt, 03 8638 6814                                                                            |
| 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-0757881

Federal Court of Australia

Closing Date:Thursday 15 May 2025

Federal Court of Australia  
Corporate Operations

|                                   |                                                                                                                                                                                                     |
|-----------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Job Title</b>                  | Director Communications                                                                                                                                                                             |
| <b>Job Type</b>                   | Full-Time, Ongoing                                                                                                                                                                                  |
| <b>Location</b>                   | Sydney NSW, Melbourne VIC, Canberra ACT                                                                                                                                                             |
| <b>Salary</b>                     | -                                                                                                                                                                                                   |
| <b>Future Merit Locations</b>     | Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA |
| <b>Office Arrangement</b>         | Hybrid                                                                                                                                                                                              |
| <b>Office Arrangement Details</b> | TBC                                                                                                                                                                                                 |
| <b>Classification</b>             | Executive Level 2                                                                                                                                                                                   |
| <b>Position Number</b>            | 0354-04-25                                                                                                                                                                                          |
| <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>

### Agency Overview

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 one or more of the following courts or tribunal:

- Federal Court of Australia,
- Federal Circuit and Family Court of Australia, and
- National Native Title Tribunal.

Employees are covered by the Federal Court of Australia Enterprise Agreement 2024-2027.

The Federal Court and the Federal Circuit and Family Court each maintain a distinct statutory identity, with separate functions and judicial independence.

### The Federal Court

The Federal Court of Australia was created by the Federal Court of Australia Act 1976 (Cth) as a superior court of record and a court of law and equity. It sits in all capital cities and elsewhere in Australia when necessary. The Court has jurisdiction in relation to almost all civil matters and a range of summary and indictable corporate criminal matters arising under Australian federal law.

The Court deals with cases in relation to admiralty, bankruptcy, competition, consumer protection, corporations, defamation, human rights and anti-discrimination, industrial and employment, intellectual property, taxation and native title. It also judicially reviews a wide range of federal Government decisions in areas such as social security and immigration.

## **Position Overview**

The Director Communications plays a key leadership role in developing and delivering strategic communication initiatives that enhance the Agency's internal culture and external reputation. The role is responsible for overseeing the planning, coordination and implementation of integrated communication strategies that support organisational objectives, effectively engage stakeholders, and promote key messages to both internal and external audiences.

The position requires a senior communications professional with strong leadership capability, a deep understanding of government and media environments, and demonstrated success in influencing and managing complex communications across multiple channels. The role will also manage a high-performing team and work collaboratively across the Agency, with other government agencies, and with external partners.

## **About the team**

The Director Communications leads a multi-disciplinary team responsible for communications, media coordination, social media, speechwriting, websites, intranets, graphic design and publishing activities. The Communications team sits within Corporate Operations and is geographically dispersed to support a national footprint of registries.

## **Our ideal candidate**

We are looking for someone with excellent written and oral communication skills and exceptional attention to detail. Creativity and innovation and demonstrated resilience working in a high-pressure environment is also essential.

You will also have significant experience and proven success in developing and executing corporate communication strategies to support business objectives, including providing relevant strategic advice to executive leadership teams in relation to reputational, media-related and communication matters more broadly.

## **Duties**

- Lead the Communications team to develop and deliver communication strategies that engage internal and external audiences and support the entity's organisational priorities.
- Provide strategic and tactical advice on the management of strategic and communication issues affecting clients, other stakeholders, the community and within the workplace.
- Evaluate the effectiveness of communication strategies and drive continuous improvement.
- Support change management programs through tailored communication initiatives.
- Foster and maintain positive relationships with internal stakeholders, partner agencies, and external organisations to enhance collaboration.
- Oversee the performance and development of team members, managing resources and budgets effectively.
- Identify and implement innovative communications solutions that improve efficiency and build organisational capacity.
- Produce the Court and Tribunal annual reports and the entity corporate plan.

## **Eligibility**

### **Selection Criteria**

The ideal candidate will have:

- Demonstrated ability to develop and implement innovative communication strategies and campaigns that influence public perception, support organisational objectives, and manage reputational risk in a government context.
- Understanding of modern communication channels, including digital, social media, and web platforms, and experience using these channels to effectively target and engage audiences.
- Proven leadership and team management experience, including the ability to inspire, motivate, and develop a team, manage performance, and foster a culture of innovation, collaboration, and accountability.

- Strong ability to foster collaboration and influence senior stakeholders to achieve communication objectives.
- A commitment to innovation, with a proactive approach to identifying and implementing effective communications solutions.
- Excellent interpersonal skills, with the ability to engage, negotiate, and influence diverse internal and external stakeholders, including executive leaders, media, and external partners.
- Strong organisational and time management skills, including a demonstrated ability to effectively manage multiple projects and meet tight deadlines.

### **Mandatory or desirable qualifications**

- Tertiary qualifications in communications, journalism, media, public relations, or a related field are highly desirable.
- Relevant experience in a similar role within the public or private sector, preferably with exposure to complex policy and program environments.

### **Notes**

#### **Eligibility**

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

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

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

### **Diversity and Inclusion**

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

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

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

### **How to apply**

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

As part of your application, you will be required to submit a one page response outlining your suitability for this position having regards to the selection criteria and duties of the position which are described in the position description (maximum word limit 500). Please ensure this document is attached before submitting your application.

If you have any technical issues with applying, please email [recruitment@fedcourt.gov.au](mailto:recruitment@fedcourt.gov.au)

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

About the Federal Court of Australia

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

To Apply

|                         |                                                                                                         |
|-------------------------|---------------------------------------------------------------------------------------------------------|
| Position Contact        | Jimmy Matorakos, 03 8638 6409                                                                           |
| 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-0757883

Federal Court of Australia

Closing Date:Thursday 29 May 2025

Federal Court of Australia  
National Operations Registry

|                                   |                                                                                                                                                                                                     |
|-----------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Job Title</b>                  | National Registrar - Migration                                                                                                                                                                      |
| <b>Job Type</b>                   | Full-Time, Ongoing                                                                                                                                                                                  |
| <b>Location</b>                   | Sydney NSW, Adelaide SA, Brisbane QLD, Melbourne VIC, Perth WA                                                                                                                                      |
| <b>Salary</b>                     | \$120,025 - \$145,107                                                                                                                                                                               |
| <b>Future Merit Locations</b>     | Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA |
| <b>Office Arrangement</b>         | Flexible;Hybrid                                                                                                                                                                                     |
| <b>Office Arrangement Details</b> | Positions may be offered for working from home, split offering under hybrid, or may be flexible                                                                                                     |
| <b>Classification</b>             | Executive Level 1                                                                                                                                                                                   |
| <b>Position Number</b>            | 0331-04-25                                                                                                                                                                                          |
| <b>Agency Website</b>             | <a href="https://www.fedcourt.gov.au/about/employment">https://www.fedcourt.gov.au/about/employment</a>                                                                                             |

## Job Description

<https://fcajobs.nga.net.au/?jati=C713B372-69DC-43C5-44B2-E3C394CA9738>

### Position Overview

The Federal Court has a current need for a EL 1 National Registrar in the Court's migration team. Registrars support Judges in facilitating the just resolution of migration proceedings according to law in a fair, but also efficient way. Keeping costs of proceedings as reasonable as possible is also an objective. In providing support, Registrars exercise delegated judicial functions; and performing case management functions and responsibilities as a senior member in the Court's migration team.

## Duties

### Major Activities – National Registrars

Migration Registrars undertake a diverse range of work, including the following:

- performing delegated judicial functions pursuant to the Federal Court of Australia Act 1976 (Cth) and other legislative instruments, such as:
  - the determination of costs estimates and taxation of costs.
  - the determination of compliance with practice and procedure under the Federal Court Rules 2011 (Cth); and
  - duty registrar practice, including occasional after-hours on-call duty on a rostered basis.
- performing other statutory duties, powers and functions pursuant to the Federal Court of Australia Act 1976 (Cth) and other legislative instruments, as required.
- analysing migration filings, understanding emerging trends, and identifying matters that raise similar legal and/or factual issues.
- providing high-level legal advice and legal support to Judges and other internal staff in the area of migration law.
- supporting the development of migration resources, policy and practice by monitoring developments in migration law.

- liaising with Judges, court staff, court users and other internal and external stakeholders in relation to the migration workload.
- working closely with legal and other staff who undertake work in the area of migration law.
- undertaking case management support and analysis and directing a substantial proportion of the case management steps.
- issuing case management directions and orders.
- conducting in-depth analysis and assessment of judicial workload; and providing recommendations regarding the management and allocation of Judge-related work, having regard to judicial workload and availability considerations.
- supervising and coordinating the allocation of migration matters to Judges on a national basis.
- directing and coordinating statistics, reporting and record-keeping in relation to migration workload.
- leading a team of lawyers responsible for reviewing and summarising all migration matters to assess their nature, urgency and complexity, including any anomalies, competency issues, procedural history, potential cohorts or specific case management requests.
- supervising the court's pro bono referral, cultural liaison and interpreter liaison programs.

## Eligibility

### Competencies & Attributes – National Registrar

To undertake the EL 1 role, successful applicants must have:

- demonstrated experience in migration law.
- a sound understanding of case management principles.
- an understanding of the migration jurisdiction and practices and procedures of the Federal Court.
- the ability to undertake analytical and legal work and critically evaluate a large volume of information in a high-pressure environment.
- the ability to coordinate caseload and workflow through delegation of work to support staff and allocation of work to senior staff.
- the ability to work autonomously to manage work but also work collaboratively as part of a small team.
- the ability to manage multiple tasks and priorities.
- the ability to build and sustain positive relationships with key internal and external stakeholders.

## Formal Qualifications

Registrars are required to perform statutory legal functions, as necessary. Therefore, legal qualifications and admission as a practitioner of the High Court and/or the Supreme Court of a State or Territory of Australia is essential.

## Selection Criteria

1. Experience in migration law, and a sound knowledge of the available avenues of review in relation to migration decisions.
2. Experience in case management and understanding of case management principles.
3. An understanding, or ability to acquire such knowledge quickly, of the jurisdiction and practices and procedures of migration and other general federal law work in the Federal Court.
4. Demonstrated ability to critically evaluate large volumes of information and demonstrate sound judgment in decision-making.
5. Well-developed communication skills, including the ability to work collaboratively, build and maintain positive professional relationships, and deal appropriately with sensitive and confidential information.

6. Excellent analytical and conceptual skills.

## Eligibility

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

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

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

## Notes

### Diversity and Inclusion

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

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

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

### How to Apply

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

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

If you have any technical issues with applying, please email [recruitment@fedcourt.gov.au](mailto:recruitment@fedcourt.gov.au)

**Application Close: Thursday 29 May 2025 at 11:30 pm (AEST)**

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

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

## About the Federal Court of Australia

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

## To Apply

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|                                |                                                                                                                                                           |
|--------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Position Contact</b>        | Simon Haag, (02) 8099 8543                                                                                                                                |
| <b>Agency Recruitment Site</b> | <a href="https://fcajobs.nga.net.au/?jati=C713B372-69DC-43C5-44B2-E3C394CA9738">https://fcajobs.nga.net.au/?jati=C713B372-69DC-43C5-44B2-E3C394CA9738</a> |

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## Defence

Vacancy VN-0757629

### Department of Defence

Closing Date: Thursday 15 May 2025

Air Force  
Chief of Air Force

|                                   |                                                                                                                   |
|-----------------------------------|-------------------------------------------------------------------------------------------------------------------|
| <b>Job Title</b>                  | Air Mobility Group Cyber Security Advice and Assessment Analyst                                                   |
| <b>Job Type</b>                   | Full-Time, Ongoing                                                                                                |
| <b>Location</b>                   | Richmond NSW, Amberley QLD                                                                                        |
| <b>Salary</b>                     | \$86,887 - \$93,066                                                                                               |
| <b>Future Merit Locations</b>     | Richmond, Amberley                                                                                                |
| <b>Office Arrangement</b>         | On Site                                                                                                           |
| <b>Office Arrangement Details</b> | Defence is committed to supporting workplace flexibility. Please contact the contact officer for further details. |
| <b>Classification</b>             | APS Level 5                                                                                                       |
| <b>Position Number</b>            | AF/02984/25                                                                                                       |
| <b>Agency Website</b>             |                                                                                                                   |

**Job Description** <https://defencecareers.nga.net.au/?jati=A18A465A-181F-E86F-7CA5-E3C1EF2BDDE5>

## Duties

### The Role

As the APS 5 Cyber Security Advice and Assessment Analyst, they will directly support the delivery of Air Mobility Group (AMG) ICT network planning, provisioning, cyber governance, risk, compliance, and cyber workforce health within a diverse team. In this

capacity the Cyber Security Advice and Assessment Analyst delivers to CDRAMG assurance of cyber resilience of Air Mobility enterprise capabilities inclusive of Operational Technologies and Information Technologies. As an ICT Security Specialist the applicant is to perform and achieve complex information security work.

They will:

- Implement compliance with legislative frameworks, government decision-making and policy requirements.
- Provide detailed information security technical, professional and policy advice.
- Have considerable level of stakeholder engagement.
- Be required to identify, anticipate and respond to stakeholders' needs and expectations to achieve outcomes.

This role is eligible for an additional remuneration benefit known in Defence as a Building Defence Capability Payment (BDGP). This enables Defence to provide a premium, in addition to the base salary otherwise payable under the Defence Enterprise Agreement (DEA), for positions in occupational disciplines/classifications that are critical to Defence capability. For further information, please contact the contact officer.

### **About our Team**

Air Mobility Group (AMG) operate six aircraft types in a range of roles covering air logistics support, airborne operations, and air-to-air refuelling. We also support a range of tasks including aero-medical evacuation missions, along with search and rescue.

Flying squadrons within AMG are located at RAAF Bases Richmond, Amberley and Defence Establishment Fairbairn. Headquarters Air Mobility Group at RAAF Base Richmond administers No. 84 Wing and No. 86 Wing, along with the Air Mobility Control Centre and Air Mobility Training and Development Unit.

The AMG A6 team is a small section comprised of military and civilian personnel located Richmond NSW and Amberley QLD. The team is additionally supported by a contracted staff footprint at other major AMG unit locations in QLD and ACT. You will be a part of a team which supports this enterprise by providing timely, accurate information and operational technology security governance and advice.

### **Our Ideal Candidate**

The ideal candidate would have experience across Aviation, Military and ICT security risk management with a desire to enhance their professional and personal development through further education opportunities.

Candidates should possess the following skills:

- Experience in risk management with an understanding of information and operational technology legislation, policy and principles.
- Strong interpersonal and organisational skills with the ability to build and sustain effective working relationships.
- A flexible outcomes based approach while maintaining attention to detail.
- An interest in exploring innovative approaches to support and improve business processes.
- Ability to work autonomously, and as part of a team.
- A proactive nature.
- Able to think critically, is an active listener and is an effective communicator.
- Able to understand the value of partnerships, work in a collaborative team environment and achieve whole of enterprise objectives.
- Confident 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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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

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|                                |                                                                                                                                                                         |
|--------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Position Contact</b>        | Owen Reinhardt, 07 5362 2355                                                                                                                                            |
| <b>Agency Recruitment Site</b> | <a href="https://defencecareers.nga.net.au/?jati=A18A465A-181F-E86F-7CA5-E3C1EF2BDDE5">https://defencecareers.nga.net.au/?jati=A18A465A-181F-E86F-7CA5-E3C1EF2BDDE5</a> |

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## Defence

Vacancy VN-0757630

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### Department of Defence

Closing Date: Thursday 15 May 2025

ARMY  
Forces Command

|                                   |                                                                                                                   |
|-----------------------------------|-------------------------------------------------------------------------------------------------------------------|
| <b>Job Title</b>                  | WHS Officer HQ FORCOMD                                                                                            |
| <b>Job Type</b>                   | Full-Time, Ongoing                                                                                                |
| <b>Location</b>                   | Paddington NSW                                                                                                    |
| <b>Salary</b>                     | \$86,887 - \$93,066                                                                                               |
| <b>Future Merit Locations</b>     | Paddington                                                                                                        |
| <b>Office Arrangement</b>         | On Site                                                                                                           |
| <b>Office Arrangement Details</b> | Defence is committed to supporting workplace flexibility. Please contact the contact officer for further details. |
| <b>Classification</b>             | APS Level 5                                                                                                       |
| <b>Position Number</b>            | ARMY/03552/25                                                                                                     |
| <b>Agency Website</b>             |                                                                                                                   |

## Job Description <https://defencecareers.nga.net.au/?jati=9BA3DC4E-1D77-18BE-B879-E3C1EF357CEF>

### Duties

#### The Role

The APS 5 Work Health & Safety (WHS) Officer has accountabilities for WHS policy oversight and advice to functional areas of HQ FORCOMD. They are accountable for the compilation and submission of key WHS returns e.g. RADHAZ sources. They also provide representation at key Army WHS working groups such as the Hazards WG and the Army Safety WG.

#### About our Team

The Command WHS function within HQ FORCOMD provides key WHS governance and oversight to the Commander and PSO functional areas. They handle Comcare statutory notifications and other forums such as the Landworthiness boards. They are the key interface to DWHS-A in AHQ and carry out implementation of WHS policy IAW with ArmySafe requirements to all subordinate formations and LCC TE's.

#### Our Ideal Candidate

The ideal candidate will possess knowledge and experience of WHS compliance and systems implementation in a large organisation. They will have a broad understanding of Defence and specifically Army application of sound WHS policy and procedures. They will have formal qualifications in WHS and demonstrate and passion for improving WHS performance as it relates to force protection in the Land Domain.

### Eligibility

#### Security Clearance

Applicants must be able to obtain and maintain a security clearance of 'Negative Vetting 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        | Paul Roney, 0429 900 225                                                                                                                                                |
| Agency Recruitment Site | <a href="https://defencecareers.nga.net.au/?jati=9BA3DC4E-1D77-18BE-B879-E3C1EF357CEF">https://defencecareers.nga.net.au/?jati=9BA3DC4E-1D77-18BE-B879-E3C1EF357CEF</a> |

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Defence

Vacancy VN-0757634

Department of Defence

Closing Date:Thursday 15 May 2025

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

|                                   |                                                                                                                   |
|-----------------------------------|-------------------------------------------------------------------------------------------------------------------|
| <b>Job Title</b>                  | Cost Schedule Analyst                                                                                             |
| <b>Job Type</b>                   | Full-Time, Ongoing                                                                                                |
| <b>Location</b>                   | Henderson WA, Osborne SA                                                                                          |
| <b>Salary</b>                     | \$95,187 - \$108,734                                                                                              |
| <b>Future Merit Locations</b>     | Henderson, Osborne                                                                                                |
| <b>Office Arrangement</b>         | On Site                                                                                                           |
| <b>Office Arrangement Details</b> | Defence is committed to supporting workplace flexibility. Please contact the contact officer for further details. |
| <b>Classification</b>             | APS Level 6                                                                                                       |
| <b>Position Number</b>            | NSSG/03574/25                                                                                                     |
| <b>Agency Website</b>             |                                                                                                                   |

**Job Description** <https://defencecareers.nga.net.au/?jati=65D45E5E-ED38-6B10-A2EC-E3C1EFEFA231>

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## Duties

### The Role

Cost Schedule Analyst will be required to work in a complex operating environment as part of the Naval Construction Branch (NCB). The position supports the implementation and delivery of continuous naval shipbuilding. The Cost Schedule Analyst will be an integral member of the Business Directorate within NCB. The Cost Schedule Analyst will contribute to the NCB Mission through their strong focus on knowledge and capability development.

The key responsibilities are:

- Deliver schedule analysis on the progress of ship construction in the Osborne and Henderson shipyards.
- Provide analysis of shipyard performance to support the project office in keeping the acquisition contract on track.
- Contribute to implementation of best practice and benchmarking in schedule analysis.
- Develop program management reports and metrics for schedule.
- Provide the 'what if' analysis in terms of schedule risk to the program.
- Contribute to the development and maintenance of the NCB Integrated Master Schedule (IMS) and the supporting schedules to ensure the delivery of Defence capabilities.
- Facilitate the analysis and NCB reporting to support the relevant Project Management Offices (PMOs) and Sustainment Project Offices (SPOs) in meeting their contract administration.
- As part of the analysis, highlight key risks to the achievement of key milestones.

### About our Team

The Waterfront and Continuous Naval Shipbuilding and Sustainment (W&CNSS) Division is

responsible for coordinating the uplift of the sovereign industrial base and management of Defence's presence in principal shipyards. The W&CNSS Division is comprised of Continuous naval shipbuilding and sustainment (CNNS) and Naval Construction Branches SA & WA (NCB). The CNNS Branch coordinates the development of the CNSS Key Enablers (industry, workforce, infrastructure, security and innovation) and administratively supports DEPSEC NSS in their role as the Capability Manager for CNSS.

The Naval Construction Branches (SA & WA) provide effective governance, project assurance and performance oversight at Osborne Naval Shipyard in South Australia and Henderson Shipyard in Western Australia. The Division also maintains a minor presence at Port Macquarie in New South Wales to provide oversight on the construction of the Young Endeavour replacement.

### Our Ideal Candidate

To succeed in this role you must have personal drive and integrity with the ability to:

- Comply with organisational values and have a shared responsibility for the achievement of team goals and objectives.
- Add value and deliver on the organizational strategy.
- Build trust and demonstrate integrity with internal and external stakeholders.
- Support the NCB leadership team by monitoring and effectively reporting the progress of assigned tasking in a timely manner.
- Manage multiple internal/external stakeholders in a complex environment.
- Ability to distil complex information quickly and efficiently for a target audience.

### 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

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|                                |                                                                                                                                                                         |
|--------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Position Contact</b>        | Stephen Heath, 08 8227 3792                                                                                                                                             |
| <b>Agency Recruitment Site</b> | <a href="https://defencecareers.nga.net.au/?jati=65D45E5E-ED38-6B10-A2EC-E3C1EFEFA231">https://defencecareers.nga.net.au/?jati=65D45E5E-ED38-6B10-A2EC-E3C1EFEFA231</a> |

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## Defence

Vacancy VN-0757641

### Department of Defence

Closing Date: Thursday 15 May 2025

Naval Shipbuilding and Sustainment Group  
Major Surface Combatants and Combat Systems

|                            |                                                                                                                   |
|----------------------------|-------------------------------------------------------------------------------------------------------------------|
| Job Title                  | CSI-IPT Scheduler                                                                                                 |
| Job Type                   | Full-Time, Ongoing                                                                                                |
| Location                   | Adelaide SA, Canberra ACT                                                                                         |
| Salary                     | \$95,187 - \$108,734                                                                                              |
| Future Merit Locations     | Adelaide, Canberra                                                                                                |
| Office Arrangement         | On Site;Flexible                                                                                                  |
| Office Arrangement Details | Defence is committed to supporting workplace flexibility. Please contact the contact officer for further details. |
| Classification             | APS Level 6                                                                                                       |
| Position Number            | NSSG/03628/25                                                                                                     |
| Agency Website             |                                                                                                                   |

**Job Description** <https://defencecareers.nga.net.au/?jati=EB89836B-AF78-DE43-63DA-E3C1F0FD9091>

### Duties

#### The Role

The Maritime Integrated Warfare Systems (MIWS) Branch is seeking a professional, motivated and experienced APS6 Scheduler to join our Maritime Combat System Development Enterprise in Adelaide.

The Product scheduler will be responsible for creating, and maintaining the Maritime Combat System Integration Centre (MCSIC) schedule and its associated facilities, and engaging with the Combat Systems Integration - Integrated Project Team (CSI-IPT) as a Commonwealth Subject Matter Expert (SME). Part of this role is to act as the conduit between the CSI-IPT and MIWS Branch Interdependency master schedule.

The APS 6 Scheduler will also support a vision to integrate both schedules with the MIWS master schedule to better reflect interdependencies across the Branch and Enterprise.

### About our Team

MIWS Branch, under the Major Surface Combatants and Combat Systems Division, is an exciting and complex environment to work in, offering a rewarding career in one of the most dynamic organisations within the Naval Shipbuilding and Sustainment Group. We work across both Acquisition and Sustainment environments to develop and deliver products into new shipbuilding programs and to provide update/upgrade products to the existing Navy fleet, giving staff exposure to a wide variety of high profile maritime projects.

Defence is focussed on providing a dynamic and contemporary employment package that meets the needs of the modern workforce. As an APS Defence employee, you will enjoy rewarding work, collaborating with great people internally and across Industry, and considerable opportunities to expand your career horizons. Our commitment to investing in and growing our people through professional development, mobility and learning means there is a great career waiting for you. What will you bring?

### Our Ideal Candidate

MIWS is looking for an enthusiastic, proactive and driven candidate with strongly demonstrated knowledge of project scheduling. We pride ourselves in a positive, collaborative and supportive workplace culture. For us, it is all about teamwork, and we want people who want to be a part of the culture we've created.

We are seeking a candidate who demonstrates the utmost integrity, professionalism, self-motivation, positive attitude towards challenges and persistence in achieving outcomes. The ideal candidates will have the following attributes and competencies:

- Excellent interpersonal, written and verbal communication skills.
- Demonstrated ability to work in a multi-dimensional program or project environment.
- A sound understanding of major systems integration.
- Demonstrated experience with stakeholder relationships both internally and externally to Defence.
- Ability to influence.
- Strong communication skills.

### Eligibility

#### Security Clearance

Applicants must be able to obtain and maintain a security clearance of 'Negative Vetting 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

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|                                |                                                                                                                                                                         |
|--------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Position Contact</b>        | Megan Stojadinovic, <a href="mailto:miws.workforcemanagement@defence.gov.au">miws.workforcemanagement@defence.gov.au</a>                                                |
| <b>Agency Recruitment Site</b> | <a href="https://defencecareers.nga.net.au/?jati=EB89836B-AF78-DE43-63DA-E3C1F0FD9091">https://defencecareers.nga.net.au/?jati=EB89836B-AF78-DE43-63DA-E3C1F0FD9091</a> |

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## Defence

Vacancy VN-0757643

### Department of Defence

Closing Date: Thursday 15 May 2025

Defence Intelligence Group  
Australian Geospatial-Intelligence Organisation

|                            |                                                                                                                   |
|----------------------------|-------------------------------------------------------------------------------------------------------------------|
| Job Title                  | Analysts and Team Leaders                                                                                         |
| Job Type                   | Full-Time, Ongoing                                                                                                |
| Location                   | Canberra ACT, Russell ACT                                                                                         |
| Salary                     | \$95,187 - \$108,734                                                                                              |
| Future Merit Locations     | Canberra, Russell                                                                                                 |
| Office Arrangement         | On Site                                                                                                           |
| Office Arrangement Details | Defence is committed to supporting workplace flexibility. Please contact the contact officer for further details. |
| Classification             | APS Level 6                                                                                                       |
| Position Number            | DIG/03525/25                                                                                                      |
| Agency Website             |                                                                                                                   |

**Job Description** <https://defencecareers.nga.net.au/?jati=79FD424C-46BE-2C30-BBAA-E3C1F10D138A>

### Duties

#### The Role

Do you:

- Want to be part of a team that is “Protecting our Horizons, Mapping our Future”?
- Want to contribute to Australia’s national security?
- Have an aptitude for learning?
- Have an interest in geopolitics?
- Have an interest in space or communications systems?

- Enjoy working in a fast-paced environment?
- Want to be part of a high performing team?

An APS 6 analyst or team leader in Intelligence and Insights (I&I) Branch is accountable under limited direction to perform and achieve complex geospatial intelligence (GEOINT) work. You are accountable to ensure you have knowledge of and compliance with legislative frameworks, government decision-making, and Defence's mission and policy requirements.

You are expected to coach or lead a team to set and achieve work priorities. You will need to identify, anticipate and respond to AGO's stakeholders' requirements to achieve Defence outcomes.

As an APS 6 analyst or team lead at AGO you will perform the following tasks to achieve outcomes:

- Lead and conduct complex imagery and GEOINT analysis in support of national and Defence interests as outlined in the National Defence Strategy.
- Coordinate the delivery of analytical products that comply with standard procedures and legislative requirements.
- Provide advice on complex GEOINT analysis and make recommendations on the use of appropriate tradecraft.
- Apply their GEOINT expertise to achieve Defence mission outcomes.
- Build and sustain effective relationships with a wide range of national and international stakeholders.
- Facilitate direction for the team and be accountable for achieving accurate completion of work within timeframes.
- Share own expertise and mentor others.

This role is eligible for an additional remuneration benefit known in Defence as a Building Defence Capability Payment (BDCP). This enables Defence to provide a premium, in addition to the base salary otherwise payable under the Defence Enterprise Agreement (DEA), for positions in occupational disciplines/classifications that are critical to Defence capability. For further information, please contact the contact officer.

### **About our Team**

The Australian Geospatial-Intelligence Organisation (AGO) is seeking highly motivated and professional candidates to fill a range of APS 6 analytical and team lead positions in I&I Branch. I&I Branch is focused on using unique intelligence tradecraft to deliver against mission priorities.

We are innovative and collaborative, working closely with domestic and international partners, and ensuring compliance with Australian legislation. We are looking for people with experience across a diverse range of subject matters to join our team. Previous experience with GEOINT is not a requirement as formal and informal training opportunities will be made available.

### **Our Ideal Candidate**

Our ideal candidate is collegiate, forward leaning, creative and is committed to advancing Australia's national security interests.

As a member of I&I Branch you will:

- Be able to effectively and confidently lead a team to deliver outcomes for the Australian Government.

- Think strategically and solve problems in support of government decision-making and Defence's mission and policy requirements.
- Communicate effectively with a diverse range of stakeholders.
- Respond positively to tight deadlines and changing requirements in high-pressure situations.
- Contribute to a positive work culture and strive to build your knowledge and tradecraft.
- Work to high levels of autonomy and responsibility.
- Expected to take carriage of significant pieces of work either independently or as part of a team.
- As a team leader take on formal managerial responsibilities for your team.

An AGO APS 6 candidate would benefit from possessing a wide range of skills and/or diverse experiences that demonstrate their ability to analyse complex information to support the needs of AGO's varied policy and operational customers.

### 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

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

|                                |                                                                                                                                                                         |
|--------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Position Contact</b>        | Name Withheld, 02 5108 2305                                                                                                                                             |
| <b>Agency Recruitment Site</b> | <a href="https://defencecareers.nga.net.au/?jati=79FD424C-46BE-2C30-BBAA-E3C1F10D138A">https://defencecareers.nga.net.au/?jati=79FD424C-46BE-2C30-BBAA-E3C1F10D138A</a> |

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# Defence

Vacancy VN-0757645

## Department of Defence

Closing Date: Thursday 22 May 2025

Defence People Group  
Workforce and People Strategy

|                            |                                                                                                                  |
|----------------------------|------------------------------------------------------------------------------------------------------------------|
| Job Title                  | HR Business Partner                                                                                              |
| Job Type                   | Full-Time, Ongoing                                                                                               |
| Location                   | Brindabella Business Park ACT, Melbourne VIC                                                                     |
| Salary                     | \$120,303 - \$135,701                                                                                            |
| Future Merit Locations     | Brindabella Business Park, Melbourne                                                                             |
| Office Arrangement         | On Site;Flexible                                                                                                 |
| Office Arrangement Details | Defence is committed to supporting workplace flexibility. Please contact the contact officer for further details |
| Classification             | Executive Level 1                                                                                                |
| Position Number            | DPG/03564/25                                                                                                     |
| Agency Website             |                                                                                                                  |

**Job Description** <https://defencecareers.nga.net.au/?jati=91B5AC43-8122-C915-4D92-E3C1F1B4330A>

## Duties

### The Role

Ready to take the next step in your HR career?

