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PS17 Weekly Gazette Thursday (Vacancy Notices) - 25 April 2024.pdf

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APSJobs - Weekly Vacancy Notices

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

The date of publication of this Gazette is PS17 Weekly Gazette Thursday (Vacancy Notices) - 25 April 2024.pdf. The date of publication establishes the date the vacancy was notified in the Gazette for the purpose of 25(1)(b) of the Australian Public Service Commissioners Directions 2022.

Gazette Lodgement Inquiries:

Phone: (02) 6202 3559

Email: contact@apsjobs.gov.au

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[Job No] ISSN 1835-2480

2023/2024 Christmas / New Year arrangements

For promotion notices published in APS Gazettes PS50 and PS1 the Merit Protection Commissioner has extended the period of time applicants may submit an application for review. This decision was made in accordance with subsection 24(2)(a)(ii) of the Public Service Regulations 2023 and the Parliamentary Service Determination 2013 Clause 81(1)(b)(i)(B) and Clause 81(2)(b)(i)(B).

The new dates are:

Gazette PS50: Applications are accepted until 5pm local time, Thursday 11 January 2024

Gazette PS1: Applications are accepted until 5pm local time, Thursday 25 January 2024.

Local time means 5pm in the State or Territory in which the application is made. Applications made overseas must be received by the Merit Protection Commissioner by 5pm Australian Eastern Daylight Time. For questions about the timeframes for promotion review applications over the Christmas/New Year period, please email review@mpc.gov.au or phone (02) 8239 5330.

Vacancies

Vacancy VN-0740446

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

Closing Date:Friday 03 May 2024

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

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

Job Description

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

Duties

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

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

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

Eligibility
Notes

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

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

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

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

To Apply

Position Contact	Megan Bright, (03) 8601 9206
Agency Recruitment Site	https://ato.nga.net.au/?jati=2913B8E7-1AF0-4588-B898-DAA83B4DD6D

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Vacancy VN-0740608

Australian Children's Education and Care Quality Authority

Closing Date:Sunday 05 May 2024

Business Services Group
Human Resources Remunerations and Benefits

Job Title	Senior Officer Payroll and Reporting
Job Type	Full-Time, Ongoing
Location	Sydney NSW
Salary	$94,314 - $118,405
Classification	
Position Number	P00073
Agency Website	https://www.acecqa.gov.au/work-with-us

Job Description

https://aeq.chris21.com/AEQ_eR21p/VacancyDetails.aspx?vdtnumber=370

Senior Officer Payroll and Reporting
About ACECQA

We want children in Australia to have the best start in life.
We provide national leadership on the implementation of the National Quality Framework (NQF) and collaborate with the Australian and state and territory governments to:

- Improve outcomes for children and families in early education and care.
- ACECQA's values are based on putting children at the centre of everything we do.
- Join an expert team working across governments at the national level.

We strive for innovation and continuous improvement and are committed to keeping the sector and the community informed with the latest developments in early childhood education and care.

The Role

The Senior Officer Payroll and Reporting administers the ACECQA Human Resource Information System (HRIS—ichris), payroll and related HR data and reporting. The Senior Officer Payroll and Reporting is the first point of contact for advice and queries relating to pay and conditions.

This role is full time and ongoing at ACECQA Band 5 ($94,314 to $118,405). **Duties**

Key Accountabilities

- Adhere to the spirit and practice of ACECQA's Code of Conduct, contribute to an inclusive and agile performance culture, and role model ACECQA's values and behaviours.
- **Payroll Maintenance –** Maintain employee masterdata in the ACECQA HRIS (ichris), including commencements, changes and terminations to ensure accurate data is available for management decisions, payroll, workflows and reporting as required by the payroll procedures.
- **Payroll Processing -** Process the regular fortnightly payroll and any ad-hoc payments, maintaining standards of accuracy and timeliness, and to ensure associated payroll reporting is completed and filed appropriately. Complete complex payroll calculations, including reconciliations, back pay, and final entitlements, maintaining standards of accuracy and timeliness with payments to staff.
- **Payroll Administration** - Coordinate administration of the ACECQA HRIS (ichris), including arranging back-ups, advising on payroll and leave module configuration, coordinating the testing of upgrades and act as the primary point of contact with the vendor for operational matters and error reporting.
- **Payroll Advice** – Provide timely and accurate advice to staff on payroll matters and industrial arrangements.
- **HR Reporting** –
  - Design and Deliver HR reporting services, including regular fortnightly/monthly reports as well as ad hoc reporting as required in appropriate or requested formats with accompanying high-level analysis to track key HR metrics and KPIs.
  - Provide accurate and timely end of month and end of year management accounting reports to the Finance Team.
  - Process end of month and end of financial year reports as required by the Finance team and the payroll procedures to ensure appropriate control of payroll expenditure and the production of timely management accounts.
- **Training and Support** - Develop and deliver group tutorials and provide one-on-one support for employees and managers on using the ACECQA HRIS and key topics related to their pay and conditions.
- **Compliance –** Maintain and update payroll procedures and controls to assist in managing compliance and risk mitigation in pay and conditions.
-
- **Continuous Improvement -** Suggest changes and implement continuous improvement activities for the ACECQA HRIS, ensure appropriate follow-up of issues and respond to feedback, suggestions and ideas from employees, managers and other key stakeholders.
- **Industry Participation** - Participate and contribute to wider relevant forums including to the ATO, internal and external auditors, superannuation providers, Centrelink/Services Australia, and others as required, ensuring that advice/information is accurate and timely.
- **Learning & Development** –

    - Maintain currency of knowledge in industrial relations, taxation, workers compensation, superannuation and other bodies of knowledge relevant to payroll processing, reporting and workforce data analytics.
    - Represent ACECQA at relevant HR and Payroll forums and use these forums and other sources to maintain knowledge in contemporary human resources and payroll topics and be willing to share this knowledge with others.
- **Project Work** - Coordinate and deliver regular projects on a range of topics including employee pay and conditions, workforce planning, talent management, annual salary increases and advancements. This may include developing project plans, administering, monitoring, finalising and reviewing of the project to meet project aims.
- **Business Partnering** - Develop and maintain effective working relationships with staff across the organisation to enable effective partnering across all HR services including, recruitment, organisational development, performance/underperformance management, budget planning, organisational development and change management.
- **Record Keeping –** Contribute to the upkeep and maintenance of employee files and payroll records as required by both the payroll and records management policy and procedures.
- This role must also be prepared to offer support to other team members as required.

Eligibility

About You
To be successful in this role you will need:
Essential

- Demonstrated experience in payroll processing, reporting and workforce data analytics, including an applied understanding of industrial relations, taxation, workers compensation, superannuation and other relevant legislation.
- Demonstrated ability to interpret Enterprise Agreements, policies and procedures and offer accurate advice to internal and external stakeholders, including employees.
- High-level analytical skills including strong attention to detail and accuracy, combined with a well-developed abstract thinking and numerical ability.
- Advanced user of business and human resources tools and technologies, including ichris or Chris 21 HRIS or another human resource system as well as Microsoft Office applications, particularly Microsoft Excel.
- Highly organised with the ability to prioritise multiple competing tasks, remain focussed on outcomes, demonstrate initiative, and work autonomously with limited guidance.
- Well-developed communication, negotiation and interpersonal skills for liaising with staff, creditors, vendors and other external bodies.

Desirable

- Knowledge and understanding of public sector payroll and accounting practices.
- Experience administering an ichris or Chris21 HRIS.

ACECQA is committed to removing barriers and opening up opportunities. As an employer we seek to ensure people with differing needs and abilities have the same opportunities to successfully gain skills, knowledge and experience through work, social activities, education and training irrespective of their age, disability, colour, race, gender, religion, sexuality, family responsibilities, or location. In particular, we are committed to improving opportunities and outcomes for Aboriginal and Torres Strait Islander peoples.
You must have the right to work and live in Australia to apply for this role.
The successful candidate will be required to consent to a national police check.

Notes

How to apply
The closing date for applications is **5 May 2024** at **11:59 pm.**

Important Note: Please ensure you follow the recruitment process outlined below, otherwise you may not be considered for the role.
To apply, please register with the ACECQA Recruitment Candidate Portal, navigate to Senior Officer Payroll and Reporting vacancy and click **Apply for Job**. The application process will require you to:

- Attach a CV of no more than 5 pages which demonstrates your ability to meet the criteria contained in the position description.
- Attach a written response to the targeted questions below of no more than 2 pages.
- Provide the details of at least two referees that cover the last 3 years of employment.

Target Questions:

1. Describe your knowledge in payroll processing using the ichris platform such as award interpretation and payroll related reconciliations. How do you manage staff and/or stakeholder enquiries? What other payroll systems have you used?
2. The successful candidate will need a strong attention to detail to be successful; how do you ensure accuracy in your work?

All complete applications will be acknowledged.
More Information
If you have any questions about the role specifically, please contact Daniel Shean on 02 8240 4566.

If you have any questions about the recruitment process, please email the HR team at recruitment@acecqa.gov.au.

Notice to agencies
ACECQA will not accept applications from any source other than directly from a candidate for this vacancy. Recruitment agencies must have received instructions from ACECQA in relation to a specific vacancy in order to submit applications on behalf of candidates.
ACECQA is collecting the information requested in the advertisement for the purpose of selection, recruitment and engagement of staff. ACECQA is authorised to do so by the Education and Care Services National Law. Please refer to our Privacy Policy which can be accessed at http://www.acecqa.gov.au/privacy-policy.

About the Australian Children's Education and Care Quality Authority

To Apply

Position Contact	Daniel Shean, 02 8240 4566
Agency Recruitment Site	https://aeq.chris21.com/AEQ_eR21p/VacancyDetails.aspx?vdtnumber=3

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Vacancy VN-0740471

Australian Competition and Consumer Commission

Closing Date:Sunday 05 May 2024

Specialist Advice and Services
Legal & Economic Coordination & Support

Job Title	Executive Assistant
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Canberra ACT, Sydney NSW, Melbourne VIC, Brisbane QLD, Adelaide SA, Perth WA, Hobart TAS, Darwin NT, Townsville QLD
Salary	$83,320 - $88,348
Classification	APS Level 5
Position Number	EA2024/106
Agency Website	https://www.accc.gov.au/

Job Description

https://accc.bigredsky.com/page.php?pageID=106

- **Do you want to work at an agency where each day reveals new opportunities to work on some of the biggest issues facing consumers and businesses and have opportunities to pursue new and exciting pathways?**
- **Do you want to work at a place where smart and dedicated people from all walks of life collaborate to work on meaningful matters?**
- **Do you want to be responsible for providing support and administrative assistance to senior executives who are responsible for legal, economic and data analysis affecting the lives of all Australian consumers?**

Then this is the place for you! At the ACCC, we're proud of the impact we can make together. We understand the responsibilities and challenges that come with a fast moving and ever-changing environment. Our high performing culture is built on a foundation of care, support and inclusion. It's why we're driven by connection and collaboration, sharing our skills, knowledge and support with each other freely and frequently. It's why we prioritise the wellbeing of our people and empower them to work autonomously, flexibly and courageously. At the ACCC, we believe the best version of you is the one that's true to who you are – and that's the you we want working alongside us.

We value flexibility, and all roles can be performed from any capital city in a state or territory or Townsville and are available on a full-time, part-time or job-share basis.

Applicants from diverse backgrounds including First Nations peoples, people with disability and those from different cultural backgrounds are encouraged to apply.

Duties

Under general direction from the Business Support Coordinator the successful applicant will:

- Provide high level executive and administrative support.
- Effectively manage multiple complex diaries and ensure timely provision of material for all meetings and other engagements.
- Appropriately use ACCC business systems including maintaining accurate record keeping adhering to systems and clearance processes.
- Undertake budgeting and associated reporting responsibilities, including acquittal of expenses such as credit card reconciliation, coordinating payment of invoices.
- Answer queries and respond to emails on behalf of senior executives.
- Assist in the management of documents, including proof reading, editing, drafting, and collating.
- Book and manage travel arrangements.
- Coordinate the payment of invoices, acquittal of expenses and monitor expenditure against budgets.
- Secretariat duties, including preparing agendas, distributing papers, preparing and clearing minutes.

Eligibility

About you

In order to succeed in the role, you will have:

- Extensive experience as an Executive Assistant to a Senior Executive.
- An ability to apply sound judgement and problem-solving skills, with the ability to interpret and apply policies and procedures.
- Strong organisation skills with strong attention to detail.
- An ability to incorporate strategic thinking to lead and manage projects, identify issues, and propose suitable solutions.
- Demonstrated strong expertise in using a range of office technologies and computer applications, including Microsoft Word, Excel, Outlook, and budget management software.

To find out more about us and the role, please read the Candidate Kit.

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 Competition and Consumer Commission

The ACCC is an independent statutory authority that administers the Competition and Consumer Act 2010 and other Acts. The ACCC works to promote effective competition and fair trading in the market place to benefit consumers, business and the community, and efficiency in the delivery of certain infrastructure services. The AER is a part of the ACCC. The AER is Australia's national energy market regulator and has an independent board. The AER shares employees, resources and facilities with the ACCC.

To Apply

Position Contact	Sharon Watson, 07 3811 9278
Agency Recruitment Site	https://accc.bigredsky.com/page.php?pageID=106

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Vacancy VN-0740962

Australian Competition and Consumer Commission

Closing Date:Sunday 12 May 2024

AER
Executive and Enforcement

Job Title	Senior HR Advisor, Planning & Capability
Job Type	Full-Time;Part-Time, Ongoing
Location	Brisbane QLD, Sydney NSW, Canberra ACT, Melbourne VIC, Adelaide SA
Salary	$95,917 - $107,505
Classification	APS Level 6
Position Number	EA2024/110
Agency Website	https://www.accc.gov.au/

Job Description

https://accc.bigredsky.com/page.php?pageID=106

- **Do you want to work at an agency where each day reveals new opportunities to work on some of the biggest issues facing consumers and businesses and have opportunities to pursue new and exciting pathways?**
- **Do you want to work at a place where smart and dedicated people from all walks of life collaborate to work on meaningful matters?**
- **Do you want to lead and develop a small team to deliver fantastic HR outcomes for the AER?**

Then this is the place for you! At the AER, we work to make energy consumers better off, now and in the future. We focus on ensuring a secure, reliable and affordable energy future for Australia as it transitions to net zero emissions. Our high performing culture is built on a foundation of care, support and inclusion. It's why we're driven by connection and collaboration, sharing our skills, knowledge and support with each other freely and frequently. It's why we prioritise the wellbeing of our people and empower them to work autonomously, flexibly and courageously. We believe the best version of you is the one that's true to who you are – and that's the you we want working alongside us.

We value flexibility, this role can be performed at any of the AER offices located in Adelaide, Brisbane, Canberra, Melbourne, or Sydney and are available on a full-time, part-time or job-share basis.

Applicants from diverse backgrounds including First Nations peoples, people with disability and those from different cultural backgrounds are encouraged to apply.

Duties

- Manage either the recruitment or learning and development functions (including the AER graduate program), ensuring compliance with relevant ACCC/AER frameworks.
- Develop and lead a small team, fostering an inclusive culture, high performance, and building capability through coaching, providing performance feedback and opportunities for career development.
- Use a range of reporting platforms and software including Power BI and Microsoft Excel to prepare high-quality workforce reporting, analysis and trending data to:
    - inform and support strategic workforce planning activities and develop fit-for-purpose strategies
    - measure success of strategies and initiatives and
    - deliver workforce data relating to the AER as required.
- Develop and maintain effective relationships with internal and external stakeholders.

About you

In order to succeed in the role, you will have:

- Sound specialist knowledge in recruitment and/or learning and development.
- Demonstrated ability to effectively lead a team and build capability in others by modelling positive behaviours, providing a professional and harmonious working environment, coaching, providing performance feedback, resolving conflict and facilitating career development.

- Excellent communication and interpersonal skills with the ability to build effective relationships with stakeholders at all levels.
- Knowledge and experience in collating, analysing, interpreting, explaining and developing strategies from workforce data (highly desirable).
- Experience in the APS (Australian Public Service) is desirable.
- Relevant tertiary qualifications, AHRI accreditation and/or equivalent relevant experience is desirable.

To find out more about us and the role, please read the Candidate Kit.

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 Competition and Consumer Commission

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To Apply

Position Contact	Liz Cassin, (07) 4729 2616
Agency Recruitment Site	https://accc.bigredsky.com/page.php?pageID=106

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Vacancy VN-0740978

Australian Competition and Consumer Commission

Closing Date:Sunday 12 May 2024

Mergers, Exemptions and Digital
Policy, Coordination & Remedies

Job Title	Executive & Administrative Assistant
Job Type	Full-Time;Part-Time, Ongoing
Location	Melbourne VIC, Darwin NT, Townsville QLD, Brisbane QLD, Sydney NSW, Canberra ACT, Adelaide SA, Perth WA, Hobart TAS
Salary	$86,653 - $91,882
Classification	APS Level 5
Position Number	EA2024/113
Agency Website	https://www.accc.gov.au/

Job Description

https://accc.bigredsky.com/page.php?pageID=106

- **Do you want to work at an agency where each day reveals new opportunities to work on some of the biggest issues facing consumers and businesses and have opportunities to pursue new and exciting pathways?**
- **Do you want to work at a place where smart and dedicated people from all walks of life collaborate to work on meaningful matters?**
- **Do you want to provide quality service and contribute to a purpose driven, dynamic, and high performing team?**

Then this is the place for you! At the ACCC, we're proud of the impact we can make together. We understand the responsibilities and challenges that come with a fast moving and ever-changing environment. Our high performing culture is built on a foundation of care, support and inclusion. It's why we're driven by connection and collaboration, sharing our skills, knowledge and support with each other freely and frequently. It's why we prioritise the wellbeing of our people and empower them to work autonomously, flexibly and courageously. At the ACCC, we believe the best version of you is the one that's true to who you are – and that's the you we want working alongside us.

We value flexibility, and all roles can be performed from any capital city in a state or territory or Townsville and are available on a full-time, part-time or job-share basis.

Applicants from diverse backgrounds including First Nations peoples, people with disability and those from different cultural backgrounds are encouraged to apply.

Duties

What you will do as an Executive & Administrative Assistant:

- Provide comprehensive and high-level administrative support and assist with other administrative duties as required.
- Manage complex diaries and proactively provide material and support for meetings and other engagements (including travel arrangements as required).
- Maintain data, workflow, and records management, and assisting with timekeeping records and reporting.
- Assist with financial and operational reporting requirements, ensuring timeframes and deadlines are met.

About you

In order to succeed in the role, you will have:

- Prior experience working as an executive or administrative assistant performing tasks similar to those listed under duties above will be highly regarded.
- Experience using Microsoft Word, Outlook are essential.
- Experience using Microsoft Excel, Microsoft Dynamics and iManage will be highly regarded.
- A basic understanding of the ACCC's role, purpose and objectives (or the ability to attain such knowledge quickly).

To find out more about us and the role, please read the Candidate Kit.

Eligibility
Notes

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

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To Apply

Position Contact	Ron Neilan, (02) 6243 1368
Agency Recruitment Site	https://accc.bigredsky.com/page.php?pageID=106

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Vacancy VN-0740557

Australian Electoral Commission

Closing Date:Sunday 05 May 2024

Electoral Integrity and Operations Group
State Operations VIC Operations

Job Title	Assistant Director, VIC Operations
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Melbourne VIC
Salary	$113,821 - $128,264
Classification	Executive Level 1
Position Number	2024-139 10493
Agency Website	https://www.aec.gov.au/

Job Description

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

You will join a high performing team of leaders across the country that facilitates the readiness of the agency and the proper conduct of the election, upholding the Electoral Integrity Framework. You will be based out of our Victorian State Office in the Melbourne Central Business District but manage and support a diverse and geographically dispersed network, working closely with our National Office and the other States and Territories.

Our leaders are committed to learning and self-development, and responsible for building the technical capability and fostering the career development of their employees. They value collaboration and working together to ensure delivery of seamless electoral services.

Duties

We are looking for strong leaders who are agile, self-motivated, and results-driven to manage state election planning, delivery, and evaluation.

You will be responsible for focusing strategically on the agency objectives to facilitate the adoption of best practice across the broader leadership network, while also managing your team in operational planning, election delivery and providing public services and support to enhance both businesses as usual and election planning activities.

Prior to and during election time you will also be responsible for assisting with the mobilisation of over 80,000 temporary election workforce staff, including using your excellent leadership skills to support your staff to manage the significant number of employees in this surge workforce.

You will contribute to the development of team objectives for short-term tasks and strategic planning for longer-term initiatives for the state, including setting priorities, maintaining team cohesion, and ensuring quality of outputs. Suitable applicants may be considered for future opportunities with the AEC in Victoria. Roles available will be dependent on the changing business needs and requirements of the AEC. Future opportunities may be filled on an ongoing or non-ongoing basis.

To excel you'll have:

- Demonstrated ability to lead and supervise team members by providing clear direction. Delegating tasks effectively to staff, supporting them with development opportunities and coaching to build high performing teams.
- Experience in adhering to key principles and values, always demonstrating integrity in upholding ethics and values to support the AEC's strategic direction and best practices.
- Strong personal judgement when undertaking objectives, demonstrated ability to conduct critical analysis and utilise available information to implement workable solutions; identifying broader interconnectedness across the agency to manage risks.
- Ability to quickly adapt, recognise the need to adjust methodology, communication, and interpersonal styles with stakeholders to suit changing situations.
- Ability to rapidly learn new tasks and demonstrate understanding of newly presented information encouraging and role modelling an organisational learning approach while working under own direction to deliver results.
- Demonstrated ability to examine own performance and develop strategies needed to achieve career goals with a strong commitment to tackling demanding goals and putting in longer hours, working collaboratively to achieve a nationally led, consistent approach to delivery.

Eligibility

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

Notes

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

About the Australian Electoral Commission

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

To Apply

Position Contact	Jodie Gerakelis, (03) 8584 1583
Agency Recruitment Site	https://candidate.aurion.cloud/aec/production/

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Vacancy VN-0740668

Australian Electoral Commission

Closing Date:Tuesday 07 May 2024

Electoral Integrity and Operations Group
State Operations VIC Operations

Job Title	Team Leader, VIC Operations
Job Type	Full-Time, Non-Ongoing
Location	Melbourne VIC
Salary	$91,140 - $102,152
Classification	APS Level 6
Position Number	2024-140 11099
Agency Website	https://www.aec.gov.au/

Job Description

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

You will be joining a network of Team Leaders and Assistant Team Leaders across the country, responsible for managing your work unit to ensure the proper conduct of our federal elections and referendums. You will work closely with our State Office, National Office and the other States and Territories.

Each Team Leader will typically oversee a team of around 2–10 staff, however, this team size increases significantly during an election event where we scale up and engage our temporary election workforce. During the delivery of the election, the Team Leader will undertake the legislative responsibilities of the Divisional Returning Officer for a federal electoral division and will work to ensure that the division delivers an election result with transparency and integrity.
At the AEC you will develop strong connections with colleagues and supportive networks, as we all work to deliver an impartial and independent electoral system with high integrity.

Duties

We are looking for agile, energetic, self-motivated, results-driven experienced leaders to lead a team of staff to manage divisional election planning, delivery, and evaluation. A proactive individual who is able to work under pressure, and independently under limited guidance but comfortable working in a team environment.

During preparation phase of the electoral cycle, you will be responsible for ensuring accuracy and completeness of the electoral roll

for approximately 100,000 electors within your division to exercise their franchise at the federal, state, and local government election. Whilst doing this you will also be leading your team in preparing towards the next federal event.

Once we move to the mobilisation phase of the electoral cycle these critical roles run the largest peace time activity mobilising up to 100,000 staff.

You will contribute to the development of team objectives for short term tasks and strategic planning for longer-term initiatives, including setting priorities for the work area, maintaining team cohesion, and ensuring quality of outputs for the work area.

You will be responsible for the overall supervision of our temporary election staff, using your leadership skills to support the expanding workforce requirements seamlessly and efficiently.

You will join the leadership team committed to learning and self-development and responsible for building technical capability and fostering career development of its people.

To excel you will have the demonstrated ability to:

- **work with others** - building team spirit, listening and communicating proactively, and recognising the contribution of others.
- **lead and supervise -** delegating effectively, providing clear direction, motivating, and empowering others and setting appropriate standards of behaviour.
- **following instructions and procedures** - keeping to schedules and deadlines, following set procedures and policies and complying with obligations and requirements of the role.
- **cope with pressures and setbacks -** remaining positive, calm, and working productively in a high-pressure environment.
- **adhere to principles and values** - always demonstrating integrity and upholding ethics and values

Desirable skills and experience include:

- experience in planning and organising major logistical events - managing time effectively and identifying and organising resources to achieve results.
- ability to adapt and responding to changing circumstances, dealing with ambiguity, and making positive use of opportunities it presents.
- ability to consistently deliver results and achieve project goals, working in a systematic, methodical, and orderly way while monitoring and maintaining high standards for quality.
- a demonstrated ability to work autonomously and a strong commitment to working harmoniously within a team to achieve positive results and support the AEC’s strategic direction.

Eligibility

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

Notes

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

About the Australian Electoral Commission

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

To Apply

Position Contact	Nathan Doria, nathan.doria@aec.gov.au
Agency Recruitment Site	https://candidate.aurion.cloud/aec/production/

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Vacancy VN-0740742

Australian Electoral Commission

Closing Date:Sunday 12 May 2024

Enterprise Strategy and Transformation
Enterprise Transformation Branch Data Capability Exchange

Job Title	Data Platform Product Manager, Data Capability Exchange
Job Type	Full-Time, Non-Ongoing
Location	Canberra ACT, Brisbane QLD
Salary	$134,567 - $158,004
Classification	Executive Level 2
Position Number	2024-138 16209
Agency Website	https://www.aec.gov.au/

Job Description

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

The role sits in the Data Capability Exchange Section in the Enterprise Transformation Branch in the Enterprise Transformation Group.

The Data Capability Exchange team are a collaborative and driven team of professionals focused on the development and implementation of the data and information management framework, systems, strategy, and policies. We actively engage with our business areas to support their business needs and improve the level of information management and data maturity across the AEC.

As part of the team, you also get to see tangible outcomes from your work: most notably the delivery of a federal election and other electoral events and services.

Duties

We are looking for an experienced Data Platform Product Manager to join our team. It is an exciting time as the team works closely with the Election Systems Modernisation program to define the landscape for the new AEC systems and processes.

The Product Manager will work with their team and Product Owners as required to support the individual business areas requirements of the products and ensure a viable solution for implementation. The core design of the foundational solution is pivotal when designing for business rollout and taking into account unique requirements. This role will manage the consistency and quality of products aligning to program standards.

You will be responsible for providing input to the overall project schedules identifying key milestones and resource requirements related to the product design execution. Working closely with the Project Manager to identify risks and ensure the product is delivered on time and efficiently. Determining feature requirements by researching stakeholder and agency requirements and demands.

The Data Platform Product Manager will facilitate internal stakeholder engagement related to design of system components and liaise with Technical Project Lead to ensure design requirements are being met. You will Design the solution components in line with scope and associated parameters ensuring the design is fit for purpose at each stage.

To excel you'll have:

- Demonstrated ability in successfully leading and motivating multiple teams in an Agile operational environment. Working in a large section that has competing priorities, to deliver positive outcomes within limited time frames.
- Significant experience in product development in the role Product Manager with the ability to effectively communicate, collaborate and negotiate with team members, business areas and external stakeholders at all levels of seniority.
- Demonstrated personal integrity whilst achieving results within legislative and policy parameters.
- Knowledge of, or ability to, quickly gain knowledge of the software development lifecycle and AEC technology landscape to guide and manage the technical teams within the program.
- Analytical abilities with the ability to obtain accurate conclusions and apply innovative initiatives while contributing to strategic objectives.
- Knowledge of both APS and Labour Hire recruitment processes to support the ongoing resourcing of the Centres of Excellence.

Desirable skills:

- Relevant tertiary qualifications in a related field (ie: Computer Science, Data Engineering).
- Knowledge of, or ability to quickly gain, knowledge of Australian electoral law and practice.

Eligibility

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

- Applicants may be required to undertake psychometric testing as part of this recruitment process.

Notes

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

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To Apply

Position Contact	Jane Inglis, Jane.Inglis@aec.gov.au
Agency Recruitment Site	https://candidate.aurion.cloud/aec/production/

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Vacancy VN-0740014

Australian Fisheries Management Authority

Closing Date:Monday 06 May 2024

Monitoring & Surveillance Unit
Fisheries Operations Branch

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

Job Description

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

Duties

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

Are you passionate about the marine environment, natural resource management and working with partner countries? Do you want to develop and apply your skills in international relations, monitoring and surveillance management to combat illegal, unreported, and unregulated (IUU) fishing? Then consider a career in our Monitoring and Surveillance team at the Australian Fisheries Management Authority (AFMA).

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

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

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

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

Notes

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

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

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

About the Australian Fisheries Management Authority

To Apply

Position Contact	Tod Spencer, 02 6225 5312
Agency Recruitment Site	https://www.afma.gov.au/careers

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Vacancy VN-0740863

Australian Secret Intelligence Service

Closing Date:Tuesday 14 May 2024

Not specified
Not specified

Job Title	Security Administration Officer
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	$89,990 - $93,872
Classification	APS Level 4
Position Number	.
Agency Website	https://www.asis.gov.au

Job Description

https://www.asis.gov.au/Careers/Current-Vacancies/

The Security Admin Officer position is part of a busy team responsible for undertaking security clearance maintenance activities. You will be responsible for general administrative support and coordination of documentation relevant to maintaining security clearances. Security-related experience is not required - ideal candidates will enjoy working in a fast-paced environment with the ability to multi-task. The successful applicant will receive relevant on-the-job training to exercise discretion and sound judgement in providing general security advice to stakeholders based on legislation and policy.

You are required to organise workflow and make sound decisions relating to the development and delivery of the security clearance maintenance capability. The role involves liaison with internal and external stakeholders, with successful candidates being expected to follow set processes and work well as part of a team.

Duties

KEY RESPONSIBILITIES AND TASKS

The following is an overview of key responsibilities and tasks:

- Work as part of a team contributing to the development and delivery of the clearance maintenance capability;
- Accurate data entry and maintenance of digitised records;
- Contribute to compliance, including risk management and mitigation;
- Provide general security advice to internal and external stakeholders which aligns with best practice, policy and legislation;
- Support best practice workflows within the team.

CORE SKILLS

The following is an overview of skills required to succeed in the role:

- Good organisation skills and attention to detail;
- Effective written and verbal communication skills;
- Ability to follow processes, multi-task and adapt to changing priorities; and
- Ability to work independently and as part of a team.

Eligibility

EDUCATION, QUALIFICATION AND EXPERIENCE REQUIREMENTS

There are no formal educational requirements for this role however the following will be highly regarded:

- Experience encompassing the Core Skills outlined above;
- Familiarisation with the Protective Security Policy Framework.

Notes

ASIS is a diverse and inclusive workplace, where our people are empowered through authenticity and a sense of belonging to achieve their potential and contribute to a shared purpose and mission. We seek to reflect the community we serve, and welcome applications from Aboriginal and Torres Strait Islander peoples, women, people with a disability, neurodiverse, people from culturally and linguistically diverse backgrounds and those who identify as LGBTIQA+.

We offer a competitive salary package including 22 days annual leave, shutdown between Christmas and New Years Day, 15.4% employer superannuation contribution, access to flex time (up to Level 6 only) and generous paid parental leave. Full and part time positions as well as flexible work hours can be negotiated.

All positions are office-based and located in Canberra. This role requires the successful applicant to obtain and maintain a Security Clearance.

ELIGIBILITY

Candidates must be Australian citizens.
The successful candidate will be required to obtain and maintain a security clearance.

REASONABLE ADJUSTMENTS
All requests for reasonable adjustments will be considered and managed in consultation with you. We will continue to ask you if you require reasonable adjustments at each stage of the process. If you are successful in gaining employment, reasonable adjustments can also be made available to you in performing your role.

About the Australian Secret Intelligence Service

ASIS is Australia's overseas secret intelligence collection agency. Its mission is to protect and promote Australia's vital interests through the provision of intelligence services as directed by the Government. Its work can involve collecting intelligence relating to national security, international relations and economic issues. It also contributes to Australia's coordinated national efforts against terrorism, proliferation of weapons of mass destruction, and trans-national issues such as people smuggling.

To Apply

Position Contact	Not provided, Not provided
Agency Recruitment Site	https://www.asis.gov.au/Careers/Current-Vacancies/

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Vacancy VN-0740556

Australian Skills Quality Authority (ASQA)

Closing Date:Sunday 05 May 2024

Various
Executive Support

Job Title	Executive Coordinators
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Canberra ACT, Melbourne VIC
Salary	$81,855 - $87,572
Classification	APS Level 5
Position Number	Various
Agency Website	https://www.asqa.gov.au/

Job Description

https://www.asqa.gov.au/about/asqa/work-with-us/current-vacancies

The Australian Skills Quality Authority (ASQA) is Australia's national regulator of Vocational Education and Training (VET).

ASQA's work is delivered by our key Groups, each led by an Executive Director. These Groups include:

- **Corporate and Enabling Group (C&E):** Supports the Agency to achieve its core business functions - Finance, People and Capability, Technology and Digital Transformation etc
- **Market Entry, Skills and Accreditation Group (MESA):** responsible for focusing and aligning our assurance of applications, course accreditation and market entry
- **Policy and Partnerships Group (P&P):** responsible for aligning and strengthening a whole-of-system approach to support regulatory best practice, including the recognition of the central role for data
- **Market Performance and Engagement Group (MPE):** established to mature the way in which ASQA thinks about its engagement with the sector, including understanding the impact of our regulatory actions and outcomes.

Duties

About the Opportunities...
Executive Coordinators have responsibility for providing comprehensive administrative and executive support to ASQA's Executive Directors (SES Band 1). They operate with limited supervision and have responsibilities such as (but not limited to) the following:

- scheduling and diary management for the Executive Directors
- arrangement and coordination of meetings, official functions, travel and committees
- coordinating input from Directors within the Group for inter-agency projects and initiatives
- internal and external secretariat duties
- preparation of draft correspondence and assisting in preparation of briefings and other documents
- records maintenance in accordance with agency policies and procedures.

Do you have what we need...?

To find success and satisfaction as an Executive Coordinator you will:

- thrive on working in a fast-paced, dynamic environment

- be a natural communicator and collaborator – able to develop and maintain positive relationships internally and externally
- have strong written and verbal communication skills including being able to adapt your delivery to the target audience
- be highly organised and provide high-level administrative support
- happily adapt to changing priorities and be able to support colleagues in times of uncertainty
- be able to work flexibly with other officers across the agency to provide additional administrative support when needed.

Work with us!
Through our regulation and partnership with others, we ensure quality vocational education and training so that students, employers, the community and governments have confidence in the integrity of national qualifications issued by training providers.

Our work is focused on provider outcomes and supported by evidence-based findings. These fundamental elements of best practice regulation go to the heart of who we are, and how we can make a difference as the national vocational education and training regulator.

You will be joining a dynamic workforce that is dedicated to diversity and inclusion, and will support you to thrive in your career.

You will have access to:

- generous leave entitlements
- flexible working arrangements that promote work-life balance – including the option of a hybrid working arrangement
- professional development opportunities
- health and wellbeing events throughout the year
- a $300 annual healthy lifestyle allowance
- Christmas close-down period without use of personal or annual leave credits
- and a competitive base salary plus 15.4% superannuation.

Eligibility

Please note, under section 22(8) of the Public Service Act 1999, employees must be **Australian Citizens** to be employed in the APS unless the Agency delegate has agreed, in writing, to the contrary.

The successful applicant will be required to undergo pre-employment checks (including a Federal Police Check) and obtain a Security Clearance (if they do not already hold a clearance).

Notes

Find out more...
Visit Current vacancies for more information.

*It is important that you review the **Position Description** for detailed information on the role, as well as instructions on what to include in your application, before you apply.*

If you have questions about these exciting opportunities, please contact **Lynda Rochester, Senior Executive Coordinator** via lynda.rochester@asqa.gov.au

These positions are available as an ongoing or non-ongoing opportunities. Non-ongoing opportunities will be offered for a fixed term of up to 12 months, with the potential to becoming ongoing.

This selection process may be used to establish a merit pool. The merit pool may be accessed to fill ongoing and non-ongoing vacancies for similar roles within ASQA or across the APS over the next 18 months.

Applications close at 11:30pm (AEST) on Sunday, 5th May 2024.

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

About the Australian Skills Quality Authority (ASQA)

The Australian Skills Quality Authority (ASQA) is the national regulator for Australia's vocational education and training (VET) sector. ASQA engages with, and regulates the VET sector to ensure confidence in the VET sector and its outcomes, including internationally. ASQA's mission is to continuously improve as a regulator, in partnership with the VET sector and to develop a shared understanding of the value of regulation to support quality outcomes for students. ASQA is a professional, responsive and innovative regulator currently undergoing substantial development and growth in response to changes in emphasis in Government policy and expectations of industry. ASQA supports and promotes a strong team culture, a safe, healthy and happy workplace and the sharing of knowledge. For more information about ASQA, please visit www.asqa.gov.au.

To Apply

Position Contact	Lynda Rochester, lynda.rochester@asqa.gov.au
Agency Recruitment Site	https://www.asqa.gov.au/about/asqa/work-with-us/current-vacancies

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Vacancy VN-0740606

Australian Sports Commission

Closing Date:Friday 03 May 2024

Campus Experience
AIS Operations

Job Title	Client Services Coordinator
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	$67,013 - $79,723
Classification	APS Level 4
Position Number	363
Agency Website	https://www.sportaus.gov.au/

Job Description *https://ausport.nga.net.au/?jati=A54E8E94-4D50-3941-72E6-DAA87884E128*

Duties

Applications close at 11:30pm AEST **FRIDAY 3 MAY** (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 Campus Experience Branch coordinates and optimises access to the on-campus venues and facilities for a diverse range of clients including National and State Sporting Organisations, sporting clubs, school groups, tourists, general public, event and sporting promoters. This includes a key focus on providing our clients effective delivery, coordination and superior customer service to run successful camps, conferences, tournaments and events on the Canberra campus, partnering across the ASC to effectively deliver these services for our stakeholders.

About the role – As a Client Service Coordinator within the Campus Experience Branch, your responsibilities will include, but are not limited to;

- The coordination and provision of site facilities and services to ensure the effective delivery of events, high performance sports camps and community facility use held on the AIS campus
- Liaising and collaborating with internal and external stakeholders to understand strategic requirements and objectives and work together in delivering these activities to a high standard
- Coordinating, managing and resolving facility bookings and scheduling to mitigate any conflicts that may arise
- Effectively manage your assigned portfolio through the utilisation of event management software to ensure effective coordination and delivery of high-quality training, facility and event services
- Across a 7-day week operating environment, ensuring the requirements of site users and high-performance camps are prepared and delivered appropriately, while maintaining the integrity of the multiple training environments that exist on site
- Occasional inclusion in on-call roster that requires/may require weekend work, or outside ordinary work hours

About you –

- Demonstrated experience in bookings and coordination of events within a high performance sports environment
- Strong value for providing excellent customer experience and handling sensitive situations in a mature and effective manner
- Passion for delivering high quality outcomes with a considered attention to detail
- Effective written and verbal communication skills
- Demonstrated experience working with, or willingness to learn, advanced booking management systems
- Can-do attitude!

This position is offered as an ***ONGOING*** position.

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.

Eligibility

- To be eligible for employment with the Australian Sports Commission, it is preferred that applicants are Australian citizens or permanent residents of Australia.

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 or phone (02) 6214 1328.

About the Australian Sports Commission

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

To Apply

Position Contact	Natalie Kolobaric and Stephanie Backer, stephanie.backer@ausport.gov.au
Agency Recruitment Site	https://ausport.nga.net.au/?jati=A54E8E94-4D50-3941-72E6-DAA87884E

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Vacancy VN-0740714

Cancer Australia

Closing Date:Monday 06 May 2024

Cancer Control Strategy Aboriginal and Torres Strait Islander Cancer Control

Job Title	Project Manager – Aboriginal and Torres Strait Islander Cancer Control (Affirmative Measures Aboriginal and Torres Strait Islander)
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Canberra ACT, Sydney NSW
Salary	$92,689 - $104,569
Classification	APS Level 6
Position Number	Several
Agency Website	

Job Description

https://canceraustralia.gov.au/about-us/employment-opportunities

In the APS 6 Project Manager role within the Aboriginal and Torres Strait Islander cancer control section of Cancer Australia, you will work as a key member of the team implementing priority activities of the Australian Cancer Plan to improve equity and outcomes for Aboriginal and Torres Strait Islander people affected by cancer. These include activities to accelerate the delivery of culturally safe, responsive, and accessible care at mainstream health services and increase Indigenous-led research capacity within Australia.

Duties

You will work as part of a dynamic team working through collaboration with Aboriginal and Torres Strait health organisations, health professionals, researchers and communities affected by cancer.

The role also involves contributing to policy development & public reporting activities.

To be successful in this role, you will be self-motivated, articulate, professional, well presented and take great pride in what you do. You will demonstrate leadership qualities with strong community service capabilities and strong communication skills, including an ability to communicate with influence. You can demonstrate a track record of project or program management and achieving outcomes. Your values align with the agency, and you are committed to the purpose of the agency.

For a full list of responsibilities, please contact Pipeline talent at jobs@pipelinetalent.com.au

Eligibility
Notes

What we can offer you

- Work for a Government agency that is committed to reducing the impact of cancer with a key priority being improving equity and outcomes for Aboriginal and Torres Strait Islander people.
- Working in partnership with Aboriginal and Torres Strait Islander stakeholders to lead development, implementation, and evaluation of activities.
- Flexible work arrangements including cultural and ceremonial leave for First Nations employees.
- APS 6 grade opportunity
- Flexibility in location between Sydney or Canberra, other locations considered by negotiation.
- Cancer Australia values a safe, respectful, and inclusive workplace. Harnessing these diverse skills, experiences and qualities enables us to be more efficient, innovative, and creative, enhancing our performance and leading to better business outcomes.

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 Cancer Australia

To Apply

Position Contact	Megan Ingram, 02 8001 6603 | 0419 599 251
Agency Recruitment Site	https://canceraustralia.gov.au/about-us/employment-opportunities

Department of Finance

Closing Date:Monday 06 May 2024

Enterprise Strategy
Communications

Job Title	Media and Engagement Manager
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Canberra ACT
Salary	$122,240 - $148,240
Classification	Executive Level 1
Position Number	2024/095
Agency Website	www.finance.gov.au

Job Description

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

ABOUT THE BRANCH, SECTION AND TEAM

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

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

Duties

ABOUT THE OPPORTUNITY

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

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

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

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

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

- communication and media strategy
- media enquiries
- media monitoring through the Streem platform
- social media
- stakeholder engagement.

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

DETAILED VACANCY INFORMATION

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

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Notes

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To Apply

Position Contact	Tameena Jacob, (02) 6215 1772
Agency Recruitment Site	https://financejobs.nga.net.au/cp/

Vacancy VN-0740693

Department of Finance

Closing Date:Sunday 19 May 2024

Government & Defence
Defence Branch

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

Job Description

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

ABOUT THE BRANCH

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

There are five teams in Defence Branch:

- **Defence Agency Advice Unit and Integrated Investment Program:** analyses and provides policy advice to Government on Defence portfolio expenditure and policy issues (including the Department of Defence, the Australian Signals Directorate, and other Defence entities), the Defence Integrated Investment Program, and Defence support and operations and other Defence initiatives and programs.
- **Land and Estate:** provides policy advice to Government on Army capabilities, including land combat vehicles, long range fires and littoral manoeuvre vessels, Defence estate, and the Guided Weapons and Explosive Ordnance Enterprise.
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- **C5i and ICT**: provides policy advice to Government on Defence and Australian Signals Directorate intelligence, surveillance, reconnaissance, electronic warfare, ICT and cyber capabilities.
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A key priority for the Australian Government over the next 12 months is the implementation of the inaugural 2024 National Defence Strategy. This presents an agenda for ambitious reform to Defence's posture and structure. Successful candidates will play a critical role in implementing these reforms and supporting Government consideration of key Defence capabilities, including nuclear-powered submarines, long range strike capabilities, and enhancing Australia’s northern military bases. **Duties**

ABOUT THE OPPORTUNITY

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

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

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

OUR IDEAL CANDIDATES

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

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

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

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

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

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ONLINE INFORMATION SESSION

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- **Please join us at the session detailed below:** Wednesday, 8 May, 4.00pm (Canberra time) (please note this session will be recorded).

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

MICROSOFT TEAMS MEETING

Join on your computer, mobile app or room device

Click here to join the meeting

Or call in (audio only)

+61 2 8320 9200,,504585753#

Phone Conference ID: 504 585 753#

Eligibility

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To Apply

Position Contact	Dave Hughes, (02) 6215 1658
Agency Recruitment Site	https://financejobs.nga.net.au/cp/

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Published by Australian Public Service Commission.

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

Vacancy VN-0740695

Department of Finance

Closing Date:Sunday 19 May 2024

Government & Defence
Defence

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

Job Description

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

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ABOUT THE OPPORTUNITY

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

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

OUR IDEAL CANDIDATES

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

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

roles require NV2 and PV clearances.

Successful candidates will demonstrate the following:

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

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

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

DETAILED VACANCY INFORMATION

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ONLINE INFORMATION SESSION

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

Please join us at the session detailed below:

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

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

MICROSOFT TEAMS MEETING
Join on your computer, mobile app or room device
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Or call in (audio only)
+61 2 8320 9200,,504585753#
Phone Conference ID: 504 585 753# **Eligibility**

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

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

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

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

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

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

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

The following documents would also be acceptable:

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

For further information on affirmative measures for recruiting people with disability, visit the Australian Public Service Commission’s website .

For more information of the types of acceptance evidence, please refer to the APSC website here .

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

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

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To Apply

Position Contact	Dave Hughes, (02) 6215 1658
Agency Recruitment Site	https://financejobs.nga.net.au/cp/

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Vacancy VN-0740696

Department of Finance

Closing Date:Sunday 19 May 2024

Government & Defence
Defence

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

Job Description

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

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- drive and initiative to apply themselves to a variety of tasks and manage competing deadlines.

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

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AFFIRMATIVE MEASURES – INDIGENOUS APPLICANT

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

To be eligible to apply for this vacancy applicants must:

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

Evidence of confirmation of heritage include:

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

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

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

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To Apply

Position Contact	Dave Hughes, (02) 6215 1658
Agency Recruitment Site	https://financejobs.nga.net.au/cp/

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Vacancy VN-0740698

Department of Finance

Closing Date:Sunday 19 May 2024

Government & Defence
Defence Branch

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

Job Description

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

ABOUT THE BRANCH

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

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

There are five teams in Defence Branch:

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

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

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

ABOUT THE OPPORTUNITY

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

Key responsibilities include:

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

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

OUR IDEAL CANDIDATES

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

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

Successful candidates will demonstrate:

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

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

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

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

DETAILED VACANCY INFORMATION

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

ONLINE INFORMATION SESSION

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

Please join us at the session detailed below:

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

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

MICROSOFT TEAMS MEETING
Join on your computer, mobile app or room device

Click here to join the meeting

Or call in (audio only)

+61 2 8320 9200,,504585753#
Phone Conference ID: 504 585 753# **Eligibility**

- Under section 22(8) of the *Public Service Act 1999*, employees must be Australian citizens to be employed in the Australian Public Service (APS) unless the Agency Head has agreed otherwise, in writing.
- Successful applicants will be required to undergo the process to obtain and maintain, or continue to hold the required security clearance level for the role as indicated in the downloadable job pack. All Finance staff are required to have a minimum baseline security clearance prior to commencement.

Notes

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

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

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

About the Department of Finance

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

To Apply

Position Contact	Dave Hughes, (02) 6215 1658
Agency Recruitment Site	https://financejobs.nga.net.au/cp/

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Vacancy VN-0740700

Department of Finance

Closing Date:Sunday 19 May 2024

Government & Defence
Defence Branch

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

Job Description

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

ABOUT THE BRANCH

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There are five teams in Defence Branch:

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

ABOUT THE OPPORTUNITY

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

Key responsibilities include:

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

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

OUR IDEAL CANDIDATES

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

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

Successful candidates will demonstrate:

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

Prior knowledge of Government Budget processes is not required, however, you should have a

keen interest in public policy development, particularly defence and national security policy.

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

DETAILED VACANCY INFORMATION

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

ONLINE INFORMATION SESSION

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

Please join us at the session detailed below:

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Join on your computer, mobile app or room device

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Or call in (audio only)

+61 2 8320 9200,,504585753#
Phone Conference ID: 504 585 753# **Eligibility**

- Under section 22(8) of the *Public Service Act 1999*, employees must be Australian citizens to be employed in the Australian Public Service (APS) unless the Agency Head has agreed otherwise, in writing.
- Successful applicants will be required to undergo the process to obtain and maintain, or continue to hold the required security clearance level for the role as indicated in the downloadable job pack. All Finance staff are required to have a minimum baseline security clearance prior to commencement.

AFFIRMATIVE MEASURES – DISABILITY APPLICANT

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

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

Candidates who apply under the affirmative measure will need to meet minimum benchmarks to

progress through the assessment stages.

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

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

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

The following documents would also be acceptable:

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

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

For more information of the types of acceptance evidence, please refer to the APSC website here .

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

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

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

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

The filling of this vacancy is intended to constitute an affirmative measure under Section 33 of the Australian Public Service Commissioner's Direction 2022. This vacancy is open only to people with disability.

About the Department of Finance

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To Apply

Position Contact	Dave Hughes, (02) 6215 1658
Agency Recruitment Site	https://financejobs.nga.net.au/cp/

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Vacancy VN-0740704

Department of Finance

Closing Date:Sunday 19 May 2024

Government & Defence
Defence Branch

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

Job Description

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

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

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

OUR IDEAL CANDIDATES

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

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- an ability to work effectively and collaborate in diverse, multi-disciplinary teams to achieve high-quality shared outcomes and lead the development of influential strategic policy and financial advice to the Government;
- ability to assess expenditure and investment proposals;
- capability to gather and analyse information, solve problems and present solutions;
- initiative and flexibility to respond to changing organisational needs and priorities;
- a curious mindset, willingness to question and ability to negotiate practical solutions to challenges; an
- drive and initiative to apply yourself to complex tasks and successfully manage competing deadlines, including when providing supervisory support to junior staff.

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

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

DETAILED VACANCY INFORMATION

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ONLINE INFORMATION SESSION

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Or call in (audio only)

+61 2 8320 9200,,504585753#
Phone Conference ID: 504 585 753# **Eligibility**

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

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

To be eligible to apply for this vacancy applicants must:

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

Evidence of confirmation of heritage include:

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

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

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

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

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

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

About the Department of Finance

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To Apply

Position Contact	Dave Hughes, (02) 6215 1658
Agency Recruitment Site	https://financejobs.nga.net.au/cp/

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Vacancy VN-0740817

Department of Finance

Closing Date:Wednesday 08 May 2024

Job Title	COMCAR ACT Depot Supervisor
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Canberra ACT
Salary	$76,972 - $87,851
Classification	APS Level 4
Position Number	2024/104
Agency Website	www.finance.gov.au

Job Description

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

ABOUT THE BRANCH

COMCAR provides high quality, secure and confidential car-with-driver and other ground transport services to the Governor-General, Prime Minister (both current and former, parliamentarians, members of the Federal Judiciary and other high office holders.

COMCAR also provides ground transport and associated support services to visiting Guests of Government such as Royalty, Heads of State, Heads of Government, and other foreign dignitaries. COMCAR frequently delivers services during major international events, such as the ASEAN Special Summit, Group of Twenty meetings (G20), the Commonwealth Heads of Government Meeting (CHOGM) and other Ministerial forums hosted in Australia.

Duties

ABOUT THE OPPORTUNITY

As a member of the COMCAR team, you will be responsible for providing support to the Depot Manager in the delivery of COMCAR's services.

Core duties include, but are not limited to:

- Supporting the Depot Manager with the day-to-day operations of the Depot, ensuring the delivery of high quality and timely car-with-driver services to COMCAR clients
- Supervising and supporting driving staff in an environment operating 24 hours a day, seven days per week
- Providing administrative support for the COMCAR Depot including payroll systems, timesheet management, and data analysis
- Supporting the management of a vehicle fleet in an efficient, effective, and environmentally sustainable manner
- Supporting the Depot Manager and/or COMCAR's Visits team with delivery of the Guest of Government visit program, ensuring a high level of service delivery, observing strict security and confidentiality protocols
- Capably represent COMCAR and the Department of Finance in an official capacity, presenting with credibility.

Note this role:

- involves intermittent after-hours commitments and applicants must be able to meet the flexible requirements of the position, including occasional interstate travel.
- is an operational role and there is a requirement for candidates to work from the Depot.
- may have limited access to flexible working arrangements, however applications will be considered for all candidates in line with the Departmental guidelines.

Applicable allowances, flex time and overtime are payable for additional duties outside of regular hours of work, in line with the *Department of Finance Enterprise Agreement 2024-2027* .

DETAILED VACANCY INFORMATION

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

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

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

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To Apply

Position Contact	COMCAR HR, COMCAR.HR@finance.gov.au
Agency Recruitment Site	https://financejobs.nga.net.au/cp/

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Vacancy VN-0740595

Department of Home Affairs

Closing Date:Thursday 02 May 2024

Counter-Terrorism Coordination Centre
N/A N/A

Job Title	Directors - Counter-Terrorism Coordination Centre
Job Type	Full-Time, Ongoing
Location	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
Salary	$132,272 - $170,827
Classification	Executive Level 2
Position Number	132211
Agency Website	www.homeaffairs.gov.au

Job Description

https://jobs.homeaffairs.gov.au/job-invite/132211/

About our team:
National Security & Resilience | Counter-Terrorism Coord Centre | N/A | NA

The Counter-Terrorism Coordination Centre (CTCC) has four branches structured around the functions of the Centre, comprising counter-terrorism (CT) strategy and policy, countering violent extremism (CVE) policy and programs, online CT and CVE policy, operations and working with states and territories to develop capability.

Please visit our website for more information about the Department of Home Affairs or Australian Border Force

Our ideal candidate:

- Demonstrated ability to lead and coordinate collaborative teams, manage work priorities, mentor staff and promote and build a positive team culture of collaboration
- Demonstrated integrity and sound judgement when engaging with risk
- Demonstrated experience in highly complex policy issues, evaluating contested information and reaching robust conclusions
- Expert written and verbal communication skills, with the ability to write clearly and persuasively
- Excellent interpersonal and representational skills, with the ability to build and maintain strong relationships and undertake complex negotiations across internal and external stakeholders.

Duties

Duties and responsibilities:

- Lead a high performing team to coordinate and deliver national counter terrorism priorities
- Lead the provision of expert advice on key policy activities that strengthen Australia's counter terrorism framework and initiatives
- Engage and negotiate with Commonwealth, State and Territory stakeholders to further the Australian Government's counter terrorism objectives
- Manage the delivery of high quality and timely briefing material
- Lead, and be accountable for, effective administration and resource management, and risk management.

Eligibility

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

The successful candidate will be required to obtain and maintain a Negative Vetting Level 1 (AGSVA) security clearance and an Employment Suitability Clearance (ESC).

Notes

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

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

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

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

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

About the Department of Home Affairs

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

To Apply

Position Contact	Alexander Goldie, N/A
Agency Recruitment Site	https://jobs.homeaffairs.gov.au/job-invite/132211/

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Vacancy VN-0740614

Department of Home Affairs

Closing Date:Thursday 02 May 2024

Immigration
SD Visa Support Centre Visa Support Centre

Job Title	Visa Support Centre Officer
Job Type	Full-Time, Ongoing
Location	Various locations - ACT ACT
Salary	$80,748 - $87,572
Classification	APS Level 5
Position Number	JR 132070
Agency Website	www.homeaffairs.gov.au

Job Description

https://jobs.homeaffairs.gov.au/job-invite/132070/

About our team:
Immigration | Immigration | SD Visa Support Centre | Visa Support Centre

Do you want to join a dynamic team where you exercise decision-making delegations to contribute to the management of Australia's visa programs?

Are you interested in processing a wide variety of visas to support clients and range of stakeholders across the Australian Government?

Look no further than the Visa Support Centre (VSC)!

The VSC is a visa operational response capability within Immigration Operations Group. We provide 24/7 support to the global visa processing network to resolve urgent visa escalations for our stakeholders.

As a VSC Officer, you will work as part of a small shift team of experienced visa processing officers. Your shift could start with resolving sensitive and urgent visa matters, including where action needs to be taken outside of normal business hours. You could also provide visa processing support to one of our overseas processing areas to help keep delivery of their visa programs on track. You might finish your shift by resolving enquiries from visa applicants, reducing the need for those clients to contact the

Department again.

You might also be supporting the whole of Government crisis response framework to coordinate and deliver the visa components of crisis response. Some examples include the conflict in Ukraine, the Hamas-Israel conflict, and the evacuations from Afghanistan.

Please visit our website for more information about the Department of Home Affairs or Australian Border Force

Our ideal candidate:

- Is a team player with the ability to maintain productive working relationships with a range of internal and external stakeholders who sometimes have competing priorities
- Has strong written and oral communication skills, and attention to detail
- Can act decisively, and demonstrates impartiality and fairness when assessing information
- Is resilient in the face of change and willing to take on new challenges
- Is able to understand and apply complex legislation and policy to deliver visa outcomes.

Duties

Duties and responsibilities:
Working within a small team, you will:

- work under limited direction to assess and determine visa applications in line with relevant legislation and policy
- make lawful decisions confidently and decisively; demonstrating sound judgement and logical reasoning, accountability for decisions and actions
- engage responsibly with risk, seeking relevant information to resolve or refer issues; consider problems from a range of perspectives, leveraging experience and other resources to assist in identifying solutions
- manage client enquiries or escalated visa applications through to resolution, including drawing on input from others and escalating on a 'need to know' principle when required
- demonstrate flexibility and initiative; including assisting with other related work to support VSC objectives when required, such as preparing briefings, internal minutes etc.

Additional information:

These positions are designated full-time shift work roles, and the occupants are required to perform duties on a roster, including mornings (6am commencement), evenings (12midnight finish), weekends and public holidays. Shift work penalties apply. **Eligibility**

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

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

Notes

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

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

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

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

About the Department of Home Affairs

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To Apply

Position Contact	Ben Cuttriss, 02 5127 7723
Agency Recruitment Site	https://jobs.homeaffairs.gov.au/job-invite/132070/

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Vacancy VN-0740633

Department of Home Affairs

Closing Date:Sunday 05 May 2024

People
N/A Various

Job Title	Executive Assistants - Multiple Vacancies
Job Type	Full-Time;Part-Time, Ongoing
Location	Various locations - ACT ACT
Salary	$80,748 - $87,572
Classification	APS Level 5
Position Number	JR 132281
Agency Website	www.homeaffairs.gov.au

Job Description

https://jobs.homeaffairs.gov.au/job-invite/132281/

About the Department:
The Department of Home Affairs is responsible for centrally coordinated strategy and policy leadership in relation to domestic and national security arrangements, law enforcement, emergency management, counter-terrorism, social cohesion, the protection of our sovereignty, the integrity of our border and the resilience of our national infrastructure.

The Australian Border Force, an operationally independent body within the Department of Home Affairs, is Australia's frontline border law enforcement agency and Australia's customs service. The Australian Border Force deliver critical border protection and national security outcomes while facilitating the movement of people and goods across the border. The Australian Border Force's mission is to protect Australia's border and enable legitimate travel and trade.

Please visit our website for more information about the Department of Home Affairs or Australian Border Force

Duties

Our ideal candidate:
An APS5 Executive Assistant (EA) works alongside the executive within the Department of Home Affairs or the Australian Border Force. To be successful in this role, you will be solutions focused to perform and achieve a range administrative support work within a fast-paced environment. You will be an effective communicator, have excellent time management skills, display close attention to detail and effectively manage competing priorities.

We are looking for candidates who are:

- Reliable and accountable, who take personal pride in their work and ensure that tasks are completed, to the highest standard
- Confident and quick thinking, who can problem solve to meet immediate needs, anticipates further needs and is able to recognise and resolve potential problems
- Calm, well organise and responsive to urgent matters and competing demands
- Articulate and communicate factually and with clear intent
- Emotionally intelligent and have a positive, proactive attitude
- Team orientated, with the energy and commitment to actively build and sustain relationships with other support staff across the Department and the wider APS
- Able to develop and support relationships with internal and external stakeholders.

Duties and responsibilities:
As an Executive Assistant supporting a First Assistant Secretary’s Office, you will play a pivotal role in the day to day operations of the FAS office. You will work as part of a small team and will operate with limited supervision with sound judgement, confidence and the ability to think strategically.

Your duties will include, but are not limited to:

- Monitor and track incoming documents to ensure correspondence is triaged and actioned accordingly
- Provide quality assurance (including proof reading, editing and drafting) of documents such as briefs, minutes and other advice in accordance with departmental guidelines
- Arrange and coordinate meetings with internal and external stakeholders and coordinate venue bookings, audio visual equipment and other meeting resources as required
- Undertake diary management, including prioritising time and drawing attention to matters of importance
- Coordinate and provide administrative support, including printing and collating documents and other briefing material, in a timely manner
- Coordinate travel arrangements, accommodation and supporting documentation, including acquitting corporate travel cards
- Liaise with stakeholders and assisting with the resolution of moderately complex to complex policy, project or operational issues, responding to their needs and expectations as required
- Encourage the building and maintenance of relationships within the EA network and Executive Governance and Support Directorate
- Contribute to a healthy and safe working environment, modelling ethical behaviour and practices consistent with the APS Code of Conduct and APS Values.

Candidates interested in these positions who may not meet all of the specific duties/responsibilities listed but believe they have transferable skills to successfully fulfil this role are still encouraged to apply.

Eligibility

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

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

Notes

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

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

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

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

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

About the Department of Home Affairs

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security and resilience of all Australians through the appointment of a Cyber Security Coordinator and continues to enable rapid responses to threats of foreign interference through the dedicated Counter Foreign Interference Coordinator. Additionally, the Department contributes to Australia's prosperity and unity through the management and delivery of the migration, humanitarian and refugee programs. The Department also promotes social cohesion through multicultural programs, providing settlement services and through managing and conferring citizenship. We encourage applications from Indigenous Australians, people with disability and people from other diverse backgrounds. We are committed to providing a working environment that values diversity and inclusion and supports staff to reach their full potential. For more information www.homeaffairs.gov.au/about-us/careers/working-with-us/workplace-diversity

To Apply

Position Contact	Alyssa Broomby, 02 6264 1986
Agency Recruitment Site	https://jobs.homeaffairs.gov.au/job-invite/132281/

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Vacancy VN-0740645

Department of Home Affairs

Closing Date:Sunday 05 May 2024

People
N/A Various

Job Title	Executive Assistants - Multiple Vacancies
Job Type	Full-Time;Part-Time, Ongoing
Location	Various locations - ACT ACT
Salary	$90,199 - $103,770
Classification	APS Level 6
Position Number	JR 132285
Agency Website	www.homeaffairs.gov.au

Job Description

https://jobs.homeaffairs.gov.au/job-invite/132285/

About the Department:
The Department of Home Affairs is responsible for centrally coordinated strategy and policy leadership in relation to domestic and

national security arrangements, law enforcement, emergency management, counter-terrorism, social cohesion, the protection of our sovereignty, the integrity of our border and the resilience of our national infrastructure.

The Australian Border Force, an operationally independent body within the Department of Home Affairs, is Australia's frontline border law enforcement agency and Australia's customs service. The Australian Border Force delivers critical border protection and national security outcomes while facilitating the movement of people and goods across the border. The Australian Border Force's mission is to protect Australia's border and enable legitimate travel and trade.

Please visit our website for more information about the Department of Home Affairs or Australian Border Force

Duties

Our ideal candidate:
An APS6 Executive Assistant (EA) works alongside the executive within the Department of Home Affairs or the Australian Border Force. To be successful in this role, you will have extensive experience in supporting Senior Executives, be comfortable in managing high volumes of work and navigating competing priorities. Be an effective communicator, demonstrate high levels of initiative, have impeccable attention to detail, sound judgement and resilience.

We are looking for candidates who are:

- Reliable and accountable, who take personal pride in their work and ensure that tasks are completed, to the highest standard
- Confident and quick thinking, who can problem solve to meet immediate needs, anticipates further needs and is able to recognise and resolve potential problems
- Calm, well organise and responsive to urgent matters and competing demands
- Flexible, who can work as required to support a Deputy Secretary, including outside of normal business hours, when required
- Demonstrate experience in coordinating complex or sensitive projects or work programs that have a strategic and / or operation significance
- Communicates factually and with clear intent
- High level of emotional intelligence and a positive, proactive attitude
- Team orientated, with the energy and commitment to actively lead, foster and develop other support staff across the Department and the wider APS; and
- Able to develop and support complex relationships with internal and external stakeholders.

Duties and responsibilities:
As an Executive Assistant supporting a Deputy Secretary, you will play a pivotal role in the day to day operations of the Deputy’s office. You will work as part of a small team and will operate with limited direction with sound judgement, confidence and the ability to think strategically.

Your duties will include, but are not limited to:

- Undertake complex diary management, including prioritising time and drawing attention to matters of importance or of a sensitive and/or complex nature
- Coordinate meetings with internal and external stakeholders and coordinate venue bookings, audio visual equipment and other meeting resources
- Understand the priorities of the Group in order to prioritise work and engagements for the Deputy
- Perform duties on the Deputy’s behalf including fielding requests and complex enquiries, informing decisions, and managing expectations that best support the Deputy, Group and the Department
- Coordination and contribution to briefings and supporting materials, including reporting, meeting and event briefs, travel itineraries etc
- Working closely with members of the Group to ensure timely delivery and quality of work, and with the Deputy’s Executive Support Staff to ensure alignment and transparency of work and deliverables for the Deputy
- Manage travel arrangements, visas, accommodation and supporting documentation, including acquitting corporate travel cards

- Proactively establish and maintain productive relationships with internal and external stakeholders to achieve work and organisational goals
- Perform a leadership role to the Executive Support Service (ESS) and actively foster and promote strong EA networks across the APS
- Contribute to a healthy and safe working environment, modelling ethical behaviour and practices consistent with the APS Code of Conduct and APS Values.

Eligibility

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

The successful candidate will be required to obtain and maintain a Negative Vetting Level 1 (AGSVA) security clearance and an Employment Suitability Clearance (ESC).

Notes

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

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

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

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RecruitAbility applies to this vacancy. Under the RecruitAbility scheme you will be invited to particip if you choose to apply under the scheme; declare you have a disability; and meet the minimum req https://www.apsc.gov.au/recruitability

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About the Department of Home Affairs

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To Apply

Position Contact	Emma Fooks, 02 6225 8001
Agency Recruitment Site	https://jobs.homeaffairs.gov.au/job-invite/132285/

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Vacancy VN-0740762

Department of Home Affairs

Closing Date:Sunday 12 May 2024

Integrity Security & Assurance
Security Branch Security Investigations

Job Title	Investigator/Assessment Officer
Job Type	Full-Time, Ongoing
Location	Various locations - ACT ACT
Salary	$90,199 - $103,770
Classification	APS Level 6
Position Number	132214
Agency Website	www.homeaffairs.gov.au

Job Description

https://jobs.homeaffairs.gov.au/job-invite/132214/

Chief Operating Officer Group | Integrity Security & Assurance | Security Branch | Security Investigations

Security Branch is responsible for developing, implementing and administering security policies and procedures that promote a secure and safe work environment for departmental workers while providing adequate protection for the department's information and assets.

The Security Investigations section conducts assessments and investigations into alleged serious security incidents affecting the department's property, personnel and information in accordance with the Protective Security Policy Framework (PSPF), the Australian Government Investigation Standards (AGIS) and departmental policies and procedures.

In addition, the section also maintains an e-Discovery capability to support investigations. The Systems Interrogations teams' primary function is to interrogate and perform e-discovery on a variety of departmental systems. Data is interrogated, extracted and collated in support of both internal and external security and integrity related investigations, with scope extending to departmental litigation and FOI enquiries.

The position is currently based in Belconnen ACT and may require extended work hours or flexible work times.

Please visit our website for more information about the Department of Home Affairs or Australian Border Force

Our ideal candidate

Our ideal candidate/s will be passionate about security and have demonstrated practical experience.

- Sound working knowledge or ability to quickly acquire a good understanding of security frameworks and standards, including the Protective Security Policy Framework (PSPF), the Information Security Manual (ISM) and internal security procedural instructions.
- Demonstrated ability to problem solve, think strategically and research, investigate and analyse issues to recommend effective solutions.
- The ability to establish and maintain productive working relationships with key stakeholders to achieve protective security outcomes.
- Self-driven and possess excellent written and verbal communication skills and the ability to influence the key security outcomes across the Department of Home Affairs and ABF.
- Applicants will have a strong work ethic and be skilled at working both within a team and independently, under limited supervision, and see work through to completion.

Duties

Specific duties and responsibilities of the role will include:

- Assess security incidents within legislative, policy and legal frameworks.
- Conduct security assessments/investigations as a means to determine the cause/s of a security incident and assess any resulting harm to the Department.
- Identify vulnerabilities in the department's protective security systems/policies and recommend risk mitigations to address immediate or ongoing security risks.
- Use a range of internal and external resources, and techniques to gather information and/or evidence to support decisions and recommendations. Including preparation of complex high quality written material on sensitive matters.
- Work closely with business areas on recommendations for improving and strengthening departmental security policies and procedures.
- Comply with mandatory reporting obligations in accordance with the PSPF and provide security awareness training and education services as required.

Eligibility

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

The successful candidate will be required to obtain and maintain a Negative Vetting Level 2 (AGSVA) security clearance and an Employment Suitability Clearance (ESC).

Notes

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

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To Apply

Position Contact	Holly BEVAN, 02 6223 8207
Agency Recruitment Site	https://jobs.homeaffairs.gov.au/job-invite/132214/

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Vacancy VN-0740684

Department of the House of Representatives

Closing Date:Tuesday 07 May 2024

Serjeant-at-Arms' Office

Job Title	Supervisor Messenger Services
Job Type	Full-Time, Ongoing
Location	Capital Hill ACT
Salary	$86,784 - $91,830
Classification	APS Level 5
Position Number	5007
Agency Website	https://www.aph.gov.au/About_Parliament/Employment/Depa

Job Description

https://www.aph.gov.au/about_parliament/house_of_representatives

The Department of the House of Representatives provides services to support the efficient conduct of the House of Representatives, its committees and certain joint committees, and also provides a range of services and facilities for Members of Parliament in Parliament House. The department also promotes the work of the House in the community and supports the conduct of the Parliament's international and regional relations.

About the section

The Serjeant-at-Arms Office is responsible for providing general support and administrative services to the operations of the House of Representatives Chambers, Members of Parliament and the Department and its executive.
The Serjeant-at-Arms Office provides advice and support to the Speaker, ministers, members and their staff, the department's executive and staff on accommodation, chamber-related administrative matters and security. It also performs ceremonial roles associated to the Parliament and supports both chambers through Messengerial Services.

Duties

About the role

The occupant of the role will lead and manage a team of approximately 30 (principally non-ongoing sessional) staff performing duties for the Department and the operations of the House of Representatives chambers. The occupant of the role will undertake and oversee messengerial duties in the House of Representatives chamber and Federation chamber in parliamentary sitting weeks. The occupant of the role will ensure that Messengerial Services staff will support the clerks at the table within the chambers by delivering messages, anticipating procedural requirements, and responding to the Speaker.

Working under direction, the occupant of the role will perform complex staff management and rostering functions and will ensure that departmental information and requirements are effectively communicated to the Messengerial services team. The occupant will assist with the delivery of ceremonial events in the House of Representatives, such as the opening of parliament and guest of government visits.

The occupant of the role will have demonstrated leadership skills, the ability to work with limited supervision and demonstrated knowledge of parliamentary procedure, or the capacity to develop this quickly.

Duties

The Supervisor Messenger Services will:

1. Manage the work of the Messengerial staff, including the chambers.
2. Manage the Messengerial staff, including:

- daily task management;
- training and work performance according to individual agreements;
- assess development and training needs;
- prepare duty rosters, manage overtime, flextime and leave entitlements;
- identification and escalation of more complicated staffing issues; and
- apply departmental policies.

1. Develop and maintain written procedures for Messengerial staff, including:

- Chamber and Federation Chamber support;
- general support services;
- committee room support;
- purchase and provision of uniforms;
- ministerial wing support;
- mail and courier services; and
- operations of the Transport Office.

1. Assist with the coordination of ceremonial events in the House of Representatives.
2. Maintain records for statistical purposes in accordance with Departmental policy.
3. Assist with the general functioning of the Serjeant-at-Arms office as required.

Eligibility

The occupant of this role must be an Australian citizen and will be required to obtain and maintain a Baseline Security Clearance. Maintenance of a security clearance at this level is essential to the role, and failure to maintain a security clearance at this level may result in termination of employment.

Notes

Selection criteria

To perform the duties of the position, the occupant will require, in order of importance, the following background skills, knowledge and experience:

1. strong supervision skills, including demonstrated ability to lead a team, allocate resources, identify talent, train staff, and manage a roster of casual and sessional staff.
2. ability to provide support to the Speaker and the Clerks at the table within the House of Representatives and Federation chambers, including a knowledge of procedural requirements or the ability to quickly gain this knowledge.
3. ability to provide management for the operations of the House of Representatives committee rooms, and ensure resources are available to meet committee and other meeting room requirements.
4. high level organisational and administrative skills including the ability to work effectively under pressure, plan and coordinate daily activities, attention to detail, meet deadlines, keep accurate records, and work cooperatively in a small team environment.
5. written and oral communication skills and personal qualities of professionalism, tact, discretion, and courtesy.

ability to interpret and apply departmental policies as they relate to members of the Messengerial team, particularly in relation to workplace diversity, industrial democracy and work health and safety.

About the Department of the House of Representatives

The Department of the House of Representatives provides services to support the efficient conduct of the House of Representatives, its committees and certain joint committees, and also provides a range of services and facilities for Members of Parliament in Parliament House. The department also promotes the work of the House in the community and supports the conduct of the Parliament's international and regional relations.

To Apply

Position Contact	Mike Hughes, 02 6277 4893
Agency Recruitment Site	https://www.aph.gov.au/about_parliament/house_of_representatives

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Vacancy VN-0740573

Department of the Senate

Closing Date:Sunday 26 May 2024

Committee Office
Committee Office

Job Title	Indigenous Liaison Officer
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Barton ACT
Salary	$104,587 - $114,727
Classification	APS Level 6
Position Number	22
Agency Website	https://www.aph.gov.au/About_Parliament/Parliamentary_De

Job Description

The Department of the Senate invites applications for the role of Indigenous Liaison Officer.

The Indigenous Liaison Officer will support the work of the Committee Office by improving the way secretariats and committees engage with Aboriginal and Torres Strait Islander communities, networks and organisations.

The Indigenous Liaison Officer will establish and maintain effective professional networks with a diverse range of stakeholders, particularly Aboriginal and Torres Strait Islander communities and organisations. The Indigenous Liaison Officer will promote and facilitate culturally appropriate interactions and communication between Senate committees and Aboriginal and Torres Strait Islander communities, and provide advice on cultural protocols and matters affecting Aboriginal and Torres Strait Islander communities. All tasks require the Indigenous Liaison Officer to exercise sound judgement, manage a range of stakeholder expectations, and navigate politically and culturally sensitive issues.

Duties

1. Liaise with a diverse range of stakeholders and establish effective professional relationships with Aboriginal and Torres Strait Islander communities, networks and organisations.
2. Provide expert oral and written advice in relation to Aboriginal and Torres Strait Islander cultural protocols, practices and issues related to the work of committees.
3. Assist with the management of administrative tasks to support the participation of members of Aboriginal and Torres Strait Islander communities in committee inquiries including public hearings.
4. Undertake research, analysis and reporting activities including to support the development of resources to guide and support engagement and interaction between Senate committees and Aboriginal and Torres Strait Islander communities.
5. Develop and maintain sound knowledge of Senate procedures and parliamentary law and practice, particularly as they relate to the work of committees.

Eligibility

Notes

As this is a new position, the successful applicant will be offered a 12 month non-ongoing engagement, with the possibility of extension or ongoing employment.

To apply, you are asked to provide a one-page pitch addressing the selection criteria and setting out the skills and experience you would bring to the role. You are also asked to provide a copy of your résumé.

As this position is restricted to Aboriginal and Torres Strait Islander applicants, you may be asked to provide evidence, including a statutory declaration, of your cultural identity if shortlisted for the role.

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

About the Department of the Senate

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

To Apply

Position Contact	HRM.Sen@aph.gov.au, 0262775924
Agency Recruitment Site	https://recruitmentsenate.nga.net.au/cp/index.cfm?event=jobs.listJobs&jo

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Vacancy VN-0740680

Department of the Senate

Closing Date:Sunday 12 May 2024

Senate Public Information Office

Job Title	Graphic Designer
Job Type	Full-Time, Ongoing
Location	Barton ACT
Salary	$104,587 - $114,727
Classification	APS Level 6
Position Number	99
Agency Website	https://www.aph.gov.au/About_Parliament/Parliamentary_Dep

Job Description

https://recruitmentsenate.nga.net.au/cp/index.cfm?event=jobs.listJobs&jobListid=22fc4f47-e994-46a3-b8c9-9bc901

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

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

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

Duties

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

Eligibility

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

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

Notes

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

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

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To Apply

Position Contact	HRM.Sen@aph.gov.au, 02 6277 5924
Agency Recruitment Site	https://recruitmentsenate.nga.net.au/cp/index.cfm?event=jobs.listJobs&jo

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

Vacancy VN-0740635

Department of the Treasury

Closing Date:Monday 06 May 2024

Various

Job Title	APS4 - APS5 Executive Assistants
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Melbourne VIC, Canberra ACT, Sydney NSW
Salary	$77,328 - $92,507
Classification	APS Level 4;APS Level 5
Position Number	38-2024
Agency Website	www.treasury.gov.au

Job Description

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

About the Treasury

The Treasury is a respected and influential central economic agency. We provide advice and analysis to the Australian Government on a broad range of economic, fiscal, structural, financial and tax policy issues. We also monitor global economic conditions to make sure Australia is well placed to respond to emerging trends.

We seek passionate people from diverse professions who will work collaboratively to deliver the ideas and advice that will help Australia meet future challenges. With attractive commencing salary, superannuation, generous leave entitlements and career development opportunities, you will be well rewarded at the Treasury.

Duties

About our Executive Assistant Roles

We are seeking candidates to join our Executive Assistant (EA) team at the APS4 and APS5 classification levels. In this role you will be required provide high-level executive and administrative support to Senior Executive Service (SES) officers and divisional staff.
Currently several vacancies at the APS 4 classification level are available for immediate filling.
As an Executive Assist you will:

- manage, coordinate and prioritise the workflow of the SES office to ensure priorities and deadlines are met including diary management, email and telephone enquiry handling and routine correspondence such as emails
- provide secretariat support including agendas and meeting minutes and maintain information resources e.g. procedures, processes, documents and planning tools within your work area to foster and support the division’s goals and objectives,
- provide high level administrative and coordination support, including managing and organising meetings, briefings and events and anticipating and managing competing commitments

- handle sensitive information, maintain confidentiality and model ethical behaviour and practices consistent with the APS Code of Conduct and APS Values,
- work collaboratively with other Executive Assistants/Executive Officers and the broader business area
- undertake a broad range of corporate and administrative support functions across the division including procurement, accounts processing, project and research work or analysis and other tasks as required, and
- manage records and use systems including SharePoint, Microsoft Office, PDMS, Tech1 and other tools and share information and knowledge across the Executive Assistant network.

At the **APS4 level** you will manage the office and diaries of at least one SES Band 1.

At the **APS5 level** you will manage the office and diary of an SES Band 2 (or equivalent) and mentor and support new and junior staff members and assist Senior Executive Assistants when required. You will have experience in a previous EA or senior administration support role.

Executive Assistants (EAs) at Treasury are highly valued employees and have access to support and opportunities such as mentoring, peer support, shared learning and ongoing professional development.

Don't miss this exciting opportunity to be part of a network of Executive Assistants that collaborate and innovate across our department.

A merit pool may be established to fill future ongoing and non-ongoing similar vacancies, should they become available within 18 months from the date advertised.

Further information
Applications close **Monday 6 May 2024** at **11:30pm.**

Non-ongoing opportunities may be offered for a specified term for an initial period of up 12to 18 months (determined by business requirements), with the possibility of extension up to two years.

For further information, please refer to the Position Descriptionsfor comprehensive information about the Treasury or contact the Recruitment Team through (02) 6263 2222 (Option 3) orrecruitment@treasury.gov.au. **Eligibility**

This vacancy is open to Australian Citizens only and you must have the ability to obtain and maintain a minimum Baseline security clearance. This will be paid for you by The Treasury upon an offer of employment. For further information, please visit defence.gov.au/security/clearances or contact our the Recruitment team for a chat.

Notes

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

About the Department of the Treasury

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other benefits, including generous leave entitlements, salary packaging and a closedown period over the Christmas holiday. The Treasury is a flexible, dynamic and diverse workplace with offices in Canberra, Sydney, Melbourne and Perth.

To Apply

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

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Vacancy VN-0740673

Department of the Treasury

Closing Date:Sunday 12 May 2024

Law Division

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

Job Description

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

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

About the Roles

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

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

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

Law Division is looking to fill the following vacancies:

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

Duties

- Lead the design and development of legislative projects, conduct research and analysis and provide advice on matters relevant to the work of your team with support and guidance from an Executive Level 2 Director or SES Band 1 Assistant Secretary.
- Prepare drafting instructions for the Office of Parliamentary Counsel to implement new policy.
- Draft legislative instruments to implement new policy.
- Draft explanatory materials to support new law.
- Support the development of policy by providing advice on legislative design options and implications.
- Provide advice to Ministers' Offices, and across Treasury, on a range of legislation process matters, including requirements for the introduction of Bills into Parliament, parliamentary procedures and decision making by the Federal Executive Council.
- Manage and coordinate end-stage delivery processes for the making of legislation in accordance with set timeframes.
- Provide expert advice on law, law design and delivery, and legal policy to inform effective policy development and its implementation and meet organisational objectives.

Capabilities Required for all Positions:

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

Desirable Qualifications/Experience:

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

EL1 Level Applicants: In addition to criteria above, you will be required to demonstrate experience in managing more complex matters and greater depth of skill and/or experience. You

will also be able to demonstrate your leadership abilities in relation to stakeholder management and project oversight and delivery.

Eligibility

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

Notes

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

About the Department of the Treasury

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To Apply

Position Contact	Chris Leggett, 02 6263 3357
Agency Recruitment Site	http://careers.tspace.gov.au/cw/en/listing/

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Vacancy VN-0740726

Department of the Treasury

Closing Date:Sunday 19 May 2024

Small and Family Business Division

Job Title	APS5-APS6 Analysts & EL1 Assistant Directors
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Canberra ACT, Sydney NSW, Melbourne VIC, Perth WA
Salary	$86,940 - $146,743
Classification	APS Level 5;APS Level 6;Executive Level 1
Position Number	40-2024
Agency Website	www.treasury.gov.au

Job Description

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

The Treasury is seeking enthusiastic and highly motivated applicants across multiple roles in the Small and Family Business Division to help develop an internationally competitive and productive environment for small businesses.

If you are a team player, have an interest in working on key government priorities, implementing important regulatory reforms and small business programs, building an evidence base for change and providing advice on a broad range of small business policy issues, then we want to hear from you!

Duties

Position Duties:

- Work within a diverse team to deliver research and analysis, and strategic policy advice in relation to matters affecting small businesses;
- Design and implement small business programs, including developing legislation;
- Build positive, collaborative working relationships with, and be responsive to the needs of, a broad range of stakeholders, including across governments, portfolio regulators, industry peak bodies, corporate entities and small businesses;
- Demonstrate initiative, flexibility, and capacity to solve problems and work effectively with others, with a strong desire to contribute to the work and culture of the division; and
- Prepare high quality reports, briefings, submissions, and correspondence.

Applicants are encouraged to review the Integrated Leadership System (ILS) profiles: EL1 Profile, APS6 Profile, or APS5 Profile to determine their suitability across each classification level, and nominate the classification(s) they would like to be considered for within the application form.

Desirable Qualifications / Experience

- You will have relevant career experience or transferable skills and demonstrate ability to support and engage with the future direction of the Small and Family Business Division.

- Tertiary qualification(s) in a relevant field, including, but not limited to, economics, law, business, finance, public policy, regulatory policy or operations, project management, political science and/or mathematics are desirable but not essential.

About Small and Family Business Division

The Small and Family Business Division provides expert policy advice to government and designs and delivers a range of programs and regulatory functions to support the growth of small and family businesses. We also work with other Australian Government agencies, the States and Territories and participate in international fora to influence and shape policy, regulation and support measures that affect Australian small business. We do this to support the building of a sustainable and productive sector, recognising the value of small businesses to the economy and the vital contribution they make to Australia's prosperity, economic resilience, wellbeing and community.

The Division comprises two Branches:

The **Small Business Policy Branch** develops the Government's broader strategic policy framework for facilitating the growth and resilience of small businesses; provides policy advice across a broad range of small business issues including franchising, digital, cyber security, mental health, and financial counselling; oversees wellbeing support programs; and engages in international fora, such as the OECD and APEC.

The **Payment Performance Branch** provides policy advice on the payment practices and trends of large business, government business enterprises and government agencies impacting their small business suppliers. The branch also delivers initiatives to improve payment times for small businesses, as well as supporting the Payment Times Reporting Regulator in the administration of the Payment Times Reporting Scheme.

Eligibility

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

Notes

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About the Department of the Treasury

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To Apply

Position Contact	Kylie Bourke, 02 6263 4332
Agency Recruitment Site	http://careers.tspace.gov.au/cw/en/listing/

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Vacancy VN-0740748

Department of the Treasury

Closing Date:Sunday 05 May 2024

Corporate Division

Job Title	EL1 Senior Dynamics Developer
Job Type	Full-Time;Part-Time, Non-Ongoing
Location	Parkes ACT
Salary	$127,925 - $146,743
Classification	Executive Level 1
Position Number	39-2024
Agency Website	www.treasury.gov.au

Job Description

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

The Dynamics Systems Unit within Treasury are seeking an EL1 Senior Dynamics Developer to work in a multidisciplinary team, undertaking project and BAU support activities.

About the Team:

The Dynamics Systems Unit is one of several units within the Information Services Branch, and partners with Treasury business and other ISB teams in the support, sustainment, and enhancement of the Treasury's Dynamics capability. The unit works closely with other technical teams within Information Services Branch to compliment services provided to internal business units and external entities. The unit governs and supports the Department's internal and client-facing case management systems, such as the Foreign Investment Management System, Franchise Disclosure Register, and Payment Times Reporting Scheme system. The unit delivers new systems, operational support, and remediation activities through small and large-scale projects.

Duties

The Senior Dynamics Developer works in a multidisciplinary team, undertaking project and BAU support activities. The role reports into the Director Dynamics Systems and supports the strategic direction of the section and Branch.
Your specific responsibilities include:

- Collaborating with stakeholders to identify technology needs and align it with the overall strategic objectives.
- Collaborating with the development teams on the design, implementation, and maintenance of robust and scalable IT solutions and ensuring that all systems are up-to-date, secure, and optimised for performance.
- Providing high quality technical advice to the managers on the issues that impact business as Usual operations and IT solution implementations.
- Taking the lead in establishing and maturing the DevOps, DevSecOps and Cloud capabilities and optimizing software development lifecycle.
- Providing technical support to business users and collaborating with other support teams to develop and improve technical support processes.
- Engaging with vendors and external service provides to evaluate and implement technology solutions.
- Representing the unit on technical panels and working groups.

Desirable Qualifications / Experience

- Tertiary qualifications in ICT or related field
- Expertise in Dynamics development and Azure development
- Proven experience with integration Dynamics 365 with other systems
- Proficiency in CI/CD tools such as Azure DevOps
- Excellent problem-solving and analytical skills
- Excellent communication and collaboration skills

Eligibility

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

Notes

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To Apply

Position Contact	Ryan Nott, ryan.nott@treasury.gov.au
Agency Recruitment Site	http://careers.tspace.gov.au/cw/en/listing/

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Vacancy VN-0740624

Future Fund Management Agency

Closing Date:Friday 26 April 2024

Job Title	Director, Risk Partnering (Corporate Functions)
Job Type	Full-Time, Ongoing
Location	Melbourne VIC
Salary	-
Classification	Executive Level 1
Position Number	2303
Agency Website	www.futurefund.gov.au

Job Description

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

The centralised Enterprise Risk (ER) function, reporting to the Chief Risk Officer (CRO) has responsibility for the ongoing development and maintenance of the organisation’s Risk Management Framework (RMF) (and related policies and risk appetites) and Compliance Management Framework (CMF), as well as providing “second line” ER and compliance management oversight, services and business partner support across all business units in the Agency. A separate Portfolio Risk function exists which reports to the Chief Investment Officer.

Enterprise Risks are all the risks (other than Portfolio Risks) facing the organisation and the achievement of its purpose and strategy, including risks in our investment and non-investment processes. The “first line” (ie the business) owns and is accountable for managing ERs and Portfolio Risks, with support from the ER and Portfolio Risk functions respectively.

The Head of Enterprise Risk (HoER) has overall responsibility for leading a focused and

high-performing ER function. The Director, Risk Business Partnering (Corporate Functions) will support the HoER as the lead risk business partner for the Agency's corporate functions. The in-scope corporate functions this role will support include:

- Finance • Technology
- Organisational Enablement
- Corporate Affairs
- People, Culture, and Inclusion
- Legal
- CEO Office

In addition to the key responsibilities outlined below, the Director, Risk Business Partnering (Corporate Functions) will support and assist other Enterprise Risk functions as directed by the HoER from time to time.

Reports to: Head of Enterprise Risk
Direct Reports: Analyst, Risk Business Partnering (Corporate Functions)

Duties

Key Responsibilities

Enterprise Risk Partner (Corporate Functions)

- Develop a Risk Business Partnering strategy for the Agency's corporate functions that defines the engagement model, scope of services, approach to quality management, and high-level 3-year plan outlining time frames and sequencing for the implementation of ER support to in-scope business units.
- Lead the development of annual work programs that outline the key BAU and change activities the Risk Business Partner team will deliver for IBO, ensuring socialisation and agreement of timeframe, priorities and sequencing with the IBO Operational Leadership Team (OLT).
- Work collaboratively with the Risk Governance & Strategy team to provide input into the development of the Agency's RMF and associated policies and procedures. • Lead the socialisation, training and education to the Agency's corporate functions of the Agency's RMF and associated policies and procedures.
- Work collaboratively with Risk Governance & Strategy and Compliance to ensure seamless delivery of Enterprise Risk support to the corporate functions, through coordination, prioritisation and sequencing of risk management activities.

Risk Appetite

- Develop, review and propose updates to qualitative/quantitative risk appetite for enterprise risks by translating the Board approved high-level qualitative risk appetite statements.
- Develop, review and propose updates to tolerance/risk limits for Enterprise risks relevant to the corporate functions.
- Lead the periodic measurement and reporting of enterprise risks against appetite and tolerance for corporate functions. • Work collaboratively with business unit teams to identify and implement measures when enterprise risks are approaching or outside appetite/tolerance.

Business Unit Risk Profiles

- Lead and oversee support to the Agency's corporate functions for the following risk assessment activities:
  - Risk identification;

o Inherent-risk assessment; o Assigning risk owners;
o Control identification and design;
o Assigning control owners;
o Residual-risk assessment;
o Determine risks and controls to be retired (if any).
• Ensure periodic Detailed Risk Reviews are conducted, working with the relevant risk owners, and oversee the methodology and quality of reviews.
• Lead and oversee support to the business units to map business processes associated with material risks, where required.

Controls Assurance

• Develop, review and maintain the Controls Assurance Schedule for corporate functions.
• Perform periodic controls testing of corporate function controls, including validation and reporting of testing outcomes.
• Provide input to management actions defined by business units to ensure they address the findings from assurance activities. • Oversee progress to address management actions and validate readiness for closure.
• Contribute to, and advise on, the above activities for the corporate function BUs, as a subject matter expert.

Incident Management

• Lead and oversee support to the Incident Owner with the following activities in line with the Agency Incident Management Policy:
o Determination of the incident rating
o Investigate incident o Manage incident – includes producing monthly incident progress reporting;
o Review and advise on the suitability and adequacy of remedial actions, including those to prevent reoccurrence.
o Recommendation to close the incident, once all required actions have been taken.

Organisational Resilience

• Lead the identification of corporate function critical business operations and material service providers.
• Lead and support the development and testing of business continuity plans for critical business operations.

Outsourced Service Provider Governance

• Contribute to the development and maintenance of fit for purpose governance and policy requirements for the management and oversight of outsourced service providers.

Internal Audit

• Provide input to the development of the annual Internal Audit Plan, with respect to corporate function BUs.
• In conjunction with the internal auditor, facilitate the development of internal audit scopes for internal audits.

• Provides support to business units to coordinate meetings and collate documents requested by the internal auditor in undertaking each Internal Audit review. • For each internal audit review, provide a second line review of the appropriateness of the following:
o Internal Audit Findings;
o Improvement Opportunities;
o Management Actions.

• Support the following activities:
o Implement Management Actions; o Track Management Actions;
o Report Management Actions.

Enterprise Risk systems and tools

• Maintain the Risk Register and supporting risk management registers and dashboards for corporate functions.

Training & Awareness

• Provide subject matter expertise to create content for relevant Enterprise Risk training and awareness.

Lead an Enterprise Risk Business Partner team

• Build, lead, mentor and develop a high performing Enterprise Risk Business Partner team, looking to contemporary external thinking and peer models.
• Work collaboratively to maintain constructive connection with the other ER functions, particularly Risk Partnering (Investment Process) and business units.

Contribution to broader organisational risk management and culture

• Foster, promote and role model a positive risk management culture, including through preparation or presentation of internal communications
• Provide input and support to the HoER on risk culture and risk management initiatives.

Eligibility

Skills and Experience

• A formal tertiary qualification is required.
• A University degree in economics, commerce, finance or law is suitable, however a diverse range of qualifications may be accepted for a highly motivated candidate with relevant experience.

Knowledge and Experience
• Be an experienced risk professional with significant experience, with a strong understanding of risk management in the financial services or investment management industries. • A strong understanding of operational risks within a financial services industry environment.
• Capable of creating and maintaining frameworks, methodologies and tools underpinning risk

management.
- Demonstrated ability to work in partnership with others including harnessing the support of senior stakeholders and fostering collaboration.
- Ability to maintain confidences and apply sound judgement in complex situations.

Attributes

- Strategic thinker who considers and understands the broader Agency context and requirements when planning and executing business partner activities.
- Experienced risk professional able to contribute to the Enterprise Risk leadership team across all areas of the team's remit and advise the HoER.
- People leader who prioritises the development of individual team members through ongoing coaching. • Effectively structures and manages the team's task allocation to create efficiency, maintain quality, and create development opportunities.
- Attention to detail in reviewing and ensuring the quality of all deliverables, while taking a broader "risk aware" perspective.
- A risk professional, who maintains knowledge of contemporary risk practices and thinking.
- Has excellent interpersonal, written and verbal communication skills including the ability to liaise with and influence stakeholders at all levels.
- Is solution focused when things go wrong and looks for how to fix it, not who to blame.
- Team player with a proactive and helpful nature who role models the Future Fund Way and Values.
- Highly organised with strong time and output management ability.
- Open to other points of view and the agility to adapt to new information or changing priorities.
- Mature and calm demeanour, which is maintained when under pressure.

Notes

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

About the Future Fund Management Agency

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

To Apply

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

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Vacancy VN-0740597

Independent Health and Aged Care Pricing Authority

Closing Date:Sunday 05 May 2024

The Independant Health Aged Care Pricing Authority
Office of the CEO

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

Job Description

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

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

Duties

Key responsibilities will include, but not be limited to:

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

Eligibility

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

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

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

Notes

Applications close 11:30pm AEDT/AEST.

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

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

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

About the Independent Health and Aged Care Pricing Authority

The Independent Hospital Pricing Authority (IHPA) was established under the National Health Reform Act 2011 (NHR Act) (Cwlth) to improve health outcomes for all Australians. Its primary responsibility has been to enable the implementation of national activity based funding of public hospital services through the annual determination of the national efficient price and national efficient cost. These determinations play a crucial role in calculating the Commonwealth funding contribution to Australian public hospital services, and offer a benchmark for the efficient cost of providing those services as outlined in the National Health Reform Agreement. On 12 August 2022 amendments to the NHR Act came into effect changing IHPA's name to the Independent Health and Aged Care Pricing Authority (IHACPA) and expanding its role to include the provision of costing and pricing advice on aged care to the Commonwealth Government.

To Apply

Position Contact	Katie Smith, 02 8215 1177
Agency Recruitment Site	https://www.health.gov.au/about-us/work-with-us

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Vacancy VN-0740974

Indigenous Land and Sea Corporation

Closing Date:Monday 06 May 2024

Western Division
Perth Program Delivery

Job Title	Project Advisor
Job Type	Full-Time, Ongoing
Location	Perth WA
Salary	$96,194 - $106,650
Classification	APS Level 6
Position Number	0001
Agency Website	

Job Description

https://www.ilsc.gov.au/about/careers/project-advisor-perth/

Ongoing Full-time opportunity based in Perth
Opportunities to work on rewarding and diverse projects
Salary range of $96,194 to $106,650 plus 15.4% superannuation

The Indigenous Land and Sea Corporation (ILSC) is a corporate Commonwealth entity established under the ATSI Act and subject to the PGPA Act. The ILSC assists Aboriginal and Torres Strait Islander people to realise economic, social, cultural and environmental benefits that the ownership and management of land, water and water related rights can bring. The ILSC provides this assistance through the acquisition and management of rights and interests in land, salt water and freshwater country.

The ILSC is seeking a proactive and motivated Project Advisor to join our Western Divisional Office. With a diverse project portfolio, this role is both rewarding and challenging as it delivers economic, environmental, social and/or cultural benefits to Indigenous Australians.

Duties

Under the direction of the Operations Manager, you will:

- Negotiate with stakeholders and facilitate a collaborative approach to project development to optimise and deliver sustainable economic, environmental, social, or cultural benefits to Indigenous Australians.
- Proactively develop proposals for the ILSC to assist Indigenous Organisations to acquire land and water rights or manage land that they already own to deliver sustainable economic, environmental, social, or cultural benefits.
- Undertake research, market analysis, project scoping, due diligence, and feasibility analysis of projects to establish the business case for ILSC investment.
- Individually or in a team, prepare for and facilitate workshops to assist stakeholders and the ILSC to make informed decisions, and to set and monitor future objectives regarding land and water ownership and management.
- Plan, negotiate, develop, and maintain effective relationships with stakeholders and agencies in order to foster beneficial partnerships to enhance and extend the application of ILSC programs.
- Develop regional knowledge (demographics, needs, issues, etc.) in order that activities are focussed, coordinated, strategic, effective, and regionally relevant.
- Manage existing and new land and water acquisition and management projects so that sustainable outcomes are achieved in a timely manner and project compliance is maintained.

- Prepare high quality reports, Board papers and briefings related to land and water acquisition and management functions in accordance with agreed ILSC processes and procedures.

https://www.ilsc.gov.au/wp-content/uploads/2024/04/Position-Profile_Project-Advisor_WDO_20240

Eligibility

Notes

At the ILSC we offer:

- More than just a job. We offer you the opportunity to make a real, positive difference to the lives of First Nations peoples. When we return land and water Country to Indigenous ownership, or fund a new Indigenous enterprise or management project, we strengthen and deepen Indigenous connection to Country and advance progress towards self-determination.
- Generous leave entitlements and work conditions, including:
  - 15.4% superannuation on top of your salary
  - Flexible hybrid work environment (2 days WFH)
  - Not-For-Profit salary packaging
  - Paid leave over the Christmas and New Year's period
  - Access to generous parental leave
  - Training and development opportunities
  - Generous Studies Assistance program
- Health and wellbeing programs:
  - Healthy Employment Scheme (HES) – An annual allowance towards your wellbeing
  - Screen Based Equipment Scheme – Includes eye testing and an allowance towards spectacles
  - Free Skin Checks

If you have a passion to drive change and want your work to align with your values to make a real difference, we invite you to apply now and start the conversation.

The preferred applicant will be engaged under the provisions of the ILC Enterprise Agreement.

TARGETED VACANCY – *This role is open to all applicants, however those who identify as Aboriginal and/or Torres Strait Islander and meet the requirements and are ranked suitable for the role will be given priority consideration in this recruitment process.*

Applications are to include a current CV and covering letter (covering letter to be maximum 2 pages detailing how your skills and experience align with the position profile selection criteria). You should also include a statement addressing your cultural capability. Further information may be requested if you are selected for interview. You must be an Australian resident to apply for this role.

If you'd like to find out more, please contact **Caitlin Richards – Operations Manager on 0400 901 497.**

Applications close Monday 6 May 2024.

At the ILSC we're committed to building a diverse and inclusive workplace to ensure our workforce is representative of the communities we support.

Aboriginal and Torres Strait Islander people are encouraged to apply.

About the Indigenous Land and Sea Corporation

The Indigenous Land and Sea Corporation (ILSC) is a corporate Commonwealth entity established under the ATSI Act and subject to the PGPA Act. The ILSC assists Aboriginal and Torres Strait Islander people to realise economic, social, cultural and environmental benefits that the ownership and management of land, water and water related rights can bring. The ILSC provides this assistance through the acquisition and management of rights and interests in land, salt water and freshwater country.

To Apply

Position Contact	Caitlin Richards – Operations Manager, 0400 901 497
Agency Recruitment Site	https://www.ilsc.gov.au/about/careers/project-advisor-perth/

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Vacancy VN-0740976

Indigenous Land and Sea Corporation

Closing Date:Monday 06 May 2024

Western Division
Perth Program Delivery

Job Title	Project Officer (Indigenous identified Opportunity)
Job Type	Full-Time, Ongoing
Location	Perth WA
Salary	$77,020 - $83,686
Classification	APS Level 6
Position Number	0002
Agency Website	

Job Description

https://www.ilsc.gov.au/about/careers/project-officer-indigenous-identified-opportunity/

Full time Ongoing opportunity based in Perth
Indigenous Identified opportunity – open to Indigenous applicants only
Salary range $77,020 to $83,686 (plus 15.4% super)

The Indigenous Land and Sea Corporation (ILSC) is a corporate Commonwealth entity established under the ATSI Act and subject to the PGPA Act. The ILSC assists Aboriginal and Torres Strait Islander people to realise economic, social, cultural, and environmental benefits that the ownership and management of land, water and water related rights can bring. The ILSC provides this assistance through the acquisition and management of rights and interests in land, salt water and freshwater country.

The ILSC has an opportunity for an enthusiastic Indigenous Project Officer to work within a very collaborative project team to identify, develop and implement projects, working directly with people from Indigenous corporations to deliver economic, environmental, social and/or cultural benefits to Indigenous Communities. ILSC offers significant guidance, support and mentoring for the right candidate and will consider applicants who demonstrate the aptitude and capability but who have limited experience.

Duties

Reporting to the Operations Manager you will:

- Assist as part of a project team to identify, develop and implement projects that deliver economic, environmental, social or cultural benefits to Indigenous Australians.
- Managing land and water assets with the intention of divesting the assets to Indigenous organisations.
- Developing projects that support the aspirations of Indigenous people and maximise the productivity of their assets.
- Providing reports, liaison with partners, and ensuring the performance of contract obligations relating to scheduled works, and lease agreement obligations.

https://www.ilsc.gov.au/wp-content/uploads/2024/04/Position-Profile_-Project-Officer_-WDO_2024(

Eligibility

Notes

At the ILSC we offer:

- More than just a job. We offer you the opportunity to make a real, positive difference to the lives of First Nations peoples. When we return land and water Country to Indigenous ownership, or fund a new Indigenous enterprise or management project, we strengthen and deepen Indigenous connection to Country and advance progress towards self-determination.
- Generous leave entitlements and work conditions, including:
    - 15.4% superannuation on top of your salary
    - Flexible hybrid work environment (2 days WFH)
    - Not-For-Profit salary packaging
    - Paid leave over the Christmas and New Year’s period
    - Access to generous parental leave
    - Training and development opportunities
    - Generous Studies Assistance program
- Health and wellbeing programs:
    - Healthy Employment Scheme (HES) – An annual allowance towards your wellbeing
    - Screen Based Equipment Scheme – Includes eye testing and an allowance towards spectacles
    - Free Skin Checks

If you have a passion to drive change and want your work to align with your values to make a real difference, we invite you to apply now and start the conversation.

The preferred applicant will be engaged under the provisions of the ILC Enterprise Agreement.

The filing of this employment opportunity is intended to constitute a special measure under subsection 8 (1) of the Racial Discrimination Act 1975. This vacancy is only available to Aboriginal and/or Torres Strait Islander people.

Applications are to include a current CV and covering letter (covering letter to be maximum 2

pages detailing how your skills and experience align with the position profile and selection criteria). Further information may be requested if you are selected for interview. You must be an Australian resident to apply for this role.

If you'd like to find out more, please contact **Caitlin Richards – Operations Manager on 0400 901 497.**

Applications close Monday 6 May 2024.

At the ILSC we're committed to building a diverse and inclusive workplace to ensure our workforce is representative of the communities we support.

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

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

About the Indigenous Land and Sea Corporation

The Indigenous Land and Sea Corporation (ILSC) is a corporate Commonwealth entity established under the ATSI Act and subject to the PGPA Act. The ILSC assists Aboriginal and Torres Strait Islander people to realise economic, social, cultural and environmental benefits that the ownership and management of land, water and water related rights can bring. The ILSC provides this assistance through the acquisition and management of rights and interests in land, salt water and freshwater country.

To Apply

Position Contact	Caitlin Richards – Operations Manager, 0400 901 497
Agency Recruitment Site	https://www.ilsc.gov.au/about/careers/project-officer-indigenous-identified

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Vacancy VN-0740789

National Library of Australia

Closing Date:Sunday 05 May 2024

Corporate Finance

Job Title	EL1 - Assistant Director, Financial Accounting
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Parkes ACT
Salary	$110,934 - $131,888
Classification	Executive Level 1
Position Number	107064
Agency Website	

Job Description

https://nla.gov.au

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

Duties

The Library is seeking to fill an ongoing **Assistant Director, Financial Accounting (EL1)** role in the Finance Section of the Corporate Branch.

The Assistant Director, Financial Accounting is a critical role at the National Library. The position manages the financial accounting aspects of the organisation, which includes accounting for fixed asset, reconciliations, invoice processing, payments, Trusts accounting, accuracy of financial information and finance related policies and procedures.

We are looking for an experienced CPA/CA qualified professional accountant with several years' experience in financial accounting in either the public or private sector. The Financial Accountant works independently and manages a work unit with three staff. The position also works with the external auditors and the Department of Finance in ensuring that financial reporting obligations are met.

Eligibility

To succeed in this role, you will need the following:

- CPA/CA qualifications is essential.
- Minimum 5 years' experience as a financial accountant in either public or private sector is also essential.

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

The preferred applicants will be required to successfully undergo a police record check and may need to be able to obtain and maintain a base level security clearance. The preferred applicant must be willing to disclose all relevant and required information. **Notes**

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

A merit pool may be established using this 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 National Library of Australia

To Apply

Position Contact	James Malizani, (02) 6262 1612
Agency Recruitment Site	https://nla.gov.au

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Vacancy VN-0740736

Office of National Intelligence

Closing Date:Sunday 12 May 2024

Job Title	APS6 Senior Information Professional
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Barton ACT
Salary	$99,950 - $113,419
Classification	APS Level 6
Position Number	047_04/24
Agency Website	

Job Description

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

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

ONI are seeking a motivated and experienced APS6 Senior Information Management Professional to join our team. Successful candidates will have good communication and organisational skills, excellent IT skills and strong attention to detail.

Duties

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

The Branch may have multiple vacancies for Senior Information Management Professionals who bring experience in the following areas:

- Provide systems administration support
- Support the management of ONI's Archives Collection
- Create, organise, store, retrieve, share, disseminate, preserve or destroy information, data and records in accordance with ONI policies and procedures and Commonwealth legislation
- Assist others to follow appropriate information management behaviours, and deliver training
- Provide advice and user support for IM systems and policies
- Advise on and implement business transformation measures to enhance information management services in ONI.

Key Attributes

Our ideal candidate would have:

- Experience in providing user support for and working with an Electronic Document and Records Management System (EDRMS), ideally with knowledge of Content Manager
- Experience in working with physical records regardless of age and format, with an understanding of sentencing, arrangement and preservation in line with National Archives of Australia standards, policies and procedures
- Ability to build and sustain positive, professional relationships at all levels within an organisation
- Ability to communicate effectively, both verbally and in writing, with internal and external stakeholders
- Apply judgement, knowledge and discretion when interpreting and applying instructions, guidelines, and procedures
- Contribute new ideas, including the identification of opportunities to improve business processes
- An understanding or ability to build an understanding of relevant legislation and policy frameworks including the Archives Act 1983.

Desirable Attributes

- Qualifications in record-keeping would be well regarded but are not essential
- Experience in sentencing and disposal programs in a government environment
- Experience in working with an archives collection
- Qualifications or experience in desk level training and/or creating user guides.

Eligibility

Notes

For more information please refer to the Candidate Information Kit.

About the Office of National Intelligence

To Apply

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

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Vacancy VN-0740666

Office of the Inspector-General of Taxation

Closing Date:Sunday 12 May 2024

Job Title	Disputes Investigator
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	various locations in QLD QLD, Various locations in SA SA, Various locations in NSW NSW, various locations in NT NT, various locations in VIC VIC, Various locations - ACT ACT, Tasmania TAS, Various locations in WA WA
Salary	$86,932 - $92,497
Classification	APS Level 5
Position Number	Multiple
Agency Website	https://igt.gov.au/

Job Description

https://www.igt.gov.au/careers/

The IGTO is seeking highly motivated persons with excellent communication skills and developed research and analytical problem solving skills to join a professional and collegiate team.
Disputes Investigators are tax specialists, with all members of our dispute investigation and review team having qualifications in either accounting, law, finance or economics, in addition to work experience in tax.
The successful applicants will be expected to investigate the actions of tax officials in the Australian Taxation Office (ATO) and Tax Practitioners' Board (TPB) to facilitate the resolution of complex disputes (between taxpayers and the ATO or TPB) in a timely manner. Dispute investigations are required to be managed with tact, discretion, cooperation and professional courtesy.
The role also involves working with senior executive staff at the IGTO, ATO and TPB (amongst other agencies) in conducting reviews into broader tax administration matters.
The successful applicants will:

- be self-starters and be able to work independently with minimal supervision;
- be skilled in research, communication and report writing;
- have a broad knowledge of taxation laws, gained from private or public sectors;
- apply effective project management skills; and
- manage stakeholder expectations and relationships effectively.

As an additional benefit, the IGTO as a small agency, provides you with opportunities to broaden your skillsets and experience. You will have opportunities to contribute to our enterprise-wide responsibilities through a large range of individual and corporate projects including systems improvements, organisational planning and policy development, often with direct senior executive management involvement and engagement.
The office provides a challenging, interesting and rewarding working environment. The successful applicants will enjoy multi-tasking, prioritisation, and working effectively and cooperatively as team players within a collegiate office and a fast-paced team environment.
Intra and inter-state travel may be required for reviews, projects and presentations.

Duties

Under supervision and direction:

1. Actively manage their allocated dispute investigations to resolution with support from the Complex Disputes Unit;
2. Maintain day-to-day interactions with complainants, the ATO and TPB in a manner that is empathetic, professional and objective;
3. Formulate and communicate the IGTO's independent views in our investigations by reference to what we consider to be fair, equitable, and transparent;
4. Raise observations on disputes trends or potential areas of tax administration for review and improvement; and
5. Support other role responsibilities, projects and/or tasks as appropriate relative to level, capability and capacity.

Duties are to be performed under direction and in accordance with the Australian Public Service (APS) Code of Conduct, and the APS Values.

Eligibility

- Demonstrated knowledge and application of taxation laws and policies.
- Relevant technical qualifications in law, accounting, finance or economics is highly desirable.
- Experience in taxation matters.

Notes

The Inspector-General of Taxation and Taxation Ombudsman (IGTO) is an independent, small Commonwealth Government Agency (about 30 people) located in Sydney, with remote employees located in Tasmania, South Australia, Victoria and Western Australia.
The IGTO investigates taxation disputes, tax administration actions and systems so that we can provide assurance to the community that taxation laws are administered consistent with community expectations. We also improve the administration of taxation laws for the benefit of all taxpayers, tax practitioners and other entities.
Employees of the IGTO are public servants employed under an Enterprise Agreement in accordance with the *Public Service Act 1999*.
The IGTO has a supportive, inclusive and vibrant office culture that encourages innovation.
The IGTO supports its team with a flexible working environment as well as internal and external training and development, including financial assistance for further relevant studies and professional accreditation.
The IGTO has a range of flexible work options including working from home, part time work and staggered start/stop times. Whilst the office location is in Sydney, the IGTO welcomes applications from other locations with a view to remote working after an initial one month induction at the Sydney office. Ongoing periodic Sydney office attendance would be expected post the induction.
For further information about our office and our role, refer to the IGTO website at www.igt.gov.au.

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

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

About the Office of the Inspector-General of Taxation

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To Apply

Position Contact	Kim.Williams@igt.gov.au, 0427944105
Agency Recruitment Site	https://www.igt.gov.au/careers/

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

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Vacancy VN-0740667

Office of the Inspector-General of Taxation

Closing Date:Sunday 12 May 2024

Job Title	Senior Disputes Investigator
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Various locations in NSW NSW, Various locations - ACT ACT, various locations in VIC VIC, Various locations - SA SA, various locations in QLD QLD, various locations in NT NT, Tasmania TAS
Salary	$98,060 - $118,801
Classification	APS Level 6
Position Number	various
Agency Website	https://igt.gov.au/

Job Description

https://www.igt.gov.au/careers/

The IGTO is seeking highly motivated persons with excellent communication skills and developed research and analytical problem-solving skills to join a professional and collegiate team.
Senior Disputes Investigators are tax specialists, with all members of our dispute investigation and review team having qualifications in either accounting, law, finance or economics, in addition to work experience in tax.
The successful applicants will be expected to investigate the actions of tax officials in the Australian Taxation Office (ATO) and Tax Practitioners' Board (TPB) to facilitate the resolution of complex disputes (between taxpayers and the ATO or TPB) in a timely manner. Dispute investigations and reviews are required to be managed with tact, discretion, cooperation and professional courtesy.
The role also involves working with senior executive staff at the IGTO, ATO and TPB (amongst other agencies) in conducting reviews into broader tax administration matters.
The successful applicants will:

- be self-starters and be able to work independently with minimal supervision;
- be skilled in research, communication and report writing;
- have a broad knowledge of taxation laws, gained from private or public sectors;
- apply effective project management skills; and
- manage stakeholder expectations and relationships effectively.

The successful applicants can expect to be involved in:

- handling complex disputes across a range of tax administration issues;
- conducting broader IGTO reviews;
- drafting review reports (amongst others);

- conducting research and analysis of relevant matters;
- preparing a wide range of materials, including correspondence, submissions, media releases, briefs, papers, minutes etc;
- analysing information and systems data;
- presenting externally on the IGTO's functions and reviews to various professional body discussion groups;
- communicating and liaising with a wide variety of stakeholders from both the private and public sector at various levels; and
- working directly with senior management including the IGTO, Deputy Taxation Ombudsman and Deputy Inspector-General of Taxation in broader reviews and corporate projects.

As an additional benefit, the IGTO as a small agency, provides you with opportunities to broaden your skillsets and experience. You will have opportunities to contribute to our enterprise-wide responsibilities through a large range of individual and corporate projects including systems improvements, organisational planning and policy development, often with direct senior executive management involvement and engagement.
The office provides a challenging, interesting and rewarding working environment. The successful applicants will enjoy multi-tasking, prioritisation, and working effectively and cooperatively as team players within a collegiate office and a fast-paced team environment.
Intra and inter-state travel may be required for reviews, projects and presentations.

Duties

Under minimal supervision and direction:

1. Actively manage allocated dispute investigations to resolution with support from the Complex Disputes Unit.
2. Maintain day-to-day interactions with complainants, the ATO and TPB in a manner that is empathetic, professional and objective.
3. Formulate and communicate the IGTO's independent views in our investigations by reference to what we consider to be fair, equitable, and transparent.
4. Raise observations on disputes trends or potential areas of tax administration for review and improvement.
5. Support other role responsibilities, projects and/or tasks as appropriate relative to level, capability and capacity.

Duties are to be performed under minimal direction and in accordance with the Australian Public Service (APS) Code of Conduct and the APS Values.

Eligibility

- Demonstrated knowledge and application of taxation laws and policies.
- Relevant technical qualifications in law, accounting, finance or economics is highly desirable.
- Experience in taxation matters.

Notes

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The IGTO investigates taxation disputes, tax administration actions and systems so that we can provide assurance to the community that taxation laws are administered consistent with community expectations. We also improve the administration of taxation laws for the benefit of all taxpayers, tax practitioners and other entities.

Employees of the IGTO are public servants employed under an Enterprise Agreement in accordance with the *Public Service Act 1999*.
The IGTO has a supportive, inclusive and vibrant office culture that encourages innovation.
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About the Office of the Inspector-General of Taxation

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To Apply

Position Contact	Kim.Williams@igt.gov.au, 0427944105
Agency Recruitment Site	https://www.igt.gov.au/careers/

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Vacancy VN-0740749

Office of the Inspector-General of Taxation

Closing Date:Sunday 30 June 2024

Job Title	APS Section 26 Transfer - Temporary and Permanent - Employment Register
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	various locations in QLD QLD, Various locations in SA SA, Various locations in NSW NSW, various locations in NT NT, various locations in VIC VIC, Various locations - ACT ACT, Tasmania TAS, Various locations in WA WA
Salary	-
Classification	APS Level 5
Position Number	Multiple
Agency Website	https://igt.gov.au/

Job Description

https://www.igt.gov.au/careers/

This register is open to ongoing APS employees looking for a temporary or permanent mobility opportunity to the IGTO as an APS5 Disputes Investigator.
The IGTO is seeking highly motivated persons with excellent communication skills and developed research and analytical problem solving skills to join a professional and collegiate team.
Disputes Investigators are tax specialists, with all members of our dispute investigation and review team having qualifications in either accounting, law, finance or economics, in addition to work experience in tax.
The successful applicants will be expected to investigate the actions of tax officials in the Australian Taxation Office (ATO) and Tax Practitioners' Board (TPB) to facilitate the resolution of complex disputes (between taxpayers and the ATO or TPB) in a timely manner. Dispute investigations are required to be managed with tact, discretion, cooperation and professional courtesy.
The role also involves working with senior executive staff at the IGTO, ATO and TPB (amongst other agencies) in conducting reviews into broader tax administration matters.
The successful applicants will:

- be self-starters and be able to work independently with minimal supervision;
- be skilled in research, communication and report writing;
- have a broad knowledge of taxation laws, gained from private or public sectors;
- apply effective project management skills; and
- manage stakeholder expectations and relationships effectively.

As an additional benefit, the IGTO as a small agency, provides you with opportunities to broaden your skillsets and experience. You will have opportunities to contribute to our enterprise-wide responsibilities through a large range of individual and corporate projects including systems improvements, organisational planning and policy development, often with direct senior executive management involvement and engagement.
The office provides a challenging, interesting and rewarding working environment. The successful applicants will enjoy multi-tasking, prioritisation, and working effectively and cooperatively as team players within a collegiate office and a fast-paced team environment.

Intra and inter-state travel may be required for reviews, projects and presentations.

Duties

Under supervision and direction:

1. Actively manage their allocated dispute investigations to resolution with support from the Complex Disputes Unit;
2. Maintain day-to-day interactions with complainants, the ATO and TPB in a manner that is empathetic, professional and objective;
3. Formulate and communicate the IGTO's independent views in our investigations by reference to what we consider to be fair, equitable, and transparent;
4. Raise observations on disputes trends or potential areas of tax administration for review and improvement; and
5. Support other role responsibilities, projects and/or tasks as appropriate relative to level, capability and capacity.

Duties are to be performed under direction and in accordance with the Australian Public Service (APS) Code of Conduct, and the APS Values.

Eligibility

- Must be an APS employee.
- Demonstrated knowledge and application of taxation laws and policies.
- Relevant technical qualifications in law, accounting, finance or economics is highly desirable.
- Experience in taxation matters.

Notes

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For further information about our office and our role, refer to the IGTO website at www.igt.gov.au.

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

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To Apply

Position Contact	trekski@hotmail.com, 0427944105
Agency Recruitment Site	https://www.igt.gov.au/careers/

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Vacancy VN-0740754

Office of the Inspector-General of Taxation

Closing Date:Sunday 30 June 2024

Job Title	APS Section 26 Transfer - Temporary and Permanent - Employment Register
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Various locations in NSW NSW, Various locations - ACT ACT, various locations in VIC VIC, Various locations - SA SA, various locations in QLD QLD, various locations in NT NT, Tasmania TAS
Salary	$98,060 - $118,801
Classification	APS Level 6
Position Number	Multiple
Agency Website	https://igt.gov.au/

Job Description

https://www.igt.gov.au/careers/

This register is open to ongoing APS employees looking for a temporary or permanent mobility opportunity to the IGTO as an APS6 Senior Disputes Investigator.

The IGTO is seeking highly motivated persons with excellent communication skills and developed research and analytical problem-solving skills to join a professional and collegiate team.
Senior Disputes Investigators are tax specialists, with all members of our dispute investigation and review team having qualifications in either accounting, law, finance or economics, in addition to work experience in tax.
The successful applicants will be expected to investigate the actions of tax officials in the Australian Taxation Office (ATO) and Tax Practitioners' Board (TPB) to facilitate the resolution of complex disputes (between taxpayers and the ATO or TPB) in a timely manner. Dispute investigations and reviews are required to be managed with tact, discretion, cooperation and professional courtesy.
The role also involves working with senior executive staff at the IGTO, ATO and TPB (amongst other agencies) in conducting reviews into broader tax administration matters.
The successful applicants will:

- be self-starters and be able to work independently with minimal supervision;
- be skilled in research, communication and report writing;
- have a broad knowledge of taxation laws, gained from private or public sectors;
- apply effective project management skills; and
- manage stakeholder expectations and relationships effectively.

The successful applicants can expect to be involved in:

- handling complex disputes across a range of tax administration issues;
- conducting broader IGTO reviews;
- drafting review reports (amongst others);
- conducting research and analysis of relevant matters;
- preparing a wide range of materials, including correspondence, submissions, media releases, briefs, papers, minutes etc;
- analysing information and systems data;
- presenting externally on the IGTO's functions and reviews to various professional body discussion groups;
- communicating and liaising with a wide variety of stakeholders from both the private and public sector at various levels; and
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Intra and inter-state travel may be required for reviews, projects and presentations.

Duties

Under minimal supervision and direction:

1. Actively manage allocated dispute investigations to resolution with support from the Complex Disputes Unit.

2. Maintain day-to-day interactions with complainants, the ATO and TPB in a manner that is empathetic, professional and objective.
3. Formulate and communicate the IGTO's independent views in our investigations by reference to what we consider to be fair, equitable, and transparent.
4. Raise observations on disputes trends or potential areas of tax administration for review and improvement.
5. Support other role responsibilities, projects and/or tasks as appropriate relative to level, capability and capacity.

Duties are to be performed under minimal direction and in accordance with the Australian Public Service (APS) Code of Conduct and the APS Values.

Eligibility

- Applicants must already be an APS employee.
- Demonstrated knowledge and application of taxation laws and policies.
- Relevant technical qualifications in law, accounting, finance or economics is highly desirable.
- Experience in taxation matters.

Notes

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To Apply

Position Contact	Kim Williams, 0427944105
Agency Recruitment Site	https://www.igt.gov.au/careers/

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Vacancy VN-0740734

Sport Integrity Australia

Closing Date:Wednesday 01 May 2024

Corporate
Finance and Procurement

Job Title	Assistant Director Procurement
Job Type	Full-Time, Ongoing
Location	Fyshwick ACT
Salary	$117,228 - $127,763
Classification	Executive Level 1
Position Number	0034_0424
Agency Website	www.sportintegrity.gov.au

Job Description

https://sportintegrity.nga.net.au/cp/

The role

The role of the Assistant Director Procurement is to provide strategic advice and lead the delivery of Sport Integrity Australia's operational procurement, contract management, travel and credit card activities.

As a key member of the finance team, this role entails supervising a small team to effectively deliver procurement, contract management, accounts payable/receivable, and travel management services. Reporting directly to the Chief Financial Officer (CFO), responsibilities include advising on contract preparation, AusTender reporting, and tracking contracting data. Additionally, managing the domestic and international travel services, ensuring compliance with relevant agency policies, travel allowances and credit card management are integral parts of this position.

Duties

Key duties and accountabilities

The duties of the Assistant Director Procurement include, but are not limited to:

- supporting business areas and providing strategic advice on procurement and contract management activities.
- developing and continuously improving better practice policies, systems, processes, and templates to ensure the agency's compliance with its obligations under the Commonwealth Procurement Rules (CPRs) and Public Governance, Performance and Accountability Act 2013 (PGPA).
- developing and delivering training to staff on procurement and contract management, travel and credit cards.
- overseeing the management of the agency's credit card function and ensure appropriate use of cards in line with agency policies and procedures.
- overseeing the management of the agency's travel function including domestic and international travel to ensure agency and whole of government policies are being followed.
- managing the agency's Shared Service agreement with the service provider, including negotiating MOU's and assuring key performance indicators are met.
- assisting with the implementation of service enhancements and goods receipt of invoices.
- Effectively managing the performance and operations of a small team
- Working closely with colleagues to achieve identified team priorities.
- supervising, and providing leadership, support and professional development to the team to assist in the successful delivery of their key duties and accountabilities

The key accountabilities of the Assistant Director, Procurement include, but are not limited to:

- providing strategic professional policy advice and technical expertise that contributes to business unit outcomes.
- interpreting, analysing and providing judgement in selecting appropriate courses of action.
- Managing and ensuring accounts payable processing is timely and accurate, with alignment to government policy requirements.
- managing the travel function ensuring it meets agency and government policy requirements.
- working under limited direction, guided by policies, accepted standards and precedents.
- manage a small team
- establishing and maintaining effective and collaborative relationships with key stakeholders, sports and government and internal business units
- ensuring compliance with the Sport Integrity Australia Act 2020 and Sport Integrity Australia Regulations 2020
- 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

- In depth experience and knowledge in Government procurement and contract management aligning with Government policies and legislation.

- Demonstrated knowledge of, with the ability to interpret and apply, financial and procurement regulations, policy and procedures.
- Well-developed verbal and written communication skills to deliver clear policy advice and coordinate agency responses on complex issues.
- Strong stakeholder liaison skills, with the ability to influence across a range of diverse stakeholders.
- Advanced Diploma of Procurement and Contracting, or equivalent relevant qualification, would be highly desirable.

Notes

Eligibility

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.
The successful applicant will be required to obtain and maintain a Baseline Vetting Security Clearance and Working with Vulnerable People Card and may be required to undergo a medical assessment.
Sport Integrity Australia staff must comply with security (physical, personnel and IT) security controls and mandatory training.

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

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. Led by David Sharpe APM OAM, 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	Bec Tyler, recruitment@sportintegrity.gov.au
Agency Recruitment Site	https://sportintegrity.nga.net.au/cp/

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Vacancy VN-0739893

Therapeutic Goods Administration

Closing Date:Thursday 02 May 2024

Medical Devices and Product Quality Division
Medical Devices Surveillance Branch Devices Post Market Reviews Section

Job Title	APS Level 6 - Medical Device Reviewer, Devices Post Market Reviews Section
Job Type	Full-Time, Ongoing
Location	Fairbairn ACT, Sydney NSW, Brisbane QLD, Melbourne VIC
Salary	$94,736 - $106,876
Classification	APS Level 6
Position Number	24-MDPQDIV-23865
Agency Website	

Job Description

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

The Devices Post Market Reviews Section (DPMRS) of the Medical Devices Surveillance Brach (MDSB), is seeking and an APS6 Medical Device Reviewer. The role is responsible for co-ordinating reviews and undertaking assessments of submissions in relation to the post-market reviews of medical devices.

Duties

- Undertaking assessment of the technical documentation and data, collating expert advice relevant to the assessment, preparing a clear statement of reasons based on the investigation findings and knowledge of the regulations, and exercising delegation where appropriate.
- Undertaking under limited direction, risk assessment and Investigation of signals associated with medical devices.
- Coordinating and managing multi-component assessments, investigations and reviews requiring liaison with internal and external professionals.
- Implementing a risk management approach to support regulatory decisions.
- Dealing with complex issues and managing stakeholders.
- Providing timely, quality and accurate advice on issues relating to medical device regulation and interpretation of legislation and guidelines in a particular area of expertise and knowledge.
- Managing record keeping in accordance with the regulatory requirements and whole of- government policy and standards.
- Providing inputs and advice to the policy development and business improvement related to medical devices when required and where appropriate.
- Writing statements for publication on the safety and performance of medical devices on TGA’s website.
- Representing the TGA at education seminars, conferences and workshops.
- Contribute to the development and revision of technical and administrative procedures and documentation within the Branch.
- Communicate with relevant stakeholders, including providing advice and feedback on the outcomes of investigations.

Eligibility

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

- Obtaining and maintaining a security clearance at the required level.

Mandatory Qualification:
To be eligible for this position applicants must hold a relevant higher education qualification in chemistry, or similar field. **Notes**

- Applications close 11:30pm AEST.
- Applicants are asked to quote reference number 24-MDPQDIV-23865 to assist when making an enquiry.
- Employees perform their duties at one of the Department of Health and Aged Care (DoHAC) offices, in the locations specified in this advertisement. Remote working is possible and is negotiated with your manager on commencement. Flexibility can be negotiated with your manager to balance your personal and professional needs with the needs of your role and business area.

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

About the Therapeutic Goods Administration

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

To Apply

Position Contact	Katie Burns, (02) 6289 2782
Agency Recruitment Site	https://www.tga.gov.au/about-tga/corporate-information/work-tga

Vacancy VN-0740413

Therapeutic Goods Administration

Closing Date:Friday 17 May 2024

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

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

Job Description

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

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

Duties

- Efficiently managing external-facing inbox and phone line, promptly responding to stakeholder enquiries via appropriate enquiry management systems
- Developing and supporting relationships with internal and external stakeholders including international stakeholders
- Assisting in establishing business processes and approaches for use and management of the Australian UDI Database, and identify improvements for existing processes
- Perform research and analyse data, to contribute to team and project activities
- Drafting written communication including regular reports on UDI support activities and stakeholder statistics and interactions to inform Senior Executive.
- Managing multiple work tasks and competing priorities to align with project goals as they change over time, and being accountable for the achievement of key deliverables
- Apply judgement and knowledge in translating proposed policy position to stakeholders
- Other tasks (related to the UDI project) as required

Eligibility

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

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

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

Notes

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

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

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

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

About the Therapeutic Goods Administration

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

To Apply

Position Contact	Jasmin Hyatt, Jasmin.HYATT@Health.gov.au
Agency Recruitment Site	https://www.tga.gov.au/about-tga/corporate-information/work-tga

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Vacancy VN-0740481

Therapeutic Goods Administration

Closing Date:Friday 17 May 2024

Medical Devices and Product Quality
Medical Devices Authorisation Devices In Vitro Diagnostics

Job Title	APS Level 6 - Medical Device IVD Reviewer
Job Type	Full-Time, Ongoing
Location	Brisbane QLD, Fairbairn ACT, Sydney NSW, Melbourne VIC, Adelaide SA, Darwin NT, Perth WA, Hobart TAS
Salary	$91,092 - $102,765
Classification	APS Level 6
Position Number	24-MDPQDIV-23046
Agency Website	

Job Description

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

The **APS Level 6 Medical Device IVD Reviewer** role is responsible for technical evaluations of IVD medical devices and contributing to post-market reviews of existing ARTG entries for IVD medical devices. They utilise their knowledge and experience to provide technical input as required in support of project work relevant to IVD medical device regulation, and actively manage effective stakeholder consultation and data analysis.

Duties

- Conduct technical evaluations of IVD medical devices and assist in the co-ordination of assessments requiring communication between various areas of the TGA
- Contribute to post-market reviews of existing ARTG entries for IVD medical devices
- Respond to specific and complex email and phone enquiries from internal and external stakeholders
- Contribute own expertise by providing technical input in preparation of ministerial briefs and involvement in other parliamentary support work as required
- Contribute to project work relevant to IVD medical device regulation and participate in business improvement activities
- Assist in the management of stakeholder consultation and analysis of data
- Report to the Assistant Director and contribute to Section and Branch corporate management, planning and reporting processes.

Eligibility

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

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

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

To be eligible for this position applicants must hold a **qualification in a science related field from an Australian tertiary institute or equivalent overseas qualification**. **Notes**

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

Applicants are asked to quote reference number **24-MDPQDIV-23046** to assist when making an enquiry.

Employees perform their duties at one of the Department of Health and Aged Care (DoHAC) offices, in the locations specified in

this advertisement. Remote working is possible and is negotiated with your manager on commencement. **Flexibility can be negotiated** with your manager to balance your personal and professional needs with the needs of your role and business area.

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

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To Apply

Position Contact	Shraddha Swami, Shraddha.Swami@health.gov.au
Agency Recruitment Site	https://www.tga.gov.au/about-tga/corporate-information/work-tga

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Agriculture, Water and the Environment

Vacancy VN-0740589

Bureau of Meteorology

Closing Date:Sunday 12 May 2024

Enterprise Services
Business Management

Job Title	Treasury Manager
Job Type	Full-Time, Ongoing
Location	Melbourne VIC, Adelaide SA, Perth WA, Darwin NT, Brisbane QLD, Canberra ACT, Sydney NSW, Hobart TAS
Salary	$90,199 - $101,022
Classification	APS Level 6
Position Number	60001251
Agency Website	

Job Description

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

Reporting to the Financial Operations Manager, you will take ownership of the primary functions of the Treasury and Accounts Receivable team. You will be responsible for providing efficient and effective management over the Bureau's treasury operations including cashflow management.

Accounts receivable responsibilities will encompass all aspects of customer relationships and revenue management. Supervising and developing your team is critical for this role to ensure the day-to-day work activities are delivered and critical timelines are met. You will also be required to maintain living documents of procedures undertaken by you and your team.

Duties

The responsibility of the role is to manage the Treasury and Accounts Receivable functions for the Bureau, overseeing all queries, transactional processing, and leadership for the team. The responsibilities of the role include but are not limited to:

1. Managing the Bureau’s cash and banking requirements for Departmental and Special Accounts that is consistent with Department of Finance banking policy and the PGPA Act 2013.
2. Cash management, including Accounts Payable and Payroll pay runs, ensuring funds are available, drawdowns of appropriation, s74 receipts transfers to OPA and receipting in CBMS in line with Commonwealth rules and regulations.
3. Processing of overseas payments via the Reserve Bank of Australia (RBA), including the upload of foreign exchange rates into SAP and the recognition of foreign exchange gains and losses that is consistent with Australian Accounting Standards.
4. Preparation and coordination of month end treasury journals including bank fees, purchasing card direct debits, revenue from Government (AP1), s74 transfers and the recognition of appropriation for Departmental Capital Budget (DCB) and Equity Injection (New Policy Proposal) expenditure.
5. Preparation and coordination of daily, monthly, and yearly Cash and Appropriation Balance sheet reconciliation to support Financial Statements and CBMS available balance.
6. Respond to queries and request from Department of Finance e.g. Preliminary Underlying Cash Balance reporting as per monthly and yearly schedules.
7. Supervise, support, and develop staff capability of the Accounts Receivable Team members.
8. Support Daily and monthly Debtors, and Other Deferred revenue reconciliations.
9. Continue to investigate, develop, and improve reporting and tracking of appropriations.
10. Provide advice and expert opinion consistent with Accounting Standards, PGPA Act, Accountable Authority Instructions (AAI) and Bureau policy and procedures.
11. Ensure day to day compliance with all statutory and regulatory obligations.

12. Assist with improvements in the accounts receivable and treasury processes through adoption of better practices and development and maintain living standard operating procedures.
13. Provide high-level of customer service to both internal and external customers.
14. Comply with all Bureau work, health and safety policies and procedures, and take reasonable care for your own health and safety and that of employees, contractors and visitors who may be affected by your conduct.
15. Commitment to APS Values, Employment Principles, Code of Conduct, and the Bureau's Social Justice Strategy.

Eligibility

Desirable Qualifications
Proficiency in SAP is essential and a degree/diploma in accounting would be well regarded, or comparable experience, which are appropriate to the duties including Government Appropriations, Central Business Management System (CBMS) and RBA banking. Completion of or progress towards Accounting or Business Administration qualifications.

Notes

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

About the Bureau of Meteorology

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

To Apply

Position Contact	Melissa Laurie, 0401 230 863
Agency Recruitment Site	https://bomcareers.nga.net.au/

Bureau of Meteorology

Closing Date:Wednesday 08 May 2024

Enterprise Services Group
Organisational Resilience

Job Title	Senior Lawyer
Job Type	Full-Time;Part-Time, Non-Ongoing
Location	Melbourne VIC, Sydney NSW, Canberra ACT, Perth WA, Adelaide SA, Hobart TAS, Darwin NT, Brisbane QLD
Salary	$110,115 - $120,760
Classification	Executive Level 1
Position Number	60013198
Agency Website	

Job Description

https://bomcareers.nga.net.au/?jati=1AE192CF-5DA2-7816-FC67-DAA9DDBB2370

Duties

We have an opportunity for a Senior Lawyer with significant commercial or generalist experience to join our high performing, collaborative and committed in-house Legal Services team.

The Legal Services team is part of the Bureau's Organisational Resilience Program and occupies a position of trust within the Bureau. We provide pragmatic and expert legal and advisory services and are respected for our advice and authority as advisors to Group Executives, General Managers, and teams across the Bureau.

This is a great role for someone who is proactive, strategic and a team-player. You will be providing legal advice on a range of commercial agreements and will be involved in unique, and often high-value, transactions and projects. You need to be comfortable working in a complex and changing environment with multiple stakeholders. You need to also have experience in, or be able to adapt to, delivering advice across a range of legal fields.

Ideally, you will have at least 5 years' post admission experience or equivalent in a general/commercial practice. Previous in-house and government experience is highly regarded but not essential.

The role reports to the Deputy General Counsel & Manager, Legal Services.

Eligibility
Notes

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

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

To Apply

Position Contact	Bridie Andriske, Deputy General Counsel & Manager, Legal Services, bridie.andriske@bom.gov.au
Agency Recruitment Site	https://bomcareers.nga.net.au/?jati=1AE192CF-5DA2-7816-FC67-DAA9[

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Agriculture, Water and the Environment

Vacancy VN-0740843

Bureau of Meteorology

Closing Date:Wednesday 08 May 2024

Enterprise Services
Communications

Job Title	Multimedia Designer
Job Type	Full-Time;Part-Time, Ongoing
Location	Melbourne VIC, Brisbane QLD
Salary	$80,341 - $87,572
Classification	APS Level 5
Position Number	60018059
Agency Website	

Job Description

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

The Creative Team operates as the Bureau’s in-house creative agency delivering graphic design, video production, and brand management. The team manages the Bureau’s communications channels, ensuring our content is engaging, accessible and

aligned to our visual identity and corporate narrative.

Working closely with a team of digital and creative professionals, the Multimedia Designer is responsible for producing and delivering innovative visual communication materials, including print, online, infographics, multimedia, video and presentations, to engage internal and external audiences.

This is a fast-paced role where you will need to produce cinematic results with rapid-fire editing turn-a-round times. The information you are providing to the community can range from informative, educational stories about Australia's climate to immediate newsworthy updates on a severe weather event.