We have a number of exciting opportunities for you to join our HR Business Partner Branch. We are looking for experienced and passionate people who enjoy driving a positive workforce, as well as people and culture outcomes aligned to enterprise objectives.

Working in support of Defence's Senior Leaders you will analyse and interpret workforce data and associated research to develop innovative, future-focused strategies. You will have the opportunity to be involved in the development and delivery of a range of HR related projects.

### About our Team

The HR Business Partner provides support to members of the Defence Senior Leadership Group to formulate future-focused workforce solutions in support of attraction, engagement, retention, succession planning, wellbeing, performance and culture strategies. We work with our colleagues across the Defence People Group to develop solutions to complex workforce issues and share our knowledge of the customer's workforce context to support the design and improvement of DPG's policies and processes.

### Our Ideal Candidate

Our ideal candidate will enjoy working in a fast- paced ever-changing environment and have the ability to work with complexity and ambiguity. The successful candidate must be confident and have the ability to communicate with influence to a broad audience, including senior leaders. The successful candidate must have sound judgement, analytical and problem solving skills, and enjoy working both in a team environment and independently.

Eligibility

Security Clearance

Applicants must be able to obtain and maintain a security clearance of 'Negative Vetting 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        | Jeff Wyeth, 0419 317 295                                                                                                                                                |
| Agency Recruitment Site | <a href="https://defencecareers.nga.net.au/?jati=91B5AC43-8122-C915-4D92-E3C1F1B4330A">https://defencecareers.nga.net.au/?jati=91B5AC43-8122-C915-4D92-E3C1F1B4330A</a> |

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Defence

Vacancy VN-0757650

|                                   |                                                                                                                   |
|-----------------------------------|-------------------------------------------------------------------------------------------------------------------|
| <b>Job Title</b>                  | Health Surveillance Officer                                                                                       |
| <b>Job Type</b>                   | Full-Time, Ongoing                                                                                                |
| <b>Location</b>                   | Canberra ACT                                                                                                      |
| <b>Salary</b>                     | \$95,187 - \$108,734                                                                                              |
| <b>Future Merit Locations</b>     | Canberra                                                                                                          |
| <b>Office Arrangement</b>         | Flexible                                                                                                          |
| <b>Office Arrangement Details</b> | Defence is committed to supporting workplace flexibility. Please contact the contact officer for further details. |
| <b>Classification</b>             | APS Level 6                                                                                                       |
| <b>Position Number</b>            | DPG/03557/25                                                                                                      |
| <b>Agency Website</b>             |                                                                                                                   |

## Job Description <https://defencecareers.nga.net.au/?jati=77094B18-E223-2A11-ABB1-E3C1F1D668B2>

### Duties

#### The Role

The Role will be in the Health Surveillance Cell within the Directorate of Force Health Protection (DFHP). The incumbent will report to the Assistant Director Health Surveillance. They will work alongside a Public Health Physician, Data Analyst and Data Scientist to assist in the development of a Health Surveillance System for the Australian Defence Force (ADF).

They will manage health and administrative data, to support disease burden identification. The duties will involve collecting, analysing, and interpreting data to monitor health events, identify trends, and inform public health interventions, including disease outbreaks and emerging health threats. They will be responsible for timely reporting to key stakeholders and work with relevant military partners and external organisations.

#### About our Team

The Force Health Protection Directorate sits within the Health Protection and Policy (HPP) Branch, Joint Health Command. This newly established Directorate will be responsible for supporting and delivering Force health protection capability to optimise the health and health readiness of ADF members. The Directorate has five cells; Health Surveillance, Public Health and Disease Control, Environmental Health, Occupational and Musculoskeletal injury, and Health Promotion.

The Directorate will coordinate an ADF wide health surveillance system to support the development of relevant policy and programmes. It will provide technical advice and actionable insights on disease burden and prevention strategies. It will provide operational support for the delivery of population health activities and public health response within the ADF.

#### Our Ideal Candidate

Our ideal candidate is a motivated and enthusiastic individual who can work effectively in an integrated and multidisciplinary team, and will possess the following skills and attributes:

- They will have skills to effectively collect data from different sources, analyse data to identify patterns, trends, and risk factors related to diseases and health events;
- They will have experience in using statistical methods and epidemiological tools to interpret data and draw conclusions;

- They will have experience in monitoring the occurrence, distribution, and determinants of diseases and health events and identifying outbreaks and emerging health threats;
- They will be able to provide recommendations for public health interventions, collaborate with other public health professionals to implement interventions, and evaluate the effectiveness of public health interventions; and
- They will have excellent communication skills in communicating surveillance data and findings to JHC, ADF command and healthcare providers.

Eligibility

**Security Clearance**  
Applicants must be able to obtain and maintain a security clearance of 'Baseline'

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        | Geetha Isaac-Toua, 02 6132 7015                                                                                                                                         |
| Agency Recruitment Site | <a href="https://defencecareers.nga.net.au/?jati=77094B18-E223-2A11-ABB1-E3C1F1D668B2">https://defencecareers.nga.net.au/?jati=77094B18-E223-2A11-ABB1-E3C1F1D668B2</a> |

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Defence

Vacancy VN-0757654

Department of Defence

Closing Date:Thursday 15 May 2025

Joint Capabilities Group  
Joint Logistics Command

|                                   |                                                                                                                   |
|-----------------------------------|-------------------------------------------------------------------------------------------------------------------|
| <b>Job Title</b>                  | Operations Contract Manager                                                                                       |
| <b>Job Type</b>                   | Full-Time, Ongoing                                                                                                |
| <b>Location</b>                   | Townsville QLD                                                                                                    |
| <b>Salary</b>                     | \$95,187 - \$108,734                                                                                              |
| <b>Future Merit Locations</b>     | Townsville                                                                                                        |
| <b>Office Arrangement</b>         | Flexible                                                                                                          |
| <b>Office Arrangement Details</b> | Defence is committed to supporting workplace flexibility. Please contact the contact officer for further details. |
| <b>Classification</b>             | APS Level 6                                                                                                       |
| <b>Position Number</b>            | JCG/03007/25                                                                                                      |
| <b>Agency Website</b>             |                                                                                                                   |

## Job Description <https://defencecareers.nga.net.au/?jati=FDF9411F-1D13-7BD5-93AB-E3C1F24BFE42>

### Duties

#### The Role

The Regional Contract Performance Manager is responsible for the oversight of Industry Partner service delivery against national contracts. You will ensure compliance with and implement the regional response to national Contract Performance and Governance frameworks for Logistics Operations Branch national Contracts.

This role will be required to work closely with the Maintenance, Warehousing & other Directorates of Logistics Operations Branch to execute contract performance reporting and governance to ensure value for the Commonwealth and deliver strategic Contract outcomes. This role may support other logistics contract governance activities as delegated by the National Contract Manager and the Logistics Service Manager.

The position will supervise a small team of approx. six personnel of APS Regional Contract Service Delivery officers, Logistic Services Administrator & RAAF Reservist.

#### About our Team

Joint Logistics Unit (North Queensland) is an enthusiastic and professional mix of military and civilian employees who are passionate about supporting soldiers, sailors and aviators across North Queensland.

The unit is dedicated to delivering essential logistics services including warehousing, distribution, equipment maintenance and clothing store support to enable military operations. It does this from modern facilities on Lavarack Barracks in Townsville and a smaller satellite site in Cairns.

Joint Logistics Unit (North Queensland)'s span of responsibility stretches from Rockhampton in the South, to Thursday Island in the North & to MT Isa in the West.

#### Our Ideal Candidate

Our ideal candidate will have extensive experience as a contract management or logistics professional, providing policy advice in relation to complex work and the ability to contribute to strategic planning, program and project management and policy development.

They will have experience as leading teams and being accountable to set work priorities and manage workflows. The candidate will have considerable experience in stakeholder engagement including identifying, anticipating and responding to stakeholders' needs

and expectations to achieve work unit and Defence outcomes.

Key attributes, knowledge and experience we are looking for:

- A self-motivated, collaborative, and innovative thinker whom can work in a fast-paced environment.
- Experience in a similar role, in particular contract management, performance, service delivery or delivery of logistics outcomes.
- Ability to coordinate the workflow of a small team, including monitor work practices, set priorities within the work area, develop processes and champion improvement opportunities.
- Good interpersonal skills; ability to liaise with internal and external stakeholders on moderately complex operational and administrative matters.
- Strong time management skills, including the ability to prioritise a changing workload and negotiate an outcome.
- Good Data Analytical skills, including the ability to monitor trends and report risks effecting Defence capability and/or Contract outcomes.

## 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

|                                |                                                                                                                                                                         |
|--------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Position Contact</b>        | Kimberly Murphy, 0416 488 111                                                                                                                                           |
| <b>Agency Recruitment Site</b> | <a href="https://defencecareers.nga.net.au/?jati=FDF9411F-1D13-7BD5-93AB-E3C1F24BFE42">https://defencecareers.nga.net.au/?jati=FDF9411F-1D13-7BD5-93AB-E3C1F24BFE42</a> |

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# Defence

Vacancy VN-0757655

## Department of Defence

Closing Date: Thursday 15 May 2025

Security and Estate Group  
Service Delivery Division

|                            |                                                                                                                   |
|----------------------------|-------------------------------------------------------------------------------------------------------------------|
| Job Title                  | Assistant Base Manager/Facilities Planning Officer                                                                |
| Job Type                   | Full-Time, Ongoing                                                                                                |
| Location                   | Amberley QLD, Darwin NT, Rockhampton QLD, Townsville QLD                                                          |
| Salary                     | \$95,187 - \$108,734                                                                                              |
| Future Merit Locations     | Amberley, Darwin, Rockhampton, Townsville                                                                         |
| Office Arrangement         | On Site                                                                                                           |
| Office Arrangement Details | Defence is committed to supporting workplace flexibility. Please contact the contact officer for further details. |
| Classification             | APS Level 6                                                                                                       |
| Position Number            | SEG/03323/25                                                                                                      |
| Agency Website             |                                                                                                                   |

**Job Description** <https://defencecareers.nga.net.au/?jati=7D7832E4-9E89-A8A3-C956-E3C1F2513A78>

## Duties

### The Role

- Are you ready to take on a leadership role where no two days are the same?
- Where your work directly supports critical operations, enables capability, and helps shape the future of Defence?

We're looking for dynamic, solutions-focused individuals to join our high-performing teams as Assistant Base Managers and Estate Management & Planning Managers. As a leader in this space, you'll play a critical role in shaping the way we manage and operate Defence sites across Australia, leading teams, managing complex issues, and delivering outcomes that directly enable Defence capability.

Our teams are at the heart of keeping Defence sites running safely, securely, and effectively. These roles provide critical on-the-ground support to ensure Defence bases operate smoothly,

while also being ready to respond when things don't go to plan. We also play a key role in supporting Defence exercises and operations, which could include facilitating access to training areas or ensuring essential services are in place for deployed personnel. Our teams are responsible for supporting Defence's response to critical incidents and high-risk weather events, ensuring our sites are safe, secure, and resilient.

Whether it's preparing for bushfire season, responding to flood impacts, or supporting emergency exercises, our people play a vital role in managing risks and protecting Defence capability. You'll manage relationships with Defence personnel, contractors and other government agencies to ensure essential services are delivered, infrastructure is maintained, and future needs are being planned for. It's fast-paced, people-focused work with a strong sense of purpose and community impact.

### **Assistant Base Managers**

Provide leadership and coordination across Defence bases. You'll be responsible for developing and leading high performing teams who ensure the day-to-day safe and secure operations of Defence sites. They are the eyes and ears on the ground, ensuring the smooth running of base operations, managing critical incidents, supporting Defence activities and exercises, and working closely with a broad range of stakeholders, including Defence personnel, service providers, contractors, and local communities.

Assistant Base Managers are problem solvers, trusted advisors, and personnel managers who help ensure Defence sites are safe, secure, and ready to respond to any challenge, from supporting Defence exercises and operations to managing the impacts of severe weather or critical incidents.

### **Estate Management & Planning Managers**

Provide strategic oversight and leadership for the planning, development, and management of the Defence estate. They work closely with Defence planners, infrastructure teams, service providers, and local stakeholders to manage the built environment, land, and infrastructure assets that enable Defence capability.

Estate Management & Planning Managers are critical in ensuring Defence sites meet both current operational needs and future growth requirements. Estate Management and Planning Managers lead estate planning, infrastructure delivery coordination, risk management, and project support helping shape long-term investment and development across the Defence estate.

### **About our Team**

Northern and Central Zone is a branch of Service Delivery Division within the Security and Estate Group. Service Delivery Division is at the forefront of enhancing Defence capabilities and personnel readiness through innovative service delivery and support mechanisms. Our work directly contributes to the operational excellence and welfare of Australia's Defence force, offering unparalleled opportunities to make a meaningful impact. Northern and Central Zone is a critical business enabler of Defence capabilities, prioritising base resources and ensuring service delivery standards across the Defence Estate.

Northern and Central Zone is instrumental in facilitating critical Defence exercises and operations, focused on optimising support for the ADF. Northern and Central Zone manages the most significant and largest training areas and ranges in Australia, enabling substantial multinational and bilateral exercises such as Pitch Black and Talisman Sabre. We provide essential, on-the-ground services and support to Defence personnel at locations throughout Queensland, the Northern Territory and the Kimberley region in Western Australia.

### **Our Ideal Candidate**

We're looking for leaders who are adaptable, solutions-oriented, and calm under pressure. You'll

be someone who can think on your feet and anticipate future challenges, work collaboratively across a wide range of stakeholders, and bring a strong customer service mindset to everything you do. Our ideal candidate is proactive in managing risks and safety, comfortable in an operational environment, and ready to respond when incidents or issues arise.

These roles require leaders to influence and drive a culture of safety, accountability and service excellence. Successful candidates will have a proven record of achieving organisational goals whilst contributing to a high-performance service delivery culture. The skills that we seek in you:

- Demonstrated strong leadership capability with the ability to guide teams, influence stakeholders, and drive positive outcomes.
- People and team management with the ability to build team capability through coaching, feedback and mentoring in an operational or service delivery environment.
- Excellent communication and stakeholder engagement skills and the ability to build trusted relationships with Defence personnel, contractors, service providers, and community partners.
- Demonstrated ability to think critically and strategically, identify issues and drive continuous improvement activities.
- Confidently manage competing priorities while maintaining a focus on safety, security, and operational continuity.
- Understand the importance of customer service and delivering high-quality support to Defence personnel, with proven experience in anticipating stakeholders' needs
- The ability to forward plan a workload and the agility to reprioritise at short notice.
- Resilient, adaptable, and comfortable working in fast-paced and complex operational environments.
- Confident managing risk and compliance in a large and complex estate environment.

In turn, we will provide you with the following:

- Performance-related salary progression.
- Up to 15% superannuation.
- Standard hours of 37.5 hours per week.
- Negotiated flexible work arrangements.
- Ongoing training and development.
- Annual leave of 20 days per year.
- Personal/carers leave of 15 days per year.
- An additional day of leave per calendar year in addition to regular leave.
- Christmas stand down (a paid break during the Christmas and New Year period in addition to standard leave).
- A range of Parental and Reservist leave.
- Several health, well-being, diversity and inclusion networks.
- Defence Employee Assistance Program provided by Converge International.

We are looking for enthusiastic leaders to join our team immediately. These roles are ideal for energetic and motivated people and operational leaders who are focused on ongoing self-improvement and professional development. A Merit Pool of suitable candidates will also be created for future placement.

### **Eligibility**

#### **Security Clearance**

Applicants must be able to obtain and maintain a security clearance of 'Baseline'

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        | Joel Challenger, <a href="mailto:workforcemanagement.ncz@defence.gov.au">workforcemanagement.ncz@defence.gov.au</a>                                                     |
| Agency Recruitment Site | <a href="https://defencecareers.nga.net.au/?jati=7D7832E4-9E89-A8A3-C956-E3C1F2513A78">https://defencecareers.nga.net.au/?jati=7D7832E4-9E89-A8A3-C956-E3C1F2513A78</a> |

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Defence

Vacancy VN-0757685

Department of Defence

Closing Date:Thursday 15 May 2025

Security and Estate Group  
Service Delivery Division

|                                   |                                                                                                                   |
|-----------------------------------|-------------------------------------------------------------------------------------------------------------------|
| <b>Job Title</b>                  | Base Support Officers and Estate Management & Planning Officers                                                   |
| <b>Job Type</b>                   | Full-Time, Ongoing                                                                                                |
| <b>Location</b>                   | Amberley QLD, Cairns QLD, Darwin NT, Oakey QLD, Tindal NT, Townsville QLD                                         |
| <b>Salary</b>                     | \$86,887 - \$93,066                                                                                               |
| <b>Future Merit Locations</b>     | Amberley, Cairns, Darwin, Oakey, Tindal, Townsville                                                               |
| <b>Office Arrangement</b>         | On Site                                                                                                           |
| <b>Office Arrangement Details</b> | Defence is committed to supporting workplace flexibility. Please contact the contact officer for further details. |
| <b>Classification</b>             | APS Level 5                                                                                                       |
| <b>Position Number</b>            | SEG/03275/25                                                                                                      |
| <b>Agency Website</b>             |                                                                                                                   |

## Job Description <https://defencecareers.nga.net.au/?jati=BC4E2FA8-8253-8365-4FD6-E3C22AD2E0EC>

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### Duties

#### The Role

Are you ready to take on a role where no two days are the same?

Where your work directly supports critical operations, enables capability, and helps shape the future of Defence?

We're looking for dynamic, solutions-focused individuals to join our high-performing teams as Base Support Officers and Estate Management & Planning Officers. Base Support Officers and Estate Management & Planning Officers are at the heart of keeping Defence sites running safely, securely, and effectively.

These roles provide critical on-the-ground support to ensure Defence bases operate smoothly, while also being ready to respond when things don't go to plan. They also play a key role in supporting Defence exercises and operations, which could include facilitating access to training areas or ensuring essential services are in place for deployed personnel.

Our teams are responsible for supporting Defence's response to critical incidents and high-risk weather events, ensuring our sites are safe, secure and resilient. Whether it's preparing for bushfire season, responding to flood impacts, or supporting emergency exercises, our people play a vital role in managing risks and protecting Defence capability.

You'll work closely with Defence personnel, contractors and other government agencies to ensure essential services are delivered, infrastructure is maintained and future needs are being planned for. It's fast-paced, people-focused work with a strong sense of purpose.

#### Base Support Officers

As a Base Support Officer, you will utilise your key strengths to build strong relationships across military, civilian and contractor stakeholders, with a shared focus on the sustainable management of the Defence Estate to support the efficient delivery of services across the Base Support Area.

The Base Support Officer role is essential in maintaining day to day operations which include, but are not limited to; stakeholder engagement, infrastructure, facility and estate management, safety and security on base, execution of base activities and plans relating to work health and safety, security, emergency management, issues arising from natural disasters and high risk weather season events, support to Defence exercises and operations and management of base resources.

### Estate Management & Planning Officer

As an Estate Management and Planning Officer, you will ensure the Defence estate is effectively planned, managed and maintained in a way that is safe, compliant, sustainable, and fit for purpose.

As an Estate Management and Planning Officer, you will play an integral role in the support to Defence's infrastructure. This role will require you to support the planning, coordination and delivery of estate works and infrastructure projects. You will be required to provide advice and support on estate related risks, issues and future requirements, whilst also working with Estate Planners to support future estate development and investment planning. You will also be required to provide input to planning instruments such as base and master plans, consult with contractors and industry partners, and be the lead for all phases of Project Delivery Services projects and Strategic Estate Planning.

### **About our Team**

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### **Our Ideal Candidate**

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Successful candidates will have a proven record of achieving organisational goals whilst contributing to a high-performance service delivery culture.

The skills that we seek in you:

- Well-developed communication, organisation and negotiation skills with the ability to influence a broad range of stakeholders.
- The ability to work collaboratively with various military, civilian and contractor stakeholders, but can also take ownership of their own work.
- Demonstrated ability to think critically, identify issues and contribute to the delivery of continuous improvement activities.
- The ability to research policy and procedures to determine practical outcomes that achieve the objective.
- The ability to identify and anticipate stakeholders' needs and expectations to achieve outcomes.
- A customer service mindset with a solution focused approach.
- Calm and adaptable, especially during high-pressure situations.
- Comfortable working as part of a team and building strong relationships with Defence personnel, industry partners, and other stakeholders.

In turn, we will provide you with the following:

- Performance-related salary progression.
- 15.4% superannuation.
- Standard hours of 37.5 hours per week.
- Negotiated flexible work arrangements.
- Ongoing training and development.
- Annual leave of 20 days per year.
- Personal/carers leave of 15 days per year.
- An additional day of leave per calendar year in addition to regular leave.

- Christmas stand down (a paid break during the Christmas and New Year period in addition to standard leave).
- A range of Parental and Reservist leave.
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- Defence Employee Assistance Program provided by Converge International.

We are looking for enthusiastic people to join our team immediately. These roles are ideal for energetic and motivated individuals focused on ongoing self-improvement and professional development. A Merit Pool of suitable candidates will also be created for future placement.

**Eligibility**

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

**Notes**

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

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**To Apply**

|                         |                                                                                                                                                                         |
|-------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Position Contact        | Joel Challenger, 07 3328 2615                                                                                                                                           |
| Agency Recruitment Site | <a href="https://defencecareers.nga.net.au/?jati=BC4E2FA8-8253-8365-4FD6-E3C22AD2E0EC">https://defencecareers.nga.net.au/?jati=BC4E2FA8-8253-8365-4FD6-E3C22AD2E0EC</a> |

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## Department of Defence

Closing Date: Thursday 15 May 2025

Defence People Group  
Joint Health Command

|                                   |                                                                                                                   |
|-----------------------------------|-------------------------------------------------------------------------------------------------------------------|
| <b>Job Title</b>                  | Operations Manager Australian Defence Force Arts for Resilience, Recovery, Teamwork and Skills (ADF ARRTS)        |
| <b>Job Type</b>                   | Part-Time, Ongoing                                                                                                |
| <b>Location</b>                   | Fyshwick ACT                                                                                                      |
| <b>Salary</b>                     | \$120,303 - \$135,701                                                                                             |
| <b>Future Merit Locations</b>     | Fyshwick                                                                                                          |
| <b>Office Arrangement</b>         | Flexible                                                                                                          |
| <b>Office Arrangement Details</b> | Defence is committed to supporting workplace flexibility. Please contact the contact officer for further details. |
| <b>Classification</b>             | Executive Level 1                                                                                                 |
| <b>Position Number</b>            | DPG/03608/25                                                                                                      |
| <b>Agency Website</b>             |                                                                                                                   |

**Job Description** <https://defencecareers.nga.net.au/?jati=13CC7FE2-CED7-3C94-B249-E3C22D6F2B51>

## Duties

### The Role

The position is required to provide high level executive support inclusive of business, finance, logistics, administration, contract and staff management. To work with the Australian Defence Force (ADF) Arts for Resilience, Recovery, Teamwork and Skills (ADF ARRTS) team to achieve the two key annual programs in May/June and Oct/Nov, and manage:

- Information requests from stakeholders (internal and external to ADF participants, team members and contractors).
- Oversee ARRTS Public relations – advertising, marketing and liaison with Joint Public Affairs Unit (JPAU).
- Coordination of the Head of ADF ARRTS diary with high level defence executive and executive stakeholders.
- Develop and assist with coordinating travel, team meetings, and written briefs.
- Ensure the ARRTS team meets assigned/prescribed time frames.
- The development and management of the ARRTS business plan, along with exploring new opportunities for ADF ARRTS.

The successful applicant needs to be self-motivated, positive in nature, flexible in approach and

capable of effective liaison with a diverse population; must display sound judgment and have a demonstrated ability to exercise diplomacy, sensitivity and discretion.

### About our Team

The Australian Defence Force Arts for Resilience, Recovery, Teamwork and Skills (ADF ARRTS) program team is a dynamic group of staff who collectively support the use of creative engagement to improve the confidence and wellbeing of ADF, the ACT Emergency Services (ESA) Agency, Australian Federal Police (AFP) personnel who are wounded, ill or injured as a result of their service.

It consists of creative and health specialists, administrative staff, both contractors and ADF staff, who support an outstanding twice yearly program. The program has proven successful health and wellbeing outcomes to enhance the recovery, return to work or transition from the individual members service environment. It aligns with the ADF wellbeing programs and is a deliverable that accords with The Royal Commission into Defence and Veterans Suicide.

### Our Ideal Candidate

Our ideal candidate is:

- A highly skilled administrator who can converse with all levels of the Australian Defence force (ADF) and our supporting stakeholders.
- Self-motivated and collaborative with superior communication, time management and administrative skills.
- Willing to perform lower level tasks as required to ensure the ADF ARRTS team succeeds in achieving successful programs.

### Eligibility

#### Security Clearance

Applicants must be able to obtain and maintain a security clearance of 'Baseline'

### 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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|                                |                                                                                                                                                                         |
|--------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Position Contact</b>        | Wayne Goodman, 0418 218 160                                                                                                                                             |
| <b>Agency Recruitment Site</b> | <a href="https://defencecareers.nga.net.au/?jati=13CC7FE2-CED7-3C94-B249-E3C22D6F2B51">https://defencecareers.nga.net.au/?jati=13CC7FE2-CED7-3C94-B249-E3C22D6F2B51</a> |

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## Defence

Vacancy VN-0757713

### Department of Defence

Closing Date: Thursday 15 May 2025

Capability Acquisition and Sustainment Group  
Industry Engagement

|                                   |                                                                                                                   |
|-----------------------------------|-------------------------------------------------------------------------------------------------------------------|
| <b>Job Title</b>                  | Senior Policy Officer                                                                                             |
| <b>Job Type</b>                   | Full-Time, Ongoing                                                                                                |
| <b>Location</b>                   | Brindabella Business Park ACT                                                                                     |
| <b>Salary</b>                     | \$95,187 - \$108,734                                                                                              |
| <b>Future Merit Locations</b>     | Brindabella Business Park                                                                                         |
| <b>Office Arrangement</b>         | On Site                                                                                                           |
| <b>Office Arrangement Details</b> | Defence is committed to supporting workplace flexibility. Please contact the contact officer for further details. |
| <b>Classification</b>             | APS Level 6                                                                                                       |
| <b>Position Number</b>            | CASG/03599/25                                                                                                     |
| <b>Agency Website</b>             |                                                                                                                   |

**Job Description** <https://defencecareers.nga.net.au/?jati=1C1B5B86-1AD4-5785-5114-E3C22DE14FEF>

### Duties

#### The Role

The Senior Policy Officer will be accountable for the development and implementation of AUSMIN Maintenance, Repair, Overhaul

and upgrade (MRO&U) initiatives and exploration of co-sustainment opportunities with our allies and partners, implementation of the US Regional Sustainment Framework (RSF) and developing regional strategies. You will have the opportunity to work independently with opportunities for reasonable autonomy and accountability for the achievement of outcomes of your work. You will have the responsibility of leading and managing human and physical resources and exercising the associated people and financial responsibilities to achieve our organisational objectives.

You will assist with developing and implementing work plans, set performance indicators, and review individual, individual and team performance. You will actively support and coordinate key domestic and international stakeholder engagements and support bilateral and multilateral activities, and coordinate high profile visit programs.

#### **About our Team**

The Alliance Sustainment Support Directorate is a newly established and developing area within the Industry Engagement Division, Capability Acquisition & Sustainment Group (CASG) which is responsible for the development and implementation of strategies to facilitate regional cooperation across our critical common capabilities. This team also incorporates the facilitation of co-sustainment outcomes and explores MRO&U opportunities of allied and partner critical capabilities in the region to support increased operational preparedness closer to the point of need.

Our alliance relationship with the US is fundamental to this work and there is a growing necessity to deepen relationships across the Indo-Pacific with our regional partners. Our team provides advice to government and senior departmental officials, for defence committees, strategic armament dialogues and valued contributions for their decision making and engagements with our allies and partners.

#### **Our Ideal Candidate**

Our ideal candidate will be required to have:

- Strong analytical, research and problem-solving skills to address changing policy, program and legislative requirements;
- Demonstrated skill in establishing and building relationships with internal and external stakeholders;
- Excellent written and verbal communication skills, including attention to detail and the ability to prepare high quality briefing materials;
- Effectively manage competing responsibilities within the context of defined timeframes;
- Good understanding of Defence's contribution to Australia's national security interests and apply that understanding in a Whole of Government and international environment, including the AUSMIN framework; and
- Exposure to acquisition and sustainment, project management, capability delivery and sustainment projects is desirable.

Our area would suit candidates that are proactive and team-oriented, willing to apply a high level of customer focus with strong communications skills, and are interested in working with key stakeholders across Defence, Government and with our international partners.

#### **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        | Kathleen Norenbergs, 02 5108 7821                                                                                                                                       |
| Agency Recruitment Site | <a href="https://defencecareers.nga.net.au/?jati=1C1B5B86-1AD4-5785-5114-E3C22DE14FEF">https://defencecareers.nga.net.au/?jati=1C1B5B86-1AD4-5785-5114-E3C22DE14FEF</a> |

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Defence

Vacancy VN-0757723

Department of Defence

Closing Date:Thursday 15 May 2025

Defence Science and Technology Group  
Human and Decision Sciences

|                            |                                                                                                                   |
|----------------------------|-------------------------------------------------------------------------------------------------------------------|
| Job Title                  | Executive Assistant                                                                                               |
| Job Type                   | Full-Time, Ongoing                                                                                                |
| Location                   | Fairbairn ACT                                                                                                     |
| Salary                     | \$86,887 - \$93,066                                                                                               |
| Future Merit Locations     | Fairbairn                                                                                                         |
| Office Arrangement         | On Site                                                                                                           |
| Office Arrangement Details | Defence is committed to supporting workplace flexibility. Please contact the contact officer for further details. |
| Classification             | APS Level 5                                                                                                       |
| Position Number            | DSTG/03637/25                                                                                                     |
| Agency Website             |                                                                                                                   |

## Duties

### The Role

An exciting opportunity exists to work in a high profile position as the Executive Assistant to the Chief of Division in Human & Decision Sciences. The environment you will be working in is dynamic; requiring you to demonstrate high levels of self-sufficiency, innovation and resourcefulness as you complete your daily tasks. You will work collaboratively with other members of the Team to support and contribute to the efficiency of our business by providing a personalised and timely service to the Chief. Some of the key duties of this role are:

- Diary Management – including scheduling appointments and meetings and prioritising diary requests.
- Inbox Management – ensuring that priority tasks are highlighted to the Chief.
- Tracking of workflows and tasks to ensure they are completed according to priorities and due dates.
- Travel Arrangements – including booking of flights and accommodation and acquittal of expenses.
- Minute taking.

### About our Team

The Executive Assistant is part an Executive Administration Team working directly to the Chief whilst also working closely with the Directors and Research Leaders of the division. Why join the Executive Administration Team?

We are passionate about the work we do which contributes to the Defence of Australia and its interests. We are enthusiastic about creating an environment where all team members understand the value they bring to the ultimate objective of the Human and Decision Sciences Division which is to lead and shape Defence Science and in support of human situational awareness, human performance and human decision making. We are geographically dispersed across 5 states; however, the Chief is based in Canberra. We are inclusive and work collaboratively to support each other to achieve our collective outcomes.

We will invest in your growth and development by providing you with professional learning and development opportunities to allow you to be at the leading edge of your industry and to perfect your craft on the job. As a contemporary employer we are interested in an inclusive workplace environment where people are valued for their differences therefore welcome applications from diverse backgrounds. As a new member in our team you can expect the support you need to achieve your role and to give you a good head start in what is a vibrant, friendly and dynamic team.

### Our Ideal Candidate

As the Executive Assistant you are a professional, trusted and critical member of the team who executes tasks efficiently and accurately. You have an established career as an Executive Assistant with solid experience in providing support to senior executives. You have the communication skills to assist you to build relationships with people at all levels including senior internal and external stakeholders.

This role suits someone who is composed under pressure and has a high level of personal integrity and reliability. You are able to manage competing priorities and adapt to shifting demands. You have strong time management and organisational skills, are able to work methodically, make decisions, are experienced in creative problem solving and good at noticing the small but important things that others might miss. You are able to deal with challenging situations by maintaining a high level of resilience.

As someone who is a team player, you can consolidate those pieces of information to ensure that the focus remains on the priorities of the Chief. Other skills beneficial for this role are strong people skills, good written and verbal communication skills and relationship building skills. You are a keen life-long learner so there is no job too big or too small that you will not tackle to have the opportunity to strengthen your skills or develop new ones. **Eligibility**

#### Security Clearance

Applicants must be able to obtain and maintain a security clearance of 'Negative Vetting 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

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|                                |                                                                                                                                                                         |
|--------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Position Contact</b>        | Lisa Torrance, 03 8534 1336                                                                                                                                             |
| <b>Agency Recruitment Site</b> | <a href="https://defencecareers.nga.net.au/?jati=EE9D9BB5-2A95-26EA-1260-E3C22E93D947">https://defencecareers.nga.net.au/?jati=EE9D9BB5-2A95-26EA-1260-E3C22E93D947</a> |

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## Defence

Vacancy VN-0757738

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### Department of Defence

Closing Date: Thursday 15 May 2025

Joint Capabilities Group  
Joint Capabilities

|                                   |                                                                                                                   |
|-----------------------------------|-------------------------------------------------------------------------------------------------------------------|
| <b>Job Title</b>                  | Contract Management Officer                                                                                       |
| <b>Job Type</b>                   | Full-Time, Ongoing                                                                                                |
| <b>Location</b>                   | Russell ACT                                                                                                       |
| <b>Salary</b>                     | \$95,187 - \$108,734                                                                                              |
| <b>Future Merit Locations</b>     | Russell                                                                                                           |
| <b>Office Arrangement</b>         | On Site                                                                                                           |
| <b>Office Arrangement Details</b> | Defence is committed to supporting workplace flexibility. Please contact the contact officer for further details. |
| <b>Classification</b>             | APS Level 6                                                                                                       |
| <b>Position Number</b>            | JCG/03629/25                                                                                                      |
| <b>Agency Website</b>             |                                                                                                                   |

**Job Description** <https://defencecareers.nga.net.au/?jati=4A6ADD54-1691-1523-3A78-E3C2667E31BC>

---

## Duties

### The Role

An ongoing opportunity exists at the APS 6 level to provide contract management and procurement support for the Space and Cyber Capabilities Division Business Management Directorate (SCCD BMD).

The successful applicant will be responsible for:

- Providing contract management support and timely, accurate advice across the procurement life cycle for procurement activities, including supporting procurement planning preparation of compliant procurement documentation and management of contract Purchase orders and Invoice Payments.
- Promoting compliance with procurement policies and Commonwealth legislation.
- Liaising and collaborating with key stakeholders relating to ongoing and upcoming procurement.
- Preparing a range of written materials including reports, scorecards and correspondence to internal and external stakeholders.
- Promoting a client focused culture within a small team, including the ability to prioritise workload, meet tight deadlines, display a high level of accuracy, attention to detail and pre-empt next stage activities.

This role is eligible for an additional remuneration benefit known in Defence as a Building Defence Capability Payment (BDCP). This enables Defence to provide a premium, in addition to the base salary otherwise payable under the Defence Enterprise Agreement (DEA), for positions in occupational disciplines/classifications that are critical to Defence capability. For further

information, please contact the contact officer.

### About our Team

Space and Cyber Capability Division, Business Management Directorate is a small team whose responsibilities and focus cover three core functions:

- Procurement and Contract Management.
- Workforce planning and recruitment.
- Finance, Information Management, Security.

SCCD BMD are focused on providing timely and accurate advice, ensuring best practice governance and supporting the Office of Head Space and Cyber Capabilities and each of the Branches within the Division. The APS 6 vacancy sits within SCCD BMD Procurement and Contracting team. Our small team, works closely together to manage a consistent high volume of work as well as ensuring procurement activities are compliant with Legislation and Policy requirements.

### Our Ideal Candidate

Our ideal candidate will have the following skills, experience and attributes:

- Sound Commonwealth procurement experience, including but not limited to the Commonwealth Procurement Rules and Procurement connected policies, or transferable skills and the ability to quickly acquire the necessary skills.
- Effective time management including the ability to prioritise competing workloads, and meet tight deadlines with a high level of accuracy and attention to detail.
- Excellent communication, interpersonal and client service skills.
- Strong customer and stakeholder focus, with the ability to build and sustain internal and external relationships to achieve outcomes.
- Contribute to a high performing and harmonious team environment.
- Strong data literacy, ability to maintain a dynamic database and extract data for specified reporting purposes.
- Personal drive and initiative to develop current and new business processes.

### 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        | Cathey Kelly, 02 5108 6235                                                                                                                                              |
| Agency Recruitment Site | <a href="https://defencecareers.nga.net.au/?jati=4A6ADD54-1691-1523-3A78-E3C2667E31BC">https://defencecareers.nga.net.au/?jati=4A6ADD54-1691-1523-3A78-E3C2667E31BC</a> |

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Defence

Vacancy VN-0757741

Department of Defence

Closing Date:Thursday 22 May 2025

Defence People Group  
Workforce and People Strategy

|                            |                                                                                                                   |
|----------------------------|-------------------------------------------------------------------------------------------------------------------|
| Job Title                  | Director HR Business Partner                                                                                      |
| Job Type                   | Full-Time, Ongoing                                                                                                |
| Location                   | Brindabella Business Park ACT, Melbourne VIC                                                                      |
| Salary                     | \$139,681 - \$167,659                                                                                             |
| Future Merit Locations     | Brindabella Business Park, Melbourne                                                                              |
| Office Arrangement         | On Site;Flexible                                                                                                  |
| Office Arrangement Details | Defence is committed to supporting workplace flexibility. Please contact the contact officer for further details. |
| Classification             | Executive Level 2                                                                                                 |
| Position Number            | DPG/03529/25                                                                                                      |
| Agency Website             |                                                                                                                   |

Job Description

<https://defencecareers.nga.net.au/?jati=44436291-A5C4-EF2A-BF22-E3C266F53C6B>

## Duties

### The Role

The Human Resources (HR) Business Partner achieves outcomes by working closely with Defence People Group Centre's of Expertise to advise members of the Defence Senior Leadership Group on future focused workforce solutions, and as such, high levels of customer relationship management, negotiation and influencing skills are key to success.

The HR Business Partner will have a demonstrated capacity for exceptional stakeholder engagement and a strategic, solution-focused mindset. They will possess credible analytical skills in order to interpret complex workforce data to understand trends and risks. Well-developed strategic thinking skills are essential to translate workforce trends and risks into future workforce strategies.

### About our Team

The HR Business Partner provides support to members of the Defence Senior Leadership Group to formulate future-focused workforce solutions in support of attraction, engagement, retention, succession planning, wellbeing, performance and culture strategies. We work with our colleagues across Defence People Group to develop and implement solutions to complex workforce issues and share our knowledge of the customer's workforce context to support the design and improvement of DPG's policies and processes.

### Our Ideal Candidate

Our ideal candidate will thrive working in a fast-paced environment with the ability to work positively with complexity and ambiguity. No two days are the same for an HR Business Partner!

The successful candidate will be comfortable working independently as well as collaboratively with a small team. Well-developed judgement and creative problem solving skills are critical, as is the ability to build trusted relationships and engage effectively with senior leaders and a wide range of stakeholders.

## Eligibility

### Security Clearance

Applicants must be able to obtain and maintain a security clearance of 'Negative Vetting 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

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|                                |                                                                                                                                                                         |
|--------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Position Contact</b>        | Anna Whipp, 0472 813 825                                                                                                                                                |
| <b>Agency Recruitment Site</b> | <a href="https://defencecareers.nga.net.au/?jati=44436291-A5C4-EF2A-BF22-E3C266F53C6B">https://defencecareers.nga.net.au/?jati=44436291-A5C4-EF2A-BF22-E3C266F53C6B</a> |

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## Defence

Vacancy VN-0757743

### Department of Defence

Closing Date: Thursday 15 May 2025

Australian Defence Force Headquarters  
Vice Chief of Defence Force Group

|                                   |                                                                                                                   |
|-----------------------------------|-------------------------------------------------------------------------------------------------------------------|
| <b>Job Title</b>                  | Project Manager - Special Access Program Enabling Services                                                        |
| <b>Job Type</b>                   | Full-Time, Ongoing                                                                                                |
| <b>Location</b>                   | Canberra ACT                                                                                                      |
| <b>Salary</b>                     | \$120,303 - \$135,701                                                                                             |
| <b>Future Merit Locations</b>     | Canberra                                                                                                          |
| <b>Office Arrangement</b>         | On Site                                                                                                           |
| <b>Office Arrangement Details</b> | Defence is committed to supporting workplace flexibility. Please contact the contact officer for further details. |
| <b>Classification</b>             | Executive Level 1                                                                                                 |
| <b>Position Number</b>            | ADFHQ/03662/25                                                                                                    |
| <b>Agency Website</b>             |                                                                                                                   |

### Job Description

<https://defencecareers.nga.net.au/?jati=87F9FDB5-FF63-C17A-C890-E3C26707F4C8>

### Duties

#### The Role

The Special Access Program Enabling Services (SAPES) Directorate has an opportunity for an experienced project manager to be involved in delivering capability in support of Special Access Programs (SAP). You will have exposure to a diverse range of activities, including capability planning, ICT systems implementation and management, and facilities projects.

The role focuses on managing a project in the capability planning and development stage, and taking the project through government approvals to implementation. You will operate independently and have the opportunity to lead and manage a team of committed professionals. We will provide you with flexibility in how you do your work, and will support you in your professional development. The successful candidate will enjoy working in a dynamic team environment, engage with a range of stakeholders, use initiative to solve problems and provide advice to senior leaders.

This role is eligible for an additional remuneration benefit known in Defence as a Building Defence Capability Payment (BDGP). This enables Defence to provide a premium, in addition to the base salary otherwise payable under the Defence Enterprise Agreement (DEA), for positions in occupational disciplines/classifications that are critical to Defence capability. For further

information, please contact the contact officer.

### About our Team

The Special Access Program (SAP) Branch within Force Integration Division is responsible for managing Defence's SAP framework. Our team works in a technically complex and challenging environment with members from the Australian Public Service, Australian Defence Force, other government agencies and industry. The capabilities supported are critical to the national defence effort. Elements of our team operate in a highly secure environment, and all parts are crucial to achieving Defence's primary mission.

Members of SAPES will have the opportunity to implement workplace arrangements to balance career goals with commitments and interests away from the workplace. We prioritise professional development and work with team members to support the achievement of their career objectives. We are a small team who have the privilege to support niche capabilities critical to Australia's national security, and see the benefits our work provides to our stakeholders.

### Our Ideal Candidate

The successful candidate will possess:

- Skills and experience in managing complex projects and managing a team to deliver capability outcomes.
- Experience in developing, implementing and managing project governance and assurance functions.
- Excellent communication and customer engagement skills, enabling them to work with a broad range of stakeholders both internal and external to Defence.
- The capacity to think strategically, identify improvement opportunities and prioritise effort.
- Drive and initiative.

## 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

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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|                                |                                                                                                                                                                         |
|--------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Position Contact</b>        | Andrew Steele, 02 5108 6069                                                                                                                                             |
| <b>Agency Recruitment Site</b> | <a href="https://defencecareers.nga.net.au/?jati=87F9FDB5-FF63-C17A-C890-E3C26707F4C8">https://defencecareers.nga.net.au/?jati=87F9FDB5-FF63-C17A-C890-E3C26707F4C8</a> |

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Defence

Vacancy VN-0757744

Department of Defence

Closing Date:Thursday 15 May 2025

Capability Acquisition and Sustainment Group  
Industry Engagement

|                            |                                                                                                                   |
|----------------------------|-------------------------------------------------------------------------------------------------------------------|
| Job Title                  | Assistant Director CASG Alliance Sustainment Support (Regional)                                                   |
| Job Type                   | Full-Time, Ongoing                                                                                                |
| Location                   | Brindabella Business Park ACT                                                                                     |
| Salary                     | \$120,303 - \$135,701                                                                                             |
| Future Merit Locations     | Brindabella Business Park                                                                                         |
| Office Arrangement         | On Site                                                                                                           |
| Office Arrangement Details | Defence is committed to supporting workplace flexibility. Please contact the contact officer for further details. |
| Classification             | Executive Level 1                                                                                                 |
| Position Number            | CASG/03604/25                                                                                                     |
| Agency Website             |                                                                                                                   |

Job Description

<https://defencecareers.nga.net.au/?jati=7D14FCA6-A247-3BC5-5187-E3C2671CDB0E>

Duties

**The Role**  
The Alliance Sustainment Support Directorate leads on the implementation of AUSMIN Maintenance, Repair, Overhaul & Upgrade (MRO&U) initiatives and exploration of co-sustainment opportunities with our international partners, and leads on the implementation of the US Regional Sustainment Framework. The team is now broadening their remit to encompass the Indo-Pacific and engagement with our close regional international partners.

You will be responsible for developing and achieving AUSMIN directed outcomes, contribute directly to the implementation of National Defence Strategy, Defence Industry Development Strategy, and broader strategic armament cooperation and co-sustainment outcomes. As the Assistant Director you will exercise considerable independence and perform a leadership role, set work that aligns with implementation and delivery of the Sovereign Defence Industry Priorities across domains and effectively communicate expected outcomes.

### About our Team

CASG Industry Engagement Division is a newly established Division, leading work under the Defence Industry Development Strategy to partner and support Industry in order to build Defence's Industrial Base to create a stronger, more secure Australia. This includes how Defence engages with industry to better inform industry of our needs and understanding industry's capabilities.

This also incorporates the facilitation of co-sustainment outcomes and exploring maintenance, overhaul, repair and upgrade (MRO&U) of allied and partner critical capabilities in the region to support increased operational preparedness closer to the point of need. Our alliance relationship with the US is fundamental to this work and there is a growing necessity to deepen relationships across the Indo-Pacific with our regional partners. The CASG Alliance Sustainment Support Team is responsible for the delivery co-sustainment cooperation with our close allies and partners, and enable operational readiness to our warfighters at the time and place of need.

### Our Ideal Candidate

Our ideal candidate will demonstrate experience in establishing and working effectively in dynamic team environments, be resilient and collaborative. The ideal candidate will have a track record of achieving results and be a strategic thinker.

They will possess strong leadership credentials required to establish regional sustainment strategies that support defence materiel cooperation, establish and manage key international and industry relationships, and engagement activities. They should be able to demonstrate:

- Excellent stakeholder engagement and management skills (including cross-cultural sensitivities);
- Good understanding of Defence capability priorities, capability acquisition and sustainment programs, and SDIPs;
- Display flexibility in the face of dynamic and changing priorities, and ability to advance multiple portfolios simultaneously;
- Demonstrate sound judgement, good analytical skills with an innovative approach to problem-solving; and
- Understanding of and ability to interpret domestic and international policy, and legislation.

## Eligibility

### Security Clearance

Applicants must be able to obtain and maintain a security clearance of 'Negative Vetting 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>

## About the Department of Defence

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## To Apply

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|                         |                                                                                                                                                                         |
|-------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Position Contact        | Kathleen Norenbergs, 02 5108 7821                                                                                                                                       |
| Agency Recruitment Site | <a href="https://defencecareers.nga.net.au/?jati=7D14FCA6-A247-3BC5-5187-E3C2671CDB0E">https://defencecareers.nga.net.au/?jati=7D14FCA6-A247-3BC5-5187-E3C2671CDB0E</a> |

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Defence

Vacancy VN-0757746

Department of Defence

Closing Date:Thursday 15 May 2025

Defence Science and Technology Group  
Platforms

|                            |                                                                                                                   |
|----------------------------|-------------------------------------------------------------------------------------------------------------------|
| Job Title                  | Technical Operations Manager                                                                                      |
| Job Type                   | Full-Time, Ongoing                                                                                                |
| Location                   | Eagle Farm QLD, Edinburgh SA, Eveleigh NSW, Fishermans Bend VIC                                                   |
| Salary                     | \$120,303 - \$135,701                                                                                             |
| Future Merit Locations     | Eagle Farm, Edinburgh, Eveleigh, Fishermans Bend                                                                  |
| Office Arrangement         | Flexible                                                                                                          |
| Office Arrangement Details | Defence is committed to supporting workplace flexibility. Please contact the contact officer for further details. |
| Classification             | Executive Level 1                                                                                                 |
| Position Number            | DSTG/02744/25                                                                                                     |
| Agency Website             |                                                                                                                   |

Job Description <https://defencecareers.nga.net.au/?jati=53C4100E-764F-BBBE-8357-E3C26727991B>

Duties

### **The Role**

The Technical Operations Manager is a member of the Administrative Operations team within Platforms. Administrative Operations is a dynamic team responsible for providing professional support, services and advice to Chief Platforms and the divisional staff on the operational functions of the division.

Members of the Administrative Operations team are diversely located in Edinburgh (SA), Fishermans Bend (VIC) and Eveleigh (NSW), to provide onsite and virtual support to the division.

Within this role, you will:

- Be responsible for building collaborative relationships throughout the division, Defence Science and Technology Group (DSTG), constructively engaging with Enabling Services Leads to ensure divisional perspectives are represented;
- Prepare and deliver technical briefings to the Director, Chief and Research Leaders;
- Provide technical guidance and support to trial and lab managers; and
- Provide specific policy guidance to the Director, Chief and Research Leaders regarding compliance requirements.

### **About our Team**

The Platforms Support Team within Platforms Division is part of DSTG located across multiple sites, supporting the business, administrative and research functions of the Division.

Team contributions are highly valued and important in fostering a learning culture that strives for continual improvement, in a respectful and challenging way. The Platforms Support Team works collaboratively and strives for continual improvements in the way services are delivered to the Division.

We are responsible for providing high quality services to the Division, in supporting the delivery of DSTG and Defence outcomes.

### **Our Ideal Candidate**

To succeed in this role, you will:

- Accountable to perform high complexity procedural, operational, administrative and business management activities that support the delivery of outcomes across Defence;
- Have an in-depth understanding of compliance and support required to achieve excellent technical outcomes;
- Work collaboratively in trans-disciplinary teams, operate as an effective team member harnessing diverse views and encouraging an inclusive team culture and provide constructive feedback to Enabling Capability;
- Be able to collaborate with leading research specialists including scientific, engineering and technical staff; using subject matter expertise to support S&T staff to enhance Defence capability and building relationship with internal and external stakeholders including academia, industry and government agencies;
- Have the ability to manage allocated resources, set work area priorities, manage workflows, develop strategies and evaluate business outcomes;
- Think strategically and operate with considerable autonomy to achieve corporate impact;
- Demonstrate sound communication skills; both written and verbal with the ability to foster stakeholder relationships is required;
- Be adaptable and resilient in a dynamically changing environment;
- Maintain accurate records; and
- Have a commitment to ongoing self-improvement and professional development.

### **Eligibility**

**Security Clearance:**

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

**Notes**

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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|                                |                                                                                                                                                                         |
|--------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Position Contact</b>        | Jade Gardner, 08 7375 0833                                                                                                                                              |
| <b>Agency Recruitment Site</b> | <a href="https://defencecareers.nga.net.au/?jati=53C4100E-764F-BBBE-8357-E3C26727991B">https://defencecareers.nga.net.au/?jati=53C4100E-764F-BBBE-8357-E3C26727991B</a> |

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**Defence**

Vacancy VN-0757751

**Department of Defence**

Closing Date: Thursday 08 May 2025

Defence People Group  
Australian Defence College

|                                   |                                                                                                                   |
|-----------------------------------|-------------------------------------------------------------------------------------------------------------------|
| <b>Job Title</b>                  | Indonesian Language Teacher                                                                                       |
| <b>Job Type</b>                   | Full-Time, Ongoing                                                                                                |
| <b>Location</b>                   | Laverton VIC                                                                                                      |
| <b>Salary</b>                     | \$86,887 - \$93,066                                                                                               |
| <b>Future Merit Locations</b>     | Laverton                                                                                                          |
| <b>Office Arrangement</b>         | On Site                                                                                                           |
| <b>Office Arrangement Details</b> | Defence is committed to supporting workplace flexibility. Please contact the contact officer for further details. |
| <b>Classification</b>             | APS Level 5                                                                                                       |
| <b>Position Number</b>            | DPG/03598/25                                                                                                      |
| <b>Agency Website</b>             |                                                                                                                   |

**Job Description** <https://defencecareers.nga.net.au/?jati=37EC6A52-B274-2647-A631-E3C267CD2943>

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## Duties

### The Role

The APS 5 Indonesian Language Teacher will prepare, develop and deliver Indonesian language lessons for up to 20 hours of lessons per week. Work productively as part of a specialised language team consisting of Australian Public Servants and contractors.

- Develop Indonesian language assessment materials.
- Monitor the academic progress of students and provide timely and actionable individual feedback.
- Review and implement continual improvement to course materials and assessments.
- Provide timely and accurate advice and guidance to the APS 6 Senior Language Teacher.
- Assist in the preparation and conduct of In-Country Training programs for students including travel to Indonesia for student assessment.
- Assist in the preparation and conduct of domestic cultural engagement activities for students.
- Identify and research teaching methodology improvement utilising new technologies.
- Other duties in line with the APS 5 Standard as directed.

## About our Team

The Indonesian Language Department is responsible for the syllabus design, material development and delivery of the Indonesian language courses to Australian Defence Force (ADF) personnel. The Indonesian Language Department have a mindset of continuous improvement utilising new technologies to improve the language delivery experience for students. The Defence Force School of Languages (DFSL) delivers language and cultural training to select ADF

personnel.

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

Our Ideal Candidate

- Has demonstrated a high level of knowledge and proficiency in both Indonesian and English language.
- Holds a tertiary degree, preferably in Education or Linguistics.
- Has a demonstrated a high level of knowledge of the Indonesian language.
- Has a demonstrated sound knowledge of different approaches to language teaching and embracing new technologies.
- Has Indonesian teaching experience (preferable in an adult learning environment).
- Has demonstrated experience in syllabus design and material development.
- Has a demonstrated applied knowledge of different approaches to language teaching.

Eligibility

**Security Clearance**  
Applicants must be able to obtain and maintain a security clearance of 'Baseline'.

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        | Irene Connolly, 0498 528 146                                                                                                                                            |
| Agency Recruitment Site | <a href="https://defencecareers.nga.net.au/?jati=37EC6A52-B274-2647-A631-E3C267CD2943">https://defencecareers.nga.net.au/?jati=37EC6A52-B274-2647-A631-E3C267CD2943</a> |

- that the names of successful applicants will also be notified in all formats of the electronic Public Service Gazette
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## Defence

Vacancy VN-0757759

### Department of Defence

Closing Date: Thursday 15 May 2025

Security and Estate Group  
Service Delivery Division

|                                   |                                                                                                                   |
|-----------------------------------|-------------------------------------------------------------------------------------------------------------------|
| <b>Job Title</b>                  | Environment and Sustainability Manager                                                                            |
| <b>Job Type</b>                   | Full-Time, Ongoing                                                                                                |
| <b>Location</b>                   | Adelaide SA, Albury NSW, Cairns QLD, Darwin NT, Melbourne VIC, Townsville QLD                                     |
| <b>Salary</b>                     | \$95,187 - \$108,734                                                                                              |
| <b>Future Merit Locations</b>     | Adelaide, Albury, Cairns, Darwin, Melbourne, Townsville                                                           |
| <b>Office Arrangement</b>         | Flexible                                                                                                          |
| <b>Office Arrangement Details</b> | Defence is committed to supporting workplace flexibility. Please contact the contact officer for further details. |
| <b>Classification</b>             | APS Level 6                                                                                                       |
| <b>Position Number</b>            | SEG/02546/25                                                                                                      |
| <b>Agency Website</b>             |                                                                                                                   |

**Job Description** <https://defencecareers.nga.net.au/?jati=CDE7571A-8E2B-BFD1-B406-E3C268C4FE81>

## Duties

### The Role

Do you have a passion for environmental management and want to make a real difference? Do you want to contribute to national Defence and environmental initiatives and outcomes at a local operational level?

The Department of Defence is currently looking for enthusiastic senior environmental management professionals to join our South Australia and Victoria teams (with future vacancies in Northern Territory and North Queensland) to provide expert environmental advice and support to local Defence outcomes and activities.

These are operational support roles with a strong focus on stakeholder engagement and partnering. This is your chance to play a key role in the implementation of national Defence and environmental policies, plans and initiatives at a local level and to work on diverse issues from contamination to heritage, biodiversity to biosecurity, and environmental assessments and approvals.

In this role, you will be the local lead for practical operational level environmental advice and support, with a focus on stakeholder engagement and partnering. You will undertake and contribute to complex environmental work and outcomes that help ensure Defence outcomes and activities are managed, sustainable and compliant. You will be responsible for local environment

management outcomes and advice including policy interpretation across diverse environmental and heritage disciplines. You will collaborate with a variety of teams and stakeholders including military and industry partners. You may also manage a small team of local environmental and sustainability professional.

In this role, you will have access to unique environmental work, sites and experiences that are not commonly found within other environmental roles or industry sectors. This role will also provide the ability to diversify, develop and expand your professional environmental management knowledge, skill set and experience. Whilst primarily office-based, this role includes occasional on-site work and travel to non-metropolitan regional and remote Defence operational sites.

If you are someone who enjoys working within a dynamic and fast-paced workplace on a wide variety of issues and outcomes, has proven experience in environmental management and engagement, and wants to contribute to environmental outcomes at an operational level we would love to hear from you.

#### **About our Team**

As the largest Commonwealth land owner, with a 3 million-hectare portfolio consisting of more than 1000 owned and leases properties, the Department of Defence operates across many sites with nationally significant environment and heritage values.

To support Defence with its environmental and heritage management outcomes and obligations, a network of local Environment and Sustainability teams are located across Australia. These Environment and Sustainability teams provide professional environmental management advice to internal and external stakeholders in support of Defence outcomes, activities and sites. The teams work within a national environmental management framework and directly contribute to Australian Governmental initiatives and commitments such as Net-Zero. The teams have an operational and stakeholder engagement focus and undertakes work that matters.

The Environment and Sustainability teams works across all aspects of environmental management including environmental assessments and approvals, compliance, pollution prevention, contamination, heritage, biodiversity, biosecurity, and sustainability. The teams are made up of a diverse and skilled workforce who operate as a collaborative professional network to achieve Defence environmental management outcomes.

Working within the Environment and Sustainability team provides access to environmental work, sites and experiences unique to Defence and not commonly found within other environmental roles or industry sectors. It also provides the ability to greatly diversify, develop and expand your professional environmental management knowledge, skill set and experience as part of your role and responsibilities.

#### **Our Ideal Candidate**

Our ideal candidate will enjoy working in a dynamic and fast-paced workplace on a wide variety of issues and outcomes, and will have the following characteristics:

- A senior environmental management professional experienced in complex and operational environmental management issues and outcomes and with sound knowledge across environment, heritage and sustainability related disciplines;
- A senior environmental management professional experienced in provision of clear advice and guidance, policy interpretation and operating within a policy and legislative framework;
- A capable leader with stakeholder engagement experience, who will lead and guide others to ensure environmental management in accordance with Defence environmental policies, procedures and Commonwealth legislation;
- An excellent communicator, who genuinely focuses on developing and maintaining positive and effective relationships to generate results and can communicate effectively across diverse stakeholders;
- An excellent relationship builder, who can build and maintain relationships with stakeholders from all levels to communicate Defence's environment management requirements;
- An excellent collaborator, who can work collaboratively across a geographically dispersed team to deliver Defence environmental management outcomes and build team knowledge;
- An ability to manage multiple issues with effective time management and prioritisation;
- A motivated and collaborative team leader and team member who contributes to a positive organisational and team culture, who will share their knowledge and innovative ideas with others to help problem solve and generate results, and who is eager to learn and grow;
- Experience in leading and managing a small team;
- Experience in the use of Geographical Information Systems (GIS) and associated spatial data;
- Tertiary qualifications in an environment management / science discipline or a related field or equivalent experience; and
- Class C drivers licence.

Contact Details

Madison Bolton (VIC/TAS); Nicole McCarron (SA/NT/NQLD)  
0455 623 346 (Madison); 0402 087 156 (Nicole)  
madison.bolton@defence.gov.au / nicole.mccarron@defence.gov.au 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        | Madison Bolton (VIC/TAS); Nicole McCarron (SA/NT/NQLD), 0455 623 346 (M); 0402 087 156 (N)                                                                              |
| Agency Recruitment Site | <a href="https://defencecareers.nga.net.au/?jati=CDE7571A-8E2B-BFD1-B406-E3C268C4FE81">https://defencecareers.nga.net.au/?jati=CDE7571A-8E2B-BFD1-B406-E3C268C4FE81</a> |

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Defence

Vacancy VN-0757788

Department of Defence

Closing Date:Thursday 22 May 2025

Security and Estate Group  
Defence Security

|                                   |                                                                                                                   |
|-----------------------------------|-------------------------------------------------------------------------------------------------------------------|
| <b>Job Title</b>                  | Senior Security Risk Analyst                                                                                      |
| <b>Job Type</b>                   | Full-Time, Ongoing                                                                                                |
| <b>Location</b>                   | Adelaide SA, Campbell ACT                                                                                         |
| <b>Salary</b>                     | \$95,187 - \$108,734                                                                                              |
| <b>Future Merit Locations</b>     | Adelaide, Campbell                                                                                                |
| <b>Office Arrangement</b>         | On Site                                                                                                           |
| <b>Office Arrangement Details</b> | Defence is committed to supporting workplace flexibility. Please contact the contact officer for further details. |
| <b>Classification</b>             | APS Level 6                                                                                                       |
| <b>Position Number</b>            | SEG/02018/25                                                                                                      |
| <b>Agency Website</b>             |                                                                                                                   |

**Job Description** <https://defencecareers.nga.net.au/?jati=222354AB-1772-BEC0-991D-E3C3558E319D>

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## Duties

### The Role

Defence Security Division plays a critical role in protecting Australia's defence and national security and capability edge. We are seeking experienced Senior Security Risk Analysts to join the Directorate of Enterprise Security Assessment.

- In this senior role, you will use your skills and experience to provide expert assessment, advice, and consultation on strategic capabilities and issues.
- As a key adviser, you will analyse complex information from diverse information sources, identifying risks, issues, trends and patterns and deliver strategic assessments to key stakeholders and senior leadership to inform and enable courses of action, or reduce uncertainty in their decision-making.
- Coordinate and deliver targeted security assessments including the planning and execution of risk panels and information gathering activities for identified matters of strategic significance to Defence across the geo-strategic footprint.
- Leveraging a deep understanding of the security risk landscape, provide expert advice on complex risk issues offering strategic recommendations to senior stakeholders.

This role is eligible for an additional remuneration benefit known in Defence as a Building Defence Capability Payment (BDGP). This enables Defence to provide a premium, in addition to the base salary otherwise payable under the [Defence Enterprise Agreement](#) (DEA), for positions in occupational disciplines/classifications that are critical to Defence capability. For further information, please contact the contact officer.

## About our Team

The Directorate of Enterprise Security Assessments (DESA) supports strategic security assessments within the Defence enterprise. The Directorate leverages intelligence driven methodology to provide tailored security threat and vulnerability advice to risk stewards and decision makers.