Reporting to the Creative Team Leader, this role provides expert advice regarding innovative approaches to graphic design, user experience design, online and print management (content and style), and providing multimedia and video content in line with the Bureau's visual style guide and communications plan. You will provide the visual story of the Bureau to all Australians.

Duties

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

Communications Program contribution
1. Providing accurate, timely and professional advice on creative deliverables, including design outputs and video production in line with Bureau style and accessibility.
2. Proactively engaging with colleagues to support collaboration, coordination and great service to the Bureau.
3. Sharing learnings and insights supporting the broader work of the Communications Program.
4. Modelling professional excellence and expertise, demonstrating a commitment to effective communications and championing best practice.
5. Supporting the broader work of the program by undertaking other roles, working extended hours at short notice or being available to work outside regular office hours.

Technical delivery
1. Work as a member of the Creative Team to design materials for digital and print distribution from concept development to execution to meet business objectives.
2. Ensure all visual communication and materials are consistent and meet the requirements of the Bureau's visual identity.
3. Work collaboratively on projects, providing timely advice to ensure high design standards across all Bureau products.
4. Distil complex and/or technical written information into effective visual content.
5. Support in-house and external digital and print production projects as required.
6. Maintain currency with design techniques, appropriate software and drive continuous improvement for efficiency of design services within the program and learn and apply new multimedia technologies to Bureau videos where appropriate.
7. Be responsible for the end-to-end management of video projects and film, edit and upload high-quality video, photographs and motion graphics that are consistent with the Bureau's visual identity and Communications Plan and suitable for digital delivery, media and social media.
8. Provide technical advice and contribute to the delivery of the Bureau's creative functions.
9. Work closely with the broader Communications Program to deliver video content as part of communications and campaign strategies alongside daily priorities.
10. Generate and provide ideas for potential videos, source additional footage, music and animations as required.
11. Be responsible for ensuring all material used meets copyright, licencing, and accessibility requirements.

Service delivery
1. Build positive internal and external relationships by anticipating and responding to stakeholder needs.
2. Adhere to policies, systems and processes that ensure the team can meet expectations of service, quality and timeliness.
3. Manage multiple priorities by being resilient, responsive and flexible.
4. Comply with all Bureau work, health and safety policies and procedures, and take reasonable care for your own health and safety and that of employees, contractors and visitors who may be affected by your conduct.

Eligibility

Qualifications:
- Entry level specialist, professional and/or technical expertise in graphic design and/or videography.
- A degree or diploma of an Australian educational institution, or a comparable overseas qualification, in graphic design and/or videography.

Experience:
- Demonstrated proficiency with Adobe Creative Cloud applications for video, multimedia, web and print, as well as Microsoft Office software, in both a Macintosh and PC environment.
- Experience using camera equipment.
- Experience working with weather-based visual graphics software.
- Experience working in a scientific/technical environment and with complex and sensitive information would be beneficial.

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	Robert Kershaw, robert.kershaw@bom.gov.au
Agency Recruitment Site	https://bomcareers.nga.net.au/

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Agriculture, Water and the Environment

Vacancy VN-0740862

Bureau of Meteorology

Closing Date:Wednesday 08 May 2024

Data and Digital
Service & Infrastructure Management

Job Title	Senior Linux Engineer
Job Type	Full-Time, Ongoing
Location	Canberra ACT, Melbourne VIC, Brisbane QLD, Adelaide SA, Perth WA, Sydney NSW, Hobart TAS, Darwin NT
Salary	$110,115 - $120,760
Classification	Executive Level 1
Position Number	60015387
Agency Website	

Job Description

https://bomcareers.nga.net.au/?jati=2369BE39-4C1E-E537-12C1-DAA9DFF824B4

Duties

This position is in the Data and Digital Group (Service & Infrastructure Management Program, Platform Services Section). We are looking for a Senior Linux Engineer to support scientific and research environments along with our mission critical applications such as forecasting systems and Internet delivery systems.

The successful applicant will join a team of Linux experts who harness best practice in building, configuring, securing and managing Linux computing environments. This existing position plays a vital role in optimising and automating the management of Linux Systems using advanced technologies. The role provides expert support for Linux platforms (approximately 1500) with a view to continuous service maturity. The occupant of this position engages with stakeholders and business partners to identify opportunities for improvement, drive technology change, achieve operational efficiencies, and integrate applications into production environments.

To be successful you will:

- Have a track record in advanced Linux and Unix technologies supporting development, test and highly available production environments, with a talent for aligning operational technologies with strategic goals;
- Have experience with automation techniques including continuous delivery systems and rapid build, test and deployment systems;
- Have experience with Identity and Access Management and Privileged Access Management systems;
- Demonstrate security literacy, with expertise in system hardening, security monitoring, firewalls, proxies, intrusion detection systems, encryption, certificate management and other security practices;
- Have experience working with Hybrid cloud environments; and
- Have proven ability to work collaboratively in a team environment and engage effectively with users from a variety of work and business environments

Eligibility

Applicants must hold, or be eligible for, security clearance at 'Negative Vetting Level 1' and will be required to 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

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To Apply

Position Contact	Kevin Shepherd, (03) 9669 4844
Agency Recruitment Site	https://bomcareers.nga.net.au/?jati=2369BE39-4C1E-E537-12C1-DAA9D

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Agriculture, Water and the Environment

Vacancy VN-0740879

Bureau of Meteorology

Closing Date:Sunday 05 May 2024

Enterprise Services
Office of the Group Executive

Job Title	Administration Officer/Executive Assistant
Job Type	Part-Time, Ongoing;Non-Ongoing
Location	Canberra ACT
Salary	$80,341 - $87,572
Classification	APS Level 5
Position Number	60018216
Agency Website	

Job Description

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

The Bureau of Meteorology is seeking a skilled Executive Assistant (EA), to work part-time in a job share arrangement, to support the Group Executive (GE) Enterprise Services Group (ESG), SES Band 2. The successful candidate will be able to work 2.5-3 days per week, Wednesday-Friday.

The work within ESG is very diverse, designing and delivering integrated enterprise-wide solutions to ensure the Bureau delivers outcomes to its customers and stakeholders, and enabling the Bureau to govern and manage its business well. ESG partners with business areas to align its work with the Bureau's transformation activities.

At an APS 5 level, the EA has a range of duties and activities to support the GE ESG, as well as assisting to ensure the GE ESG office is managed effectively. Duties will include, but are not limited to, providing high-level executive and administrative support, managing diaries, planning and booking travel, coordinating and prioritising office correspondence, managing and maintaining the GE ESG's inbox, and undertaking financial management activities, including credit card acquittals and invoice processing.

The GE ESG Office is a fast-paced environment where things can change quickly, and you will need to be flexible and agile in supporting the GE ESG Office. A high level of initiative and common-sense is required, along with excellent organisational skills and strong relationship skills. The role also requires a high degree of professionalism, judgement, and discretion.

Strong relationship skills are critical, as you will liaise with diverse teams across ESG and the wider organisation, and with high-profile external stakeholders. You will also work closely with other EAs and Executive Officers across ESG and the Bureau.

Duties

1. Anticipate the needs of the Executive to ensure the office runs smoothly and is efficient and effective.
2. Monitor and track incoming documents to ensure correspondence is triaged, prioritised, and actioned accordingly.
3. Prepare meeting materials, correspondence, presentations, and minutes, including the administration of critical, confidential, and sensitive information.
4. Manage the office which includes, but is not limited to:
    1. providing high level executive and administrative support to assist in the management of the office workload and work priorities
    2. ensuring the meetings begin on time with preparation material delivered in advance
    3. coordinating meetings and activities, including diary management and any meeting room requirements
    4. coordinating and prioritising office correspondence, proposals, reports and submissions
    5. coordinating administrative tasks (e.g. Group structure, email lists, leave register, agenda items for weekly meetings, internal weekly Executive staff updates etc.)

6. assisting in the organisation of internal and external forums, meetings and working groups
7. undertaking secretariat functions including preparing communications for meetings, minute taking and following up on action items, and any meeting room requirements
8. organising travel arrangements and assisting with financial management activities including credit card acquittals, monthly accruals, procurement activity and invoice processing
9. streamlining and implementing work efficiencies to assist with a high volume of work,
10. undertaking filing and records management functions ensuring records are accurate, complete and are managed in accordance with policy, and
11. managing a range of regular and ad-hoc matters on behalf of the office, showing initiative and discretion.

5. Liaise with stakeholders (internal and external to the Bureau) and assist with the resolution of moderately complex to complex issues, responding to stakeholder needs and expectations as required.
6. Liaise with senior managers on issues relating to the delivery of papers and administration to the office.
7. Working closely with colleagues across the organisation and with external stakeholders.
8. Support and mentor the EA's in the Program lines of the Group and support the broader EA network in the Bureau.
9. Support the office of the Chief Executive Office when required.
10. Comply with and champion Bureau policies, procedures, and initiatives, including work health and safety and our commitment to diversity and inclusion.

Eligibility
Notes

The successful candidate must eligible and willing to obtain a Baseline security clearance.

This role is part time and the salary will be pro rata

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

About the Bureau of Meteorology

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

To Apply

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

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Agriculture, Water and the Environment

Vacancy VN-0740918

Bureau of Meteorology

Closing Date:Thursday 09 May 2024

Enterprise Services
Organisational Development

Job Title	Instructional & Online Learning Designer
Job Type	Full-Time;Part-Time, Ongoing
Location	Broadmeadows VIC
Salary	$110,115 - $120,760
Classification	Executive Level 1
Position Number	60018785
Agency Website	

Job Description

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

The Bureau of Meteorology Training Centre (BMTC) delivers the technical and professional training for the meteorological observations and forecasting roles unique to meteorological agencies. The Training Centre also manages the National Meteorological Library, the whole of enterprise Learning Management System (LMS), the training and qualification records within the Enterprise Business System (EBS) and funds the strategic capability development priorities for the enterprise.

The Instructional and Online Learning Designer works as part of a team, reporting to the Manager, Meteorologist Initial Training, located at the Bureau's Training Facility in Broadmeadows.

The Learning Designer will apply sound instructional design principles to develop online and facilitated learning solutions, either independently or with the assistance of Subject Matter Experts (SME), then implement these products on our Moodle based Learning Portal. Development of the online resources will include course authoring in Articulate Rise 360, Moodle integration, video production and graphic design tasks.

To ensure integration with the Bureau learning teams in People Solutions and the Bureau of Meteorology Training Centre, the Learning Designer will be a member of and contribute to the Bureau's e-Learning Community of Practice.

To be successful in this role, the occupant will need high-level instructional design and online learning skills, along with experience with the Moodle Learning Management System. Working under limited supervision, the occupant will use well developed

communication skills and a passion for working with people to deliver high quality online learning packages.

An industry accredited adult education or instructional design qualification, equivalent to at least Certificate IV level, is an advantage.

Duties

1. Use modern instructional design principles to design, develop, implement and review blended learning courses, with an emphasis on online learning products.
2. Assist Subject Matter Experts (SME's) in the design of learning products, production of learning resources and establishing the courseware on the Bureau's online Learning Portal.
3. Comply with all Bureau work, health and safety and environment policies and procedures, and take reasonable care for your own health and safety and that of employees, contractors and visitors who may be affected by your conduct.
4. Ensure that plans, policies and practices concerning the various elements of the Bureau's Social Justice Strategy are applied.

Eligibility

Tertiary qualifications from an Australian educational institution, or a comparable overseas qualification, which is appropriate to the duties; OR other comparable qualifications, which are appropriate to the duties.

Notes

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About the Bureau of Meteorology

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To Apply

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

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Agriculture, Water and the Environment

Vacancy VN-0740536

Department of Agriculture, Fisheries and Forestry

Closing Date:Wednesday 08 May 2024

Job Title	Deputy Secretary
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Sydney NSW, Canberra ACT, Brisbane QLD, Melbourne VIC, Darwin NT, Perth WA, Adelaide SA, Hobart TAS
Salary	-
Classification	Senior Executive Service Band 3
Position Number	2024/1176
Agency Website	https://www.agriculture.gov.au

Job Description

https://awejobs.nga.net.au

Who we are
The Department of Agriculture, Fisheries and Forestry is the lead agency for the food, fibre, fisheries and forestry sectors in Australia. We support the entire supply chain, helping to grow Australia's economy and meet consumer demands both at home and in overseas markets. Our 5,500 employees work in a range of environments and locations around Australia from airports and abattoirs to laboratories and foreign countries to improve the value, productivity and profitability of the agricultural sector.

The role of the Biosecurity, Operations and Compliance Group includes operational, policy and science aspects of biosecurity, as well as departmental compliance and enforcement matters and collaboration with First Nations people. The group includes 7 divisions and around 3,000 staff, which together work closely with domestic and international stakeholders to prevent, respond to, and recover from the pests and diseases that threaten our economy and environment. Our priority is to lower biosecurity risks to Australia and assist industry to accelerate towards a $100 billion agricultural sector by 2030.

Duties

The job
As the Deputy Secretary, Biosecurity, Operations and Compliance with the Department of Agriculture, Fisheries and Forestry you will provide strong policy and programme management leadership to a diverse team. You will provide high level advice to the Minister, the Secretary and the departmental executive. You will work closely with key executives in other Commonwealth and state government agencies, and with industry and community stakeholders. A key focus will be on developing and advising on regulatory functions and responsibilities associated with a risk-based approach to biosecurity management, and business operations within a technical and highly complex environment.

As a Deputy Secretary, you will be a key leader in supporting and strengthening our national biosecurity system. You will enable the regulation of people, cargo, containers, mail, vessels and aircraft entering Australia to ensure an appropriate level of protection from biosecurity threats for our people, our environment and economy.

To be a strong contender for this important and demanding role you will need to have a demonstrable track record of leadership and management. The successful applicant will be responsible for playing a significant part in developing and implementing policy and programmes to facilitate Australia's agricultural, fisheries, food and forestry industries.

Eligibility

Desirable qualifications
Experience in regulatory roles along with an understanding of the biosecurity system is desirable.

Security clearance
This position requires a Negative Vetting 2 security clearance. The successful applicant will be required to obtain and maintain a clearance at the appropriate level for this position.

Notes

Please note that this role is being advertised as either ongoing or non-ongoing. If an offer of non-ongoing employment is made, the successful applicant could be employed for an initial period of up to 12 months, which may be extended in accordance with subsection 333E (1) of the Fair Work Act 2009. The merit pool established through this selection process, which is valid for a period of eighteen months from the date the vacancy was advertised in the Gazette, may also be used to fill future ongoing and non-ongoing vacancies where the duties are of a similar nature.

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

About the Department of Agriculture, Fisheries and Forestry

To Apply

Position Contact	Karina Duffy, Executive Intelligence Group, 02 6232 2200
Agency Recruitment Site	https://awejobs.nga.net.au

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Agriculture, Water and the Environment

Vacancy VN-0740610

Department of Agriculture, Fisheries and Forestry

Closing Date:Friday 10 May 2024

Enterprise Strategy & Governance
Communication & Media Digital, Design and Editing

Job Title	Senior Graphic Designer
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Perth WA, Adelaide SA, Brisbane QLD, Canberra ACT, Melbourne VIC, Sydney NSW
Salary	$91,944 - $104,393
Classification	APS Level 6
Position Number	2024/883
Agency Website	https://www.agriculture.gov.au

Job Description

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

Who we are
The **Enterprise Strategy and Governance Division** works across the department to deliver services such as media and communications, engagement, governance, planning, reporting and risk management. The division provides direct support to the Minister's office via the Parliamentary and Ministerial Services Team and manages Parliamentary and Cabinet business for the department. It also advises the executive and business areas on portfolio strategy, including developing and embedding the department's strategic purpose, objectives, priorities, vision and values. We are leading an organisational capability uplift program and driving a more integrated approach to budget and financial planning and decision-making. The division is establishing a new Emergency Preparedness and Management Branch to create a hub for emergency management within the department and develop a whole-of-enterprise, all hazards emergency management model.

The **Communication and Media Branch** delivers internal and corporate communication and strategic communication activities in support of the department and our ministers, for the benefit of the Australian community. This includes managing the department's social media strategy and social media presence, media support services across the department and for our ministers' offices, production services including graphic design and branding, Web publishing for external-facing departmental websites, and the development of campaign and non-campaign materials.

The **Digital, Design and Editing Section** is a multi-disciplinary team of creative thinkers, designers, videographers, writers, editors and digital specialists. We believe in the power of connecting user needs with departmental objectives through the delivery of clear, concise, audience and task-focused communication products.

Duties

The Job
Duties include delivering high quality, brand compliant graphic design products for print and digital mediums including:

- Developing and/or carrying out design briefs from start to finish.
- Developing storyboards from brief to mock ups and ready art for print and web publication.
- Developing branded messages for our key stakeholders and generating ideas, as part of the broader team, for new creative directions.
- Implementing and monitoring the department's branding and providing advice and technical assistance in brand compliance.
- Collaboratively managing priorities and workloads (including assisting other designers where required) and contributing to the team's work processes and workflow.
- Promoting and contributing to the development of the design team's capability.
- Contributing to research, analysis and reporting on the design team's activity.
- Contributing to the further development of the department's style guidelines.
- Managing digital assets and ensuring graphic files meet industry standards.
- Continuing the development of your professional knowledge and expertise in graphic design to professional skill levels.

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. **Eligibility**

What we are looking for
Knowledge and experience

- Proven in-depth knowledge and extensive experience in Adobe InDesign, Illustrator, Photoshop and Acrobat.
- Strong working knowledge of contemporary design principles and brand development.
- Tertiary qualification (Graphic Design or similar) and demonstrated professional experience in graphic design (print and digital).

Skills and capabilities

- Ability to apply industry best practices for print and web assets.
- Excellent organisational skills, including the ability to prioritise and complete a range of projects and activities within set timeframes.
- Experience in working collaboratively with others as part of a small multi-disciplinary team, innovating and seeking opportunities for continuous improvement.
- Strong working knowledge of brand development, design principles, digital media management, production process, and industry best practices.
- Demonstrated ability to engage professionally with Comms Officers, Editors and Stakeholders.
- Ability to maintain professional knowledge and continue to develop knowledge and expertise in graphic design to professional skill levels.
- Strong ability to engage with non-technical clients over technical issues.
- Strong written and verbal communication skills.
- Ability to storyboard or translate ideas into design concepts.
- Communicate clearly both verbally and in writing.
- Have a keen eye for aesthetics and details.

Mandatory qualifications
Tertiary qualification (Graphic Design or similar) and demonstrated professional experience in graphic design (print and digital). **Notes**

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

About the Department of Agriculture, Fisheries and Forestry

To Apply

Position Contact	Georgina Harris, georgina.harris@aff.gov.au
Agency Recruitment Site	https://www.agriculture.gov.au/about/jobs/apply

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Agriculture, Water and the Environment

Vacancy VN-0740705

Department of Agriculture, Fisheries and Forestry

Closing Date:Monday 20 May 2024

Exports & Veterinary Services
Veterinary & Export Meat Export Meat

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

Job Description

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

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

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

The department recognises the importance of mental wellbeing and the prevalence of mental health issues within the veterinary

workforce. We take a proactive approach to the support and advocacy of mental health with a range of wellbeing and mental health resources, information and tools available to promote good mental wellbeing.

Duties

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

OPV activities include the following:

- Ante-mortem inspection (including disposition – where they can identify if an animal is suitable for human consumption).
- Monitoring of animal welfare.
- Supervision and verification of post-mortem inspection and, at times, performing inspection.
- Verification of processor hygiene and product integrity practices and ensuring non-compliance is managed appropriately by the processor.
- Collecting samples for testing in order to verify microbiological and chemical residues relating to food safety.
- Verifying the processor is meeting importing country requirements.

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

As a Live Animal Veterinarian you will:

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

Eligibility

What we are looking for
Knowledge and experience
- Knowledge of, or an interest in, public health veterinary science.
- Knowledge of, or ability to quickly acquire knowledge of, the principles that underpin Australia's biosecurity requirements.

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

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

TAS – Tasmania Relief Pool
SA – SA Relief Pool
WA – Beaufort River
NSW – Inverell, Singleton, Bourke, NSW Relief Pool (Dubbo area), NSW Relief Pool (Sydney)
QLD – Rockhampton, Moranbah (part-time considered), QLD Relief Pool (Brisbane)

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

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

Eligibility and other requirements
The successful applicants must:

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

Notes

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

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

About the Department of Agriculture, Fisheries and Forestry

To Apply

Position Contact	Kylie Ollington, 0466 946 475
Agency Recruitment Site	https://www.agriculture.gov.au/about/jobs/apply

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Agriculture, Water and the Environment

Vacancy VN-0740747

Department of Agriculture, Fisheries and Forestry

Closing Date:Tuesday 07 May 2024

Exports & Veterinary Services
Residues & Food Dairy Eggs and Fish Export Program

Job Title	Senior Food Safety Specialist
Job Type	Full-Time;Part-Time, Ongoing
Location	Adelaide SA, Brisbane QLD, Canberra ACT, Melbourne VIC, Sydney NSW
Salary	$91,944 - $104,393
Classification	APS Level 6
Position Number	2024/1010
Agency Website	https://www.agriculture.gov.au

Job Description

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

Who we are
The Exports and Veterinary Services Division regulates export of animal products and import of food products through the delivery of inspection and certification services including those related to live animal operations. The division develops strategies to gain, improve or maintain market access for a wide range of animal products. The division delivers the Australian Codex Alimentarius Contact Point and delivers the coordination and development of policy and technical input to international food standards. The division manages 63 tariff rate quotas. The division delivers the National Residue Survey for Australian primary industries. The division actively contributes to the department's digitalisation and regulatory reform agendas including implementing reform programs for dairy, cosmetics, and other goods.

The Residues and Food Branch is responsible for regulation, policy development, and implementation of dairy, fish and egg exporters, organic exports, the exports of non-prescribed food and animal by-products, and imported food controls (food safety). This includes the development of legislation, operational policy and guidelines, instructional material, technical training (and its delivery), reporting and engagement of industry and government stakeholders. The branch is also responsible for the National Residue Survey which conducts animal and plant residue testing for participating industries – a critical component underpinning Australia's favourable market access arrangements.

The Dairy, Eggs and Fish Program is one of several programs that sit within the Residues and Food branch. The overall function of the program is to provide regulatory oversight of export registered establishments, set policy direction for program and service providers, develop, deliver, and implement training programs, standards and instructional material for program staff and service providers and ensure industry are kept abreast of their obligations under export and importing country requirements. The program undertakes various activities including:

- Audits and assessments of all new dairy export establishments
- Ongoing dairy audits in Western Australia and other locations not managed by the state regulators.
- Providing operational, legislative, and technical advice to the dairy, eggs, and seafood export industries
- Facilitating the export and certification of dairy, eggs, and seafood products
- Ensuring compliance with importing country requirements through, audit, verification, assessment of applications, facilitating importing country reviews
- Verification activities supporting effective implementation of program activities and responsibilities.

Duties

The Job
The Dairy, Eggs and Fish Program is looking for a confident process driven Senior Food Safety Specialist, to deliver a range of activities, including but not limited to, the following:

- Undertaking assessment of new export establishments for compliance with export legislation, importing country requirements and the elements of an “approved arrangement”.
- Making recommendations in relation to the assessment of new establishments regarding the suitability for export approval.
- Undertaking follow-up activities, investigations and compliance activities associated with dairy export registered establishments and export shipments.
- Managing industry performance and compliance with approved food safety systems including application of administrative or legal sanctions.
- Providing advice to clients on legislative, operational, and technical matters relating to the regulation of the dairy, fish, and egg industries.
- Conducting research, developing policy and procedures, and ensuring instructional material reflects agreed policies and legislation, is up to date and effectively implemented.
- Participating in the implementation and review of the reformed risk based regulatory framework across low, medium, and high-risk DEF establishments.
- Participating in negotiations/discussions within the department and with external organisations and agencies, stakeholders, and clients.
- Representing the DEF team and the department when attending industry committees and forums.
- Providing support to the Audit Team leader and the DEF Program Director by undertaking administrative and corporate activities such as contract management, procurement, and management of staff.

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

What we are looking for
Knowledge and experience
The successful applicant will have experience in some or all the following:

- Experience and knowledge in auditing in a regulatory environment and managing industry compliance is required.
- Knowledge and application of Australia’s agriculture export and/or biosecurity systems, in particular, agricultural export legislation, importing country requirements and supporting processes is required.
- A comprehensive understanding of the various technical operations across DEF industries is desirable.
- The development, implementation, and administration of regulatory programs.
- The development and implementation of policy, procedures, and work instructions
- Researching, interpreting, and applying Australian legislation.
- Preparing audit reports and executive briefings.

Skills and capabilities
The successful applicant will bring the following skills and capabilities to the role:

- Demonstrated analytical and problem-solving skills that can be applied to complex problems.
- Demonstrated skills in effective negotiation and decision making.
- Strong skills in using department-specific web-based IT systems, or the ability to quickly acquire these skills.
- Excellent verbal and written communication skills

- Demonstrated ability to provide flexibility and adaptability whilst working to manage changing circumstances and competing priorities.
- A high level of initiative, motivation, and the ability to work within and team environment as well as working independently.

Notes

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

About the Department of Agriculture, Fisheries and Forestry

To Apply

Position Contact	Jane Hayes, jane.hayes@aff.gov.au
Agency Recruitment Site	https://www.agriculture.gov.au/about/jobs/apply

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Agriculture, Water and the Environment

Vacancy VN-0740766

Department of Agriculture, Fisheries and Forestry

Closing Date:Wednesday 08 May 2024

People, Property and Security
People & Policy People Support

Job Title	Assistant Director - People Support
Job Type	Full-Time;Part-Time, Ongoing
Location	Brisbane QLD, Adelaide SA, Melbourne VIC, Canberra ACT, Sydney NSW
Salary	$120,290 - $129,379
Classification	Executive Level 1
Position Number	2024/1190
Agency Website	https://www.agriculture.gov.au

Job Description

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

Who we are
The People Support Section is the front line of human resources (HR) for the department, supporting our people across the country with a strong focus on customer service and building trusted relationships. People Support offers general HR advice including conditions of employment, along with specialised case management services for issues related to performance, probation, attendance, behaviour early intervention and rehabilitation. The team's operating environment is driven by the needs of our business and its people, and whole-of-APS and department-specific HR policies and programs. The section currently has one vacancy (Melbourne).

Duties

The Job
As Assistant Director, People Support you will be supporting a small team of HR Advisors responsible for providing specialised HR advice and support to managers and employees on a wide range of human resource management matters within an Australian Public Service (APS) context ideally with an understanding of performance and attendance management.

You will exercise a considerable degree of independence and undertake a leadership role, with work being performed under the broad direction of the Director People Support.

The successful applicant will:

- lead and manage a team (both locally based and/or geographically dispersed) to provide a comprehensive level of HR support including conditions of employment
- oversee the resolution of complex/high-risk matters, and case management issues related to performance, probation, attendance and behaviour
- oversee the preparation of complex and sensitive correspondence, briefs, and documentation in a timely manner for senior executives and courts/arbitrators
- communicate with influence to provide accurate specialist advice and assistance to staff and make and communicate decisions using good judgement, expertise and knowledge
- work in close partnership and collaboration with internal/external stakeholders.

Please note that this recruitment process will be used to fill one ongoing vacancy in Melbourne. 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 division from any of the locations listed above where the duties are of a similar nature.

Eligibility

What we are looking for
Knowledge and experience
The successful applicant will have:

- demonstrated experience in utilising judgement and discretion to manage complex and sensitive HR matters
- demonstrated experience leading a team managing complex people issues
- experience working in a fast-paced role within a government setting

• demonstrated experience applying the employment framework and relevant legislation, including but not limited to the Public Service Act 1999, Fair Work Act 2009 and Privacy Act 1988.

Notes

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

About the Department of Agriculture, Fisheries and Forestry

To Apply

Position Contact	Kate Franchi De Luri, 0466 402 018
Agency Recruitment Site	https://www.agriculture.gov.au/about/jobs/apply

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Agriculture, Water and the Environment

Vacancy VN-0740769

Department of Agriculture, Fisheries and Forestry

Closing Date:Wednesday 08 May 2024

People, Property and Security
People & Policy People Support

Job Title	Assistant Director - People Support (Affirmative Measure – First Nations)
Job Type	Full-Time;Part-Time, Ongoing
Location	Adelaide SA, Brisbane QLD, Canberra ACT, Melbourne VIC, Sydney NSW
Salary	$120,290 - $129,379
Classification	Executive Level 1
Position Number	2024/1237
Agency Website	https://www.agriculture.gov.au

Job Description

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

Who we are
The People Support Section is the front line of human resources (HR) for the department, supporting our people across the country with a strong focus on customer service and building trusted relationships. People Support offers general HR advice including conditions of employment, along with specialised case management services for issues related to performance, probation, attendance, behaviour early intervention and rehabilitation. The team's operating environment is driven by the needs of our business and its people, and whole-of-APS and department-specific HR policies and programs. The section currently has one vacancy (Melbourne).

Duties

The Job
As Assistant Director, People Support you will be supporting a small team of HR Advisors responsible for providing specialised HR advice and support to managers and employees on a wide range of human resource management matters within an Australian Public Service (APS) context ideally with an understanding of performance and attendance management.

You will exercise a considerable degree of independence and undertake a leadership role, with work being performed under the broad direction of the Director People Support.

The successful applicant will:

- lead and manage a team (both locally based and/or geographically dispersed) to provide a comprehensive level of HR support including conditions of employment
- oversee the resolution of complex/high-risk matters, and case management issues related to performance, probation, attendance and behaviour
- oversee the preparation of complex and sensitive correspondence, briefs, and documentation in a timely manner for senior executives and courts/arbitrators
- communicate with influence to provide accurate specialist advice and assistance to staff and make and communicate decisions using good judgement, expertise and knowledge
- work in close partnership and collaboration with internal/external stakeholders.

Please note that this recruitment process will be used to fill one ongoing vacancy in Melbourne. 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 division from any of the locations listed above where the duties are of a similar nature.

Eligibility

What we are looking for
Knowledge and experience
The successful applicant will have:

- demonstrated experience in utilising judgement and discretion to manage complex and sensitive HR matters
- demonstrated experience leading a team managing complex people issues
- experience working in a fast-paced role within a government setting
- demonstrated experience applying the employment framework and relevant legislation, including but not limited to the *Public Service Act 1999, Fair Work Act 2009* and *Privacy Act 1988*.

Notes

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

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

About the Department of Agriculture, Fisheries and Forestry

To Apply

Position Contact	Kate Franchi De Luri, 0466 402 018
Agency Recruitment Site	https://www.agriculture.gov.au/about/jobs/apply

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Agriculture, Water and the Environment

Vacancy VN-0740771

Department of Agriculture, Fisheries and Forestry

Closing Date:Wednesday 08 May 2024

People, Property and Security
People and Policy People Support

Job Title	HR Advisor - Affirmative Measures
Job Type	Full-Time;Part-Time, Ongoing
Location	Canberra ACT, Sydney NSW, Brisbane QLD, Melbourne VIC, Adelaide SA, Perth WA
Salary	$74,882 - $81,521
Classification	APS Level 4
Position Number	2-24/1238
Agency Website	https://www.agriculture.gov.au

Job Description

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

Who we are

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

The People Support Team offers general HR advice on conditions of employment, along with specialised case management services for issues related to performance, probation, attendance and behaviour. The team's operating environment is driven by the needs of our business and its people, and whole-of-APS and department-specific HR policies and programs.

Duties

The Job
We offer a challenging, high-paced environment providing professional and technical HR advice. If you are highly organised and

can multitask across a diverse range of HR topics, have a strong focus on customer service and a can-do attitude we would like to speak with you.

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

- Provide timely support and advice to internal and external stakeholders on a range of HR-related functions.
- Work as part of a team, and under the direction of a supervisor, contributing to the development and implementation of HR projects, policies, processes, guidance material and strategies, along with key business improvement activities, relating to the delivery of HR services.
- Draft a range of written material, both routine and complex.
- Liaise with internal and external stakeholders and representing the branch at meetings as required.
- Adhere to records management policy and processes including maintaining data and spreadsheets.

Eligibility

What we are looking for
Knowledge and experience

- Demonstrated experience providing support and advice on a range of HR-related functions, is highly desirable.
- Demonstrated experience working in a government environment (or similar) with knowledge of government legislation, policies, procedures and systems, particularly related to human resources.

Skills and capabilities

- Strong communication, interpersonal, time management and organisations skills.
- Able to apply sound judgement and analyse, interpret and disseminate information.
- High level attention to detail.
- Able to work on multiple activities under pressure.
- Able to work in a team environment and contribute to team outcomes.
- Solution focused approach and demonstrated initiative, innovation and agility when faced with challenges.

Notes

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

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

About the Department of Agriculture, Fisheries and Forestry

To Apply

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

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Agriculture, Water and the Environment

Vacancy VN-0740781

Department of Agriculture, Fisheries and Forestry

Closing Date:Wednesday 08 May 2024

People, Property and Security
People and Policy People Support

Job Title	HR Advisor
Job Type	Full-Time;Part-Time, Ongoing
Location	Brisbane QLD, Canberra ACT, Sydney NSW, Melbourne VIC, Adelaide SA, Perth WA
Salary	$74,882 - $81,521
Classification	APS Level 4
Position Number	2024/1106
Agency Website	https://www.agriculture.gov.au

Job Description

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

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

The People Support Team offers general HR advice on conditions of employment, along with specialised case management services for issues related to performance, probation, attendance and behaviour. The team's operating environment is driven by the needs of our business and its people, and whole-of-APS and department-specific HR policies and programs.

Duties

The Job
We offer a challenging, high-paced environment providing professional and technical HR advice. If you are highly organised and can multitask across a diverse range of HR topics, have a strong focus on customer service and a can-do attitude we would like to speak with you.

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

- Provide timely support and advice to internal and external stakeholders on a range of HR-related functions.
- Work as part of a team, and under the direction of a supervisor, contributing to the development and implementation of HR projects, policies, processes, guidance material and strategies, along with key business improvement activities, relating to the delivery of HR services.
- Draft a range of written material, both routine and complex.
- Liaise with internal and external stakeholders and representing the branch at meetings as required.
- Adhere to records management policy and processes including maintaining data and spreadsheets.

Eligibility

What we are looking for
Knowledge and experience

- Demonstrated experience providing support and advice on a range of HR-related functions, is highly desirable.
- Demonstrated experience working in a government environment (or similar) with knowledge of government legislation, policies, procedures and systems, particularly related to human resources.

Skills and capabilities

- Strong communication, interpersonal, time management and organisations skills.
- Able to apply sound judgement and analyse, interpret and disseminate information.
- High level attention to detail.
- Able to work on multiple activities under pressure.
- Able to work in a team environment and contribute to team outcomes.
- Solution focused approach and demonstrated initiative, innovation and agility when faced with challenges.

Notes

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

About the Department of Agriculture, Fisheries and Forestry

To Apply

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

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Agriculture, Water and the Environment

Vacancy VN-0740827

Department of Agriculture, Fisheries and Forestry

Closing Date:Wednesday 08 May 2024

Biosecurity Plant and Science Services
Post Entry Quarantine Plant

Job Title	Team Leader - Plant
Job Type	Full-Time;Part-Time, Ongoing
Location	Mickleham VIC
Salary	$81,690 - $89,615
Classification	APS Level 5
Position Number	2023/2268
Agency Website	https://www.agriculture.gov.au

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.

The **Post-Entry Quarantine Group (PEQ)** is responsible for the post arrival quarantine of plants and animals at the Mickleham Post-entry Quarantine Facility located on the outskirts of Melbourne. The Mickleham PEQ Facility is purpose built for accommodating high risk plants, horses, cats, dogs, ruminants, birds and bees while undergoing post-entry quarantine. Working in partnership with plant scientists and veterinarians, we ensure that all plants and animals passing through the facility meet all necessary requirements to demonstrate compliance with the regulatory requirements for their safe import and that the health and welfare of the plants and animals is maintained throughout the period of their stay in PEQ.

The role of a Team Leader within the **PEQ** is to lead and manage a team to support the achievement of operational outcomes in line with the business plan. The successful applicant will need to be driven, capable, resilient, and adaptable to change. They will

be required to have a flexible approach to problem solving and demonstrate innovative leadership while providing support to and managing staff in a regulatory environment to achieve the department's service delivery goals. The position requires an experienced and enthusiastic leader to manage a workforce in day-to-day regulatory operations, including staff development, competency and performance. The ability to resolve complex problems and deal with client issues, plus engage with internal and external stakeholders to improve service delivery and business outcomes.

Duties

The Job
The main duties of the Team Leader – Plant within PEQ may include, but not limited to:

- Lead and supervise a range of biosecurity activities within a post entry quarantine facility in accordance with established quarantine inspection policies and procedure.
- Supervise, lead and provide a high level of horticultural and nursery management skills to propagate and maintain valuable plant material undergoing post entry quarantine screening at the Government Plant Quarantine facility, Mickleham.
- Assist in all activities that support the team's operational requirements. This includes, analysis of documentation, resource management, performance management, preparation of documentation, high quality correspondence and written reports, preparation of schedules and shift rosters and general administrative functions across whole of site.
- Forward plan horticulture activities, including nursery production planning for upcoming peak seasons. This includes the purchasing of domestic rootstock and nursery equipment for upcoming seasons.
- Providing timely and accurate advice on complex biosecurity matters to employees, stakeholders/clients, and senior managers.
- Providing technical, administrative, and managerial support to senior staff.
- Resolving complex operational and technical matters.
- Liaising with clients and other government agencies, providing advice as necessary.
- Providing on-the-job training, assist and support other employees on biosecurity issues.
- Building and sustaining supportive, effective, and collaborative relationships.
- Actively participating in and contributing to the department's corporate objectives and support change management, including staff and client participation, consultation, and cultural change.
- Managing, modelling, and monitoring compliance with appropriate standards of behaviour including the APS Code of Conduct and Values.
- Promoting and complying with departmental Work Health and Safety and Rehabilitation policies and guidelines and be alert for and report risks to Work Health and Safety.
- Perform a range of biosecurity activities within a post entry quarantine facility in accordance with established quarantine inspection policies and procedure.
- Implement and maintain a high degree of biosecurity control and adherence to procedures to maintain biosecurity integrity.
- Undertake a range of plant husbandry duties to care for, treat and monitor plants subject to post entry quarantine.
- Provide a high level of horticultural and nursery management skills to propagate and maintain valuable plant material undergoing post entry quarantine screening at the Government Plant Quarantine facility, Mickleham.
- Ensure strict plant hygiene standards and pest and disease control is maintained to limit the spread of exotic plant pests within the nursery.

Eligibility

What we are looking for
Knowledge and experience
At this level you are expected to have:

- An extensive background in horticulture.
- A strong knowledge of plant species and the ability to learn and recognise common diseases, nutritional issues, and pests that pose a threat.

- Prior experience working in a regulatory environment and/or in industries related to agriculture.
- An extensive knowledge of a range of plant varieties.
- People management experience.

Skills and capabilities
At this level you are expected to have:

- Nursery management and plant propagation experience in a diverse range of crops with experience preferred in budding, grafting, seed propagation and tissue culture.
- Understanding of greenhouse systems, nursery hygiene practices and principles including pest and disease control.
- Capacity to acquire a knowledge and understanding of appropriate legislation, procedures, and protocols as it applies to the business.

The successful applicant must:

- Hold and maintain a valid Australian motor vehicle drivers licence.
- Note that the ability to perform shift work is a requirement when applying for this position(s).
- Note that the position may require them to participate in an on-call roster (for which an appropriate restriction allowance will be paid) and be available to perform duty outside standard hours.
- Note that you may be required to perform occasional out-of-hours and weekend work.
- Wear an official uniform supplied by the department, including during field operations (as applicable), in accordance with the department's uniform policy.
- Wear appropriate protective personal equipment and clothing to comply with departmental Work Health & Safety policies and procedures.

Notes

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

About the Department of Agriculture, Fisheries and Forestry

To Apply

Position Contact	Mathew Scarlett, mathew.scarlett@aff.gov.au
Agency Recruitment Site	https://www.agriculture.gov.au/about/jobs/apply

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

Agriculture, Water and the Environment

Vacancy VN-0740865

Department of Agriculture, Fisheries and Forestry

Closing Date:Wednesday 08 May 2024

ABARES
Agricultural Forecasting & Trade ABARES Impact and Engagement

Job Title	ABARES Events Manager
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	$120,290 - $129,379
Classification	Executive Level 1
Position Number	2024/1051
Agency Website	https://www.agriculture.gov.au

Job Description

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

Who we are
ABARES - the Australian Bureau of Agricultural and Resource Economics and Sciences - is the research arm of the Australian Government Department of Agriculture, Fisheries and Forestry. Our mission is to provide professionally independent and world-class multi-disciplinary research, analysis, and advice to inform decision-makers in this department, other government agencies and the private sector on significant issues affecting Australia's agriculture, fisheries, and forestry industries.

The Agricultural Forecasting & Trade Branch provides research, analysis and advice on agricultural commodity prices and production status; agricultural outlook; adjustment and sector policy; trade and global markets; and emerging policy issues. The branch also provides a range of outreach activities including delivery of the ABARES Outlook conference series, webinars, stakeholder engagement and management of the Departmental library.

The ABARES Impact and Engagement Program supports ABARES' research activities through the provision of management and coordination services across project, program and resource management, major and regional events, corporate and business planning, communications, and departmental library services.

Duties

The Job
ABARES is seeking a highly motivated and skilled event manager to plan dynamic and engaging events to drive ABARES outreach and strengthen its public profile. The Bureau hosts several conferences and activities annually including the National and Regional Outlook conference series. These activities are key public events for ABARES and are important in communicating the ABARES' work to stakeholders. The primary responsibility of the Event Manager is to coordinate and manage all aspects of ABARES events from conception through to completion. The successful applicant should be well organised and able to work in a team environment. They will be able to coordinate multiple moving parts under pressure and respond to changes or obstacles at short notice with minimal disruption. They will need to have recent experience in managing national events and have a sound understanding of best practice arrangements and be able to apply this to their duties.
The occupant of this position will work within the ABARES Impact and Engagement Section to:

- Plan, manage and execute events for internal and external purposes.
- Develop and manage a detailed events budget including accurately following documented procurement procedures.

- Manage the events team including supervising staff.
- Liaise with potential sponsors, collaborators, and suppliers.
- Work collaboratively with the communications manager to promote events.
- Develop sound policies, procedures, and templates to support the role.
- Actively engage in continuous improvement activities.

You'll contribute to a positive workplace culture and help foster a supportive environment where every team member feels valued, respected, and empowered to thrive.

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

What we are looking for
Knowledge and experience
This position will suit a highly motivated person with experience in event management. They should be professional, flexible, and willing to work across a broad range of functions and disciplines. Our ideal candidate will possess the following personal attributes, skills, and experience:

- Proven experience in event management including conferences, webinars, launches and other promotional events, including hybrid event delivery.
- Proven ability to manage competing priorities, work to tight deadlines, and demonstrate strong attention to detail.
- Proven ability to supervise and manage staff, providing a supportive, respectful environment.
- Excellent interpersonal, representational, negotiation and liaison skills and the capacity to work productively with a wide range of stakeholders.
- A proven self-starter with the ability to set own work priorities, manage workflow, and to implement and monitor quality processes to facilitate consistency in practice and procedure within the context of a constantly changing environment.
- Well-developed skills using Events Air or a similar event management software.

Applicants should note that selection for this role may be based on application and referee reports only.

Mandatory qualifications
Relevant event management qualifications **Notes**

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

About the Department of Agriculture, Fisheries and Forestry

To Apply

Position Contact	Lisa McKelvie, lisa.mckelvie@aff.gov.au
Agency Recruitment Site	https://www.agriculture.gov.au/about/jobs/apply

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Agriculture, Water and the Environment

Vacancy VN-0740868

Department of Agriculture, Fisheries and Forestry

Closing Date:Wednesday 08 May 2024

AGVET Chemicals, Fisheries, Forestry & Engagement
FAS Office FAS Office

Job Title	Executive Officer
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	$120,290 - $129,379
Classification	Executive Level 1
Position Number	2024/990
Agency Website	https://www.agriculture.gov.au

Job Description

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

Who we are
The Agvet Chemicals, Fisheries, Forestry and Engagement Division develops and implements policies that support continual improvement and innovation in managing and regulating Agvet chemicals, fisheries, and forestry. The division engages with a wide range of stakeholders throughout Australia and internationally. The division delivers strategic policy advice and reform, delivers grants and industry assistance programs, undertakes legislative reform, and plays a leading role in international negotiations.

The Agvet Chemicals and Forestry Branch works to improve existing Agvet chemicals regulation, contributes to international and domestic Agvet chemicals policy and delivers policy advice and programs in support of Australia's sustainable and internationally competitive forest industries. We develop policies that ensure our forestry industry remains competitive and sustainable to deliver products all Australian's use. We provide advice and support to the department's executive and Ministers on Agvet chemical and forestry issues. We are also responsible for actions to combat illegal logging and its associated trade and the development and implementation of government responses to independent reviews. The branch works with a wide range of stakeholders from industry, community, state governments, other Commonwealth agencies, foreign trading partners and multilateral organisations.

The Executive Officer role supports the First Assistant Secretary (FAS) and the broader Executive Group to deliver on the division's

objectives, support strategic coordination and build on the collaborative culture across the division to assist with cross cutting priorities and pressures. The role will provide you an opportunity to gain a broader knowledge of the work of the ACFFD, stretch your subject matter knowledge and seek out workplace issues you have not previously been exposed to.

Duties

The Job

- Working with relevant corporate teams across the department to ensure ACFFD meets its departmental requirements regarding governance, policies, and procedures.
- Leading the Division’s Departmental reporting requirements including divisional business and risk planning, business impact analysis, senate estimates coordination and input into the department’s annual report.
- Leading the work of the Division to prepare divisional budgets and workforce planning and engage with our finance business partners to provide accurate and timely advice on budget matters.
- Collaborate with senior executives to develop and implement strategic plans that align with government objectives and priorities as well as identify and implement opportunities to improve business practices.
- Working closely with the EA team and oversee divisional coordination activities.
- Assisting with recruitment processes and arranging training opportunities to improve capability within the division.
- Engagement with internal and external stakeholders, including government officials and industry partners.
- Provide timely and accurate advice to senior executive on complex issues, facilitating informed decision-making.
- Meeting with the FAS regularly and progressing ad-hoc and priority tasks as delegated by the FAS.

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

What we are looking for
Knowledge and experience

- Experience in supporting the executive and working across varied and complex work areas.
- Experience in establishing and maintaining strong stakeholder relationships and focus on performance in delivering outcomes in your work area.
- Excellent judgment and model high levels of integrity and discretion
- Ability to work independently and ability to undertake management of a self-guided workload with minimal supervision.
- Ability to triage information to provide senior executive with strategic space to consider current priorities and future opportunities.
- Effective office management and administrative / coordination support skills including ministerial submissions, financial reporting, workforce coordination, and managing a small team.

Skills and capabilities

- A demonstrated ability to manage competing priorities and strategic directions while achieving team outcomes in line with the department's goals and objectives and timeframes.
- Strong attention to detail when working in a fast-paced environment.

- Strong written and verbal communication skills.
- A demonstrated ability to lead and support staff, including remote workers, to work collaboratively in a fast-moving and dynamic environment.
- Strong stakeholder engagement skills to cultivate and maintain productive working relationships with internal and external stakeholders at a range of levels.
- Understand the Division's work and priorities, including experience, and understanding of the broader coordination points and requirements within the Department.

Notes

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

About the Department of Agriculture, Fisheries and Forestry

To Apply

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

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Agriculture, Water and the Environment

Vacancy VN-0740485

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

Closing Date:Thursday 02 May 2024

Parks Australia
Kakadu National Park & Cultural Heritage Joint Management

Job Title	Training Support Officer
Job Type	Full-Time, Ongoing
Location	Jabiru NT
Salary	$74,882 - $81,521
Classification	APS Level 4
Position Number	2024/774
Agency Website	https://www.dcceew.gov.au/

Job Description

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

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

Who we are
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.

Kakadu National Park is a world-heritage listed site for its natural and cultural values, and one of three national parks, leased by their Aboriginal owners to the Director of National Parks, and jointly managed by Traditional Owners and Parks Australia. Parks Australia assists with ongoing management of the park's natural and cultural heritage. In addition to ongoing management of the park's natural and cultural heritage, this branch also manages strategic priorities for Parks Australia, managing a range of strategic planning and major capital projects across the three jointly managed parks.

The Joint management team is at the forefront of working with Traditional Owners of Kakadu National Park and World Heritage Area, making joint decisions and building the capacity of the Kakadu community.

The Job
To work with and support the Kakadu National Park Training Manager in all aspects of Training Management which include but are not limited to:

- Building effective working relationships with diverse groups including Park employees, Indigenous ranger groups and Indigenous enterprises identifying suitable accredited and non- accredited training pathways to meet formal training requirements and Park workforce development needs identifying suitable training providers capable of delivery in remote contexts using a range of delivery methods that meet the needs of the participants.
- Leading the development of a workforce capability and development plan and manage individual plans for park staff.
- Supporting the development of an effective mentoring program that builds capacity within the park community.
- Representing the park at community and stakeholder meetings in regard to a range of pre-employment, work readiness, youth engagement and capability / capacity building programs that support the aspirations of staff and stakeholders.

- Complete procurement processes for training programs.

Duties

What we are looking for
Knowledge and experience
The successful applicant will have:

- Demonstrated experience in coordinating and delivering vocational education, training and development programs, including Training Needs Analysis processes, with the ability to apply these skills in remote areas.
- Proven experience in managing training data including recording individual staff training records, ensuring staff meet skills maintenance timetables, recertification requirements and have active workforce development plans in place.

Skills and capabilities
The successful applicant will have:

- An awareness of issues affecting Indigenous people and other staff in remote locations with an ability to contribute sensitively and effectively to the joint management of the park.
- An ability to develop and support relationships based on mutual trust, respect and consideration of values and culture.
- Well-developed verbal and interpersonal skills, including the ability to liaise with a broad variety of stakeholders.
- Well-developed administrative, organisational, and written communication skills.

Eligibility
Notes

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

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

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

To Apply

Position Contact	Samantha Mclean, 0400 754 770
Agency Recruitment Site	https://www.dcceew.gov.au/about/jobs/apply

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

Agriculture, Water and the Environment

Vacancy VN-0740725

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

Closing Date:Wednesday 08 May 2024

Australian Renewable Energy Agency (ARENA)
CFO (ARENA) Finance and Business Services

Job Title	EL1 Senior Accountant
Job Type	Full-Time, Ongoing
Location	Hobart TAS, Adelaide SA, Brisbane QLD, Canberra ACT, Darwin NT, Melbourne VIC, Perth WA, Sydney NSW
Salary	$120,290 - $129,379
Classification	Executive Level 1
Position Number	2024/839
Agency Website	https://www.dcceew.gov.au/

Job Description

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

Who we are
The Australian Renewable Energy Agency (ARENA) was established by the Australian Government in 2012 pursuant to the Australian Renewable Energy Agency Act 2011 to improve the competitiveness of renewable energy and increase its supply in Australia. It is also classified as a corporate Commonwealth entity pursuant to the Public Governance & Performance Accountability (PGPA) Act 2013. Its purpose is to accelerate Australia's shift to an affordable and reliable renewable energy future. It does this by finding and funding the renewable energy innovations that have the best chance of guaranteeing Australia's power supply for the future, helping to bring those projects to life, and then sharing the knowledge gained through the projects to inform and grow the whole industry.

Finance and Business Services is responsible for the key elements of the ARENA's resource management framework. This encompasses strategies, policies and procedures that are integral to sound financial management and timely, relevant and reliable financial reporting to meet external requirements and support planning, monitoring and decision-making in ARENA. In ensuring sound financial management practices and compliance, Finance and Business Services has a key role with respect to the definition and operation of ARENA's internal controls and control environment, including the reporting and monitoring on these aspects. The F&BS team also has a strong business partnering focus, working with and across ARENA in a range of capacities and aiming to deliver key enhancements to help it achieve its strategic objectives. At the operational level, Finance and Business Services provides financial services including business partnering, accounts payable and receivable, travel and credit card administration, taxation and treasury functions, and procurement support across ARENA. The team also manages the annual government budget and financial statements processes.

Duties

The Job
The EL1 Senior Accountant is responsible for the efficient and timely delivery of quality financial services, support and advice to ARENA. Reporting to the Chief Accountant, the Senior Accountant supervises a small team of Assistant Accountants and Finance Officers on daily operations and is responsible for regular and ad hoc financial reporting for internal and external stakeholders. The Senior Accountant plays a pivotal role in enabling Finance and Business Services and ARENA staff to deliver on its key objectives. The position works alongside the Assistant Director, Finance and Business Services to ensure that all internal and external budget and reporting requirements are well managed and on time. Effective and efficient communication with key stakeholders is a

cornerstone requirement of this position.

Key Responsibilities include:

Management of financial operations

- Supervise the work of the operations unit including review and approval of journals, payroll, contracts and invoices.
- Manage the month end process including timely reconciliations and maintenance of the asset register.
- Manage treasury functions including appropriation drawdowns and cash investment in term deposits.
- Ensure ARENA meets its tax obligations including timely submission of BAS, FBT and PAYG returns.
- Ensure timely and accurate responses to internal and external enquiries with high level of customer service.
- Contribute to the effective management of the FMIS chart of accounts and organisational reporting structures.
- Prepare financial analysis and management reports as and when required.

End of financial year process

- Manage the annual financial statements process including timely preparation of quality lead schedules and work papers, and CBMS updates.
- Working closely with the Assistant Director, Finance and Business Services, ensure that the financial statements and notes are subject to effective quality assurance and that accounting standards are correctly interpreted and applied.
- Manage external audit process and liaise effectively with ANAO.

Continuous improvement

- Contribute to continuous business improvement initiatives as agreed by the Chief Accountant.
- Evaluate existing business processes to identify opportunities for improvement in internal control and efficiency and implement changes where appropriate.
- Actively engage at team meetings and wider discussions across ARENA to foster collaboration and innovation.

Policies, procedures and ad hoc assignments

- Update operating procedures and financial policies as required.
- Develop guidance materials and provide training to business areas in conjunction with the Assistant Director, Finance and Business Services.
- Ad-hoc assignments/ projects as required by Chief Accountant / Assistant Director, Finance and Business Services.

Please Note – Remote working may be considered for the successful candidate/s.

What we are looking for
Knowledge and experience

- Strong understanding of the Department of Finance's Resource Management Framework and Australian Accounting Standards (AASBs).
- Strong understanding of accounting principles and the ability to demonstrate key concepts.
- Knowledge and understanding of the APS operating environment and clarity as to how these may apply to you and your role.
- An understanding, or ability to understand, the functions of ARENA.
- Knowledge and understanding of the APS Code of Conduct.
- Proficiency in CBMS and FMIS applications and processes.
- Advanced Excel skills.
- Experience working in an APS environment would be advantageous, but not mandatory.
- Basic FMIS System Administration experience would be advantageous, but not mandatory.

Skills and capabilities

- Ability to prioritise and effectively manage multiple competing tasks and deliverables.
- Flexibility in approach and adaption to change.
- Ability to monitor task progress against performance expectations to ensure deadlines are met.
- Solid organisational skills accompanied by attention to detail.
- Ability to work as part of a team in a busy environment.
- Ability to work autonomously in a busy environment.
- Effective leadership of a small team.
- Effective oral and written communication.
- All round skills and experience in financial operations, analysis, reporting and budgeting.

Eligibility

Mandatory Qualifications

- Membership of professional accounting body (or working towards).

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	Lily Vonk, 0430 349 505
Agency Recruitment Site	https://www.dcceew.gov.au/about/jobs/apply

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Agriculture, Water and the Environment

Vacancy VN-0740767

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

Closing Date:Wednesday 08 May 2024

Electricity
Rewiring the Nation Office Marinus Link

Job Title	Assistant Director, Rewiring the Nation Office, Marinus Link Team
Job Type	Full-Time, Ongoing
Location	Adelaide SA, Brisbane QLD, Canberra ACT, Darwin NT, Hobart TAS, Melbourne VIC, Perth WA, Sydney NSW
Salary	$120,290 - $129,379
Classification	Executive Level 1
Position Number	2024/794
Agency Website	https://www.dcceew.gov.au/

Job Description

https://dcceewjobs.nga.net.au/?jati=852C2B89-A877-92D0-8D9B-DAA8EEBD1C1B

Who we are
Electricity Division are offering permanent opportunities to work in the Marinus Link team in the Rewiring the Nation Office. We are seeking applicants who would like an opportunity to work with a wide range of energy and research stakeholders and contribute to the modernisation of Australia's transmission network and support Australia's transition to net zero.

The Rewiring the Nation Office (RtNO) drives and facilitates essential investment in our major electricity grids, to enable Australia's energy and climate policy goals to be achieved. The RtNO works closely with the Clean Energy Finance Corporation (CEFC), energy market bodies and the states and territories to deliver the $20 billion Rewiring the Nation program. Work includes negotiations with states and territories, policy and regulatory analysis and advice, and oversight of and involvement in large transmission infrastructure projects all over Australia.

The Marinus Link Team manages the Commonwealth's 49 per cent shareholding in the Marinus Link project. Marinus Link is an essential part of the modernisation of Australia's transmission network and is a key piece of infrastructure required to support Australia's transition to net zero. Marinus Link will improve the reliability of the grid by unlocking Tasmania's dispatchable hydro generation to the National Electricity Market (NEM). The team manages the Commonwealth's interests in the program, specifically matters such as Final Investment Decision, future stages of the program and the interface with Tasmanian generation projects to ensure the program's contribution to Australia's energy and climate policies.

We offer a flexible, diverse and collaborative workplace, with team members currently located around the country. Team members in each city do a mix of office days and work from home days. We value everyone bringing different backgrounds and points of view to work every day. We can give you a challenging and rewarding career with the opportunity to contribute to policy and projects that affects all Australians. From study support to generous parental leave and flexible work arrangements, our managers work with every staff member to help you along your career journey and achieve work-life balance.

Duties

The Job
The Marinus Link Team is responsible for supporting the Commonwealth's interest in the Marinus Link project including project delivery, inter-governmental relationships and project finance. You will work as part of a team to deliver on the relevant work program. Your duties will depend on the role, but may include:

- Undertaking research and analysis (including data, legislative/regulatory, and financial).
- Developing advice based on that research and analysis.
- Drafting ministerial and senior executive briefing (both oral and written).
- Coordinating ad hoc requests related to work of the team.
- Coordinating materials for senior governance and decision-making forums.
- Liaising with stakeholders, including state and territory governments and other Commonwealth departments and agencies.
- Managing government processes, such as procurement requests.
- Supervising and developing staff.

What we are looking for

Knowledge and experience

- Sufficient expertise to drive at least one of the following workstreams:
  - Project Delivery: experience working on delivering infrastructure projects. Project managers or senior engineers of small sized projects ($10M+), assisting roles in larger projects ($100M+), or technical / advisory experience in megaprojects ($1B+) beneficial. Energy and transmission experience preferred, but other disciplines also considered.
  - Project Finance: Experience leading analytical work on financial investment decisions, asset management, debt and equity transactions, due diligence or similar.

You do not need to be an expert across government, project delivery and finance. For Executive Level roles, we are looking for deep expertise in one segment with the balance learnt on the job or leveraging experience within the broader team.

Skills and capabilities

- Shape strategic thinking by coordinating, analysing and advising on the Marinus Link program and related issues.
- Achieve results in a fast-paced environment by building team capabilities and responsiveness and marshalling external expertise and experience to boost impact.
- Influence strategic outcomes through excellent communication skills (particularly in writing) and convey complex issues succinctly to non-expert audiences, including in briefings and submissions for the Minister, the Cabinet and senior executives.
- Proactively identify issues, efficiencies, and opportunities for reform, and recommend innovative solutions, using critical thinking, sound judgement, your own expertise, and an awareness of the broader environment.
- Be able to develop productive relationships, work collaboratively and negotiate outcomes with colleagues and stakeholders.
- Lead and manage direct reports including prioritising wellbeing, progression, and development.

Desirable qualifications

- Tertiary qualifications in Engineering, Quantity Surveying, Project or Construction Management, Finance, Accounting or Law.

Please note:

- This process is being used to fill immediate EL1 ongoing vacancies. A merit pool may be established to fill future vacancies for up to 18 months. Our main office is in Canberra, but we consider alternative working arrangements on a case-by-case basis. We have staff working in offices or from home across the country.

Eligibility

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 **Baseline Vetting** security clearance. You will be required to obtain and maintain a clearance at this level.

Pre-employment Check - 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 of 6 months.

Notes

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

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

To Apply

Position Contact	Mark Beaumont, 0478 275 256
Agency Recruitment Site	https://dcceewjobs.nga.net.au/?jati=852C2B89-A877-92D0-8D9B-DAA8E

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Agriculture, Water and the Environment

Vacancy VN-0740772

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

Closing Date:Wednesday 08 May 2024

Electricity
Rewiring the Nation Office Marinus Link

Job Title	Senior Program Officer, Rewiring the Nation, Marinus Link Team
Job Type	Full-Time, Ongoing
Location	Melbourne VIC, Adelaide SA, Brisbane QLD, Canberra ACT, Darwin NT, Hobart TAS, Perth WA, Sydney NSW
Salary	$91,944 - $104,393
Classification	APS Level 6
Position Number	2024/795
Agency Website	https://www.dcceew.gov.au/

Job Description

https://dcceewjobs.nga.net.au/?jati=26DB737A-AC7E-42E9-4992-DAA8EECDE263

Who we are
Electricity Division are offering permanent opportunities to work in the Marinus Link team in the Rewiring the Nation Office. We are seeking applicants who would like an opportunity to work with a wide range of energy and research stakeholders and contribute to the modernisation of Australia's transmission network and support Australia's transition to net zero.

The Rewiring the Nation Office (RtNO) drives and facilitates essential investment in our major electricity grids, to enable Australia's energy and climate policy goals to be achieved. The RtNO works closely with the Clean Energy Finance Corporation (CEFC), energy market bodies and the states and territories to deliver the $20 billion Rewiring the Nation program. Work includes negotiations with states and territories, policy and regulatory analysis and advice, and oversight of and involvement in large transmission infrastructure projects all over Australia.

The Marinus Link Team manages the Commonwealth's 49 per cent shareholding in the Marinus Link project. Marinus Link is an essential part of the modernisation of Australia's transmission network and is a key piece of infrastructure required to support Australia's transition to net zero. Marinus Link will improve the reliability of the grid by unlocking Tasmania's dispatchable hydro generation to the National Electricity Market (NEM). The team manages the Commonwealth's interests in the program, specifically matters such as Final Investment Decision, future stages of the program and the interface with Tasmanian generation projects to ensure the program's contribution to Australia's energy and climate policies.

We offer a flexible, diverse and collaborative workplace, with team members currently located around the country. Team members in each city do a mix of office days and work from home days. We value everyone bringing different backgrounds and points of view to work every day. We can give you a challenging and rewarding career with the opportunity to contribute to policy and projects that affects all Australians. From study support to generous parental leave and flexible work arrangements, our managers work with every staff member to help you along your career journey and achieve work-life balance.

Duties

The Job
The Marinus Team is responsible for supporting the Commonwealth's interests in the Marinus Link project including project delivery, inter-governmental relationships and project finance. You will work as part of a team to deliver on the relevant work program. Your duties will depend on the role, but may include:

- Undertaking research and analysis (including data, legislative/regulatory, and financial).
- Developing advice based on that research and analysis.

- Drafting ministerial and senior executive briefing (both oral and written).
- Coordinating ad hoc requests related to work of the team.
- Coordinating materials for senior governance and decision-making forums.
- Liaising with stakeholders, including state and territory governments and other Commonwealth departments and agencies
- Managing government processes, such as procurement requests.

What we are looking for
Knowledge and experience

- Understanding of or experience in at least one of the following areas:
  - Government - working in supporting roles on policy development, program or project delivery, secretariat support, procurement or contract management.
  - Project management - examples could include project engineering, scheduling, cost control, quantity surveying or similar.
  - Project finance - examples could include project accounting, financial investment decisions, debt and equity transactions, due diligence or similar.

You do not need to be an expert across government, project delivery and finance. At APS6 levels, we will provide formal training and on-the-job opportunities to learn.

Skills and capabilities

- Show initiative and judgement to contribute to strategic planning of work and advice.
- Be proactive in delivering tasks.
- Have the ability to identify issues and problems and work to resolve them through research and analysis, while taking into account any risks and uncertainties in planning and priority setting.
- Have strong communication skills, particularly in writing, with the ability to convey complex issues succinctly to non-expert audiences.
- Have a proven ability to build and maintain good working relationships with colleagues and stakeholders.
- Be flexible and work well under pressure to set priorities, monitor own performance and exercise good judgement in managing competing priorities to deliver work under tight timeframes.

Desirable qualifications
Tertiary qualifications in Engineering, Quantity Surveying, Project or Construction Management, Finance, Accounting or Law.

Please note:

- This process is being used to fill immediate APS6 ongoing vacancies. A merit pool may be established to fill future vacancies for up to 18 months. Our main office is in Canberra but we consider alternative working arrangements on a case-by-case basis. We have staff working in offices or from home across the country.

Eligibility

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 **Baseline Vetting** security clearance. You will be required to obtain and maintain a clearance at this level.

Pre-employment Check - 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 of 6 months.

Notes

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

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

To Apply

Position Contact	Mark Beaumont, 0478 275 256
Agency Recruitment Site	https://dcceewjobs.nga.net.au/?jati=26DB737A-AC7E-42E9-4992-DAA8E

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Agriculture, Water and the Environment

Vacancy VN-0740802

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

Closing Date:Thursday 16 May 2024

Parks Australia
Science & Australian National Botanic Gardens Australian National Botanic Gardens

Job Title	Manager Conservation Horticulture
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	$120,290 - $129,379
Classification	Executive Level 1
Position Number	2024/807
Agency Website	https://www.dcceew.gov.au/

Job Description

https://dcceewjobs.nga.net.au/?jati=18C7315D-B998-D456-FDC1-DAA9A4FC2D58

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.
- Regulatory compliance, operational frameworks and capability support for the use of drones across the Department.

The Australian National Botanic Gardens (ANBG), on the lower slopes of Black Mountain in Canberra hosts the nation's largest living collection of Australian native plants. The Gardens features over 4,000 species representing one-fifth of Australia's known native plants with over 78,000 plants growing on site. It is the only place in the world you can see this diversity of Australian flora in one location. The living collection is an important scientific resource. The scientific basis of the ANBG's collection means scientists from around the world refer to the ANBG

for information. The ANBG is involved in in situ conservation of threatened species and through ex situ cultivation and propagation trials and the collection of seeds for conservation in the National Seed Bank for study and reintroduction into their native habitats. The Conservation Horticulture team includes the production nursery, tropical collections, and plant collection records units. The team is responsible for propagating and cultivating a broad diversity of Australian native flora using specialised horticultural facilities. We also manage the scientific data, tags and labels associated with the living plant collections. Our highly skilled team produces plants for the Gardens and has an increasing role in collaborative plant research and conservation.

Duties

The Job

- Manage the Conservation Horticulture team, including unit planning, staffing, and budget management.
- Manage collaborative conservation and research projects, including planning, project management, partnership agreements and tailored reporting.
- Build the ANBG's role and influence in plant conservation, including through development of strategies, policies and technical reports, curation of the living collection, and promotion through collaborative networks.
- Develop partnerships with relevant government agencies, conservation groups and organisations to support conservation and horticultural programs of the ANBG.
- As part of the ANBG Management team, contribute to the strategic development of the ANBG consistent with ANBG Management Plan.

What we are looking for

Knowledge and experience

- Demonstrated and practical experience in delivering conservation outcomes including knowledge of Australian plants, ecological or botanical science and an understanding of horticultural practices.
- Demonstrated experience at effectively managing projects, workplans, budgets and contracts.

Skills and capabilities

- Demonstrated leadership and strategic planning abilities, including fostering a culture of positive organisational behaviour and building staff capability in a team environment.
- Ability to build and maintain positive working relationships, establish partnerships and facilitate the sharing of information with a range of stakeholders.
- Well-developed skills in communication, negotiation, influencing and representation.
- Demonstrated ability to identify and analyse complex issues and recommend solutions.

The successful applicant must:

- Hold and maintain a valid Australian motor vehicle drivers licence.

Desirable qualifications

Relevant tertiary qualifications in ecological or botanical sciences.

Eligibility

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 Check - 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 of 6 months.

Notes

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

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

To Apply

Position Contact	Peter Byron, 0429 659 320
Agency Recruitment Site	https://dcceewjobs.nga.net.au/?jati=18C7315D-B998-D456-FDC1-DAA9A

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Agriculture, Water and the Environment

Vacancy VN-0740807

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

Closing Date:Thursday 09 May 2024

People
People Safety and Remote People Services Work Health and Safety AAD & PAD

Job Title	Assistant Director - Parks Australia Division (PAD) WHS
Job Type	Full-Time, Ongoing
Location	Melbourne VIC, Adelaide SA, Brisbane QLD, Canberra ACT, Darwin NT, Hobart TAS, Perth WA, Sydney NSW
Salary	$120,290 - $129,379
Classification	Executive Level 1
Position Number	2024/805
Agency Website	https://www.dcceew.gov.au/

Job Description

https://dcceewjobs.nga.net.au/?jati=CFAC6933-146D-8C42-8FE2-DAA9A52A7CFE

Who we are
People Division, led by the Chief People Officer (CPO), provides human resources (HR) functions for the Department of Climate Change, Energy, the Environment and Water (the department) with a clear focus on the department's most valued asset: its staff. Alongside contemporary HR functions, projects and strategies People Division is also responsible for:

- Enhancing the department's focus on safety.
- Enterprise bargaining.
- Cultural and change management.
- The department's response to Australian Public Service (APS) reforms.