In addition to providing advice to select National Defence Strategy and AUKUS Pillar One priorities, the Directorate is a stakeholder in a number of Defence and National Security programs with functions including:

- Threat advice for Defence submissions to the Treasury lead Foreign Investment Review Board (FIRB).
- Intelligence support functions to assessing Foreign Work Authorisations (FWA) in accordance with Safeguarding Australia's Military Secrets (SAMS) legislation.
- Foreign Ownership, Control and Influence (FOCI) assessment input to support Defence Industry Security Program (DISP) membership decisions.
- Delivering security assessments for identified matters of strategic significance to Defence across the geo-strategic footprint.

There will be cross training and skill development available between the strategic risk and intelligence assessment sections within DESA.

## Our Ideal Candidate

We are looking for professionals with strong experience in security risk management, analysis and capability briefing skills with an understanding of Australia's strategic, Defence and National Security priorities.

Ideal candidates will:

- Have experience or the ability to acquire rapidly, an expert understanding of Australian Government and Defence security principles, policy and controls and the role these play in mitigating high-level security risks.
- Demonstrated advanced expertise in security risk management, confidently supporting strategic, risk-based decision-making to enable Defence senior decision makers to be adequately informed
- Be adept at interpreting policy, developing and delivering solutions to complex security challenges, and advising on critical security issues.
- Exhibit exceptional communication skills, both written and verbal, with the ability to influence and present complex information to senior stakeholders.
- Be comfortable with proactively building and maintaining productive relationships across Defence, Government, Law Enforcement and Defence Industry.

You may be required to travel interstate occasionally to support assessments. **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

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        | Jonathon Nicholas, 08 8227 3945                                                                                                                                         |
| Agency Recruitment Site | <a href="https://defencecareers.nga.net.au/?jati=222354AB-1772-BEC0-991D-E3C3558E319D">https://defencecareers.nga.net.au/?jati=222354AB-1772-BEC0-991D-E3C3558E319D</a> |

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Defence

Vacancy VN-0757804

Department of Defence

Closing Date:Thursday 22 May 2025

Air Force  
Chief of Air Force

|                                   |                                                                                                                   |
|-----------------------------------|-------------------------------------------------------------------------------------------------------------------|
| <b>Job Title</b>                  | Business Intelligence Officer                                                                                     |
| <b>Job Type</b>                   | Full-Time, Ongoing                                                                                                |
| <b>Location</b>                   | East Sale VIC                                                                                                     |
| <b>Salary</b>                     | \$95,187 - \$108,734                                                                                              |
| <b>Future Merit Locations</b>     | East Sale                                                                                                         |
| <b>Office Arrangement</b>         | On Site;Flexible                                                                                                  |
| <b>Office Arrangement Details</b> | Defence is committed to supporting workplace flexibility. Please contact the contact officer for further details. |
| <b>Classification</b>             | APS Level 6                                                                                                       |
| <b>Position Number</b>            | AF/03554/25                                                                                                       |
| <b>Agency Website</b>             |                                                                                                                   |

**Job Description** <https://defencecareers.nga.net.au/?jati=8C75826E-D655-7EAD-A2D2-E3C3588B28DD>

---

## Duties

### The Role

An opportunity exists for an experienced Business Intelligence Officer to join the Royal Australian Air Force (RAAF) School of Air Traffic Control (SATC) in a Business and Programming support position.

The APS 6 Business and Intelligence Officer supports training delivery at SATC through programming and management of training activities, resource allocation e.g. scheduling of ATC simulator sessions and workforce planning. Additionally they are responsible to the unit command team for other general business and training support duties.

The successful candidate will have a detail focused work ethic, possessing the requisite skill-sets to critically analyse and manage competing resource priorities in a dynamic work environment. They will act as a key capability enabler in the delivery of the required business and training outcomes.

### About our Team

SATC is a world leading Air Traffic Control training institution, providing initial and post graduate training to Australian Defence Force (ADF) Air Traffic Controllers and International partners. SATC's mission is to transform individuals into Air Traffic Control Officers (ATCO's) dedicated to enabling the integrated force and unwavering in their focus on safety. SATC prides itself on an inclusive, "student-centric" and progressive learning environment, an ethos shared by staff and students alike.

The SATC team is composed of highly skilled and motivated Australian Public Service, ADF and civilian contractor personnel. SATC is located at RAAF Base East Sale and maintains close relationships with other Defence organisations, external contractors and the wider general community.

### Our Ideal Candidate

The ideal candidate will demonstrate a high level of knowledge and experience in performing the following duties as a requirement of this role.

This includes:

- Critically analyse data to inform, create, implement and maintain current and future planning/scheduling documents.

- Provide specialist advice to the unit command team for long-term staffing projections and course scheduling to meet training throughput demands.
- Proactively engage with the unit command team to coordinate and maximise efficiencies in course planning, schedules and distribution of resources.
- Anticipate, analyse, and respond to training capability conflicts and elevate to the executive for resolution where required.
- Contribute to unit strategic planning, training innovation and improvement processes.
- Liaise with enabling groups to facilitate the development of long range planning tools.

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        | SQNLDR Michael Jones-Evans, 03 5169 8575                                                                                                                                |
| Agency Recruitment Site | <a href="https://defencecareers.nga.net.au/?jati=8C75826E-D655-7EAD-A2D2-E3C3588B28DD">https://defencecareers.nga.net.au/?jati=8C75826E-D655-7EAD-A2D2-E3C3588B28DD</a> |

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Education

Vacancy VN-0757914

|                                   |                                                                                               |
|-----------------------------------|-----------------------------------------------------------------------------------------------|
| <b>Job Title</b>                  | Executive Administration & Project Officer                                                    |
| <b>Job Type</b>                   | Full-Time;Part-Time, Ongoing;Non-Ongoing                                                      |
| <b>Location</b>                   | Melbourne VIC                                                                                 |
| <b>Salary</b>                     | \$90,580 - \$96,839                                                                           |
| <b>Future Merit Locations</b>     | Melbourne                                                                                     |
| <b>Office Arrangement</b>         | Flexible                                                                                      |
| <b>Office Arrangement Details</b> | We support a range of flexible work arrangements in accordance with our Enterprise Agreement. |
| <b>Classification</b>             | APS Level 5                                                                                   |
| <b>Position Number</b>            | 25/0243                                                                                       |
| <b>Agency Website</b>             | <a href="https://www.education.gov.au/">https://www.education.gov.au/</a>                     |

## Job Description

<https://www.education.gov.au/about-department/work-us>

The Gender-based Violence Reform Unit is seeking experienced, passionate and driven individuals to join us in various roles, supporting the establishment of the new Unit and spearheading transformative change across the higher education sector.

The Gender-based Violence Reform Unit will work to ensure that higher education institutions are safe for all students and staff and effective action is taken to prevent and respond to gender-based violence.

## Duties

The Executive Administration & Project Officer provides executive administration, operational, event and project management support to the Assistant Secretary and Senior Leadership Team, including through:

- Providing support across key projects, engagements and events, including coordinating planning, workflow, logistics, timelines and stakeholder communications.
- Supporting the development and coordination of high-quality content for stakeholder engagements and events, including resources, materials and various written communications.
- Providing post-event support for reporting on outcomes, feedback and evaluations.
- Supporting effective liaison with internal and external stakeholders to facilitate shared engagement goals, including anticipating and responding to stakeholder needs and expectations.
- Project coordination and administrative support for cross-functional initiatives and responding to or escalating emerging issues as needed.
- Supporting the team's engagements and awareness of key issues by drafting summaries, briefings, meeting materials, correspondence, and more.
- Ensuring appropriate stakeholder engagement and information management processes.

- Providing administrative and executive support to the Assistant Secretary (AS), including managing document workflow, coordinating information, secretariat support, drafting correspondence, diary management, telephone calls and inbox management and responding to meeting requests.
- Working with colleagues to ensure that all correspondence is managed appropriately ensuring all deadlines are met.
- Coordinating the workflow of the Unit and undertaking complex administration tasks.
- Coordinating travel arrangements for senior executives including flights, accommodation, transport and itineraries.
- Supporting procurement activities and payment of invoices as directed.
- Managing record keeping in accordance with departmental processes.
- Assisting location site leaders with daily requirements.
- Assisting with onboarding, new starters and departing staff as required.

## Eligibility

Employment at the Department of Education is subject to conditions prescribed within the *Public Service Act 1999* including:

Citizenship: 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.

Security Clearance: This is a designated security assessed position. The successful candidate will have the ability to obtain and maintain the required 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 Department of Education

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The Department of Education contributes to Australia's economic prosperity and social wellbeing by creating opportunities and driving better outcomes through access to quality education and learning. A strong early childhood education system built around early learning and child care gives children the best start in life—supporting them to build social and behavioural skills to help prepare them to transition to school. For parents and carers, affordable child care enables them to participate in the workforce, pursue further education or other opportunities to contribute to their community — bolstering the social wellbeing and economic prosperity of the nation. As children continue their journey through school, access to quality education creates the foundation for a bright future – it opens a world of possibilities and equips children and young people with the skills, knowledge, and career advice to prepare them for further work or study to fulfil their dreams. An affordable, and accessible higher education sector allows Australians and international students to pursue their passion in life or reskill for the jobs of the future. A strong higher education and research sector in step with national priority areas provides people with an opportunity to choose a career path that addresses skill shortages or the challenges of the future including, clean energy, advanced manufacturing, health, and education. Through education and learning, we change lives, create opportunities, and support Australia's economic success and social wellbeing.

## To Apply

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|                         |                                                                                                                           |
|-------------------------|---------------------------------------------------------------------------------------------------------------------------|
| Position Contact        | Joanna Brislane, 0400 974 521                                                                                             |
| Agency Recruitment Site | <a href="https://www.education.gov.au/about-department/work-us">https://www.education.gov.au/about-department/work-us</a> |

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## Foreign Affairs and Trade

Vacancy VN-0757922

### Austrade

Closing Date: Thursday 15 May 2025

Corporate Services  
Digital and Technology Services Digital Architecture and Platforms

|                            |                                                                                                                                                                                                     |
|----------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Job Title                  | Business Analyst                                                                                                                                                                                    |
| Job Type                   | Full-Time, Ongoing                                                                                                                                                                                  |
| Location                   | Sydney NSW                                                                                                                                                                                          |
| Salary                     | -                                                                                                                                                                                                   |
| Future Merit Locations     | Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA |
| Office Arrangement         | Hybrid                                                                                                                                                                                              |
| Office Arrangement Details | Hybrid working arrangements are in place and specific details can be negotiated in accordance with our Enterprise Agreement                                                                         |
| Classification             | APS Level 5;APS Level 6                                                                                                                                                                             |
| Position Number            | 5381_04/25                                                                                                                                                                                          |
| Agency Website             | <a href="https://www.austrade.gov.au/about/employment">https://www.austrade.gov.au/about/employment</a>                                                                                             |

### Job Description

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

This Business Analyst role will work within the current Client Relationship Management (CRM) project team to gather requirements from the business, write user stories and present at refinement sessions.  
Contribute to training materials and global training programs when rolling out new functionality.  
Investigate and prioritise support issues, and manage, escalation of priority issues to do with the CRM platform.

### Duties

- Work with end users to map business processes and develop functional and technical specifications
- Facilitating human centred design discovery processes
- Work independently or under limited guidance
- Liaise with stakeholders on policy, project or operational matters

- Undertake specialist or technical research or analysis
- Contribute to the delivery of training programs
- Assist in Agile ceremonies where needed.

## Eligibility

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

Austrade is an Australian Commonwealth Government agency with approximately 1,1100 staff based across 98 offices in 50 countries. Austrade reports to the Minister for Trade and Tourism. Austrade's core purpose is to grow Australia's prosperity and promote Australia on the global stage. Through our teams located across Australia and our extensive international network, we help Australian exporters to grow, expand and diversify internationally, facilitate high-quality international investment into Australia, boost Australia's visitor economy, deliver commercial insights to inform government policy, execute government programs, and implement simplified trade reforms. Austrade is a key enabler and delivery agency for Australia's economic security with a focus on net zero transformation, trade modernisation, export diversification, building critical capabilities and technologies, the visitor economy and the growth of First Nations businesses. With international trade and capital markets continuing to navigate economic uncertainty and intensifying competition, Austrade's role has never been more important. Austrade values the diversity of its workforce and strives to ensure its workplaces are inclusive for all our people. Want to know more about working at Austrade? Visit <https://www.austrade.gov.au/About/Employment/Working-at-Austrade>.

## To Apply

|                                |                                                                                       |
|--------------------------------|---------------------------------------------------------------------------------------|
| <b>Position Contact</b>        | Rob Taylor-Pyke, +61 (02) 9292 2129.                                                  |
| <b>Agency Recruitment Site</b> | <a href="https://austradejobs.nga.net.au/cp/">https://austradejobs.nga.net.au/cp/</a> |

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## Health

Vacancy VN-0757912

## Aged Care Quality and Safety Commission

Closing Date: Thursday 15 May 2025

Sector Capability and Regulatory Strategy  
Education, Engagement and Communications External Communications

|                                   |                                                                                                                                                                                                     |
|-----------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Job Title</b>                  | Director, External Communications                                                                                                                                                                   |
| <b>Job Type</b>                   | Full-Time, Ongoing;Non-Ongoing                                                                                                                                                                      |
| <b>Location</b>                   | Perth WA, Brisbane QLD, Melbourne VIC, Sydney NSW, Canberra ACT, Adelaide SA, Hobart TAS                                                                                                            |
| <b>Salary</b>                     | \$141,487 - \$167,513                                                                                                                                                                               |
| <b>Future Merit Locations</b>     | Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA |
| <b>Office Arrangement</b>         | Flexible                                                                                                                                                                                            |
| <b>Office Arrangement Details</b> | Flexible work arrangements including work from home may be approved                                                                                                                                 |
| <b>Classification</b>             | Executive Level 2                                                                                                                                                                                   |
| <b>Position Number</b>            | 297_04/25                                                                                                                                                                                           |
| <b>Agency Website</b>             |                                                                                                                                                                                                     |

## Job Description

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

### About the Team

We have an immediate vacancy for the Director, External Communications role. A merit list created through this recruitment process may be used to fill other ongoing or non-ongoing EL2 roles in the Engagement, Education and Communication branch as required. The branch delivers external and internal communications, stakeholder engagement support, media and parliamentary support, and sector education services.

The External Communications Section leads delivery of a range of communications programs and initiatives to support the Commission's role as the national regulator for aged care. The Director, External Communications is responsible for managing the development of public-facing communications.

### Purpose of position

You will play a key role in developing the Commission's external communications strategy and ensuring it is effectively delivered to enhance the sector's confidence in our work and regulatory outcomes. You will ensure the Commission's communications resonate effectively with a broad range of stakeholders, including older people and their families, aged care providers, workers, peak bodies and the general public.

## Duties

### Position Duties

- Develop and lead implementation and evaluation of the Commission's external communications strategies and programs to ensure alignment with our regulatory role, priorities and sector reforms.
- Lead implementation of the Commission's First Nations and Culturally and Linguistically Diverse communications programs and products.

- Develop and manage highly effective and collaborative relationships with the senior executive and business areas across the Commission, and with key external stakeholders.
- Provide advice, support and capacity building about best practice communications to the Executive, project teams and staff.
- Manage and oversee the development of multiple communications products and channels, including the Commission's website and social media channels.
- Manage and oversee the External Communications team, including establishing priorities and managing workflow and performance to ensure timely delivery of outputs.

## Eligibility

### Position Eligibility Requirements (Selection Criteria):

To be successful in this role you will need to demonstrate the following:

- Excellent oral and written communication skills, including advanced writing, editing and proofreading skills with a strong attention to detail.
- Experience managing a multidisciplinary team of communication experts, harnessing expertise and leading the team to support delivery of communication strategies and plans.
- Strong negotiation, liaison and relationship building skills with internal and external stakeholders, including agency executive.
- Sound knowledge and experience in best practice communications strategies, including digital and social media, and the ability to work with content experts to deliver optimal outcomes.
- Demonstrated ability to manage multiple projects and consistently deliver high quality outcomes to agreed deadlines.
- Proven capacity to proactively anticipate and take advantage of opportunities and address potential issues.
- Sound knowledge and understanding of the operations of a communications team and the processes of government.
- Personal drive, high motivation, integrity and a willingness to learn.

## Qualifications and experience

- Tertiary qualifications in communications or similar, or a minimum 10 years' work experience in these disciplines is desirable.
- Experience in the government sector or a similar field.
- Experience in developing and maintaining strong, effective relationships.
- Experience influencing sector change and organisational change.
- Experience in aged care is not essential – a demonstrated ability to quickly build knowledge and understanding of new subject areas is needed.

## Notes

### Position Notes:

- Salary offered will be between **\$141,487 - \$167,513** 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)
- Non-ongoing opportunities may be offered for varying periods to a total of 24 months.
- Merit Pool established through this selection process may be used to fill this or future ongoing or non-ongoing vacancies.

In your application, please provide a statement of claims against the position eligibility requirements (selection criteria) in no more than 600-words, including what strengths you would bring to the role, and a copy of your CV.

Please complete the application and submit by **11:59pm on Thursday, 15 May 2025**.

Please contact our recruitment team on (02) 9633 3262 or [recruitment@agedcarequality.gov.au](mailto:recruitment@agedcarequality.gov.au) for assistance with accessing our website or with lodging your application.

Specific questions about the roles can be directed to Suzi Clark by emailing [Suzi.Clark@agedcarequality.gov.au](mailto:Suzi.Clark@agedcarequality.gov.au) with the 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. We work to improve the lives of older people by maintaining the integrity of the aged care system. As the single independent regulator of Australian Government aged care services, we offer a variety of interesting and challenging jobs across most capital cities. It is an exciting time to join the Aged Care Quality and Safety Commission, with major reforms underway to improve aged care in Australia. You will be contributing to our role as the national regulator to safeguard and protect older Australians receiving aged care services.

## To Apply

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|                         |                                                                                                                           |
|-------------------------|---------------------------------------------------------------------------------------------------------------------------|
| Position Contact        | Suzi Clark, 02 9633 3262                                                                                                  |
| Agency Recruitment Site | <a href="https://www.agedcarequality.gov.au/careers-commission">https://www.agedcarequality.gov.au/careers-commission</a> |

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

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## Health

Vacancy VN-0757917

### Australian Digital Health Agency

Closing Date: Saturday 17 May 2025

Corporate Services Division  
Governance Branch

|                                   |                                                                                                                                                                                                     |
|-----------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Job Title</b>                  | Director, Governance Services                                                                                                                                                                       |
| <b>Job Type</b>                   | Full-Time, Non-Ongoing                                                                                                                                                                              |
| <b>Location</b>                   | Brisbane QLD, Canberra ACT, Sydney NSW                                                                                                                                                              |
| <b>Salary</b>                     | \$143,753 - \$170,194                                                                                                                                                                               |
| <b>Future Merit Locations</b>     | Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA |
| <b>Office Arrangement</b>         | Flexible                                                                                                                                                                                            |
| <b>Office Arrangement Details</b> | Flexible                                                                                                                                                                                            |
| <b>Classification</b>             | Executive Level 2                                                                                                                                                                                   |
| <b>Position Number</b>            | 0330_04/25                                                                                                                                                                                          |
| <b>Agency Website</b>             | <a href="https://www.digitalhealth.gov.au/">https://www.digitalhealth.gov.au/</a>                                                                                                                   |

### Job Description

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

The Director Governance Services leads internal governance practices and manages Agency governance reporting requirements including policy, risk management, business continuity, assurance, corporate governance and plans.

The role requires a strong collaborator, and excellent communicator who will perform a business partnership role with key areas of the Agency to ensure governance and risk considerations are included throughout project lifecycles.

The Director will engage in complex problem solving and issues management and may coordinate and undertake detailed or sensitive projects that impact on strategic, political or operational outcomes for the Agency.

## Duties

Key skills required for the role will include:

- Extensive corporate governance knowledge and understanding of Commonwealth legislation and policies, especially the Public Governance, Performance and Accountability Act 2013 (PGPA Act) and associated Public Governance, Performance and Accountability Rule 2014 (PGPA Rule).
- The ability to identify emerging risks and issues, consider implications and propose solutions.
- Dynamic leadership of teams and functions with the ability to consider and implement approaches that best achieve outcomes.
- Demonstrated success in governance and risk reform with the ability to lead key workstreams and provide regular updates on key deliverables.
- Business partnership and representation skills and the ability to influence stakeholders through high-level communication skills, both written and verbal.

## Qualifications

- Tertiary qualifications in risk management, governance, fraud control and/or business continuity especially as they relate to public sector management (preferred).
- Membership of professional organisations involved in risk management or risk related activities, systems of internal control and/or performance reporting (preferred).
- Certificate IV in Government Investigations (preferred).

## Eligibility

### Eligibility

- Australian Citizenship is a condition of eligibility
- Ability to obtain and maintain national police check
- Ability to obtain and maintain a security clearance at a level designated by the Agency on request

## Notes

### Our Benefits

- Ask us about our 2025-26 **salary increases**, annual performance reviews and **superannuation** employer contribution of 15.4%.
- Salary packaging (also known as salary sacrifice) is available.
- **Annual Christmas closedown**– with no leave deduction!
- Our **Wellbeing Sessions & Employee Assistance Program** will give you the best opportunity to balance work and life
- **Work From Home & Attractive Flexible Working Arrangements:** All staff can apply for flexible work arrangements that offer a range of options for how, when and where you work.

## Additional Information

The position maybe filled in Brisbane, Canberra, or Sydney. To apply, submit your resume and a cover letter of no more than 2 pages outlining your relevant experience.

Please contact the recruitment team at [adharecruitment@digitalhealth.gov.au](mailto:adharecruitment@digitalhealth.gov.au) with queries relating to the application process. For all queries relating to the responsibilities of the position, please contact Kerri Burden at [kerri.burden@digitalhealth.gov.au](mailto:kerri.burden@digitalhealth.gov.au).

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

## About the Australian Digital Health Agency

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

## To Apply

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|                                |                                                                                                                   |
|--------------------------------|-------------------------------------------------------------------------------------------------------------------|
| <b>Position Contact</b>        | Kerri Burden, (02) 6151 8658                                                                                      |
| <b>Agency Recruitment Site</b> | <a href="https://www.digitalhealth.gov.au/about-us/careers">https://www.digitalhealth.gov.au/about-us/careers</a> |

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## Health

Vacancy VN-0757942

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**National Health and Medical Research Council**

Closing Date: Wednesday 14 May 2025

|                                   |                                                                         |
|-----------------------------------|-------------------------------------------------------------------------|
| <b>Job Title</b>                  | Secretariat and Events Officer                                          |
| <b>Job Type</b>                   | Full-Time;Part-Time, Ongoing;Non-Ongoing                                |
| <b>Location</b>                   | Canberra ACT                                                            |
| <b>Salary</b>                     | \$86,546 - \$91,809                                                     |
| <b>Future Merit Locations</b>     | Canberra                                                                |
| <b>Office Arrangement</b>         | Hybrid                                                                  |
| <b>Office Arrangement Details</b> | Work from home three days per week and two days per week in the office. |
| <b>Classification</b>             | APS Level 5                                                             |
| <b>Position Number</b>            | 15-2025                                                                 |
| <b>Agency Website</b>             | <a href="https://www.nhmrc.gov.au/">https://www.nhmrc.gov.au/</a>       |

## Job Description

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

The National Health and Medical Research Council (NHMRC) is seeking an experienced and high performing candidate to fill a full time or part time Secretariat and Events Officer role. Our ideal candidate is a team player who will assist and support the coordination of Committee meetings and NHMRC planned events. You will have strong attention to detail, be super organised and able to manage competing priorities and deadlines. You will work in a small team, so pitching in and assisting the team as required is vital. This role reports to the Senior Secretariat Officer.

### About the Section

The Communications, Parliamentary and Events (CPE) section is responsible for the development all of internal and external communications, including social media, digital and physical publications, website content and event management. This includes the development of corporate publications including the Corporate Plan and Annual Report. CPE support the CEO and Executive with Media and Parliamentary enquiries, corporate reporting, engagement with the Minister's office, other government agencies and ad hoc projects. The team also manages secretariat duties for Executive Board, Council, Principal Committees and the joint NHMRC-MRFF advisory committees.

## Duties

### Job specific duties

As a Secretariat and Events Officer, you will:

- help organise meetings and workshops for NHMRC's Committees, including internal coordination of agendas and papers, drafting secretariate papers, reviewing paper consistency and formatting against agreed templates and collation and upload of papers to NHMRC's online platform
- facilitate meeting logistics including polling participants and organising meeting dates, liaising with participants on preferences, coordinating travel, accommodation and catering
- communicate effectively and maintain productive working relationships with internal and external stakeholders in order to achieve team objectives
- work with the team to draft basic stakeholder correspondence and other documents, this may also include correspondence related to internal governance and projects
- support the agency with the coordination and facilitation of key events and activities.

### Core capabilities

The successful candidate will demonstrate the following capabilities:

- ability to build rapport and maintain strong stakeholder relationships within NHMRC and with external providers

- strong written and oral communication skills and attention to detail
- accountability for completion of allocated tasks, review of work and contribute to team goals
- being a self-starter and a reliable team member with a 'can do' attitude
- ability to work independently and manage workloads, including prioritising urgent deadlines.

**Highly desirable**

The following are highly desirable:

- proven ability to work collaboratively as part of a small team
- experience managing competing priorities and deadlines.

Note: This role is available on a full-time or part-time basis.

**Eligibility**

To be eligible for a position at NHMRC, you must submit a completed online application form with your Resume prior to the closing date and time, be an Australian citizen and be able to provide evidence of this. If successful, you will also be required to undertake a Nationally Coordinated Criminal History Check.

**Notes**

NHMRC is an inclusive and diverse employer that supports gender equity and diversity in leadership. We welcome and encourage applications from everyone, including People with Disability, First Nations peoples, LGBTIQA+ people, mature age people and people from Culturally and Linguistically Diverse backgrounds.

**About the National Health and Medical Research Council**

The National Health and Medical Research Council (NHMRC) is Australia's leading Government agency for supporting health and medical research for the improvement of individual and population health. It does this through funding high quality research, supporting the translation of research into evidence-based practice and policy, providing guidance on responsible research practices and ethical issues, and administration of legislation governing research using human embryos. In addition, NHMRC has responsibilities in relation to implementation of the Medical Research Future Fund. NHMRC engages closely with a range of stakeholders across the health system and community to ensure that health and medical research meets the needs of the Australian community. This includes governments, researchers, biotech industries and other business leaders, medical, nursing and allied health practitioners, Aboriginal and Torres Strait Islander health and research leaders, teaching and research institutions, health services, community health organisations, consumers and carers. NHMRC's responsibilities include engagement with the health and medical research sector and broader community to manage NHMRC's grants system which has up to 57,000 external users and is responsible for coordinating and administering grants processes totalling more than \$1.5 billion annually. NHMRC has a workforce of around 250 staff, with most located in the Canberra office, with a smaller number in our Melbourne office. NHMRC offers attractive flexible work arrangements which allow staff to work from home. NHMRC is dedicated to championing gender equity and diversity, ensuring equal opportunities for all staff in our pursuit of excellence in health research.

**To Apply**

|                         |                                                                                                   |
|-------------------------|---------------------------------------------------------------------------------------------------|
| Position Contact        | Kimberley Glass, 02 6217 9021                                                                     |
| Agency Recruitment Site | <a href="https://www.nhmrc.gov.au/about-us/careers">https://www.nhmrc.gov.au/about-us/careers</a> |

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# Industry, Science, Energy and Resources

Vacancy VN-0757832

## Department of Industry, Science and Resources (DISR)

Closing Date: Wednesday 14 May 2025

Chief Counsel & Integrity  
Integrity Protective Security

|                                   |                                                                                                                                                                                                     |
|-----------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Job Title</b>                  | Physical Security Advisor                                                                                                                                                                           |
| <b>Job Type</b>                   | Full-Time, Ongoing                                                                                                                                                                                  |
| <b>Location</b>                   | Various locations - ACT ACT                                                                                                                                                                         |
| <b>Salary</b>                     | \$98,716 - \$107,053                                                                                                                                                                                |
| <b>Future Merit Locations</b>     | Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA |
| <b>Office Arrangement</b>         | On Site;Flexible                                                                                                                                                                                    |
| <b>Office Arrangement Details</b> | Office arrangements will be negotiated with successful candidates.                                                                                                                                  |
| <b>Classification</b>             | APS Level 6                                                                                                                                                                                         |
| <b>Position Number</b>            | 0685_04/25                                                                                                                                                                                          |
| <b>Agency Website</b>             | <a href="https://www.industry.gov.au/">https://www.industry.gov.au/</a>                                                                                                                             |

## Job Description

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

## About the department

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

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

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

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

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

## About the team

The Integrity Branch is an exciting, fast-paced area that is a key enabler for the Department of Industry, Science and Resources (DISR).

We are responsible for the provision and development of protective security, probity, fraud and corruption, risk and integrity strategy. The Physical Security Operations team is responsible for the day-to-day management of Physical Security for all DISR properties.

## The opportunity

This is an excellent opportunity to contribute to enhancing the department's security posture. You will support the department to deliver on its mission by engaging across the organisation to build a strong security culture and secure working environment. Working in a team of security professionals will provide opportunities to expand your existing skillset and apply your broader knowledge.

## What's in it for you?

The position of Physical Security Advisor will primarily focus on Physical Security, but the Protective Security Section also manage Personnel Security, Information Security, Security Strategy and Response functions. You will be exposed to all elements of Security with the ongoing support from the broader Security Team. This role will provide opportunities to develop and apply subject matter expertise in Security (including working with the National Intelligence Community).

## Our ideal candidate

We are seeking a talented professional to perform the role of APS6 Physical Security Advisor, within DISR's head office located in Industry House in Canberra.

Our ideal candidate will have:

- Experience in physical security, including but not limited to the management of Security Containers, Restricted Keying Systems, Security Alarms, Electronic Access Control, Guarding Services, Intruder Detection and CCTV systems.
- Experience in Security best practice, including the implementation of physical security measures and controls.
- A strong sense of ethics and responsibility to protect the Departments People, Information and Assets.
- Strong written and verbal communication skills, with the ability to effectively communicate with team members and stakeholders.
- Demonstrated sound judgement in an environment of complex and competing priorities with a strong work ethic; flexible can-do attitude; outcome-focused; and a strong team player.
- An understanding of, and relevant experience in applying, Commonwealth Government security requirements, including the Protective Security Policy Framework (PSPF).

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

The APS6 Physical Security Advisor will assist in the management of physical security operations across all DISR sites nationwide.

The successful candidate's principal responsibilities include:

- Managing operational security equipment for all DISR properties, including but not limited to, centralised alarm monitoring, security systems, key cabinets, security alarms, electronic access control, speed stiles, intruder detection and CCTV systems.
- Undertake routine physical security inspections of DISR sites across Australia, including the preparation of site inspection reports and briefing papers.
- Provide security compliance advice to the department in line with the PSPF.
- Assisting in the preparation and management of security governance, including physical security policies and standard operating procedures.

## Eligibility

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

Positions require a Negative Vetting 2 security clearance and successful candidates will be required to obtain and maintain a clearance at this level.

## Notes

Some interstate travel may be required for the successful candidate.

The department currently offers flexible work opportunities for many roles. Due to the nature of the role, the successful applicant will be required to primarily work from DISR's Canberra office, although flexible or remote work arrangements will be considered. Please reach out to the contact officer to discuss this further.

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

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

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

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

## To Apply

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|                         |                                                                                                                                 |
|-------------------------|---------------------------------------------------------------------------------------------------------------------------------|
| Position Contact        | Esty Malmierca, 02 6213 6809                                                                                                    |
| Agency Recruitment Site | <a href="https://industrycareers.nga.net.au/?AudienceTypeCode=EXT">https://industrycareers.nga.net.au/?AudienceTypeCode=EXT</a> |

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## Industry, Science, Energy and Resources

Vacancy VN-0757876

### Department of Industry, Science and Resources (DISR)

Closing Date:Wednesday 21 May 2025

Business Grants Hub

|                            |                                                                                                                                                                                                                                  |
|----------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Job Title                  | Program Manager                                                                                                                                                                                                                  |
| Job Type                   | Full-Time, Ongoing                                                                                                                                                                                                               |
| Location                   | Various locations - ACT ACT, Various locations - NSW NSW, Various locations - QLD QLD, Various locations - VIC VIC, Various locations - TAS TAS, Various locations - NT NT, Various locations - WA WA, Various locations - SA SA |
| Salary                     | \$147,408 - \$158,718                                                                                                                                                                                                            |
| Future Merit Locations     | Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA                              |
| Office Arrangement         | On Site;Flexible                                                                                                                                                                                                                 |
| Office Arrangement Details | Office arrangements will be negotiated with successful candidates.                                                                                                                                                               |
| Classification             | Executive Level 2                                                                                                                                                                                                                |
| Position Number            | 0850_04/25                                                                                                                                                                                                                       |
| Agency Website             | <a href="https://www.industry.gov.au/">https://www.industry.gov.au/</a>                                                                                                                                                          |

### Job Description

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

## About the department

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

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

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

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

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

## About the team

The Business Grants Hub Division (BGH) manages the design and delivery of grant programs on behalf of 11 Commonwealth agencies, including our own department, overseeing over \$7b in government investment in Australian businesses.

Grants play a critical role in:

- supporting growth in businesses and industries
- fostering research and innovation
- strengthening communities
- helping the environment
- providing emergency relief.

We deliver end-to-end grant delivery services through a national network. Our grant delivery service is underpinned by strong enabling functions including management of grant assurance and compliance activities, data and technology, workforce planning as well as delivery of continuous improvement projects.

With over 400 people located across the country, we're a dynamic, collaborative and forward-thinking division committed to delivering high-quality outcomes that make a real difference for Australians.

## Our ideal candidate

They will be keen to pursue new opportunities and contribute to uplifting the strategic capability of the EL cohort. The ideal candidate will have a demonstrated ability to think strategically and to implement creative and innovative solutions with an appropriate focus on risk. They will be effective at managing and leading diverse teams to deliver business outcomes.

Our ideal candidates:

- Are motivated by the opportunity to contribute to improving Australian business growth and have a deep understanding of Australian businesses or the ability to quickly gain this.
- Enjoy leading staff, working collaboratively, and building partnerships and networks.
- Are open to learning, applying contemporary knowledge, curiosity, creativity, and ingenuity to solve problems.
- Have excellent communication skills and experience in managing a geographically dispersed team in the delivery of high-quality outcomes.
- Have demonstrated judgment and integrity to engage constructively with risk, the intellectual ability and personal resilience to positively challenge conventional ways of doing things and the ability to adapt approaches taken to meet program outcomes to a high degree.
- Have a track record of engaging with, listening to and mobilising people to successfully accommodate challenges and achieve beneficial outcomes.
- Demonstrate empathy in your dealings with people from diverse backgrounds.

## Experience

- Significant leadership and management experience in a complex organisation, including a proven track of establishing high performing teams and systems.
- Significant experience in program, policy delivery, data analytics/modelling or corporate services with transferable skills and experience with a strong interest to pursue new opportunities.
- Experience working successfully with internal and external stakeholders.
- Qualifications in a relevant discipline are highly regarded.

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

As a manager you will report directly to a BGH General Manager and work with a high level of autonomy under broad direction. You will lead and motivate a team, working collaboratively with a wide range of internal and external parties to deliver funding programs and services to achieve policy outcomes. In particular, you will:

- Implement the government's strategic policy agenda and contribute to the development of improved policy making, innovative program design and management, and grants management.
- Provide high level analysis of issues and make a significant contribution to the development of strategic policy initiatives and program implementation.
- Promote and manage relationships with internal and external stakeholders including cross-agency stakeholders, community groups, business sponsors and service providers.
- Lead and direct negotiations and dispute resolution regarding very complex and/or sensitive customer service issues, and manage highly complex and sensitive customer relationships, including the management of customer expectations.
- Contribute to the strategic direction of your branch, lead branch change initiatives and provide strategic direction and guidance to your team and others.
- Manage the departmental and administered budget effectively.
- Develop and manage your staff so they have a shared sense of purpose and can successfully contribute to outcomes of your branch and the division and ongoing improvements.
- Build and maintain a thriving team culture.

## Eligibility

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

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

Notes

We welcome applications from all over Australia and flexible working arrangements will be discussed with the successful applicants. However, you may need to be able to get to one of our State office locations in Canberra, Brisbane, Adelaide, Hobart, Melbourne, Perth or Sydney to attend to IT matters, face-to-face training opportunities, and where required for ongoing team, branch and Executive-level planning and development opportunities.

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

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

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

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

To Apply

|                         |                                                                                                                                 |
|-------------------------|---------------------------------------------------------------------------------------------------------------------------------|
| Position Contact        | Tania Macdonald, N/A                                                                                                            |
| Agency Recruitment Site | <a href="https://industrycareers.nga.net.au/?AudienceTypeCode=EXT">https://industrycareers.nga.net.au/?AudienceTypeCode=EXT</a> |

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

Closing Date: Sunday 18 May 2025

Road and Vehicle Safety  
Veh Safety Policy & P/ships Automated Vehicle Regulation

|                                   |                                                                                                                                                                                                                                  |
|-----------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Job Title</b>                  | EL1 - Technical Standards Development Officer (Autonomous Vehicles)                                                                                                                                                              |
| <b>Job Type</b>                   | Full-Time, Ongoing                                                                                                                                                                                                               |
| <b>Location</b>                   | Various locations - VIC VIC, Various locations - ACT 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 |
| <b>Salary</b>                     | \$122,667 - \$139,534                                                                                                                                                                                                            |
| <b>Future Merit Locations</b>     | Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA                              |
| <b>Office Arrangement</b>         | Flexible                                                                                                                                                                                                                         |
| <b>Office Arrangement Details</b> | Flexible                                                                                                                                                                                                                         |
| <b>Classification</b>             | Executive Level 1                                                                                                                                                                                                                |
| <b>Position Number</b>            | 46696                                                                                                                                                                                                                            |
| <b>Agency Website</b>             | <a href="https://www.infrastructure.gov.au/">https://www.infrastructure.gov.au/</a>                                                                                                                                              |

**Job Description**

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

**The opportunity we have available**

The Road and Vehicle Safety Division aims to improve road safety and reduce road trauma. The division has three main functions; setting the national policy direction for road safety through the National Road Safety Strategy 2021-30, the regulation of the first provision of vehicles in the Australian market including vehicle certification, imports, enforcement and vehicle recalls, and the provision of funding for a range of road safety initiatives.

The Vehicle Safety Policy and Partnerships Branch is responsible for driving the development and implementation of the legislation, procedures, guidelines, systems and workforce capability for the Road Vehicle Standards (RVS) legislation. This extends to managing the national road vehicle standards, also known as the Australian Design Rules (ADRs). The Autonomous Vehicle Standards section collaborates with national and international stakeholders to develop a new regulatory framework for connected and automated vehicles. This includes developing new international regulations for automated driving systems and the implementation and review of domestic legislation, regulations and policies to support safe market access for automated vehicles.

**Duties**

**What will you do?**

You will work on the development of new standards and the regulatory framework for the future deployment of autonomous vehicles in Australia, including:

- Work with international counterparts on the development of standards for autonomous vehicles, collaborating online, and potentially travel internationally, for meetings
- Lead the development of new and review existing national vehicle standards for autonomous vehicles

You will be encouraged to hone your expertise by representing the department in national and international forums and conferences held with engineering, government or other experts on autonomous vehicles. A typical work week for these roles may include:

- Analyse and effectively communicate a variety of technical and policy documents such as developing impact analysis to support the development of new regulations
- Conduct research to develop policy positions, which may include:
  - Developing new proposals for international regulations
  - Analyse data to identify trends
  - Conduct research into the effectiveness of vehicle technologies
- Draft and amend technical legislative instruments including the Australian Design Rules (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?

The successful candidate for this position will be able to demonstrate their capability against the EL1 Work level standards.

You will need to be able to understand vehicle technology on a technical level alongside the associated standards and regulations. While not required, a tertiary degree in engineering or a technology focussed STEM field will be considered favourably.

Additional skills and attributes that will be considered favourably:

- Experience working within national and/or international standards setting frameworks.
- Demonstrated stakeholder engagement, interpersonal and diplomacy skills.
- Show strategic insight into future technology development and the role of regulation.
- Be comfortable managing work with long lead times.

## 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:** candidates must be an Australian citizen at the time of submitting your application.
- **Health Assessment:** The preferred candidate may be required to undergo a medical examination conducted by the department's preferred medical provider.
- **Security Clearance:** The successful candidate must be able to obtain and/or maintain a security clearance at Baseline 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:** While not required, a tertiary degree in engineering or a technology focussed STEM field will be considered favourably

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.

To Apply

|                         |                                                                                                                         |
|-------------------------|-------------------------------------------------------------------------------------------------------------------------|
| Position Contact        | Timothy HICKS, 02 6136 6339                                                                                             |
| Agency Recruitment Site | <a href="https://www.infrastructure.gov.au/department/careers">https://www.infrastructure.gov.au/department/careers</a> |

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Infrastructure, Transport, Regional Development and Communications

Vacancy VN-0757925

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

Closing Date:Sunday 18 May 2025

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

|                                   |                                                                                                                                                                                                                                  |
|-----------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Job Title</b>                  | APS6 - Technical Standards Development Officer (Autonomous Vehicles)                                                                                                                                                             |
| <b>Job Type</b>                   | Full-Time, Ongoing                                                                                                                                                                                                               |
| <b>Location</b>                   | Various locations - NSW NSW, Various locations - NT NT, Various locations - ACT ACT, Various locations - QLD QLD, Various locations - WA WA, Various locations - SA SA, Various locations - VIC VIC, Various locations - TAS TAS |
| <b>Salary</b>                     | \$95,501 - \$114,201                                                                                                                                                                                                             |
| <b>Future Merit Locations</b>     | Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA                              |
| <b>Office Arrangement</b>         | Flexible                                                                                                                                                                                                                         |
| <b>Office Arrangement Details</b> | Flexible                                                                                                                                                                                                                         |
| <b>Classification</b>             | APS Level 6                                                                                                                                                                                                                      |
| <b>Position Number</b>            | 46706                                                                                                                                                                                                                            |
| <b>Agency Website</b>             | <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

The Road and Vehicle Safety Division aims to improve road safety and reduce road trauma. The division has three main functions; setting the national policy direction for road safety through the National Road Safety Strategy 2021-30, the regulation of the first provision of vehicles in the Australian market including vehicle certification, imports, enforcement and vehicle recalls, and the provision of funding for a range of road safety initiatives.

The Vehicle Safety Policy and Partnerships Branch is responsible for driving the development and implementation of the legislation, procedures, guidelines, systems and workforce capability for the Road Vehicle Standards (RVS) legislation. This extends to managing the national road vehicle standards, also known as the Australian Design Rules (ADRs). The Autonomous Vehicle Standards section collaborates with national and international stakeholders to develop a new regulatory framework for connected and automated vehicles. This includes developing new international regulations for automated driving systems and the implementation and review of domestic legislation, regulations and policies to support safe market access for automated vehicles.

## Duties

### What will you do?

You will work on the development of new standards and the regulatory framework for the future deployment of autonomous vehicles in Australia, including:

- Work with international counterparts on the development of standards for autonomous vehicles, collaborating online, and potentially travel internationally, for meetings
- Develop new and review existing national vehicle standards for autonomous vehicles

You will be encouraged to hone your expertise by representing the department in national and

international forums and conferences held with engineering, government or other experts on autonomous vehicles. A typical work week for these roles may include:

- Analyse and effectively communicate a variety of technical and policy documents such as developing impact analysis to support the development of new regulations
- Conduct research to develop policy positions, which may include:
  - Developing new proposals for international regulations
  - Analyse data to identify trends
  - Conduct research into the effectiveness of vehicle technologies
- Draft and amend technical legislative instruments including the Australian Design Rules (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?

The successful candidate for this position will be able to demonstrate their capability against the APS6 Work level standards.

You will need to be able to understand vehicle technology on a technical level alongside the associated standards and regulations. While not required, a tertiary degree in engineering or a technology focussed STEM field will be considered favourably.

Additional skills and attributes that will be considered favourably:

- Experience working within national and/or international standards setting frameworks.
- Demonstrated stakeholder engagement, interpersonal and diplomacy skills.
- Show strategic insight into future technology development and the role of regulation.
- Be comfortable managing work with long lead times.

## 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:** candidates must be an Australian citizen at the time of submitting your application.
- **Health Assessment:** The preferred candidate may be required to undergo a medical examination conducted by the department's preferred medical provider.
- **Security Clearance:** The successful candidate must be able to obtain and/or maintain a security clearance at Baseline 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:** While not required, a tertiary degree in engineering or a technology focussed STEM field will be considered favourably

## 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.

To Apply

|                         |                                                                                                                         |
|-------------------------|-------------------------------------------------------------------------------------------------------------------------|
| Position Contact        | Timothy Hicks, 02 6136 6339                                                                                             |
| Agency Recruitment Site | <a href="https://www.infrastructure.gov.au/department/careers">https://www.infrastructure.gov.au/department/careers</a> |

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Infrastructure, Transport, Regional  
Development and Communications

Vacancy VN-0757956

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

Closing Date:Thursday 15 May 2025

|                                   |                                                                                                                                                                                                     |
|-----------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Job Title</b>                  | EL2 - Director - Legal Policy, Territories Enabling Services                                                                                                                                        |
| <b>Job Type</b>                   | Full-Time, Ongoing                                                                                                                                                                                  |
| <b>Location</b>                   | Canberra ACT                                                                                                                                                                                        |
| <b>Salary</b>                     | \$144,716 - \$173,095                                                                                                                                                                               |
| <b>Future Merit Locations</b>     | Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA |
| <b>Office Arrangement</b>         | Hybrid                                                                                                                                                                                              |
| <b>Office Arrangement Details</b> | Minimum in-office requirement 3 days per week                                                                                                                                                       |
| <b>Classification</b>             | Executive Level 2                                                                                                                                                                                   |
| <b>Position Number</b>            | 46644                                                                                                                                                                                               |
| <b>Agency Website</b>             | <a href="https://www.infrastructure.gov.au/">https://www.infrastructure.gov.au/</a>                                                                                                                 |

## Job Description

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

### Work with us

Territories Division has the unique responsibility of overseeing policy, service-delivery and governance in Commonwealth-administered territories, including the Indian Ocean Territories, Norfolk Island, and the Jervis Bay Territory. These territories are non-self-governing, do not have a state-level government, and rely on the Australian Government for both federal and state-type services. The result is a very wide policy and program remit sitting within the Division. We also manage national interests in the self-governing territories, Northern Territory and Australian Capital Territory (ACT).

The Territories Legislation Section works across the Division to ensure territories' legal frameworks are appropriate and deliver on Commonwealth policy objectives. The team provides a central enabling function, by assisting policy teams develop, amend and repeal laws to meet their program and service delivery needs. Some recent examples include:

- updating Norfolk Island fire laws to improve fire safety and management
- developing bespoke maritime safety regulations for Christmas Island
- renewing regulations governing Lake Burley Griffin and roads on National Land in the ACT

The team provides expertise on legal policy (i.e. how laws should be framed to deliver on the intended policy outcome), the legislation-making process, and on the complex 'applied laws' frameworks in the territories.

### The opportunity we have available

We are looking for a Director with legal policy and legislative experience who is ready for an exciting challenge. You will play a central part in a small, enthusiastic and energetic team. Working closely with colleagues across our Division, you will lead a high-performing team providing critical legal policy support, with a real opportunity to directly impact local outcomes.

Given the Commonwealth's unique and direct responsibilities in the non-self-governing territories, the range of laws the team work on are wide and varied. They range from health, child protection, corrections, environmental regulation, land, property and water safety. As a result, no day is the same in the Section – the team works on unique and novel issues, many of which are normally dealt with by state governments. **Duties**

#### **What will you do?**

You will manage a team to deliver the following key responsibilities:

- Undertaking legal policy work and managing consultation processes related to the development of new or improved legislation for Australia's territories
- Instructing legislation drafters and managing the legislation process for a range of primary and delegated legislation work across multiple territory jurisdictions
- Providing advice to teams across the Division on legal policy issues and the operation of legislation
- Managing relationships and arrangements with key internal and external stakeholders, including the Administrator of Norfolk Island, the Norfolk Island Law Association, and Queensland Government
- Administering the Norfolk Island Legal Aid Scheme
- Supporting delegates with decision-making processes under a range of laws applying in the territories
- Work as a collaborative team member with a strong work ethic, displaying integrity and sound judgement while contributing to strengthening the Division's capability

#### **Who are we looking for?**

The successful candidate for this position will be able to demonstrate their capability against the Executive Level 2 [Work level standards](#) .

We are looking for a proactive, thoughtful and friendly person who is comfortable working with a wide range of stakeholders and laws. Ideally, you will have:

- Actively lead – setting a positive strategic direction for a team, building team capability, and solving problems with sound judgement.
- Achieve results – with strong conceptual and analytical skills, and the ability to engage effectively with complexity
- Communicate with influence – working with a range of stakeholders to listen, understand and adapt to different audiences, operate with authenticity and professionalism, and foster collaboration.
- Act with integrity – make informed decisions, establish realistic goals and expectations, demonstrate respect and inclusiveness.
- Build productive partnerships – establish trusted relationships with both internal and external stakeholders
- Ability to work with legislation, and a firm understanding of the legislative process
- An understanding of administrative law principles and practice, or an ability to quickly develop that understanding

Legal qualifications are desirable, but candidates with extensive experience working with legislation and legal concepts are welcome to apply. **Eligibility**

#### **Eligibility requirements**

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

- **Citizenship:** Candidates must be an Australian citizen at the time of submitting your application.
- **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](#).

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.

To Apply

|                         |                                                                                                                         |
|-------------------------|-------------------------------------------------------------------------------------------------------------------------|
| Position Contact        | Jo Neuling, 0428 395 129                                                                                                |
| Agency Recruitment Site | <a href="https://www.infrastructure.gov.au/department/careers">https://www.infrastructure.gov.au/department/careers</a> |

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## Aboriginal Hostels Limited

Closing Date: Thursday 15 May 2025

Grey Street

|                                   |                                                                                                                                                                                                     |
|-----------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Job Title</b>                  | Residential Youth Worker                                                                                                                                                                            |
| <b>Job Type</b>                   | Casual, Non-Ongoing                                                                                                                                                                                 |
| <b>Location</b>                   | Various locations - NSW NSW                                                                                                                                                                         |
| <b>Salary</b>                     | \$66,823 - \$72,837                                                                                                                                                                                 |
| <b>Future Merit Locations</b>     | Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA |
| <b>Office Arrangement</b>         | On Site                                                                                                                                                                                             |
| <b>Office Arrangement Details</b> | On site                                                                                                                                                                                             |
| <b>Classification</b>             | APS Level 3                                                                                                                                                                                         |
| <b>Position Number</b>            | VN5625                                                                                                                                                                                              |
| <b>Agency Website</b>             | <a href="https://www.ahl.gov.au/work">https://www.ahl.gov.au/work</a>                                                                                                                               |

## Job Description

<https://www.ahl.gov.au/work>

### Join Our Team and Make a Difference!

Aboriginal Hostels Limited (AHL) is looking for a reliable and motivated Casual Residential Youth Worker to join our team and help create a safe, clean, and welcoming environment at our facilities and hostels. This is a great opportunity to be part of important work that supports First Nations peoples across Australia. If you're looking for a stable job in a supportive team where your efforts truly matter, we'd love to hear from you.

**Our Purpose** is to provide safe, culturally appropriate and affordable accommodation for First Nations people who need to be away from home to access medical services, education and economic opportunities. dedicated Aboriginal Hostels Limited (AHL) staff provide accommodation and meals for residents in a supportive environment, assisted by local First Nations service providers and referral agencies.

**AHL also supports the Australian Government's efforts** to improve economic outcomes for First Nations people. By purchasing goods and services from First Nations businesses at every opportunity, we help support a more inclusive economy. We are proud to be one of the largest employers of First Nations people in the Australian Public Service, First Nations employees make up approximately 50% of our workforce.

## Duties

### About the Residential Youth Worker:

Residential Youth Worker are key in creating a home away from home environment for students. You will support the students during out of school hours, arrange and engage in creative, culturally rich programs and guide the students to build life-long skills and achieve their personal goals.

**Student services** – Support students with routine school activities, including class preparation, provide transport to school/sport/medical appointments, homework and studies. Promote and safeguard the safety and welfare of students, adhering to AHL's child protection policy

**Community Engagement** - Develop cooperative relationships with school teachers, parents and community members. Resolve complex issues to ensure a positive, culturally appropriate experience and quality stay

**Customer service** - Ensure that a clean, neat and welcoming environment is provided to all students. Liaise with the internal and external stakeholders to ensure students needs are attended to

**Work, Health and Safety** - Perform all tasks in a manner which upholds AHL's commitment to safety of its staff and residents by adhering to relevant WHS practices. Report unsafe, hazardous or emergency situations using AHL's Hazard and Incident reporting

**As the Residential Youth Worker, your responsibilities can include:**

- the promotion and safeguard the safety and welfare of students, adhering to AHL's child protection policy.
- developing cooperative relationships with school teachers, parents and community members.
- liaising with internal and external stakeholders to ensure student needs are attended.
- participating in longer-term strategic planning to ensure constant development in hostel facilities and business improvement.
- perform all tasks in a manner which upholds AHL's commitment to safety of its staff and residents by adhering to relevant WHS practices.

## Eligibility

**Prior to engagement, you are required to:**

- Provide evidence of Australian Citizenship.
- Undergo, obtain and maintain a Satisfactory National Criminal History Check.
- Meet Fitness for Duty requirements.
- Hold and maintain an NSW Working with Children Check.
- Hold or ability to obtain the essential qualifications.

**Qualifications and Training (or ability to obtain in the first six months of employment):**

- Certificate in Community Services - Student Residential Care
- Current First Aid Certificate
- Current Drivers Licence/ Bus Licence for light-rigid vehicles (up to 25 seats) or willingness to obtain, if required
- Mental Health First Aid Certificate (desirable)
- Bronze Medallion (desirable)
- Certificate 4 in Community Services or equivalent

## Notes

**What We Offer:**

- **Competitive Pay & Benefits:** \$66,823 – \$72,837 per annum (pro-rated for part-time). You'll receive an above-award salary, 15.4% superannuation, and generous leave entitlements to make sure you're well looked after.
- **Job Security & Career Growth:** Enjoy stable, ongoing employment with plenty of opportunities to grow and move up within the organisation.
- **Supportive Team Environment:** You'll be part of a friendly, inclusive team where your work is valued. You will also get the opportunity to move within AHL around other hostels
- **Generous shift penalties apply for work after hours**, weekends and public holidays. Please see work pattern attached to vacancy information
- **Regular salary packaging options for vehicles**, superannuation and laptops etc PLUS, ability to salary sacrifice \$15,900 per FBT year for rent, mortgage or living expenses. This benefit reduces taxable income, increasing fortnightly take-home pay.

- **Generous Leave Entitlements** – including additional days off when a your RDO falls on a public holiday, 18 days sick/personal leave per annum, cultural and NAIDOC day leave
- **Employee Assistance Programme:** Employees, their partners, and their dependants/children will have access to a confidential, professional counselling service to assist employees to manage personal and work issues.

## How to apply

- Complete the Application Form available from our website [Work with us | Aboriginal Hostels Limited](#)
- Email your current Resume and completed Application Form to [applications@ahl.gov.au](mailto:applications@ahl.gov.au) by 11:59pm AEST on 15 May 2025.
- Please include your name and the job reference (VN5625) in the subject of your email.

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

## About the Aboriginal Hostels Limited

Our purpose is to provide culturally safe and affordable accommodation for First Nations people who need to be away from home to access services and economic opportunities. Across our network of hostels, dedicated AHL staff provide accommodation and meals for residents in a culturally safe and supportive environment. We have a strong network of relationships with other organisations, including First Nations organisations. This network both refers residents to AHL and works alongside AHL to support residents to meet their needs. We are proud to be one of the largest employers of First Nations people in the Australian Public Service, First Nations employees make up over 40% of our workforce. Working with us will provide you with a chance to contribute to improving the quality of life and economic opportunities for First Nations people.

## To Apply

|                                |                                                                       |
|--------------------------------|-----------------------------------------------------------------------|
| <b>Position Contact</b>        | Carla Wills, 0460111106                                               |
| <b>Agency Recruitment Site</b> | <a href="https://www.ahl.gov.au/work">https://www.ahl.gov.au/work</a> |

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## Prime Minister and Cabinet

Vacancy VN-0757932

## Aboriginal Hostels Limited

Closing Date: Thursday 15 May 2025

Durungaling Hostel  
NSW Hostel

|                                   |                                                                                                                                                                                                     |
|-----------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Job Title</b>                  | Cook and Housekeeper                                                                                                                                                                                |
| <b>Job Type</b>                   | Part-Time, Ongoing                                                                                                                                                                                  |
| <b>Location</b>                   | Various locations - NSW NSW                                                                                                                                                                         |
| <b>Salary</b>                     | \$59,520 - \$64,877                                                                                                                                                                                 |
| <b>Future Merit Locations</b>     | Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA |
| <b>Office Arrangement</b>         | On Site                                                                                                                                                                                             |
| <b>Office Arrangement Details</b> | On site                                                                                                                                                                                             |
| <b>Classification</b>             | APS Level 2                                                                                                                                                                                         |
| <b>Position Number</b>            | VN5425                                                                                                                                                                                              |
| <b>Agency Website</b>             | <a href="https://www.ahl.gov.au/work">https://www.ahl.gov.au/work</a>                                                                                                                               |

## Job Description

<https://www.ahl.gov.au/work>

### Join Our Team and Make a Difference!

Aboriginal Hostels Limited (AHL) is looking for a reliable and motivated Cook and Housekeeper to join our team and help create a safe, clean, and welcoming environment at our facilities and hostels. The cook position is for someone who is available to work 60 hours a fortnight and the Housekeeper position is for someone who is able to work 45 hours a fortnight. This is a great opportunity to be part of important work that supports First Nations peoples across Australia. If you're looking for a stable job in a supportive team where your efforts truly matter, we'd love to hear from you.

AHL also supports the Australian Government's efforts to improve economic outcomes for First Nations people. By purchasing goods and services from First Nations businesses at every opportunity, we help support a more inclusive economy. We are proud to be one of the largest employers of First Nations people in the Australian Public Service, First Nations employees make up approximately 50% of our workforce.

## Duties

### Key Responsibilities for a Cook:

- Undertake routine kitchen tasks including
- Prepare meals in accordance with AHL's set menus, Food Safety Standards Australia and other relevant legislation
- Stocktake management – rotate, receive and monitor food and kitchen supplies
- Ensure the kitchen is cleaned to standard
- Prepare and clean the dining rooms for residents

### What We're Looking for in a Cook:

- Experience in meal preparation in an industry-based environment, ensuring the safe production of quality food without compromise to Food Safety Standards Australia.
- Experience in commercial cookery, and the ability to manage stock rotation while ensuring timely service and hygiene of cooking equipment.
- Good understanding of cleanliness and health standards required whilst preparing food at the work station.

### Key Responsibilities for a Housekeeper:

- Clean and maintain rooms, communal areas, kitchens, bathrooms, and hallways across AHL facilities and hostels.
- Make sure all areas are clean, safe, and hygienic for residents and staff.
- Handle cleaning supplies and equipment carefully and follow safety guidelines.
- Help with other tasks, like laundry and setting up for events, when needed.

### What We're Looking for in a Housekeeper:

- No cleaning experience needed—just a good attitude and willingness to learn.
- Attention to detail and the ability to work on your own when needed.
- A positive attitude and the ability to work well with others.
- Australian citizenship or permanent residency (or candidates who have applied for and are waiting for citizenship).
- Ability to get and maintain a police check, along with Working with Children Card.

### Eligibility

- Be an Australian Citizen
- Undergo a Satisfactory National Criminal History Check (prior to engagement)
- Meet Fitness for Duty requirements (prior to engagement)
- Hold or obtain relevant qualifications
- Maintain or hold a Working With children's card NSW

### Notes

#### What We Offer:

**Competitive Pay & Benefits:** \$59,520 - \$64,877 per annum (pro-rated for part-time). You'll receive an above-award salary, 15.4% superannuation, and generous leave entitlements to make sure you're well looked after.

**Job Security & Career Growth:** Enjoy stable, ongoing employment with plenty of opportunities to grow and move up within the organisation.

**Supportive Team Environment:** You'll be part of a friendly, inclusive team where your work is valued.

**Flexible Working Arrangements:** We understand life's demands, so we offer flexible or job-share options to suit your needs. Work pattern for this role is a parttime role (60 hours/fortnight) cover 9:00am to 3:30pm shifts, Monday to Friday.

**Regular salary packaging options for vehicles,** superannuation and laptops etc PLUS, ability to salary sacrifice \$15,900 per FBT year for rent, mortgage or living expenses. This benefit reduces taxable income, increasing fortnightly take-home pay.

**Generous Leave Entitlements** – including additional days off when a your RDO falls on a public holiday, 18 days sick/personal leave per annum, cultural and NAIDOC day leave

**Employee Assistance Programme:** Employees, their partners, and their dependants/children will have access to a confidential, professional counselling service to assist employees to manage personal and work issues.

#### How to apply

- Complete the Application Form available from our website [www.ahl.gov.au/employment](http://www.ahl.gov.au/employment)
- Email your current Resume and completed Application Form to [applications@ahl.gov.au](mailto:applications@ahl.gov.au) by 11:59pm AEST on 15 May 2025.
- Please include your name and the job reference (VN5225) in the subject of your email.

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

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

About the Aboriginal Hostels Limited

Our purpose is to provide culturally safe and affordable accommodation for First Nations people who need to be away from home to access services and economic opportunities. Across our network of hostels, dedicated AHL staff provide accommodation and meals for residents in a culturally safe and supportive environment. We have a strong network of relationships with other organisations, including First Nations organisations. This network both refers residents to AHL and works alongside AHL to support residents to meet their needs. We are proud to be one of the largest employers of First Nations people in the Australian Public Service, First Nations employees make up over 40% of our workforce. Working with us will provide you with a chance to contribute to improving the quality of life and economic opportunities for First Nations people.