The department is committed to fostering a diverse and flexible workplace that values differences, supports inclusiveness and encourages all employees regardless of gender, cultural background, disability, sexual orientation, or caring responsibilities, to achieve their potential. The Work Health and Safety and Wellbeing (WHS) function operates under a 'Hub and Spoke' model - recognising the critical and interdependent nature of each team within the function to achieving successful health, safety, and wellbeing solutions, keeping our people safe, and ensuring that safety is at the heart of all we do. The department's WHS Section (the hub) partners with the business to understand our unique and diverse health, safety and wellbeing needs to design, implement, and support a purpose built WHS Management System and WHS Information System that places our people at the heart of everything we do and enables a positive health and safety culture. The WHS AAD & PAD Section (the spoke) is for the consistent implementation of WHS systems, strategy, and standards across the Australian Antarctic Division (AAD) and Parks Australia Division (PAD). Our Section are the 'boots on the ground' who play a pivotal role in enabling the department to have a unified approach to implementing WHS in our two high-risk operational areas.

Duties

The Job
As the Assistant Director PAD WHS, you will report to the Director WHS AAD, PAD & OSS. You will be responsible for, but not limited to:

- Managing and overseeing a team of WHS Advisors and professionals, providing coaching, mentoring and advice to achieve departmental and team goals.
- Delivering an overarching WHS operational plan for PAD that align with the department's WHS Strategy and the department's WHS Management System and frameworks.

- Undertaking WHS risk profiling activities and partnering with the business to ensure all risks have controls and mitigation plans in place.
- Leading the process of implementing policies, procedures, frameworks and other guidance, contextualising these so they are relevant and applicable to the operational context in which they are being implemented.
- Collaborating regularly to share knowledge and ensure PAD is systematically and consistently applying WHS policy and procedures.
- Supporting national initiatives.

You will play a critical role in contributing to Parks Australia's purpose to protect, conserve and enhance the values of Commonwealth parks and gardens for the use and wellbeing of all Australians. You will work closely with local management on WHS matters. For success in this role, you will have experience working with Indigenous Australians.

What we are looking for
Knowledge and experience

- Ability to think strategically, applying problem solving and decision-making skills to resolve complex issues involving multiple stakeholders.
- A working knowledge and understanding of the Work Health Safety Act 2011 (Cth), Work Health and Safety Regulations 2011 (Cth), Work Health Safety Codes of Practice (Cth), and relevant Australian Standards, and their application in a Commonwealth Government environment.
- Experience working with First Nation employees and within Indigenous communities.
- At least 5-7 years' experience in a comparable role, with experience leading others.

Highly Desirable

- Experience in promoting advances in safety culture and safety systems.
- Incident investigation and/or root cause analysis certifications, such as ICAM, Taproot or equivalent.
- Experience working in remote and isolated locations.

Skills and capabilities
You will have the ability to:

- Function autonomously, working in collaboration with other Assistant Directors/WHS Managers to deliver quality outcomes.
- Lead a team of diverse skillsets and backgrounds, coach, and mentor employees, undertake performance management, conflict resolution, and identification of training needs.
- Manage teams and timelines effectively to meet objectives and goals.
- Communicate efficiently and effectively about WHS risks, frameworks, policies, and procedures to employees of diverse skillsets, language and cultural backgrounds.
- Manage stakeholders and build and maintain effective workplace relationships.
- Adapt and work flexibly and effectively in times of uncertainty or major change.
- Influence, negotiate and provide trusted advice on WHS operations, systems and processes.
- Communicate WHS performance data upwards and downwards, identifying trends and providing insights for a range of audiences.
- Understand and communicate priorities, monitor progress, anticipate potential changes and drive delivery of WHS programs.
- Identify innovative WHS solutions and support their implementation.

- Consider a diverse range of stakeholder needs, accounting for the broad range of operational and cultural contexts in which the department and its people operate with sensitivity and appropriate care.
- Apply professional judgement in potentially ambiguous circumstances, exercising a significant degree of independence while factoring in critical risks.
- Develop and maintain key strategic relationships to ensure WHS objectives are achieved.
- Foster a mindset of continuous improvement within yourself and those you lead, undertaking professional development and training as needed.

Eligibility

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 **Baseline Vetting** security clearance. You will be required to obtain and maintain a clearance at this level.

Pre-employment Check - 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 of 6 months.

Notes

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

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

To Apply

Position Contact	Jessica Reynolds, 0438 917 778
Agency Recruitment Site	https://dcceewjobs.nga.net.au/?jati=CFAC6933-146D-8C42-8FE2-DAA9A

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Attorney-General's

Vacancy VN-0740102

Administrative Appeals Tribunal

Closing Date:Sunday 12 May 2024

Tribunal Support
Registry Operations Sydney Registry

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

Job Description

https://aat.bigredsky.com/page.php?pageID=106&Filter=0

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

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

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

The annual salary for the position is from $90,199 to $102,499 plus 15.4% superannuation.

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

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

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

Duties

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

- **Case management oversight:** Maintain an advanced working knowledge of applicable legislation and policy frameworks, operations, and practices of the divisions of the AAT. Oversee the management of the team's caseload and undertake case management tasks as required.

Eligibility

The AAT requires Australian citizenship as a condition of engagement.

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

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

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

Notes

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

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

About the Administrative Appeals Tribunal

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

To Apply

Position Contact	Stephanie Raciti, 02 9391 2467
Agency Recruitment Site	https://aat.bigredsky.com/page.php?pageID=106&Filter=0

Attorney-General's

Vacancy VN-0740544

Administrative Appeals Tribunal

Closing Date:Sunday 28 April 2024

Tribunal Support
Registry Operations Brisbane Registry

Job Title	Senior Tribunal Officer
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Brisbane QLD
Salary	$82,616 - $87,608
Classification	APS Level 5
Position Number	7003249, 7002093
Agency Website	http://www.aat.gov.au/

Job Description

https://aat.bigredsky.com/page.php?pageID=106&Filter=0

The Administrative Appeals Tribunal (AAT) is seeking Senior Tribunal Officers. The Senior Tribunal Officer supports the Team Leader by providing leadership, guidance, training, coaching and support to team members and assisting with team administration.

Depending on the needs of the Tribunal, manage a caseload of more complex or significant matters, and/or provide administrative and client services to the Tribunal's internal and external stakeholders, and/or undertake project work related to registry operations and processes.

You will need to be a forward thinker, contribute to the team uplift and have the ability to cope with change and challenging environments.

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

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

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

Duties

- **Complex case management and hearing support:** Manage a caseload, which can include significant and/or complex matters, and/or provide leadership and subject matter expertise to ensure high level administrative and hearing support.

- **Management support:** Work collaboratively with the Team Leader to ensure the team delivers high quality services to users of the Tribunal's services, and internal stakeholders. Provide guidance, coaching, subject matter expertise and training as needed. Assist in allocating work and monitoring workloads within the team, and undertake administrative tasks to support effective registry operations. Model adherence to the APS Code of Conduct and other workplace policies to support a positive, high performance culture within the team.
- **Stakeholder management and services:** Develop and maintain strong, productive relationships with key stakeholders, providing expert advice, administrative assistance and support to members, conference registrars and staff. This includes providing advice to both internal and external stakeholders in relation to more complex procedural matters. Maintain an advanced working knowledge of the practices and procedures of the divisions and contribute to continuous improvement of registry processes.

Eligibility

The AAT requires Australian citizenship as a condition of engagement.

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

Desirable: Tertiary qualifications in a field of study that might demonstrate some or all of the required capabilities OR relevant experience in a similar work environment, OR subject- matter expertise related to one or more of the AATs jurisdictions.

Notes

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

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

About the Administrative Appeals Tribunal

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

To Apply

Position Contact	Veronika Limu, 07 3052 3024
Agency Recruitment Site	https://aat.bigredsky.com/page.php?pageID=106&Filter=0

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Attorney-General's

Vacancy VN-0740649

Administrative Appeals Tribunal

Closing Date:Sunday 05 May 2024

Tribunal Support
Registry Operations Melbourne Registry

Job Title	Team Leader
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Melbourne VIC
Salary	$90,199 - $102,499
Classification	APS Level 6
Position Number	7000640, 7002383, 7002323, 7002494, 7003251, 7000678, 7002351, 7002379
Agency Website	http://www.aat.gov.au/

Job Description

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

The Administrative Appeals Tribunal (AAT) is seeking skilled Team Leaders to manage key operational teams within the Melbourne registry. Team Leaders are an important part of the registry leadership structure and will work as part of a collaborative and supportive leadership group.

Team Leaders manage and support staff in a dynamic and fast-paced environment, to provide high quality service to external users and internal stakeholders. In additional to having multiple direct reports for whom they have people management responsibilities, Team Leaders will utilise their expertise in AAT procedures and jurisdictions to manage complex matters and support junior staff.

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

There are currently multiple ongoing positions available in the Melbourne registry. Legal qualifications are highly desirable for one of the available positions, which will lead a team delivering member support functions.

The annual salary for the position is from $90,199 to $102,499 plus 15.4% superannuation.

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

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

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

Duties

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

Eligibility

The AAT requires Australian citizenship as a condition of engagement.

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

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

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

Notes

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

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

About the Administrative Appeals Tribunal

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

To Apply

Position Contact	Joanne Hausfeld, (03) 9454 6146
Agency Recruitment Site	https://aat.bigredsky.com/page.php?pageID=106

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Attorney-General's

Vacancy VN-0740663

Administrative Appeals Tribunal

Closing Date:Sunday 05 May 2024

Tribunal Support
Registry Operations Canberra Registry

Job Title	Team Leader
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	$90,199 - $102,499
Classification	APS Level 6
Position Number	7002934
Agency Website	http://www.aat.gov.au/

Job Description

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

The Administrative Appeals Tribunal (AAT) is seeking a skilled Team Leader to manage the Case Management team in the Canberra registry. Team Leaders are an important part of the registry leadership structure and will work as part of a collaborative and supportive leadership group.

Team Leaders manage and support staff in a dynamic and fast-paced environment, to provide high quality service to external users and internal stakeholders. In additional to having multiple direct reports for whom they have people management responsibilities, Team Leaders will utilise their expertise in AAT procedures and jurisdictions to manage complex matters and support junior staff.

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

The annual salary for the position is from $90,199 to $102,499 plus 15.4% superannuation.

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

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

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

Duties

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

Eligibility

The AAT requires Australian citizenship as a condition of engagement.

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

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

Notes

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

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

About the Administrative Appeals Tribunal

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

To Apply

Position Contact	Roxanne Murray, (02) 6243 4615
Agency Recruitment Site	https://aat.bigredsky.com/page.php?pageID=106

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Attorney-General's

Vacancy VN-0740622

Attorney-General's Department

Closing Date:Sunday 05 May 2024

Corporate Services
Business Operations

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

Job Description

https://agcareers.nga.net.au/?jati=E9104CD7-B575-03DA-EDFD-DAA8B4AA40F4

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

Duties

Employment Opportunity

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

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

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

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

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

How you can help us make a difference

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

Key attributes for the roles include:

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

No qualifications required. **Eligibility**

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

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

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

Notes

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

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

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

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

About the Attorney-General's Department

The Attorney-General's Department delivers programs and policies to maintain and improve Australia's law and justice framework, and to facilitate jobs growth through policies that promote fair, productive, flexible and safe workplaces. Through the Australian Government Solicitor, we also provide legal services to the Commonwealth, including legal advice and representation. Our department is the central policy and coordinating element of the Attorney-General's portfolio. Our department is structured into five groups: • Australian Government Solicitor • Justice and Communities • National Security and Criminal Justice • Integrity and

International • Enabling Services The department operates in a diverse and complex environment to address challenging issues. We have a highly-skilled and engaged workforce involved in policy development and implementation and program administration. The department also has a large number of practicing lawyers, mainly within the Australian Government Solicitor Group within the department. The department is committed to having a flexible and inclusive workplace and recognises and values the diversity of the wider Australia community. We encourage and welcome applications from people with disability, Aboriginal and Torres Strait Islander peoples, LGBTIQA+ people, people from culturally and linguistically diverse backgrounds and mature age people.

To Apply

Position Contact	Darren Ulrich, (02) 6141 6757
Agency Recruitment Site	https://agcareers.nga.net.au/?jati=E9104CD7-B575-03DA-EDFD-DAA8B

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Attorney-General's

Vacancy VN-0740623

Attorney-General's Department

Closing Date:Sunday 05 May 2024

Corporate Services
Business Operations

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

Job Description

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

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

Duties

Employment Opportunity

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

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

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

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

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

How you can help us make a difference

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

Key attributes for the roles include:

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

No qualifications required. **Eligibility**

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

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

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

Notes

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

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

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

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

About the Attorney-General's Department

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To Apply

Position Contact	Marty Ward, (02) 6141 3526
Agency Recruitment Site	https://agcareers.nga.net.au/?jati=D2298BD6-A4C7-794D-6CA8-DAA8B4

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Attorney-General’s

Vacancy VN-0740625

Attorney-General's Department

Closing Date:Sunday 05 May 2024

Information Division
Innovation and Engagement

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

Job Description

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

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

Duties

Employment Opportunity

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

APS 6 - Incident and Problem Manager - Canberra
The Incident and Problem Manager (IPM) is a critical role in the IT Service Support team, offering the successful applicant an opportunity to create a real difference in the management of incidents and problems, positively impact the work of the whole Information Division and improve outcomes for our clients.

The successful applicant will be curious; self-motivated; able to take initiative; and have excellent people skills, with the ability to work across teams and bring people together to achieve solutions.

APS 5 - IT Service Support Assistant Team Leader - 2 positions
1. Canberra, 2. Canberra/Sydney/Brisbane/Melbourne
The IT Service Support Assistant Team Leader works with the Team Leader to support and guide a team of IT Support Officers and Analysts and assists with the daily operations of the IT Service Desk. This includes: providing second level support, acting as an escalation point for more complex issues, quality control, coaching and advice for Service Desk Officers. The Assistant Team Leader helps ensure effective communication with other teams in ID and that clients are provided with effective support for all IT issues.

APS 5 - IT Service Support Analyst - Sydney
The IT Service Support Analyst works with other Service Desk Analysts (APS5 and APS6) in the team to provide second level support, and action service requests related to privileged access. Other key duties include acting as an escalation point and quality assurance gate, prior to tickets being raised to resolver teams; providing coaching and feedback on solutions to Service Desk Officers; and liaising with resolver teams to progress solutions for incidents.

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

How you can help us make a difference

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

Our ideal candidate will demonstrate:

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

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

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

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

Notes

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

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

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

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To Apply

Position Contact	Marwan Al-Allaq, (02) 6141 5908
Agency Recruitment Site	https://agcareers.nga.net.au/?jati=D4E333CE-8409-2D4C-1765-DAA8B4

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Attorney-General's

Vacancy VN-0740871

Attorney-General's Department

Closing Date:Wednesday 08 May 2024

Job Title	Executive Assistant to the Secretary
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Canberra ACT
Salary	$114,780 - $139,657
Classification	Executive Level 1
Position Number	0185/24-EXT
Agency Website	https://www.ag.gov.au/Pages/default.aspx

Job Description

https://agcareers.nga.net.au/?jati=B71F4573-28DB-F5A1-4828-DAA9E0A32D08

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

Duties

Employment Opportunity

The Executive Assistant to the Secretary plays a critical role in assisting the Secretary to ensure that they are briefed, prepared and able to meet all of their obligations and commitments. The Executive Assistant will provide high level administrative support including liaison with Executive and Parliamentary Officers and other senior internal and external stakeholders. Duties are carried out under broad direction and include analysing and prioritising meeting requests and managing all aspects of the administration of the office of the Secretary.

The role must show initiative and make delegated complex operational or administrative decisions on behalf of the Secretary. The Executive Assistant will support, coach, and develop more junior and less experienced Executive Assistants through guiding, advising and mentoring. At this level, the Executive Assistant is expected to maintain currency in relevant subject matter areas through ongoing professional development.

This role requires a high degree of professionalism, judgment, and discretion. Strong relationship skills are also needed to influence and support collaboration and innovation.

How you can help us make a difference

Under broad direction, the Executive Assistant to the Secretary undertakes a wide variety of activities related to executive support, including:

- Managing all correspondence in and out of the Secretary's office, including email and all other types of correspondence, escalating as required.
- Managing and co-ordinating the Secretary's diary, including scheduling, organising venues, making travel arrangements and booking accommodation.
- Providing high level project support for specific projects as requested by the Secretary and undertaking research and contributing to research papers.
- Preparing and co-ordinating a range of complex and/or sensitive correspondence, corporate documentation, submissions, briefs, notes and advice for the Secretary.
- Investigating issues and preparing information and recommendations for the attention of the Secretary.
- Actively contributing at departmental meetings and representing the department at external meetings, conferences, and seminars.
- Actively managing and promoting relationships with internal and external stakeholders, including liaison and limited negotiation at senior levels.
- Providing coaching, mentoring and guidance to all Executive Assistants within the department; advising Executive Assistants on current practices and ensuring their learning and development needs are met.
- Being actively involved in the Executive Assistant Network.

Eligibility

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

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

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

Notes

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

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

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

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To Apply

Position Contact	Megan Thow, (02) 6141 5786
Agency Recruitment Site	https://agcareers.nga.net.au/?jati=B71F4573-28DB-F5A1-4828-DAA9E0A

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Attorney-General's

Vacancy VN-0740897

Attorney-General's Department

Closing Date:Wednesday 08 May 2024

First Nations and Justice Policy
Native Title and Priority Reforms

Job Title	First Nations Priority Reforms Liaison Officer - Affirmative Measures (Indigenous)
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Canberra ACT
Salary	$114,780 - $139,657
Classification	Executive Level 1
Position Number	0187/24_JCG/FNJPD-EXT
Agency Website	https://www.ag.gov.au/Pages/default.aspx

Job Description

https://agcareers.nga.net.au/?jati=C1E56435-2B3C-8545-2234-DAAA1822DADD

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

Do you want to help transform the way that the Attorney General's Department works with First Nations peoples? Work on meaningful projects delivering on the Government's commitment to Closing the Gap? Do you have strong cultural competency and a thirst to make a difference? Then this role is for you!

The Priority Reforms Team of the Native Title and Priority Reforms Branch is seeking a passionate and experienced leader to fill the position of the Attorney-General Department's inaugural First Nations Priority Reforms Liaison Officer. The Branch is dynamic

with responsibility for a broad range of work that seeks to Close the Gap between the social, health and economic outcomes of First Nations peoples with the broader population. The Branch consists of three teams who work in a flexible and agile manner, supported by a strong Branch culture that values and looks after our people.

The successful candidate will play an instrumental role in driving implementation of the department's ambitious commitments to embed the Priority Reforms by identifying and supporting effective genuine partnership with First Nations peoples. The role will include policy development and project management to meet specific objectives relating to increasing the understanding, value and recognition of First Nations cultures, histories, knowledge and rights through cultural learning. You will also be responsible for building and maintaining a network of contacts between the department, government agencies and First Nations peoples in the community.

You will work closely with the department's First Nations Inclusion Liaison Officer who provides cultural safety, advice and specialised, holistic pastoral care to ensure First Nations employees and the Indigenous Employee Network are engaged and supported, and connected with external community.
The filling of this vacancy is intended to constitute an affirmative measure under Section 31 of the Australian Public Service Commissioner's Direction 2022. This vacancy is open only to First Nations candidates.

How you can help us make a difference

We are looking for an innovative person who is willing and able to work differently, including in line with the Priority Reforms under the National Agreement.

Our ideal candidate will have:

- highly developed cultural competency, a deep understanding of the issues affecting Aboriginal and Torres Strait Islander Peoples and communities, and a commitment to ongoing self-development of cultural competency.
- a proven ability to manage complex stakeholder relationships in a culturally diverse environment, approaching sensitive issues with resilience, empathy and collaboration to achieve mutually beneficial outcomes.
- excellent organisational, project management and planning skills, and an ability to work in a fast-paced environment, managing multiple competing priorities at once in tight timeframes.
- well-developed leadership, coaching and mentoring skills and a strong sense of self-awareness, working to foster respect, inclusion, and cultural and psychosocial safety in the workplace.
- strong initiative, a solutions-focused approach and demonstrated innovation and agility to achieve results and provide quality and timely advice.

As this role involves a strong focus on stakeholder engagement and community outreach, the following attributes, skills and/or experience will also be highly advantageous:

- an understanding of trauma-informed practice and/or experience working with people with lived/living experience
- connection to, and engagement with, First Nations community
- experience with First Nations policy or program initiatives

Cultural safety and support

The Priority Reforms Team is committed to working in genuine partnership with First Nations peoples, having built a solid foundation of mutually respectful and trusting working relationships between department staff involved in this work, external stakeholders, and our Indigenous Employee Network. Cultural safety and managing cultural load are a primary focus for the team, and conversations around wellbeing are frequent. Noting the role(s) deal with potentially triggering subject matter such as racism, candidates will need to prioritise their personal wellbeing, and support the wellbeing of their team. The Team has strong supports in place to help staff fulfil their

roles, including the option of regular wellbeing checks through Telus Health (separate to the Employee Assistance Program).

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 or 02 6141 6111 (Option 2).

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

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

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.

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department. The department is committed to having a flexible and inclusive workplace and recognises and values the diversity of the wider Australia community. We encourage and welcome applications from people with disability, Aboriginal and Torres Strait Islander peoples, LGBTIQA+ people, people from culturally and linguistically diverse backgrounds and mature age people.

To Apply

Position Contact	Cassie Woods, (02) 5122 4324
Agency Recruitment Site	https://agcareers.nga.net.au/?jati=C1E56435-2B3C-8545-2234-DAAA182

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Attorney-General's

Vacancy VN-0740901

Attorney-General's Department

Closing Date:Wednesday 08 May 2024

First Nations and Justice Policy
Native Title and Priority Reforms

Job Title	Priority Reforms Team – multiple positions
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Canberra ACT
Salary	$94,729 - $139,657
Classification	APS Level 6;Executive Level 1
Position Number	0188/24_JCG/FNJPD-EXT
Agency Website	https://www.ag.gov.au/Pages/default.aspx

Job Description

https://agcareers.nga.net.au/?jati=9FC21F8D-567C-29D6-E7CC-DAAA1839DEDC

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

Do you want to help transform the way that the Attorney-General's Department works with First Nations peoples? Work on meaningful projects delivering on the Government's commitment to Closing the Gap? Do you have strong cultural competency and a thirst to make a difference? Then this role is for you!

The Priority Reforms Team of the Native Title and Priority Reforms Branch is seeking passionate and experienced candidates to fill multiple positions. The Branch is dynamic with responsibility for a broad range of work that seeks to Close the Gap between the social, health and economic outcomes of First Nations peoples with the broader population. The Branch consists of three teams who work in a flexible and agile manner, supported by a strong Branch culture that values and looks after our people.

The successful candidate will play an instrumental role in driving implementation of the department's ambitious commitments to embed the Priority Reforms under the National Agreement on Closing the Gap, including policy and strategy development, as well as project management, to deliver transformational change. Working closely with stakeholders across the department and Portfolio, you will be responsible for driving or contributing to projects as well as providing a range of education, assistance, and Secretariat functions to senior departmental and Portfolio committees.

Identified Position

This position is an 'Identified' position which signifies that the role has a strong involvement in issues relating to Aboriginal and Torres Strait Islander people. Non-Indigenous candidates must demonstrate cultural competency in working with Torres Strait Islander and Aboriginal people and/or a willingness to develop cultural competency in their application.

How you can help us make a difference

We are looking for highly motivated people to work in high priority and fast-paced team and who bring diverse policy and project management experience. We seek enthusiastic, agile and lateral thinkers who enjoy a diversity of work and are comfortable moving between time-sensitive tasks and longer-term priorities. We value innovation and people who are willing to work differently, including in line with the Priority Reforms. These individuals will approach complex problems with resilience, empathy and collaboration to achieve desired outcomes.

Our ideal candidate will have:

- highly developed cultural competency, an understanding of the issues affecting First Nations peoples and communities, and a commitment to ongoing self-development of cultural competency.
- strong initiative, a solutions-focused approach and demonstrated innovation and agility to achieve results and provide quality and timely advice.
- excellent organisational, project management and planning skills, and an ability to work in a fast-paced environment, managing multiple competing priorities at once in tight timeframes.
- excellent communication, engagement and interpersonal skills with a proven ability to build collaborative relationships in a culturally diverse environment.
- (For Executive Level 1 roles) well-developed leadership, coaching and mentoring skills and a strong sense of self-awareness, working to foster respect, inclusion, and cultural and psychosocial safety in the workplace.

Cultural Safety and Support

The Priority Reforms Team is committed to working in genuine partnership with First Nations peoples, having built a solid foundation of mutually respectful and trusting working relationships between department staff involved in this work, external stakeholders, and our Indigenous Employee Network. Cultural safety and managing cultural load are a primary focus for the team, and conversations around wellbeing are frequent. Noting the role(s) deal with potentially triggering subject matter such as racism, candidates will need to prioritise their personal wellbeing, and support the wellbeing of their team. The Team has strong supports in place to help staff fulfil their roles, including the option of regular wellbeing checks through Telus Health (separate to the Employee Assistance Program). **Eligibility**

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

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

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To Apply

Position Contact	Cassie Woods, (02) 5122 4324
Agency Recruitment Site	https://agcareers.nga.net.au/?jati=9FC21F8D-567C-29D6-E7CC-DAAA18

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Attorney-General's

Vacancy VN-0740939

Attorney-General's Department

Closing Date:Wednesday 08 May 2024

Information Division

Job Title	GRC Officer - Lead Security Architect
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Canberra ACT
Salary	$139,657 - $159,067
Classification	Executive Level 2
Position Number	0181/24_ESG/ID-EXT
Agency Website	https://www.ag.gov.au/Pages/default.aspx

Job Description

https://agcareers.nga.net.au/?jati=D459B486-D88C-F731-78CE-DAA9DD8D3282

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

Duties

Employment Opportunity

We are looking for a Cyber Security Governance, Risk and Compliance (GR&C) Officer to safeguard the department's systems and critical information. The successful applicant will have significant experience working with the regulatory requirements of the ISM, PSPF, ACSC Essential 8, ACSC or equivalent blueprints and vendor blueprints or hardening guides.

The successful applicant is expected to be able to provide advice and direction in relation to IT Security principals and architecture practices across the department.

The successful applicant will work within a team structure and will develop plans and processes to manage cyber and information security risks appropriately and effectively whilst ensuring the Department meets its regulatory requirements.

The role will focus on accreditation and certification of departmental networks, services and applications delivered both on-premise and in the cloud. Working under the guidance of the department's Information Technology Security Advisor (ITSA), you will liaise with the operations, infrastructure, third party providers and cloud teams. Candidates should be energetic and highly motivated with a desire to learn in a dynamic enterprise environment.

This is a highly technical role and as such, requires relevant technical experience. The position will be filled at Executive Level 2 and will suit a candidate whom has a number of years of hands on technical cyber security experience, demonstrate leadership capabilities, strategic thinking and communicating with influence to a broad stakeholder group.

How you can help us make a difference

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

Our ideal candidate will demonstrate:

- Detailed knowledge of Australian Government standards, such as the Protective Security Policy Framework (PSPF) and the Australian Government Information Security Manual (ISM).
- Detailed knowledge of the Australian Cyber Security Centre`s (ACSC) Essential 8 maturity model.
- Working knowledge of ASD`s Blueprint for Secure Cloud or equivalent vendor blueprints.
- Experience identifying, evaluating, and articulating technical risk in an enterprise environment.

- Experience and knowledge in accrediting and certifying ICT platforms and solutions.

Other qualifications:
Tertiary or industry qualifications such as CISM, CISSP, IRAP Assessor etc

Please note: Salaries in the department are provided through its Enterprise Agreement. Additional remuneration may also be provided through Individual Flexibility Arrangements (IFA). These IFAs can be negotiated prior to commencement.

Eligibility

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

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

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

Notes

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

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

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

About the Attorney-General's Department

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To Apply

Position Contact	Stephen Abbey, (02) 6141 5995
Agency Recruitment Site	https://agcareers.nga.net.au/?jati=D459B486-D88C-F731-78CE-DAA9DI

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

Attorney-General's

Vacancy VN-0740943

Attorney-General's Department

Closing Date:Wednesday 08 May 2024

Information Division

Job Title	GRC Officer - Principal Cyber Advisor
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Canberra ACT
Salary	$114,780 - $139,657
Classification	Executive Level 1
Position Number	0182/24_ESG/ID-EXT
Agency Website	https://www.ag.gov.au/Pages/default.aspx

Job Description

https://agcareers.nga.net.au/?jati=12424F5E-916E-0E7D-24EF-DAA9DD9BF554

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

Duties

Employment Opportunity

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The successful applicant is expected to be able to provide advice and direction in relation to IT Security principals and architecture practices across the Department.

The successful applicant will work within a team structure and will develop plans and processes to manage cyber and information security risks appropriately and effectively whilst ensuring the Department meets its regulatory requirements.

The role will focus on accreditation and certification of departmental networks, services and applications delivered both on-premise and in the cloud. Working under the guidance of the department's Information Technology Security Advisor (ITSA), you will liaise with the operations, infrastructure, third party providers and cloud teams. Candidates should be energetic and highly motivated with a desire to learn in a dynamic enterprise environment.

This is a highly technical role and as such, requires relevant technical experience. The position will be filled at Executive Level 1 and will suit a candidate whom has a number of years of hands on technical cyber security experience, demonstrate leadership capabilities, strategic thinking and communicating with influence to a broad stakeholder group.

How you can help us make a difference

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- Detailed knowledge of the Australian Cyber Security Centre`s (ACSC) Essential 8 maturity model.
- Working knowledge of ASD`s Blueprint for Secure Cloud or equivalent vendor blueprints.
- Experience identifying, evaluating, and articulating technical risk in an enterprise environment.
- Detailed knowledge in accrediting and certifying ICT platforms and solutions.

Other qualifications:
Tertiary or industry qualifications such as CISM, CISSP, IRAP Assessor etc

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Eligibility

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Notes

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

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To Apply

Position Contact	Stephen Abbey, (02) 6141 5995
Agency Recruitment Site	https://agcareers.nga.net.au/?jati=12424F5E-916E-0E7D-24EF-DAA9DD

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Attorney-General's

Vacancy VN-0740947

Attorney-General's Department

Closing Date:Wednesday 08 May 2024

Information Division

Job Title	Lead Business Analyst
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Canberra ACT
Salary	$139,657 - $159,067
Classification	Executive Level 2
Position Number	0180/24_ESG/ID-EXT
Agency Website	https://www.ag.gov.au/Pages/default.aspx

Job Description

https://agcareers.nga.net.au/?jati=CA8824F2-E542-C77A-6EEB-DAA9DD7C70A7

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

Duties

Employment Opportunity

The Capability Development team is looking to engage a suitably qualified Business Analyst (BA) with a minimum of 5 years in a senior BA role, capable of taking technical responsibility across all relevant stages and iterations of software development.

The successful candidate must demonstrate the ability to plan and drive business analysis activities, through the adoption of appropriate agile methods, tools and techniques.

This is a senior role within the Business Analysis team and as such will be expected to contribute to policies, standards, frameworks and guidelines that support the achievement of security by design, WCAG 2.2 AA+ and Digital Service Standards.

The successful candidate must demonstrate strong analysis and engagement skills, including the ability to facilitate meaningful workshops with stakeholders both in-person and virtually.

The Lead Business Analyst will hold responsibility for uplifting the skills of the current BA team, mentoring less experienced team members, implementing standardised ways of working and facilitating quality control practices.

The Lead BA must be comfortable working in a fast-paced environment, with many priorities and multiple projects to oversee. With this in mind, they must also have demonstrated skills mitigating risks and resolving conflict.

How you can help us make a difference

The successful candidate should also comfortably demonstrate the ability to:

- Lead the introduction of techniques, methodologies and tools to meet business requirements, ensuring consistency across all team members.
- Lead the development of organisational capabilities for business process improvement and ensure adoption and adherence to policies and standards.
- Adopt a holistic view to identify and analyse wide-ranging problems and opportunities.
- Engage and collaborate with a wide range of stakeholders, including those at the management level.
- Develop robust, trusting relationships and gain agreement from stakeholders to conclusions and recommendations.
- Implement methods and tools at programme, project and team levels including selection and tailoring in line with agreed standards.
- Form, maintain and lead workgroups and individuals to achieve organisational objectives.
- Determine and delegate objectives and task responsibilities to individuals or teams.
- Set the quality, performance and capability targets in line with organisational goals.
- Facilitate individual development of skills and capabilities in line with team and personal goals, and encourage the development of individuals by adjusting workload, targets, and team capacity.
- Champion the importance and value of requirements management principles.
- Develop new methods and organisational capabilities for requirements management.
- Plan and lead scoping, requirements definition and priority setting for complex, strategic programmes.
- Consolidate expertise from multiple sources, including third-party experts, to provide coherent advice to further organisational objectives.
- Support and promote the development and sharing of specialist knowledge within the organisation.
- Lead the development of comprehensive stakeholder management strategies and plans.
- Build long-term, strategic relationships with senior stakeholders (internal and external).

Please note: Salaries in the department are provided through its Enterprise Agreement. Additional remuneration may also be provided through Individual Flexibility Arrangements (IFA). These IFAs can be negotiated prior to commencement.

Eligibility

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

Notes

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To Apply

Position Contact	Amanda Baker, 0406884172
Agency Recruitment Site	https://agcareers.nga.net.au/?jati=CA8824F2-E542-C77A-6EEB-DAA9DI

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Attorney-General’s

Vacancy VN-0740952

Attorney-General's Department

Closing Date:Wednesday 08 May 2024

Information Division

Job Title	Senior Software Engineer (CRM Developer)
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Canberra ACT
Salary	$114,780 - $139,657
Classification	Executive Level 1
Position Number	0184/24_ESG/ID-EXT
Agency Website	https://www.ag.gov.au/Pages/default.aspx

Job Description

https://agcareers.nga.net.au/?jati=9BC35C8B-7616-68E8-2E43-DAA9DDB18139

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

Duties

Employment Opportunity

Information Division is looking to engage a suitably qualified CRM Developer capable of taking technical responsibility across a number of custom built on premises and cloud based customer relationship management products, including Dynamics 365.

The successful candidate must prioritise, investigate, apply remediation and provide advice, carrying out hands-on technical tasks for sustainment and project activities. The successful candidate must demonstrate ability to adopt and apply appropriate development methods, tools and technical standard in line with industry standard and organisational requirements.

This is a senior administrator role and the successful candidate is expected to provide advice and contribute to process improvement, development standards, framework and applying these against acceptance of softwares into production.

How you can help us make a difference

The successful candidate must demonstrate strong CRM and Dynamic 365 experiences and skills, including experiences in developing end to end solutions and integration with commercial off the shelf and bespoke systems and applications.
The department supports a number of internal and external facing CRM (on premises and cloud native) and Dynamic 365 solutions, proficiency and experience in Microsoft Power Platforms and programming languages such as C#, JavaScript, and SQL will be highly regarded.

The successful candidate should also comfortably demonstrate abilities to:

- Provides advice, guidance and expertise to promote adoption of methods and tools and adherence to security policies, and development benchmark and standards;
- Conducts and leads peer review of code and development task against quality and standards;
- Develops, provides advice and takes action to enhance CRM and Dynamic 365 components and application to achieve business objectives;
- Monitors, mitigates risk and takes appropriate action to maintain application health and compliance against standards for sustainment, configuration and deployment, including ICT security policies and frameworks;
- Documents and shares lessons learnt on software development, configuration and management and integrations;
- Evaluates and provides evidence- based advice and guidance on application and system integration and configuration;
- Has an interest in and is willing to keep up to intelligence, provide advice and share insights on emerging technologies;
- Implements appropriate change control to software and system management practices;
- Carries out and contributes to the development of disaster recovery plans and applies incident management processes.

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Notes

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

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To Apply

Position Contact	Sarah Wang, 0499976141
Agency Recruitment Site	https://agcareers.nga.net.au/?jati=9BC35C8B-7616-68E8-2E43-DAA9DD

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Attorney-General’s

Vacancy VN-0740956

Attorney-General's Department

Closing Date:Wednesday 08 May 2024

Information Division

Job Title	Business Analyst
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Canberra ACT
Salary	$114,780 - $139,657
Classification	Executive Level 1
Position Number	0183/24_ESG/ID-EXT
Agency Website	https://www.ag.gov.au/Pages/default.aspx

Job Description

https://agcareers.nga.net.au/?jati=B3D6C734-6E25-CE38-9917-DAA9DDA6C8D4

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

Duties

Employment Opportunity

The Business Analyst (BA) will work within a complex environment and be responsible for upholding the Centre of Excellence practices for the Business Analysis team. The BA will work within a collaborative and supportive team to develop project artefacts that support an Agile delivery model.

The BA is responsible for understanding the business problem, eliciting requirements and refining these into testable features and user stories. The BA will present information in a number of ways to suit different audiences, including journey mapping, wireframing and persona profiles.

The Business Analyst should be brave about introducing new or external ideas, have diverse experience, and global perspectives, and be willing to explore innovative ways of working.

How you can help us make a difference

The BA responsibilities include:

- Take responsibility for understanding client requirements, collecting data, delivering analysis and problem resolution.
- Select appropriate techniques and tools to develop user stories and elicit user experience requirements in complex situations.
- Collaborate with, and facilitate stakeholder groups, as part of formal or informal requirements gathering.
- Adopt a holistic view to identify and analyse wide-ranging problems and opportunities.
- Analyse and design business processes to identify alternative solutions to improve efficiency, effectiveness and exploit new technologies and automation.
- Develop graphical models of business processes to facilitate understanding and decisionmaking.
- Plan and drive scoping, requirements definition and prioritisation activities for large, complex initiatives.
- Obtain input from, and agreement to requirements from a diverse range of stakeholders.
- Identify and describe the design goals for systems, products, services and devices.
- Specify measurable criteria for the required usability and accessibility of systems, products, services and devices.

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To Apply

Position Contact	Amanda Baker, 0406884172
Agency Recruitment Site	https://agcareers.nga.net.au/?jati=B3D6C734-6E25-CE38-9917-DAA9DD

Attorney-General's

Vacancy VN-0740611

Australian Criminal Intelligence Commission (ACIC)

Closing Date:Sunday 05 May 2024

Chief Operating Officer
People Branch

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

Job Description

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

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

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

Duties

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

- Drive a culture of high performance, engagement, and continuous improvement within the ACIC.
- Lead the branch to continuously assess and improve the ACIC's strategic approach to delivering human resource functions.
- Lead the development and implementation of the ACIC's workforce strategy, including workforce planning, talent management, performance management, and succession planning.
- Oversee the development and implementation of policies, procedures, and programs related to recruitment, organisational psychology, onboarding, performance management, training and development, employee engagement, diversity and inclusion, and culture reform.
- Oversee all people management matters, including workforce planning, organisational design, and change management.
- Foster a culture of learning and development, ensuring employees have access to relevant training and development opportunities to enhance their skills and capabilities.
- Oversee the management of complex and sensitive employee relations matters, including the interpretation and application of relevant legislation, policies, performance management, disciplinary actions, and grievance resolution.

- Ensure compliance with all relevant legislative and regulatory requirements related to employment and workplace health and safety.
- Lead, manage and mentor all direct reports including those who perform specialist and/or legislated functions.
- Build and maintain effective relationships with internal and external stakeholders, including government agencies, industry partners, and relevant professional associations.
- Represent the ACIC in relevant forums, conferences, and working groups related to people management, workforce planning, and organisational culture.

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

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

Eligibility

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

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

Notes

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

More information about our conditions is available in the ACIC Enterprise Agreement 2024-2027 on our website.

About the Australian Criminal Intelligence Commission (ACIC)

The Australian Criminal Intelligence Commission (ACIC) is Australia's national criminal intelligence agency. Our vision is an Australia hostile to criminal exploitation. We work with our national and international partners to conduct investigations and collect intelligence to combat serious and organised crime, cybercrime and national security threats. We develop and maintain national information and intelligence sharing services and systems for use by state, territory and Commonwealth law enforcement agencies. We also deliver nationwide background checking services to support employment or entitlement decisions to keep the Australian

community safe. The ACIC Board provides strategic direction to the ACIC and represents Commonwealth, state and territory law enforcement and other regulatory agencies. Our purpose is to protect Australia from criminal threats through coordinating a strategic response and collecting, assessing and disseminating intelligence and policing information.

To Apply

Position Contact	Nicole, 02 6268 7257
Agency Recruitment Site	https://www.acic.gov.au/about-us/careers

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Attorney-General's

Vacancy VN-0740617

Australian Criminal Intelligence Commission (ACIC)

Closing Date:Sunday 05 May 2024

Corporate
Intelligence and Information Systems Chief Information Officer

Job Title	End User Support Technician
Job Type	Full-Time, Ongoing
Location	Adelaide SA, Canberra ACT, Melbourne VIC, Sydney NSW
Salary	$82,403 - $87,572
Classification	APS Level 5
Position Number	5288_04/24_IIS
Agency Website	https://www.acic.gov.au/

Job Description

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

Our End User Support Technicians provide high-quality desktop, laptop, mobile, and audio-visual support to ensure our intelligence, technology and enabling teams have access to the ICT services they need when and where they need them. You may be required to travel to ensure ICT infrastructure is available and upheld in various locations to meet operational demand.

As a member of a small multi-disciplinary team, you will have well-developed troubleshooting and analytical skills, a commitment to ongoing professional development, and the ability to foster relationships in order to deliver high quality advice and support to stakeholders, including the senior executive.

Duties

- Analyse and troubleshoot complex desktop, laptop and mobile technical enquiries, including the ability to apply sound judgement to problem solve when faced with competing priorities.
- Support and manage local and virtual windows environments through tools such as Windows Virtual Desktop (WVD), SCCM, SOE & group policy, and Intune.
- Maintains Technical skills and operation experience in VMware Horizon View, including management of Horizon Servers, Desktop templates, and VDI desktop pools are key in supporting our ICT environment.

Our ideal candidate

To be successful in this role, you will demonstrate the following experience, skills and attributes:

- Has strong verbal and written communication skills including a demonstrated ability build and maintain effective relationships through liaison, consultation, and information sharing.
- Understands or has the ability to rapidly acquire knowledge of complex ICT environments and a desire in further developing skill to understand changing ICT environments.
- Can work to tight timeframes, to set priorities and to meet deadlines both independently and as a member of a multi-disciplinary team.

Eligibility

- **Citizenship** – To be eligible for employment with the ACIC, applicants must be an Australian citizen.
- **Security Clearance** - The Australian community expects ACIC employees to maintain the highest levels of security and integrity. Successful applicants will be required to obtain and maintain a minimum Negative Vetting Level 1 security clearance.
- **Pre-Employment Screening** – All candidates must satisfy an Organisational Suitability Assessment (OSA) prior to being offered employment at the ACIC. Please refer to the ACIC's Character Standards for further information.
- **Vaccination Status** – To be eligible to work at the ACIC, you must be fully vaccinated against COVID-19.

Notes

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

More information about our conditions is available in the ACIC Enterprise Agreement 2024-2027 on our website .

About the Australian Criminal Intelligence Commission (ACIC)

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

To Apply

Position Contact	Adrienne, 02 6268 7415
Agency Recruitment Site	https://www.acic.gov.au/about-us/careers

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Attorney-General's

Vacancy VN-0740566

Australian Federal Police

Closing Date:Thursday 02 May 2024

Job Title	Assistant Commissioner (SES Band 2)
Job Type	Full-Time, Non-Ongoing
Location	Canberra ACT, Melbourne VIC, Adelaide SA, Perth WA, Brisbane QLD, Sydney NSW
Salary	$275,604 -
Classification	Senior Executive Service Band 2
Position Number	237440
Agency Website	https://careers.afp.gov.au

Job Description

https://au.hudson.com/jobview/assistant-commissioner-afp/6bdbae91-ba9f-4e7b-b5cc-7072880ea140/

The Australian Federal Police (AFP) is a key player in the Australian security landscape, rising to complex challenges and staying a step ahead to protect Australians as new threats emerge.

We break new ground every day and a career as a member of the AFP requires a diversity of skills and knowledge, as well as an ability to combine innovation with policing to create intelligent action.
We:

- Pride our self on demonstrating leadership and agility in a dynamic operating environment;
- Are intelligence-led, ethically and values-driven, embracing diversity and inclusion;
- Value trust, respect, accountability, integrity;
- Are committed to excellence in service to the Australian community and in working with each other; and
- Have the brightest minds to play a critical role in protecting Australia and Australians by outsmarting serious, complex, international and organised crime.

To continue as one of the most adaptive, effective and advanced police forces in the world, the AFP is seeking a suitably qualified professional for the role of **Assistant Commissioner (SES Band 2).**

Duties

The AFP is seeking to create an Assistant Commissioner merit pool to fill vacancies now and into the future.

As an Assistant Commissioner you will be responsible for driving capability at the strategic level and developing collaborative external relationships to enhance the AFP's outcomes and reputation. You will be flexible and agile to achieve organisational objectives in an environment of ongoing change.

Other key responsibilities:

- Proactively influence outcomes in alignment with AFP strategic direction and whole of government strategy;
- Actively contribute to the broader AFP senior leadership group and implement strategies to ensure results and achieved;
- Drive operational results aligned to organisational priorities, balancing resources to foster flexibility while supporting the development and wellbeing of our people;
- Champion and lead innovation and continuous improvement;
- Proactively develop productive working relationships with a diverse range of external stakeholders to understand and influence strategic law enforcement and national security drivers and frameworks;
- Drive and embed enterprise leadership succession, performance, and development strategies to proactively develop our people at all levels;
- Model the AFP Leadership behaviours and support and drive a healthy and safe workplace culture through everyday behaviours that epitomise high calibre character, courage and commitment to excellence; and
- Strongly contribute to development and application of financial, workforce and capability strategies to support overall AFP performance.

Eligibility

Our ideal candidate

As a senior executive leader within the AFP you will:

- Be a strong leader with behaviours that demonstrate courage, collaboration, a focus on people and a commitment to identifying and addressing emerging challenges and risks;
- Balance short-term priorities with continued focus on long-term strategic priorities;

- Deliver on AFP corporate strategic direction;
- Promote diversity in your decisions and inclusion in your actions;
- Be an excellent leader, taking an active interest in the growth and wellbeing, behaviours and capabilities of your people;
- Harness an enterprise-focussed approach to strategic and operational issues;
- Be committed to excellence, fostering an environment that encourages innovation and continuous learning, and have a strong record of achievement in leading people and managing resources;
- Have excellent stakeholder relationship skills, including the ability to provide insightful, persuasive and trusted advice to a diverse range of senior stakeholders; including across government;
- Be forward thinking and self-motivated, driving operational and service delivery excellence, modelling the AFP's leadership behaviours; and
- Demonstrate capability in-line with the SES Band 2 Work Level Standards and AFP Leadership Behaviours and Values.

Notes

- To apply, please submit your application through Hudson Executive - AFP Assistant Commissioner
- **The AFP has a mandate requiring all AFP Appointees to provide satisfactory evidence they have received a COVID-19 vaccination, unless a medical exemption has been granted by the AFP.**

About the Australian Federal Police

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

To Apply

Position Contact	Hudson Executive - Matthew Smee, 0439074251
Agency Recruitment Site	https://au.hudson.com/jobview/assistant-commissioner-afp/6bdbae91-ba

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Attorney-General's

Vacancy VN-0740574

Australian Federal Police

Closing Date:Thursday 02 May 2024

Job Title	Team Member - Executive Support Team
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	$95,010 - $102,927
Classification	APS Level 6
Position Number	12975
Agency Website	https://careers.afp.gov.au

Job Description

https://careers.afp.gov.au/job-invite/12975/

Did you know?

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

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

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

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

Duties

Have you been looking for an opportunity that offers meaningful work, allows you to showcase your professionalism, stakeholder engagement skills, and your ability to make things happen in order to support senior executives?

The Executive Support Team, within International Command, is looking for individuals to fill a vacancy at the Band 5 level. The team provides support to AFP senior executives, and supports the AFP's engagement with international stakeholders. Successful candidates will gain a high level of visibility of the breadth of the AFP's mission and objectives – particularly on national security and international matters –, and will liaise with stakeholders across the organisation as well as other government departments.

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

What will you do?

As a member within the Executive Support Team, you will:

- Coordinate input into briefing material for AFP and International Command executives relating to high-level national and international forums.
- Coordinate input into ministerial, parliamentary, policy and media responses on matters relating to the AFP's international presence, including, cabinet submissions, national security committees.
- Develop and maintain awareness of the AFP's role and any linkage to policy and operational papers and requests from other government departments.
- Identify opportunities to improve processes on a continuous basis and enhance the knowledge of the team.

We are looking for individuals who are interested in contributing to Australia's national security. We are seeking candidates who have:

- Demonstrated coordination skills and the ability to operate in a fast-paced environment, and achieve results within tight timeframes, while managing competing priorities.
- Strong writing skills and excellent attention to detail, in managing day-to-day tasks and ensuring that briefs and documents are delivered in a timely manner and are of high quality.
- An ability to communicate effectively and with influence, and where appropriate, tailoring messages according to different audiences.
- Demonstrated stakeholder engagement skills, and working effectively across teams and building professional networks.

Eligibility

Essential Requirements

- You must be an Australian Citizen at the time of application.
- A Negative Vetting 1 (Secret) security clearance or the ability to obtain one.
- Excellent communication; both verbal and written.
- A high attention to detail.

Desirable Requirements

- Have contemporary knowledge and experience relevant to the role.

Notes

- This position is an AFP Band Level 5
- This role is located in Canberra and applicants are expected to be based in Canberra.
- Proof of a minimum of two COVID-19 vaccinations (or one dose if the Janssen vaccine was used) will be required if an offer of employment is made.

Commitment to Diversity & Inclusion

Diversity and inclusion is an operational priority for the Australian Federal Police (AFP). To be an effective police force, we must be reflective of the community we serve, working across languages, cultures and transnational borders. The 2023-26 Diversity & Inclusion Strategy is the guiding framework for delivering the AFP's diversity and inclusion goals and reflecting our commitment to being an employer of choice, incorporating diversity and inclusion principles in day-to-day practice and building a psychologically and culturally safe workplace. This includes hiring people from diverse backgrounds who bring their lived experience to contribute, and add value, to the AFP. Find out more about how the AFP embraces diversity and inclusion.

About the Australian Federal Police

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

To Apply

Position Contact	Tim Dal Cortivo, 02 5126 3273
Agency Recruitment Site	https://careers.afp.gov.au/job-invite/12975/

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Attorney-General's

Vacancy VN-0740576

Australian Federal Police

Closing Date:Thursday 02 May 2024

Job Title	Commander (SES Band 1)
Job Type	Full-Time, Non-Ongoing
Location	Canberra ACT, Sydney NSW, Melbourne VIC, Adelaide SA, Perth WA, Brisbane QLD
Salary	$221,450 -
Classification	Senior Executive Service Band 1
Position Number	237441
Agency Website	https://careers.afp.gov.au

Job Description

https://au.hudson.com/jobview/commander/51ecd1e4-ef17-4ba8-baae-d92c09f1a29a/

The Australian Federal Police (AFP) is a key player in the Australian security landscape, rising to complex challenges and staying a step ahead to protect Australians as new threats emerge.

We break new ground every day and a career as a member of the AFP requires a diversity of skills and knowledge, as well as an ability to combine innovation with policing to create intelligent action.
We:

- Pride our self on demonstrating leadership and agility in a dynamic operating environment;
- Are intelligence-led, ethically and values-driven, embracing diversity and inclusion;
- Value trust, respect, accountability, integrity;
- Are committed to excellence in service to the Australian community and in working with each other; and
- Have the brightest minds to play a critical role in protecting Australia and Australians by outsmarting serious, complex, international and organised crime.

To continue as one of the most adaptive, effective and advanced police forces in the world, the AFP is seeking a suitably qualified professional for the role of **Commander (SES Band 1).**

Duties

The AFP is seeking to create a merit pool to fill vacancies at the Commander level now and into the future.

As a Commander you will be responsible for aligning organisational capability and capacity to ensure operational outcomes are maximised through harnessing technology and specialist resources; and identifying interdependencies and future needs.

Other key responsibilities:

- Contribute to the broader senior leadership group to develop and implement strategies that align organisational capability and capacity to AFP Strategic priorities;
- Deliver operational results aligned to organisational priorities, balancing resources to foster flexibility while supporting the development and wellbeing of our people;
- Champion and lead innovation and continuous improvement;
- Proactively develop productive working relationships with a diverse range of external stakeholders to understand and influence strategic law enforcement and national security drivers and frameworks;
- Drive and embed leadership succession, performance, and development strategies to proactively develop people at all levels;
- Model the AFP Leadership behaviours and support and drive a healthy and safe workplace culture through everyday behaviours that epitomise high calibre character, courage and commitment to excellence; and
- Strongly contribute to development and application of financial, workforce and capability strategies to support overall AFP performance.

Eligibility

- Be a strong leader with behaviours that demonstrate courage, collaboration, a focus on people and a commitment to identifying and addressing emerging challenges and risks;
- Balance short-term priorities with continued focus on long-term strategic priorities;
- Deliver on AFP corporate strategic direction;
- Promote diversity in your decisions and inclusion in your actions;
- Be an excellent leader, taking an active interest in the growth and wellbeing, behaviours and capabilities of your people;
- Harness an enterprise-focussed approach to strategic and operational issues;
- Be committed to excellence, fostering an environment that encourages innovation and continuous learning, and have a strong record of achievement in leading people and managing resources;
- Have excellent stakeholder relationship skills, including the ability to provide insightful, persuasive and trusted advice to a diverse range of senior stakeholders; including across government;
- Be forward thinking and self-motivated, driving operational and service delivery excellence, modelling the AFP's leadership behaviours and capabilities; and
- Demonstrate capability in-line with the SES Band 1 Work Level Standards and AFP Leadership Behaviours and Values.

Notes

To apply, please submit your application through Hudson Executive - AFP Commander

The AFP has a mandate requiring all AFP Appointees to provide satisfactory evidence they have received a COVID-19 vaccination, unless a medical exemption has been granted by the AFP.

About the Australian Federal Police

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To Apply

Position Contact	Matthew Smee, 0439074251
Agency Recruitment Site	https://au.hudson.com/jobview/commander/51ecd1e4-ef17-4ba8-baae-d9

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Attorney-General's

Vacancy VN-0740738

Australian Federal Police

Closing Date:Tuesday 07 May 2024

Job Title	Senior Team Member - Executive Support Team
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	$102,927 - $113,563
Classification	APS Level 6
Position Number	12982
Agency Website	https://careers.afp.gov.au

Job Description

https://careers.afp.gov.au/job-invite/12982/

Did you know?

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

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

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

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

Duties

Have you been looking for an opportunity that offers meaningful work, allows you to showcase your professionalism, stakeholder engagement skills, and your ability to make things happen in order to support senior executives?

The Executive Support Team, within International Command, is looking for individuals to fill vacancies at the Band 6 level. The team provides support to AFP senior executives, and supports the AFP's engagement with international stakeholders. Successful candidates will gain a high level of visibility of the breadth of the AFP's mission and objectives – particularly on national security and international matters – and will liaise with stakeholders across the organisation as well as other government departments.

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

What will you do?

As a member within the Executive Support Team, you will:

- Coordinate input into briefing material for AFP and International Command executives relating to high-level national and international forums.
- Coordinate input into ministerial, parliamentary, policy and media responses on matters relating to the AFP's international presence, including, cabinet submissions, national security committees.
- Develop and maintain awareness of the AFP's role and any linkage to policy and operational papers and requests from other government departments.
- Identify opportunities to improve processes on a continuous basis and enhance the knowledge of the team.

We are looking for individuals who are interested in contributing to Australia's national security. We are seeking candidates who have:

- Demonstrated coordination skills and the ability to operate in a fast-paced environment, and achieve results within tight timeframes, while managing competing priorities.
- Strong writing skills and excellent attention to detail, in managing day-to-day tasks and ensuring that briefs and documents are delivered in a timely manner and are of high quality.
- An ability to communicate effectively and with influence, and where appropriate, tailoring messages according to different audiences.
- Demonstrated stakeholder engagement skills, and working effectively across teams and building professional networks.

Eligibility

Essential requirements

- You must be an Australian Citizen at the time of application.
- A Negative Vetting 1 (Secret) security clearance or the ability to obtain one.
- Excellent communication; both verbal and written.
- A high attention to detail.

Desirable requirements

- Have contemporary knowledge and experience relevant to the role.

Notes

- This position is an AFP Band level 6
- This role is located in Canberra and applicants are expected to be based in Canberra.
- This advertisement is to fill current vacancies and create a merit pool for future ongoing or non-ongoing vacancies arising over the next 12 months.
- Proof of a minimum of two COVID-19 vaccinations (or one dose if the Janssen vaccine was used) will be required if an offer of employment is made.

Commitment to Diversity and Inclusion

Diversity and inclusion is an operational priority for the Australian Federal Police (AFP). To be an effective police force, we must be reflective of the community we serve, working across languages, cultures and transnational borders. The 2023-26 Diversity & Inclusion Strategy is the guiding framework for delivering the AFP's diversity and inclusion goals and reflecting our commitment to being an employer of choice, incorporating diversity and inclusion principles in day-to-day practice and building a psychologically and culturally safe workplace. This includes hiring people from diverse backgrounds who bring their lived experience to contribute, and add value, to the AFP. Find out more about how the AFP embraces diversity and inclusion.

About the Australian Federal Police

As Australia's national policing agency, the AFP is a key member of the Australian law enforcement and national security community, leading efforts to keep Australians and Australian interests safe both at home and overseas. The AFP also has

responsibility for providing community policing services to the Australian Capital Territory and Australia's territories, including Christmas Island, Cocos (Keeling) Islands, Norfolk Island and Jervis Bay

To Apply

Position Contact	Thomas Burrow, 02 5126 6989
Agency Recruitment Site	https://careers.afp.gov.au/job-invite/12982/

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Attorney-General's

Vacancy VN-0740760

Australian Federal Police

Closing Date:Tuesday 07 May 2024

Job Title	Coordinator Business Strategy and Governance (APS EL2 Equivalent)
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	$161,105 - $212,583
Classification	Executive Level 2;Senior Executive Service Band 1
Position Number	12963
Agency Website	https://careers.afp.gov.au

Job Description

https://careers.afp.gov.au/job-invite/12963/

Did you know?

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

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

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

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

Duties

Are you an innovative and forward thinking executive leader passionate about driving changes and shape strategic visions? Are you looking to join an organisation that is at the forefront of our National Security? If so, this opportunity can be for you.

The AFP is seeking applications from suitably qualified candidates wishing to be considered for the role of Coordinator Business Strategy and Governance in the Specialist Protective Command (SPC).

Specialist Protective Command (SPC) is a hybrid (Specialised/Operational) Command within the AFP and is responsible for establishing national strategy, governance and capabilities whilst also delivering operational outputs within the ACT. As an SPC Executive Level Leader, you work under the broad direction of the SPC Senior Executives. You are responsible for shaping SPC's strategic direction through the professional services your team delivers consistent with the AFP values, the SPC Corporate Plan, AFP Core Leadership Continuum, and your Charter of Performance. You have an ability to quickly develop, or currently possess, an in-depth knowledge and understanding of the AFP business, and the impact of corporate functions and roles to effectively manage operations.

You are a motivated, skilled, and client-focused professional, who is forward thinking in driving excellence. Possessing high calibre relationship management skills, including the ability to provide strategic, insightful, persuasive and trusted advice to a diverse range of stakeholders.

You leverage your partnerships to connect locally, nationally and globally to share common

problems and build sustainable solutions. Balancing strategic decision making while exhibiting sound judgement, a willingness to innovate and an appetite to try different approaches.

As the Coordinator Business Strategy and Governance you lead by example, embodying the AFP's values and inclusive culture and are willing to adapt and learn, and apply an intelligent, problem-solving approach to your work. You apply a strategic and practical lens to leading SPC business support services (including national coordination, logistics, procurement and SPC workforce planning) whilst utilising sound business principles to effectively and efficiently manage resources to meet the needs of the Commands priorities.

You will coordinate and provide Executive level leadership across ministerial correspondence, media requests, SPC strategic communications and the delivery of nationally consistent protective security standards, governance and practices.

You are highly regarded for your contemporary leadership capabilities, effectively leading and managing a team of professional, unified and staff who stand together with the frontline. As an effective communicator and change management advocate you contribute to the achievement of outcomes in accordance with the AFP Code of Conduct, AFP Governance Instruments and other regulatory frameworks.

What will you do?

The Coordinator Business Strategy and Governance will work under the strategic direction of the senior executive and is responsible for the leadership and management of a number of teams to deliver outcomes.

Appointees require an ability to quickly develop, or currently possess, in-depth knowledge and understanding of the AFP business and the impact of roles and functions undertaken in relation to the organisation’s reputation to effectively manage operations. This work may include:

- Planning, leading and managing the strategic, business and project activities of SPC.
- Leading agile, multi-disciplined, high performing teams providing a range of strategic policy advice, outcomes and services to achieve SPC’s strategic corporate direction.
- Embracing acceptable risk/s inherent in creating new ways of doing business, driving innovation while demonstrating effective leadership in managing risk.
- Assessing and evaluating policy and business improvement initiatives, identifying issues and implementing enhanced procedures and work practices.
- Modelling professional, ethical and leadership behaviours to all employees, and in the capacity of representing the SPC.
- Ensuring all financial and human resources within their team is effectively directed to achieve business area outcomes;
- Contributing to the development of corporate business planning and strategies and the strategic direction of activities within the AFP;
- Exercising high level of influence on areas of specialisation and demonstrate business management capabilities;

- Contributing to the AFP strategies and initiatives for continuous improvement and the long term success of the AFP;
- Providing high level conceptual and strategic advice and conduct briefings;
- Building and sustaining internal and external professional networks and collaborative working relationships;
- Using extensive knowledge and expertise to guide, mentor and develop team leaders and members to ensure the sustainability of skills and knowledge in the AFP;
- Identifying, evaluating and supporting technological changes, policy and legislation within the relevant field that can be utilised to enhance the AFP's response capability;
- Driving the provision of business area services and demonstrates political awareness and understanding; and
- Maintaining currency in policy, legislation and subject matter expertise through ongoing professional development and learning opportunities outside the formal education process.

Eligibility

Essential Requirements

- You must be an Australian Citizen at the time of application.
- A Negative Vetting 1 (Secret) security clearance or the ability to obtain one.
- Demonstrated business and change management capabilities.
- Excellent communication and stakeholders engagement skills.
- Extensive experience in providing strategic advise to Senior Executives.
- Demonstrated leadership experience.
- Relevant qualification in Business Administration, Human Resources or other related fields would be highly regarded.

Notes

- This position is an EL AFP Band Level
- This role is located in Canberra and applicants are expected to be based in the ACT region.
- Proof of a minimum of two COVID-19 vaccinations (or one dose if the Janssen vaccine was used) will be required if an offer of employment is made.

Commitment to Diversity & Inclusion

Diversity and inclusion is an operational priority for the Australian Federal Police (AFP). To be an effective police force, we must be reflective of the community we serve, working across languages, cultures and transnational borders. The 2023-26 Diversity & Inclusion Strategy is the guiding framework for delivering the AFP’s diversity and inclusion goals and reflecting our commitment to being an employer of choice, incorporating diversity and inclusion principles in day-to-day practice and building a psychologically and culturally safe workplace. This includes hiring people from diverse backgrounds who bring their lived experience to contribute, and add value, to the AFP. Find out more about how the AFP embraces diversity and inclusion.

About the Australian Federal Police

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To Apply

Position Contact	Commander Stephen Fry, (02) 5126 4221
Agency Recruitment Site	https://careers.afp.gov.au/job-invite/12963/

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Attorney-General's

Vacancy VN-0740768

Australian Federal Police

Closing Date:Thursday 23 May 2024

Deputy Chief Police Officer
ACT - Exec General Manager Corporate ACT - Coordinator Finance & Commercial

Job Title	Team Leader - ACT Policing, Technical Services Team
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	$113,563 - $121,628
Classification	
Position Number	Job Reference - 12970
Agency Website	https://careers.afp.gov.au

Job Description

https://careers.afp.gov.au/job-invite/12970/

Applications are sought from suitably qualified applicants wishing to be considered for the role of Team Leader - ACT Policing, Technical Services Team.

As a Team Leader you also play a pivotal role in developing people, managing change and influencing behaviours that lead to a supportive culture that respects the perspectives, talents and value of each individual. Consistent with the AFP values, AFP leadership philosophy, organisational reform agendas, AFP corporate business plans and your Performance Development Agreement, the expectation is that you will deliver on the core responsibilities and meet any requirements of the position as outlined below.

The ACT Policing Technical Services Team undertake technical functions for ACT Policing including projects, maintenance and

support for:

- CCTV/AV
- Radio network
- Speed detection equipment
- Vehicle fitouts
- Breathalyser capabilities

Duties

The Team Leader responsibilities include but are not limited to:

- Achieve technical outcomes within required timeframes;
- Conduct design and implementation of technical systems;
- Complete regular documentation updates and maintain document control standards;
- Undertake a range of operational support tasks including team administrative duties when required or as directed;
- Preparation of briefing material, correspondence, submissions and reports for ACT Policing executive and stakeholders;
- Management of a small team to deliver the section outputs;
- Developing team members and fulfilling a guiding, mentoring and advisory role;
- Possess the ability to prioritise tasks within the team structure and adapt to change regularly; and
- Management of key stakeholder relationships, both internal and external to ACT Policing.

Eligibility

- You must be an Australian Citizen at the time of application.
- A Negative Vetting 1 (Secret) security clearance or the ability to obtain one.
- Has contemporary knowledge and experience relevant to the role.
- Relevant qualification or extensive experience and knowledge in area of expertise.
- Demonstrated ability to lead a team.
- Current First Aid certificate or the ability to obtain one
- Current Drivers licence

Desirable Requirements

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

- Electrical and Data/trade experience;
- Electronic and CCTV Security industry experience;
- Certificate 3 in Electronics, Radio/Telecommunications and/or relevant experience;
- Experience in law enforcement or emergency services radio networks or similar;
- Heavy Rigid Vehicle and Motorbike Licences; and
- Possess ability to work at heights, confined spaces and in difficult physical circumstances.

Notes

Please note External Applicants - This role is located in Canberra and if successful, relocation to Canberra will be at your own expense.

The COVID-19 vaccine has been mandated for all AFP employees, and all AFP appointees must maintain up-to-date vaccination status. Satisfactory proof of vaccination status will be required at the time an offer of employment is made. Please contact the Recruitment Team if you wish to discuss the COVID-19 vaccine requirements further.

About the Australian Federal Police

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

To Apply

Position Contact	Michael Healy, 02 5126 3937
Agency Recruitment Site	https://careers.afp.gov.au/job-invite/12970/

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Attorney-General's

Vacancy VN-0740773

Australian Federal Police

Closing Date:Sunday 19 May 2024

Chief Financial Officer

Job Title	Finance Team Leaders (Various roles)
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	$113,563 - $121,628
Classification	Executive Level 1
Position Number	12977
Agency Website	https://careers.afp.gov.au

Job Description

https://careers.afp.gov.au/job-invite/12977/

Did you know?

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

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

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

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

Duties

What is the role?

The Finance & Budget Management Branch is responsible for the provision of efficient, effective and compliant financial management and advice across the AFP. The branch has a number of current and anticipated vacancies available at the band 7 level.

As a Team Leader you also play a pivotal role in developing people, managing change and influencing behaviours that lead to a supportive culture that respects the perspectives, talents and value of each individual. Consistent with the AFP values, AFP leadership philosophy, organisational reform agendas, AFP corporate business plans and your Performance Development Agreement, the expectation is that you will deliver on the core responsibilities and meet any requirements of the position as outlined below.

What will you do?

- Lead and develop a team of Finance Professionals.

- Deliver timely financial information, analysis and advice to assist the organisation in making decisions.
- Establish a working relationship and communicate with external stakeholders, Assistant Commissioners, Commanders and other operational staff to assist with financial management, reporting and budget development.
- Work flexibly across various teams depending on work requirements.
- Challenge existing work practices in an effort to gain efficiencies and benefits for the AFP.
- Supervise and support your team, manage resources and balance competing priorities to deliver timely and accurate results.

Successful applicants will be invited to fill various vacancies in the following areas:

- **Finance Business Partners (FBPs)** support AFP business areas to manage their budget and finances effectively through timely and accurate advice and analysis.
- **Internal Budgets Team** is responsible for allocation and oversight of the AFP internal budget.
- **Investment Plan & Assets Team** supports AFP business areas to manage capital budgets and projects through timely and accurate advice and analysis.
- **Financial Reporting Team** ensures the integrity of the AFP's financial information and compliance with statutory reporting requirements, including ensuring financial statements comply with Public Governance Performance and Accountability and Australian Accounting Standards.
- **Taxation Team** ensures compliance with the AFP's taxation obligations and provides a suitable level of support for the AFP and its members deployed to international missions.
- **External Budgets Team** is responsible for preparing costings for New Policy Proposals and manage the AFP external budget.

Eligibility

Essential Requirements

- You must be an Australian Citizen at the time of application.
- A Negative Vetting 1 (Secret) security clearance or the ability to obtain one.
- Has contemporary knowledge and experience relevant to the role.
- Tertiary qualifications in relevant field.
- Demonstrated ability to lead a team.

Desirable Requirements

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

- Membership of Chartered Accountants Australia New Zealand or CPA Australia is highly desirable

Notes

- This position is an AFP Band Level 7.
- Proof of a minimum of two COVID-19 vaccinations (or one dose if the Janssen vaccine was used) will be required if an offer of employment is made.
- Diversity and inclusion is an operational priority for the Australian Federal Police (AFP). To be an effective police force, we must be reflective of the community we serve, working across languages, cultures and transnational borders. The 2023-26 Diversity & Inclusion Strategy is the guiding framework for delivering the AFP’s diversity and inclusion goals and

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

About the Australian Federal Police

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

To Apply

Position Contact	Megan Kildea, 02 5126 8311
Agency Recruitment Site	https://careers.afp.gov.au/job-invite/12977/

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Attorney-General's

Vacancy VN-0740653

Australian Transaction Reports and Analysis Centre (AUSTRAC)

Closing Date:Monday 06 May 2024

Regulation and Reform
Regulatory Operations

Job Title	EL 2 Director, Rules, Exemptions and MOUs
Job Type	Full-Time, Ongoing
Location	Melbourne VIC, Brisbane QLD, Sydney NSW, Canberra ACT
Salary	$139,016 - $164,247
Classification	Executive Level 2
Position Number	267
Agency Website	https://www.austrac.gov.au/

Job Description

https://www.austrac.gov.au/about-us/work-with-austrac

The Director of the Rules, Exemptions and MOU team works closely with internal key stakeholders in our policy, intelligence and legal teams, and AUSTRAC's partner agencies and international counterparts, to deliver operational outcomes.