To Apply

|                         |                                                                       |
|-------------------------|-----------------------------------------------------------------------|
| Position Contact        | Carla Wills, 0460111106                                               |
| Agency Recruitment Site | <a href="https://www.ahl.gov.au/work">https://www.ahl.gov.au/work</a> |

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|                                   |                                                                                                                                                                                                     |
|-----------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Job Title</b>                  | Residential Youth Worker                                                                                                                                                                            |
| <b>Job Type</b>                   | Full-Time, Ongoing                                                                                                                                                                                  |
| <b>Location</b>                   | Biala NSW                                                                                                                                                                                           |
| <b>Salary</b>                     | \$66,823 - \$72,837                                                                                                                                                                                 |
| <b>Future Merit Locations</b>     | Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA |
| <b>Office Arrangement</b>         | On Site                                                                                                                                                                                             |
| <b>Office Arrangement Details</b> | On Site                                                                                                                                                                                             |
| <b>Classification</b>             | APS Level 3                                                                                                                                                                                         |
| <b>Position Number</b>            | VN5325                                                                                                                                                                                              |
| <b>Agency Website</b>             | <a href="https://www.ahl.gov.au/work">https://www.ahl.gov.au/work</a>                                                                                                                               |

## Job Description

<https://www.ahl.gov.au/work>

### About Aboriginal Hostels Limited

**Our Purpose** is to provide safe, culturally appropriate and affordable accommodation for First Nations people who need to be away from home to access medical services, education and economic opportunities. dedicated Aboriginal Hostels Limited (AHL) staff provide accommodation and meals for residents in a supportive environment, assisted by local First Nations service providers and referral agencies.

AHL also supports the Australian Government's efforts to improve economic outcomes for First Nations people. By purchasing goods and services from First Nations businesses at every opportunity, we help support a more inclusive economy. We are proud to be one of the largest employers of First Nations people in the Australian Public Service, First Nations employees make up approximately 50% of our workforce.

**Biala Hostel** – Located near Manly, Biala Hostel provides accommodation for Aboriginal and Torres Strait Islander girls seeking to complete their high school education in Sydney. Biala offers positions for up to 11 students, who are supported by a team of Residential Youth Workers and Hostel Workers during school term time. In the school holidays periods students return to their families and the hostel is closed. In addition to attending school, the hostel supports students to participate in an extracurricular program designed to extend and enrich each girls learning.

## Duties

### About the Residential Youth Worker:

Residential Youth Worker are key in creating a home away from home environment for students. You will support the students during out of school hours, arrange and engage in creative, culturally rich programs and guide the students to build life-long skills and achieve their personal goals.

**Student services** – Support students with routine school activities, including class preparation, provide transport to school/sport/medical appointments, homework and studies. Promote and safeguard the safety and welfare of students, adhering to AHL's child protection policy

**Community Engagement** - Develop cooperative relationships with school teachers, parents and community members. Resolve complex issues to ensure a positive, culturally appropriate experience and quality stay

**Customer service** - Ensure that a clean, neat and welcoming environment is provided to all students. Liaise with the internal and external stakeholders to ensure students needs are attended to

**Work, Health and Safety** - Perform all tasks in a manner which upholds AHL's commitment to safety of its staff and residents by adhering to relevant WHS practices. Report unsafe, hazardous or emergency situations using AHL's Hazard and Incident reporting

**As the Residential Youth Worker, your responsibilities can include:**

- the promotion and safeguard the safety and welfare of students, adhering to AHL's child protection policy.
- developing cooperative relationships with school teachers, parents and community members.
- liaising with internal and external stakeholders to ensure student needs are attended.
- participating in longer-term strategic planning to ensure constant development in hostel facilities and business improvement.
- performing all tasks in a manner which upholds AHL's commitment to safety of its staff and residents by adhering to relevant WHS practices.

## Eligibility

**Prior to engagement, you are required to:**

- Provide evidence of Australian Citizenship.
- Undergo, obtain and maintain a Satisfactory National Criminal History Check.
- Meet Fitness for Duty requirements.
- Hold and maintain an NSW Working with Children Check.
- Hold or ability to obtain the essential qualifications.

## Qualifications and Training (or ability to obtain in the first six months of employment):

- Certificate in Community Services - Student Residential Care
- Current First Aid Certificate
- Current Drivers Licence/ Bus Licence for light-rigid vehicles (up to 25 seats) or willingness to obtain, if required
- Mental Health First Aid Certificate (desirable)
- Bronze Medallion (desirable)
- Certificate 4 in Community Services or equivalent

## Notes

**What We Offer:**

**Competitive Pay & Benefits:** \$66,823 – \$72,837 per annum (pro-rated for part-time). You'll receive an above-award salary, 15.4% superannuation, and generous leave entitlements to make sure you're well looked after.

**Job Security & Career Growth:** Enjoy stable, ongoing employment with plenty of opportunities to grow and move up within the organisation.

**Supportive Team Environment:** You'll be part of a friendly, inclusive team where your work is valued. You will also get the opportunity to move within AHL around other hostels

**Generous shift penalties apply for work after hours**, weekends and public holidays. Please see work pattern attached to vacancy information

**Regular salary packaging options for vehicles**, superannuation and laptops etc PLUS, ability to salary sacrifice \$15,900 per FBT year for rent, mortgage or living expenses. This benefit reduces taxable income, increasing fortnightly take-home pay.

**Generous Leave Entitlements** – including additional days off when a your RDO falls on a public holiday, 18 days sick/personal leave per annum, cultural and NAIDOC day leave

**Employee Assistance Programme:** Employees, their partners, and their dependants/children will have access to a confidential, professional counselling service to assist employees to manage personal and work issues.

## How to apply

- Complete the Application Form available from our website [Work with us | Aboriginal Hostels Limited](#)

- Email your current Resume and completed Application Form to [applications@ahl.gov.au](mailto:applications@ahl.gov.au) by 11:59pm AEST on 15 May 2025.
- Please include your name and the job reference (VN5325) in the subject of your email.

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

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

## About the Aboriginal Hostels Limited

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Our purpose is to provide culturally safe and affordable accommodation for First Nations people who need to be away from home to access services and economic opportunities. Across our network of hostels, dedicated AHL staff provide accommodation and meals for residents in a culturally safe and supportive environment. We have a strong network of relationships with other organisations, including First Nations organisations. This network both refers residents to AHL and works alongside AHL to support residents to meet their needs. We are proud to be one of the largest employers of First Nations people in the Australian Public Service, First Nations employees make up over 40% of our workforce. Working with us will provide you with a chance to contribute to improving the quality of life and economic opportunities for First Nations people.

## To Apply

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|                                |                                                                       |
|--------------------------------|-----------------------------------------------------------------------|
| <b>Position Contact</b>        | Tayla Smith, 0447230109                                               |
| <b>Agency Recruitment Site</b> | <a href="https://www.ahl.gov.au/work">https://www.ahl.gov.au/work</a> |

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## Prime Minister and Cabinet

Vacancy VN-0757940

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### Aboriginal Hostels Limited

Closing Date: Thursday 15 May 2025

Grey Street Hostel

|                                   |                                                                                                                                                                                                     |
|-----------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Job Title</b>                  | Night Attendants                                                                                                                                                                                    |
| <b>Job Type</b>                   | Part-Time, Ongoing                                                                                                                                                                                  |
| <b>Location</b>                   | Various locations - NSW NSW                                                                                                                                                                         |
| <b>Salary</b>                     | \$59,520 - \$64,877                                                                                                                                                                                 |
| <b>Future Merit Locations</b>     | Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA |
| <b>Office Arrangement</b>         | On Site                                                                                                                                                                                             |
| <b>Office Arrangement Details</b> | On Site                                                                                                                                                                                             |
| <b>Classification</b>             | APS Level 2                                                                                                                                                                                         |
| <b>Position Number</b>            | VN5225                                                                                                                                                                                              |
| <b>Agency Website</b>             | <a href="https://www.ahl.gov.au/work">https://www.ahl.gov.au/work</a>                                                                                                                               |

## Job Description

<https://www.ahl.gov.au/work>

### Join Our Team and Make a Difference!

Aboriginal Hostels Limited (AHL) is looking for two reliable and motivated Night Attendants to join our team on a part-time basis (5 nights a fortnight). This is a great opportunity to be part of important work that supports First Nations peoples across Australia. If you're looking for a stable job in a supportive team where your efforts truly matter, we'd love to hear from you.

## Duties

### Key Responsibilities:

- Maintaining and monitoring the security of premises to preserve order and protect property.
- Monitoring and authorising the entrance and departure of students & staff
- Responding to emergencies.
- Writing reports on daily activities and irregularities.
- Performing other general cleaning duties to ensure hostel grounds, gardens, windows, and the property are kept clean, tidy and clear for students.

### What We're Looking For:

- A strong understanding of Aboriginal and TSI cultures and issues
- A positive attitude and the ability to work well with others.
- Australian citizenship or permanent residency (or candidates who have applied for and are waiting for citizenship).
- Ability to get and maintain a police check, along with Working with Children Card.

- At AHL, we welcome all candidates and value the unique skills and perspectives each person brings. If you're looking for a stable job that lets you make a real difference, apply today and help us support First Nations peoples across the country.

## Eligibility

- Be an Australian Citizen
- Undergo a Satisfactory National Criminal History Check (prior to engagement)
- Meet Fitness for Duty requirements (prior to engagement)
- Hold or obtain relevant qualifications

## Notes

### What We Offer:

**Competitive Pay & Benefits:** \$59,520 - \$64,877 per annum (pro-rated for part-time). You'll receive an above-award salary, 15.4% superannuation, and generous leave entitlements to make sure you're well looked after.

**Job Security & Career Growth:** Enjoy stable, ongoing employment with plenty of opportunities to grow and move up within the organisation.

**Supportive Team Environment:** You'll be part of a friendly, inclusive team where your work is valued.

**Generous shift penalties:** Work pattern for the night attendant role is a parttime role of 30 hours/fortnight, Thursdays and Fridays and includes all 30 hours of 30% after hours penalty rates.

**Paid Leave during School Holidays** - 4 weeks Annual Leave plus 6-8 weeks paid Close Down leave during school holiday periods. Note: staff may be asked to work up to 2 weeks in total during the school holidays to undertake training, relief work, and hostel preparation for new term or hostel closedown

**Regular salary packaging options for vehicles,** superannuation and laptops etc PLUS, ability to salary sacrifice \$15,900 per FBT year for rent, mortgage or living expenses. This benefit reduces taxable income, increasing fortnightly take-home pay.

**Generous Leave Entitlements:** 18 days sick/personal leave per annum, cultural and NAIDOC day leave

**Employee Assistance Programme:** Employees, their partners, and their dependants/children will have access to a confidential, professional counselling service to assist employees to manage personal and work issues.

### How to apply

- Complete the Application Form available from our website [Home | Aboriginal Hostels Limited](#)
- Email your current Resume and completed Application Form to [applications@ahl.gov.au](mailto:applications@ahl.gov.au) by 11:59pm AEST on 15 May 2025.
- Please include your name and the job reference (VN5225) in the subject of your email.

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

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

## About the Aboriginal Hostels Limited

---

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## To Apply

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|                                |                                                                       |
|--------------------------------|-----------------------------------------------------------------------|
| <b>Position Contact</b>        | Carla Wills, 0460111106                                               |
| <b>Agency Recruitment Site</b> | <a href="https://www.ahl.gov.au/work">https://www.ahl.gov.au/work</a> |

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## Social Services

Vacancy VN-0757689

### Department of Social Services

Closing Date: Friday 31 October 2025

|                                   |                                                                                                                                       |
|-----------------------------------|---------------------------------------------------------------------------------------------------------------------------------------|
| <b>Job Title</b>                  | Temporary Employment Register - Executive Assistants                                                                                  |
| <b>Job Type</b>                   | Full-Time, Non-Ongoing                                                                                                                |
| <b>Location</b>                   | Adelaide SA, Brisbane QLD, Canberra ACT, Darwin NT, Hobart TAS, Melbourne VIC, Newcastle NSW, Perth WA, Sydney NSW                    |
| <b>Salary</b>                     | \$81,795 - \$139,157                                                                                                                  |
| <b>Future Merit Locations</b>     | Adelaide, Brisbane, Canberra, Darwin, Hobart, Melbourne, Newcastle, Perth, Sydney                                                     |
| <b>Office Arrangement</b>         | On Site                                                                                                                               |
| <b>Office Arrangement Details</b> | It is expected that Executive Assistants work from the office, unless other arrangements are negotiated directly with the SES Manager |
| <b>Classification</b>             | APS Level 4; APS Level 5; APS Level 6; Executive Level 1                                                                              |
| <b>Position Number</b>            | TER-2025-0210                                                                                                                         |
| <b>Agency Website</b>             | <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>

Be part of a purpose-driven team that impacts the lives of every Australian. The Department of Social Services (DSS) works to improve the economic and social wellbeing of individuals, families and vulnerable members of Australian communities. With us, your work directly contributes to shaping, designing and delivering the social policies and reforms that positively impact people's lives. In a career with us, you can support and change the life circumstances of some Australia's most vulnerable, doing your best to ensure no-one is left behind.

We are looking for people who want to make a difference.

Our ideal employees reflect our cultural values of curiosity, contestability, courage and collaboration.

## Duties

The primary focus of Executive Assistants at all classifications is to provide high-level support by undertaking moderately complex administrative activities and tasks for Senior Executive staff such as:

- management of the Executives diary, phone, in-tray and email
- preparation of routine correspondence, briefs and coordination papers
- providing travel, accommodation and financial acquittal services
- coordination of administrative tasks such as stationery orders, phone lists, property and accommodation related requests
- continuous improvement of the Senior Executives office performance through the use of efficient and practical administration processes and systems
- management of regular branch-wide internal reporting and meetings
- assigning and collating briefs such as senate estimates briefings and coordinating document management via the Parliamentary Document Management System (PDMS)
- providing secretariat duties for branch meetings
- working collaboratively with other Executive Assistants/Executive Officers and the broader business area
- ad-hoc tasks as required.

The Executive Assistant role is best suited to candidates who are customer focused, enjoy dealing with people, and are good at managing multiple tasks and solving problems.

Please review the job pack for the full position description. **Eligibility**

## Notes

**This is a register of interest only.**

There is no guarantee that an offer of employment will be made whilst your application remains on the register.

You will only be contacted regarding your application if a vacancy arises that matches your skills and experience.

All applications to the Temporary Employment Register will be assessed and unsuccessful candidates will be notified as soon as possible.

Non-ongoing opportunity will be offered for a specified term.

Non-ongoing opportunities may be offered for a specified term or for a period of up to 12 months.

## About the Department of Social Services

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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

---

|                                |                                                                                                                                       |
|--------------------------------|---------------------------------------------------------------------------------------------------------------------------------------|
| <b>Position Contact</b>        | SES Unit, SESunit@dss.gov.au                                                                                                          |
| <b>Agency Recruitment Site</b> | <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-0757954

### National Disability Insurance Agency

Closing Date: Sunday 18 May 2025

Enterprise Transformation Division  
Transformation Programs Branch Governance

|                                   |                                                                                                                                                                                                     |
|-----------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Job Title</b>                  | EL2 Director Governance                                                                                                                                                                             |
| <b>Job Type</b>                   | Full-Time, Ongoing; Non-Ongoing                                                                                                                                                                     |
| <b>Location</b>                   | Canberra ACT, Surry Hills NSW, Brisbane QLD, Adelaide SA, Geelong VIC, Richmond NSW                                                                                                                 |
| <b>Salary</b>                     | \$142,064 - \$161,291                                                                                                                                                                               |
| <b>Future Merit Locations</b>     | Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA |
| <b>Office Arrangement</b>         | Flexible                                                                                                                                                                                            |
| <b>Office Arrangement Details</b> | Working from home arrangements can be discussed with your line manager.                                                                                                                             |
| <b>Classification</b>             | Executive Level 2                                                                                                                                                                                   |
| <b>Position Number</b>            | 1260_04/25_EXT                                                                                                                                                                                      |
| <b>Agency Website</b>             | <a href="https://www.ndis.gov.au">https://www.ndis.gov.au</a>                                                                                                                                       |

### Job Description

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

#### A new role awaits

The Transformation Programs Branch has an upcoming vacancy for an EL2 Director-Governance within the Program Management

Office (PMO).

The Transformation Programs Branch sits under the Integrity and Payments Transformation Division and is responsible to support the delivery of the Crack Down on Fraud (CdoF) Program, including coordinating program management, operations, governance and reporting, stakeholder engagement and change management. CDoF will deliver a program of work that embeds preventative measures against fraud and non-compliance of NDIS. The program will make it easy for participants to use and pay for NDIS supports accurately, fairly and transparently; and for providers to be appropriately paid for the services they deliver.

## Duties

### Where you can add value

The EL2 Director Governance is responsible for initiating, establishing and maintaining strong relationships with key internal and external stakeholders. Where required, it will represent and negotiate on behalf of the NDIA to advance the NDIA's interests in cross-agency, inter-jurisdictional and other forums.

Duties include but are not limited to:

- Setting strategic direction and priorities for the Governance function, in line with division and branch accountability statements, action plans and Agency priorities
- Establishing and operationalising governance forums and structures, and maintaining associated documentation, including preparing program updates, action tracking and reporting.
- Managing, maintaining and overseeing the program risk and issues register, including engaging with relevant internal and external stakeholders.
- Developing and implementing effective PMO governance frameworks, guidelines, standards, and practices, supporting program delivery, including managing the Gateway Review and assurance process.
- Preparing and managing a range of written material including business cases, program status updates, Senate Estimate submissions, Ministerial, Parliamentary and Agency briefs, and other corporate documentation.

## Enough about us, let's talk about you

What we're looking for in our ideal candidate:

- **Experience in Governance Frameworks:** You should have experience in developing and implementing effective PMO governance frameworks, guidelines, standards, and practices to support program delivery. Your knowledge and experience will help us establish robust governance structures and processes.
- **Effective Communication Skills:** You should be proficient in preparing and managing a range of written materials, including business cases, program status updates, Senate Estimate submissions, Ministerial, Parliamentary and Agency briefs, and other corporate documentation. Your ability to convey information clearly and persuasively will be key to our success.
- **Strong Stakeholder Management Skills:** You will be adept at initiating, establishing, and maintaining strong relationships with key internal and external stakeholders. Your ability to build trust and collaborate effectively will be crucial in driving our governance initiatives forward.
- **High-Level Decision-Making and Judgement:** You should possess a significant degree of independence and be capable of using high-level decision-making and judgement to coordinate and assume responsibility for highly complex or sensitive projects. Your expertise will be essential in navigating challenges and ensuring successful outcomes.

## Eligibility

Successful candidates will be required to undergo a pre-employment National Police History check, Worker Screening check and/or Working with Children Check (where required) and provide evidence of Australian Citizenship.

Notes

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

About the National Disability Insurance Agency

The NDIS provides funding to eligible people with disability to gain more time with family and friends, greater independence, access to new skills, jobs, or volunteering in their community, and an improved quality of life. The NDIS also connects anyone with disability to services in their community. This includes connections to doctors, community groups, sporting clubs, support groups, libraries and schools, as well as providing information about what support is provided by each state and territory government. The NDIS now supports over 500,000 Australians with disability to access the services and supports they need. This includes supporting approximately 80,000 children with developmental delay, ensuring they receive supports early so that they achieve the best outcomes throughout their lives.

To Apply

|                         |                                                                                                           |
|-------------------------|-----------------------------------------------------------------------------------------------------------|
| Position Contact        | CDOF Resourcing, <a href="mailto:cdof.resourcing@ndis.gov.au">cdof.resourcing@ndis.gov.au</a>             |
| 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-0757926

|                            |                                                                                                     |
|----------------------------|-----------------------------------------------------------------------------------------------------|
| Job Title                  | Business Change Manager                                                                             |
| Job Type                   | Full-Time, Ongoing                                                                                  |
| Location                   | Traralgon VIC, Melbourne VIC                                                                        |
| Salary                     | -                                                                                                   |
| Future Merit Locations     | Traralgon, Melbourne                                                                                |
| Office Arrangement         | Hybrid                                                                                              |
| Office Arrangement Details | Hybrid work arrangement                                                                             |
| Classification             | Executive Level 2                                                                                   |
| Position Number            | 1854222                                                                                             |
| Agency Website             | <a href="https://asic.gov.au/about-asic/what-we-do/">https://asic.gov.au/about-asic/what-we-do/</a> |

## Job Description

[https://careers.asic.gov.au/jobtools/jncustomsearch.viewFullSingle?in\\_organid=16529&in\\_jnCounter=226239940](https://careers.asic.gov.au/jobtools/jncustomsearch.viewFullSingle?in_organid=16529&in_jnCounter=226239940)

At ASIC, you can be the change that ensures a fair, strong and efficient financial system for the benefit of all Australians. Contribute to delivering on ASIC's purpose, vision, and strategic priorities to help maintain the integrity of the financial system and protect consumers from harm.

Be at the forefront of meaningful transformation. We are seeking an experienced **Business Change Manager** to lead and support strategic change initiatives across the ASIC Registry. In this key role, you will drive improvements in people, processes, and technology to maximise benefits and minimise disruption for both internal teams and external customers. Partnering closely with stakeholders, you will play a critical role in enhancing operations, shaping culture, and elevating service delivery.

- **Location** – Melbourne or Traralgon, VIC (at minimum, monthly travel to Traralgon required if based in Melbourne)
- **Salary** starting from \$147,074 (depending on experience) plus 15.4% superannuation
- **Permanent, full-time role** (part-time hours considered)
- **Applications close at 11:59pm AEST Wednesday, 14 May 2025**

The team

The Registry & Intelligence (R&I) group provides trusted information, data, and frontline services to support informed decision-making and confident participation in the Australian economy. ASIC administers over 30 legal registers, including the Companies and Business Names registers, which hold details of more than 3.2 million companies and 2.7 million business names. These registers are the official source of information on registered businesses and professionals across Australia. Used by businesses, industry professionals, government, and the public, the ASIC Registry supports a wide range of needs—from starting or updating a business to accessing public information—with dedicated assistance available to help users navigate their registrations.

## The role

As a **Business Change Manager**, you will:

- Lead and deliver change initiatives across the Registry to drive adoption and minimise resistance.
- Prepare Registry Operations for change, ensuring smooth transitions from the RegistryConnect program and other projects.
- Focus on the people side of change—assessing impacts, building readiness, and managing resistance.
- Establish and lead a change champion network to embed change across Registry Operations and the broader R&I Group.
- Partner with program/project managers on change deliverables, including operating models, benefits plans, and transition to BAU.
- Monitor and report on change progress, adoption, benefits, and outcomes.
- Support clear, timely communications throughout change initiatives, including post go-live and BAU transition.
- Collaborate with ASIC's Change & Business Readiness team to enhance the change framework and build internal capability.
- Drive continuous improvement by identifying and implementing better change and readiness processes.
- Support capability uplift for program/project managers and key stakeholders.
- Contribute to the implementation of consistent change tools and artefacts.
- Ensure key processes are documented and staff are trained accordingly.

## Duties

### About you

In this role, you will lead and manage change initiatives across the ASIC Registry, driving adoption and minimising resistance. With a focus on people, processes, and technology, you'll collaborate with stakeholders to implement and transition key capabilities, while fostering a culture of continuous improvement. You will coach teams on change management best practices, deliver clear and effective communications, and support the development of change management tools and frameworks.

In addition, you will have:

- Tertiary qualifications in IT, Business, or Communications.
- Proven experience in change management; certification (e.g. Prosci) highly regarded.
- Skilled in planning and delivering people, process, and behaviour change activities.
- Experience coaching teams in change management methodology and best practices.
- Strong facilitation and communication skills, both written and verbal, across in-person and virtual settings.
- Excellent organisational skills with the ability to manage competing priorities in fast-paced environments.

- Strong stakeholder engagement and relationship-building skills across all levels.
- Collaborative team player with the ability to influence and achieve results.
- Ability to simplify and communicate complex technical information clearly.
- Proficiency in Microsoft Office; experience with Visio, Project, Azure DevOps, Peoplesoft, and SharePoint is a plus.

**View the position description for more information or click 'apply' to start your application. Applications close at 11:59pm AEST Wednesday, 14 May 2025.**

## About ASIC

ASIC's remit is one of the broadest of regulators across the world. ASIC regulates corporations, markets, financial services and consumer credit and monitors and promotes market integrity and consumer protection in the Australian financial system. Through our enforcement work, we hold to account those who contravene the law, working to achieve strong outcomes that address the greatest consumer and investor harms.

ASIC is committed to providing a diverse and inclusive workplace where the very best talent in Australia chooses to work. Indigenous Australians are encouraged to apply as well as applicants from all backgrounds and with different abilities.

We offer a range of **employee benefits** including:

- Attractive superannuation
- Additional leave entitlements
- 50/50 hybrid work-from home model
- Flexible work arrangements
- Assistance for study and professional development

Click [here](#) to view ASIC's salary and benefits guide.

To read more about ASIC, you can visit our [website](#) or review our [Corporate Plan](#).

To work with us, you need to be an Australian citizen and be prepared to complete an ASIC Suitability and Baseline Assessment.

## Eligibility Notes

## About the Australian Securities and Investments Commission

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## To Apply

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|                         |                                                                                                                                                                                                                             |
|-------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Position Contact        | Zaynah Dastoor, +61299115804                                                                                                                                                                                                |
| Agency Recruitment Site | <a href="https://careers.asic.gov.au/jobtools/jncustomsearch.viewFullSingle?in_organid=16529&amp;in_jnCounter=2">https://careers.asic.gov.au/jobtools/jncustomsearch.viewFullSingle?in_organid=16529&amp;in_jnCounter=2</a> |

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Treasury

Vacancy VN-0757944

Australian Securities and Investments Commission

Closing Date:Wednesday 14 May 2025

|                            |                                                                                                     |
|----------------------------|-----------------------------------------------------------------------------------------------------|
| Job Title                  | Senior Lawyer                                                                                       |
| Job Type                   | Full-Time, Ongoing                                                                                  |
| Location                   | Sydney NSW, Melbourne VIC                                                                           |
| Salary                     | -                                                                                                   |
| Future Merit Locations     | Sydney, Melbourne                                                                                   |
| Office Arrangement         | Hybrid                                                                                              |
| Office Arrangement Details | Hybrid                                                                                              |
| Classification             | Executive Level 2                                                                                   |
| Position Number            | 1856251                                                                                             |
| Agency Website             | <a href="https://asic.gov.au/about-asic/what-we-do/">https://asic.gov.au/about-asic/what-we-do/</a> |

**Job Description** [https://careers.asic.gov.au/jobtools/jncustomsearch.searchResults?in\\_organid=16529&in\\_jobDate=All](https://careers.asic.gov.au/jobtools/jncustomsearch.searchResults?in_organid=16529&in_jobDate=All)

Duties

At ASIC, you can be the change that ensures a fair, strong and efficient financial system for the benefit of all Australians. Contribute to delivering on ASIC’s purpose, vision, and strategic priorities to help maintain the

## **integrity of the financial system and protect consumers from harm.**

As a Senior Lawyer, you will play a critical role in markets law enforcement, managing complex cases, providing expert legal support, and leading matters to achieve key milestones and successful outcomes.

- **Sydney or Melbourne**
- **\$147,074 - \$162,634**
- **Permanent**
- **Applications close at 11:59pm ADST/AEST, Wednesday, 14 May 2025**

### **The team**

The Markets Group manages the end-to-end process for regulating markets including supervision, triage, investigation and enforcement.

Markets Enforcement is part of the Markets Group and is responsible for taking enforcement action (including disruptive action) on matters such as continuous disclosure, insider trading, market manipulation, licensing obligations and misconduct by retail OTC issuers.

Markets Enforcement investigates suspected market misconduct and takes formal enforcement action in response to suspected breaches of the Corporations Act and Market Integrity Rules. This includes commencing civil proceedings, working with the Commonwealth Director of Public Prosecutions (CDPP) to secure criminal convictions and taking administrative action through the Market Disciplinary Panel.

### **The role**

As a **Senior Lawyer**, you will make an important contribution to Markets Enforcement by managing complex cases from investigation through to enforcement, including driving the preparation of legal briefs, providing legal advice and working with external counsel. You will also take a leading role in conducting compulsory examinations, interviewing witnesses, participating in search warrants, contributing to building case theory and strategic direction, as well as presenting to executives and the Commission. As a senior member of the team, you will also help to build legal capacity within ASIC.

### **About you**

To succeed in this role, you will possess a law degree and admission to practice in Australia, combined with extensive post-qualification experience in financial services, a regulatory environment, law enforcement, criminal or corporate and commercial law. You will have a proven track record in managing high-impact legal cases and a passion for using your legal expertise to make a positive difference for investors and consumers in Australia's financial system. Strong analytical thinking, problem-solving capabilities, and exceptional communication and stakeholder engagement skills are essential.

**View the position description for more information or click 'apply' to start your application.**

**Applications close at 11:59pm ADST/AEST, Wednesday, 14 May 2025.**

### **About ASIC**

ASIC's remit is one of the broadest of regulators across the world. ASIC regulates corporations, markets, financial services and consumer credit and monitors and promotes market integrity and consumer protection in the Australian financial system. Through our enforcement work, we hold to account those who contravene the law, working to achieve strong outcomes that address the greatest consumer and investor harms.

ASIC is committed to providing a diverse and inclusive workplace where the very best talent in Australia chooses to work. Indigenous Australians are encouraged to apply as well as applicants from all backgrounds and with different abilities.

We offer a range of **employee benefits** including:

- Attractive superannuation
- Additional leave entitlements
- 50/50 hybrid work-from home model

- Flexible work arrangements
- Assistance for study and professional development

Click [here](#) to view ASIC’s salary and benefits guide.

To read more about ASIC, you can visit our [website](#) or review our [Corporate Plan](#).

To work with us, you need to be an Australian citizen and be prepared to complete an ASIC Suitability and Baseline Assessment.

**Eligibility**

**Notes**

**About the Australian Securities and Investments Commission**

**To Apply**

|                         |                                                                                                                                                                                                                           |
|-------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Position Contact        | Nicole Moore, +61738674711                                                                                                                                                                                                |
| Agency Recruitment Site | <a href="https://careers.asic.gov.au/jobtools/jncustomsearch.searchResults?in_organid=16529&amp;in_jobDate=All">https://careers.asic.gov.au/jobtools/jncustomsearch.searchResults?in_organid=16529&amp;in_jobDate=All</a> |

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Treasury

Vacancy VN-0757945

|                                   |                                                                                                     |
|-----------------------------------|-----------------------------------------------------------------------------------------------------|
| <b>Job Title</b>                  | Senior Investigator                                                                                 |
| <b>Job Type</b>                   | Full-Time, Ongoing                                                                                  |
| <b>Location</b>                   | Sydney NSW, Melbourne VIC                                                                           |
| <b>Salary</b>                     | -                                                                                                   |
| <b>Future Merit Locations</b>     | Sydney, Melbourne                                                                                   |
| <b>Office Arrangement</b>         | Hybrid                                                                                              |
| <b>Office Arrangement Details</b> | Hybrid                                                                                              |
| <b>Classification</b>             | Executive Level 2                                                                                   |
| <b>Position Number</b>            | 1856251                                                                                             |
| <b>Agency Website</b>             | <a href="https://asic.gov.au/about-asic/what-we-do/">https://asic.gov.au/about-asic/what-we-do/</a> |

**Job Description** [https://careers.asic.gov.au/jobtools/jncustomsearch.searchResults?in\\_organid=16529&in\\_jobDate=All](https://careers.asic.gov.au/jobtools/jncustomsearch.searchResults?in_organid=16529&in_jobDate=All)

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## Duties

**At ASIC, you can be the change that ensures a fair, strong and efficient financial system for the benefit of all Australians. Contribute to delivering on ASIC's purpose, vision, and strategic priorities to help maintain the integrity of the financial system and protect consumers from harm.**

As a Senior Investigator, you will play a critical role in markets law enforcement by managing complex investigations, gathering evidence, and leading matters to achieve key milestones and successful outcomes.

- **Sydney or Melbourne**
- **\$147,074 - \$162,634**
- **Permanent**
- **Applications close at 11:59pm ADST/AEST, Wednesday, 14 May 2025**

## The team

The Markets Group manages the end-to-end process for regulating markets including supervision, triage, investigation and enforcement.

Markets Enforcement is part of the Markets Group and is responsible for taking enforcement action (including disruptive action) on matters such as continuous disclosure, insider trading, market manipulation, licensing obligations and misconduct by retail OTC issuers.

Markets Enforcement investigates suspected market misconduct and takes formal enforcement action in response to suspected breaches of the Corporations Act and Market Integrity Rules. This includes commencing civil proceedings, working with the Commonwealth Director of Public Prosecutions (CDPP) to secure criminal convictions and taking

administrative action through the Market Disciplinary Panel.

### The role

As a **Senior Investigator**, you will make a critical contribution to Markets Enforcement by managing complex cases and leading investigations to reach defined milestones and outcomes. You will be responsible for driving investigations across a diverse range of matters, and working closely with multi-disciplinary teams, to identify key evidence to actively progress cases. Your work will involve conducting intelligence searches, interviewing witnesses and persons of interest, leading search warrant operations, and preparing briefs for civil and criminal proceedings. As a senior member of the team, you will play a vital role in shaping investigation strategies, presenting findings to Senior Executives and Commissioners, and representing ASIC in engagements with external stakeholders.

### About you

You will have strong investigative and analytical skills, backed by a relevant tertiary qualification or extensive experience. You have a proven ability to plan, lead and conclude complex investigations, ideally within financial services, law enforcement, regulatory or corporate environments. You are experienced in a range of evidence gathering techniques, including executing search warrants and using statutory powers, and have prepared briefs for civil or criminal proceedings. Skilled at analysing complex data and using digital tools, you also excel at presenting complex information clearly to a range of audiences. Strong stakeholder engagement skills and experience applying relevant legislation, such as the Corporations Act, will be highly regarded.

**View the position description for more information or click 'apply' to start your application.**

**Applications close at 11:59pm ADST/AEST, Wednesday, 14 May 2025.**

### About ASIC

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To read more about ASIC, you can visit our [website](#) or review our [Corporate Plan](#).

To work with us, you need to be an Australian citizen and be prepared to complete an ASIC Suitability and Baseline Assessment.

### Eligibility

### Notes

## About the Australian Securities and Investments Commission

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To Apply

|                         |                                                                                                                                                                                                                           |
|-------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Position Contact        | Nicole Moore, +61738674711                                                                                                                                                                                                |
| Agency Recruitment Site | <a href="https://careers.asic.gov.au/jobtools/jncustomsearch.searchResults?in_organid=16529&amp;in_jobDate=All">https://careers.asic.gov.au/jobtools/jncustomsearch.searchResults?in_organid=16529&amp;in_jobDate=All</a> |

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Treasury

Vacancy VN-0757262

Australian Taxation Office

Closing Date:Thursday 15 May 2025

Policy, Analysis and Legislation  
Revenue Analysis

|                            |                                                                                                                                                   |
|----------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------|
| Job Title                  | Revenue Analyst                                                                                                                                   |
| Job Type                   | Full-Time;Part-Time, Ongoing;Non-Ongoing                                                                                                          |
| Location                   | Canberra ACT                                                                                                                                      |
| Salary                     | \$90,596 - \$96,042                                                                                                                               |
| Future Merit Locations     | Canberra                                                                                                                                          |
| Office Arrangement         | Flexible                                                                                                                                          |
| Office Arrangement Details | Flexible working arrangements are available in the ATO, including working between the office and home, and is considered on a case-by-case basis. |
| Classification             | APS Level 5                                                                                                                                       |
| Position Number            | EXT_LDP_293_2025                                                                                                                                  |
| Agency Website             | <a href="http://www.ato.gov.au/careers">http://www.ato.gov.au/careers</a>                                                                         |

Job Description

<https://ato.nga.net.au/?jati=AE5C1B7D-D5E9-921C-AA67-E3BF616DCE5E>

Duties

We are seeking skilled Revenue Analysts who are eager to become an expert in extracting, analysing and interpreting data to join our Revenue Analysis Branch (RAB).

As a Revenue Analyst in our Policy, Analysis and Legislation business area, you will undertake research and data analysis focusing on forecasting and reporting revenue collections, administered expenses, policy costing, compliance costs, and the management of tax data. You'll assist with public statistics for research, publication, or inclusion in Parliamentary and other briefings. You'll also provide quality assurance while guiding and supporting others within your team.

RAB is made up of three streams, Policy, Analysis and Data Management. Depending on which stream you're most suited to, you will leverage your conceptual, analytical and clear communication skills to contribute to key aspects of this role, such as the Commonwealth Budget forecasting process and the publication of Taxation Statistics.

We embrace the strength of diversity – through our people and the experiences they bring with them. We provide reasonable adjustments to support candidates with disability to participate in our recruitment processes and encourage people with disability and Aboriginal and Torres Strait Islander peoples to apply.

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 Taxation Office

We are globally recognised for leading best practice in the administration of tax and superannuation, promoting a level playing field and fairness for all. Our work makes a real difference to the lives of Australians and positively impacts their economic and social wellbeing. Our people are problem-solvers, curious, dynamic and are at the heart of our success. We are inclusive and embrace the strength of diversity. Flexible working arrangements are available to help balance work and life. We offer more than you expect. We offer a place where you can belong, a say in how you make a difference, and the chance to grow a successful career.

To Apply

|                         |                                                                                                                                                   |
|-------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------|
| Position Contact        | Cecilia Gaete, (02) 6216 2285                                                                                                                     |
| Agency Recruitment Site | <a href="https://ato.nga.net.au/?jati=AE5C1B7D-D5E9-921C-AA67-E3BF616DCE5E">https://ato.nga.net.au/?jati=AE5C1B7D-D5E9-921C-AA67-E3BF616DCE5E</a> |

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## Australian Taxation Office

Closing Date: Thursday 15 May 2025

Behavioural Insights and Design  
Enterprise Strategy and Design

|                                   |                                                                                                                                                                                   |
|-----------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Job Title</b>                  | Research Analyst                                                                                                                                                                  |
| <b>Job Type</b>                   | Full-Time;Part-Time, Ongoing;Non-Ongoing                                                                                                                                          |
| <b>Location</b>                   | Adelaide SA, Box Hill VIC, Brisbane QLD, Canberra ACT, Dandenong VIC, Melbourne VIC, Moonee Ponds VIC, Parramatta NSW, Penrith NSW, Perth WA, Sydney NSW, Upper Mount Gravatt QLD |
| <b>Salary</b>                     | \$90,596 - \$96,042                                                                                                                                                               |
| <b>Future Merit Locations</b>     | Adelaide, Box Hill, Brisbane, Canberra, Dandenong, Melbourne, Moonee Ponds, Parramatta, Penrith, Perth, Sydney, Upper Mount Gravatt                                               |
| <b>Office Arrangement</b>         | Flexible                                                                                                                                                                          |
| <b>Office Arrangement Details</b> | Flexible working arrangements are available in the ATO, including working between the office and home, and is considered on a case-by-case basis.                                 |
| <b>Classification</b>             | APS Level 5                                                                                                                                                                       |
| <b>Position Number</b>            | EXT_ESCO_290_2025                                                                                                                                                                 |
| <b>Agency Website</b>             | <a href="http://www.ato.gov.au/careers">http://www.ato.gov.au/careers</a>                                                                                                         |

## Job Description

<https://ato.nga.net.au/?jati=15CB614C-EEA8-4A8E-A04D-E3C356E3D9E8>

## Duties

We are seeking a motivated individual to join our Behavioural Insights and Corporate Research team.

As a Research Analyst, you will collect, organise and interpret data to provide valuable insights and support informed decision-making.

You will conduct thorough market, industry and social research, utilising various quantitative methodologies and analytical tools, with some opportunities for mixed methods research. You'll identify trends, patterns, and correlations to generate actionable recommendations.

You'll identify and analyse new and emerging themes, potential risks and opportunities and their impacts on the agency. You'll make connections between research and intelligence insights and wider agency issues and may design and lead simple research projects.

You have an opportunity to help design and run the research program for the entire ATO – and this includes supporting contemporary research programs to help understand and inform solutions for the entire tax, super and registry system in Australia.

We embrace the strength of diversity – through our people and the experiences they bring with them. We provide reasonable adjustments to support candidates with disability to participate in our recruitment processes and encourage people with disability and Aboriginal and Torres Strait Islander peoples to apply.

## 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 Taxation Office

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We are globally recognised for leading best practice in the administration of tax and superannuation, promoting a level playing field and fairness for all. Our work makes a real difference to the lives of Australians and positively impacts their economic and social wellbeing. Our people are problem-solvers, curious, dynamic and are at the heart of our success. We are inclusive and embrace the strength of diversity. Flexible working arrangements are available to help balance work and life. We offer more than you expect. We offer a place where you can belong, a say in how you make a difference, and the chance to grow a successful career.

## To Apply

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|                                |                                                                                                                                                   |
|--------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Position Contact</b>        | Laura Sleeman, (07) 3213 8939                                                                                                                     |
| <b>Agency Recruitment Site</b> | <a href="https://ato.nga.net.au/?jati=15CB614C-EEA8-4A8E-A04D-E3C356E3D9E8">https://ato.nga.net.au/?jati=15CB614C-EEA8-4A8E-A04D-E3C356E3D9E8</a> |

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## Treasury

Vacancy VN-0757833

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### Australian Taxation Office

Closing Date: Thursday 15 May 2025

Enterprise Strategy and Design  
Behavioural Insights and Design

|                                   |                                                                                                                                                                                   |
|-----------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Job Title</b>                  | APS 5 Behavioural Insights Adviser                                                                                                                                                |
| <b>Job Type</b>                   | Full-Time;Part-Time, Ongoing;Non-Ongoing                                                                                                                                          |
| <b>Location</b>                   | Adelaide SA, Box Hill VIC, Brisbane QLD, Canberra ACT, Moonee Ponds VIC, Dandenong VIC, Melbourne VIC, Parramatta NSW, Penrith NSW, Perth WA, Sydney NSW, Upper Mount Gravatt QLD |
| <b>Salary</b>                     | \$90,596 - \$96,042                                                                                                                                                               |
| <b>Future Merit Locations</b>     | Adelaide, Box Hill, Brisbane, Canberra, Dandenong, Melbourne, Moonee Ponds, Parramatta, Penrith, Perth, Sydney, Upper Mount Gravatt                                               |
| <b>Office Arrangement</b>         | Flexible                                                                                                                                                                          |
| <b>Office Arrangement Details</b> | Flexible working arrangements are available in the ATO, including working between the office and home, and is considered on a case-by-case basis.                                 |
| <b>Classification</b>             | APS Level 5                                                                                                                                                                       |
| <b>Position Number</b>            | EXT_ESCO_292_2025                                                                                                                                                                 |
| <b>Agency Website</b>             | <a href="http://www.ato.gov.au/careers">http://www.ato.gov.au/careers</a>                                                                                                         |

## Job Description

<https://ato.nga.net.au/cp/index.cfm?audienceTypeCode=ext>

## Duties

We are seeking a motivated individual to join our Behavioural Insights and Corporate Research team.

As a Behavioural Insights Adviser, you will apply insights from psychology, sociology, behavioural economics, user-centred design, and systems thinking to enhance policies, programmes, and services. You'll use research, theories and methods from behavioural sciences to develop innovative solutions, enabling stakeholders to improve the delivery of the tax, super and registry systems.

Combining your expertise in behavioural insights with knowledge of ATO policies, programs, processes, and services, you will design, develop and evaluate scalable solutions for behavioural change to improve long-term outcomes for Australian taxpayers. You'll also analyse qualitative and quantitative data and report findings to shape, inform and influence policies, programs and services in the ATO.

We embrace the strength of diversity – through our people and the experiences they bring with them. We provide reasonable adjustments to support candidates with disability to participate in our recruitment processes and encourage people with disability and Aboriginal and Torres Strait Islander peoples to apply.

## 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 Taxation Office

We are globally recognised for leading best practice in the administration of tax and superannuation, promoting a level playing field and fairness for all. Our work makes a real difference to the lives of Australians and positively impacts their economic and social wellbeing. Our people are problem-solvers, curious, dynamic and are at the heart of our success. We are inclusive and embrace the strength of diversity. Flexible working arrangements are available to help balance work and life. We offer more than you expect. We offer a place where you can belong, a say in how you make a difference, and the chance to grow a successful career.

To Apply

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|                         |                                                                                                                                 |
|-------------------------|---------------------------------------------------------------------------------------------------------------------------------|
| Position Contact        | Laura Sleeman, (07) 3213 8939                                                                                                   |
| Agency Recruitment Site | <a href="https://ato.nga.net.au/cp/index.cfm?audienceTypeCode=ext">https://ato.nga.net.au/cp/index.cfm?audienceTypeCode=ext</a> |

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Treasury

Vacancy VN-0757842

Australian Taxation Office

Closing Date:Thursday 15 May 2025

Enterprise Strategy and Corporate Operations  
Integrity, Assurance and Law

|                                   |                                                                                                                              |
|-----------------------------------|------------------------------------------------------------------------------------------------------------------------------|
| <b>Job Title</b>                  | Assistant Commissioner and ATO General Counsel, Office of General Counsel                                                    |
| <b>Job Type</b>                   | Full-Time;Part-Time, Ongoing;Non-Ongoing                                                                                     |
| <b>Location</b>                   | Sydney NSW, Adelaide SA, Brisbane QLD, Canberra ACT, Melbourne VIC                                                           |
| <b>Salary</b>                     | -                                                                                                                            |
| <b>Future Merit Locations</b>     | Adelaide, Brisbane, Box Hill, Canberra, Dandenong, Melbourne, Moonee Ponds, Parramatta, Penrith, Sydney, Upper Mount Gravatt |
| <b>Office Arrangement</b>         | Flexible                                                                                                                     |
| <b>Office Arrangement Details</b> | Flexible                                                                                                                     |
| <b>Classification</b>             | Senior Executive Service Band 1                                                                                              |
| <b>Position Number</b>            | EXT_SES_289_2025                                                                                                             |
| <b>Agency Website</b>             | <a href="http://www.ato.gov.au/careers">http://www.ato.gov.au/careers</a>                                                    |

## Job Description

<https://ato.nga.net.au/?jati=3E70994F-58C7-CE9A-AAAF-E3BD0F35CBD5>

## Duties

We are seeking an experienced and successful leadership professional with strong legal, governance and compliance skills to take on the role of Assistant Commissioner and ATO General Counsel, Office of General Counsel.

As the Assistant Commissioner and ATO General Counsel, Office of General Counsel, you will demonstrate an extensive understanding of the legislative, regulatory and compliance frameworks and ensure that the law is properly interpreted and applied.

Reporting directly to the ATO's Chief General Counsel & Deputy Commissioner, Integrity Assurance and Law you will provide expert, tailored and contemporary legal services to inform good decision making and effective management of general law legal risks within the ATO and achieve ATO priorities.

You will manage general law risks, provide in-house legal services including administrative law, FOI, privacy, taxpayer confidentiality, monetary claims, employment law, commercial law and corporate governance including obligations arising under the *Public Governance, Performance and Accountability Act 2013*.

You will manage non-tax disputes and lead the in-house management and resolution of non-tax claims and litigation against the ATO, providing support and assistance to employees named and involved in these proceedings.

You will be responsible for the operations of the Office of General Counsel and are expected to maintain and improve the delivery of in-house legal services.

We embrace the strength of diversity – through our people and the experiences they bring with them. We provide reasonable adjustments to support candidates with disability to participate in our recruitment processes and encourage people with disability and Aboriginal and Torres Strait Islander peoples to apply.

All our senior leaders are expected to:

- develop a clear vision of the future that links with the big picture of the organisation
- be accountable and deliver outcomes that align with the long-term perspective
- find innovative and practical solutions, be open to ideas and engage with risk

- have an outward focus and work collaboratively across boundaries to influence better outcomes for the system and the community, and make progress on issues that cut across agencies, sectors and communities
- have the capacity to persuade others towards an outcome, winning and maintaining the confidence of government and key stakeholders
- be self-aware and courageous, creating an environment that empowers, mentors and coaches individuals and teams to deliver their best
- be passionate about building trust and confidence in the ATO and the tax and superannuation systems.

To be considered you must also have:

- relevant legal qualifications (e.g. a Bachelor of Laws (LLB)), admission to practice law in Australia and an unrestricted practicing certificate (or equivalent)
- extensive knowledge and experience of the legislative, regulatory and compliance frameworks that apply to government agencies, including the Legal Services Directions 2017
- experience providing solutions focused advice on a range of complex issues with the potential to impact agency operations
- strong presentation skills to represent the ATO in a range of internal and external forums
- ability to continue to develop and lead a large in-house legal practice.

## Eligibility Notes

People with disability and Aboriginal and Torres Strait Islander peoples are encouraged to apply.

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

## About the Australian Taxation Office

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We are globally recognised for leading best practice in the administration of tax and superannuation, promoting a level playing field and fairness for all. Our work makes a real difference to the lives of Australians and positively impacts their economic and social wellbeing. Our people are problem-solvers, curious, dynamic and are at the heart of our success. We are inclusive and embrace the strength of diversity. Flexible working arrangements are available to help balance work and life. We offer more than you expect. We offer a place where you can belong, a say in how you make a difference, and the chance to grow a successful career.

## To Apply

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|                                |                                                                                                                                                   |
|--------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Position Contact</b>        | Jonathan Beaumont, (02) 6216 4500                                                                                                                 |
| <b>Agency Recruitment Site</b> | <a href="https://ato.nga.net.au/?jati=3E70994F-58C7-CE9A-AAAF-E3BD0F35CBD5">https://ato.nga.net.au/?jati=3E70994F-58C7-CE9A-AAAF-E3BD0F35CBD5</a> |

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## Veterans' Affairs (part of the Defence Portfolio)

Vacancy VN-0757799

### Department of Veterans' Affairs

Closing Date: Thursday 15 May 2025

Veteran Experience and Transition  
Transition Veteran Support Office

|                                   |                                                                                                                                                                                                     |
|-----------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Job Title</b>                  | Veteran Support Officer                                                                                                                                                                             |
| <b>Job Type</b>                   | Full-Time;Part-Time, Ongoing;Non-Ongoing                                                                                                                                                            |
| <b>Location</b>                   | Sydney NSW                                                                                                                                                                                          |
| <b>Salary</b>                     | \$92,302 - \$96,191                                                                                                                                                                                 |
| <b>Future Merit Locations</b>     | Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA |
| <b>Office Arrangement</b>         | Flexible                                                                                                                                                                                            |
| <b>Office Arrangement Details</b> | We support a range of flexible work arrangements in accordance with our Enterprise Agreement.                                                                                                       |
| <b>Classification</b>             | APS Level 5                                                                                                                                                                                         |
| <b>Position Number</b>            | EXT-2025-0240                                                                                                                                                                                       |
| <b>Agency Website</b>             | <a href="https://www.dva.gov.au/">https://www.dva.gov.au/</a>                                                                                                                                       |

### Job Description

<https://dvajobs.nga.net.au/cp/index.cfm?event=jobs.home>

The VSO must have a good appreciation for veterans and veteran family individual circumstances, working to provide expert advice at the right time with an ability to translate this into guidance for next steps in achieving business-as-usual arrangements with DVA. The role requires excellent organisational skills and an ability to communicate with a broad range of stakeholders and veterans.

### Duties

- Provide high-quality, personalised service to current and former veterans of the ADF in line with the DVA Cultural Vision and national VSO Policies, Procedures and Key Performance Indicators as implemented;
- Provide advice and interpretation, including in writing, on complex aspects of legislation to clients and colleagues;
- Develop strong partnerships with key stakeholders including Command elements, ADF Rehabilitation Program (ADFRP), Veteran Employment Industry and ESOs to enhance service delivery to the veteran community;

- Work closely with relevant areas of Defence, including the Joint Transition Authority, to support the delivery of services and activities which may be accessed/considered during the relevant stages of transition;
- Perform representational and outreach activities, including presentations to ADF seminars, veteran advocate training sessions, etc., as required;
- Assist with the development and maintenance of a VSO national training continuum for all new and incumbent VSO staff, ensuring that service delivery to veterans and their families remains consistent and contemporary;
- Assist with the review and update of internal operating instructions and procedures used by VSOs in day-to-day business;
- Design and review presentations to support ADF members, including internal content to maintain and upskill VSOs to provide a contemporary service to ADF members. It also includes designing and reviewing external content that is visible to veterans and their families;
- Provide support to the continuous improvement/quality assurance process through training and feedback to staff;
- Manage Defence Notifications functions provided to DVA by Defence, identifying vulnerable clients and assisting with next steps of support by way of expediting initial liability claims and/or onward referral to VSOs for face-to-face support;
- Demonstrate an understanding of matters relevant to DVA services and entitlements in line with the government's focus on transitioning members, particularly those transitioning from the ADF involuntarily;
- Work closely with the national VSO team and relevant areas of DVA and the Defence community, to support the delivery of services for veterans;
- Provide early identification of persons at risk or with high needs for referral support to DVA's Client Support Program.

## Eligibility

- Under section 22(8) of the Public Service Act 1999, employees must be Australian citizens to be employed in the Australian Public Service (APS).
- All applicants external to DVA offered employment will be required to successfully undergo a pre-engagement screening check, even if they have a security clearance. The screening check is conducted in accordance with the Australian Government Protective Security Policy Framework requirements.
- The successful candidate will be required obtain and maintain a Baseline Vetting (AGSVA) security clearance.

## Mandatory

- Capacity to travel and ability to undertake overnight travel and work after hours and on weekends (if required).
- Applicants must be willing to work on Defence bases and/or Veterans' and Families' Hubs.
- Hold an Australian Government Security Vetting Agency Baseline Security Clearance (or the ability to obtain a Baseline clearance).
- A current Australian drivers' licence.

## Notes

This recruitment process is being used to fill ongoing and/or non-ongoing position/s. For more information about the role, please see the Candidate Information Pack.

Where a non-ongoing position is offered, the role will be filled for an initial specified term of up to 23 months.

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

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

DVA embraces and fosters a culture that supports diversity, inclusion and respect, where people are empowered to fulfil their potential. We welcome people with diverse skills, experiences, perspectives and backgrounds. We are dedicated and committed to attracting and recruiting Aboriginal and Torres Strait Islander peoples and encourage applications from people with disability, people that identify as LGBTQIA+ and people from culturally and linguistically diverse backgrounds. Take on a rewarding, varied, and broad career with an Australian Public Service Department that can bring balance and flexibility to your working life, while supporting you to stay connected to your community.

DVA is committed to improving the data skills and capability of our workforce to underpin our goal of becoming a leading data-driven organisation.

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

This vacancy has been nominated for filling within the agency's Veterans' employment program. A Veterans' employment program provides a pathway to assist veterans who have recently transitioned to civilian life and are interested in a career with the Australian Government. Participants will generally receive structured support, together with formal learning and development opportunities.

### About the Department of Veterans' Affairs

The Department of Veterans' Affairs (DVA) exists to fulfil the nation's duty to support our serving and ex-serving Australian Defence Force members and their families. We do this through programs of care, compensation, commemoration, income and Defence support services. Our aim is to enhance self-sufficiency, quality of life, financial wellbeing and community recognition for those we support. DVA is both a policy and service delivery agency. We have strong relationships with Australian ex-service organisations, Federal and State Government agencies and the veteran community. DVA's vision is to honour veterans, and empower them and their families to continue life after service, within a society that understands and values their military service and their ongoing contribution to the community.

### To Apply

|                         |                                                                                                                               |
|-------------------------|-------------------------------------------------------------------------------------------------------------------------------|
| Position Contact        | Elizabeth Connolly, 0436 851 712                                                                                              |
| Agency Recruitment Site | <a href="https://dvajobs.nga.net.au/cp/index.cfm?event=jobs.home">https://dvajobs.nga.net.au/cp/index.cfm?event=jobs.home</a> |

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## Veterans' Affairs (part of the Defence Portfolio)

Vacancy VN-0757819

Department of Veterans' Affairs

Closing Date: Thursday 15 May 2025

Chief People Officer  
Integrity, Security and Property Fraud Control and Analytics

|                                   |                                                                                                                                                                                                     |
|-----------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Job Title</b>                  | Fraud Control Officer                                                                                                                                                                               |
| <b>Job Type</b>                   | Full-Time;Part-Time, Ongoing;Non-Ongoing                                                                                                                                                            |
| <b>Location</b>                   | Canberra ACT, Hobart TAS, Melbourne VIC                                                                                                                                                             |
| <b>Salary</b>                     | \$92,302 - \$96,191                                                                                                                                                                                 |
| <b>Future Merit Locations</b>     | Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA |
| <b>Office Arrangement</b>         | Flexible                                                                                                                                                                                            |
| <b>Office Arrangement Details</b> | We support a range of flexible work arrangements in accordance with our Enterprise Agreement.                                                                                                       |
| <b>Classification</b>             | APS Level 5                                                                                                                                                                                         |
| <b>Position Number</b>            | EXT-2025-0241                                                                                                                                                                                       |
| <b>Agency Website</b>             | <a href="https://www.dva.gov.au/">https://www.dva.gov.au/</a>                                                                                                                                       |

## Job Description

<https://dvajobs.nga.net.au/cp/index.cfm?event=jobs.home>

The Fraud Control Officer reports to the Senior Fraud Control officer and is a critical position within the Fraud Control and Analytics Section. The Fraud Control Officer will work under limited supervision and be primarily responsible for developing fraud awareness materials, training packages, and communication strategies. They will also assist in reporting requirements to internal DVA committees and senior leadership.

## Duties

- Research industry counter fraud capabilities and prevention innovations.
- Produce concise and well-written products on fraud remediation strategies, initiatives and activities.
- Coordinate and deliver fraud education/training for program and business areas.
- Develop fraud awareness materials, surveys, and strategies, to improve counter fraud culture.
- Develop internal and external communications materials and strategies.
- Develop guidance materials and standard operating procedures (SOPS).
- Email mailbox management and coordination.

## Eligibility

- Under section 22(8) of the Public Service Act 1999, employees must be Australian citizens to be employed in the Australian Public Service (APS).
- All applicants external to DVA offered employment will be required to successfully undergo a pre-engagement screening check, even if they have a security clearance. The screening check is conducted in accordance with the Australian Government Protective Security Policy Framework requirements.

- The successful candidate will be required obtain and maintain a Baseline Vetting (AGSVA) security clearance.

## Mandatory

- Candidates must already possess or be willing and able to quickly obtain Cert IV level qualification in fraud control.

## Notes

This recruitment process is being used to fill ongoing and/or non-ongoing position/s. For more information about the role, please see the Candidate Information Pack.

Where a non-ongoing position is offered, the role will be filled for an initial specified term of up to 23 months.

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

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

DVA embraces and fosters a culture that supports diversity, inclusion and respect, where people are empowered to fulfil their potential. We welcome people with diverse skills, experiences, perspectives and backgrounds. We are dedicated and committed to attracting and recruiting Aboriginal and Torres Strait Islander peoples and encourage applications from people with disability, people that identify as LGBTQIA+ and people from culturally and linguistically diverse backgrounds. Take on a rewarding, varied, and broad career with an Australian Public Service Department that can bring balance and flexibility to your working life, while supporting you to stay connected to your community.

DVA is committed to improving the data skills and capability of our workforce to underpin our goal of becoming a leading data-driven organisation.

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

This vacancy has been identified to participate in VetPaths. The Australian Public Service (APS) values the unique skills, perspectives, and experiences that veterans gain during their Australian Defence Force (ADF) employment and encourage veterans to apply. Support may be available to veterans transitioning to meaningful APS careers through participation in VetPaths, which offers veterans an opportunity to participate in a six-month program offering formal learning and development, career mentoring and activities for wellness and peer supports. For more visit: <https://www.dva.gov.au/about/careers/continuing-serve-vetpaths-support-pathway-veterans-new-australian-public-service-aps>

## About the Department of Veterans' Affairs

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The Department of Veterans' Affairs (DVA) exists to fulfil the nation's duty to support our serving and ex-serving Australian Defence Force members and their families. We do this through programs of care, compensation, commemoration, income and Defence support services. Our aim is to enhance self-sufficiency, quality of life, financial wellbeing and community recognition for those we support. DVA is both a policy and service delivery agency. We have strong relationships with Australian ex-service organisations, Federal and State Government agencies and the veteran community. DVA's vision is to honour veterans, and empower them and their families to continue life after service, within a society that understands and values their military service and their ongoing contribution to the community.

## To Apply

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|                         |                                                                                                                               |
|-------------------------|-------------------------------------------------------------------------------------------------------------------------------|
| Position Contact        | Joshua Knight, 02 5163 8384                                                                                                   |
| Agency Recruitment Site | <a href="https://dvajobs.nga.net.au/cp/index.cfm?event=jobs.home">https://dvajobs.nga.net.au/cp/index.cfm?event=jobs.home</a> |

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# Climate Change, Energy, the Environment and Water

Vacancy VN-0757902

Bureau of Meteorology

Closing Date:Thursday 08 May 2025

Science and Innovation  
Research to Operations

|                            |                                                                                                                                                                                                     |
|----------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Job Title                  | Scientific Software Engineer                                                                                                                                                                        |
| Job Type                   | Full-Time;Part-Time, Ongoing                                                                                                                                                                        |
| Location                   | Melbourne VIC, Brisbane QLD, Adelaide SA, Canberra ACT, Darwin NT, Sydney NSW, Perth WA, Hobart TAS                                                                                                 |
| Salary                     | \$94,563 - \$105,910                                                                                                                                                                                |
| Future Merit Locations     | Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA |
| Office Arrangement         | Flexible                                                                                                                                                                                            |
| Office Arrangement Details | Flexible Working Arrangements                                                                                                                                                                       |
| Classification             | APS Level 6                                                                                                                                                                                         |
| Position Number            | 60017804                                                                                                                                                                                            |
| Agency Website             |                                                                                                                                                                                                     |

Job Description

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

The Bureau of Meteorology's mission is to provide trusted, reliable, and responsive weather, water, climate and ocean services for Australia –all day, every day. The Research to Operations (R2O) Program sits within the Science and Innovation Group, which comprises a diverse workforce utilising Earth System science in providing innovative systems and services for all Australians. R2O is focused on improving the development and delivery of operational prediction systems, driven by research outcomes, that are better aligned to customer needs.

This position is in the Water Models team within the R2O Program, where the occupant will be a member of a team of software developers and hydrological modellers. The R2O Water Team's primary work is developing, building, and supporting operational forecasting and analysis systems that allow the Bureau to inform Australians on current and future water availability, flood risk, and many other products and services. Doing this requires working closely with scientists to translate new advancements in modelling methods and approaches into well-designed, efficient, and robust operational software and systems. This includes managing parallel execution in the Bureau's highend supercomputing environment or cloud computing services, as well as integrating models into enterprise systems for data workflows, storage, and spatial and other analysis. The position will suit those with a passion for developing high-quality software and experience doing so in team projects, with an enthusiasm to further develop your capabilities in a scientific environment. Our software development languages include Python and C++, integrating good design principles with specialised scientific libraries for processing and data analysis such as pandas and xarray.

Our team strives to use best practices for software development, including Gitlab-based issue tracking, continuous integration and DevOps, thorough testing and verification, code review, iterative planning, and working closely with users and customers. The role will include a mix of project work and continual improvement to the design and functionality of our modelling systems based on feedback from their use in production.

## Duties

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

1. Complying with all Bureau work, health and safety policies and procedures, and taking reasonable care for your own health and safety and that of employees, contractors and visitors who may be affected by your conduct.
2. Software development of applications to be built by the Water Models Team, given broad direction from senior developers. This includes taking responsibility for leading development of sub-systems or features of an overall application.
3. Development and automation of test cases, continuous integration, and providing documentation for supporting the applications.
4. Managing software releases, using Git version control, tagging, and writing appropriate release documentation.
5. Work with project leads to develop technical plans and design documents, both at a high level and for specific development work packages.
6. Contribute to support and maintenance activities that ensure the current products and services delivered by the Water Models Team are available and performing as expected.
7. Comply with delivery governance policies and change management policies.
8. Ensure that the plans, policies, and practices of the various elements of the Bureau's Social Justice Strategy are applied.