The Director leads the team that develops AML/CTF Rules, determines how the Act should apply to novel situations using the exemptions and modification powers and negotiates Memoranda of Understanding for sharing information with AUSTRAC's domestic and international partners.

Duties

The role leads a geographically diverse team with a growing operational and strategic workload in AML/CTF legislative reform and implementation, administering requests for regulatory relief, and negotiating MOUs and information flows.

- Supporting the National Manager, Legal and Enforcement Branch / AUSTRAC General Counsel to deliver outcomes according to the branch plan and in line with the AUSTRAC CEO's strategic priorities.
- High-level liaison and relationship building within AUSTRAC and with relevant stakeholders, including peak industry bodies, government, the broader reporting entity community and partner agencies.
- Leading and managing the staff and resources of the Rules, Exemptions and MOUs team.
- Prioritising and managing the workload of the Rules, Exemptions and MOUs team to meet operational objectives.
- Developing a systems response to an increasing team workload to increase the team's efficiency and productivity.
- Directing and advising on the AML/CTF Rules, exemptions, modifications, instruments of authorisation and MOUs.

The successful candidate must have the demonstrated ability to lead people, manage competing priorities and work well under pressure, forward plan, and establish and maintain strong working relationships with stakeholders.

Tertiary qualification in law and/or admitted to practise on the roll of the High Court of Australia or an Australian State or Territory Supreme Court are required.

Eligibility

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

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

Notes

AUSTRAC is an inclusive employer and we actively encourage applications from Indigenous Australians, people with disabilities, LGBTI+ people and people with diverse linguistic and cultural backgrounds and those of mature age.

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

All selection decisions are based on merit which means that:

- the assessment process is fair and consistent
- assessment is based on position specific requirements for the position – things that are genuinely required for someone to perform the role at the respective classification
- as evaluated, the best person for the position is offered the position

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

About the Australian Transaction Reports and Analysis Centre (AUSTRAC)

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

To Apply

Position Contact	Daniel Mossop, 0422 554 321
Agency Recruitment Site	https://www.austrac.gov.au/about-us/work-with-austrac

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Attorney-General's

Vacancy VN-0740476

Fair Work Commission

Closing Date:Wednesday 08 May 2024

Finance and Resources
Enabling Services Branch

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

Job Description

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

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

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

Duties

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

Eligibility

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

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

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

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

Notes

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

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

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

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

About the Fair Work Commission

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

To Apply

Position Contact	Jack Lambalk, (03) 8656 4841
Agency Recruitment Site	https://fwc.bigredsky.com/page.php?pageID=106

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Attorney-General's

Vacancy VN-0740603

Federal Court of Australia

Closing Date:Monday 06 May 2024

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

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

Job Description

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

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

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

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

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

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

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

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

Duties

1. Assisting chambers and courtroom support staff with the practical arrangements of digital litigation (electronic hearings, video-conferencing equipment, live streaming and digital hearings/eTrials) such as conducting test calls, liaising with third party providers and proactively monitoring and maintaining records of digital practice issues and opportunities.
2. Provide prompt and professional support, advice and training on digital practices to the judiciary, registrars, staff, the legal profession and other Court users, including the use of hardware and software.
3. Coordinate and conduct local training sessions, including to the judiciary and for on-boarding new associates/court staff, and sharing knowledge and expertise to encourage skill development in relation to digital practices.
4. Promote and develop digital practices in your location and provide a channel for the judiciary, staff, the legal profession and other Court users to raise improvements.

5. Be proficient in the use of new and future Court business applications, including Webex, MS Teams, MS OneNote, MS OneDrive, iPads.
6. Execute discovery and produce visual aids (journey maps, personas, swimlane diagrams and more) to help understand current processes, identify areas with opportunity and present findings in an easily digestible way.
7. Validate and test proposed solutions, while raising user awareness and engagement based on best practice and industry standards.
8. Use Human Centred Design (HCD) methodologies for the design and delivery of solutions, services, and process improvements.
9. Advocate and assist in the seamless implementation of change including the preparation and development of user guides for existing and new digital practices, and providing training on Court hardware / software.

Eligibility

Competencies & Attributes
The person for this role will possess an ability to:

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

Formal Qualifications

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

Selection Criteria

1. Well-developed skills to communicate effectively with the judiciary, chambers, staff, legal practitioners, and other external stakeholders including providing reasoning and argument to support change and gain audience support.
2. Demonstrated understanding of Court practices and procedures, and business applications, or the ability to quickly attain this understanding, and the application of digital practice and litigation in a Court environment.
3. Demonstrated ability to confidently promote, build and maintain effective internal and external working relationships including techniques to motivate others and implement change.
4. Demonstrated ability to use specialist knowledge and expertise to address complex problems, to provide oversight and training, and to identify solutions and opportunities in an often time-constrained environment.
5. Demonstrated ability to perform research and analysis, prepare documentation, and present easily digestible information for others to use to inform decision-making about digital practice and related initiatives.

Notes

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

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

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

About the Federal Court of Australia

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

To Apply

Position Contact	Courtney Bartolo, 0405 682 81
Agency Recruitment Site	https://www.fedcourt.gov.au/about/employment

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Attorney-General's

Vacancy VN-0740792

Federal Court of Australia

Closing Date:Monday 06 May 2024

Federal Court of Australia
Chief Justice's Chambers

Job Title	Administrative Assistant - Chambers of the Chief Justice
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Melbourne VIC
Salary	$71,560 - $78,001
Classification	APS Level 4
Position Number	TBA
Agency Website	https://www.fedcourt.gov.au/about/employment

Job Description

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

The Administrative Assistant is part of a team who assist the Chief Justice. The role of the Administrative Assistant is to assist with management of incoming and outgoing correspondence, to coordinate the Chief Justice's events and to provide administrative support to her Honour's Chambers Manager, Executive Assistant and Associates.

Duties

The role of the Administrative Assistant includes, but is not limited to:

- Management of emails, memoranda and other correspondence, including responding to queries and producing well drafted correspondence.
- Providing administrative support to the Chief Justice and other members of her Honour's chambers, including managing accounts and other duties as required.
- Maintenance of records, including email correspondence and other chambers documents.
- Coordinating events, including managing invitations, booking catering and attending to set up.
- Provide support for the Chief Justice's meetings with guests as required.
- **This position is one which will require the successful candidate to be present in chambers during the working day. There may be opportunities to work from home occasionally, but it is primary an in-office position.**
- Some interstate travel may be required, to other Court registries.

Selection Criteria

1. At least two years of experience in providing effective and efficient administrative support, ideally within the courts or the legal sector.
2. Strong interpersonal skills, professionalism and an ability to appropriately handle confidential and sensitive information.
3. The ability to work autonomously and as a member of a small team.
4. Well-developed organisation, prioritisation and time management skills.
5. Excellent oral and written communication skills, including attention to detail and accuracy.
6. Excellent problem-solving skills, including being able to demonstrate initiative, flexibility and sound judgement in decision-making.
7. Strong IT skills, including touch typing skills, the ability to use legal databases, Microsoft applications and Adobe.
8. Ability to quickly absorb new information to operate within the Court's processes and to accurately and efficiently use Court specific IT systems
9. The ability to adapt to changing situations and priorities.
10. Very high standard of ethical behaviour.

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) or, in limited circumstances, in the process of obtaining citizenship.

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

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

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

Notes

About the Federal Court of Australia

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

To Apply

Position Contact	Katrina Jobson, (03) 8638 6833
Agency Recruitment Site	https://www.fedcourt.gov.au/about/employment

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Attorney-General's

Vacancy VN-0740722

National Anti-Corruption Commission

Closing Date:Monday 06 May 2024

Operational Capabilities

Job Title	Witness Liaison Officer
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Canberra ACT, Melbourne VIC, Sydney NSW
Salary	$114,209 - $138,791
Classification	Executive Level 1
Position Number	044_04/24
Agency Website	https://nacc.gov.au/

Job Description

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

The NACC takes its responsibility to those impacted by our investigative work seriously. The purpose of the Witness Liaison Officer (WLO) role is to coordinate and improve the NACC's capability to communicate with and provide support to those individuals.

The WLO will provide professional advice, support and assistance to witnesses involved in and throughout the lifecycle of NACC processes including investigations and hearings. The WLO may also work with at-risk persons not classified as witnesses, such as complainants.

The WLO works proactively and collaboratively with NACC staff to help identify, assess and manage risks to the psychological wellbeing of witnesses and other persons subject to the exercise of the NACC's duties, functions and powers. This position operates across all Divisions of the NACC to assist staff to learn, understand and implement NACC priorities, expectations and procedures regarding witness wellbeing.

The WLO is the subject matter expert (SME) on assessment and external support services available to witnesses.

The WLO does not provide counselling or have a therapeutic relationship with witnesses, and they do not provide an intensive case management role. However, the WLO is responsible for overseeing the status of all witnesses assessed as being at risk. If a witness does require clinical services, they will be referred to an external provider, other community agencies or their own treating health practitioner.

The successful candidate will work under the general direction of the General Manager Operational Capabilities

Duties

Key activities of this position include:

- Support NACC leadership in building culture and practice regarding witness wellbeing.
- Provide specialist input to NACC policies, procedures, public and internal resources, and learning programs to ensure witness wellbeing, mental health risk, and witness communication and engagement are addressed.
- Monitor, report and review the implementation of the NACC's Witness Wellbeing Policy and Procedures.
- Provide high level professional advice, leadership, and coaching on witness wellbeing matters.
- Build strong relationships with external providers and supervise the supply of contracted services, such as education and psychological support.
- Collaborate with NACC staff to implement the Witness Wellbeing Policy and Procedures, including compiling witness engagement plans, conducting witness liaison and monitoring, and facilitating referrals to external support services.

- Develop and maintain networks and make referrals to external support services and resources in line with witness needs and NACC policy.
- The WLO's expertise may be used in relation to NACC WHS initiatives and other projects delivered.

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

Qualifications:
A qualification in Social Work, Psychology, Social Welfare, Behavioural/Social Science, or a relevant field is required.

Employment with the Commission is subject to the following conditions:

- Citizenship – Applicants must be an Australian Citizen.
- Security Clearance – This is a Designated Security Assessment Position (DSAP). The occupant of this position must obtain and retain an AGSVA security clearance to the specified level.
- Suitability assessment – The Commission must be satisfied that successful applicants are of suitable character. They must undergo a rigorous pre-employment suitability screening process that can be intrusive in nature including (but not limited to) detailed background, character, employment, police and financial checks.
- Probation - A probation period will apply to any new ongoing engagement to the Australian Public Service.

Notes

.We offer attractive rewards and benefits to eligible employees, including:
- competitive rates of pay and 15.4% superannuation.
- generous paid parental leave for primary and secondary caregivers.
- an additional 3 days paid leave between Christmas and New Year.
- flexible working arrangements such as part-time work, flexible work hours, and technology to support working from home and similar arrangements.
- an option to purchase additional leave, up to 4 weeks per year.
- access to salary sacrificing, and
- access to studies assistance.

The NACC provides a service allowance of $1,900 per annum (pro-rata for part-time) to non-SES employees which acknowledges the special requirements of working at the NACC. This includes the need for high-level personal security assessments, the intrusion associated with notifying private financial and social interests and the necessity to engage in practices to prevent targeting by unlawful elements.

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

About the National Anti-Corruption Commission

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

To Apply

Position Contact	Peter Ratcliffe, 02 6203 8130
Agency Recruitment Site	https://nacc.nga.net.au/

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Attorney-General's

Vacancy VN-0740692

Office of the Australian Information Commissioner

Closing Date:Monday 06 May 2024

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

Job Description

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

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

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

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

We are seeking a detail-oriented and analytical individual to join our team as an Entry-Level Data Analyst. As a data analyst, you will be responsible for collecting, analyzing, and interpreting data to help drive informed business decisions. This role offers an

excellent opportunity for recent graduates or individuals looking to start a career in data analysis.

About The Role
The duties of the role include:

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

Duties

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

- Strong analytical skills with the ability to interpret complex data into meaningful information for decision makers
- Proficiency in Microsoft Excel, using formulas, formatting and graphs to analyse data and prepare meaningful reports
- Excellent communication and presentation skills
- Ability to work independently and as part of a team
- Attention to detail and a passion for problem-solving.

Highly desirable

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

How to Apply

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

Eligibility

- Section 22 of the *Public Service Act 1999* requires that APS employees must be Australian citizens.
- There are restrictions on employment of people who have, within the previous 12 months, accepted a redundancy benefit from an APS agency or a non-APS Commonwealth employer.

- For the duration of your employment with the OAIC you will be required to obtain and maintain an Australian Government security clearance at the baseline level and meet required background, identification and character checks.
- Note: All duties are to be performed in accordance with the APS Code of Conduct and APS Values and OAIC policies, including Workplace Diversity and Work Health and Safety. Under section 25 of the *Public Service Act 1999* the OAIC may re-assign the duties of an employee from time to time.

Notes

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

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

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

About the Office of the Australian Information Commissioner

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

To Apply

Position Contact	Lisa Linehan, (02) 9297 9305
Agency Recruitment Site	https://www.oaic.gov.au/about-us/join-our-team/

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Defence

Vacancy VN-0740777

Australian War Memorial

Closing Date:Wednesday 08 May 2024

National Collection
National Collection Research Centre

Job Title	Curator - Digitisation on Demand
Job Type	Full-Time, Ongoing
Location	Dickson ACT
Salary	$90,199 - $101,022
Classification	APS Level 6
Position Number	60000257
Agency Website	https://www.awm.gov.au/get-involved/employment

Job Description

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

The Memorial's Research Centre holds the written records of war, both published and unpublished. The Research Centre manages and provides access to these collections. The Digitised Collections team curates, digitises and publishes Research Centre Online Collections and supports the Memorials public programs, exhibitions and projects.

This position directly supports the Memorial's major digitisation projects, commitment to collection digitisation, exhibitions, online content and the re-development of the Memorial. Under general direction, this position is responsible for the digitisation of Research Centre collections in response to internal and external client demand.

The work involves managing the Research Centre's Digitisation on Demand service, client and stakeholder liaison including seeking and supporting digitisation sponsorship, maintaining and monitoring digitisation workflows including project management, promoting the digitised collection online and in other media and providing advice on copyright, equipment and standards. This position supervises a small team to prepare collections for digitisation, produce preservation quality images, ingestion of these images into the Memorial's Digital Asset Management System (DAMS), copyright research, and the arrangement, description and cataloguing of Research Centre collection material using the Memorial's Collection Management System.

Duties

- Lead and manage the Research Centre's Digitisation on Demand service
- Recommend material to be digitised in line with broader Memorial priorities
- Manage, maintain and monitor workflows, including the production of regular statistics
- Plan, scope and project manage a variety of digitisation projects related to internal and external clients and sponsorship
- Develop and maintain positive relationships with clients and stakeholders both internal and external
- Supervise and lead a small team to administer, prepare archival collections for digitisation, produce images to archival document preservation standards, ingest images into the Memorial's Digital Asset Management System, and the cataloguing and online release of Research Centre collection material using the Memorial's Collection Management System to deliver the Digitisation on Demand Service including manage Agency staffing budget as required
- Promote the digitised collection online by producing blogs, social media, and other forms of online promotion as well promoting the digitised collection in traditional media such as print and broadcast
- Provide advice on copyright, equipment and digitisation and archival standards
- Collaboratively develop and deliver solutions for digitised collection access and online display of digitised collections

Additional Requirements:

- May include rostered hours with the standard ordinary working hours.
- The ability to perform manual handling and the safe movement of collections items in accordance with the principles and practices of the Work Health and Safety Act 2011.

Eligibility
Notes

The Memorial is committed to workplace diversity and maintains an environment that values the contribution of people from different backgrounds and experiences. The Memorial welcomes applications from Aboriginal and Torres Strait Islander people, veterans, mature age people, people from diverse backgrounds, and people with a disability.

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

About the Australian War Memorial

The Australian War Memorial combines a shrine, a world-class museum, and an extensive archive. The Memorial's purpose is to commemorate the sacrifice of those Australians who have died in war or on operational service and those who have served our nation in times of conflict. Its mission is leading remembrance and understanding of Australia’s wartime experience.

To Apply

Position Contact	Sue Ducker, (02) 6243 4587
Agency Recruitment Site	https://www.awm.gov.au/get-involved/employment

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Defence

Vacancy VN-0740926

Australian War Memorial

Closing Date:Thursday 09 May 2024

Corporate Services
Corporate Services Executive

Job Title	Executive Assistant to the Assistant Directors
Job Type	Full-Time, Ongoing
Location	Campbell ACT
Salary	$80,341 - $87,572
Classification	APS Level 5
Position Number	60002989
Agency Website	https://www.awm.gov.au/get-involved/employment

Job Description

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

Under limited direction, the Executive Assistant provides executive assistance, calendar management, administrative and office support to the Memorial's three Assistant Directors (SES Band 1) and coordination for the Executive team. The work involves: calendar management, travel management, the preparation of routine correspondence, arranging hospitality for official guests, developing and maintaining internal office systems and procedures, and undertaking simple research and analysis tasks.

Duties

- Provide administrative and office support services to the Assistant Directors including calendar management, meet and greet official guests, preparing routine correspondence, undertaking various administrative projects, setting up videoconference and other logistical meeting arrangements and proactively identify and resolve conflicts and issues under limited direction.
- Work collaboratively as part of the wider Executive Support team.
- Monitor and ensure customer service standards are being met by the team and provide support as required to meet targets.
- Provide administration support to the Office, including secretariat duties where required, utilising SharePoint and other systems for data entry of corporate information and statistics including Microsoft Office, organising office supplies as required and ensuring a high presentation standard of the Executive area including the Council room, lounge, kitchen and reception.
- Manage reception staff including training, development and performance management.
- Utilise the Memorial's financial management systems to process purchase requisitions, orders and reconciliation of corporate credit cards on behalf of expenditure delegates.
- Organise domestic travel for Assistant Directors and members of the Australian War Memorial Council. Arrange hospitality for official guests and for Council meetings.
- Provide high level support to the Director's Office as required.

Eligibility
Notes

The Memorial is committed to workplace diversity and maintains an environment that values the contribution of people from different backgrounds and experiences. The Memorial welcomes applications from Aboriginal and Torres Strait Islander people, veterans, mature age people, people from diverse backgrounds, and people with a disability.

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

About the Australian War Memorial

The Australian War Memorial combines a shrine, a world-class museum, and an extensive archive. The Memorial's purpose is to commemorate the sacrifice of those Australians who have died in war or on operational service and those who have served our nation in times of conflict. Its mission is leading remembrance and understanding of Australia’s wartime experience.

To Apply

Position Contact	Sarah Hawkins, (02) 6243 4210
Agency Recruitment Site	https://www.awm.gov.au/get-involved/employment

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Defence

Vacancy VN-0739017

Department of Defence

Closing Date:Monday 06 May 2024

Security and Estate Group
Service Delivery Division

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

Job Description

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

Duties

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

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

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

This role will suit you if:

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

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

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

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

You will demonstrate the following characteristics:

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

If you are looking for a position where you will be engaging with a variety of clients and suppliers

and you enjoy coming to work in a role where no two days are the same, then engage with the contact officer and discuss further. **Eligibility**

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

Notes

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

About the Department of Defence

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

To Apply

Position Contact	Lauren Donald, 0427 142 530
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=B0AE8336-A3EA-7493-220B-DA

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Defence

Vacancy VN-0739241

Department of Defence

Closing Date:Monday 06 May 2024

Guided Weapons and Explosive Ordnance
GWEO Delivery Division

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

Job Description

https://defencecareers.nga.net.au/?jati=E11103F3-A879-AEC6-882B-DAA8B2589A61

Duties

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

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

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

Every day will be different as you embrace opportunities to:

- Provide integrated logistic support for a range of guided weapons and munitions,
- Exercise sound initiative and judgement in applying appropriate practices and procedures,

- Prepare or provide input to relevant briefs and reports,
- Build and sustain relationships with stakeholders to understand their expectations and concerns to meet business objectives,
- Excellent written and oral communication skills are an integral aspect of these roles,
- You must be able to network/communicate at all levels including engaging with outside organisations to achieve Maritime Explosive Ordnance Systems Program Office (MEOSPO) objectives.

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

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

enabling services).

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

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

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

Other benefits include:

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

Our Ideal Candidate
Our Ideal candidate will possess the following skills and capabilities:

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

Eligibility

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

Notes

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

About the Department of Defence

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To Apply

Position Contact	Recruitment Officer, gweoemb.meospotaking@defence.gov.au
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=E11103F3-A879-AEC6-882B-DA

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Defence

Vacancy VN-0739332

Department of Defence

Closing Date:Thursday 09 May 2024

Naval Shipbuilding and Sustainment Group
Submarines

Job Title	Project Systems Engineer
Job Type	Full-Time, Ongoing
Location	Adelaide SA, Canberra ACT
Salary	$91,702 - $104,753
Classification	APS Level 6
Position Number	NSSG/02695/24
Agency Website	

Job Description

https://defencecareers.nga.net.au/?jati=A6FDA6D9-6160-9770-5AE9-DA925A42C2CF

Duties

The Role
As a Systems Engineer in the Collins Submarine Program, you will perform an important role in the upgrade of Defence submarine capability, specifically submarine communications system. You will work in a dynamic and diverse environment requiring a number of key skills to undertake the following tasks:

- Perform complex activities and tasks relating to requirements development, system definition, design and development, integration, verification and validation, testing and working to agreed priorities and outcomes.
- Deliver complex systems engineering services and products through planning, organisation control and integration.
- Apply knowledge and experience to undertake objective and systematic analysis to develop complex system engineering products to meet Defence objectives.
- Implement processes across the systems engineering lifecycle using technical and professional knowledge and experience.
- Work collaboratively with peers and stakeholders to understand their requirements and solve complex issues as part of a multi-disciplinary team.
- Communicate with stakeholders and line management regarding engineering and technical aspects across the Defence materiel capability lifecycle including preparing briefs, proposals, reports and presentations.
- Interpret and comply with legislative, policy and regulatory frameworks in the preparation and approval of technical submissions, estimates, specifications and documents.
- Analyse complex systems engineering issues using knowledge and experience to identify and recommend solutions.

The additional payment is a Building Defence Capability Payment (BDCP) which enables Defence to provide a premium, in addition to the rate of salary otherwise payable under the Enterprise Agreement (EA) to some or all of the jobs within a critical occupation(s) or discipline within a workplace.

Applicants engaged into a BDCP position must consider the following. BDCPs provide remuneration in addition to the Defence Enterprise Agreement (EA). This arrangement is subject to meeting eligibility criteria and is subject to annual review. Should your performance fall beyond requirements or the eligibility criteria not be met, your eligibility for the BDCP may be reviewed and

ceased.

It may also be ceased should you change positions or the requirement for the BDCP is no longer necessary, as determined by Defence. Should the BDCP be ceased you will be advised and your BDCP additional payment will cease.

About our Team
Submarines are a unique Defence capability and play an essential role in supporting Australia's maritime security and your work within the program by engaging Navy and industry partners, will ensure that Navy has an enduring and potent submarine capability for generations to come.

You will have access to generous and attractive working conditions as an Australian Public Servant in Defence. Defence employees' working conditions, including an attractive package and a generous superannuation contribution (15.4%) can be sourced from the Defence Enterprise Agreement.

The Team comprises engineers, project managers, schedulers and logisticians. The APS 6 Systems Engineers reports to an EL 1 Systems Engineer. As a Systems Engineer within the Combat System Program supporting delivery of modernised submarine communications system, you will be part of a supportive and cooperative team working alongside other talented colleagues.

Our Ideal Candidate
You are a qualified Engineer who is diligent, can perform and achieve complex engineering work within an integrated workforce supporting delivery of modernised submarine communications system. You will engage with stakeholders and investigate engineering concepts within a specific engineering discipline including managing specifications and resources in support of the Defence materiel capability lifecycle. You will investigate, analyse and report recommendations and advice to address issues.

The candidate will be able to demonstrate and apply technical knowledge and experience to develop and review design packages, identify risks and uncertainties and consider these in planning, decision-making and priority setting. You will be accountable to contribute towards ongoing self-improvement and professional development.

Eligibility

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

Mandatory Qualifications
This engineering position requires Bachelor of Engineering from an Australian institution, or a qualification gained elsewhere, that satisfies the requirements of the Washington Accord for recognition as a Professional Engineer

Notes

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

About the Department of Defence

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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	Build the Future, Please email
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=A6FDA6D9-6160-9770-5AE9-DA

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Defence

Vacancy VN-0739560

Department of Defence

Closing Date:Monday 06 May 2024

ARMY
ADAFHQ-Office of Chief of Army

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

Job Description

https://defencecareers.nga.net.au/?jati=B9169FAC-21BB-C4E1-F8AE-DA9384DB8F5F

Duties

The Role
Your role is to maintain oversight of Army's youth engagement activities, which play a central role in promoting Army's reputation and showcasing Army as an employer of choice. This position will be responsible for: maintaining centralised visibility of all Youth engagement activities across Army; the coordination of compliance and assurance auditing and reporting of Army youth engagement; and act as Army's Youth Policy sponsor, which includes developing a deep knowledge of both Defence Youth policy

and Australian Army Cadets Policy to contribute to policy development. You will be responsible for the supervision of the APS 6 Policy Officer. Your responsibilities will necessitate interaction with Reserve and Cadet Support Division, which sponsors Defence Youth Policy and the Defence Work Experience Program (DWEP) and with Army commands who plan and deliver non-Army Cadet Youth engagement activities across Australia. You will report to the Army Policy Youth Owner, Commander Australian Army Cadets.

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

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

Eligibility

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

Notes

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To Apply

Position Contact	Sean Fleming, 02 5109 7287
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=B9169FAC-21BB-C4E1-F8AE-DA

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Defence

Vacancy VN-0740019

Department of Defence

Closing Date:Sunday 05 May 2024

Naval Shipbuilding and Sustainment Group
Maritime Sustainment

Job Title	Maintenance Manager
Job Type	Full-Time, Ongoing
Location	Cairns QLD
Salary	$83,706 - $89,659
Classification	APS Level 5
Position Number	NSSG/03117/24
Agency Website	

Job Description

https://defencecareers.nga.net.au/?jati=345DA743-2122-E5C5-6774-DAA660C198A2

Duties

The Role
The APS5 Maintenance Manager will operate as a member of a small team within the Army Marine. Discipline and with limited guidance and will monitor and report on fleet usage and maintenance rates in order to provide optimisation and improvement options in support of current sustainment activities and is expected to provide maintenance policy advice in addition to contributing to technical solutions to identified problems as required. The APS5 Maintenance Manager uses Military Integrated Logistics Information System (MILIS) on a daily basis in the performance of their duties and can be expected to utilise the Configuration Management Tool - Land on a regular basis.
The APS5 Maintenance Manager will have considerable level of stakeholder engagement and will liaise with stakeholders in relation to complex issues. They will be required to identify, anticipate and respond to stakeholders' needs and expectations to achieve work unit and Defence outcomes.

About our Team
Army Marine, an element of the Hydrographic Systems Program Office, operates within the Naval Shipbuilding and Sustainment Group, as a part of the Maritime Sustainment Division, within the Specialist Systems Branch. HSPO supports Defence's Hydrographic and Army Marine capabilities. As part of NSSG, HSPO is evolving into the Maritime Sustainment Model (MSM) being progressed under Plan Galileo. A national, integrated approach is delivering a continuous sustainment environment to support Continuous Naval Shipbuilding. If you require further information, please email build.the.future@defence.gov.au.

Our Location HMAS Cairns is the primary Defence establishment in the Cairns Region. It is a Royal Australian Navy base with 900 Navy and civilian personnel, and a responsibility extending from Rockhampton in the south to Thursday Island in the north. Located in an idyllic spot between the Great Barrier Reef and tropical rainforests, Cairns is not only one of Australia's most popular tourist destinations but a great place to live and work. The city is well-established and well set up for those who live and work here, for both individuals and families of all sizes. Cairns has an international airport and direct flights to all Australian capital cities. Cairns is considered a 'remote' location and Defence employees who work in Cairns are eligible for locality benefits.

APS employees are also able to access site amenities at Defence establishments in Cairns. This includes a gym, yoga, and basketball court and team sports. Defence provides relocation assistance to eligible APS employees required to relocate. The level of assistance will be subject to negotiation and Delegate approval. For more information, please download the APS Relocation Assistance Handbook

Our Ideal Candidate
Our ideal candidate will have the qualifications, competency and ability to provide sustainment and maintenance management. Capability to the Army's fleet of watercraft, with demonstrated understanding of and experience in maintenance and configuration management of fleet equipment with advanced skills using a Computerised Maintenance Management System (CMMS) preferably MILIS Maintenance Module; as well as the provision of maintenance advice and mentoring to Army Marine personnel

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	Huda Meer, build.the.future@defence.gov.au
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=345DA743-2122-E5C5-6774-DAA

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Defence

Vacancy VN-0740194

Department of Defence

Closing Date:Sunday 05 May 2024

Capability Acquisition and Sustainment Group
Aerospace Systems

Job Title	Logistics Engineering Officer
Job Type	Full-Time, Ongoing
Location	Williamtown NSW, Brindabella Business Park ACT, Edinburgh SA
Salary	$91,702 - $104,753
Classification	APS Level 6
Position Number	CASG/03091/24
Agency Website	

Job Description

https://defencecareers.nga.net.au/?jati=1D9A6679-A739-D4D8-3D54-DAA6D9A2D46A

Duties

The Role
Future Intelligence Surveillance and Reconnaissance Systems Program Office (FISRSPO) is seeking a Logistics Engineer to join the Logistics Management Unit to perform complex materiel Engineering and Maintenance logistics support system work in cooperation with the US Department of Defense to deliver materiel systems for the Royal Australian Air Force.

The position is primarily accountable to work within relevant legislative frameworks and policies and is required to work independently, exercise initiative and judgement to design and establish maintenance management systems for a range of Intelligence, Surveillance, Reconnaissance and Electronic Warfare (ISREW) capabilities.

You will lead a small team providing technical advice and support in relation to the development and execution of plans, support concepts and strategies associated with the introduction to service of ISREW systems. You will deliver engineering and maintenance support solutions across ISREW Defence Aviation and Non-aviation systems requiring analysis, procurement, development, implementation and transition of materiel logistics plans, processes and procedures related to the support system solution for allocated platforms and system.

About our Team
Future Intelligence, Surveillance and Reconnaissance Systems Program Office (FISRSPO) is the acquisition agency for leading edge ISR capability. 'Future Skies, Future Eyes' is the FISRSPO motto and it speaks to our need to ensure Australia's readiness for future challenges.

FISRSPO is currently responsible for two major projects set to imminently deliver the next two unique platforms to the Royal Australian Air Force fleet.

The materiel we acquire includes crewed and un-crewed aerial systems and ground control segments, training systems, and associated infrastructure and support systems. FISRSPO is also responsible for the integration of all elements of the Fundamental Inputs to Capability (FIC), to ensure seamless transition to service of the acquired capability, enabling achievement of Initial Operational Capability (IOC), and Final Operational Capability (FOC) on time and within budget.

FISRSPO is an integrated workplace with ADF, APS and contracted personnel, committed to flexible work practices.

Our Ideal Candidate

FFISRSPO is seeking a dynamic and passionate individual to join our team. To be successful you will be an experience Logistics Engineer who has:

- The ability to lead a small team and work in a dynamic environment;
- Knowledge and experience in project management and/or integrated logistics support and understands the Project lifecycle;

- An understanding of the principles and requirements of establishing maintenance management systems, publication and tool management, support and test equipment;
- A background in maintenance systems and/or systems engineering (aerospace engineering highly desirable);
- An understanding of Defence Aviation Safety Regulations (DASR) and Continuing Airworthiness Management (CAM) service requirements;
- The ability to demonstrate working effectively across a broad and complex stakeholder group.

Eligibility

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

Notes

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

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To Apply

Position Contact	Bronwen Harrigan, 02 4077 9021
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=1D9A6679-A739-D4D8-3D54-DA

Defence

Vacancy VN-0740212

Department of Defence

Closing Date:Sunday 05 May 2024

NAVY
Deputy Chief of Navy

Job Title	Business Manager
Job Type	Full-Time, Ongoing
Location	Russell ACT
Salary	$115,899 - $130,733
Classification	Executive Level 1
Position Number	NAVY/03231/24
Agency Website	

Job Description

https://defencecareers.nga.net.au/?jati=C55416B8-E4C3-ED68-D342-DAA7111D0EFA

Duties

The Role
Navy Headquarters is seeking a motivated, talented, multifaceted individual to perform the role of the EL 1 Business Manager Chief of Staff Navy Headquarters (BM COS NHQ). This position is responsible to manage and provide support to Navy Headquarters, the Office of the Chief of Navy (OCN) and other Navy units as required for unit security, business, administration, business finance and management functions. The successful applicant will need to demonstrate an ability to thrive in a fast-paced environment, have excellent multi-tasking skills, strong abilities to lead, mentor and develop their team and possess a broad range of administrative skills.

Applicants should demonstrate their abilities to perform the following functions;

- Provide high-level specialist and technical advice on finance, human resources (APS and RAN Reserve), contracts, records management and unit security.
- Interpret, advise and accurately apply policy to achieve business outcomes with a view to identifying strategic risks and opportunities.
- Perform the role of Assistant Navy Head Resident Unit Manager for Russell Offices and Anzac Park West inclusive of WHS matters.
- Perform the role of Assistant Defence Accommodation Coordinator (DAC) to manage and coordinate Navy's Canberra based office accommodation.
- Manage finance corporate and governance functions for all budgets, contracts, and procurements.
- Manage, implement and oversee the governance and assurance aspects associated with financial and procurement activities.
- Perform the role of COS NHQ and OCN Security Officer ensuring compliance with the Defence Security Policy Framework.
- Manage and lead your integrated team with a focus on leadership, mentorship, training and development.
- Manage COS NHQ Reserve Day Management, APS human resources and recruitment.
- In the course of your duties, you are to identify problems, develop solutions and take action as befitting your position and the level of an APS Executive Level 1.
- Foster good relationships across Navy, other services, groups and Government Agencies.

About our Team
The functions performed by the COS NHQ Business Team directly contribute to "Outcome 5 - Provide the required enablers and oversight to achieve Navy outcomes". There is a strong focus on governance, compliance, risk management, security and assurance.

The COS NHQ Business Team consists of 10 members reporting to the EL 2 Director Business. There are 5 positions reporting directly to the EL 1 Business Manager.

Our Ideal Candidate
The ideal candidate will have qualifications and/or experience at the Executive level relating to the methodology, systems and procedures within the accounting, budgeting and financial systems function.

They will have the ability to convert data and information into strategy, have refined and collegiate communication and engagement skills, contract & procurement management skills and expertise; specialist, professional or technical expertise relating APS human resources, knowledge and experience in records management and unit security. **Eligibility**

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

Notes

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

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To Apply

Position Contact	Tina Page, 03 5169 8450
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=C55416B8-E4C3-ED68-D342-DA

Defence

Vacancy VN-0740230

Department of Defence

Closing Date:Monday 06 May 2024

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

Job Description

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

Duties

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

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

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

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

Eligibility

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

Mandatory Qualifications:

This technical position requires the individual to have obtained a recognised Australian Qualifications Framework (AQF) Level 6 qualification in a relevant technical domain or relevant skills and work experience

such that an individual can reasonably achieve a recognised AQF qualification if required by the position.

Notes

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

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To Apply

Position Contact	Scott Schultz, 02 4077 9039
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=3C44BA73-7B18-00BE-5A1D-DA

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Defence

Vacancy VN-0740235

Department of Defence

Closing Date:Sunday 05 May 2024

Capability Acquisition and Sustainment Group
Joint Aviation Systems Division

Job Title	Business Manager
Job Type	Full-Time, Ongoing
Location	Brisbane QLD
Salary	$91,702 - $104,753
Classification	APS Level 6
Position Number	CASG/03243/24
Agency Website	

Job Description

https://defencecareers.nga.net.au/?jati=410125DF-C8DF-9C8D-8127-DAA712E0BF36

Duties

The Role
The Business Manager within Utility Helicopter Systems Program Office (UHSPO) is required to work collaboratively with the EL 1 Business Manager and subordinate staff, to deliver the following outcomes:

- Develop, deliver and document streamlined business processes, for internal and external stakeholder service delivery.
- Provide assurance in regards to UHSPO records management.
- Management of Business Management Unit and Branch tasking through Teams and the internal records management system.
- Manage and provide financial assurance of UHSPO financial management activities (non-platform), funded through the Branch Group Operating Budget.
- Coordinate the delivery of UHSPO training programs, including but not limited to Mandatory Training and Induction Training.

About our Team

The Army Aviation Systems Branch (AASB) purpose is to deliver military aviation systems to the capability managers. AASB is responsible for the acquisition and through-life support of all Army helicopters and tactical unmanned aerial systems through both Project Offices (PO) and Systems Program Offices (SPO) within Australia and overseas.

Join the Utility Helicopter Systems Program Office (UHSPO) and be a part of a team that is dedicated to enhancing the Australian Army's helicopter capability through the acquisition of 40 UH-60M Black Hawk helicopters. As a member of UHSPO, you will have the opportunity to work on a high-profile project and contribute to the development of a sustainment organisation that will meet the strategic needs of the Australian Army, whilst also gaining valuable experience and professional development in a dynamic, inclusive and collaborative environment.

Our Ideal Candidate

Our ideal candidate is self-motivated, enthusiastic and experienced in leading a small team delivering excellent administrative and corporate service support.

You will be accountable under limited direction to perform and achieve complex procedural, operational, administrative and business support work within an integrated workforce. You will be

required to have and maintain a well-developed knowledge and understanding of Defence policy and procedures.

To be successful in this role, you will have the ability to work flexibly and respond to changing priorities and challenges of the work environment. You will also display sound judgment and decision-making and have excellent communication and stakeholder engagement skills. **Eligibility**

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

Notes

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To Apply

Position Contact	Kelly Nicholas, 07 3903 6438
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=410125DF-C8DF-9C8D-8127-DA

Defence

Vacancy VN-0740263

Department of Defence

Closing Date:Sunday 05 May 2024

Joint Capabilities Group
Cyber Warfare

Job Title	ICT Security
Job Type	Full-Time, Ongoing
Location	Reid ACT
Salary	$76,277 - $89,659
Classification	APS Level 4;APS Level 5
Position Number	JCG/03172/24
Agency Website	

Job Description

https://defencecareers.nga.net.au/?jati=18518C60-DA12-8C6E-2172-DAA6D4EA40EF

Duties

The Role

- Research, develop, review, and publish cyber security advice tailored to various Defence stakeholder
- Assist with the development of cyber security related policies and procedure.
- Assist to identify and mitigate cyber security risks
- Support cyber security risk assessment activities
- Support processes to ensure compliance to Australian and international cyber security and information security standards and guidance material as appropriate
- Engage with internal and external stakeholders as required
- Work collaboratively in a multi-disciplinary environment

Additional Role Information
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
At the Directorate of ICT Security Management (DICTSM), our mission is to positively influence and strengthen the security posture of Defence ICT systems through provision of leadership, guidance, direction and, the proactive identification, analysis and remediation, or mitigation, of ICT system vulnerabilities. As the whole-of-Defence cyber security service provider, the Directorate of ICT Security Management provides leadership, direction, governance and management services for the Defence cybersecurity capability. DICTSM positively influences and strengthens the security posture of Defence ICT systems through the proactive identification, analysis and

remediation or mitigation of ICT system vulnerabilities. DICTSM provides advice and guidance to inform risk based assessments in the development, deployment and maintenance of secure Defence ICT systems and capabilities.

Our Ideal Candidate

- Has a can-do attitude and a willingness to learn
- Is a team player
- Excellent problem-solving skills and the ability to work effectively under pressure.
- Strong communication and interpersonal skills with the ability to collaborate with stakeholders.
- Experience, certifications and/or tertiary qualifications related to ICT, Policy, and/or Cyber Security would be ideal but is not a requirement

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	Hameed Nissar, 02 5130 1428
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=18518C60-DA12-8C6E-2172-DA

Defence

Vacancy VN-0740322

Department of Defence

Closing Date:Sunday 05 May 2024

Defence Intelligence Group
Intelligence Capability Division

Job Title	Capability Analyst
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	$91,702 - $104,753
Classification	APS Level 6
Position Number	DIG/03325/24
Agency Website	

Job Description

https://defencecareers.nga.net.au/?jati=85776678-4426-E84C-E621-DAA74FD2D05C

Duties

The Role
Intelligence Capability Division (ICD) is seeking an APS6 Capability Analysts to conduct analytics, planning and delivering program and project functions.

Working in either Intelligence Data and Targeting Branch or Intelligence Capability Integration Branch, you will contribute to advancing capability proposals to government, sponsoring geospatial intelligence capabilities through delivery, or supporting risk mitigation activities for the Division.

Each role will see you working in a challenging and rewarding environment that contributes directly to national security and intelligence outcomes. We will be creating a merit pool to fill existing and future vacancies across the Intelligence Capability Division (ICD) over the next 18 months.

We believe our people are our most valuable resources, we are committed to investing in your training and development to ensure your time with us is deeply rewarding, both personally and professionally.

About our Team
The Intelligence Capability Division (ICD), within the Defence Intelligence Group, coordinates and manages intelligence enterprise capability and critical support functions on behalf of the Chief of Defence Intelligence.

Our Ideal Candidate
To be successful in the position you will be a self-starter, able to maintain productivity under pressure, work with high attention to detail and enjoy working in a close-knit team alongside APS, ADF and contractors.

You will have:

- Highly developed critical thinking skills, the ability to think strategically and work collaboratively to solve complex problems.
- Excellent communication skills, with compelling written and oral communication skills.
- An interest in developing your skills and knowledge in and around project delivery, governance within large, complex projects.

- Commitment to continuous improvement, able to implement and respond positively to change.
- The ability to resolve problems using expertise, taking the initiative to identify alternative courses of action.
- Drive and flexibility, and the ability to achieve outcomes in a fast-paced and changing environment within a high performing team.
- The ability to guide and mentor APS4 and APS5 team members to achieve continuous improvement in the work area.

Eligibility

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

Notes

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To Apply

Position Contact	Jennifer Hines, 02 6212 0075
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=85776678-4426-E84C-E621-DAA

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Defence

Vacancy VN-0740346

Department of Defence

Closing Date:Wednesday 08 May 2024

Capability Acquisition and Sustainment Group
Joint Aviation and Sustainment Group

Job Title	Technical Officer - Avionics or Electrical Technician/Aircraft Maintenance Engineer
Job Type	Full-Time, Ongoing
Location	Nowra NSW
Salary	$83,706 - $89,659
Classification	APS Level 5
Position Number	CASG/02662/24
Agency Website	

Job Description

https://defencecareers.nga.net.au/?jati=35AC9446-3F3C-AC6B-B95C-DAA750DB1554

Duties

The Role
Calling all aircraft technicians, aircraft maintenance engineers and technical professionals from other regulated industries!

Do you want a job where you can actually make a difference and directly contribute to the safety and security of all Australians?

Navy Aviation System Program Office (NASPO) is offering the opportunity to be part of a team that ensures both the mission readiness and airworthiness of the Royal Australian Navy's MH-60R Seahawk Romeo helicopter fleet and the safety of its aviators and aircraft maintenance staff through the conduct and delivery of technical sustainment support services.

Under direction of the team lead, you will use your avionics, software and/or electrical technical domain knowledge and/or industry experience and provided on the job training and approved processes and data to deliver technical sustainment support services within required timeframes through:

- Assessment, prioritisation and actioning received technical information/requests.
- Communication of avionics-systems (electrical) technical assessments and/or output documents to stakeholders.

The US Navy (USN) is a partner and significant contributor to MH-60R technical sustainment services. You will be required to work through your team lead with USN counterparts to ensure timely delivery of technical information used in support of technical assessments and/or output documents.

Suitable applicants may be placed on a merit list and drawn upon in the event further APS 5 technical positions become available.

About our Team
The Technical/Engineering Services and Support Unit (TESSU) Romeo & Design (R&D) team is part of the core Engineering Design and Technical support organisation within NASPO.

Our primary role is the conduct of MH-60R Seahawk Romeo helicopter Military Type Certificate

Holder (MTCH) functions and MH-60R Continuing Airworthiness Management (CAM) and (MAO) Technical Support Services.

You may also provide adhoc technical and design support to other internal and external customers including Flight Trials and ADF Rotary Wing design activities being conducted under NASPO's DASR Part 21J Design Organisation approval.

We are a diverse team made up of APS, ADF, US Navy and contractors, all driven to ensure both the airworthiness and mission readiness of the RAN's MH-60R Seahawk Romeo Helicopter fleet and the safety of its aviators and aircraft maintenance staff.

This position will suit an aircraft technician, aircraft maintenance engineer or a technician from another regulated industry with a compatible technical trade background who is keen to make a difference and directly contribute to the safety and security of all Australians through the technical sustainment of this ADF capability.

Our Ideal Candidate
NASPO is looking for someone with the ability to interpret technical instructions and data, apply relevant underpinning technical knowledge and develop technical plans, output documents and responses for use by Navy's MH-60R Seahawk Romeo helicopter fleet.

To be successful in the role:

- You must be a team-focused individual who fosters and maintains strong productive working relationships and works well with customers and stakeholders to achieve results.
- You should be open to learning new and complex systems both with peer support and through both formal and self-directed learning.

Whilst not necessary, recent aviation industry technical experience would be advantageous

Eligibility

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

Mandatory Qualifications

- A recognised Australian Qualifications Framework (AQF) Level 5 (Diploma) qualification in a relevant technical domain; OR
- A recognised Australian Qualifications Framework (AQF) qualification (such as a Cert III/IV) in a relevant technical domain AND relevant skills and work experience (AME/LAME or similar from other regulated-industries) which together would be deemed equivalent to an AQF Level 5 qualification; OR
- Demonstrate singularly or via combination qualification/s in a relevant technical domain, relevant skills and/or work experience such that an individual can reasonably achieve a recognised AQF qualification in a relevant technical domain if required by the position.

Notes

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To Apply

Position Contact	Nyree Cornelius, 02 4449 6033
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=35AC9446-3F3C-AC6B-B95C-DA

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Defence

Vacancy VN-0740347

Department of Defence

Closing Date:Sunday 28 April 2024

Defence Finance Group
Budgets & Financial Services

Job Title	Assistant Director
Job Type	Full-Time, Ongoing
Location	Melbourne VIC
Salary	$115,899 - $130,733
Classification	Executive Level 1
Position Number	DFG/03344/24
Agency Website	

Job Description

https://defencecareers.nga.net.au/?jati=31C487A1-B3E1-3FD3-CCE6-DAA752C975C5

Duties

The Role
As an EL1 Assistant Director within the Financial Accounting and Assets Directorates you will be accountable for the following:

- Managing and leading a team including providing clear and consistent communication, setting clear performance and behavioural standards, managing expectations and performance, delegating, guiding and developing people.
- Managing the completion of the monthly financial reporting and yearly financial and asset accounting requirements.
- Overseeing activities in balance sheet management, asset accounting and financial statements analysis and reporting.
- Managing financial governance requirements and ensuring compliance with the financial management framework.
- Developing position papers and providing sound accounting advice to stakeholders on technical financial accounting and asset issues.
- Manage best practice data, information and project governance in support of the asset accounting function. This includes implementation of data quality strategies and financial system remediation activities.
- Understanding, applying and aligning Defence’s mission and business objectives to financial and assets management.
- Building and sustaining relationships with stakeholders and subject matter experts to deliver outcomes, including liaising with a broad range such as auditors, business areas, procurement and the military.
- Motivating and mentoring teams, aligning complementary skills and allocating resources to deliver results in accordance with Defence's financial objectives.
- Assessing and evaluating financial strategy, initiatives, projects, policy and procedures, and engaging in activities to achieve local and Departmental improvement.

About our Team
There is no single employer in the Commonwealth that offers the breadth of technical challenges that DFG tackle. Working in the Financial Accounting and Asset Accounting team means you will be applying your professional judgement and knowledge to a huge range of complex accounting issues.

The Financial Accounting and Asset Accounting Team is responsible for the full financial reporting function and the financial accounting of Defence’s assets through their capability lifecycle. They are also accountable for policy advice, compliance assurance and conducting quality assurance checks on financial accounting activities. The team’s judgement is relied upon to deliver professional advice and reporting around complex assets; business processes procurements and multi-year billion-dollar projects.

The teams are responsible for the financial accounting behind the largest asset base in the Commonwealth valued in the hundreds of billions of dollars. Think big, physical tangible assets like aircraft, ships, submarines plus a huge property portfolio, specialist military equipment, complex intellectual property and bespoke technology. Career growth prospects are strong

because if you understand assets underpinning Defence you will understand a lot of the business.

You get to analyse complex trends, work on the forefront of changes to accounting standards, help prepare policies that impact the whole organization and you will gain a full understanding of the asset lifecycle from procurement to disposal. You will be involved in the largest ERP (SAP) implementation project in the Southern Hemisphere.

Our Ideal Candidate
Our ideal candidate will demonstrate:

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

Other competencies we are targeting include:

- Demonstrated ability to drive sustainable change collaboratively across an organisation and externally.
- Experience building and maintaining relationships with a network of internal and external stakeholders at all levels.
- Improvement focus, strong results orientation, and seeks to add value through improving processes and systems.

This important leadership role will be ideally suited to professionals who not only want to apply their expertise, but also want to proactively influence significant change. It is an exciting time for Defence Finance Group – if you are a leader in the above expertise, who can inspire and influence –now is the right to come and be part of our team! **Eligibility**

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

Notes

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To Apply

Position Contact	Vivienne Ho, 0447 560 543
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=31C487A1-B3E1-3FD3-CCE6-DA

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Defence

Vacancy VN-0740370

Department of Defence

Closing Date:Monday 13 May 2024

Joint Operations Command
Headquarters Joint Operations Command

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

Job Description

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

Duties

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

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

The EL1 Deputy Director Workforce and Culture role includes:

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

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

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

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

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

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

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

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

Notes

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

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To Apply

Position Contact	Vaishali Goel, 0406 278 238
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=21A3E4B7-727B-A53F-4872-DA

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Defence

Vacancy VN-0740372

Department of Defence

Closing Date:Sunday 05 May 2024

Joint Capabilities Group
Joint Logistics Command

Job Title	Logistics Assurance Officer
Job Type	Full-Time, Ongoing
Location	Moorebank NSW
Salary	$76,277 - $83,274
Classification	APS Level 4
Position Number	JCG/03364/24
Agency Website	

Job Description

https://defencecareers.nga.net.au/?jati=DE7AA4CA-7C8E-6B41-4648-DAA8013B47C3

Duties

The Role
We are looking for dynamic and motivated person to join our team in a Logistics Assurance Officer role within Joint Logistics Unit East (JLU (E)) located at Moorebank. The APS 4 Logistics Assurance Officer is responsible for a wide range of functions including but not limited to, contribute to sustaining the unit's cyclic stocktake programs, conducting monthly spot checks and progressive stocktaking for Commonwealth managed inventories. They will also be responsible in conducting assurance checks on the warehouse processes such as put aways and issues to ensure a high level of reliance in inventory accuracy for JLU (E) Moorebank while primarily office based, some work will involve interaction within our warehouse environment.

You will be accountable for sharing information, monitor work practices, set work priorities and develop local procedures. They may supervise and provide leadership to a team, providing coaching and on-the-job training for newer and less experienced team members. You may be required to communicate with, respond and provide advice to a range of stakeholders on moderately complex operational and administrative issues to achieve work unit and Defence outcomes. They will be accountable to contribute towards ongoing self-improvement and professional development. They will be required to work within a small team of Commonwealth staff and including possibly Military members.

About our Team
The Joint Logistics Unit (East) is one of Defence largest warehousing units managing approximately 14 million items. We are fast paced, transformative logistics unit with a diverse workforce of military, public servants and contractors. We are committed to supporting our customers by providing quality advise and ensuring the highest level of inventory record accuracy across all of our inventories. We are always looking to improve and this role provides the opportunity for you to contribute to this continuous improvement process while ensuring compliance measures are adhered to. We provide a working environment that offers you a diverse range of work, flexibility to be innovative, talented colleagues, and the guidance and support to ensure that you always have everything that you need to succeed.

Our Ideal Candidate
To be successful in this role you will:

- Have a keen eye for detail
- Perform data entry of spreadsheets and checklists for logistics activities.
- Have experience in stocktaking, auditing and compliance activities
- Be capable of working with a wide variety of customers and stakeholders, build and sustain effective relationships
- Manage the priorities and needs of the customers to meet and exceed their expectations
- Be able to work in a fluid environment by remaining flexible, agile and adaptable
- Work collaboratively and operate as an effective team member.
- Have a good level of computer literacy including with inventory management systems
- Be committed to ongoing self-improvement and professional development.
- Be able to interpret and comply with legislative, policy and regulatory frameworks.

Eligibility

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

Notes

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To Apply

Position Contact	Kelly Buxton, 02 8108 1811
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=DE7AA4CA-7C8E-6B41-4648-DA

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Defence

Vacancy VN-0740379

Department of Defence

Closing Date:Monday 06 May 2024

Naval Shipbuilding and Sustainment Group
Maritime Sustainment

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

Job Description

https://defencecareers.nga.net.au/?jati=5DA8CB85-2CB6-C561-BB16-DAA80158A7B4

Duties

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

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

Duties include but not limited to:

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

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

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

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

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

- Advance Diploma or Associated Degree in a Maritime, Civil, Aviation or Electrical environment.
- Highly desirable to have Navy or maritime technical experience (preferred).
- Excellent communications both written and oral.
- Experience in computerised maintenance management systems (CMMS).
- Knowledge of maintenance and reliability best practices (preferred).
- Knowledge of Reliability Centred Maintenance (RCM).

Eligibility

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

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

Notes

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To Apply

Position Contact	LCDR Mohab Hanna, 02 9537 1566
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=5DA8CB85-2CB6-C561-BB16-D/

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Defence

Vacancy VN-0740384

Department of Defence

Closing Date:Sunday 05 May 2024

Capability and Sustainment Group
Joint systems

Job Title	Business Manager
Job Type	Full-Time, Ongoing
Location	Fyshwick ACT
Salary	$115,899 - $130,733
Classification	Executive Level 1
Position Number	CASG/02966/24
Agency Website	

Job Description

https://defencecareers.nga.net.au/?jati=CB716EFA-383E-6241-1A76-DAA80178A7BC

Duties

The Role
Calling all aircraft technicians, aircraft maintenance engineers and technical professionals from other regulated industries!
Do you want a job where you can actually make a difference and directly contribute to the safety and security of all Australians?
Navy Aviation System Program Office (NASPO) is offering the opportunity to be part of a team that ensures both the mission readiness and airworthiness of the Royal Australian Navy's MH-60R Seahawk Romeo helicopter fleet and the safety of its aviators and aircraft maintenance staff through the conduct and delivery of technical sustainment support services.
Under direction of the team lead, you will use your avionics, software and/or electrical technical domain knowledge and/or industry experience and provided on the job training and approved processes and data to deliver technical sustainment support services within required timeframes through:

- Assessment, prioritisation and actioning received technical information/requests.
- Communication of avionics-systems (electrical) technical assessments and/or output documents to stakeholders.

The US Navy (USN) is a partner and significant contributor to MH-60R technical sustainment services. You will be required to work through your team lead with USN counterparts to ensure timely delivery of technical

information used in support of technical assessments and/or output documents.
Suitable applicants may be placed on a merit list and drawn upon in the event further APS 5 technical positions become available.

About our Team
The Technical/Engineering Services and Support Unit (TESSU) Romeo & Design (R&D) team is part of the core Engineering Design and Technical support organisation within NASPO.

Our primary role is the conduct of MH-60R Seahawk Romeo helicopter Military Type Certificate Holder (MTCH) functions and MH-60R Continuing Airworthiness Management (CAM) and (MAO) Technical Support Services.
You may also provide adhoc technical and design support to other internal and external customers including Flight Trials and ADF Rotary Wing design activities being conducted under NASPO's DASR Part 21J Design Organisation approval.

We are a diverse team made up of APS, ADF, US Navy and contractors, all driven to ensure both the airworthiness and mission readiness of the RAN's MH-60R Seahawk Romeo Helicopter fleet and the safety of its aviators and aircraft maintenance staff.

This position will suit an aircraft technician, aircraft maintenance engineer or a technician from another regulated industry with a compatible technical trade background who is keen to make a difference and directly contribute to the safety and security of all Australians through the technical sustainment of this ADF capability.

Our Ideal Candidate
Our ideal candidate will have:

- A significant record of achievement in business management and planning and coordinating the delivery of a range of business and administrative activities.
- Demonstrated experience in developing managing geographically dispersed teams to achieve organisational outcomes.
- Demonstrated ability to influence, negotiate and collaborate with stakeholders at all levels to identify best-fit organisational solutions.
- Demonstrated interpersonal, written and communication skills, including relationship building, resilience and adaptability and tailoring your approach when targeting audiences.
- An understanding of Defence's procurement and contract management policies the ability to interpret documentation under limited direction.

Eligibility

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

Mandatory Qualifications

- A recognised Australian Qualifications Framework (AQF) Level 5 (Diploma) qualification in a relevant technical domain; OR
- A recognised Australian Qualifications Framework (AQF) qualification (such as a Cert III/IV) in a relevant technical domain AND relevant skills and work experience (AME/LAME or similar from other regulated-industries) which together would be deemed equivalent to an AQF Level 5 qualification; OR

- Demonstrate singularly or via combination qualification/s in a relevant technical domain, relevant skills and/or work experience such that an individual can reasonably achieve a recognised AQF qualification in a relevant technical domain if required by the position.

Notes

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

About the Department of Defence

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To Apply

Position Contact	Teena Wallace, 02 5109 5188
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=CB716EFA-383E-6241-1A76-DA

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Defence

Vacancy VN-0740393

Department of Defence

Closing Date:Sunday 12 May 2024

Capability Acquisition and Sustainment Group
Aerospace Systems

Job Title	Deputy Chief Engineer
Job Type	Full-Time, Ongoing
Location	Richmond NSW
Salary	$115,899 - $130,733
Classification	Executive Level 1
Position Number	CASG/03376/24
Agency Website	

Job Description

https://defencecareers.nga.net.au/?jati=299F9BFB-26AB-16F0-7C11-DAA8020975AA

Duties

The Role
Are you ready for a change?
Do you want to be a part of something bigger?
Are you in need of a better work life balance?

We are seeking a highly motivated skilled Engineer who displays both initiative and judgement, interpreting policy and procedures. The role is responsible for conducting a wide range of governance functions for the airworthiness of the C-27J and C-130J platforms, working with Australian Public Servants, Australian Defence Force members, Contractors and Industry Partners to strategise and address risks.

The EL1 Deputy Chief Engineer will work within the enterprises to:

- Manage the engineering governance team and assurance practitioners.
- Steward Defence Aviation Safety Regulations (DASR) principles and requirements.
- Manage and facilitate stakeholder relationships.
- Provide oversight of engineering capability to ensure the system is fit for purpose.
- Analyse aircraft engineering capability for decisions and actions.
- Drive innovative and effective engineering outcomes to support delivery of sustainment outcomes.

About our Team

The Air Lift Systems Program Office (ALSPO) is a business unit within the Airlift and Tanker Systems (ATS) branch of the Aerospace Systems Division (ASD) within Capability Acquisition and Sustainment Group (CASG). ALSPO is the in-service support agency responsible for sustaining and enhancing the RAAF's C-130J Hercules and C-27J Spartan aircraft. ALSPO, in partnership with industry, exists to support Air Mobility Group achieve its mission by providing effective sustainment support solutions.

The team is located proudly in Greater Western Sydney at RAAF Base Richmond, an hour west of Sydney and at the foot of the beautiful Blue Mountains. The Base has a full size gymnasium, tennis & squash courts, swimming pool and cinema, which is accessible to all while working at RAAF Base Richmond.

Come for the job, stay for the experience, while supporting the Australian Defence Force achieve its mission, to defend Australia and its national interests in order to advance Australia's security

and prosperity.

Our Ideal Candidate

We are seeking a passionate, enthusiastic and motivated individual to join our team, who thrives working in a fast paced, agile environment. Our ideal candidate will have:

- Skills and experience in engineering systems, ideally with Aerospace Engineering experience.
- Ability to manage a diverse team on complex projects.
- Sound business acumen and an awareness and/or understanding of the Defence Industry Development Strategies.
- The capacity to think strategically and develop plans to enhance the achievement of business level outcomes.
- Excellent communication and stakeholder engagement skills.
- High-level organisational skills, be self-driven and possess initiative, with the ability to influence and shape behaviours to achieve tasks and business objectives.
- Superior risk analysis and deductive reasoning skills to support effective decision-making.
- Demonstrated ability to adapt to shifting priorities and compressed timelines.

Eligibility

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

Notes

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To Apply

Position Contact	Michael Dorman, 02 4579 5145
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=299F9BFB-26AB-16F0-7C11-DA

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Defence

Vacancy VN-0740394

Department of Defence

Closing Date:Monday 13 May 2024

Defence Finance Group
Budgets & Financial Services

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

Job Description

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

Duties

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

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

- Assessing and evaluating financial strategy, initiatives, projects, policy and procedures, and engaging in activities to achieve local and Departmental improvement.

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

Our Ideal Candidate
Our ideal candidate will demonstrate:

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

Other competencies we are targeting include:

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

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

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

Notes

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

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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	Rene Leahy, 02 5131 4616
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=45C9DA43-3F2F-175A-DFCA-DA

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Defence

Vacancy VN-0740401

Department of Defence

Closing Date:Monday 06 May 2024

Capability Acquisition and Sustainment Group
CASG Business Management

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

Job Description

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

Duties

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

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

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

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

Our Ideal Candidate
The ideal candidate:

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

Eligibility

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

Notes

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	Julia Heaton, 02 5108 9690
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=82CD56FC-FB1E-AB69-CE76-DA

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Defence

Vacancy VN-0740417

Department of Defence

Closing Date:Sunday 05 May 2024

Capability Acquisition and Sustainment Group
Land Systems

Job Title	Material Inventory Officer
Job Type	Full-Time;Part-Time, Ongoing
Location	Southbank VIC
Salary	$76,277 - $83,274
Classification	APS Level 4
Position Number	CASG/03394/24
Agency Website	

Job Description

https://defencecareers.nga.net.au/?jati=992BD6DD-7E7E-FCC4-2A21-DAA803E50E77

Duties

The Role
As an APS4 Materiel Inventory Officer in Land Domain, you will apply your logistics and asset management skills to support some of the largest complex programs in Australia. You will be given the unique opportunity to work within a multidisciplinary team to deliver Australian Defence Force systems that are at the leading edge of Defence capability.

Your responsibilities will include working with your team to complete moderately complex inventory and asset management tasks. You will work within a framework of legislation, established principles and procedures, to support the sustainment of a multi-million dollar portfolio of equipment to support the Australian Defence Force.

Land Domain is able to offer successful applicants a position that best meets their preference, skills and future potential. More information about the land capability you could support can be found on our website: https://www.defence.gov.au/projects#land.

About our Team
LSD is at the forefront of ADF capability delivery, ensuring our members have the latest equipment and technology to perform effectively and safely across a diverse range of duties. Our people work collaboratively on the delivery and sustainment of capability such as armoured and general transport vehicles, tanks, long-range missiles, radar and air-defence systems, armaments, field equipment, body armour, surveillance equipment, and health systems. We are dedicated to providing our staff with a healthy work-life environment, and support flexible working arrangements that may be tailored to meet individual needs and will invest in your training and development to ensure your work with us is deeply rewarding, both personally and professionally.

LSD aims to create an inclusive and diverse workplace culture, reflecting contemporary workplace practices. Secure your next role with us as a Defence APS employee for generous employment benefits including 15.4% superannuation, paid parental leave and career-focused development opportunities.

Our Ideal Candidate
The right person for this role is able to collaborate effectively within a logistics team, as well as with external stakeholders. You will use your initiative to make informed decisions and solve problems, identify risks and issues, and communicate these clearly to others. You are able to respond, under direction, to changes in stakeholder needs and expectations to achieve team outcomes. You will be expected to support your team to achieve organisational objectives, while continuing to pursue your own self-development goals.

For the role, you will need an ability to use logistic software packages, interpret data, make sound decisions and use good judgement. In addition, clear and concise communication skills with the ability to liaise with stakeholders at various levels is highly desirable.APS4 Materiel Inventory Officers are required to achieve moderately complex materiel logistics inventory and asset management work, and supervise and develop staff.

Eligibility

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

Notes

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

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To Apply

Position Contact	Patrick O'Hanlon, 03 8531 9045
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=992BD6DD-7E7E-FCC4-2A21-D/

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Defence

Vacancy VN-0740450

Department of Defence

Closing Date:Sunday 05 May 2024

Joint Capabilities Group
Joint Logistics Command

Job Title	JPEU - Explosive Ordnance Technical Officer (Various roles)
Job Type	Full-Time, Ongoing
Location	Graytown VIC, Port Wakefield SA
Salary	$91,702 - $104,753
Classification	APS Level 6
Position Number	JCG/03403/24
Agency Website	

Job Description

https://defencecareers.nga.net.au/?jati=624CE373-E73D-C207-720D-DAA83BF3046F

Duties

The Role
The Joint Proof and Experimental Unit (JPEU), part of the Explosive Ordnance Branch (EOB) within the Joint Logistics Command (JLC), is seeking agile and enthusiastic Explosive Ordnance Technical Officers who possesses strong technical, communication and interpersonal skills within a commitment to achieving organisational goals and objectives. Importantly, they will have the ability to develop good relationships and support networks across a wide array of stakeholders.

This role is centered on supporting Guided Weapon and Explosive Ordnance test engineering and operations within an accredited engineering management system. The roles closely collaborate with the Chief Engineer and Range Trials Officers in the delivery of GWEO test. Responsibilities include enhancing test capabilities, designing test equipment, developing test methodologies, and interpreting test standards.

Employment at Port Wakefield and Graytown includes a Special Defence Locality Assistance allowance, $309.85 and $184.44 respectively per fortnight. Each location maintains a range of amenities including a gym and swimming pool and sauna at Port Wakefield.

About our Team
Joint Proof and Experimental Unit Explosive Ordnance Technical Officers work within the Joint Proof and Experimental Headquarters in support of guided weapon and explosive ordnance (GWEO) test. They support the Operations, Engineering and Capability Teams covering a wide array of test activities.

Each team directly supports GWEO test including test equipment and specification design, investigating explosives ordnance failure modes and creating test system delivery. The Teams play a crucial role in supporting all operational activities within the three Test Units.

Our Ideal Candidate
Our ideal candidate will have knowledge and experience in test operations, project management and technical design covering a wide range of explosive and mechanical test systems. This includes weapons, targets, and support systems. A knowledge of test design, mechanical and explosive ordnance systems and measurement practices would be beneficial. An understanding of Lean / Continuous Improvement methodologies would also be advantageous.

Our ideal candidate is a Technical Officer who can adapt their current skill sets to the explosive ordnance test domain. The successful candidate takes the initiative to achieve quality operational and test outcomes; focusing on supporting the management of the operations and engineering system. They will be dynamic and keen to continuously improve systems and processes in an effort to ensure that lean methodologies are used by the team and organisation.

The successful candidate will be proficient in the use a wide range of tools to aid in carrying out their work such as Microsoft Office tools, modelling applications and other IT systems.

Eligibility

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

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

Notes

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To Apply

Position Contact	MP Brooks, 0407 452 625
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=624CE373-E73D-C207-720D-DA

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Defence

Vacancy VN-0740456

Department of Defence

Closing Date:Monday 06 May 2024

Joint Capabilities Group
Logistics Operations Branch

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

Job Description

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

Duties

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

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

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

Our Ideal Candidate
As an APS5 Maintenance Systems Officer, you will work as part of an integrated workforce to achieve complex materiel logistics outcomes.

The ideal candidate will also;

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

Eligibility

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

Notes

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

About the Department of Defence

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

To Apply

Position Contact	Andrew Page, 02 8108 7131
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=D87161B6-E99F-3815-9CD6-DA

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

Defence

Vacancy VN-0740459

Department of Defence

Closing Date:Monday 06 May 2024

Guided Weapons and Explosive Ordnance
Guided Weapons and Explosive Ordnance Division

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

Job Description

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

Duties

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

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

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

As an APS 6 Business Intelligence Officer you will:

- Within a risk context, perform Business Intelligence & Analytics (BI&A) activities to establish a baseline of knowledge for the large GWEO industry stakeholder group;
- Capture BI&A of the strategic, tactical and operational challenges faced by GWEO industry stakeholders;
- Support provision of guidance to industry on collaborating with Defence and contribute to initiatives to strengthen industry knowledge of GWEO
- Undertake research, conduct data analysis and communicate insights to support GWEO industry and strategy initiatives

- Facilitate the implementation and support of the governance and processes associated with a maturing GWEO industry program.

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

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

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

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

Eligibility

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

Notes

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

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To Apply

Position Contact	Jasmina Apostoloska, 02 5108 3580
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=12C135E9-8D51-1FBD-3342-DA

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Defence

Vacancy VN-0740467

Department of Defence

Closing Date:Wednesday 08 May 2024

Joint Capabilities Group
Joint Logistics Command

Job Title	Data Management Officer
Job Type	Full-Time, Ongoing
Location	Laverton VIC
Salary	$83,706 - $89,659
Classification	APS Level 5
Position Number	JCG/03335/24
Agency Website	

Job Description

https://defencecareers.nga.net.au/?jati=9A09C178-D3AD-6682-E1F9-DAA83CDF8BF3

Duties

The Role
APS5 Data Management Officer is accountable under limited direction to perform and achieve complex logistics policy work within an integrated workforce. They are accountable to have and maintain a well-developed understanding of and compliance to relevant legislative frameworks, government decision-making and Defence's mission and policy requirements.

APS5 Data Management Officer will be accountable for organising their workflow and making independent decisions relating to their area of responsibility. They will interpret and provide advice within the Logistics Management function area based on legislation, policy and procedures. They will undertake specialist research and analysis, conduct assessment and perform procedural and clerical support work to achieve results.

APS5 Data Management Officer may coordinate and contribute to the work of a team consistent to a work plan and provide advice and assistance on methods of task completion to team members. They may be a team coach or supervise a team and be accountable to set work priorities, allocate work, and manage workflows and performance. They are expected to be capable of reviewing and developing the quality of work undertaken by others and identifying opportunities for on-the-job training within a work unit.

APS5 Data Management Officer will be required to engage and communicate with stakeholders to identify, respond and provide advice on issues to achieve work unit and Defence outcomes. They will be accountable to contribute towards ongoing self-improvement and professional development.

Duties including but not limited to:

- Interpret and comply with legislative, policy and regulatory frameworks to develop policies, processes and procedures that support logistics activities.
- Draft briefs, reports and correspondence related policy activities.
- Apply the skills, knowledge and experience necessary to provide logistics advice and support for a range of complex corporate, administration, and business to support activities.
- Work collaboratively, to build and sustain effective relationships to provide constructive feedback and engagement, ensuring continuous improvement and work collaboratively with stakeholders as required.
- Take the initiative to progress work to undertake objective, systematic analysis and can draw conclusions based on evidence to meet business objectives, provide advice and recommendations as required.
- Coordinate and perform administrative and business support activities for the Directorate of Logistics Systems Sustainment, including supporting JCG ERP Business Readiness Program and relevant logistics systems activities to meet stakeholder needs.

About our Team
The Directorate of Logistics Systems Sustainment (DLSS) is located in Canberra and Melbourne, and is one of three directorates within the Logistics Systems Branch.

The Directorate consists of a blended APS, ADF and contractor workforce, many with deep subject matter expertise and specialist skills. It is agile to meet the changing business demands of the organisation, including embracing ERP.

Our Ideal Candidate
Our ideal candidate will:

- Have a keen eye for detail and be capable of working with a wide variety of customers and stakeholders.
- Possess excellent verbal and written skills and will be an effective team leader.
- Exercise sound decision making and judgement, engage in complex problem solving and issues management and be responsible for actively managing key stakeholder relationships.
- You will be keen to take on a challenging but rewarding position that will provide the opportunity to put your skills to use in delivering solutions and outcomes for Defence as we move towards the implementation of ERP.
- Understand what is required to prepare and transition our organisation through business transformation initiatives ready for the Defence Enterprise Resource Planning (ERP) Program.
- They will be able to manage the priorities and needs of the customers to meet and exceed their expectations by being able to work in a fluid environment by remaining flexible, agile and adaptable.
- Have a good level of computer literacy, knowledge of business transformation initiatives.

Eligibility

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

Notes

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To Apply

Position Contact	Merinda Parry, 03 8326 0020
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=9A09C178-D3AD-6682-E1F9-DA

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Defence

Vacancy VN-0740469

Department of Defence

Closing Date:Sunday 05 May 2024

Joint Capabilities Group
Joint Logistics Command

Job Title	Governance and Data Management Officer
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	$83,706 - $89,659
Classification	APS Level 5
Position Number	JCG/01173/24
Agency Website	

Job Description

https://defencecareers.nga.net.au/?jati=7A3E6A58-4530-6CAE-8996-DAA83CF0167F

Duties

The Role
An APS5 Governance and Data Management Officer will be accountable for organising their workflow and making independent decisions relating to their area of responsibility. They will interpret and provide advice within the Logistics Management function area based on legislation, policy and procedures. They will undertake specialist research and analysis, conduct assessment and perform procedural and clerical support work to achieve results.

The APS 5 Governance and Data Management Officer may coordinate and contribute to the work of a team consistent to a work plan and provide advice and assistance on methods of task completion to team members. They may be a team coach or supervise a team and be accountable to set work priorities, allocate work, and manage workflows and performance. They are expected to be capable of reviewing and developing the quality of work undertaken by others and identifying opportunities for on-the-job training within a work unit.

The APS5 Governance and Data Management Officer will be required to engage and communicate with stakeholders to identify, respond and provide advice on issues to achieve work unit and Defence outcomes. They will be accountable to contribute towards ongoing self-improvement and professional development.

Duties including but not limited to:

- Develop and maintain Joint Logistics Command (JLC) business domain knowledge, data skills and awareness of data practices and procedures and trends.
- Build sound understanding on all Defence data enterprise frameworks, strategies, statements and policies as required, in order to inform JLCs position.
- Provide advice and assistance with governance that strengthens the integrity and resilience of Defence Logistics Information Systems (DLIS).
- Support the Logistics Domain Data Steward assess, evaluate and improve data quality, business intelligence strategy, initiatives, projects, policy and procedures.
- To actively manage key stakeholder relationships and identify relevant stakeholders' expectations and concerns to develop and communicate methodologies and practices to achieve JLC outcomes.
- Provide advice on project management and business readiness outcomes in support of JLCs transformation program.
- Undertake all personnel reporting within designated timeframes and facilitate opportunities for ongoing self-improvement and professional development.

About our Team

The Directorate of Logistics Systems Strategy & Assurance (DLSSA) is located in Canberra and Melbourne, and is one of three directorates within the Logistics Systems Branch. The Directorate

consists of a blended APS, ADF and contractor workforce, many with deep subject matter expertise and specialist skills. It is agile to meet the changing business demands of the organisation, including embracing ERP.

Our Ideal Candidate
Our ideal candidate will have a keen eye for detail and be capable of working with a wide variety of customers and stakeholders. Business and data analyst skills will be beneficial to the conduct of the role. Strong understanding of data management concepts, tools, and best practices. Project management skills are highly desirable.

They will be able to manage the priorities and needs of the customers to meet and exceed their expectations by being able to work in a fluid environment by remaining flexible, agile and adaptable. Have a good level of computer literacy, knowledge of business transformation initiatives. Possess excellent verbal and written skills and will be an effective team leader. Exercise sound decision-making and judgement, engage in complex problem solving and issues management and be responsible for actively managing key stakeholder relationships.

Eligibility

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

Notes

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To Apply

Position Contact	Meg Holliday, 02 6266 7343
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=7A3E6A58-4530-6CAE-8996-DA

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Defence

Vacancy VN-0740482

Department of Defence

Closing Date:Sunday 28 April 2024

NAVY
Fleet Command

Job Title	Fleet Command - Environmental Manager
Job Type	Full-Time, Ongoing
Location	Garden Island NSW
Salary	$91,702 - $104,753
Classification	APS Level 6
Position Number	NAVY/03388/24
Agency Website	

Job Description

https://defencecareers.nga.net.au/?jati=2323DE59-E3A8-7524-8CA8-DAA83DA4355B

Duties

The Role
The role of the MSB Environment Manager is to manage, deliver and coordinate:

- The MSB Environmental Services section
- MSB environmental management programs
- Exercise and Operational Environmental compliance guidance and advice within Fleet Command, Navy and with other Defence agencies

About our Team

Maritime Safety Bureau is an action based organisation that is dynamic, professional, providing qualified, resources for fleet units to get the job done. Maritime Safety Bureau undertakes surveillance activities to inform timely intervention in issues that could affect capability. It is responsible to be proactive in the application of human and financial resources to resolve identified issues. MSB is a centre of excellence for the provision and delivery of professional environmental and safety services in a timely manner to the Fleet Commander and all Fleet Command elements and units.

Our Ideal Candidate

The ideal candidate would have Tertiary Qualifications in Environmental Management or Equivalent Experience in Defence related Maritime Environmental Management. **Eligibility**

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

Notes

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To Apply

Position Contact	Michael Loring, 02 9537 1551
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=2323DE59-E3A8-7524-8CA8-DA

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Defence

Vacancy VN-0740484

Department of Defence

Closing Date:Wednesday 08 May 2024

Defence People Group
Joint Support Services

Job Title	Social Worker
Job Type	Full-Time, Ongoing
Location	Various locations - WA WA, Various locations - ACT ACT, Various locations - NSW NSW, Various locations - QLD QLD, Various locations - NT NT, Various locations - SA SA, Various locations - VIC VIC, Various locations - TAS TAS
Salary	$91,702 - $104,753
Classification	APS Level 6
Position Number	DPG/03434/24
Agency Website	

Job Description

https://defencecareers.nga.net.au/?jati=255C78FC-53AF-015A-5CDC-DAA83E06FBFA

Duties

The Role
The role of the Social Worker is to provide support to all vulnerable persons engaging in the reporting and investigation process. The Social Worker provides an opening for the victim/survivor to discuss any concerns they may have regarding the investigative process, as well as conducting needs assessment that may be related to their psychosocial or health needs. The Social Worker also identifies risks and provides short-term therapeutic interventions.

The Social Worker's role is to empower the victim to make informed choices and decisions that in return will have a significant impact on their recovery, while prioritising their safety and wellbeing. The Social Worker delivers specialised advice to and works collaboratively with investigators conducting sexual offences investigations, to achieve best evidence from people impacted by trauma and highly vulnerable victims.

The Social Worker provides specialised training for the unit; conducts stakeholder engagement and debriefing of investigators; contributes towards policy development, quality assurance, and to internal research projects.

About our Team
The Sexual Offence Response Team (SORT) is an integrated investigative team, consisting of an Australian Defence Force Investigator and a Social Worker. The SORT is implementing the principles of Trauma Informed Care Framework and person centric approach when conducting investigations where vulnerable persons are involved. This method is expected to improve outcomes for the victims/survivors, the investigative process and to preserve the capability of the Australian Defence Organisation.

The SORT approach in dealing with sexual offences investigations is to incorporate best practices that relate to victims care and recovery, as well as achieving best evidence from people impacted by trauma or highly vulnerable people. The SORT team provides support directly to all Joint Military Police Stations (JMPS) around Australia, or any other areas of operations where the ADF exists.

Our Ideal Candidate
Implementing the trauma informed care framework and the principle of person centricity is critical to Defence’s harm minimisation efforts. Trauma can have physical, psychological, and emotional impacts on daily life and in the workplace. SORT is focused on supporting the victim/survivor, minimising harm, and mitigating additional secondary trauma during an investigation.

We are looking for candidate with a well-developed understanding of the impacts of trauma; your practice is trauma informed, person centric and strengths based. The candidate must possess the ability to work within the constraints of prescribed policies and guidelines. The work requires frequent travel and the candidate must be willing and able to travel interstate and at times internationally.

The office location for this position is:

Darwin – NT, Robertson Barracks

For a successful applicant outside of Darwin, a relocation assistance will be provided in accordance with policy.

Eligibility

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

Mandatory Qualifications:
Membership or eligibility for membership with the Australian Association of Social Workers (AASW)

Notes

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To Apply

Position Contact	Aleksandra Kocevska, 0428 886 158
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=255C78FC-53AF-015A-5ODC-DA

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Defence

Vacancy VN-0740501

Department of Defence

Closing Date:Monday 06 May 2024

Capability Acquisition and Sustainment Group
Air Defence & Space Systems Division

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

Job Description

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

Duties

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

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

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

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

Our Ideal Candidate

Our ideal candidate will have:

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

Eligibility

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

Notes

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To Apply

Position Contact	Roslyn Hale, 02 4738 4074
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=425BBB4A-6EAD-E119-0662-DA

Defence

Vacancy VN-0740503

Department of Defence

Closing Date:Monday 06 May 2024

Guided Weapons and Explosive Ordnance
GWEO Delivery Division

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

Job Description

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

Duties

The Role
As a Maintenance Scheduler, working in Explosive Materiel Branch (EMB) in the Department of Defence, you will be working on some of the most exciting and complex guided weapons and explosive ordnance products used by the Australian Defence Force.

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

You will spend your days;

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

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

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

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

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

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

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

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

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

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

Other benefits include:

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

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

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

If you are someone who:

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

Then this is the role for you!

Eligibility

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

Notes

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

About the Department of Defence

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To Apply

Position Contact	Andrew Gabriel, 02 4726 0355
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=99966D76-47A6-A6E9-DF61-DA

Defence

Vacancy VN-0740523

Department of Defence

Closing Date:Monday 06 May 2024

Guided Weapons and Explosive Ordnance
GWEO Delivery Division

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

Job Description

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

Duties

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

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

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

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

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

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

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

emphasises respect and collaboration.

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

Our Ideal Candidate
GWEODD ML is seeking a Logistics Governance Officer to join our growing team who:

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

If you are someone who:

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

Then this is the role for you!

Eligibility

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

Notes

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

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To Apply

Position Contact	Doriana Kalafatis, 07 5362 2782
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=D00FE4A4-D0F2-DD8C-C687-D/

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Defence

Vacancy VN-0740527

Department of Defence

Closing Date:Thursday 09 May 2024

Naval Shipbuilding and Sustainment Group
Maritime Sustainment

Job Title	Cost Estimator Assurance Officer
Job Type	Full-Time, Ongoing
Location	Garden Island NSW
Salary	$91,702 - $104,753
Classification	APS Level 6
Position Number	NSSG/03312/24
Agency Website	

Job Description

https://defencecareers.nga.net.au/?jati=FA5E8AB5-8D6D-5BB5-C1CC-DAA876CC435D

Duties

The Role
RMC-E is seeking a self-motivated and high performing individual to be part of a new organisation central to the future of maritime sustainment. The ideal candidate should be willing to challenge themselves in a dynamic work environment and an effective team player.

The role of a Project and Program Cost Estimation Analyst in Defence include the following:

- Construct cost estimates and undertake analysis for Defence Resources to support decision-making, milestone reviews, government approvals and independent cost assessments.
- Review cost information provided to RMC-E to ensure value-for-money is being achieved.
- Perform program reviews of whole of life cycle costs for cost estimates and provide independent analysis for the cost estimation of Defence resources.
- Research and collate data and information for use in data analysis and normalisation, to support cost estimate development, independent review and analysis of cost estimates and program reviews.
- Understand and apply the Government and Defence strategic objectives, initiatives within Defence when undertaking development or analysis of cost estimates.

- Analyse and evaluate cost estimates and provide advice to senior management to support the decision making process.
- Interpret and implement cost estimation policy, processes, methods, tools, training and take the initiative to provide feedback and recommendations.

About our Team
RMC-E is playing a central role to implement Plan Galileo, which sets out an ambitious but achievable reform program for surface fleet sustainment.

Realising the Plan will ensure Defence can support the significantly larger and more complex fleet of vessels that results from Continuous Naval Shipbuilding.

It will also enhance Navy's agility and ability to surge from strategic locations across Australia, particularly to key operational areas in the Pacific.

Development of sovereign sustainment capability is key, so Defence has the workforce, systems, tools, supply chains and infrastructure to support the future fleet.

The team will oversee the maintenance provider for a new Defence regional maintenance centre, co-ordinating and scheduling maintenance for Navy vessels, as well building resilient local and regional supply chains working with large, distributed and high profile team.

RMC-E will contribute to the delivery of continuous sustainment to the complex naval capability resulting from Continuous Naval Shipbuilding and ensure Navy respond to changing operational requirements.

Our Ideal Candidate
We are looking for someone with initiative, strong organisational skills, and the ability to respond appropriately to pressures and changing priorities. The successful candidate will also have excellent interpersonal skills and a passion for developing and managing efficient and effective commercial management practices and procedures.

Key attributes and experience we are looking for include:

- Demonstrated experience (or desire) to work in a complex sustainment organisation.
- Demonstrated commercial experience within Defence.
- Provision of operational support to project management.
- Demonstrated experience of accountability for project planning and processes in accordance with agreed procedures and standards.
- Ability to apply project management methodologies to administrative and technical activities.
- Good written and oral communication skills
- Ability to work collaboratively and lead an effective team, providing constructive feedback.
- Stakeholder engagement and management skills.
- Use of initiative to assess and adjust management methods to ensure compliance with legislative, policy and regulatory frameworks.
- Strong financial acumen and ability to interpret and develop cost models to support operational decisions.

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	Build the Future, Withheld
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=FA5E8AB5-8D6D-5BB5-C1CC-D

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Defence

Vacancy VN-0740541

Department of Defence

Closing Date:Monday 06 May 2024

Naval Shipbuilding and Sustainment Group
Submarines

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

Job Description

https://defencecareers.nga.net.au/?jati=FA5E8AB5-8D6D-5BB5-C1CC-DAA876CC435D

Duties

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

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

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

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

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

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

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

If you require further information, please email build.the.future@defence.gov.au .

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

Our ideal candidate will:

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

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

Eligibility

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

Notes

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

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To Apply

Position Contact	Build the Future, Withheld
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=FA5E8AB5-8D6D-5BB5-C1CC-D

Defence

Vacancy VN-0740542

Department of Defence

Closing Date:Sunday 12 May 2024

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

Job Description

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

Duties

Introduction

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

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

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

Your Role

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

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

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

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

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

- Materials
- Structures

Eligibility
Notes

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

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To Apply

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

Defence

Vacancy VN-0740562

Department of Defence

Closing Date:Wednesday 01 May 2024

Defence People Group
Australian Defence College

Job Title	Reserve Management Officer
Job Type	Full-Time, Ongoing
Location	Weston Creek ACT
Salary	$83,706 - $89,659
Classification	APS Level 5
Position Number	DPG/03487/24
Agency Website	

Job Description

https://defencecareers.nga.net.au/?jati=FD87D712-223D-3283-BE6A-DAA879E10C43

Duties

The Role
Australian Defence College (ADC) is seeking a highly motivated Reserve Management Officer to join a small and dynamic team environment.

Key Tasks and Responsibilities include:

- Support the ADF Reserve Management team to achieve business goals.
- Provide advice and guidance to all ADC staff on ADF Reserve management, including position classification, workforce planning within the Reserve Workforce.
- Maintain accurate and up-to-date Reserve Management records, ensuring data integrity, confidentiality, and compliance with privacy and security requirements.
- Stay abreast of relevant legislation, policies, and best practices in Reserve Workforce, and provide advice and recommendations to senior management on Reserve Management.

About our Team
The Business Management Directorate, within the Australian Defence College Headquarters is responsible for all day to day aspects of corporate management including budget development and in-year management, workforce management, strategic contracting and procurement, corporate governance and performance, assurance and risk management, including Work Health and Safety. Continual business improvement and reform are core organisational objectives.

The Workforce team develop and implementation of day to day workforce management procedures, including the training and education of staff, assisting all ADC personnel with human resource management issues. They also manage the ADC Reserve capability including facilitation of training day allocations to individual reservists as nominated by the Commands and co-ordination of training day administration.

Our Ideal Candidate
We are looking for high performing employee who can deliver Reserve management in a Defence context, or the ability to quickly learn the requirements of Reserve Workforce management.

Our ideal candidate will be able to work both independently and collaboratively, provide direction, guidance and support to a team, and develop and maintain strong working relationships with

internal and external stakeholders.

To be successful in this role you need:

- Excellent customer service skills and ability to provide sound advice and guidance regarding Reserves and the Defence's legislative and policy frameworks.
- A passion for workforce management and a commitment to positive workplace culture.
- The ability to work as an effective team member who can be agile and innovative.
- The capacity to work independently with limited guidance.
- Strong judgement and decision-making skills.
- Commitment to providing quality advice and service to a diverse range of staff and stakeholders.
- Manage priorities, meet deadlines and exercise discretion.

Eligibility

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

Notes

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

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To Apply

Position Contact	Fiona Kupkee, 02 5131 7881
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=FD87D712-223D-3283-BE6A-DA

Defence

Vacancy VN-0740564

Department of Defence

Closing Date:Monday 06 May 2024

Capability Acquisition and Sustainment Group
Joint Systems

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

Job Description

https://defencecareers.nga.net.au/?jati=9D8EDE91-2AE1-CC57-B188-DAA877DEC28C

Duties

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

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

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

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

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

The ideal candidate will be able to demonstrate:

The ability to lead small teams

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

The ideal candidate will have the following attributes:

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

Eligibility

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

Notes

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

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To Apply

Position Contact	Jarrah Hands, 5108 3604
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=9D8EDE91-2AE1-CC57-B188-DA

Defence

Vacancy VN-0740565

Department of Defence

Closing Date:Sunday 05 May 2024

Capability Acquisition and Sustainment Group
Land Systems

Job Title	Project Manager
Job Type	Full-Time;Part-Time, Ongoing
Location	Southbank VIC
Salary	$115,899 - $130,733
Classification	Executive Level 1
Position Number	CASG/03392/24
Agency Website	

Job Description

https://defencecareers.nga.net.au/?jati=30270D35-65B9-9ED2-E21B-DAA879ECE438

Duties

The Role
There has never been a more exciting time to join our progressive and dynamic organisation. Land Systems Division, part of Capability Acquisition and Sustainment Group, is seeking experienced and passionate Project Managers who are looking for a new challenge and be part of a growing team. As an EL 1 Project Manager in Land systems Division, you will have the unique opportunity to lead a multidisciplinary team to deliver Australian Defence Force systems that are at the leading edge of Defence capability.

Your role will be fundamental in the delivery of important Defence projects within Land Systems Division. These roles are diverse, require flexibility and typically undertake a wide variety of work, such as preparing submissions to Government, executive briefings, financial management, reporting on project status and collaborating with Industry partners. Your responsibilities will require you to apply your project management expertise throughout the project lifecycle, from conception through to introduction into service.

Critical to your role will be the establishment and management of effective and collaborative stakeholder relationships to meet project milestones and deliver agreed outcomes. You will be adept at managing complexity, effectively apply analytical skills to a variety of information, scope opportunities, risks and issues, utilise your problem-solving skills while coordinating multiple tasks within agreed priorities, timeframes and accountabilities.

Land Systems Division is able to offer successful applicants a position that best meets their preference, skills and future potential. More information about our current projects can be found on our website: https://www.defence.gov.au/projects#land

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
Land Systems Division is at the forefront of ADF capability delivery, ensuring our members have the latest equipment and technology to perform effectively and safely across a diverse range of duties. Our people work collaboratively on the delivery and sustainment of capability such as armoured and general transport vehicles, tanks, long-range missiles, radar and air-defence systems, armaments (anti-tank weapons, rifles, pistols, grenade launchers etc.), field equipment, body armour, surveillance equipment, and health systems.

We are dedicated to providing our staff with a healthy work-life environment, and support flexible working arrangements that may be tailored to meet individual needs. We are committed to ongoing learning, and will invest in your training and development to ensure your work with us is deeply rewarding, both personally and professionally. Land Systems Division aims to create a workplace culture that is inclusive and diverse, reflecting contemporary workplace practices.

Our Ideal Candidate
The right person for this role will be an experienced and committed project management professional who:

- Is able to lead highly complex projects, and develop and manage a high-performing team to achieve results.

- Will be experienced across all areas of complex project management, you will use initiative to make informed decisions, apply sound judgement, and proactively identify and resolve problems.
- Will have excellent communication and collaboration skills to shape stakeholder expectations and respond to emerging requirements.

Your agility and adaptability will enable you to effectively shift priorities as the demand arises, while applying emotional intelligence to foster team resilience.

As a leader, you will be expected to support and motivate your team to come together and excel to achieve strategic organisational objectives, while nurturing an agile workforce. You will be committed to continuing your own self-development, and pursuing ongoing career development for yourself and your team.

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	Carly Dobbs, 03 8531 9017
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=30270D35-65B9-9ED2-E21B-DA

Defence

Vacancy VN-0740575

Department of Defence

Closing Date:Monday 06 May 2024

Joint Capabilities Group
Australian Civil-Military Centre

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

Job Description

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

Duties

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

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

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

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

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

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

Eligibility

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

Notes

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To Apply

Position Contact	Damian Eaton, 0414 798 962
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=AD6E5A72-69C4-43E8-9277-DA

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Defence

Vacancy VN-0740588

Department of Defence

Closing Date:Wednesday 01 May 2024

Defence People Group
Australian Defence College

Job Title	Language Teacher
Job Type	Full-Time, Ongoing
Location	Laverton VIC
Salary	$83,706 - $89,659
Classification	APS Level 5
Position Number	DPG/03514/24
Agency Website	

Job Description

https://defencecareers.nga.net.au/?jati=2CDA9E64-74F2-2125-854C-DAA87A92FB38

Duties

The Role
The Language Teacher role involves working as part of a team of teachers at the Defence International Training Centre delivering English language courses to international students. The primary instructional tasks take place in the Language Training Section, which offers courses that range from Pre-Intermediate through to Advanced Level. These courses involve a mixed model of General and Academic English components. Some courses may also involve English for Specific Purposes components such as Aviation English, or Military English. Tasks will also include course and materials development for all the above. Work in the Teacher Training Section, may also be a part of timetabled duty. Teacher interest in current global relations and in current ELT methods are fundamental to ensuring a high standard of delivery at DITC. It is also expected that teachers have an active interest in their own professional development.

About our Team
DITC administers and supports all international defence force members who arrive in Australia for further training. The Language Training Section at DITC is responsible for all English language learning course outcomes for these members. These are general and academic in purpose and may offer pathways to further education within the Australian Defence College.

There are also courses under the supervision of the Teacher Training Section or the Preparatory Training Section that deliver training or academic preparation programmes that an APS 5 Language teacher will also support. The team of language teachers therefore is a flexible and agile team working across many courses. The team plays a pivotal role in language enhancement supporting cross-cultural awareness crucial to developing Australia's ongoing international defence engagement.

Our Ideal Candidate
We seek someone who is interested in contributing to the greater mission of using training to support international engagement outcomes. They will be passionate about English language delivery to international students, be willing and able to engage adult students effectively in learning and apply current methods in their learning and teaching. We require someone who wants to work as a member of a team and enjoys the collaborative aspect of a teachers' staffroom, someone who is serious about their own professional development, and can support colleagues in theirs.

The background you would bring to this job will include experience in:

- teaching English as a second or foreign language
- delivering and developing materials for both General English and English for Academic Purposes
- assessing English language competency
- working with students from a range of language backgrounds
- developing teachers of English as a second language
- working in a defence-related environment

Eligibility

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

Notes

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To Apply

Position Contact	Kristin Walters, 03 9254 8715
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=2CDA9E64-74F2-2125-854C-DA

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Defence

Vacancy VN-0740605

Department of Defence

Closing Date:Thursday 09 May 2024

ARMY
Forces Command

Job Title	Work Health & Safety Officer
Job Type	Full-Time, Ongoing
Location	Puckapunyal VIC
Salary	$76,277 - $83,274
Classification	APS Level 4
Position Number	ARMY/02177/24
Agency Website	

Job Description

https://defencecareers.nga.net.au/?jati=05E37A37-6316-8AED-001A-DAA8B3A57815

Duties

The Role
The School of Armour (SOARMD) is currently seeking an experienced Work Health and Safety Officer (WHS) at the APS 4 level to lead and oversee WHS functions at SOARMD HQ and provide technical advice and assurance to the Command Team and throughout the Unit.

Reporting to the Commanding Officer and Regimental 2IC, the position supports trainees and staff by providing high quality, timely and accurate guidance on work health and safety matters.

About our Team
The APS 4 WHS Officer position sits within the SOARMD HQ team and is responsible for work health and safety activities across the Command. The WHS team supports staff and students by providing high quality, timely and accurate advice on work health and safety matters.

This role requires you to engage with internal and external stakeholders that can be dispersed throughout the precinct and walking around the site will be a requirement of the role.

Our Ideal Candidate
In this role, the WHS Officer will require:

- A good working knowledge of Work Health and Safety legislation and practices;
- Experience maintaining and updating a WHS Management System for a large private or government organisation;
- Collaborating with and providing well-structured advice to influence internal and external stakeholders;
- Working with senior staff (designated as officers under s27 of the WHS Act);
- Work as part of a small team to plan and prioritise work to tight deadlines;
- Represent a WHS team at WHS related conversations, training and forums;
- Well-developed writing skills including briefs, reports, papers;
- Be proactive, resilient and organised; and
- The ability to work with limited supervision to action multiple priorities in a high-tempo environment.

Eligibility

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

Notes

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To Apply

Position Contact	MAJ Mark Beveridge, 03 5781 6935
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=05E37A37-6316-8AED-001A-DA

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Defence

Vacancy VN-0740615

Department of Defence

Closing Date:Wednesday 08 May 2024

Australian Defence Force HeadQuarters
Vice Chief of Defence Force Group

Job Title	Deputy Director - Events and Defence Assistance Policy
Job Type	Full-Time, Ongoing
Location	Russell ACT
Salary	$115,899 - $130,733
Classification	Executive Level 1
Position Number	ADFHQ/03360/24
Agency Website	

Job Description

https://defencecareers.nga.net.au/?jati=9189F9D4-D4AA-68BB-74E6-DAA8B25A43EE

Duties

The Role
Military Strategic Commitments (MSC) Division is seeking a professional with a policy background to support our mission. MSC welcomes applications from highly motivated individuals to fill a role in providing critical inputs to Defence activities through strategic policy advice, planning guidance, management of ADF commitments and reputation, and leading Defence input into the National Crisis Management Framework.

The position will provide governance capability, stability and continuity within the Domestic/Regional Directorate through retention of corporate knowledge during High Risk Weather Season each year, and in support of Major Events and High Profile Public Events. The role will also assist with Branch security requirements. The right candidate for this role will thrive in a dynamic and fast-paced work environment where they can work independently to help deliver key national Defence objectives.

To be successful in these roles you are outcome-focused with a high level of attention to detail and be able to engage constructively and provide assistance to a range of critical stakeholders; including Senior Defence Staff and Executives. Demonstrated experience with managing competing priorities and exceptional time management skills, along with an understanding of the Defence Strategic Review and the Defence Assistance to the Civil Community policy are a must.

About our Team
We are a civilian-military workforce, drawing on high quality and motivated people from diverse backgrounds and academic disciplines who embody Defence and Australian Public Service values. We offer flexible working arrangements and a range of formal and informal professional development opportunities. While we offer a high degree of flexibility in the way we work, this position is located in Canberra. As such, successful applicants from outside Canberra would need to move to Canberra. Working within Vice Chief of the Defence Force Group is more than just a job; it offers opportunities over the course of a career to work across diverse security, policy and operational matters of national significance. We actively support mobility within Defence when the time is right and value our people developing their expertise in across multiple areas.

Our Ideal Candidate
Our ideal candidate has excellent attention to detail and possesses well developed organisational and priority-management skills. To be successful in this role you need to:

- Use your initiative and solve problems;
- Complete tasks, plan, and coordinate business priorities;
- Successfully implement and administer Division security procedures;
- Work collaboratively in a team-based environment, actively participating in, and contributing to, team and organisational objectives;
- Be an excellent communicator who can liaise with a range of internal and external stakeholders;
- Be self-motivated, pro-active, organised, and enjoy being part of a team; and
- Have good judgement.

Eligibility

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

Notes

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

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To Apply

Position Contact	Sonia King, 02 5108 6962
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=9189F9D4-D4AA-68BB-74E6-DA

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Defence

Vacancy VN-0740627

Department of Defence

Closing Date:Thursday 09 May 2024

Naval Shipbuilding and Sustainment Group
Maritime Sustainment

Job Title	Technical Specialist
Job Type	Full-Time, Ongoing
Location	Sydney NSW
Salary	$91,702 - $104,753
Classification	APS Level 6
Position Number	NSSG/03025/24
Agency Website	

Job Description

https://defencecareers.nga.net.au/?jati=B91637E6-09B9-687D-1DFC-DAA8B57B1738

Duties

The Role
The role of Technical Specialist is within the MCPSPO Engineering function and is accountable under the direction of the MCPSPO Principal Engineer. Within the role, you will perform complex work within the MCPSPO integrated team, whilst assisting other Naval Shipbuilding and Sustainment Group (NSSG) System Program Offices and industry to meet capability requirements related to Platform & Auxiliary systems and products.

The successful candidate will have extensive technical experience in an Engineering discipline, preferably Mechanical Engineering, or a Maintenance related field, understand the Defence maritime domain and have well-developed analytical skills, including knowledge of Systems Engineering practices and principles.

The Technical Specialist role will draw upon knowledge of the platform and auxiliary (mechanical) field to apply focused subject matter knowledge in a relevant domain and function, ensuring technical compliance and integrity. Communicate and engage stakeholders, plan, lead, develop, integrate, manage and evaluate Defence capability to deliver a specific technical aspects. Investigate and expose risks, analyse and report on technical issues, requirements, and develop and implement recommendations and advice.

The successful candidate will:

- Be accountable for exercising assigned technical authorities and any Navy Seaworthiness delegations.
- Plan and deliver critical complex technical activities within a specialist field and provide advice working to agreed priorities and outcomes.
- Apply specialist technical knowledge and experience to identify risks and uncertainties and take these into account in planning, decision making and priority setting.
- Implement technical knowledge and processes within the platform and auxiliary (mechanical) field to develop advancements to established technical code of practices, techniques, methods and regulations.
- Build and sustain positive relationships with team members, and actively participate in team work.
- Tailor communication style and language to communicate effectively with internal and external stakeholders.
- Assess technical packages including scoping, planning and reviewing of packages and provide recommendations for consideration.
- Evaluate and ensure that the delivered capability meets requirements and legislative, policy and regulatory frameworks, and implement actions.
- Evaluate technical activities to understand critical factors for success and engage in continuous improvement and innovation.

- Ensure safety aspects of Defence capability are considered and incorporated into technical activities.
- Manage workflows, resources, prepare work area and team plans detailing measurable milestones and expected outcomes.

About our Team
The Maritime Cross Platform Systems Program Office (MCPSPO) within Maritime Systems Division, is the lead agency for delivery of cross-class sustainment services and advice across the maritime environment. MCPSPO sustains and manages a range of complex military systems and supplies, through an extensive network of industry partners, domestic and off-shore.

Our operating environment is complex and challenging, and requires exceptional contract and relationship management skills. MCPSPO is comprised of three functions, including Commercial, Sustainment and Engineering cells. The teams work in a complex, fast paced environment as part of a diverse and inclusive Branch environment that encompasses a variety of knowledge, skills and experience within a supportive hierarchy.

You will be working with talented colleagues, who will provide you with guidance and support to ensure that you have everything you need to succeed. MCPSPO supports career development through encouraging employees to build both leadership and technical skills and harnesses continuous improvement ideas and innovations.

Our Ideal Candidate
You will be a team player with highly developed communication and stakeholder management skills. Within this position we are looking for someone who genuinely fosters a curiosity for innovative possibilities and an enthusiasm to learn and drive change in order to gain efficiencies. You need to display an ability to learn rapidly and adapt quickly to changing complex situations and uncertainty. They need to take ownership of outcomes, and lead tasks to success.

You will possess excellent interpersonal, negotiation and verbal communication skills and will be required to regularly liaise and coordinate with a broad range of stakeholders, including executives, contractors, APS and ADF members. Highly developed written communication skills will be required to review and prepare documentation. This is a desk based position involving computer use and working with others towards shared goals in a collaborative team environment.

The successful candidate will demonstrate:

- Sound knowledge of and compliance with legislative frameworks, government decision-making and Defence’s mission and policy requirements.
- Ability to exercise initiative and judgement in the interpretation of policy and in the application of practices and procedures.
- Accountability for accurate completion of work within timeframes, share own expertise with others and guide and mentor less experienced employees.
- An excellent level of stakeholder engagement skills and the ability to identify, anticipate and respond to stakeholder’s needs and expectations to achieve work unit and Defence outcomes.
- Relationship management experience and an understanding of contract management principles.
- Strong communication skills, including the ability to write clear and concise correspondence, briefs and reports.
- Knowledge of, or the ability to quickly learn and understand the sustainment environment, and Integrated Logistics Systems (ILS) practices within the domain.
- Ability to work independently with the opportunity for reasonable autonomy and accountability for the achievement of outcomes of their work.

- A growth mindset, with a willingness to learn and contribute to a successful team environment.
- Accountability to contribute towards ongoing self-improvement and professional development.

Eligibility

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

Mandatory Qualifications:
Either:

- A Bachelors Degree in Engineering (Any Discipline) from an Australian Institution or equivalent that satisfies the requirements of the Washington Accord for recognition as a Professional Engineer.

- OR –

- An AQF Level 6 qualification in a relevant technical domain, or relevant skills and work experience such that an individual can reasonably achieve a recognised AQF qualification.

Member, or ability to become a member of a relevant professional Engineering organisation

Notes

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To Apply

Position Contact	Tommy Lukacevic, 02 8440 0307
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=B91637E6-09B9-687D-1DFC-DA

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Defence

Vacancy VN-0740630

Department of Defence

Closing Date:Thursday 09 May 2024

Joint Capabilities Group
ICT Operations Division

Job Title	ICT Deputy Director
Job Type	Full-Time, Ongoing
Location	Various locations - ACT ACT, Various locations - SA SA, Various locations - VIC VIC, Various locations - NT NT, Various locations - TAS TAS, Various locations - WA WA, Various locations - QLD QLD, Various locations - NSW NSW
Salary	$115,899 - $130,733
Classification	Executive Level 1
Position Number	JCG/01114/24
Agency Website	

Job Description

https://defencecareers.nga.net.au/?jati=1D814518-674C-8DAB-3EBE-DAA8B57EBEBA

Duties

The Role
The EL 1 Deputy Director operates independently with significant autonomy and accountability for their teams work outcomes. This role requires a high degree of initiative and judgement in interpreting both internal and ICT policies and implementing practices and procedures.

Key responsibilities include providing expert ICT Governance, contract management, ICT security, professional advice, and policy guidance on complex matters, as well as contributing to strategic planning, actively participating in contractual matters, and actively engaging in policy development. This role also includes setting work priorities and effectively managing workflow.

About our Team
The Directorate of Platform Services is dedicated to delivering sustainable, reliable, and readily available application hosting services. Our mission is to provide a suite of managed Platforms as a Service that enables business units to deploy capabilities in support of their strategic objectives.

Our Ideal Candidate
Our ideal candidates will play a pivotal role in sustaining and enhancing ICT services across JCG by championing a customer-centric approach and a strong focus on stakeholder and contract management.

Effectiveness in this role necessitates a collaborative approach under broad guidance alongside other JCG functions and Defence business stakeholders, with a primary goal of delivering business outcomes efficiently and effectively. This entails the need for well-developed skills or knowledge in the following areas - ICT security, contract management and relationship management. While having a background in service management, some technical ICT knowledge, and project management skills can be advantageous.

JCG welcomes applicants who may not possess experience and skills in all of these areas, provided they can demonstrate the potential and capacity to develop them.

Eligibility

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

Notes

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To Apply

Position Contact	Steven Wilder, 02 5130 8618
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=1D814518-674C-8DAB-3EBE-DA

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Defence

Vacancy VN-0740631

Department of Defence

Closing Date:Monday 06 May 2024

Capability Acquisition and Sustainment Group
Joint Systems

Job Title	Systems Program Office Director
Job Type	Full-Time, Ongoing
Location	Canberra ACT, Melbourne VIC
Salary	$155,310 - $184,828
Classification	Executive Level 2
Position Number	CASG/03417/24
Agency Website	

Job Description

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

Duties

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

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

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

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

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

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

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

The SPO Director will be responsible for ensuring the activities performed within their Systems Program Office supports the delivery of Joint Force effects through to the ADF. This requires the SPO Director to manage projects and products at a programmatic level, where trade-offs are considered through a risk-based decision making process. The SPO Director will ensure their team develops strong security controls and governance processes that gives confidence to the Capability Manager and Senior Leaders that the capability meets the approved requirements.

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

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

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

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

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

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

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

Eligibility

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

Notes

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	Linda Haigh, 5109 0209
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=10D2793D-E9C1-60C5-EB64-DA

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Defence

Vacancy VN-0740634

Department of Defence

Closing Date:Thursday 09 May 2024

Defence Intelligence Group
Defence Intelligence Organisation

Job Title	Missile Technical Intelligence Assessment Analyst
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	$83,706 - $89,659
Classification	APS Level 5
Position Number	DIG/03547/24
Agency Website	

Job Description

https://defencecareers.nga.net.au/?jati=BBD03335-8BB3-5DC1-FB45-DAA8B5EAE4F6

Duties

The Role
As a Technical Intelligence Analyst focussing on guided weapons, you will use your unique technical expertise to analyse and report on weapon systems and defence technologies that may pose threats to Australian forces.

You will access and analyse a broad range of information sources, collaborate with other specialists, and use your research and engineering skills to determine the capabilities of missile systems. You will employ specialist analytical tools, methodologies, and techniques to prepare technical assessments that support Defence leadership and the development of future Australian Defence capabilities.

About our Team
DIO's Weapons and Technical Intelligence branch analyses and characterises foreign weapons systems to ensure the Defence organisation maintains its competitive advantage over potential threats. We work closely with international partners and other members of the Australian Intelligence Community to accomplish this.

We value critical thinking, creative problem solving, and the ability to make defensible judgements using incomplete information and engineering reasoning. Our team is small and technically focussed, and provides the opportunity to become a subject matter expert on weapons systems. We provide training in both engineering and intelligence disciplines, as well as a working environment that offers a range of interesting and challenging work, flexibility to be innovative, talented colleagues, and guidance and mentoring that will help you succeed as a Technical Intelligence Analyst.

Our Ideal Candidate
As the ideal candidate, you will draw information from a range of sources to develop high quality technical assessments that will inform key defence decision makers. You have a professional curiosity and critical thinking skills that help you investigate and evaluate new sources of information. You recognise the strengths and limits of your own knowledge, and seek the expertise of others when required.

You understand the interests of technical intelligence customers, including Defence leadership, capability managers, and Australian Defence Force personnel. You will be able to identify significant weapons technology developments and their relevance to these customers. You will be able to understand, or are willing to learn, engineering concepts related to guided weapons. You can communicate assessments based on these ideas to specialist and generalist audiences. You are a strong written and verbal communicator.

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

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To Apply

Position Contact	David Neville, 02 5108 2704
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=BBD03335-8BB3-5DC1-FB45-DA

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Defence

Vacancy VN-0740640

Department of Defence

Closing Date:Thursday 09 May 2024

Defence Intelligence Group
Defence Intelligence Organisation

Job Title	Missile Technical Intelligence Analyst
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	$76,277 - $83,274
Classification	APS Level 4
Position Number	DIG/03545/24
Agency Website	

Job Description

https://defencecareers.nga.net.au/?jati=BDC827A3-3194-1D5C-A853-DAA8B612C01B

Duties

The Role
As a Technical Intelligence Analyst focussing on guided weapons, you will use your unique technical expertise to analyse and report on weapon systems and defence technologies that may pose threats to Australian forces. You will access and analyse a broad range of information sources, collaborate with other specialists, and use your research and engineering skills to determine the capabilities of missile systems. You will employ specialist analytical tools, methodologies, and techniques to prepare technical assessments that support Defence leadership and the development of future Australian Defence capabilities.

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
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We provide training in both engineering and intelligence disciplines, as well as a working environment that offers a range of interesting and challenging work, flexibility to be innovative, talented colleagues, and guidance and mentoring that will help you succeed as a Technical Intelligence Analyst.

Our Ideal Candidate
As the ideal candidate, you will draw information from a range of sources to develop high quality technical assessments that will inform key defence decision makers. You have a professional curiosity and critical thinking skills that help you investigate and evaluate new sources of information. You recognise the strengths and limits of your own knowledge, and seek the expertise of others when required.

You understand the interests of technical intelligence customers, including Defence leadership, capability managers, and Australian Defence Force personnel. You will be able to identify significant weapons technology developments and their relevance to these customers. You will be able to understand, or are willing to learn, engineering concepts related to guided weapons. You can communicate assessments based on these ideas to specialist and generalist audiences. You are a strong written and verbal communicator.

Eligibility

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

Notes

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To Apply

Position Contact	David Neville, 02 5108 2704
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=BDC827A3-3194-1D5C-A853-DA

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Defence

Vacancy VN-0740641

Department of Defence

Closing Date:Thursday 16 May 2024

Defence Finance Group
Budgets and Financial Services

Job Title	Internal Budgeting and Reporting System Program Director
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	$134,567 - $161,521
Classification	Executive Level 2
Position Number	DFG/03137/24
Agency Website	

Job Description

https://defencecareers.nga.net.au/?jati=BE807634-7992-74F8-F22D-DAA8B622E562

Duties

The Role
Under the broad direction of the Assistant Secretary, Financial Change and Integration Branch, the IBRS Program Director is required to exercise a significant degree of independence and perform an important leadership role. They will provide strategic advice and direction on the IBRS program and related change management to senior leadership and stakeholders as well as leading and assuming accountability for program development and integration work that has strategic and operational levels.

As the Director, your primary focus will be to lead project system, communications, training, and support teams. You will oversee the design and delivery of an integrated work plan for the internal budgeting and reporting system. The Interim Budget and Reporting Solution (IBRS) is a new business system that will manage Defence's $51b annual budget.

The system will replace legacy systems and also provide an opportunity to improve the policies, practices and processes that Defence use to deliver financial accountability, transparency and traceability. The IBRS project has multiple and concurrent work streams following an agile project management methodology in delivering system releases, changes to financial policies, communications and change management including training.

Leading a small team, your mission in this role is to provide strategic direction and management to the project, including plans, priorities, program risks and dependencies and monitor workflow and performance. A key aspect of your responsibilities is to build team capability, accountable for developing coaching and reviewing team and business performance.

About our Team
The Financial Change and Integration Branch was established in 2022 to support major change projects. As well as delivering some of the key financial systems that support the change agenda, our branch plays a lead role in supporting the people side of change. We have a strong focus on improving employee communication and engagement, change management and targeted learning and development solutions.

The Financial Change and Integration Branch consists of five sections with teams who are creative and hard-working professionals committed to creating direct value to continue to drive DFG organisational growth and success:

- Financial Management Solutions (IBRS Program)
- DFG Enterprise Resource Planning (ERP) Business Readiness Project Management Office
- DFG Capability Development
- DFG Change and Communications
- DFG Innovation and Business Process Improvement

Our Ideal Candidate
You are an energetic internal budgeting or program manager leader, able to inspire your team and colleagues to delivery your vision for the future of internal budgeting function. You're a creative problem-solver with extensive experience in leading management accounting reform projects in complex environments. You are also naturally a leader, building team capabilities and influencing

your peers.

Our ideal candidate can demonstrate the following skills, experience and attributes:

- An impressive track record of delivering results with significant internal budgeting and/or management accounting in leading complex reform activities;
- Excellent leadership skills with demonstrated experience in leading and building high performing and cohesive teams, including providing clear and consistent communication, setting clear performance and behavioural standards, managing performance, delegating responsibility and guiding and developing people;
- First-rate stakeholder skills in support of change communications, including an ability to cultivate productive working relationships with people at all levels of an organisation;
- Experience in project management principals and approaches including developing plans, priorities, program risks and dependencies, and monitoring workflow and performance; and
- Knowledge of Defence budget and finance environment (or the ability to quickly acquire this).

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	Christina Frizza, 02 5108 4646
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=BE807634-7992-74F8-F22D-DA/

Defence

Vacancy VN-0740644

Department of Defence

Closing Date:Thursday 09 May 2024

Defence Finance Group
Budgets & Financial Services

Job Title	Financial Analyst
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	$76,277 - $83,274
Classification	APS Level 4
Position Number	DFG/03529/24
Agency Website	

Job Description

https://defencecareers.nga.net.au/?jati=A676AFAC-BA26-84A3-15EE-DAA8B6AF730D

Duties

The Role
Your role as an APS4 Financial Analyst within the Financial Accounting and Assets teams is accountable for the following:

- Performing asset management activities in asset accounting, balance sheet management and financial statements analysis and reporting.
- Contributing to the completion of the monthly and yearly asset management and financial reporting requirements.
- Providing advice to business units on technical asset and financial accounting issues.
- Understanding and applying asset management policies and procedures.
- Building and sustaining effective relationships with team members and stakeholders and actively participate in teamwork and group activities.
- Taking the initiative to progress work to meet business objectives.
- Resolving problems using expertise, taking the initiative to identify alternative courses of action.

About our Team

There is no single employer in the Commonwealth that offers the breadth of technical challenges that DFG tackle. Working in the Financial Accounting and Assets team means you will be applying your professional judgement and knowledge to a huge range of complex accounting issues. The Financial Accounting and Assets team are responsible for the full financial reporting function and financial management of Defence assets through their capability lifecycle.

They are also accountable for policy advice, compliance assurance and conducting quality assurance checks on financial accounting activities. The teams' judgement is relied upon to deliver

professional advice and reporting around complex assets, business processes, procurements, and multi-year billion dollar projects.

The team is responsible for the financial accounting behind the largest asset base in the Commonwealth valued into the hundreds of billions of dollars. Think big, physical tangible “stuff” like aircraft, ships, submarines, plus a huge property portfolio, specialist military equipment, and complex Intellectual Property and bespoke technology. Career growth prospects are strong, because if you understand the assets underpinning Defence, you will understand a lot about the business.

You get to analyse complex trends, work on the forefront of changes to accounting standards (e.g. lease and asset standards changes) and as well as help prepare policies that impact the whole organisation. You will gain a full understanding of the asset lifecycle from procurement to disposal. There will also be the opportunity to get involved in the largest ERP (SAP) implementation project in the Southern Hemisphere.

Our Ideal Candidate
Our ideal candidate will demonstrate:

- Analytical skills and attention to detail.
- Initiative, sound practical judgement and resilience.
- Strong written and oral communication skills.
- Ability to produce quality work within short timeframes.
- Excellent interpersonal and stakeholder engagement skills.
- A commitment to continuous improvement.

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	Yub Kharel, 02 6115 3950
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=A676AFAC-BA26-84A3-15EE-DA

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Defence

Vacancy VN-0740655

Department of Defence

Closing Date:Thursday 09 May 2024

Joint Capabilities Group

Job Title	Contract Manager Officer
Job Type	Full-Time, Ongoing
Location	Canberra ACT, Melbourne VIC
Salary	$91,702 - $104,753
Classification	APS Level 6
Position Number	JCG/03066/24
Agency Website	

Job Description

https://defencecareers.nga.net.au/?jati=119C62EF-8982-1B7F-B8C1-DAA8B7365F82

Duties

The Role
This multi-disciplinary position is responsible for the governance of ICT services and oversees Service Providers and their ongoing work with risk and issues and contractual deliverables. You will be responsible for implementation and active management of ICT processes and framework. This position works closely with Defence business areas and Defence industry partners to ensure Defence ICT services are secure, stable and fit for purpose. This role primarily involves contract management, stakeholder management with elements of Secretariat duties and project management.

This position will be subject to an additional 10% Building Defence Capability Payment (BDCP). This will be in addition to the agreed substantive salary on commencement. BDCPs are subject to regular reviews and may be ceased or varied at any time in accordance with Defence Policy. The additional payment is a Building Defence Capability Payment (BDCP), which enables Defence to provide a premium, in addition to the rate of salary otherwise payable under the Enterprise Agreement (EA) to some or all of the jobs within a critical occupation(s) or discipline within a workplace. BDCPs provide remuneration in addition to the Defence Enterprise Agreement (EA). This arrangement is subject to meeting eligibility criteria and is subject to annual review. Should your performance fall beyond requirements or the eligibility criteria not be met, your eligibility for the BDCP may be reviewed and ceased. It may also be ceased should you change positions or the requirement for the BDCP is no longer necessary, as determined by Defence. Should the BDCP be ceased you will be advised.

About our Team

The Directorate of Platform Services is dedicated to delivering sustainable, reliable, and readily available application hosting services. Our mission is to provide a suite of managed Platforms as a Service that enables business units to deploy capabilities in support of their strategic objectives.

Our Ideal Candidate
The ideal candidates will play a pivotal role in sustaining and enhancing ICT services across JCG by championing a customer-centric approach and a strong focus on stakeholder engagement. Effectiveness in this role necessitates collaborative work under broad guidance alongside other JCG functions and Defence business stakeholders, with a primary goal of delivering business outcomes efficiently and effectively. This entails the need for well-developed communication and relationship management skills.

While having a background in service management, some technical ICT knowledge, and project management skills can be advantageous, JCG welcomes applicants who may not possess experience and skills in all of these areas, provided they can demonstrate the potential and capacity to develop them.

Eligibility

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

Notes

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

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To Apply

Position Contact	Jarrod Elliott, 02 6144 4362
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=119C62EF-8982-1B7F-B8C1-DA

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Defence

Vacancy VN-0740662

Department of Defence

Closing Date:Thursday 09 May 2024

Joint Capabilities Group
ICT Operations Division

Job Title	Information Accounting and Data Governance
Job Type	Full-Time, Ongoing
Location	Melbourne VIC
Salary	$91,702 - $104,753
Classification	APS Level 6
Position Number	DFG/03467/24
Agency Website	

Job Description

https://defencecareers.nga.net.au/?jati=10D6ADF8-D477-3862-848A-DAA8B7BAE327

Duties

The Role
This is an opportunity for finance and data governance professionals with strong accounting and data management capabilities to work within a small multi-disciplined team of professionals, supporting finance business stakeholders during a period of major system and organisational change. Your key responsibilities may include influencing and shaping finance data and information policy and strategies, implementing guidance documentation integral to good data management. Establishing centralised finance data governance and management practices across complex, large and sensitive data assets within the finance domain. Leading the planning, acquisition, storing, cataloguing, destroying and archiving of finance data across the data lifecycle. Optimising processes, encouraging consistency across business areas, championing data quality and resolving complex data issues. Collaborating with other data professionals, business stakeholders, and IT specialists to drive system and process changes that enable the organisation to realise strategic goals. Coaching and training other data managers, and contribute to developing data management capability.

About our Team
Defence has adopted a federated approach to enterprise data governance. A federated data governance model can be described as a ‘hub’ and ‘spoke’ model. For Defence, the central ‘hub’ represents the Data Division under the leadership of the Chief Data Integration Officer (CDIO) and the central ‘spoke’ for Finance Group being the Directorate of Financial Information Management (DFIM). This means that the execution of data governance and management practices are decentralised ensuring flexibility for the Groups and Services accommodating their respective needs. DFIM plays an active role as custodians of the finance data assets. This includes oversight, standardisation and coordination of data governance, establishing foundational data management practices and capabilities, articulating data requirements, facilitating data sharing, improving and maintaining data quality, establishing curated datasets and integrated data warehouses and supporting analytics and business intelligence teams across DFG.DFIM operates a small but evolving team out of Victoria Barracks Melbourne.

Our Ideal Candidate
You are a capable, flexible problem solver with strong data management, analytical and conceptual skills and are able to operate, as part of a multi-disciplined team. You will be required to identify, anticipate and respond to stakeholders’ needs and expectations to achieve Defence outcomes. You will be accountable to lead a team, set work priorities, communicate effectively, and manage workflow and resources whilst working in a dynamic and busy environment. Core competencies we are targeting include: Influential communicator, develops team with inclusive style. Accountable for providing clear and consistent communication, setting clear performance and behavioral standards, managing performance, delegating responsibility and guiding and developing people. Demonstrated ability to drive sustainable change partnering collaboratively across an organisation and externally. Ability to influence with strong written/verbal communication. Collaborative approach with a strong client focus. Build and sustain stakeholder engagement, including the ability to communicate with influence and negotiate effectively

Eligibility

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

Notes

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To Apply

Position Contact	Shehan Mathew, 0430 910 763
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=10D6ADF8-D477-3862-843A-DA

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Defence

Vacancy VN-0740665

Department of Defence

Closing Date:Thursday 16 May 2024

Joint Capabilities Group
Joint Logistics Command

Job Title	Logistics Officer
Job Type	Full-Time, Ongoing
Location	Edinburgh SA
Salary	$76,277 - $83,274
Classification	APS Level 4
Position Number	JCG/02548/24
Agency Website	

Job Description

https://defencecareers.nga.net.au/?jati=256F3EAA-2930-119B-919D-DAA8B84781AA

Duties

The Role
The APS 4 Logistics Officer is an integral member of the Warehousing and Distribution team at Joint Logistics Unit (South). You will work within an integrated team of Australian Public Service (APS) and Australian Defence Force (ADF) members to support and assist with the following logistic functions:

- Conduct monitoring of group tasking or requests to the unit.
- Direct support and reporting to the Logistics Support Officer.
- Assist or action warehousing & distribution inquiries from regional dependencies.
- Assist with oversight of warehouse and distribution functions, ensuring timely responses to requests or support requirements.
- Assist operations and dependencies within the region requiring Warehouse and Distribution support.

About our Team
Joint Logistics Unit (South) is an integrated workforce providing varying levels of Warehousing, Distribution and Maintenance logistical services to Defence in South Australia. Under Logistics Operations Branch, our joint team of Military, Commonwealth and Industry Partner Contractors deliver support from multiple sites at Edinburgh and our extended regional areas. Within our unit, our reputable teams foster culture, subject matter expertise, leadership and communication to provide a customer focus to our stakeholders enabling Defence capabilities.

Our Ideal Candidate
Our ideal candidate will be an experienced logistician with the capability to take role ownership and be a subject matter expert within Joint Supply Chains. The role will be best suited to someone whom has:

- Experience in a similar role, particularly logistics, warehousing, inventory and supply chain management.

- Experience in supporting delivery service contracts that require collaboration and relationship management to achieve outcomes.
- Demonstrated level of high quality written and verbal communication.

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	Dale Clemens, 08 7374 4006
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=256F3EAA-2930-119B-919D-DA

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Defence

Vacancy VN-0740674

Department of Defence

Closing Date:Thursday 09 May 2024

Defence Intelligence Group
Defence Intelligence Organisation

Job Title	Missile Technical Intelligence Analyst
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	$91,702 - $104,753
Classification	APS Level 6
Position Number	DIG/03551/24
Agency Website	

Job Description

https://defencecareers.nga.net.au/?jati=A7BDE618-449B-D170-CA37-DAA8EF4B55FE

Duties

The Role
As a Technical Intelligence Analyst focussing on guided weapons, you will use your unique technical expertise to analyse and report on weapon systems and defence technologies that may pose threats to Australian forces. You will access and analyse a broad range of information sources, collaborate with other specialists, and use your research and engineering skills to determine the capabilities of missile systems. You will employ specialist analytical tools, methodologies, and techniques to prepare technical assessments that support Defence leadership and the development of future Australian Defence capabilities.

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
DIO's Weapons and Technical Intelligence branch analyses and characterises foreign weapons systems to ensure the Defence organisation maintains its competitive advantage over potential threats. We work closely with international partners and other members of the Australian Intelligence Community to accomplish this.

We value critical thinking, creative problem solving, and the ability to make defensible judgements using incomplete information and engineering reasoning. Our team is small and technically focused, and provides the opportunity to become a subject matter expert on weapons systems.

We provide training in both engineering and intelligence disciplines, as well as a working environment that offers a range of interesting and challenging work, flexibility to be innovative, talented colleagues, and guidance and mentoring that will help you succeed as a Technical Intelligence Analyst.

Our Ideal Candidate
As the ideal candidate, you will draw information from a range of sources to develop high quality technical assessments that will inform key defence decision makers. You have a professional curiosity and critical thinking skills that help you investigate and evaluate new sources of information. You recognise the strengths and limits of your own knowledge, and seek the expertise of others when required.

You understand the interests of technical intelligence customers, including Defence leadership, capability managers, and Australian Defence Force personnel. You will be able to identify significant weapons technology developments and their relevance to these customers. You will be able to understand, or are willing to learn, engineering concepts related to guided weapons. You can communicate assessments based on these ideas to specialist and generalist audiences. You are a strong written and verbal communicator.

Eligibility

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

Notes

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To Apply

Position Contact	David Neville, 02 5108 2704
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=A7BDE618-449B-D170-CA37-DA

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Defence

Vacancy VN-0740678

Department of Defence

Closing Date:Thursday 09 May 2024

Defence Finance Group
Budgets & Financial Services

Job Title	Financial Analyst
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	$83,706 - $89,659
Classification	APS Level 5
Position Number	DFG/03530/24
Agency Website	

Job Description

https://defencecareers.nga.net.au/?jati=1CE16B85-6EE1-3CEA-EACE-DAA8EFE88B6F

Duties

The Role
Your role as an APS5 Financial Analyst within the Financial Accounting and Assets teams is accountable for the following:

- Supporting the completion of Defence's external financial reporting functions including journal preparation and reconciliations, balance sheet management and financial statement analysis.
- Analysing information and communicating key messages to stakeholders in a variety of formats including written and oral.
- Managing financial governance requirements and ensuring compliance with the financial management framework.
- Building and sustaining relationships with stakeholders and subject matter experts to deliver outcomes, which includes liaising with a broad range of people including auditors, business areas, procurement and the military.
- Providing sound practical advice and guidance to stakeholders on technical financial accounting and asset assurance activities. Understanding, applying, aligning Defence's mission and business objectives to financial reporting and asset management.

About our Team

There is no single employer in the Commonwealth that offers the breadth of technical challenges that DFG tackle. Working in the Financial Accounting and Assets team means you will be applying your professional judgement and knowledge to a huge range of complex accounting issues. The Financial Accounting and Assets team are responsible for the full financial reporting function and financial management of Defence assets through their capability lifecycle.

They are also accountable for policy advice, compliance assurance and conducting quality assurance checks on financial accounting activities. The teams' judgement is relied upon to deliver professional advice and reporting around complex assets, business processes, procurements, and multi-year billion dollar projects.

The team is responsible for the financial accounting behind the largest asset base in the Commonwealth valued into the hundreds of billions of dollars. Think big, physical tangible "stuff" like aircraft, ships, submarines, plus a huge property portfolio, specialist military equipment, and complex Intellectual Property and bespoke technology. Career growth prospects are strong,

because if you understand the assets underpinning Defence, you will understand a lot about the business.

You get to analyse complex trends, work on the forefront of changes to accounting standards (e.g. lease and asset standards changes) and as well as help prepare policies that impact the whole organisation. You will gain a full understanding of the asset lifecycle from procurement to disposal. There will also be the opportunity to get involved in the largest ERP (SAP) implementation project in the Southern Hemisphere.

Our Ideal Candidate
Our ideal candidate will demonstrate:

- Strong analytical skills and attention to detail.
- Strong initiative, sound practical judgement and resilience.
- Strong written and oral communication skills.
- Ability to produce quality work within short timeframes.
- Excellent interpersonal and stakeholder engagement skills.
- A commitment to continuous improvement.

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	Yub Kharel, 02 6115 3950
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=1CE16B85-6EE1-3CEA-EACE-D

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Defence

Vacancy VN-0740681

Department of Defence

Closing Date:Thursday 09 May 2024

Defence Finance Group
Budgets & Financial Services

Job Title	Financial Advisor
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	$91,702 - $104,753
Classification	APS Level 6
Position Number	DFG/03533/24
Agency Website	

Job Description

https://defencecareers.nga.net.au/?jati=95C29184-E0EB-D877-66DF-DAA8F0545B58

Duties

The Role
Your role as an APS6 Financial Advisor within the Financial Accounting and Assets teams is accountable for the following:

- Managing a small team, including providing clear and consistent communication, setting clear performance and behavioural standards, managing expectations, delegating, guiding and developing people.
- Contributing proactively to the completion of Defence's external financial reporting functions including journal preparation and reconciliations, balance sheet management and financial statement analysis.
- Analysing information and communicating key messages to stakeholders in a variety of formats including written and oral.
- Managing financial governance requirements and ensuring compliance with the financial management framework.
- Building and sustaining relationships with stakeholders and subject matter experts to deliver outcomes, which includes liaising with a broad range of people including auditors, business areas, procurement and the military.
- Providing sound practical advice and guidance to stakeholders on technical financial accounting and asset assurance activities. Understanding, applying, aligning Defence's mission and business objectives to financial reporting and asset management.

About our Team

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You get to analyse complex trends, work on the forefront of changes to accounting standards (e.g. lease and asset standards changes) and as well as help prepare policies that impact the whole organisation. You will gain a full understanding of the asset lifecycle from procurement to disposal. There will also be the opportunity to get involved in the largest ERP (SAP) implementation project in the Southern Hemisphere.

Our Ideal Candidate
Our ideal candidate will demonstrate:

- Experience in leading a team to deliver quality outcomes.
- Strong analytical skills and attention to detail.
- Strong initiative, sound practical judgement and resilience.
- Strong written and oral communication skills.
- Ability to produce quality work within short timeframes.
- Excellent interpersonal and stakeholder engagement skills.
- A commitment to continuous improvement.

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	Yub Kharel, 02 6115 3950
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=95C29184-E0EB-D877-66DF-DA

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Defence

Vacancy VN-0740697

Department of Defence

Closing Date:Thursday 09 May 2024

Air Force
ADFHQ-Office of Chief Air Force

Job Title	Capability Analyst
Job Type	Full-Time, Ongoing
Location	Russell ACT
Salary	$91,702 - $104,753
Classification	APS Level 6
Position Number	AF/03601/24
Agency Website	

Job Description

https://defencecareers.nga.net.au/?jati=719F446E-2271-26A7-3C24-DAA8F1A5AFBA

Duties

The Role
We have an exciting opportunity for an experienced Capability Analyst to support the Woomera Range Complex (WRC) capability. The WRC, located in outback South Australia, is Defence's premier training area for the conduct of test and evaluation, and research and development of complex weapon systems.

This is a long-term program working in the Directorate of Security within Air Capability Enablers Branch – Air Force Headquarters. You will support the Commonwealth in the management, coordination and governance of WRC within an integrated workforce.

You will coordinate stakeholder engagement activities across various Defence groups and services, performing complex writing and analytical work within a capability environment. You will be accountable for having the knowledge of and ensuring compliance with legislative frameworks, government decision-making and Defence's mission and policy requirements.

About our Team
Join a small team of military and national security professionals that work collaboratively with a wide variety of Defence experts, institutions and processes, to ensure strong management, coordination and governance of the Woomera Range Complex (WRC). The WRC sits within Air Force Headquarters (AFHQ) under Air Capability Enablers Branch – Air Force (ACEBR-AF).

The Directorate reports to senior military officers and develops agendum papers for senior Defence Committees for ministerial submission. Team members produce analysis and briefs and assist in policy development both individually and collectively, represent their area and have opportunities to become familiar with how Air Force and Defence works at the strategic Headquarters level.

Our Ideal Candidate
We are seeking a highly motivated, resilient and collaborative individual to work cohesively in a team to analyse and solve complex capability related issues.
Our ideal candidate will:

- Apply superior written and verbal communication skills across a multi-domain Defence environment.
- Lead and prepare the development of agendum and issues papers and minutes for capability committees.
- Apply understanding of broader Defence policy and strategic objectives, including the Defence Strategic Review and National Defence Strategy.
- Have expertise in capability development processes including government approvals to progress capability development initiatives within Defence.
- Build and sustain collaborative relationships with internal and external stakeholders and negotiate effectively to deliver business outcomes.
- Evaluate, independently analyse and provide advice on capability proposals, including assessments of the strategic context, options, resource implications, and risks.
- Be accountable for accurate completion of work within timeframes, sharing their own expertise with others to achieve continuous improvement in the work area.

Eligibility

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

Notes

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To Apply

Position Contact	Peter Tame, 0251314519
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=719F446E-2271-26A7-3C24-DAA

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Defence

Vacancy VN-0740946

Department of Defence

Closing Date:Wednesday 29 May 2024

Navy Engineering
Civilian Engineering Development Program

Job Title	Civilian Engineer Development Program
Job Type	Full-Time, Ongoing
Location	Canberra ACT, Sydney NSW
Salary	$76,277 - $76,277
Classification	Graduate APS
Position Number	NAVY/01144/24
Agency Website	

Job Description

https://defencecareers.nga.net.au/?jati=1C28C099-1CCF-AB91-DC5E-DAAA1B2438AC

Duties

The Role
You do not have to join the Navy (wear a uniform) or serve at sea to have an exciting career as an engineer with Navy. If you are currently studying towards a four-year Bachelor's degree in Engineering, or have already graduated, you can apply for the Civilian Engineer Development Program (CEDP).

You will be employed as an Australian Public Servant APS4 Graduate Trainee working with the Navy. You will commence with a salary package currently at $76,277 p.a. plus 15.4% superannuation. Upon successful completion of the specialist Civilian Engineer Development Program, you will progress to a salary package currently at $88,175 p.a. plus 15.4% superannuation at an APS6 level.

The CEDP is a three year (36 month) program consisting of work experience rotations where you may be involved in research, design, documentation and providing technical advice and specialist engineering support to the Navy through the entire lifecycle of Navy ships, submarines and aircraft. Some examples of rotations during the Program include, but are not limited to: Cyber Systems, Electronic Warfare & Radar, Weapon Systems, Data Networks and Mine Counter Measure Systems. The CEDP program will provide opportunity to rotate for 6 month’s within other Defence Group and Services and an industry placement to broaden your experience, skills and knowledge.

Whilst you will commence the Program in either Canberra or Sydney you will have opportunities for travel and work in different locations across Australia. You will also receive financial appropriate assistance, (depending on your individual circumstance in accordance with the Defence Relocation Assistance Policy) for relocations required whilst on the Program, along with many other financial, lifestyle and educational benefits.

If you require further information please contact the Contact Officer on the front of this Information Pack, or you can visit our webpage at https://www.navy.gov.au/navy-civilian-engineer-development-program.

Eligibility

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

Mandatory Qualifications
A minimum four-year Bachelor degree, recognised in Australia, is required to apply for the Navy Civilian Engineer Development Program. Evidence must be shown of completion of your degree prior to the commencement of the program.

For further information on eligibility requirements, visit
https://www1.defence.gov.au/jobs-careers/graduates/how-apply/eligibility-requirements

The Navy Civilian Engineer Development Program looks for applicants who have an Engineering degree, accredited by Engineers Australia specialising in:
• Naval Architecture
• Marine Engineering
• Electrical
• Electronics
• Communications
• Computer
• Cyber
• Robotics Autonomous Systems
• Artificial Intelligence & Machine Learning
• Mechanical
• Mechatronics and
• Civil/Infrastructure

Whilst they are not as high a priority, other disciplines are still encouraged to apply.