## Eligibility Notes

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

## About the Bureau of Meteorology

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The Bureau of Meteorology is one of the few organisations that touches the lives of all Australians and all Australia, every day. The Bureau works across Australia and remote islands, providing services from the Antarctic to beyond the equator, and from the Indian

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

## To Apply

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|                                |                                                                             |
|--------------------------------|-----------------------------------------------------------------------------|
| <b>Position Contact</b>        | Richard Laugesen, N/A                                                       |
| <b>Agency Recruitment Site</b> | <a href="https://bomcareers.nga.net.au/">https://bomcareers.nga.net.au/</a> |

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## Climate Change, Energy, the Environment and Water

Vacancy VN-0757906

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

Closing Date: Thursday 08 May 2025

Parks Australia  
Kakadu National Park & Cultural Heritage Office of the Chief Remote Pilot

|                                   |                                                                                    |
|-----------------------------------|------------------------------------------------------------------------------------|
| <b>Job Title</b>                  | Director, Drone Operations & Emerging Technologies                                 |
| <b>Job Type</b>                   | Full-Time, Ongoing                                                                 |
| <b>Location</b>                   | Brisbane QLD, Canberra ACT                                                         |
| <b>Salary</b>                     | \$146,942 - \$170,725                                                              |
| <b>Future Merit Locations</b>     | Brisbane, Canberra                                                                 |
| <b>Office Arrangement</b>         | On Site;Flexible;Hybrid                                                            |
| <b>Office Arrangement Details</b> | Flexible working arrangements will be considered based on operational requirements |
| <b>Classification</b>             | Executive Level 2                                                                  |
| <b>Position Number</b>            | 2025/1217                                                                          |
| <b>Agency Website</b>             | <a href="https://www.dcceew.gov.au/">https://www.dcceew.gov.au/</a>                |

## Job Description <https://dcceewjobs.nga.net.au/?jati=35272A72-AB01-34C6-A6EB-E3C3CCD9DDB7>

### Who we are

The Office of the Chief Remote Pilot (OCRP) ensures safe and regulatory compliant drone operations and supports the use of drones and associated technologies capability across the Department. We provide and manage the policy and operational framework to ensure compliance with Civil Aviation Safety Authority (CASA) regulations and the requirements for managing enterprise risks. Other functions of the OCRP include:

- Building capability in drones and next generation technologies that support cross-cutting applied science, compliance and protected area management activities, and safety and wellbeing of staff in operational settings.
- Driving innovation in environmental data collection, monitoring and downstream analytics to inform operational and regulatory decision-making and policy.
- Strengthening partnerships with other agencies, First Nations Peoples, industry and academia to enhance operational capability.

The ORCP facilitates cross-cutting science and innovation, using drones and by developing and testing cost effective and scalable environmental monitoring technologies with end users. We provide actionable insights through integrating Edge compute, AI and data analytics, IoT, and cloud services to connect remote environmental monitoring to decision-makers. Through our base in Parks Australia, we develop environmental monitoring solutions in some of Australia's most iconic protected areas and partner with First Nations ranger groups in program delivery.

For more information about us please visit our [website](#). **Duties**

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

- Leading and designing drone and associated technology trials in remote operational settings for a range of users and use cases in collaboration with section leads for Uncrewed Systems Capability and Science Operations and Digital Delivery.
- Initiating and leading the development and testing of cost-effective and scalable emerging technology solutions to meet a range of business outcomes, with a focus on environmental monitoring.
- Providing strategic technical advice on novel drone use cases and emerging technologies, including feasibility and precedential advice.
- Coordinate and mentor the Drone Operations team to deliver compliance outcomes and drone pilot support through a range of activities (e.g. Safety Management Committee, user group meetings, drone pilot support, enterprise risk management and reporting).
- Undertaking prototyping activities and manage end users and suppliers (when required) within an agile framework to deliver a minimum viable product, including the development and deployment of code and pipelines.
- Identify and manage risks in the context of policies and frameworks relevant to the work area.
- Develop and manage key strategic relationships with a broad range of stakeholders (e.g. other agencies, industry, relevant professional bodies and associations) and represent the Department in a range of forums.
- Shared oversight of governance and business management functions including cost recovery and scheduling delivery of work, developing MOUs, agreements and project proposals, and procurement.
- Coordinating and collaborating with specialist project service providers, including contractors and consultants.
- Support the Chief Remote Pilot in developing Concept of Operation (CONOPs) for new drone use cases.
- Oversee and prepare high level technical/professional reports, including other professional publications.

**For detailed information about the job-specific capabilities for this role, please view the Job Description** which can be downloaded from the relevant job posting on our website - the **Apply Now** link will take you there.

## **Eligibility**

### **Mandatory qualifications**

- Tertiary qualifications in Information Technology or Engineering related fields.
- Remote Pilot's License (RePL) – Multirotor (<25KG)
- Aeronautical Radio Operator's Certificate.

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

**Security Clearance** - this position requires a Negative Vetting Level 1 security clearance. You will be required to obtain and maintain a clearance at this level.

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

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

To Apply

|                         |                                                                                                                                                                 |
|-------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Position Contact        | Renee Bartolo, 0404 868 981                                                                                                                                     |
| Agency Recruitment Site | <a href="https://dcceewjobs.nga.net.au/?jati=35272A72-AB01-34C6-A6EB-E3C3CCD9DDB7">https://dcceewjobs.nga.net.au/?jati=35272A72-AB01-34C6-A6EB-E3C3CCD9DDB7</a> |

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Climate Change, Energy, the Environment and Water

Vacancy VN-0757907

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

Closing Date:Thursday 15 May 2025

Parks Australia  
Science & Australian National Botanic Gardens Biodiversity Science and Knowledge

|                                   |                                                                     |
|-----------------------------------|---------------------------------------------------------------------|
| <b>Job Title</b>                  | Bush Blitz Procurement and Administration Officer                   |
| <b>Job Type</b>                   | Full-Time, Ongoing                                                  |
| <b>Location</b>                   | Canberra ACT                                                        |
| <b>Salary</b>                     | \$95,438 - \$108,360                                                |
| <b>Future Merit Locations</b>     | Canberra                                                            |
| <b>Office Arrangement</b>         | On Site                                                             |
| <b>Office Arrangement Details</b> | Successful candidates will be required to work onsite               |
| <b>Classification</b>             | APS Level 6                                                         |
| <b>Position Number</b>            | 2025/779                                                            |
| <b>Agency Website</b>             | <a href="https://www.dcceew.gov.au/">https://www.dcceew.gov.au/</a> |

**Job Description** <https://dcceewjobs.nga.net.au/?jati=64F49A4E-4234-1494-88F6-E3AC1095EFDB>

---

- Join a team that coordinates scientific expeditions across Australia
- Support taxonomic research and biodiversity conservation
- Work with motivated and professional colleagues

### Who we are

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

The Science and Australian National Botanic Gardens Branch leads science and conservation planning and policy for Parks Australia, and conducts research in conservation and biodiversity management through a range of programs. We engage in and coordinate diverse research partnerships and ensure First Nations knowledge and innovative solutions are core to our work, enabling us to enhance engagement and embed science into decision-making at all levels. Our work includes:

- strategic science planning and prioritisation and shaping research partnerships for Parks Australia
- leading cross-cutting research to support Parks Australia – in areas such as climate change adaptation, nature positive and knowledge weaving
- providing scientific support for Protected Areas policy and Park Management Plans
- managing the Australian National Botanic Gardens, home to our Branch and the nation's largest living collection of native plants
- innovation in the cross-cutting application of new technologies and data analytics to meet science and application outcomes
- facilitating research and science capacity building and education
- curating national collections of biological data and conserving and protecting plants through systematics research, seed banking and ex situ conservation.

The Biodiversity Science & Knowledge Section (BSK), Science and ANBG Branch: Delivers fundamental, public good biodiversity science collections, knowledge, data and information for use by all Australians. Partners with the Australian research and scientific collections community to conserve threatened species and ecosystems, and to fill gaps in our knowledge of Australia's rich and unique biodiversity. Collates and manages authoritative national biodiversity data and information resources that are made openly accessible using innovative data sharing technologies. Supports Parks Australia to apply science and monitoring to the management of Commonwealth parks and reserves. Bush Blitz is a small team that coordinates scientific expeditions across Australia within the Parks Australia Division. The Program also supports the science of taxonomy through taxonomic research funding into new and cryptic species, education and outreach projects and indigenous engagement. **Duties**

- Coordinate the research funding support program for Bush Blitz, including general enquiries, development of guidelines and assessment procedures, coordination of reporting, grant acquittals and other activities.
- Undertake contract development and procurement for the Bush Blitz project using Tech One and the Commonwealth contracting Suite.
- Provide financial support to the Assistant Director in managing day to day project finances using government finance systems.
- Assist with the development of briefings, reports and other documents associated with procurement and grants, and contribute to the development of project reports, internal and external enquiries and coordinated responses.
- Assist with the logistics and on-ground management of large scientific teams during remote field work for up to 2 weeks at a time in remote challenging conditions.

**For detailed information about the job-specific capabilities for this role, please view the Job Description** which can be downloaded from the relevant job posting on our website - the **Apply Now** link will take you there. **Eligibility**

- **Mandatory qualifications** - qualifications in Environmental/biological science.
- **Citizenship** - to be eligible for employment with the Department of Climate Change, Energy, the Environment and Water you must be an Australian citizen.
- **Pre-employment checks** - your suitability for employment will be assessed through a pre-employment screening process. This process includes a requirement to undergo and satisfy a National Police Check, referee checks, character clearance and where required a pre-employment medical assessment, specified mandatory qualification(s) validation and a probation period.
- **Other requirements:**
  - Hold a current Apply First Aid Certificate or have the ability to obtain this qualification.

- Hold and maintain a current manual driver's licence and ability to drive a 4WD vehicle.
- The ability to obtain and maintain a working with children and vulnerable people check.
- Note that the physical requirements of the role involve a combination of outdoor and office-base work.
- Note that you may be required to perform occasional out-of-hours and weekend work.
- Note that you will be required to complete specific training (including refresher training) related to the role including remote area training, defensive training, first aid and CPR courses.
- Note that you will be required to travel in remote/isolated locations in northern Australia or its near northern neighbours, using a variety of transport including vessels, light/commercial aircraft, helicopters and manual four wheel drive vehicles.
- Note that you will be required, from time to time, to work in difficult, remote and harsh environments (possibly extended periods) under limited supervision or in teams.

## Notes

We currently have one vacancy available for immediate filling in Canberra ACT. A merit pool for filling the same or similar position in Canberra ACT may be established at the conclusion of this selection process.

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

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

## To Apply

|                                |                                                                                                                                                                 |
|--------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Position Contact</b>        | Jo Harding, 0459 804 796                                                                                                                                        |
| <b>Agency Recruitment Site</b> | <a href="https://dcceewjobs.nga.net.au/?jati=64F49A4E-4234-1494-88F6-E3AC1095EFDB">https://dcceewjobs.nga.net.au/?jati=64F49A4E-4234-1494-88F6-E3AC1095EFDB</a> |

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## Employment and Workplace Relations

Vacancy VN-0757885

**Comcare**

Closing Date: Sunday 11 May 2025

Corporate Group  
Technology and Information Management Team Technology Service Desk

|                                   |                                                                                        |
|-----------------------------------|----------------------------------------------------------------------------------------|
| <b>Job Title</b>                  | Service Desk Analyst                                                                   |
| <b>Job Type</b>                   | Full-Time, Ongoing;Non-Ongoing                                                         |
| <b>Location</b>                   | Canberra ACT, Melbourne VIC                                                            |
| <b>Salary</b>                     | \$79,552 - \$87,004                                                                    |
| <b>Future Merit Locations</b>     | Canberra, Melbourne                                                                    |
| <b>Office Arrangement</b>         | Hybrid                                                                                 |
| <b>Office Arrangement Details</b> | Hybrid working arrangements are available and may be negotiated with the business area |
| <b>Classification</b>             | APS Level 4                                                                            |
| <b>Position Number</b>            | 03059                                                                                  |
| <b>Agency Website</b>             |                                                                                        |

## Job Description

[https://www.comcare.gov.au/careers/current\\_vacancies](https://www.comcare.gov.au/careers/current_vacancies)

### Team Overview

The Technology and Information Management (TAIM) Unit maintains Comcare's Information, Communication and Technology (ICT) infrastructure and provides strategic leadership, governance, solutions and advice for the effective management of information.

The Technology Service Desk team within TAIM provides a responsive and respectful frontline function for desktop and end user support within Comcare's ICT environment. This team provides guidance and assistance in the management of service requests, incidents and ICT asset management.

## Duties

The Service Desk Analyst will work closely with the Service Desk Team Leader. The Service Desk Analyst will provide responsible, reliable and respectful service desk support to users of Comcare's ICT systems within the service level agreement timeframes and as directed. This role is the first point of contact for all ICT enquiries. The Service Desk Analyst will maintain and promote a strong client focused technology service culture to support Comcare's business operations.

### Primary Responsibilities:

1. Provide first point of contact for Comcare regarding IT incidents, requests and enquiries by assisting via phone, email and in person.
2. Resolve incidents and complete service requests within established timeframes in accordance with Service Level Agreements.
3. Monitor and record Service Request and Incident queues via Comcare's service management tool.
4. Escalate Service Request and Incidents to higher tier support teams at directed thresholds.
5. Maintain ICT assets and associated records for desktops, laptops, printers, mobile devices and other peripheral equipment.

6. Deliver consistently high customer service while striving for a high level of first contact resolution.
7. Ensure customers are kept up to date on the status of reported incidents and service requests and ensure all activities are recorded in the service management tool.
8. Actively develop and maintain working relationships with all system users, other ICT support areas and service providers.
9. Maintaining and creating knowledge base content via Comcare's IT repository.
10. Other duties as directed.

## Eligibility

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.
6. Specific Conditions:
  - Ability to work flexible hours to support Comcare across Australia.
  - After-hours work may be required.
  - Some domestic travel maybe required, including overnight absences.

## 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

---

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

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|                                |                                                                                                                         |
|--------------------------------|-------------------------------------------------------------------------------------------------------------------------|
| <b>Position Contact</b>        | recruitment@comcare.gov.au, 1300366979                                                                                  |
| <b>Agency Recruitment Site</b> | <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-0757947

### Fair Work Ombudsman

Closing Date: Wednesday 14 May 2025

Analytics and Intelligence Branch Calculations Team

|                                   |                                                                                                                                                                                                                                                                                                                              |
|-----------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Job Title</b>                  | Assistant Director – Calculations/Senior Data Analyst                                                                                                                                                                                                                                                                        |
| <b>Job Type</b>                   | Full-Time;Part-Time, Ongoing                                                                                                                                                                                                                                                                                                 |
| <b>Location</b>                   | Wagga Wagga NSW, Coffs Harbour NSW, Canberra ACT, Sydney NSW, Newcastle NSW, Orange NSW, Darwin NT, Brisbane QLD, Cairns QLD, Gold Coast Mc QLD, Rockhampton QLD, Toowoomba QLD, Adelaide SA, Mount Gambier SA, Hobart TAS, Launceston TAS, Melbourne VIC, Bendigo VIC, Traralgon VIC, Warrnambool VIC, Perth WA, Bunbury WA |
| <b>Salary</b>                     | \$127,792 - \$137,915                                                                                                                                                                                                                                                                                                        |
| <b>Future Merit Locations</b>     | Wagga Wagga, Coffs Harbour, Canberra, Sydney, Newcastle, Orange, Darwin, Brisbane, Cairns, Gold Coast Mc, Rockhampton, Toowoomba, Adelaide, Mount Gambier, Hobart, Launceston, Melbourne, Bendigo, Traralgon, Warrnambool, Perth, Bunbury                                                                                    |
| <b>Office Arrangement</b>         | Hybrid                                                                                                                                                                                                                                                                                                                       |
| <b>Office Arrangement Details</b> | Hybrid/flexible                                                                                                                                                                                                                                                                                                              |
| <b>Classification</b>             | Executive Level 1                                                                                                                                                                                                                                                                                                            |
| <b>Position Number</b>            | 25/031EA                                                                                                                                                                                                                                                                                                                     |
| <b>Agency Website</b>             | <a href="http://www.fairwork.gov.au">http://www.fairwork.gov.au</a>                                                                                                                                                                                                                                                          |

### Job Description

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

We are looking for an Executive Level 1 Assistant Director – Calculations / Senior Data Analyst in the Calculations Team, within our Analytics and Intelligence Branch of the Regulatory Transformation Group.

Successful candidates will work closely with our Fair Work Inspectors, workplace relations technical experts, Calculations Officers and Data Analysts, to analyse payroll records and data received from employers as part of investigations to assess compliance with modern awards and agreements.

#### About the FWO

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

- provide education, assistance, advice and guidance to employers, employees, outworkers, outworker entities and organisations

- provide and monitor compliance with workplace laws
- inquire into and investigate breaches of the Fair Work Act
- take appropriate enforcement action
- perform our statutory functions efficiently, effectively, economically and ethically.

## **What our employees say about us**

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

## **What we offer you**

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

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

## **We Value Diversity**

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

## **About the team**

The Calculations Team supports the OFWO's compliance and litigation activities via the provision of time and wage calculations and underpayment analyses. The team works closely with other areas of the OFWO, including Fair Work Inspectors and the Legal team, to deliver thorough and accurate time and wage assessments as matters track towards an enforcement outcome.

## **The role**

We are seeking an outstanding candidate to lead and manage staff across multiple sites to deliver complex calculations tasks, lead the development of team and individual capabilities and build and foster effective relationships with internal and external stakeholders.

To be effective in this role you will have demonstrated experience in managing and leading a team, the ability to foster and maintain effective stakeholder relationships, excellent communication and influencing skills, and be able to drive performance. **Duties**

### **Typical Duties**

The typical duties of the Assistant Director, Calculations / Senior Data Analyst include, however, are not limited to:

- Leading a geographically dispersed team, managing change and driving team and individual performance to achieve results
- Leading the design and development of complex data analysis models and/or refining existing calculations solutions using R, Power BI, Power Query and Excel

- Leading the delivery of automated calculation solutions on large and complex payroll records to support investigations
- Building and enhancing in-house calculations capability both individually and within the team, via delivering structured group training and/or coaching sessions
- Leading and encouraging innovation across the team
- Ensuring the team maintains accurate reporting, metrics, documentation, and continually improving processes
- Working with the Director and Team Leaders to plan, co-ordinate, implement and manage the team's work program, including allocating matters, forward planning, prioritising work and balancing resources
- Effectively managing competing work priorities to meet tight deadlines and deliver on the OFWO's business priorities
- Proactively identify and manage risks.

## Selection Criteria

To be successful in the role you will have the following attributes:

- Demonstrated experience in leading a geographically dispersed team and building capability, including developing new technical skills and solutions
- Ability to lead, design, develop and deliver high-quality, end-to-end technical solutions for complex data analysis models and calculation solutions, which includes the analysis and quality control of large data sets and associated processes
- Ability to identify opportunities to create technical solutions or processes to improve efficiency and accuracy of calculations
- Demonstrated ability to achieve results, make decisions and provide clear direction
- Excellent verbal and written communication skills, including the ability to communicate and explain complex information to a range of audiences
- Experience in developing and fostering productive working relationships with both internal and external stakeholders and influencing to achieve outcomes.

## Eligibility

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

A range of other conditions may be required depending on the role. **Notes**

### How to Apply

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

- Why you want to apply for this role?
- How your skills and experience address the selection criteria for this role.

All applications must be submitted via our online application system through the FWO website.

If you have any questions about this recruitment exercise, please email [recruitment@fwo.gov.au](mailto:recruitment@fwo.gov.au).

**Applications close 11.00pm (AEST) Wednesday 14 May 2025.**

About the Fair Work Ombudsman

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

To Apply

|                         |                                                                                                                                                                                                                 |
|-------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Position Contact        | Recruitment team, N/A                                                                                                                                                                                           |
| Agency Recruitment Site | <a href="https://fwocareers.nga.net.au/cp/index.cfm?event=jobs.home&amp;CurATC=EXT&amp;CurBID=7A26A857%2D">https://fwocareers.nga.net.au/cp/index.cfm?event=jobs.home&amp;CurATC=EXT&amp;CurBID=7A26A857%2D</a> |

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Employment and Workplace Relations

Vacancy VN-0757949

Fair Work Ombudsman

Closing Date:Thursday 15 May 2025

Regulatory Transformation  
Criminal Investigations

|                                   |                                                                                                                                                                                                                                                                                                                              |
|-----------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Job Title</b>                  | Project Lead/ Project Manager                                                                                                                                                                                                                                                                                                |
| <b>Job Type</b>                   | Full-Time;Part-Time, Ongoing;Non-Ongoing                                                                                                                                                                                                                                                                                     |
| <b>Location</b>                   | Gold Coast Mc QLD, Bendigo VIC, Melbourne VIC, Perth WA, Canberra ACT, Sydney NSW, Coffs Harbour NSW, Newcastle NSW, Orange NSW, Wagga Wagga NSW, Darwin NT, Brisbane QLD, Cairns QLD, Rockhampton QLD, Toowoomba QLD, Adelaide SA, Mount Gambier SA, Hobart TAS, Launceston TAS, Traralgon VIC, Warrnambool VIC, Bunbury WA |
| <b>Salary</b>                     | \$100,493 - \$137,915                                                                                                                                                                                                                                                                                                        |
| <b>Future Merit Locations</b>     | Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA                                                                                                                          |
| <b>Office Arrangement</b>         | Hybrid                                                                                                                                                                                                                                                                                                                       |
| <b>Office Arrangement Details</b> | Hybrid/flexible                                                                                                                                                                                                                                                                                                              |
| <b>Classification</b>             | APS Level 6;Executive Level 1                                                                                                                                                                                                                                                                                                |
| <b>Position Number</b>            | 25/032EA                                                                                                                                                                                                                                                                                                                     |
| <b>Agency Website</b>             | <a href="http://www.fairwork.gov.au">http://www.fairwork.gov.au</a>                                                                                                                                                                                                                                                          |

## Job Description

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

We are seeking a highly motivated and detail-oriented Project Lead (APS6) or Project Manager (EL1) to join the Office of Fair Work Ombudsman (**FWO**) within the Criminal Investigations Branch (**CIB**).

This is a new team, and you will have the opportunity to shape the culture and work practices as you implement the FWO's ability to undertake criminal investigation of intentional underpayments across Australia. Full-time and part-time hours and hybrid work arrangements are available.

To be considered for the EL1 role, you must satisfy the additional selection criteria requirements set out in this position description. You may apply for the APS6 role, the EL1 role, or both. Full-time and part-time hours and hybrid work arrangements are available. Offers will be based on candidate performance and operational requirements.

### About the FWO

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

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

## What our employees say about us

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

## What we offer you

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

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

## We Value Diversity

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

## About the Branch

The Criminal Investigations Branch (CIB) is a new branch, established in response to the Fair Work Legislation Amendment (Closing Loopholes) Act 2023, which introduces a criminal offence for employers intentionally failing to pay employee entitlements. The FWO will be responsible for investigating contraventions of the offence and referring matters to the Commonwealth Director of Public Prosecutions or the Australian Federal Police. The CIB will be responsible for establishing the systems, processes, capabilities and policies required to effectively operate as a dual civil and criminal regulator.

The Project Management Office will be responsible for the establishment of a project management framework and practices within the branch, including the uplift of staff capability and creation of relevant project processes, artefacts and guidance materials.

This is a high-profile area with interest from the Australian public and stakeholder groups within and external to the FWO. You'll need to be comfortable working in an environment with a high level of scrutiny. **Duties**

### Typical Duties

As the Project Lead (APS6) or Project Manager (EL1) your key responsibilities may include:

- Leading the implementation of a project management framework and Project Management Office (PMO) function within the CIB
- Developing and implementing a plan to uplift project management capabilities, technologies and artefacts within the CIB
- Providing expertise and leadership to the Criminal Investigation Branch on project management best practices, techniques and technologies
- Leading the planning and execution of projects in line with agency and branch priorities
- Overseeing project governance, reporting and compliance with relevant frameworks
- Identifying and managing risks, dependencies, and constraints

- Conducting research and analysis to support project decision-making
- Managing project budgets, contracts, and procurement processes as required
- Engaging with internal and external stakeholders to gather requirements, seek expertise, provide updates, implement change initiatives and ensure alignment with objectives.

Interstate and overnight travel may be required in this role.

## **Selection Criteria**

**To be successful in the role at both the APS6 and EL1 level, you will possess:**

- Demonstrated project management experience with a proven track record of delivering successful initiatives within an organisation using PM waterfall and agile methodologies
- Expertise in business process improvement, with the ability to analyse current-state processes, identify inefficiencies, and design and map future state solutions.
- Demonstrated ability to provide technical advice, training and assistance across the full lifecycle of a project
- Demonstrated ability to lead and work collaboratively with a variety of stakeholders influencing change and negotiating agreement
- Analytical and problem-solving skills, with accuracy and attention to detail to ensure high quality control
- Outstanding written and verbal communication skills with the ability to interpret complex concepts to a broad range of stakeholders.

**To be considered at the EL1 level, candidates must also demonstrate:**

- An ability to work with a higher level of autonomy
- 5+ years of project management experience with a proven track record of leading successful and complex initiatives within an organisation
- An ability to lead and manage change, including demonstrated experience in mentoring, coaching and training staff.

Practitioner project management qualifications or certification are highly desirable and relevant.

## **Eligibility**

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

A range of other conditions may be required depending on the role. **Notes**

## **How to Apply**

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

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

All applications must be submitted via our online application system through the FWO website.

If you have any questions about this recruitment exercise, please email [recruitment@fwo.gov.au](mailto:recruitment@fwo.gov.au).

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

**Applications close 11.00pm (AEST) Thursday 15 May 2025**

**About the Fair Work Ombudsman**

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

**To Apply**

|                         |                                                                                                                                                                                                                 |
|-------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Position Contact        | Recruitment Team, N/A                                                                                                                                                                                           |
| Agency Recruitment Site | <a href="https://fwocareers.nga.net.au/cp/index.cfm?event=jobs.home&amp;CurATC=EXT&amp;CurBID=7A26A857%2D">https://fwocareers.nga.net.au/cp/index.cfm?event=jobs.home&amp;CurATC=EXT&amp;CurBID=7A26A857%2D</a> |

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

**Employment and Workplace Relations**

Vacancy VN-0757941

**Safe Work Australia**

Closing Date:Sunday 18 May 2025

Policy and Consultation Group  
Legal and Framework Policy Legal Services

|                                   |                                                                                                                                                                                                     |
|-----------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Job Title</b>                  | General Counsel                                                                                                                                                                                     |
| <b>Job Type</b>                   | Full-Time, Ongoing                                                                                                                                                                                  |
| <b>Location</b>                   | Canberra ACT                                                                                                                                                                                        |
| <b>Salary</b>                     | \$169,080 - \$182,376                                                                                                                                                                               |
| <b>Future Merit Locations</b>     | Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA |
| <b>Office Arrangement</b>         | Flexible                                                                                                                                                                                            |
| <b>Office Arrangement Details</b> | Office based in Canberra. Arrangements will be considered under hybrid/flexible.                                                                                                                    |
| <b>Classification</b>             | Principal Government Lawyer                                                                                                                                                                         |
| <b>Position Number</b>            | 33432                                                                                                                                                                                               |
| <b>Agency Website</b>             | <a href="https://www.safeworkaustralia.gov.au/">https://www.safeworkaustralia.gov.au/</a>                                                                                                           |

## Job Description

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

The General Counsel leads the work of Safe Work Australia's (the Agency) lawyers in a variety of projects and matters, to ensure the Agency can deliver its statutory functions and comply with all relevant legislation and Australian Government policies. The General Counsel works closely with other teams across the Agency to provide practical solutions to legal and policy issues. Leading a small generalist team, the General Counsel supports the positive culture of the Legal Services section and the training and development of its lawyers.

The General Counsel manages a small team of Senior Government Lawyers (EL1) and Government Lawyers (APS 6) supported by two part-time paralegals (APS 4). The General Counsel reports to the Branch Head of the Legal and Framework Policy Branch, who along with the General Counsel is the Head of Legal for the Agency. Candidates must have a minimum of five years post admission experience (PAE) and hold (or be eligible to hold) an unrestricted practising certificate with the ACT Law Society.

## Duties

As the leader of a small full service in-house legal advising team, the General Counsel:

- provides legal advice to the Agency on proposed amendments to the model WHS laws and associated guidance materials
- instructs Parliamentary Counsel's Committee on proposed amendments to the model WHS laws
- provides strategic legal advice to all sections in the Agency on corporate and governance matters, including Commonwealth procurement matters and employment law
- manages the section's practice, including with respect to personnel management, budgeting and allocating legal resources
- prepares legal reporting for Executive sign off (e.g. Office of Legal Services Coordination reporting, FOI and PID reporting)
- settles the work of junior lawyers, particularly for complex commercial, employment, governance and WHS matters

- guides the development of their legal skills (particularly in statutory interpretation and advice writing)
- monitors media, cases and legislative developments to identify and keep up to date on WHS or workers' compensation legal issues
- monitors legislation and policy developments to identify and keep up to date on public sector governance issues
- provides briefings for the Agency's Executive on the above, where appropriate or as directed.
- key leadership and decision-making roles, for example FOI decision maker, Privacy Officer, roles under the Fraud and Corruption Plan etc.

## Eligibility

### Education and experience

- Tertiary qualifications in law, as well as being admitted as a solicitor of the High Court of Australia or the Supreme Court of a State or Territory
- A minimum of 5 years PAE
- Hold (or be eligible to hold) an unrestricted practising certificate with the ACT Law Society
- Experience in settling the work of junior lawyers and guiding the development of their statutory interpretation and advice writing skills
- Extensive professional knowledge of statutory, regulatory and policy frameworks and the ability to initiate, establish and maintain strong relationships with a range of internal and external stakeholders.

To be eligible for employment with SWA, you must be an Australian citizen and you will be required to successfully undergo a police record check.

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

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 Safe Work Australia

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Safe Work Australia (SWA) is a leading national policy body for work health and safety (WHS) and workers' compensation. We are a small Agency of around 100 people yet our work plays a significant role in the lives of 13.5 million working Australians and their families through the provision of guidance to create safer and more productive workplaces, and the prevention of work-related death, injury and illness. We provide generous terms and conditions and flexible working arrangements. We are committed to professional development, health and wellbeing, as well as maintaining an engaged and enthusiastic workforce. Our Agency has an active Workplace Inclusion Network and social club, and we participate in a range of corporate and charitable activities. We pride ourselves on being an inclusive workplace. People from a culturally and linguistically diverse background, LGBTIQ+ people, Aboriginal and Torres Strait Islander people, people with disability and people with parenting or caring responsibilities are strongly encouraged to apply. Centrally located in the Nishi Building in Canberra, our office has easy access to a variety of cafés and restaurants. We are also close to Lake Burley Griffin which provides excellent views as well as walking and cycle paths.

## To Apply

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|                                |                                                                                                                                                               |
|--------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Position Contact</b>        | Nathan Lee, 0409 758 094                                                                                                                                      |
| <b>Agency Recruitment Site</b> | <a href="https://www.safeworkaustralia.gov.au/about-us/careers/current-vacancies">https://www.safeworkaustralia.gov.au/about-us/careers/current-vacancies</a> |

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