Notes

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To Apply

Position Contact	Civilian Engineer Development Program Team, -
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=1C28C099-1CCF-AB91-DC5E-D/

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Education, Skills and Employment

Vacancy VN-0740750

National Gallery of Australia

Closing Date:Sunday 05 May 2024

Chief Operating Officer Portfolio
Legal and Procurement

Job Title	Manager, Legal
Job Type	Full-Time, Ongoing
Location	Parkes ACT
Salary	-
Classification	Executive Level 1
Position Number	3308
Agency Website	https://nga.gov.au

Job Description

https://nga.gov.au/about-us/jobs/

OVERVIEW OF THE ROLE

This is an exciting opportunity for an experienced in house lawyer who will be responsible for the provision of high quality and timely advice to business areas on a range of matters such as commercial and administrative law (including contractual negotiations), statutory interpretation, freedom of information and privacy matters.

This role is in the Governance and Strategic Planning team, responsible for the Gallery's governance, planning, reporting, risk, audit, procurement, and legal advisory services and is also secretariat to the National Gallery Council and other key advisory groups. This team makes a significant contribution to strengthen the effectiveness of the Gallery's governance and compliance framework.

This position reports to the Head of Legal and Procurement and is an ongoing full-time role with the team.

Duties

WHAT WILL YOU DO?

In accordance with the APS EL1 work level standards, you will:

- Undertake high level analysis of complex issues, and prepare defensible and practical advice based on sound, professional judgement and risk evaluation.
- Provide legal advisory service across matters for the whole of Gallery including procurement and contract advice, arts agreements, rights and permission and major projects.
- Advise and assist on key National Gallery working groups and committees.

- Focus on uplifting internal capability through the development and delivery of training and resources for the workforce to use and apply.
- Manage, lead and mentor a more junior lawyer, including clearing their legal work for the delivery of high quality results under tight timeframes.
- Assess and respond to Freedom of Information requests in accordance with applicable legislation and government policies.
- Demonstrate a commitment to continued legal education and
- Work closely with the procurement function on matters that span both functions and provide aligned advice to business areas.
- Balance unpredictable workloads, triage priorities and work timetables in a busy environment
- Other duties as required commensurate with your skills and abilities, and to support the broader outcomes of the team.

Eligibility

Qualifications, Certifications and Registrations

To be eligible for this role you must

- be an Australian citizen,
- complete a National Criminal History Check,
- hold a (minimum) Baseline security clearance (or be willing to obtain),
- have completed a law degree from an Australian tertiary institution (or equivalent), and admission as a legal practitioner to a Supreme Court of a State or Territory, and
- hold a Government Restricted Practising Certificate (or be eligible to obtain)

The following is highly desirable:

- A minimum of five years post-admission experience.

Notes

HOW TO APPLY

You should provide a tailored CV (**maximum of three pages**) along with a statement of no more than **two pages** that outlines your skills, capabilities and experience, against the ‘Our ideal candidate’ information above.

In your statement response you should keep in mind the capabilities and behaviours required to be successful for this role, as identified in the ‘Who are we looking for?’ section.

Try not to duplicate information that can be found in your CV but do highlight any specific examples or achievements that demonstrate your ability to perform the role.

As part of your application process, we ask that you also complete the personal particulars form as well.

To apply for this role please forward your application to recruitment@nga.gov.au.

If you are shortlisted you may also be asked to provide a work sample.

About the National Gallery of Australia

The National Gallery is one of Australia’s leading visual arts institutions. The National Gallery is based in Canberra and is a vital part of the Australian cultural landscape. Our Purpose is to collect, preserve, promote and share the national collection of art. The Vision of the National Gallery is to be the international reference point for art in Australia, inspiring all people to explore, experience and learn. Our Values include Boldness, Integrity, Respect, and Excellence.

To Apply

Position Contact	Lillee Keating, 02 6120 2959
Agency Recruitment Site	https://nga.gov.au/about-us/jobs/

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Education, Skills and Employment

Vacancy VN-0740758

National Gallery of Australia

Closing Date:Sunday 05 May 2024

Chief Operating Officer Portfolio
Governance

Job Title	Head of Governance
Job Type	Full-Time, Ongoing
Location	Parkes ACT
Salary	-
Classification	Executive Level 2
Position Number	0127
Agency Website	https://nga.gov.au

Job Description

https://nga.gov.au/about-us/jobs/

OVERVIEW OF THE ROLE

The Head of Governance role supports the National Gallery Council (our Accountable Authority), Director and Senior Management Group to instill good governance across the National Gallery's activities. The role has responsibility for maintaining and updating the Governance Framework and Project Management Framework to enable the effective delivery of projects and objectives, support optimised performance and ensure all statutory and other legal and mandatory obligations are met.

The role has responsibility for the National Gallery's Risk Management, Project Management, Fraud, Business Continuity, Internal Audit, Insurance, Corporate Planning and Reporting, Council Secretariat and Government Relations functions. It also supports the ongoing embedding of First Nations perspectives across the Gallery, our First Nations First principles, RAP deliverables and cultural immersion and capability uplift activities.

Duties

WHAT WILL YOU DO?

- Provide high quality, expert advice to Council, the Director and Senior Management Group to promote exemplary governance, strategic planning and project management practice.
- Direct the development and alignment of annual corporate and portfolio planning and reporting, identifying opportunities to drive change and improve implementation.
- Lead the development, implementation and monitoring of fit-for-purpose governance, project management, risk and audit frameworks, policies and procedures.
- Provide high quality, expert advice to enable business areas and working groups to help them understand and enact their obligations, including overseeing and embedding practical, user-centred resources, tools and templates.
- Uplift organisational capability across in governance including shaping learning opportunities and driving a pro integrity culture.
- Partner with business areas and the senior executive to support coordinated program and project management planning, reporting and delivery across the National Gallery.
- Support the Gallery's First Nations First strategy, including the planning, delivery and implementation of key strategic initiatives which will elevate First Nations cultures, perspectives and capability across the Gallery.
- Develop a broad range of complex relationships with internal and external stakeholders.
- Manage and coach a high-performing, collaborative team and values-based culture to deliver professional, reliable advice in tight timeframes.

Eligibility

Qualifications, Certifications and Registrations

To be eligible for this role you must:

- hold Australian Citizenship, and
- satisfy a police check.

Role specific qualifications certification and/or registrations that are desirable include:

- Relevant tertiary qualifications in Governance, Business, Commerce, Project Management or other relevant discipline (such as risk, strategy, audit,) or equivalent experience
- Professional certification and/or membership of a relevant professional association (such as Governance Institute of Australia, Australian Institute of Company Directors, Australian Institute of Project Management etc).

Notes

HOW TO APPLY

You should provide a tailored CV (**maximum of three pages**) along with a statement of no more than **two pages** that outlines your skills, capabilities and experience, against the 'Our ideal candidate' information above.

In your statement response you should keep in mind the capabilities and behaviours required to be successful for this role.

Try not to duplicate information that can be found in your CV but do highlight any specific examples or achievements that demonstrate your ability to perform the role.

As part of your application process, we ask that you also complete the personal particulars form as well.

To apply for this role please forward your application to recruitment@nga.gov.au.

If you are shortlisted you may also be asked to provide a work sample.

About the National Gallery of Australia

The National Gallery is one of Australia's leading visual arts institutions. The National Gallery is based in Canberra and is a vital part of the Australian cultural landscape. Our Purpose is to collect, preserve, promote and share the national collection of art. The Vision of the National Gallery is to be the international reference point for art in Australia, inspiring all people to explore, experience and learn. Our Values include Boldness, Integrity, Respect, and Excellence.

To Apply

Position Contact	Lillee Keating, 02 6120 2959
Agency Recruitment Site	https://nga.gov.au/about-us/jobs/

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Education, Skills and Employment

Vacancy VN-0740791

National Gallery of Australia

Closing Date:Sunday 05 May 2024

Chief Operating Officer Portfolio
Governance

Job Title	Head of Legal and Procurement, General Counsel
Job Type	Full-Time, Ongoing
Location	Parkes ACT
Salary	-
Classification	Executive Level 2
Position Number	NEW
Agency Website	https://nga.gov.au

Job Description

https://nga.gov.au/about-us/jobs/

OVERVIEW OF THE ROLE

The Head of Legal and Procurement, General Counsel is responsible for leading the legal and procurement team to ensure the National Gallery complies with relevant legislation and key Commonwealth frameworks in the delivery of its purpose and artistic ambition. The role also provides practical advice and assistance in the interpretation of legislation and policy relevant to the Gallery's activities and operations including best practice approaches to managing risks, procurement and contract management activities.

Responding to audit findings and best practice approaches, this role drives the ongoing maturity of the legal and procurement functions and systems, developing workforce capability and providing user centric tools, templates and resources. This role collaborates and works closely with a range of internal and external stakeholders and participates in key advisory and working groups, including the National Gallery's Leadership Group.

Duties

WHAT WILL YOU DO?

- Lead and manage legal services and provision of in-house advice in accordance with the Legal Services Directions (2017) and AGLS General Counsel Charter, including ensuring National Gallery compliance with various commonwealth laws and regulations.
- Lead and manage procurement and contract management services in accordance with the PGPA Act 2013, including oversight and guidance of all procurement reporting activities including Austender and Murray Motion.
- Develop and implement strategically aligned legal and procurement frameworks, processes, systems, policy and guidelines that are practical and meet the needs of the National Gallery.
- Provide legal and issues management advice in relation to a wide range of complex matters, delivering consistent messaging in line with current policies and objectives and ensuring security, financial, reputational, and business risks are minimised.
- Assist and respond to the risk and impact of changes in legislation, Commonwealth policies or frameworks and changes in the National Gallery's operating environment.
- Uplift privacy, procurement, contract management and contract development tools and templates to ensure business areas can self-service.
- Instruct and manage the Gallery's relationship with external legal providers where appropriate, including in relation to hearings or inquiries on behalf of the National Gallery.
- Provide leadership, direction and support to staff working in a fast-paced, high workload environment and triage priorities.
- Promote a culture of compliance and integrity across the Gallery, including shaping staff learning and engagement strategies and advocacy on key working groups.
- Develop a broad range of complex relationships with internal and external stakeholders.
- Provide leadership, supervision and mentoring to support the development and retention team members and build a high performing, collaborative and values -based team culture.

Eligibility

Citizenship - To be eligible for employment with the Gallery, you must be an Australian citizen.
National Criminal History Check - To be eligible for this role you must complete a National Criminal History Check.
Baseline security clearance – hold or be willing to obtain

ADDITIONAL INFORMATION – Qualifications, Certifications and Registrations

Role specific mandatory qualifications certification and/or registrations include:

- A law degree from an Australian tertiary institution (or equivalent), and admission as a legal practitioner to a Supreme Court of a State or Territory
- Government Unrestricted Practising Certificate (or be eligible to obtain) or Government Restricted Practising Certificate
- A minimum of seven years post-admission experience

Notes

HOW TO APPLY

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In your statement response you should keep in mind the capabilities and behaviours required to be successful for this role.

Try not to duplicate information that can be found in your CV but do highlight any specific examples or achievements that demonstrate your ability to perform the role.

As part of your application process, we ask that you also complete the personal particulars form as well.

To apply for this role please forward your application to recruitment@nga.gov.au.

If you are shortlisted you may also be asked to provide a work sample.

About the National Gallery of Australia

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To Apply

Position Contact	Lillee Keating, 02 6120 2959
Agency Recruitment Site	https://nga.gov.au/about-us/jobs/

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Education, Skills and Employment

Vacancy VN-0740839

National Gallery of Australia

Closing Date:Sunday 19 May 2024

Building Services and Infrastructure
Capital Works

Job Title	Governance, Compliance and Risk Manager
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Parkes ACT
Salary	-
Classification	Executive Level 1
Position Number	NEW
Agency Website	https://nga.gov.au

Job Description

https://nga.gov.au/about-us/jobs/

OVERVIEW OF THE ROLE

Do you thrive in a high-tempo team environment and enjoy a challenge? Are you passionate about the arts and cultural institutions and have a deep understanding of infrastructure and capital works delivery success? Do you have strong organisational skills and an ability to build effective working relationships to achieve positive outcomes? Then we want to hear from you!

In this role you will support the Building Services and Infrastructure Portfolio with a focus on capital works delivery in the coordination and management of a project management office focusing on governance and reporting, quality assurance and risk management processes.

Duties

In accordance with the EL1 work level standards, you will have the following key responsibilities:

- Operate as a member of the Building Services and Infrastructure portfolio leadership team, fostering partnerships and collaboration across the team to achieve quality results.
- Provide proactive, high-level support across a range of governance, compliance and reporting activities, ensuring a focus on safety, environment, quality and timeliness.
- Manage and coordinate the application of a capital works project quality framework using best practice management. This includes motivating a team of infrastructure professionals to apply the framework for excellence in the delivery of complex infrastructure projects.
- Identify, develop, implement, and maintain project management strategies, structures and systems to ensure the provision of effective and efficient support to the portfolio.
- Analysing documentation and information to identify current and emerging risks across the portfolio and programs of work, enable collaboration with stakeholders to identify solutions and ensure timely reporting/briefing of those risks.
- Undertake planning, scheduling, management of approvals and maintaining relationships to ensure that deadlines are met, the highest quality is maintained, and clarity is communicated.
- Research, analyse and prepare comprehensive, well analysed and evidenced based papers, briefings, advice and reports in accordance with established frameworks, legislation, and policies and procedures.

Eligibility

To be eligible for this role you must

- Be an Australian Citizenship;

- have a Working with Vulnerable People Card (or the ability to obtain); and
- satisfy a police check.

Role specific mandatory qualifications certification and/or registrations include:

- Qualification in Project Management or demonstrated experience managing infrastructure or related projects.

Notes

HOW TO APPLY

You should provide a tailored CV (**maximum of three pages**) along with a statement of no more than **two pages** that outlines your skills, capabilities and experience.

In your statement response you should keep in mind the capabilities and behaviours required to be successful for this role.

Try not to duplicate information that can be found in your CV but do highlight any specific examples or achievements that demonstrate your ability to perform the role.

As part of your application process, we ask that you also complete the personal particulars form as well.

To apply for this role please forward your application to recruitment@nga.gov.au.

About the National Gallery of Australia

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To Apply

Position Contact	Sophie Gray, 0427 404 416
Agency Recruitment Site	https://nga.gov.au/about-us/jobs/

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Education, Skills and Employment

Vacancy VN-0740774

Tertiary Education Quality and Standards Agency

Closing Date:Tuesday 07 May 2024

Corporate Services IT and Business Solutions

Job Title	Assistant Director IT and Business Solutions
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Melbourne VIC
Salary	$116,167 - $128,393
Classification	Executive Level 1
Position Number	18402
Agency Website	www.teqsa.gov.au

Job Description

https://teqsa.bigredsky.com/page.php?

About the position
The **Assistant Director, IT and Business Solutions** will work closely with other members of the ICT team, report directly into the CIO, provide advice and operational management across TEQSA's ICT functions and will deliver the successful end-to-end implementation of new systems for the whole of the organisation. They also ensure that ICT solutions are running smoothly, efficiently, and securely.

The **Assistant Director, IT and Business Solutions** will work effectively in a small team, leading and managing team's and individuals' performance and actively contribute to team planning, continuous improvement, and mentoring activities. They will identify, analyse, and manage risk and issues regarding their work, exercise sound judgement, and make decisions that are appropriate for their position. They will be collaborative, supportive, innovative, flexible, and adaptable to meet immediate and future challenges, working in a dynamic environment.

They will foster influential relationships with internal and external stakeholders, exercise both initiative and sound judgement to resolve complex and/or sensitive matters, brief CIO on any critical risks proactively and will provide solutions and recommendations.

Duties

Duties

1. Lead the development of strategies and roadmaps and ensure its integration with the broader ICT and enterprise strategic plans.
2. Manage ICT Infrastructure and business applications.
3. Lead the delivery and implementation of IT solutions on time and on budget, meeting all relevant deadlines and milestones.
4. Responsible for the entire application lifecycle, its maintenance and decommissioning.
5. Direct technology upgrades, ensure proper risk analysis and go/no-go assessment.
6. Lead, manage and develop a team, work collaboratively and in line with TEQSA values and APS values and Code of Conduct.
7. Engage and work with suppliers, services providers, other government agencies and vendors alike to build and deliver products and services with acceptable service levels to TEQSA.
8. Responsible for managing financial budgets of the function, and procurement of required technology and services.
9. Managing ICT infrastructure, networks, and technology resilience, delivery and performance. Responsible for ICT changes, ensure all infrastructure patches and updates are performed in a timely manner.
10. Other duties as required.

Our ideal candidate
TEQSA is looking for high-performing team members who are passionate about contributing to the excellence of Australian higher education.

Our ideal candidate will have:

- Demonstrated ability in providing strategic direction and operational management of ICT functions in the context of a small agency.
- Demonstrated extensive knowledge and experience in the successful and timely delivery of major IT projects in a dynamic and impactful environment, ensuring contract deliverables and service level requirements are met.
- Demonstrated experience in problem solving, technical project management, resolving production outages/impacts, and implementing permanent resolutions for issues.
- Experience in managing relationships with other agencies and external IT vendors and services providers.
- Strong communication skills, including written communications, stakeholder management, presentation and consultation skills.
- Strong leadership skills and experience in setting direction, motivating and developing staff, and managing performance for quality and timely outcomes.
- Knowledge and experience across Azure Cloud Services, Office 365 product, VMWare, Microsoft (AD, Exchange, SQL etc), Network (WAN/LAN/Routers/Switches/ Firewalls), Cloud Solutions and Storage technologies.

Qualifications and experience

The following qualifications or experience will be highly regarded:

- Relevant tertiary qualification(s) and/or experience working in a similar role is preferred.
- Formal qualifications and / or combination of demonstrated competency in ICT Operations, Applications and/or Network Management.
- ITIL understanding and /or certifications.
- PRINCE2 or other project management accreditation will be advantageous.

Eligibility

The successful applicant must:

- be an Australian citizen.
- complete a National Police Check satisfactorily.
- be able to obtain and maintain an Australian Government Security Vetting Agency (AGSVA) clearance to Negative Vetting Level 1 status, supported by TEQSA.

Failure to satisfy any of the above conditions may result in the withdrawal of an offer of employment or termination of employment.

Notes

- This recruitment process is being used to fill an ongoing vacancy.
- A merit pool of suitable applicants will be created from this process and will be used to fill similar ongoing and non-ongoing vacancies within TEQSA as they arise. The merit pool is active for 18 months from the date of this advertisement.

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 Tertiary Education Quality and Standards Agency

The Tertiary Education Quality and Standards Agency (TEQSA) is Australia's independent national quality assurance and regulatory agency for higher education. TEQSA's purpose is to deliver quality assurance that protects the interests of students and the reputation and standing of Australian higher education. As an independent quality assurance and regulatory agency, TEQSA adopts a risk-based approach that is guided by principles of necessity, risk, and proportionality, and which supports quality, diversity, innovation, and excellence in tertiary education. TEQSA has three strategic objectives in delivering its purpose: 1. Promote and support good practice and effective self-assurance across the sector. 2. Identify, analyse, and respond to risks to the sector. 3. Ensure compliance with applicable legislation through effective and efficient regulation.

To Apply

Position Contact	Olga Vasilyeva, 03 8306 2495
Agency Recruitment Site	https://teqsa.bigredsky.com/page.php?

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Education, Skills and Employment

Vacancy VN-0740981

Tertiary Education Quality and Standards Agency

Closing Date:Wednesday 08 May 2024

Policy Research and Engagement Communications

Job Title	Project Manager (Communications)
Job Type	Full-Time, Non-Ongoing
Location	Melbourne VIC, Sydney NSW, Brisbane QLD, Adelaide SA, Canberra ACT, Perth WA, Darwin NT, Hobart TAS
Salary	$94,472 - $103,887
Classification	APS Level 6
Position Number	TBA
Agency Website	www.teqsa.gov.au

Job Description

About you
- are you passionate about contributing to the excellence of Australian higher education?
- are you a strategic thinker with a drive for innovation and collaboration?
- do you want to work in a challenging, dynamic, and rewarding environment that is mission-focused?

About the position
As **APS6 Project Manager (Communications)**, you will be accountable, under broad direction, for providing strategic and tactical oversight of external and internal communications, in support of TEQSA's overall goals and objectives.

This is a high-profile role that requires well-developed written and verbal communications skills. You will play a central role in supporting senior leaders with a range of communication and engagement activities and work collaboratively across the agency by actively contributing to planning, continuous improvement, and decision-making. You will effectively identify, analyse, and manage risk and issues, demonstrate high-level organisational skills and exercise judgement appropriate for the position. You will be innovative, flexible, and able to adapt to meet immediate and future challenges, working in a dynamic environment.

Some travel may be required.

Duties

The core duties of the **APS6 Project Manager (Communications)**, role include:

- develop, implement, and evaluate communication activities/projects with a particular focus on supporting TEQSA's communication and engagement activities.
- contribute to the development of high-quality, audience-appropriate content across a range of media regarding TEQSA's activities.
- support the Communications team in achieving project goals and milestones, including the development of good practice guides and content for providers.
- build professional relationships with internal stakeholders, providers, regulatory bodies, external experts, and professional accreditation bodies and represent the Agency in established relationships and networks.
- contribute to the development and achievement of group and agency strategic objectives and plans
- support the management of media enquiries and development of TEQSA's relationships with members of the media
- support the Assistant Director, Communications with other duties, as required.

Our ideal candidate

TEQSA is looking for a high-performing team member who is passionate about contributing to the excellence of Australian higher education. Applicants from outside of Melbourne are encouraged to apply.

For the **APS6 Project Manager (Communications)** role, TEQSA is looking for:

- Demonstrated experience in designing and implementing successful communications strategies for complex projects across a broad range of constituents.
- Demonstrated capacity to produce written and digital content for multiple audiences across a range of channels on matters related to higher education.
- High level written and oral communication skills, including the ability to work independently to prepare high quality, concise reports, strategies, and briefs for presentation to decision makers, which require little or no revision before finalisation.
- Demonstrated capacity to build and manage relationships through effectively communicating with internal and external stakeholders, representing the agency, providing support, and anticipating and responding to their needs.

- Demonstrated capacity to manage media enquiries and complex issues, including the development of media responses, talking points for leaders, and coaching senior leadership.
- Strong organisational skills and the ability to manage competing deadlines, while maintaining accuracy and attention to detail.

Eligibility

The successful applicant must:

- be an Australian citizen
- complete a National Police Check satisfactorily
- be able to obtain and maintain an Australian Government Security Vetting Agency (AGSVA) clearance to Baseline status, supported by TEQSA.

Failure to satisfy any of the above conditions may result in the withdrawal of an offer of employment or termination of employment.

Notes

- this recruitment process is being used to fill a non-ongoing vacancy.
- a merit pool of suitable applicants will be created from this process and may be used to fill similar ongoing and non-ongoing vacancies within TEQSA. It is active for 18 months from the date of this advertisement.

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 Tertiary Education Quality and Standards Agency

The Tertiary Education Quality and Standards Agency (TEQSA) is Australia's independent national quality assurance and regulatory agency for higher education. TEQSA's purpose is to deliver quality assurance that protects the interests of students and the reputation and standing of Australian higher education. As an independent quality assurance and regulatory agency, TEQSA adopts a risk-based approach that is guided by principles of necessity, risk, and proportionality, and which supports quality, diversity, innovation, and excellence in tertiary education. TEQSA has three strategic objectives in delivering its purpose: 1. Promote and support good practice and effective self-assurance across the sector. 2. Identify, analyse, and respond to risks to the sector. 3. Ensure compliance with applicable legislation through effective and efficient regulation.

To Apply

Position Contact	Bryan Allchin, 03 8306 2567
Agency Recruitment Site	https://teqsa.bigredsky.com/page.php?

Environment and Energy

Vacancy VN-0740670

Clean Energy Regulator

Closing Date:Monday 06 May 2024

Scheme Support
Carbon Markets Economic and Markets Analysis

Job Title	Principal Economic Analyst/Advisor
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	$117,268 - $133,394
Classification	Executive Level 1
Position Number	04151
Agency Website	https://cleanenergyregulator.gov.au/home/about-us

Job Description

https://cleanenergyregulatorcareers.nga.net.au/cp/index.cfm

About the Branch

The role of the Carbon Markets Branch is to provide insights, solutions and advice to decision makers, policy makers and the market to improve scheme operations and position the agency as a modern, efficient and effective regulator. The branch:

- Provides advice, support and action on complex scheme implementation and design issues.
- Coordinates and drives policy development and change.
- Supports the agency to create a data-driven culture that identifies external trends to inform strategic decisions and supports business transformation.
- Increases confidence in the carbon and renewable energy markets by highlighting the role of our schemes and understanding the international context.

About the Section

The Economic and Market Analysis section:

- Monitors, analyses, publishes data and provides insight on economic carbon markets trends to inform the agency’s decision-making and administration of the Renewable Energy Target and the Emissions Reduction Fund.
- Provides analysis and data for a range of reports and products including (but not limited to); the RET Administrative Report and Annual Statement, LRET project pipeline and other LRET supply and demand data, the auction ACCU pipeline report, renewable, carbon and energy efficiency prices, Senate Estimates, quarterly performance reporting

Duties

Role Responsibilities and Duties

Duties include, but are not limited to:

- Delivering quality and influential economic advice and insights on Clean Energy Regulator schemes, Australia's carbon and renewable energy markets and broader economic trends that impact Australia's target to achieve net zero by 2050.
- Proactively engaging with clients and stakeholders to gain a range of market and whole of economy perspectives and intelligence.
- Lead research into emerging issues and trends that will impact our schemes and carbon markets.
- Managing and developing 1-3 team members to deliver complex data, analysis and products to a high standard.
- Leading and delivering strategic projects where required.

Qualifications/Experience

- Tertiary qualifications in economics, commerce or business highly desirable
- Experience in communicating complex matters and market trends simply and with influence highly desirable
- Experience in, or ability to lead teams to deliver complex data analysis.

Eligibility

The Public Service Act 1999 requires all people joining the Australian Public Service to be Australian citizens.

We will conduct a number of pre-employment checks before we offer you employment.

It is a condition of employment with the Clean Energy Regulator that you are able to obtain and maintain a security clearance at a baseline level. If you are offered a role and do not already hold a security clearance at or above this level, you will need to undertake the security clearance process before you can commence employment. Any employment offer will be contingent upon obtaining this 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 Clean Energy Regulator

The Clean Energy Regulator is the Government body responsible for administering legislation to reduce carbon emissions and increase the use of clean energy. The Clean Energy Regulator has administrative responsibilities for the: • National Greenhouse and Energy Reporting Scheme, under the National Greenhouse and Energy Reporting Act 2007 • Emissions Reduction Fund, under the Carbon Credits (Carbon Farming Initiative) Act 2011 • Renewable Energy Target, under the Renewable Energy (Electricity) Act 2000, and • Australian National Registry of Emissions Units, under the Australian National Registry of Emissions Units Act 2011. Our purpose is to accelerate carbon abatement for Australia. We work with our stakeholders and clients including Australian Government departments and agencies, industry bodies, liable entities and the community to provide regulatory services of the highest standard. We offer challenging and rewarding work in administering legislation that will reduce carbon emissions and increase the use of clean energy. Our agency is committed to workplace diversity and aims to create an environment that values and utilises the contribution of people from different backgrounds, experiences and perspectives. The diversity of our staff is important to us. We encourage applications from Aboriginal and Torres Strait Islander People, people with a disability, people from diverse cultural and linguistic backgrounds and mature age workers.

To Apply

Position Contact	Georgina Prasad, 02 6159 3269
Agency Recruitment Site	https://cleanenergyregulatorcareers.nga.net.au/cp/index.cfm

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Finance

Vacancy VN-0740970

Independent Parliamentary Expenses Authority

Closing Date:Wednesday 08 May 2024

Job Title	Various Positions
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Barton ACT
Salary	$66,902 - $86,128
Classification	APS Level 3;APS Level 4
Position Number	Various
Agency Website	https://www.ipea.gov.au/about-ipea

Job Description

https://www.ipea.gov.au/about-ipea/employment

About IPEA

IPEA is an independent Commonwealth statutory authority with advisory, reporting and assurance responsibilities for the work expenses of federal parliamentarians and their staff, including the offices of the Prime Minister, Ministers of State, Opposition, the Australian Greens and Independents.

We successfully deliver our objectives by creating a culture of accountability and transparency in the provision and use of parliamentary work resources. Our approach is to guide and support parliamentarians and their staff through the development of tailored education, advice and reporting to assist with compliance and assurance measures as appropriate.

IPEA does this by:

- providing advice to parliamentarians and their staff employed under the Members of Parliament (Staff) Act 1984 (MOP(S) Act) on travel expenses and allowances
- administering travel expenses, allowances, and related expenses, including processing of these claims for domestic and international travel

- educating parliamentarians and their staff and raising awareness of the Parliamentary Business Resources framework including the principles to consider when making decisions about the use of taxpayer money
- assuring and auditing the use of work expenses provided by the Parliamentary Business Resources framework; and
- reporting to the Australian public on work expenses accessed under the Parliamentary Business Resources framework.

We are a cohesive and flexible agency, promoting the Australian Public Service (APS) philosophy of one APS career, thousands of opportunities.
We value and employ our team's diverse skills, perspectives and backgrounds to achieve our goals and objectives. We welcome applications from Aboriginal and Torres Strait Islander peoples, people from culturally and linguistically diverse backgrounds, mature-age people, school graduates, and people with disability, regardless of sex, sexuality, or gender identity.

To learn more about IPEA, our branches and what we do, please visit our website here.

Duties

Our ideal candidate/s

As an APS 3 or APS 4 you will have:
- The ability and desire to work productively in a team to deliver outstanding results in a high volume environment
- Clear and concise written and verbal communication skills
- Excellent organisational and time management skills and the ability to manage competing priorities
- The ability to take responsibility for managing work projects and deliverables with a focus on quality and timeliness
- Sound judgment and critical thinking skills to analyse issues and provide suitable solutions.

Additionally, as an APS 4 you will have:
- A can-do attitude plus the initiative and discretion to manage the role effectively
- The ability to conduct risk assessments to support team activities
- Comprehensive research, interpretation and analysis skills

Duties and Responsibilities
As an APS 3 and 4 and depending on the team your duties and responsibilities may include:

- Provide timely and quality customer service to IPEA's clients including parliamentarians and their staff
- Data entry which may include:
- processing domestic and international travel claims for IPEA's clients or
- accounts payable, receivable, and debt administration
- Prepare reports using a range of data sources
- Provide coordination and support for relevant committee(s), networks and/or stakeholder engagement activities relevant to the branch
- Monitor and allocate incoming tasks to meet IPEA's service level standards and performance measures
- Demonstrate attention to detail when checking and processing a range of tasks
- Other duties as required that will assist the team, branch and IPEA

Additionally, APS 4 duties and responsibilities will include:
- Assist in the provision of logistical support to internal and external stakeholders in accordance with relevant legislation, policies and procedures
- Develop and maintain the team's work practices and provide feedback to support the branch's goal of continuous improvement.

Eligibility

Please note, under section 22(8) of the Public Service Act 1999, employees must be Australian citizens to be employed in the APS unless the Agency delegate has agreed, in writing.

This is a designated security assessed position. The successful applicant will be required to have or obtain and maintain a security assessment at the Baseline level.

Non-ongoing opportunities will be offered for a specified term.

Non-ongoing positions may be offered for a period of up to 18 months.

This selection process may be used to establish a merit pool. The pool might be accessed to fill ongoing and non-ongoing vacancies for similar roles in the Agency over the next 18 months.

Notes

Application
You are required to provide a one-page pitch (minimum 10pt font and 1cm margins) indicating which classification level you are applying for and area of interest (branch), how will your skills and capabilities support your area of interest, and a resume of no more than three (3) pages.

About the Independent Parliamentary Expenses Authority

The Independent Parliamentary Expenses Authority's (IPEA) roles and functions reflect those prescribed in the Independent Parliamentary Expenses Authority Act 2017 and include: • providing advice to parliamentarians and their staff on travel expenses, allowances, and related expenses • administering travel expenses, allowances, and related expenses, including processing these claims • reporting on work expense claims • auditing work expense claims

To Apply

Position Contact	Emma Paxton, 6215 1612
Agency Recruitment Site	https://www.ipea.gov.au/about-ipea/employment

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Foreign Affairs and Trade

Vacancy VN-0740638

Australian Centre for International Agricultural Research (ACIAR)

Closing Date:Monday 20 May 2024

Partnerships

Job Title	General Manager, Partnerships
Job Type	Full-Time, Non-Ongoing
Location	Bruce ACT
Salary	-
Classification	Senior Executive Service Band 1
Position Number	0002
Agency Website	https://www.aciar.gov.au

Job Description

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

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

The GMP leads a multi-disciplinary team to support multilateral and strategic partnerships, deliver communication and stakeholder engagement, undertake impact and evaluation, and facilitate partner country engagement through ACIAR's locally engaged country network. The GMP is responsible for the national and global team that engages, communicates, and develops enduring partnerships with key domestic and international stakeholders. This team works collaboratively to ensure that country/regional priorities inform ACIAR's investments in line with Australia's international development policy and ACIAR's strategic objectives. The GMP works with the GM Research to ensure that future investments are guided by lessons learned from project and program impact assessment, and also ensures ACIAR's work is effectively promoted to our stakeholders through various media platforms and publications.

The GMP will lead by example in the consistent use of ACIAR's policies and procedures to ensure ACIAR operates within the legislative framework and the requirements of the Australian Public Service and Government policy. The GMP will also nurture effective working relationships within the Partnerships team and facilitate a coordinated and collaborative approach across ACIAR.

Duties

1. Take an active role as part of the Executive team in providing strategic advice to the CEO in building ACIAR into a safe, inclusive, high performing and innovative agency.
2. Lead effective consultation with key stakeholders in partner countries to ensure ACIAR's research and capacity development investments are driven by partner country and regional priorities.
3. Develop and communicate the Partnerships team's strategic direction, aligning activities with ACIAR's broader objectives and inspiring team unity and purpose.
4. Consult and ensure partnership models maximise the strengths and mutual benefits of international agricultural research collaborations between Australia and partner country institutions.
5. Lead strategic approaches to ensure ACIAR has contemporary best practice capabilities and performance in science communication and stakeholder engagement, fostering a culture of proactive and effective communication and promoting ACIAR achievements.
6. Drive a culture of achievement and ensure planned projects result in expected outcomes, always striving for quality and compliance with regulatory requirements.
7. Promote and facilitate engagement across ACIAR's key areas, including research, partnerships, and corporate functions, to cultivate a safe, inclusive, cooperative culture and a high-performing work environment.

8. Direct and strategically advise on the oversight and evaluation of ACIAR's research investments and its engagement with multinational research institutions, ensuring effective management and alignment with ACIAR's goals.
9. Identify opportunities and provide strategic advice to the CEO on potential collaborative domestic and international partnerships and co-funding models.
10. Demonstrate unwavering commitment and integrity, consistently uphold public service values, actively embrace, and manage risks, and exhibit personal courage. Be resolute in decision-making and exhibit resilience in the face of challenges, embodying these qualities in all aspects of your role.

Eligibility

- **Australian Citizenship** - our successful candidate must be an Australian citizen at the time an offer of employment is made;
- **Security clearance** - our successful candidate may be required to obtain and maintain a Negative Vetting 1 security clearance;
- **Mandatory qualifications/experience**:
  - A PhD in a relevant discipline or equivalent experience;
  - Well-developed networks across international agricultural and food innovation systems;
  - Extensive experience in brokering agricultural research partnerships in a developing country context; and
  - Experience living and working in developing countries.

Notes

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

About the Australian Centre for International Agricultural Research (ACIAR)

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

To Apply

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

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Health

Vacancy VN-0740514

Aged Care Quality and Safety Commission

Closing Date:Sunday 05 May 2024

Quality Assessment and Monitoring Group
Quality Assessment and Monitoring Group Quality Assessment and Monitoring Group

Job Title	Senior Support Officer
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Hobart TAS, Sydney NSW, Canberra ACT, Brisbane QLD, Perth WA, Melbourne VIC, Adelaide SA
Salary	$92,970 - $108,869
Classification	APS Level 6
Position Number	Multiple
Agency Website	

Job Description

https://www.agedcarequality.gov.au/about-us/careers/current-vacancies

About the Aged Care Quality and Safety Commission

Our vision is for older Australians to trust and have confidence that aged care services protect and enhance their safety, health, and quality of life.

Everyone has the right to safe, compassionate care. We preserve this right and ensure that people who use aged care are treated with dignity and respect.

More information about the role, vision and people of the Aged Care Quality and Safety Commission can be found on our website.

About the Team

The Program Planning and Coordination team (PPC) within the Quality Assessment and Monitoring group (QAMG), supports the delivery of the Commission's quality assessment and monitoring activities. We are seeking a Senior Support Officer PPC across a number of workstreams including business improvement, quality assessor registration, and complaints received about quality assessment and monitoring staff.

The successful candidate will be required to provide efficient generalist support within and/or across these workstreams, reporting to an EL1 Assistant Director. The position may also be responsible for leading and developing a small team of Operations Officers.

Duties

- Day to day oversight of Quality Assessor registration and/or complaint workloads, including monitoring of group inbox/es, working collaboratively with a variety of internal and external stakeholders to progress workloads, and processing of quality assessor registration applications and complaints.
- Be a point of contact and escalation for quality assessor registration issues and/or complaints enquiries.

- Developing, analysing and distributing various reports.
- Organising, tracking and contributing to business improvement initiatives including, but not limited to, the secretariat functions of the Innovation and Continuous Committee
- Support the quality assessor registration delegate in making quality assessor registration decisions.
- Providing high level administration support within the PPC

Eligibility

- Managing competing priorities by being proactive, organised and showing initiative.
- Previous experience in secretariat functions and project management or interest in learning these skills.
- Excellent generalist oral and written communication skills supporting an ability to produce concise written documentation.
- Ability to effectively manage interpersonal relationships and communicate with influence with internal and external stakeholders.
- Strong analytical skills and the ability to make sound operational decisions.
- A strong understanding of legislative, policy and regulatory frameworks, in particular the Aged Care Quality and Safety Commission Act 2018, Aged Care Quality and Safety Commission Rules 2018, administrative decision-making principles and the Aged Care Quality Standards, or be able to demonstrate a capacity to quickly acquire this knowledge.
- Experience in quality management, continuous improvement, process design or process improvement with high level attention to detail, accuracy and thoroughness in work undertaken.
- Demonstrated ability to respond positively to change, take responsibility for managing work initiatives and the ability to build capability and provide support to teams.
- Be an effective representative of the organisation, acting professionally (including adhering to APS Values & Code of Conduct) and operating within the boundaries of organisational processes and legal and public policy directions.

Notes

- Only candidates who hold Australian citizenship can apply. Appointment is conditional on successfully completing a national police check. For more information, please visitwww.apsc.gov.au/citizenship-aps
- Successful candidates must be willing to undertake a pre-employment screening.
- Non-ongoing opportunities will be offered for a specified term. Opportunities will be offered for varying periods up to 12 months with a possibility of extension to a maximum of 24 months.
- Merit Pool established through this selection process may be used to fill this or future ongoing or non-ongoing vacancies.

The diversity of our staff is very important to us. We welcome and actively encourage applications from people with disability, and people with culturally and linguistically diverse backgrounds.

We recognise the richness of Aboriginal and Torres Strait Islander cultures, and the unique knowledge Aboriginal and Torres Strait Islander employees bring to our workplace, policy development and service delivery. We welcome and actively encourage applications from Aboriginal and Torres Strait Islander people.

About the Aged Care Quality and Safety Commission

The Aged Care Quality and Safety Commission (the Commission) was formed on 1 January 2019. The role of the Commission is to protect and enhance the safety, health, wellbeing and quality of life of people receiving aged care. The Commission is the national

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

To Apply

Position Contact	QAM Workforce Planning Team, Email
Agency Recruitment Site	https://www.agedcarequality.gov.au/about-us/careers/current-vacancies

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Health

Vacancy VN-0740686

Aged Care Quality and Safety Commission

Closing Date:Monday 06 May 2024

Engagement, Education and Communications
Communications Internal Communications

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

Job Description

https://www.agedcarequality.gov.au/careers-commission/current-vacancies

The Engagement, Education and Communication Group is responsible for the delivery of a range of functions across the Commission, including:

- Communications (internal and external)
- Stakeholder Engagement
- Sector Education
- Parliamentary Services and Media

The Internal Communications team is part of the wider Communications section.

The team is responsible for providing:

- strategic and BaU internal communications support across the Commission
- the redevelopment and ongoing governance of the Commission's intranet and
- a suite of design and production services to support key publications and resources produced by the Commission for a range of audiences (internal and external).

Position Description

As a member of the Internal Communications team, this position is responsible for supporting the Assistant Director, Internal Communications. This includes:

- managing a range of communications activities across the Commission
- designing and implementing internal communications plans and
- supporting other activities of the wider Communications area.

Working within a team of communications professionals, you will be responsible for the development, delivery and evaluation of internal communications deliverables and producing quality content and services.

You will contribute to translating the Commission's priorities into engaging and informative staff communications to support the organisation's role as the national regulator to protect the safety, security and dignity of older Australians accessing aged care services. **Duties**

- **Communications strategy and design:** Lead the design, delivery and evaluation of internal communications strategies, projects and activities.
- **Content development:** Produce quality content for internal communications products with a focus on clear, simple messaging across a range of channels and formats.
- **Planning and monitoring:** Contribute to internal communications planning and reporting, and the ongoing review of progress and priorities.
- **Reporting:** Collate, record and report on internal communications activities, providing both qualitative and quantitative information to contribute to continuous improvement.
- **Positive working relationships:** Develop strong relationships with internal stakeholders.
- **Contribute to overall team performance:** Actively contribute to the strategic development and implementation of the Commission's internal communications program and team culture.

Eligibility

- Demonstrated experience in the development and delivery of communications products and activities.

- Excellent communication skills, including the ability to develop productive working relationships with both internal and external stakeholders.
- Demonstrated experience in producing and publishing content for an organisation’s intranet (SharePoint).
- Excellent attention to detail, proof-reading and editing skills (strong grammar and spelling) including experience in translating complex information into plain English.
- Experience in managing external suppliers.
- Demonstrated initiative in identifying and resolving problems or complex issues and working collaboratively to develop solutions.
- Demonstrated ability to meet deadlines while balancing competing tasks and priorities.
- Bachelor’s degree in Communications or similar field and/or minimum 5 years’ experience in similar roles.
- Previous Australian Public Service or government experience within a communications team is highly desirable, along with familiarity of Australian Government processes.

Notes

Salary offered will be between **$92,970 and $104,883** per annum depending on skills and experience. In addition, 15.4% superannuation will be paid.

Only candidates who hold Australian citizenship can apply. Appointment is conditional on successfully completing a national police check. For more information please visit www.apsc.gov.au/citizenship-aps

In your application please provide a statement of claims against the Eligibility Requirements in no more than 600 words.

Merit Pool established through this selection process may be used to fill this or future Ongoing and Non-Ongoing vacancies.

How to Apply?

Navigate to ‘Current Vacancies’ section of the careers page and locate the relevant job title. All documentation relating to the role and application process will be located here.

Click on the job title and at the bottom of the Advertisement you will be asked to create an account If you are a first-time user or to sign in to complete your application.

As part of your application you will be requested to complete a statement of claim and attach your Resume. Cover letter is optional

Click ‘Apply Now’ when you are ready to submit your application.

Please complete an online application form and submit to https://www.agedcarequality.gov.au/about-us/careers/current-vacancies by **11:59pm (AEST) on Monday, 6 April 2024.**

Only completed applications will be accepted.

Contact Officer:

Please contact our recruitment team on (02) 9633 3262 orrecruitment@agedcarequality.gov.aufor assistance with accessing our website or with lodging your application. Specific questions about the role can be directed to **Allan Hobbs** by emailingAllan.Hobbs@agedcarequality.gov.au with Position title in the subject line.

Diversity and Inclusion

The Commission is committed to fostering a workplace with flexible work arrangements to support a diverse, respectful and inclusive culture for all staff.

The Commission recognises the richness of Aboriginal and Torres Strait Islander cultures and is committed to the implementation of our Reconciliation Action Plan. The Commission values the unique knowledge and experience of Aboriginal and Torres Strait Islander employees which strengthens and supports our focus on protecting and enhancing the safety, health, wellbeing and quality of life of aged care consumers.

Further information:

For further information about the Quality Commission, office locations and other related resources, please visit https://www.agedcarequality.gov.au

For more information on the Australian Public Service, please visit http://www.apsc.gov.au/publications-and-media/current-publications/cracking-the-code/factsheet-4 and http://www.apsc.gov.au/publications-and-media/current-publications/cracking-the-code.

About the Aged Care Quality and Safety Commission

The Aged Care Quality and Safety Commission (the Commission) was formed on 1 January 2019. The role of the Commission is to protect and enhance the safety, health, wellbeing and quality of life of people receiving aged care. The Commission is the national end-to-end regulator of aged care services and the primary point of contact for consumers and providers in relation to quality and safety. Our vision is to support a world-class aged care system driven by empowered consumers who enjoy the best possible quality of life. We aim to build confidence and trust in aged care, empower consumers, promote best practice service provision, promote quality standards and hold providers to account for their performance against the expected standards of care. We seek to promote an aged care system that develops safer systems of care, inculcates a culture of safety and quality, and learns from mistakes, while providing the oversight that can assure the community that aged care services are operating as they should, including working on continuous improvement. Meet some of our people and learn more about the Commission and our Regulatory Strategy on our website www.agedcarequality.gov.au

To Apply

Position Contact	Allan Hobbs, (02) 9633 3262
Agency Recruitment Site	https://www.agedcarequality.gov.au/careers-commission/current-vacanci

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Health

Vacancy VN-0740707

Australian Commission on Safety and Quality in Health Care (ACSQHC)

Closing Date:Monday 06 May 2024

ACSQHC
ACSQHC Clinical Care Standards

Job Title	APS5 Administration and Procurement Officer
Job Type	Full-Time, Ongoing
Location	Sydney NSW
Salary	$84,619 - $91,512
Classification	APS Level 5
Position Number	20024627
Agency Website	https://www.safetyandquality.gov.au/careers

Job Description

https://www.safetyandquality.gov.au/careers

The Clinical Care Standards Program's purpose is to develop clinical care standards on health conditions that would benefit from a national coordinated approach in consultation with clinical experts and consumers.

The Administration and Procurement Officer will be a member of the Clinical Care Standards Program team and will support the development and implementation of Clinical Care Standards and will work collaboratively with other relevant programs at the Commission. Activities the Administration and Procurement Officer will be required to perform include:

- project management duties and preparation of project documents
- providing support to program committees and stakeholder management
- organising and assisting with public consultation processes
- procurement and contract management.

This is a fast-paced position that supports the work of the Clinical Care Standards Program within the Commission. The successful applicant will work independently and with other staff in the Clinical Care Standards Team. The applicant will work with the Director and each of the senior project officers on their various projects. This will include providing support for committee meetings, events, procurement, finance and all aspects of developing, publishing and promoting Clinical Care Standards. As such, the position will suit a person who has excellent time management skills, is highly organised and can be flexible and cooperative in terms of working with different people and changing priorities.

Duties

Duties of the APS5 Administration and Procurement Officer, Clinical Care Standards will include, but are not limited to, the following:

1. Undertake procurement and activities in line with the Commission's procedures to purchase goods or services including preparation of procurement plans, obtaining quotes, liaising with the successful vendor and drafting contracts for signature.
2. Contract management including registering contracts in SAP and monitoring the progress of deliverables and payments.
3. Undertake basic financial administration (monitoring of the Program Budget, accruals and payments), processing invoices in SAP Concur and the Commission's financial administration systems and working with the Director to manage the budgets and cash flow.
4. Support the administration of committees, including registering committee members, arranging reimbursement of expenses and payment of entitlements, acquitting meeting attendances, coordinating calendars and meeting dates, managing the bookings for teleconferences/videoconferences, maintaining calendars and email lists and record keeping.
5. Provide secretariat support to the work of the program and expert groups including organising venues and catering, coordinating papers and agendas, correspondence with committee members and providing videoconference support.

6. Provide project support to Project Managers and Directors as required including for procurement, coordinating meeting arrangements, and correspondence.

Eligibility

The successful candidate will have:

- Experience in providing high quality administrative and corporate assistance, and knowledge of government processes and procedures.
- Demonstrated organisational skills and the ability to work independently, and within a team environment.
- Effective interpersonal, oral and written communication skills.
- Experience supporting the work of committees
- Finance and procurement experience.
- Extensive experience in word processing and a good understanding of Microsoft Office programs and electronic document management systems.

Notes

To apply for this position, please complete and submit an application form through https://www.safetyandquality.gov.au/careers and upload:

- A CV summarising your relevant experience and qualifications.
- A two-page cover letter broadly addressing your suitability against both the position description and selection criteria.

Candidates must be Australian citizens to be eligible to apply.

Please note: All staff are required to provide evidence of a COVID-19 primary vaccination course, which is the first two doses of a Therapeutic Goods Administration approved or recognised COVID-19 vaccine.

Questions about the role can be directed to **Alice Bhasale (02) 9126 3515.**

Closing date for applications is **midnight, Wednesday 06 May 2024.**

RecruitAbility applies to this vacancy. Under the RecruitAbility scheme you will be invited to participate in further assessment activity for the vacancy if you choose to apply under the scheme; declare you have a disability; and meet the minimum requirements for the job. For more information visit: https://www.apsc.gov.au/recruitability

About the Australian Commission on Safety and Quality in Health Care (ACSQHC)

The Australian Commission on Safety and Quality in Health Care's (the Commission) role is to lead and coordinate national improvements in the safety and quality of health care. The Commission works in partnership with the Australian Government, state and territory governments and the private sector to achieve a safe, high-quality and sustainable health system. In doing so, the Commission also works closely with patients, carers, clinicians, managers, policymakers and healthcare organisations. Key functions of the Commission include developing national safety and quality standards, developing clinical care standards to improve the implementation of evidence-based health care, coordinating work in specific areas to improve outcomes for patients, and providing information, publications and resources about safety and quality. The Commission works in four priority areas: 1. Patient safety 2. Partnering with patients, consumers and communities 3. Quality, cost and value 4. Supporting health professionals to provide care that is informed, supported and organised to deliver safe and high-quality health care. For more information please visit the Commission's website.

To Apply

Position Contact	Alice Bhasale, (02) 9126 3515
Agency Recruitment Site	https://www.safetyandquality.gov.au/careers

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Health

Vacancy VN-0740875

Australian Commission on Safety and Quality in Health Care (ACSQHC)

Closing Date:Wednesday 08 May 2024

ACSQHC
ACSQHC Medicines Safety and Quality

Job Title	EL2 Program Manager, Medicines Safety and Quality
Job Type	Full-Time, Ongoing
Location	Sydney NSW
Salary	$138,884 - $164,431
Classification	Executive Level 2
Position Number	20042587
Agency Website	https://www.safetyandquality.gov.au/careers

Job Description

https://www.safetyandquality.gov.au/careers

The Manager, Medicines Safety and Quality is responsible for managing the program of work associated with the development of national policy content, guidance, information, and communications about key quality use of medicines issues with a focus on primary care. The Manager provides oversight and management of a team that reviews and analyses emerging evidence on the safe and quality use of medicines, provides recommendations and guidance on best practice, convenes events to share knowledge on safe and quality use of medicines, and publishes safety and quality alerts on critical medicines issues. The Manager supports progress of projects and advice for the Commission's Executive in consultation with the Director, Medicines Safety and Infection Prevention and Control (MSIPC).

The Manager works closely with the Senior Medication Safety Clinical Advisors and the Senior Project Manager, Medication Safety, the MedicineInsight Analytics team, the Digital Integrated Systems and eHealth teams, Communications, and the Partnerships with Consumers team. The Manager supports the achievement of Commission priorities and programs regarding the safe and quality use of medicines in health care.

The Manager also supports the Commission's work to build and maintain strategic and effective linkages across Commonwealth, state and territory governments, the private and public acute and primary healthcare sectors and non-government healthcare organisations.

Duties

Duties of the EL2 Program Manager will include, but are not limited to, the following:

1. With the Director, MSIPC lead the planning and conceptualisation of strategies and national guidance to support safe and quality use of medicines.
2. Provide program leadership by managing and coordinating the team that supports planning, development, and implementation of the safe and quality use of medicines work program.
3. Manage the development and maintenance of interventions, guidance, tools, and resources to support the safe and quality use of medicines.
4. Collaborate with Commission teams to ensure alignment with other work programs, strategic priorities and internal and external communications.
5. Prepare high-quality written reports, briefs, and other documents for a range of audiences on complex healthcare issues.
6. Promote the program's priorities and work through a range of communications, public relations and appropriate fora as required by the Director, MSIPC and the Commission Executive.
7. Undertake project management activities including project planning and documentation, implementation, monitoring and reporting on progress, providing recommendations about managing risk, and identifying and resolving problems.
8. Maintenance of current knowledge of strategic and clinical issues related to safe and quality use of medicines and investigate how they may be addressed by the Commission.
9. Consult with experts and stakeholders including development of consultation strategies and coordination of formal consultation processes to achieve the objectives of the Commission.
10. Liaise, and foster productive working relationships with clinical organisations, consumer groups, government agencies, industry bodies and contractors.
11. Provide secretariat support to the work of relevant committees and expert groups including the Health Services Medication Expert Advisory Group and the Medication Safety Outlook Committee.

Eligibility

The successful candidate will have:

- An extensive and comprehensive understanding of Australia's healthcare system, including sound understanding of current health care safety and quality issues and standards relevant to medicines.
- Excellent policy development and project management experience relevant to quality use of medicines.
- Highly developed analytical skills and conceptual ability, with the demonstrated capacity for sound judgement and innovative problem-solving.
- Highly developed oral and written communication skills including demonstrated ability to prepare high quality documents and submissions, present to a range of audiences, and explain complex technical and clinical issues simply.
- Demonstrated highly developed interpersonal skills, in particular, an excellent ability to manage a team and to consult and negotiate with a wide variety of complex stakeholders.

Notes

To apply for this position, please complete and submit an application form through https://www.safetyandquality.gov.au/careers and upload:

- A CV summarising your relevant experience and qualifications.
- A two-page cover letter broadly addressing your suitability against both the position description and selection criteria.

Candidates must be Australian citizens to be eligible to apply.

Please note: All staff are required to provide evidence of a COVID-19 primary vaccination course, which is the first two doses of a Therapeutic Goods Administration approved or recognised COVID-19 vaccine.

Questions about the role can be directed to Kim Stewart (02) 9126 3660.

Closing date for applications is **midnight, Wednesday 8 May 2024.**

RecruitAbility applies to this vacancy. Under the RecruitAbility scheme you will be invited to participate in further assessment activity for the vacancy if you choose to apply under the scheme; declare you have a disability; and meet the minimum requirements for the job. For more information visit: https://www.apsc.gov.au/recruitability

About the Australian Commission on Safety and Quality in Health Care (ACSQHC)

The Australian Commission on Safety and Quality in Health Care's (the Commission) role is to lead and coordinate national improvements in the safety and quality of health care. The Commission works in partnership with the Australian Government, state and territory governments and the private sector to achieve a safe, high-quality and sustainable health system. In doing so, the Commission also works closely with patients, carers, clinicians, managers, policymakers and healthcare organisations. Key functions of the Commission include developing national safety and quality standards, developing clinical care standards to improve the implementation of evidence-based health care, coordinating work in specific areas to improve outcomes for patients, and providing information, publications and resources about safety and quality. The Commission works in four priority areas: 1. Patient safety 2. Partnering with patients, consumers and communities 3. Quality, cost and value 4. Supporting health professionals to provide care that is informed, supported and organised to deliver safe and high-quality health care. For more information please visit the Commission's website.

To Apply

Position Contact	Kim Stewart, (02) 9126 3660
Agency Recruitment Site	https://www.safetyandquality.gov.au/careers

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Health

Vacancy VN-0740803

Australian Digital Health Agency

Closing Date:Wednesday 01 May 2024

CSD
People & Capability People & Capability

Job Title	HR Services Advisor - Payroll
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Brisbane QLD, Sydney NSW, Canberra ACT
Salary	$84,378 - $91,251
Classification	APS Level 5
Position Number	0200_04/24
Agency Website	https://www.digitalhealth.gov.au/

Job Description

https://www.digitalhealth.gov.au/about-us/careers

Are you passionate about payroll accuracy and exceptional service? As our HR Services Advisor - Payroll, you'll be the linchpin of our employee experience. Collaborating closely with our outsourced Shared Services Payroll provider, you'll ensure seamless payroll processing and accurate payments. Your expertise in interpreting legislative provisions and providing timely advice will be invaluable to our team.

Duties

In this multifaceted role, you'll be a payroll detective, meticulously reviewing payments within designated timeframes. You'll also spend time crafting eloquent correspondence related to payroll and remuneration. And as an innovation instigator, you'll identify opportunities to enhance our systems and drive team performance. But that's not all! You'll also have the chance to delve into process mapping and improvement, shaping the future of payroll excellence.

This will be quite a technical role, and we know that you'll grow into it, but there's a few skills and experience we'd love you to bring with you:

- Payroll Prowess: As we transition payroll in-house, your hands-on payroll experience will be our compass. You'll navigate complexities, ensuring smooth processing and accurate payments. Your meticulous eye for detail will keep our payroll engine running seamlessly.
- HR or Payroll Credentials: Certification or education in HR or payroll—either will do. Your knowledge will be our foundation. Whether you've studied the intricacies of payroll or gained practical experience, your expertise will be invaluable.
- Customer Service Savvy: Good vibes only! Exceptional customer service is non-negotiable. Empathy, patience, and problem-solving prowess—bring it all. Our employees rely on your friendly guidance, and your positive impact will resonate throughout the organization.
- ERP Explorer: If you've navigated SAP or a similar ERP system, consider us intrigued. Your ERP prowess will be our secret weapon. Whether it's data entry, reporting, or troubleshooting, your familiarity with ERP tools will elevate our operations
- APS Affinity: While not mandatory, experience within the Australian Public Service (APS) is desirable. Familiarity with APS processes will give you a head start. You'll be navigating familiar terrain, making collaboration smoother and more effective.
- Process Mapping Passion: Here's where it gets exciting! You'll have ample opportunities to delve into process mapping and improvement. Your insights will shape our future. Whether it's streamlining workflows or enhancing efficiency, your passion for process excellence will be our driving force.

Eligibility

No formal qualifications are required; however, we'd love you to have a Cert IV or higher in HR or Payroll which will serve as a great base for this role.
We'll also need you to have the following to be employed at the Agency:

- Ability to obtain and maintain national police check.
- Australian Citizenship is a condition of eligibility.
- Ability to obtain and maintain a Baseline security clearance with the ability to obtain and maintain a higher clearance if required by the Agency.

For all queries relating to the responsibilities of the position, please contact Chelsea Simpson at Chelsea.Simpson@digitalhealth.gov.au **Notes**

The Agency is committed to a diverse and inclusive work environment. We encourage applications from Aboriginal and Torres Strait Islander peoples, women, people with disability, people from culturally and linguistically diverse backgrounds, members of the LGBTQIA+ community, mature aged employees, and carers.

To support our diverse workforce, the Agency is pleased to offer flexible working options to our team members, which includes opportunities for an agreed amount of work performed at home and varied work hours.

Order of Merit: Applicants rated as suitable will be placed in a pool of merit that may be used to fill similar ongoing or non-ongoing positions throughout the Agency for up to 18 months.

About the Australian Digital Health Agency

Tasked with improving health outcomes for Australians through the delivery of digital healthcare systems and the national digital health strategy, the Australian Digital Health Agency (the Agency) commenced operations on 1 July 2016. The Agency is responsible for national digital health services and systems, with a focus on engagement, innovation and clinical quality and safety. Our focus is on putting data and technology safely to work for patients, consumers and the healthcare professionals who look after them

To Apply

Position Contact	Chelsea Simpson, Chelsea.simpson@digitalhealth.gov.au
Agency Recruitment Site	https://www.digitalhealth.gov.au/about-us/careers

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Health

Vacancy VN-0740835

Australian Digital Health Agency

Closing Date:Wednesday 08 May 2024

Multiple Divisions
Executive Office

Job Title	Branch Manager (General and ICT/Digital roles – including Chief Financial Officer, General Counsel and Branch Manager, Architecture)
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Brisbane QLD, Canberra ACT, Sydney NSW
Salary	-
Classification	Senior Executive Service Band 1
Position Number	TBC
Agency Website	https://www.digitalhealth.gov.au/

Job Description

https://www.digitalhealth.gov.au/about-us/careers

Are you an accomplished Senior Executive wanting to play a key role in ensuring better health for all Australians enabled by connected, safe, secure and easy to use digital health services?

The Australian Digital Health Agency (the Agency) is seeking talented and motivated candidates to fill a number of current and expected Senior Executive Service (SES) Band 1 positions across multiple divisions.

As the steward for digital enablement of Australia's health system, the Agency has a lead role in coordinating national engagement, delivery and adoption of digital health to enable person-centred, connected healthcare. The Agency partners with healthcare providers, the Australian Government, state and territory governments and industry to connect, promote and deliver digital technologies across the health ecosystem. Our success relies on our commitment to good governance and cyber resilience, knowing and living our values, developing our people and forging strong relationships with all partners.

Duties

There are three immediate vacancies to be filled. This process will also be used to create a merit pool of successful candidates, which may be used to fill future SES Band 1 vacancies and will be valid for 18 months from the date of advertisement.

The three immediate vacancies are:

1. **Chief Financial Officer** – Certified Practising Accountant or Chartered Accountant qualification are mandatory. Senior experience leading financial performance, management and procurement teams is essential for success in this role.
2. **General Counsel** – Tertiary qualifications in law are mandatory, as well as being admitted as a solicitor of the High Court of Australia or the Supreme Court of a State or Territory. Eligibility to hold an unrestricted practising certificate.
3. **Branch Manager, Architecture** – Senior executive experience driving architecture and interoperability standards across a complex healthcare environment is considered essential for this role.

The Agency has office locations in Canberra, Sydney and Brisbane. An alternate location may be considered with successful applicants on a case-by-case basis.

Branch Managers (SES Band 1) perform critical leadership roles in the Agency and are responsible for achieving results in line with corporate and professional goals. SES in these roles will develop strategic directions for their teams, ensuring elements integrate to support higher level agency objectives and contribute to agencywide leadership and stewardship. These roles may have up to 10 direct reports and groups of teams up to 60 reporting to you.

For all roles stakeholder engagement on sensitive and/or complex issues in order to seek/share information is a regular focus. It is expected you will actively build sustainable relationships within the agency, across the APS and with external parties. The Branch Manager is a highly visible leadership role within the Agency, with external Commonwealth and state and territory governments, healthcare providers, healthcare consumers and industry stakeholders.

Both Generalist and Specialist SES at this level are expected to provide engaged, compassionate and thoughtful leadership, and where necessary, marshal expertise to achieve objectives and goals, with proven experience in change management. Strong corporate citizenship is expected of all roles at this level in order to contribute to the legislative and public policy obligations of the Agency.

For our Generalist Stream – Our Generalist stream includes roles such as corporate enablers, policy and strategy leaders and clinical experts who are able to contribute to policy, strategy, delivery, stakeholder engagement and driving a place of excellence for our Agency. Leaders in this area are expected to bring deep expertise to their specific field, a service mindset and the ability to work in a matrix structure.

For our Digital Stream – Our Digital stream supports foundational national health infrastructure and leads continuous improvement through human centred design and innovation. Digital Senior Executives are expected to have high level professional and technical skills in legacy and contemporary digital systems. These roles vary and include functions such as infrastructure strategy; delivery; product development and management; implementation and operations of critical systems. Expertise in the commercial management and ongoing service delivery performance of third-party providers, leading commissioning of new infrastructure and establishing corporate IT strategy improvements would be highly regarded. **Eligibility**

- You must be Australian citizen to be employed in the Australian Public Service, under section 22(8) of the *Public Service Act 1999*.
- You will have the ability to obtain and maintain a Negative Vetting 1 security clearance.
- You will have the ability to obtain and maintain a national police check.

To apply for this role:

- Further general information (including Position Descriptions of the current vacancies) about these roles is available on our website.
- Please submit your resume and a cover letter (no more than one page) outlining your interest in the Agency and how you meet the requirements for a Senior Executive Service Band 1 position with the Agency. When considering applicants, Selection Advisory Panels will seek evidence of performance against the SES Band 1 Integrated Leadership System and Work Level Standards.
- Please outline which vacant position you're applying for or nominate a speciality/stream that you are interested in.

Contact:

For further information in relation to the vacancies and this process, please contact Mark Lelliott, Managing Partner at Future Leadership on 1300 347 347 or Shannan Quain, Chief People Officer at

Shannan.Quain@digitalhealth.gov.au.

Notes

About the Australian Digital Health Agency

Tasked with improving health outcomes for Australians through the delivery of digital healthcare systems and the national digital health strategy, the Australian Digital Health Agency (the Agency) commenced operations on 1 July 2016. The Agency is responsible for national digital health services and systems, with a focus on engagement, innovation and clinical quality and safety. Our focus is on putting data and technology safely to work for patients, consumers and the healthcare professionals who look after them

To Apply

Position Contact	Shannan Quain, n/a
Agency Recruitment Site	https://www.digitalhealth.gov.au/about-us/careers

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Health

Vacancy VN-0740412

Australian Institute of Health and Welfare

Closing Date:Wednesday 08 May 2024

Business and Technology Group ICT Business Development and Delivery Unit

Job Title	EL2 ICT Business Development and Delivery Unit
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	$140,892 - $158,338
Classification	Executive Level 2
Position Number	#045_04/24
Agency Website	

Job Description *https://aihwcareers.nga.net.au/cp/*

The position leads the Business Development and Delivery Unit, within the Business and Technology Group (BTG). This role is also part of the broader AIHW executive leadership team. It reports to the Group Head, BTG and supports the CITO in the delivery of key technical applications and infrastructure. This position is responsible for the development and delivery of ICT projects working collaboratively across all ICT functions and with relevant business areas to ensure technical solutions meet the business needs and fit within Institute infrastructure.

Unit Heads make a major contribution to the formulation of strategies and objectives in line with corporate goals of the Institute, and take an active role in developing and promoting the Institute's business activity. In addition to expertise in their professional field, they need advanced managerial skills to fulfil their supervisory responsibilities.

Duties

Under broad direction from the Group Head, you will:

- Provide leadership, direction, and performance management to staff in the Unit to ensure achievement of corporate objectives through the effective management of physical, financial, technological information and human resources.
- Manage the development and delivery of ICT projects and provide regular status reporting in relation to active projects.
- Manage the sustainment and lifecycle of AIHW developed applications and work with relevant business owners to ensure applications continue to meet the business needs.
- Maintain a client focussed team that delivers high quality technical solutions that meet the needs of the business and are in line with AIHW Technology Strategy and enterprise architecture practices.
- Provide high level professional, technical and management subject matter expertise on the effective delivery of ICT projects.
- Undertake high level liaison and negotiation with other areas of the AIHW, other government agencies, State and Local authorities and/or business or community organisations, and represent the AIHW at high level meetings, conferences and seminars to develop and promote the Institute's business activities.

Eligibility

Our ideal candidate will have most or all of the following skills and knowledge:

1. Demonstrated experience in effectively leading an ICT project delivery team, working on multiple projects, to achieve business beneficial outcomes that are on time and budget.
2. Demonstrated understanding of the relationship across ICT functions and the successful delivery of ICT projects. This includes design principles and software development practices.
3. Demonstrated experience in developing and implementing project management principles, templates and practices to improve the delivery of ICT projects.
4. Ability to shape strategic thinking by understanding the link between the work of the Unit, the Institute and the whole of government agenda. This is demonstrated by your analytical thinking and sound judgement to translate strategic objectives to operational goals.
5. Ability to communicate with influence both verbally and in writing with a range of internal and external stakeholders. This includes your ability to negotiate mutually beneficial outcomes.

Relevant ICT qualifications or several years' experience working in ICT based leadership roles will be highly regarded. **Notes**

Please submit your application online via the AIHW e-Recruit system. When applying online for the first time, you will need to register and provide a valid email address.

Your application must include:

1. A summary of your relevant skills and experience and explain why you would be the best person for the role. Your response should align with the position summary and selection criteria information above, and must be no more than 750 words.
2. Your current CV and the names of two referees.

RecruitAbility applies to this vacancy. Under the RecruitAbility scheme you will be invited to participate in further assessment activity for the vacancy if you choose to apply under the scheme; declare you have a disability; and meet the minimum requirements for the job. For more information visit: https://www.apsc.gov.au/recruitability

About the Australian Institute of Health and Welfare

To Apply

Position Contact	Andrew Kettle, 02 6244 1010
Agency Recruitment Site	https://aihwcareers.nga.net.au/cp/

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Health

Vacancy VN-0740775

Australian Institute of Health and Welfare

Closing Date:Monday 06 May 2024

Various Various

Job Title	EL1 Statistical Team Leaders (Bulk Round)
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Canberra ACT, Sydney NSW
Salary	$115,126 - $128,425
Classification	Executive Level 1
Position Number	#051_04/24
Agency Website	

Job Description *https://aihwcareers.nga.net.au/cp/*

There may be a number of highly technical roles filled using this recruitment process. These roles may be involved with the development and implementation of data linkage strategies and protocols, testing of methodologies, analysis, and interpretation of complex statistical information, and undertaking machine learning projects-based work. These roles would suit applicants who have a keen interest in leading specialist teams and have knowledge of one or more of the following areas:

- Modern data science
- Statistics and data methodologies including manipulating and interrogating data sets using a range of software such as SAS, R, Python and SQL
- Machine learning, or
- Data linkage

Duties

As a Statistical/Project Team Leader, you will typically be responsible for the management and technical supervision of analytical projects relevant to the Unit's work program.

Under general direction you will:

- Lead the management and analysis of data including the preparation of reports, technical papers, and presentations for various audiences.
- Provide strategic advice and develop options on professional, technical, and management matters.
- Work collaboratively with the Unit Head and other officers within the Institute to provide leadership, direction, and performance management of staff, and the effective management of allocated resources.
- Manage complex projects and activities and provide administrative and professional support.
- Liaise and negotiate with other areas of the AIHW, other Commonwealth government agencies, State and Local authorities, and business or community organisations, and represent the AIHW at meetings as appropriate to the responsibilities above.

Eligibility

Our ideal candidate will have:

1. Well-developed leadership and people management skills, including the ability to provide direction, support, and effective performance management of staff.
2. Highly developed analytical and conceptual thinking, including the ability to undertake complex planning, research, and analysis and manage complex projects.
3. The ability to cultivate and maintain productive and collaborative working relationships with a range of internal and external stakeholders to ensure delivery of outcomes.
4. Highly developed communication skills including the ability to negotiate and communicate with influence to achieve an outcome.
5. The ability to work independently and apply sound professional judgement and decision-making skills in complex/sensitive situations.
6. Demonstrated experience analysing and reporting on health or welfare data, or similar data analysis.

Tertiary qualifications in a discipline with a significant component of quantitative analysis and research design will be highly regarded.

We encourage applicants from a wide range of skills and disciplines. This may include (but is not limited to) those with qualifications or relevant work experience in statistics, epidemiology, demography, data science, health informatics, economics, actuarial studies, health sciences, social sciences, data mining, predictive modelling, or geospatial/GIS (geographic information system) mapping. **Notes**

Please submit your application online via the AIHW e-Recruit system. When applying online for the first time, you will need to register and provide a valid email address.

Please provide:

1. A summary of your relevant skills and experience and explain why you would be the best person for the role. Your response should align with the position summary and selection criteria information above and must be no more than 750 words.
2. Your current CV and the names of two referees.

Please note, late applications will not be accepted.

RecruitAbility applies to this vacancy. Under the RecruitAbility scheme you will be invited to participate in further assessment activity for the vacancy if you choose to apply under the scheme; declare you have a disability; and meet the minimum requirements for the job. For more information visit: https://www.apsc.gov.au/recruitability

About the Australian Institute of Health and Welfare

To Apply

Position Contact	Chris Killick-Moran, 02 6244 1131
Agency Recruitment Site	https://aihwcareers.nga.net.au/cp/

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Health

Vacancy VN-0740776

Australian Institute of Health and Welfare

Closing Date:Monday 06 May 2024

Job Title	EL1 Statistical Team Leaders (Bulk Round) - Disability Affirmative Measures
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Canberra ACT, Sydney NSW
Salary	$115,126 - $128,425
Classification	Executive Level 1
Position Number	#050_04/24
Agency Website	

Job Description

https://aihwcareers.nga.net.au/cp/

There may be a number of highly technical roles filled using this recruitment process. These roles may be involved with the development and implementation of data linkage strategies and protocols, testing of methodologies, analysis, and interpretation of complex statistical information, and undertaking machine learning projects-based work. These roles would suit applicants who have a keen interest in leading specialist teams and have knowledge of one or more of the following areas:

- Modern data science
- Statistics and data methodologies including manipulating and interrogating data sets using a range of software such as SAS, R, Python and SQL
- Machine learning, or
- Data linkage

Duties

As a Statistical/Project Team Leader, you will typically be responsible for the management and technical supervision of analytical projects relevant to the Unit's work program.

Under general direction you will:

- Lead the management and analysis of data including the preparation of reports, technical papers, and presentations for various audiences.
- Provide strategic advice and develop options on professional, technical, and management matters.
- Work collaboratively with the Unit Head and other officers within the Institute to provide leadership, direction, and performance management of staff, and the effective management of allocated resources.
- Manage complex projects and activities and provide administrative and professional support.
- Liaise and negotiate with other areas of the AIHW, other Commonwealth government agencies, State and Local authorities, and business or community organisations, and represent the AIHW at meetings as appropriate to the responsibilities above.

Eligibility

Our ideal candidate will have:

1. Well-developed leadership and people management skills, including the ability to provide direction, support, and effective performance management of staff.

2. Highly developed analytical and conceptual thinking, including the ability to undertake complex planning, research, and analysis and manage complex projects.
3. The ability to cultivate and maintain productive and collaborative working relationships with a range of internal and external stakeholders to ensure delivery of outcomes.
4. Highly developed communication skills including the ability to negotiate and communicate with influence to achieve an outcome.
5. The ability to work independently and apply sound professional judgement and decision-making skills in complex/sensitive situations.
6. Demonstrated experience analysing and reporting on health or welfare data, or similar data analysis.

Tertiary qualifications in a discipline with a significant component of quantitative analysis and research design will be highly regarded.

We encourage applicants from a wide range of skills and disciplines. This may include (but is not limited to) those with qualifications or relevant work experience in statistics, epidemiology, demography, data science, health informatics, economics, actuarial studies, health sciences, social sciences, data mining, predictive modelling, or geospatial/GIS (geographic information system) mapping. **Notes**

The filling of this vacancy is intended to constitute an affirmative measure under Section 33 of the Australian Public Service Commissioner's Direction 2022. This vacancy is open only to people with disability.

About the Australian Institute of Health and Welfare

To Apply

Position Contact	Chris Kilick-Moran, 02 6244 1131
Agency Recruitment Site	https://aihwcareers.nga.net.au/cp/

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Health

Vacancy VN-0740782

Australian Institute of Health and Welfare

Closing Date:Monday 06 May 2024

Job Title	EL1 Statistical Team Leaders (Bulk Round) - Indigenous Affirmative Measures
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Canberra ACT, Sydney NSW
Salary	$115,126 - $128,425
Classification	Executive Level 1
Position Number	#052_04/24
Agency Website	

Job Description

https://aihwcareers.nga.net.au/cp/

There may be a number of highly technical roles filled using this recruitment process. These roles may be involved with the development and implementation of data linkage strategies and protocols, testing of methodologies, analysis, and interpretation of complex statistical information, and undertaking machine learning projects-based work. These roles would suit applicants who have a keen interest in leading specialist teams and have knowledge of one or more of the following areas:

- Modern data science
- Statistics and data methodologies including manipulating and interrogating data sets using a range of software such as SAS, R, Python and SQL
- Machine learning, or
- Data linkage

Duties

As a Statistical/Project Team Leader, you will typically be responsible for the management and technical supervision of analytical projects relevant to the Unit's work program.

Under general direction you will:

- Lead the management and analysis of data including the preparation of reports, technical papers, and presentations for various audiences.
- Provide strategic advice and develop options on professional, technical, and management matters.
- Work collaboratively with the Unit Head and other officers within the Institute to provide leadership, direction, and performance management of staff, and the effective management of allocated resources.
- Manage complex projects and activities and provide administrative and professional support.
- Liaise and negotiate with other areas of the AIHW, other Commonwealth government agencies, State and Local authorities, and business or community organisations, and represent the AIHW at meetings as appropriate to the responsibilities above.

Eligibility

Our ideal candidate will have:

1. Well-developed leadership and people management skills, including the ability to provide direction, support, and effective performance management of staff.

2. Highly developed analytical and conceptual thinking, including the ability to undertake complex planning, research, and analysis and manage complex projects.
3. The ability to cultivate and maintain productive and collaborative working relationships with a range of internal and external stakeholders to ensure delivery of outcomes.
4. Highly developed communication skills including the ability to negotiate and communicate with influence to achieve an outcome.
5. The ability to work independently and apply sound professional judgement and decision-making skills in complex/sensitive situations.
6. Demonstrated experience analysing and reporting on health or welfare data, or similar data analysis.

Tertiary qualifications in a discipline with a significant component of quantitative analysis and research design will be highly regarded.

We encourage applicants from a wide range of skills and disciplines. This may include (but is not limited to) those with qualifications or relevant work experience in statistics, epidemiology, demography, data science, health informatics, economics, actuarial studies, health sciences, social sciences, data mining, predictive modelling, or geospatial/GIS (geographic information system) mapping. **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 Australian Institute of Health and Welfare

To Apply

Position Contact	Chris Kilick-Moran, 02 6244 1131
Agency Recruitment Site	https://aihwcareers.nga.net.au/cp/

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Health

Vacancy VN-0739959

Department of Health and Aged Care

Closing Date:Monday 13 May 2024

Technology Assessment and Access Division
Pricing and PBS Policy Branch The PBS Analytics and Strategic Insight Section

Job Title	Director - The PBS Analytics and Strategic Insight Section
Job Type	Full-Time, Ongoing
Location	Canberra ACT, Sydney NSW, Darwin NT, Adelaide SA, Hobart TAS, Melbourne VIC, Perth WA, Brisbane QLD
Salary	$138,897 - $164,446
Classification	Executive Level 2
Position Number	24-TAADIV-23668
Agency Website	

Job Description

https://www.health.gov.au/about-us/work-with-us/current-vacancies

The successful candidate will be experienced in leading highly technical officers, providing policy advice and options to support Senior Executive and Government delegates in decision making in the complex and rapidly evolving Health policy context.

The successful candidate will provide leadership of the Section and represent the Division and Department in a range of multi-agency and stakeholder interactions.

The successful candidate will provide technical input to the development of complex financial estimates, while supporting the development of team capabilities and continuous business process improvement.

The Director, PBS Analytics and Strategic Insight Section, is responsible for leading the Section to ensure the delivery of critical information requirements to support:

- The listing of new medicines on the PBS.
- The formulation and evaluation of policy proposals.
- The negotiation of strategic engagements between industry sectors and Government.
- Forecasting PBS expenditure beyond the forward estimates
- Responding to internal and external stakeholders' request for PBS data.
- Assessing the validity and suitability requests for access to PBS data.
- Acting as the PBS Data Steward.

Duties

- Manage and collaborate on the development, implementation, administration of and participation in policy research and analysis, including establishing activity measures.
- Provide leadership and support to the team and across the Department in the areas of data stewardship, management, analysis and forecasting.
- Provide high level policy, program and strategic advice and assistance to Health Executive and the Minister.
- Provide leadership, coaching and mentoring to EL1 managers and their staff.
- Ensure optimum team performance and productivity to achieve Divisional outcomes.

- Consult with government and the Department's senior executive on policy, program, data, budget and legislative issues.
- Collaborate with internal and external clients and stakeholders, resolve complex negotiations and promote strategic alliances.
- Represent the Department in negotiations, at conventions, public hearings and other forums to discuss policy issues.

Eligibility

To be eligible for employment with the Department of Health and Aged Care, applicants must be an Australian citizen at the time an offer of employment is made.
An applicant's suitability for employment with Health and Aged Care will also be assessed through a variety of pre-employment check processes, such as:

- Satisfactory completion of a criminal history check, and where relevant, a Working with Children and Vulnerable People Check,
- Completion of a medical declaration and pre-employment medical (where required),
- Providing evidence of qualifications (where required), and
- Obtaining and maintaining a security clearance at the required level.

For this role applicants must be able to obtain and maintain a Baseline security clearance, or hold a current security clearance at an appropriate level. **Notes**

- Applications close 11:30pm AEST.
- Applicants are asked to quote reference number 24-TAADIV-23668 to assist when making an enquiry.
- Employees perform their duties at one of the Department of Health and Aged Care (DoHAC) offices, in the locations specified in this advertisement. Remote working is possible and is negotiated with your manager on commencement. Flexibility can be negotiated with your manager to balance your personal and professional needs with the needs of your role and business area.

RecruitAbility applies to this vacancy. Under the RecruitAbility scheme you will be invited to participate in further assessment activity for the vacancy if you choose to apply under the scheme; declare you have a disability; and meet the minimum requirements for the job. For more information visit: https://www.apsc.gov.au/recruitability

About the Department of Health and Aged Care

The Department of Health and Aged Care is focused on achieving better health and wellbeing for all Australians. If you would like to join our team, and can meet our job requirements, we invite you to apply for a position with us to build better health, better care and better quality for all Australians. The department is committed to providing an inclusive and diverse workplace where the experiences, skills and perspectives of all individuals are valued. We actively encourage applications from diverse backgrounds and cultures, so we can better represent the community we serve. The department welcomes applications from Aboriginal and Torres Strait Islander people, people with disability, mature age people, people who identify as LGBTI+, and people with parenting and/or caring responsibilities.

To Apply

Position Contact	Nikolai Tsyganov, (02) 6289 3315
Agency Recruitment Site	https://www.health.gov.au/about-us/work-with-us/current-vacancies

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Health

Vacancy VN-0740114

Department of Health and Aged Care

Closing Date:Friday 03 May 2024

Quality and Assurance Division
Strengthening Providers Branch Various Sections

Job Title	Assistant Director – Legal Policy
Job Type	Full-Time, Ongoing
Location	Woden ACT, Brisbane QLD
Salary	$116,418 - $132,777
Classification	Executive Level 1
Position Number	24-QAADIV-23732
Agency Website	

Job Description

https://www.health.gov.au/about-us/work-with-us/current-vacancies

The Strengthening Providers Branch is seeking an experienced legal policy officer to join the team to design and implement effective aged care regulatory policy to improve the quality, safety, and integrity of the aged care system. The successful candidate will support the leadership of a small collaborative team to contribute to reforms to benefit older Australians using aged care services in the key areas of consumer protection, provider governance, workforce regulation and support for the aged care system regulator.

The successful candidate will develop and shape policy advice to Government, provide complex legal advice on legislative amendments, and support in delivering high priority government commitments. They will also build and leverage collaborative relationships across the Ageing and Aged Care Group, the Aged Care Quality and Safety Commission (ACQSC) (the Regulator), aged care peak bodies and state and territory governments to develop opportunities for regulatory alignment across the national care and support sector.

A merit list will be created to fill these roles and will be considered for future roles in the Branch.

Duties

Responsibilities include:

- Provide expert advice and analysis on the design, development and implementation of effective regulatory policy and reform.
- Draft and prepare ministerial briefs, submissions, and correspondence on complex legal matters and reforms.

- Communicate and engage effectively with key internal and external stakeholders, including when representing the Department in various forums.
- Develop and actively manage relationships to identify opportunities, achieve outcomes and facilitate cooperation, including liaising with central agencies.
- Provide strategic direction to a small team to achieve quality outcomes.
- Build capability in the team through coaching, mentoring, and providing timely feedback.
- Work autonomously as part of a team, as well as under limited guidance.

Eligibility

To be eligible for employment with the Department of Health and Aged Care, applicants must be an Australian citizen at the time an offer of employment is made.

An applicant's suitability for employment with Health and Aged Care will also be assessed through a variety of pre-employment check processes, such as:

- Satisfactory completion of a criminal history check, and where relevant, a Working with Children and Vulnerable People Check,
- Completion of a medical declaration and pre-employment medical (where required),
- Providing evidence of qualifications (where required), and
- Obtaining and maintaining a security clearance at the required level.

For this role applicants must be able to obtain and maintain a Baseline security clearance, or hold a current security clearance at an appropriate level.

Applicants must have legal and/or substantial regulatory policy experience.

A Law Degree is highly desirable.

Understanding of the issues affecting Australia's aged care system and older people receiving aged care services in Australia will be well regarded. **Notes**

Applications close 11:30pm AEST.

Applicants are asked to quote reference number 24-QAADIV-23732 to assist when making an enquiry.

Employees perform their duties at one of the Department of Health and Aged Care (DoHAC) offices, in the locations specified in this advertisement. Remote working is possible and is negotiated with your manager on commencement. Flexibility can be negotiated with your manager to balance your personal and professional needs with the needs of your role and business area.

RecruitAbility applies to this vacancy. Under the RecruitAbility scheme you will be invited to participate in further assessment activity for the vacancy if you choose to apply under the scheme; declare you have a disability; and meet the minimum requirements for the job. For more information visit: https://www.apsc.gov.au/recruitability

About the Department of Health and Aged Care

The Department of Health and Aged Care is focused on achieving better health and wellbeing for all Australians. If you would like to join our team, and can meet our job requirements, we invite you to apply for a position with us to build better health, better care and better quality for all Australians. The department is committed to providing an inclusive and diverse workplace where the experiences, skills and perspectives of all individuals are valued. We actively encourage applications from diverse backgrounds and cultures, so we can better represent the community we serve. The department welcomes applications from Aboriginal and Torres Strait Islander people, people with disability, mature age people, people who identify as LGBTI+, and people with parenting and/or caring responsibilities.

To Apply

Position Contact	Stacey Messer, Stacey.messer@health.gov.au
Agency Recruitment Site	https://www.health.gov.au/about-us/work-with-us/current-vacancies

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Health

Vacancy VN-0740251

Department of Health and Aged Care

Closing Date:Wednesday 08 May 2024

Home and Residential Division
Aged Care and Assessments Branch Aged Care Assessment Reform Section

Job Title	Assistant Director, First Nations Assessment Workforce
Job Type	Full-Time, Non-Ongoing
Location	Adelaide SA, Canberra ACT, Sydney NSW, Hobart TAS, Melbourne VIC, Brisbane QLD
Salary	$116,418 - $132,777
Classification	Executive Level 1
Position Number	24-HRDIV-24029
Agency Website	

Job Description

https://www.health.gov.au/about-us/work-with-us/current-vacancies

As an Assistant Director in the First Nations Assessment Workforce section, you will share in the responsibility for establishing First Nations Aged Care Assessment organisations. The role is fast paced and will suit individuals with excellent engagement and stakeholder management, strategic policy expertise, confidence in collaboration with colleagues across different areas and experience in delivering First Nations initiatives with partners.

Cultural capability: The ideal candidate will be committed to working with Aboriginal and Torres Strait Islander peoples and will demonstrate cultural capability.

Duties

Your responsibilities include:

- Translating complex policy into communication materials and information for consumers, providers, the Aged Care sector and government to support awareness of and transition to the new arrangements.

- Developing stakeholder and engagement strategies working with First Nations organisations and community, gain insights and understanding to inform implementation.
- Working with various Branches across Aged Care and Health in the development and execution of policies, training material, communication strategies, including the creation and distribution of internal and external communications, website and social media, roadshows and engagement.
- Providing input into strategic oversight and briefings for establishing First Nations Aged Care Assessment organisations to support Ministers, the executive and Division.
- Updating Project Management documentation as required.
- Identifying engagement opportunities for First Nations organisations and community.

Eligibility

To be eligible for employment with the Department of Health and Aged Care, applicants must be an Australian citizen at the time an offer of employment is made.

An applicant's suitability for employment with Health and Aged Care will also be assessed through a variety of pre-employment check processes, such as:

- Satisfactory completion of a criminal history check, and where relevant, a Working with Children and Vulnerable People Check,
- Completion of a medical declaration and pre-employment medical (where required),
- Providing evidence of qualifications (where required), and
- Obtaining and maintaining a security clearance at the required level.

For this role applicants must be able to obtain and maintain a Baseline security clearance at an appropriate level. **Notes**

Applications close 11:30pm AEST.

Applicants are asked to quote reference number 24-HRDIV-24029 to assist when making an enquiry.

Employees perform their duties at one of the Department of Health and Aged Care (DoHAC) offices, in the locations specified in this advertisement. Remote working is possible and is negotiated with your manager on commencement. Flexibility can be negotiated with your manager to balance your personal and professional needs with the needs of your role and business area.

RecruitAbility applies to this vacancy. Under the RecruitAbility scheme you will be invited to participate in further assessment activity for the vacancy if you choose to apply under the scheme; declare you have a disability; and meet the minimum requirements for the job. For more information visit: https://www.apsc.gov.au/recruitability

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To Apply

Position Contact	Rebekah Knight, 0403 085 206
Agency Recruitment Site	https://www.health.gov.au/about-us/work-with-us/current-vacancies

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Health

Vacancy VN-0740334

Department of Health and Aged Care

Closing Date:Friday 03 May 2024

Service Delivery Division
QLD NT Branch

Job Title	Director - QLD NT Branch
Job Type	Full-Time, Ongoing
Location	Brisbane QLD, Darwin NT
Salary	$138,897 - $164,446
Classification	Executive Level 2
Position Number	24-SDDIV-23882
Agency Website	

Job Description

https://www.health.gov.au/about-us/work-with-us/current-vacancies

If you would like the opportunity to engage with people, organisations and groups and build an understanding of what is happening on the ground in aged care and First Nations health programs, then this could be the role for you.

Being a Director in the Queensland and Northern Territory State Offices provides the exciting opportunity to manage teams that act as stewards to deliver the Australian Government's objectives of better health and wellbeing for senior Australians.

You will work collaboratively with a range of stakeholders in the health system including external providers, communities and staff in policy, program, regulatory and corporate areas of the Department to achieve the Government's aged care and health priorities.

Duties

As a Director in the QLD NT branch, you will work under broad direction, and with a high degree of autonomy, to lead teams focussed on stewardship of the aged care system in Queensland or the Northern Territory.

Key responsibilities include:

- As part of the leadership team of the branch, making a significant contribution to strategic direction, and providing leadership on key priorities of the branch.
- Fostering a positive, empowering team culture that encourages collaboration and continued development, including supporting the team through periods of change.
- Leading and managing regional teams, including developing work plans, anticipating, and establishing priorities, monitoring progress against outcomes, and providing clear direction and constructive feedback.
- Initiating, coordinating, and maintaining trusted relationships and networks with stakeholders in the region, including community groups, aged care service providers, the primary health networks and state and local governments.
- Leading and facilitating collaborative work with system partners to identify issues of concern and address priorities, and design local solutions to improve the aged care system in regions within Queensland or the Northern Territory.
- With a strong focus on the needs of older people and First Nations peoples, understand the needs of stakeholders and issues on the ground, be responsive to cultural requirements and remain open to diverse ways of engaging. Identify and lead innovative solutions and communicate the implications of decisions and actions on the departments business objectives and stakeholders.
- Leading key aged care emergency and pandemic response activities for the QLD NT branch, including mobilising teams, preparation for, and the provision of support relating to emergency events.
- Representing the department, including communicating the strategic direction and reform agenda of the department.
- Drive, manage and coordinate cross-department collaboration initiatives, activities and relationships that focus on improving access and quality of the aged care system, identity, manage and evaluate risk.
- Manage risk assessment and risk management activities, to ensure delivery of quality and safe care and across project and program areas.
- This includes monitoring, analysing and evaluating and project and program objectives and outcomes.
- Plan, manage and monitor financial budgets for the section.

Eligibility

To be eligible for employment with the Department of Health and Aged Care, applicants must be an Australian citizen at the time an offer of employment is made.

An applicant’s suitability for employment with Health and Aged Care will also be assessed through a variety of pre-employment check processes, such as:

- Satisfactory completion of a criminal history check, and where relevant, a Working with Children and Vulnerable People Check,
- Completion of a medical declaration and pre-employment medical (where required),
- Providing evidence of qualifications (where required), and
- Obtaining and maintaining a security clearance at the required level.

Notes

- Applications close 11:30pm AEST.
- Applicants are asked to quote reference number 24-SDDIV-23882 to assist when making an enquiry.
- Employees perform their duties at one of the Department of Health and Aged Care (DoHAC) offices, in the locations specified in this advertisement. Remote working is possible and is negotiated with your manager on commencement. Flexibility can be negotiated with your manager to balance your personal and professional needs with the needs of your role and business area.

RecruitAbility applies to this vacancy. Under the RecruitAbility scheme you will be invited to participate in further assessment activity for the vacancy if you choose to apply under the scheme; declare you have a disability; and meet the minimum requirements for the job. For more information visit: https://www.apsc.gov.au/recruitability

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To Apply

Position Contact	Nicole Jarvis, 07 3360 2801
Agency Recruitment Site	https://www.health.gov.au/about-us/work-with-us/current-vacancies

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Health

Vacancy VN-0740403

Department of Health and Aged Care

Closing Date:Monday 06 May 2024

National COVID19 Vaccine Program
Vaccine Supply Management Several

Job Title	APS Level 6 - Policy & Program Officers, National COVID19 Vaccine Program (Several Positions)
Job Type	Full-Time;Part-Time, Ongoing
Location	Canberra ACT, Sydney NSW, Darwin NT, Adelaide SA, Hobart TAS, Melbourne VIC, Perth WA, Brisbane QLD
Salary	$94,736 - $106,876
Classification	APS Level 6
Position Number	24-NCOVIDVPDIV-23902
Agency Website	

Job Description

https://www.health.gov.au/about-us/work-with-us/current-vacancies

We are looking for experienced and high-performing individuals with excellent people and leadership skills, proven experience, and capabilities to fill critical **APS Level 6** positions to support the delivery of the **National COVID-19 Program's** objectives. Successful candidates will actively contribute to the shared purpose and strategic direction of the National COVID-19 Program.

Duties

- Support the strategic planning, delivery and reform of the National COVID-19 Vaccine Program.
- Build and maintain effective working relationships with key internal and external stakeholders.
- Assist with a range of written materials including Budget material, Cabinet submissions, Senate Estimate submissions, Ministerial and agency briefs, policy, media and corporate documentation.
- Perform other duties commensurate with the skills and capabilities of an officer at this level in line with the Work Level Standards (WLS) and Integrated leadership Systems (ILS).
- manage staff in day-to-day activities, including developing, coaching and mentoring.
- Support senior staff to represent the Australian Government, the Department and Division on whole-of-portfolio issues with internal, external, and international stakeholders.

Eligibility

To be eligible for employment with the Department of Health and Aged Care, **applicants must be an Australian citizen** at the time an offer of employment is made.

An applicant's suitability for employment with Health and Aged Care will also be assessed through a variety of **pre-employment check processes**, such as:

- Satisfactory completion of a criminal history check, and where relevant, a Working with Children and Vulnerable People Check,
- Completion of a medical declaration and pre-employment medical (where required),
- Providing evidence of qualifications (where required), and
- Obtaining and maintaining a security clearance at the required level.

For this role applicants must be able to obtain and maintain a **Baseline security clearance**, or hold a current security clearance at an appropriate level. **Notes**

Applications close **11:30pm AEST**.

Applicants are asked to quote reference number **24-NCOVIDVPDIV-23902** to assist when making an enquiry.

Employees perform their duties at one of the Department of Health and Aged Care (DoHAC) offices, in the locations specified in this advertisement. Remote working is possible and is negotiated with your manager on commencement. Flexibility can be negotiated with your manager to balance your personal and professional needs with the needs of your role and business area.

RecruitAbility applies to this vacancy. Under the RecruitAbility scheme you will be invited to participate in further assessment activity for the vacancy if you choose to apply under the scheme; declare you have a disability; and meet the minimum requirements for the job. For more information visit: https://www.apsc.gov.au/recruitability

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To Apply

Position Contact	Jannat Noor-e, 0262899424
Agency Recruitment Site	https://www.health.gov.au/about-us/work-with-us/current-vacancies

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Health

Vacancy VN-0740510

Department of Health and Aged Care

Closing Date:Sunday 05 May 2024

People, Communication and Parliamentary Division
Communication Branch Health Communications Section

Job Title	Communications and Administration Officer
Job Type	Full-Time, Ongoing
Location	Canberra ACT, Sydney NSW, Darwin NT, Adelaide SA, Hobart TAS, Melbourne VIC, Perth WA, Brisbane QLD
Salary	$84,627 - $91,520
Classification	APS Level 5
Position Number	24-PCPDIV-23985
Agency Website	

Job Description

https://www.health.gov.au/about-us/work-with-us/current-vacancies

An exciting opportunity exists in the Department of Health and Aged Care Communication Branch for an APS5 communications and administration officer.

We are seeking a skilled and motivated individual to join our high performing Health Communications team. The position offers a rewarding opportunity to use your coordination and organisational skills to ensure key projects are delivered on time and to the highest standard. You will have good writing skills and be able to grow your capability by working with a team of experienced writers to produce a variety of content on a wide range of subjects, targeting diverse audiences through various channels.

Duties

- writing, reviewing and editing communications products for external audiences including web content, publications, speeches, media releases, video scripts and editorial content
- managing a busy group mailbox and responding to enquiries in a timely manner
- triaging requests, including urgent requests from ministerial offices and across the department
- managing team workflows and working with program areas to ensure high-quality communication products are delivered in a timely manner, often to tight deadlines
- tracking and reporting on team workflows and performance
- supporting ministerial offices and staff across the portfolio with media monitoring, analysis and reporting
- uploading and managing content on ministerial and departmental web pages

Eligibility

To be eligible for employment with the Department of Health and Aged Care, applicants must be an Australian citizen at the time an offer of employment is made.

An applicant's suitability for employment with Health and Aged Care will also be assessed through a variety of pre-employment check processes, such as:

- Satisfactory completion of a criminal history check, and where relevant, a Working with Children and Vulnerable People Check,
- Completion of a medical declaration and pre-employment medical (where required),
- Providing evidence of qualifications (where required), and
- Obtaining and maintaining a security clearance at the required level.

For this role applicants must be able to obtain and maintain a Baseline security clearance, or hold a current security clearance at an appropriate level.

Mandatory Qualification:
To be eligible for this position applicants must hold a Tertiary qualification, preferably in Communication, Public Relations, Marketing, or Journalism, or related field or recognised skills and/or proven experience in a similar role.

Notes

- Applications close 11:30pm AEST.
- Applicants are asked to quote reference number 24-PCPDIV-23985 to assist when making an enquiry.
- Employees perform their duties at one of the Department of Health and Aged Care (DoHAC) offices, in the locations specified in this advertisement. Remote working is possible and is negotiated with your manager on commencement. Flexibility can be negotiated with your manager to balance your personal and professional needs with the needs of your role and business area.

RecruitAbility applies to this vacancy. Under the RecruitAbility scheme you will be invited to participate in further assessment activity for the vacancy if you choose to apply under the scheme; declare you have a disability; and meet the minimum requirements for the job. For more information visit: https://www.apsc.gov.au/recruitability

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To Apply

Position Contact	Jacqui Newberry, 0262895051
Agency Recruitment Site	https://www.health.gov.au/about-us/work-with-us/current-vacancies

Health

Vacancy VN-0740563

Department of Health and Aged Care

Closing Date:Wednesday 15 May 2024

Health Protection Policy Surveillance
HPPSD Envir Hlth and Climate Change HPPSD EHCC Natl Hlth Sustain and Clim

Job Title	Policy Officer, Interim Centre for Disease Control Group
Job Type	Full-Time;Part-Time, Ongoing
Location	Woden ACT, Surry Hills NSW, Melbourne VIC
Salary	$84,627 - $91,520
Classification	APS Level 5
Position Number	24-HPPSDIV-24087
Agency Website	

Job Description

https://www.health.gov.au/about-us/work-with-us/current-vacancies

This is an exciting opportunity to join a growing and dynamic team in the National Health, Sustainability and Climate Unit within the interim Australian Centre for Disease Control. The Unit is leading implementation of Australia's first-ever National Health and Climate Strategy, which outlines the Australian Government's vision for "Healthy, resilient communities and a sustainable, resilient, high-quality, net zero health system." As a team member you will play an important role in helping to realise this vision, working with partners and collaborators across the Australian Government and beyond.

Duties

- Undertaking research and preparing advice/analysis on areas of policy and program relevance.
- Preparing a range of written materials, including briefings, correspondence, reviews and reports, presentations, and minutes.
- Fostering and maintaining relationships with a range of internal and external stakeholders.
- Monitoring, managing, and delivering projects, and providing guidance, quality assurance and technical expertise.
- Contributing to building a positive and productive workplace culture.

Eligibility

To be eligible for employment with the Department of Health and Aged Care, applicants must be an Australian citizen at the time an offer of employment is made.

An applicant's suitability for employment with Health and Aged Care will also be assessed through a variety of pre-employment check processes, such as:

- Satisfactory completion of a criminal history check, and where relevant, a Working with Children and Vulnerable People Check,
- Completion of a medical declaration and pre-employment medical (where required),

- Providing evidence of qualifications (where required), and
- Obtaining and maintaining a security clearance at the required level.

For this role applicants must be able to obtain and maintain a Baseline or hold a current security clearance at an appropriate level. **Notes**

Applications close 11:30pm AEST.

Applicants are asked to quote reference number 24-HPPSDIV-24087 to assist when making an enquiry.

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RecruitAbility applies to this vacancy. Under the RecruitAbility scheme you will be invited to participate in further assessment activity for the vacancy if you choose to apply under the scheme; declare you have a disability; and meet the minimum requirements for the job. For more information visit: https://www.apsc.gov.au/recruitability

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To Apply

Position Contact	Cheryl Hutchins, 0468 324 968
Agency Recruitment Site	https://www.health.gov.au/about-us/work-with-us/current-vacancies

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Health

Vacancy VN-0740590

Department of Health and Aged Care

Closing Date:Thursday 02 May 2024

Health Strategy First Nations and Sport
National Sports Tribunal

Job Title	Legal 1 (APS 6) - Legal Officer and Case Manager
Job Type	Full-Time, Ongoing
Location	Woden ACT, Melbourne VIC, Brisbane QLD
Salary	$94,736 - $104,537
Classification	APS Level 6
Position Number	24-NSTDIV-23863
Agency Website	

Job Description

https://www.health.gov.au/about-us/work-with-us

The National Sports Tribunal (NST) provides independent, specialised dispute resolution services to sporting bodies, athletes and support personnel. We are seeking an experienced and high performing Legal Officer and Case Manager to support the ongoing operations of the Tribunal. Legal qualifications are required. The position could be based in either Melbourne or Canberra.

This role has two primary functions:
1 - To provide case management services and support for matters coming before the NST.
2 - In conjunction with the Principal Case Manager and Counsel, provide legal support to the NST operations.

Duties

- Reviewing and analysing applications to determine if they meet the NST's statutory requirements.
- Communicating with parties about processes, timeframes, and requirements.
- Liaising with NST Members to ensure the smooth and efficient management of disputes.
- Conducting research and analysis of issues for NST Members from time to time.
- Ensuring compliance with workflow tracking of matters including maintaining records and files in TRIM.
- Arranging hearing room facilities, translation services, transcription services, etc.
- Contributing to strategic solutions, problem solving and issues management in relation to client service delivery.
- In conjunction with the Principal Case Manager and Counsel, providing legal support to the NST, including:
    - Providing timely, accurate and consistent information and advice on the NST's jurisdiction and processes;
    - Assisting Members and the CEO/Deputy CEO with interpretation and application of the NST's statutory framework; and
    - Providing legal analysis of the NST's policies, as well as the dispute resolution policies of NSOs and peak bodies.
- Liaising and engaging with stakeholders in the sport sector, including National Sporting Organisations, and sport Peak Bodies and athlete organisations.
- Leading activities and projects to support and promote the efficient and effective operation of the NST, including procurement, contract, and stakeholder management.
- Providing high quality program and policy advice for the senior executive.
- Preparing a range of written materials for different audiences including correspondence, file notes, briefings.
- Other duties as required.

Eligibility

To be eligible for employment with the Department of Health and Aged Care, applicants must be an Australian citizen at the time an offer of employment is made.

An applicant's suitability for employment with Health and Aged Care will also be assessed through a variety of pre-employment check processes, such as:

Satisfactory completion of a criminal history check, and where relevant, a Working with Children and Vulnerable People Check, Completion of a medical declaration and pre-employment medical (where required),
Providing evidence of qualifications (where required), and Obtaining and maintaining a security clearance at the required level.

For this role applicants must be able to obtain and maintain a Baseline security clearance, or hold a current security clearance at an appropriate level.

Mandatory Qualification - To be eligible for this position applicants must hold legal qualifications.

Notes

Applications close 11:30pm AEDT/AEST.

Applicants are asked to quote reference number 24-NSTDIV-23863 to assist when making an enquiry.
Employees perform their duties at one of the Department of Health and Aged Care (DoHAC) offices, in the locations specified in this advertisement. Remote working is possible and is negotiated with your manager on commencement. Flexibility can be negotiated with your manager to balance your personal and professional needs with the needs of your role and business area.

RecruitAbility applies to this vacancy. Under the RecruitAbility scheme you will be invited to participate in further assessment activity for the vacancy if you choose to apply under the scheme; declare you have a disability; and meet the minimum requirements for the job. For more information visit: https://www.apsc.gov.au/recruitability

About the Department of Health and Aged Care

The Department of Health and Aged Care is focused on achieving better health and wellbeing for all Australians. If you would like to join our team, and can meet our job requirements, we invite you to apply for a position with us to build better health, better care and better quality for all Australians. The department is committed to providing an inclusive and diverse workplace where the experiences, skills and perspectives of all individuals are valued. We actively encourage applications from diverse backgrounds and cultures, so we can better represent the community we serve. The department welcomes applications from Aboriginal and Torres Strait Islander people, people with disability, mature age people, people who identify as LGBTI+, and people with parenting and/or caring responsibilities.

To Apply

Position Contact	Glenn Turnor, 0409 530 037
Agency Recruitment Site	https://www.health.gov.au/about-us/work-with-us

Health

Vacancy VN-0740676

Department of Health and Aged Care

Closing Date:Tuesday 07 May 2024

Information Technology Division
Portfolio Management, Architecture and Commercial Services Branch
Planning and Investment Management Section

Job Title	Information Technology Officer
Job Type	Full-Time, Ongoing
Location	Woden ACT
Salary	$84,627 - $91,520
Classification	APS Level 5
Position Number	24-ITDIV-23831
Agency Website	

Job Description

https://www.health.gov.au/about-us/work-with-us

Responsibilities include:

- create and track service requests in accordance with agreed procedures and performance standards
- provide thorough triage, investigation and analysis of issues escalated by reviewing design and functional specification documentation, and attempting to replicate in lower environments
- assist in and/or be responsible for preparation and secretariat for meetings
- assist in preparation of ongoing reporting and preliminary assessments
- engage with stakeholders to understand their requirements, expectation and concerns
- work collaboratively to provide a responsive service function and contribute to the ongoing review and improvement of the function
- familiarise themselves with the functionality of the systems they support
- ensure service documentation including service templates, knowledge base articles, approval criteria, usability documentation etc. are maintained and updated as necessary
- provide high level customer support to system users directly, both via email and telephone
- show a dedication to service delivery excellence through an ongoing commitment to improving the level of support
- major incident management activities
- other duties as directed.

Duties

- demonstrated strong customer focus and/or experience in a customer service environment
- demonstrated ability to build strong relationships and work with stakeholders from a variety of background and levels
- strong liaison and negotiation skills and in particular the ability to develop constructive relationships and liaise with a broad range of stakeholders from both technical and non-technical backgrounds

- strong written and oral communication skills, including the ability to evaluate issues quickly and accurately provide written and verbal advice
- understanding the strategic context of your work and Departmental priorities and applying corporate business rules and policies
- be self-motivated and committed
- work collaboratively in a team-based environment
- have the ability to work independently, professionally handle sensitive data and information
- proven organisational and time management skills, with good attention to detail
- ability to work independently, with minimal supervision, in a team setting.

Eligibility

To be eligible for employment with the Department of Health and Aged Care, applicants must be an Australian citizen at the time an offer of employment is made.

An applicant's suitability for employment with Health and Aged Care will also be assessed through a variety of pre-employment check processes, such as:

- satisfactory completion of a criminal history check, and where relevant, a Working with Children and Vulnerable People Check
- completion of a medical declaration and pre-employment medical (where required)
- providing evidence of qualifications (where required)
- obtaining and maintaining a security clearance at the required level.

For this role applicants must be able to obtain and maintain a Baseline/security clearance or hold a current security clearance at an appropriate level. **Notes**

Applications close 11:30pm AEDT/AEST.

Applicants are asked to quote reference number 24-ITDIV-23831 to assist when making an enquiry.

Employees perform their duties at one of the Department of Health and Aged Care (DoHAC) offices, in the locations specified in this advertisement. Remote working is possible and is negotiated with your manager on commencement. Flexibility can be negotiated with your manager to balance your personal and professional needs with the needs of your role and business area.

RecruitAbility applies to this vacancy. Under the RecruitAbility scheme you will be invited to participate in further assessment activity for the vacancy if you choose to apply under the scheme; declare you have a disability; and meet the minimum requirements for the job. For more information visit: https://www.apsc.gov.au/recruitability

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To Apply

Position Contact	Dean Bretag, 0423902151
Agency Recruitment Site	https://www.health.gov.au/about-us/work-with-us

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Health

Vacancy VN-0740788

Department of Health and Aged Care

Closing Date:Thursday 16 May 2024

Regulatory Practice and Support Division
Regulatory Engagement Branch Regulatory Assistance Section

Job Title	Annual Charge Exemption (ACE) Compliance Officer - Regulatory Engagement Branch
Job Type	Full-Time, Ongoing
Location	Fairbairn ACT
Salary	$94,736 - $106,876
Classification	APS Level 6
Position Number	24-RPSDIV-24006
Agency Website	

Job Description

https://www.health.gov.au/about-us/work-with-us/current-vacancies

Do you have a passion for financial compliance? If so, we have a terrific opportunity to join a dynamic Annual Charge Exemption (ACE) Compliance team at the heart of health product regulation in Australia.
Your job is to deliver high quality functions supporting the ACE program and compliance functions. You'll be a natural collaborator with success in breaking down barriers to achieve outcomes.

Duties

The APS 6 Annual Charge Exemption (ACE) Compliance Officer role is to assist in achieving and maintaining the objectives of the TGA's ACE scheme operations and compliance program. The ACE scheme provides an exemption from the TGA annual charge until a therapeutic good covered by an entry on the Australian Register of Therapeutic Goods first commences turnover because, generally, no post market monitoring work is required by the TGA unless a therapeutic good has entered the market. The compliance program is designed to ensure the integrity of the 'self-declaration' scheme; and to identify and report when sponsors of therapeutic goods which are exempt under the scheme, made false or incorrect declarations about their products resulting in potential revenue leakage for the TGA. The key responsibilities of the APS6 ACE Compliance Officer include:

- Provision of high level administrative and review related support to the ACE Scheme Compliance Program for exemptions from annual product charges under the Therapeutic Goods Act 1989 (the TG Act).
- Assist the ACE Compliance Program Lead in coordinating the compliance review schedule.
- Conduct efficient and effective desktop compliance assessments of sponsor's financial and other records to ensure sponsor compliance with the exemption framework, utilising existing compliance review program guidance materials.
- Identify, gather and analyse relevant information including sponsor's financial and other records in relation to exemptions under the ACE Scheme,
- Draft concise, logical, plain English correspondence including compliance assessment findings and recommendations, biannual reports, notices of compliance, notices turnover goods, or notices of annual charges payable, together with any other required correspondence using appropriate legislative references (for example, Notices Requiring Information issued under section 31 or equivalent of the TG Act).
- Establish and maintain cooperative and collaborative working relationships with key internal and external stakeholders, including responding to complex external stakeholder enquiries and issues escalated for action; and providing other advice and assistance on relevant legislation, policy and program operations and compliance procedures.
- As required, identify regulatory and legislative issues for improving program integrity, and recommend corrective actions including introduction of additional controls to minimise opportunities for fraudulent activity by scheme participants.
- Maintain and periodically review educational materials in relation to the ACE Scheme and other annual charge waiver provisions under Therapeutic Goods legislation.
- Provide regular and relevant contributions to team and section meetings, goals and broader organisational objectives by undertaking extracurricular projects or tasks as required.

Eligibility

To be eligible for employment with the Department of Health and Aged Care, applicants must be an Australian citizen at the time an offer of employment is made.
An applicant's suitability for employment with Health and Aged Care will also be assessed through a variety of pre-employment check processes, such as:

- Satisfactory completion of a criminal history check, and where relevant, a Working with Children and Vulnerable People Check,
- Completion of a medical declaration and pre-employment medical (where required),
- Providing evidence of qualifications (where required), and
- Obtaining and maintaining a security clearance at the required level.

Notes

- Applications close 11:30pm AEDT/AEST.
- Applicants are asked to quote reference number 24-RPSDIV-24006 to assist when making an enquiry.
- Employees perform their duties at one of the Department of Health and Aged Care (DoHAC) offices, in the locations specified in this advertisement. Remote working is possible and is negotiated with your manager on commencement. Flexibility can be negotiated with your manager to balance your personal and professional needs with the needs of your role and business area.

RecruitAbility applies to this vacancy. Under the RecruitAbility scheme you will be invited to participate in further assessment activity for the vacancy if you choose to apply under the scheme; declare you have a disability; and meet the minimum requirements for the job. For more information visit: https://www.apsc.gov.au/recruitability

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To Apply

Position Contact	Daniel Flood, (02) 6289 3638
Agency Recruitment Site	https://www.health.gov.au/about-us/work-with-us/current-vacancies

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Health

Vacancy VN-0740602

National Blood Authority

Closing Date:Sunday 12 May 2024

National Blood Authority
Fresh Blood Products & Business Services Information Technology Services

Job Title	Assistant Director, Business Management (ICT)
Job Type	Full-Time;Part-Time, Ongoing
Location	Canberra ACT
Salary	$116,420 - $132,103
Classification	Executive Level 1
Position Number	20025924
Agency Website	www.blood.gov.au

Job Description

https://blood.gov.au/current-vacancies

Who We Are

The National Blood Authority (NBA) is an Australian Government statutory agency whose role is to work in a collaborative manner with all Australian governments and blood sector stakeholders to ensure Australia's blood supply is safe, secure, adequate, and affordable.

We are a statutory agency established by the *National Blood Authority Act 2003* (Cth). We operate to achieve the policy objectives outlined in the National Blood Agreement.

We manage and coordinate arrangements for the supply of blood, blood products and blood services in Australia. Under the national blood arrangements, our role is to deliver an uninterrupted supply of blood and blood products to Australians in need.

Being a small agency, employees at the NBA are in a unique position to influence decisions and outcomes for the blood sector and seeing the positive impacts of their work on users of blood products, blood related products and blood related services.

The NBA office is located on Northbourne Avenue in Lyneham and has recently undergone renovations to allow for modern, comfortable office space with the technology needed to collaborate effectively. The office is serviced by the Macarthur Avenue Light Rail stop and has onsite parking available.

The Team

You will be part of an agile and flexible Information Technology Services (ITS) team and responsible for providing leadership, management, and coordination of a range of activities across the section.

The Role

The role will work closely with the Chief Information Officer (CIO) and senior internal business stakeholders to build a shared understanding of outcomes. By leveraging your expertise in business planning, financial and resource planning, procurement and operational reporting, you will provide support to the CIO, as well as other team leaders and their respective teams to achieve outcomes.

The role also involves liaison with a range of external stakeholders, particularly ICT suppliers. In delivering the ICT Business Management function within the NBA, you will be expected to work both autonomously and collaboratively providing leadership and support to management, your team and the broader NBA.

We are seeking a highly motivated and driven team player, who is keen to lead and enjoys working in a rapidly evolving and forwardthinking environment. Our ideal candidate will have a strong record in exercising initiative, critical thinking and judgement; in providing detailed professional and/or policy advice in relation to complex problems; in applying strong stakeholder engagement and negotiation skills; and with excellent oral and written communication skills. The successful applicant will receive a range of formal training and be part of a collaborative and supportive team.

Duties

Key Responsibilities

Although not exhaustive, and depending on the role, the duties and responsibilities of this position may include:

1. Provide high level finance, procurement, operational and business management advice across the ITS functions to the NBA executive, CIO, and senior ICT staff
2. Contribute to the strategic direction and leadership of the team, in support of organisational goals
3. Develop and manage section budgets in consultation with the CIO, CFO and senior ICT staff
4. Manage resources within the team responsible for information management
5. Support procurement processes, contract and invoice management for the ITS team
6. Contribute to NBA organisational strategy and culture
7. Perform other duties and functions to support NBA priorities as required

8. Contribute and manage projects and activities and perform other duties and functions to support NBA priorities as required
9. Contribute to NBA's organisational strategy and culture
10. Work in a collaborative manner as a member of a team and across the NBA.

Eligibility

Employment Requirements

This is a Designated Security Assessed Position (DSAP) at Baseline. The successful applicant must be an Australian Citizen capable of obtaining and maintaining a security clearance at this level. A loss of security clearance may result in termination of employment.

The NBA expects that all employees will perform their duties professionally and respectfully to achieve outcomes of the highest standard, and that this performance will reflect the best principles and practices of workplace diversity, workplace participation and a safe working environment.

A merit pool of suitable applicants will be established which may be used to fill ongoing vacancies of same or similar vacancies for 18 months from the date this vacancy was advertised in the Australian Public Service Employment Gazette.

RecruitAbility

The RecruitAbility scheme applies to this vacancy. The National Blood Authority is committed to supporting the employment and career development of people with disability. More information on the RecruitAbility scheme can be found at APSC Recruitability Scheme homepage.

Notes

Working in the NBA

All NBA officers are expected to actively and willingly participate in high level, organisation-wide responsibilities and administrative support activities. Officers are required to operate flexibly and exercise higher order leadership skills as well as directly undertake lower order independent work when necessary to get the job done. This reflects the nature of the NBA as a relatively small, specialist Agency and our limited capacity to backfill vacant positions for short periods within the limits of available finance and human resources.

Having regard to the flexible work requirements outlined above, the duties and responsibilities in this Job Description are subject to change and may be modified at any time for operational requirements.

What we will offer you

The National Blood Authority provides a number of benefits to its staff including:

- Generous superannuation scheme with up to 15.4% employer contributions
- A variety of leave options, including 4 weeks annual leave
- Options for flexible working arrangements to assist you to maintain your work-life balance
- A healthy lifestyle assistance payment that benefit employees and promotes a work environment that supports health through wellbeing
- Support to develop your capability based on individualised career goals
- Access to an Employee Assistance Program (EAP).

About the National Blood Authority

The National Blood Authority (NBA) is an Australian Government statutory Agency whose role is to work in a collaborative manner with all Australian governments and blood sector stakeholders to ensure Australia's blood supply is safe, secure, adequate and affordable, and to support best practice management and use of blood products in Australia

To Apply

Position Contact	Michael Goeldner, 02 6151 5009
Agency Recruitment Site	https://blood.gov.au/current-vacancies

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Health

Vacancy VN-0740646

National Blood Authority

Closing Date:Sunday 12 May 2024

National Blood Authority
Commercial Blood Products & Business Services People & Communications

Job Title	Senior Human Resources Adviser
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Canberra ACT
Salary	$94,495 - $106,488
Classification	APS Level 6
Position Number	TBA
Agency Website	www.blood.gov.au

Job Description

https://blood.gov.au/current-vacancies

Who We Are

The National Blood Authority (NBA) is an Australian Government statutory agency whose role is to work in a collaborative manner with all Australian governments and blood sector stakeholders to ensure Australia's blood supply is safe, secure, adequate, and affordable.
We are a statutory agency established by the *National Blood Authority Act 2003* (Cth). We operate to

achieve the policy objectives outlined in the National Blood Agreement.
We manage and coordinate arrangements for the supply of blood, blood products and blood services in Australia. Under the national blood arrangements, our role is to deliver an uninterrupted supply of blood and blood products to Australians in need.
Being a small agency, employees at the NBA are in a unique position to influence decisions and outcomes for the blood sector and seeing the positive impacts of their work on users of blood products, blood related products and blood related services.
The NBA office is located on Northbourne Avenue in Lyneham and has recently undergone renovations to allow for modern, comfortable office space with the technology needed to collaborate effectively. The office is serviced by the Macarthur Avenue Light Rail stop and has onsite parking available.

The Team

The People and Communications team is a small team made up of cross-skilled HR professionals. We are responsible for the management of Human Resources (HR) functions and for the delivery of associated activities across the NBA. As a member of our team, you will have the opportunity to broaden your expertise as you will work across multiple HR functions.

Duties

The Role

We are seeking a highly motivated and experienced individual with a confident and approachable manner, excellent communication skills and the ability to build rapport with our key stakeholders. As the Senior HR Adviser you will undertake work that is complex and operate under broad direction.

Your highly developed organisational skills, ability to prioritise and excellent attention to detail will ensure you can operate in our ever-changing environment, exercise discretion in dealing with confidential and sensitive matters and be able to provide excellent support to our stakeholders. You will have an ability to lead, train, mentor and support junior team members within the team.

Key Responsibilities

1. With an understanding of the dynamics of HR within a public sector context, the duties and responsibilities of this position will require you to:Support a broad range of HR functions including payroll and remuneration, HR analytics and HR systems, recruitment and onboarding, learning and development
2. Provide staffing and personnel administration services in support of the NBA’s HR policies and programs, prepare papers, briefs, presentations and correspondence
3. Provide accurate advice on complex and sensitive HR and employee relations matters to senior management and employees
4. Develop and generate HR information and reporting detailing business achievements, trends and improvement recommendations
5. Partner and build effective relationships and negotiate outcomes with internal and external stakeholders
6. Contribute and manage projects and activities and perform other duties and functions to support NBA priorities as required
7. Contribute to NBA’s organisational strategy and culture
8. Work in a collaborative manner as a member of a team and across the NBA.

Eligibility

Employment Requirements

This is a Designated Security Assessed Position (DSAP) at Baseline. The successful applicant must be an Australian Citizen capable of obtaining and maintaining a security clearance at this level. A loss of security clearance may result in termination of employment.

The NBA expects that all employees will perform their duties professionally and respectfully to achieve outcomes of the highest standard, and that this performance will reflect the best principles and practices of workplace diversity, workplace participation and a safe working environment.

A merit pool of suitable applicants will be established which may be used to fill ongoing vacancies of same or similar vacancies for 18 months from the date this vacancy was advertised in the Australian Public Service Employment Gazette.

RecruitAbility

The RecruitAbility scheme applies to this vacancy. The National Blood Authority is committed to supporting the employment and career development of people with disability. More information on the RecruitAbility scheme can be found at APSC Recruitability Scheme homepage.

Notes

Working in the NBA

All NBA officers are expected to actively and willingly participate in high level, organisation-wide responsibilities and administrative support activities. Officers are required to operate flexibly and exercise higher order leadership skills as well as directly undertake lower order independent work when necessary to get the job done. This reflects the nature of the NBA as a relatively small, specialist Agency and our limited capacity to backfill vacant positions for short periods within the limits of available finance and human resources.
Having regard to the flexible work requirements outlined above, the duties and responsibilities in this Job Description are subject to change and may be modified at any time for operational requirements.

What we will offer you

The National Blood Authority provides a number of benefits to its staff including:

- Generous superannuation scheme with up to 15.4% employer contributions
- A variety of leave options, including 4 weeks annual leave
- Options for flexible working arrangements to assist you to maintain your work-life balance
- A healthy lifestyle assistance payment that benefit employees and promotes a work environment that supports health through wellbeing
- Support to develop your capability based on individualised career goals
- Access to an Employee Assistance Program (EAP).

About the National Blood Authority

The National Blood Authority (NBA) is an Australian Government statutory Agency whose role is to work in a collaborative manner with all Australian governments and blood sector stakeholders to ensure Australia's blood supply is safe, secure, adequate and affordable, and to support best practice management and use of blood products in Australia

To Apply

Position Contact	Adam Kyle, 0466 401 120
Agency Recruitment Site	https://blood.gov.au/current-vacancies

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Health

Vacancy VN-0740710

National Blood Authority

Closing Date:Sunday 12 May 2024

National Blood Authority
Fresh Blood Products & Business Services Data & Blood Services

Job Title	Data Officer
Job Type	Full-Time;Part-Time, Ongoing
Location	Canberra ACT
Salary	$85,744 - $90,449
Classification	APS Level 5
Position Number	TBA
Agency Website	www.blood.gov.au

Job Description

https://blood.gov.au/current-vacancies

Who We Are

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We are a statutory agency established by the *National Blood Authority Act 2003* (Cth). We operate to achieve the policy objectives outlined in the National Blood Agreement.
We manage and coordinate arrangements for the supply of blood, blood products and blood services in Australia. Under the national blood arrangements, our role is to deliver an uninterrupted supply of blood and

blood products to Australians in need.
Being a small agency, employees at the NBA are in a unique position to influence decisions and outcomes for the blood sector and seeing the positive impacts of their work on users of blood products, blood related products and blood related services.
The NBA office is located on Northbourne Avenue in Lyneham and has recently undergone renovations to allow for modern, comfortable office space with the technology needed to collaborate effectively. The office is serviced by the Macarthur Avenue Light Rail stop and has onsite parking available.

The Team

The Data and Blood Services team in the NBA supports governments and stakeholders to improve patient outcomes through provision of data and best practice advice to ensure that blood and blood-related products are used effectively.

The Role

We are looking for a motivated and interested person to join the Data and Blood Services team. The successful candidate will apply work knowledge, precedent and established procedures and guidelines to situations that are complex and sensitive. You will collate data, undertake data quality assurance, analyse results, and present data in formats suitable for different audiences. You will also support the team through general administration, records management, secretariat duties and preparing documents, including correspondence.

You will have strong oral and written communication skills, be able to confidently respond to stakeholder needs and expectations and develop and maintain effective internal and external relationships. You will be able to work well with your colleagues and contribute to a positive team culture.

Extensive experience in using of Microsoft Office suite of tools in particular Excel is highly desirable.

Duties

Key Responsibilities

Although not exhaustive, and depending on the role, the duties and responsibilities of this position may include:

1. Develop and implement monthly, quarterly, annual, and periodic data and information reports in line with the team's work plans, by interrogating and manipulating data from multiple sources.
2. Read, comprehend, and write technical documentation for both technical and non-technical audiences including business cases, requirements specifications, process descriptions and procedures, end user and testing documentation and governance processes.
3. Build effective relationships with internal and external stakeholders including other NBA teams, external suppliers, and jurisdictions to implement strategies and projects to optimise information and data flows within the blood sector.
4. Undertake administrative tasks including electronic filing (data inbox and records management), maintaining data request logs and master data spreadsheets, booking travel for the team, and updating complex instructions and procedures.
5. Undertake other duties as required including preparing briefs, minutes, presentations, and procurement and contract management activities.
6. Contribute and manage projects and activities and perform other duties and functions to support NBA priorities as required
7. Contribute to NBA's organisational strategy and culture
8. Work in a collaborative manner as a member of a team and across the NBA.

Eligibility

Employment Requirements

This is a Designated Security Assessed Position (DSAP) at Baseline. The successful applicant must be an Australian Citizen capable of obtaining and maintaining a security clearance at this level. A loss of security clearance may result in termination of employment.

The NBA expects that all employees will perform their duties professionally and respectfully to achieve outcomes of the highest standard, and that this performance will reflect the best principles and practices of workplace diversity, workplace participation and a safe working environment.

A merit pool of suitable applicants will be established which may be used to fill ongoing vacancies of same or similar vacancies for 18 months from the date this vacancy was advertised in the Australian Public Service Employment Gazette.

RecruitAbility

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Notes

Working in the NBA

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What we will offer you

The National Blood Authority provides a number of benefits to its staff including:

- Generous superannuation scheme with up to 15.4% employer contributions
- A variety of leave options, including 4 weeks annual leave
- Options for flexible working arrangements to assist you to maintain your work-life balance
- A healthy lifestyle assistance payment that benefit employees and promotes a work environment that supports health through wellbeing
- Support to develop your capability based on individualised career goals
- Access to an Employee Assistance Program (EAP).

About the National Blood Authority

The National Blood Authority (NBA) is an Australian Government statutory Agency whose role is to work in a collaborative manner with all Australian governments and blood sector stakeholders to ensure Australia's blood supply is safe, secure, adequate and affordable, and to support best practice management and use of blood products in Australia

To Apply

Position Contact	Sandra Cochrane, 02 6151 5005
Agency Recruitment Site	https://blood.gov.au/current-vacancies

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Health

Vacancy VN-0740712

National Blood Authority

Closing Date:Sunday 12 May 2024

National Blood Authority
Fresh Blood Products & Business Services Data & Blood Services

Job Title	Senior Project and Data Officer
Job Type	Full-Time;Part-Time, Ongoing
Location	Canberra ACT
Salary	$94,495 - $106,488
Classification	APS Level 6
Position Number	TBA
Agency Website	www.blood.gov.au

Job Description

https://blood.gov.au/current-vacancies

Who We Are

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Being a small agency, employees at the NBA are in a unique position to influence decisions and outcomes for the blood sector and seeing the positive impacts of their work on users of blood products, blood related products and blood related services.

The NBA office is located on Northbourne Avenue in Lyneham and has recently undergone renovations to allow for modern, comfortable office space with the technology needed to collaborate effectively. The office is serviced by the Macarthur Avenue Light Rail stop and has onsite parking available.

The Team

The Data and Blood Services team in the NBA supports governments and stakeholders to improve patient outcomes. This is done through the provision of data and best practice advice to ensure that blood and blood related products are used effectively and are in line with the latest evidence, practice and relevant national safety and quality standards for health care.

The Role

We are looking for a motivated and interested person to join the Data and Blood Services team. The successful candidate will apply work knowledge, precedent and established procedures and guidelines to situations that are complex and sensitive. You will collate data, undertake data quality assurance, analyse results, and present data in formats suitable for different audiences. You will also support the team through general administration, records management, secretariat duties and preparing documents, including correspondence.

You will have strong oral and written communication skills, be able to confidently respond to stakeholder needs and expectations and develop and maintain effective internal and external relationships. You will be able to work well with your colleagues and contribute to a positive team culture.

The role supports the National Blood Management program, including the development of guidance on blood and inventory management and their associated implementation strategies. The Data and Blood Services team is also responsible for the ongoing development and delivery of the National Blood Sector Data Strategy. This includes ensuring data is captured, analysed, published, and used to drive performance improvement.

Extensive experience in using of Microsoft Office suite of tools in particular Excel is highly desirable.

Duties

Key Responsibilities

1. Although not exhaustive, and depending on the role, the duties and responsibilities of this position may include:Develop and manage projects, including planning, evaluation reporting and preparation of draft reports on relevant program activities and/or project milestones.
2. Develop and implement monthly, quarterly, annual, and periodic data and information reports in line with the team’s work plans, by interrogating and manipulating data from multiple sources.
3. Research and identify options for information sharing solutions, which could relate to provision of data and other material on sector, NBA, or contract performance.
4. Coordinate internal and external reporting requirements, undertake analysis of reports, data and proposals to formulate recommendations.
5. Build effective relationships with internal and external stakeholders including other NBA teams, external suppliers, and jurisdictions to implement strategies and projects to optimise information and data flows within the blood sector.
6. Work collaboratively as a member of a team and assist in coaching, mentoring, and developing team members and implementing organisational change.
7. Undertake other duties as required including preparing briefs, minutes, presentations, and procurement and contract management activities.
8. Contribute to NBA’s organisational strategy and culture
9. Work in a collaborative manner as a member of a team and across the NBA.

Eligibility

Employment Requirements

This is a Designated Security Assessed Position (DSAP) at Baseline. The successful applicant must be an Australian Citizen capable of obtaining and maintaining a security clearance at this level. A loss of security clearance may result in termination of employment.

The NBA expects that all employees will perform their duties professionally and respectfully to achieve outcomes of the highest standard, and that this performance will reflect the best principles and practices of workplace diversity, workplace participation and a safe working environment.

A merit pool of suitable applicants will be established which may be used to fill ongoing vacancies of same or similar vacancies for 18 months from the date this vacancy was advertised in the Australian Public Service Employment Gazette.

RecruitAbility

The RecruitAbility scheme applies to this vacancy. The National Blood Authority is committed to supporting the employment and career development of people with disability. More information on the RecruitAbility scheme can be found at APSC Recruitability Scheme homepage.

Notes

Working in the NBA

All NBA officers are expected to actively and willingly participate in high level, organisation-wide responsibilities and administrative support activities. Officers are required to operate flexibly and exercise higher order leadership skills as well as directly undertake lower order independent work when necessary to get the job done.

This reflects the nature of the NBA as a relatively small, specialist Agency and our limited capacity to backfill vacant positions for short periods within the limits of available finance and human resources. Having regard to the flexible work requirements outlined above, the duties and responsibilities in this Job Description are subject to change and may be modified at any time for operational requirements.

What we will offer you

The National Blood Authority provides a number of benefits to its staff including:

- Generous superannuation scheme with up to 15.4% employer contributions
- A variety of leave options, including 4 weeks annual leave
- Options for flexible working arrangements to assist you to maintain your work-life balance
- A healthy lifestyle assistance payment that benefit employees and promotes a work environment that supports health through wellbeing
- Support to develop your capability based on individualised career goals
- Access to an Employee Assistance Program (EAP).

About the National Blood Authority

The National Blood Authority (NBA) is an Australian Government statutory Agency whose role is to work in a collaborative manner with all Australian governments and blood sector stakeholders to ensure Australia's blood supply is safe, secure, adequate and affordable, and to support best practice management and use of blood products in Australia

To Apply

Position Contact	Sandra Cochrane, 02 6151 5005
Agency Recruitment Site	https://blood.gov.au/current-vacancies

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Health

Vacancy VN-0740739

National Blood Authority

Closing Date:Sunday 12 May 2024

National Blood Authority
Commercial Blood Products and Business Services People and Communications

Job Title	Human Resources Officer
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	$78,906 - $83,324
Classification	APS Level 4
Position Number	20044156
Agency Website	www.blood.gov.au

Job Description

https://blood.gov.au/current-vacancies

Who We Are

The National Blood Authority (NBA) is an Australian Government statutory agency whose role is to work in a collaborative manner with all Australian governments and blood sector stakeholders to ensure Australia's blood supply is safe, secure, adequate, and affordable.

We manage and coordinate arrangements for the supply of blood, blood products and blood services in Australia. Under the national blood arrangements, our role is to deliver an uninterrupted supply of blood and blood products to Australians in need.
Being a small agency, employees at the NBA are in a unique position to influence decisions and outcomes for the blood sector and seeing the positive impacts of their work on users of blood products, blood related products and blood related services.
The NBA office is located on Northbourne Avenue in Lyneham and has recently undergone renovations to allow for modern, comfortable office space with the technology needed to collaborate effectively. The office is serviced by the Macarthur Avenue Light Rail stop and has onsite parking available.

The Team

The People and Communications team is a small team made up of cross-skilled HR and communications professionals. We are responsible for the management of Human Resources (HR), communications and learning and development functions, and for the delivery of associated activities across the NBA. As a member of our team, you will have the opportunity to broaden your expertise as you will work across multiple functions.

Duties

The Role

As a Human Resources Officer you will provide support to the team and undertake administrative duties across all of the HR functions, including recruitment activities, onboarding new staff, maintaining HR data and process procurement activities. You will assist in mailbox management and responding to general stakeholder enquiries, coordinate and assist in preparing advice on a range of HR matters and contribute to HR projects. You will provide administrative support including preparing and maintaining procedural documentation, managing team calendars and meetings, and building strong internal and external relationships across the organisation.

Key Responsibilities

With an understanding of the dynamics of HR within a public sector context, the duties and responsibilities of this position will require you to:

1. Undertake a broad range of administrative duties related to recruitment, onboarding and offboarding, learning and development, performance management, work health and safety, pay and conditions and other HR functions
2. Coordinate information across the team and ensure personnel records are appropriately updated and maintained
3. Provide administration services in support of the NBA’s HR policies and programs and responding to HR enquiries
4. Assist and or manage small HR projects, correspondence and written material and to the development and implementation of best practice HR services to maximise organisational effectiveness
5. Assist the team with communication projects including website updates, promotion design material, assisting with conferences and events and general administrative support
6. Contribute and manage projects and activities and perform other duties and functions to support NBA priorities as required
7. Contribute to NBA’s organisational strategy and culture
8. Work in a collaborative manner as a member of a team and across the NBA.

Eligibility

Employment Requirements

This is a Designated Security Assessed Position (DSAP) at Baseline. The successful applicant must be an

Australian Citizen capable of obtaining and maintaining a security clearance at this level. A loss of security clearance may result in termination of employment.
The NBA expects that all employees will perform their duties professionally and respectfully to achieve outcomes of the highest standard, and that this performance will reflect the best principles and practices of workplace diversity, workplace participation and a safe working environment.
A merit pool of suitable applicants will be established which may be used to fill ongoing vacancies of same or similar vacancies for 18 months from the start date this vacancy was advertised in the Australian Public Service Employment Gazette.

RecruitAbility

The RecruitAbility scheme applies to this vacancy. The National Blood Authority is committed to supporting the employment and career development of people with disability. More information on the RecruitAbility scheme can be found at APSC Recruitability Scheme homepage.

Notes

Working in the NBA

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About the National Blood Authority

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To Apply

Position Contact	Louise O'Connor, 02 6151 5144
Agency Recruitment Site	https://blood.gov.au/current-vacancies

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Health

Vacancy VN-0740587

National Health and Medical Research Council

Closing Date:Sunday 05 May 2024

Various Various

Job Title	Grants Project Officer
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Canberra ACT, Melbourne VIC
Salary	$83,378 - $88,002
Classification	APS Level 5
Position Number	07/2024
Agency Website	https://www.nhmrc.gov.au/

Job Description

https://www.nhmrc.gov.au/about-us/careers

NHMRC is seeking experienced and high performing candidates to fill a variety of positions in roles supporting the delivery of grants administration. Roles and responsibilities may include involvement in pre and/or post award grants administration.

Our ideal candidate is well organised, has excellent time management, is highly reliable, is an effective communicator with good attention to detail, is quick to learn and comfortable working with a variety of people and within a team delivering quality customer service and administrative/secretariat support.

Grant Project Officers require sound communication and problem-solving skills, customer service experience, attention for detail and process-oriented thinking, ability to understand and follow work instructions and interrogate policy to provide a recommendation to an approver following standard process. They are quick to learn new processes and systems and demonstrate a willingness and ability to work as part of a team to achieve results and improve process.

Duties

Grants Project Officer - Research Administration

- Manage the receipt and assessment of EO applications, notifying applicants of assessment outcomes, recording and tracking documentation and communication

- Respond to general enquiries via phone and email
- Use NHMRC's grants management system to manage multiple grants post-award including grant payments, grant variations, grant reporting

Grants Project Officer - MRFF B

- Manage multiple grant opportunities under the MRFF, on behalf of the Department of Health and Aged Care
- Support the operational aspects of grant opportunities, such as responding to external stakeholder enquiries, interpreting policy, supporting eligibility and assessment and establishment of grants
- Manage and analyse data (including analysing grant application trends and peer reviewer membership requirements) to inform policy and process decisions

Grants Project Officer - Research Collaboration

- Assist with the management of the grant assessment process
- Provide secretariat support for Peer Review Panels and international meetings
- Use corporate databases to identify assessors for membership of Peer Review Panels and use the corporate IT system to support the work of Peer Review Panel members

The following will be highly regarded:

- Understanding of the research sector, particularly health and medical research
- Understanding of/experience with grant management or similar business/grant systems
- Previous grants management / project management experience
- Experience using Microsoft Suite applications
- Demonstrated willingness to adapt and learn new procedures, processes and systems.

For more information including the full list of duties please visit our careers portal

Core Capabilities
The successful candidate will demonstrate the following capabilities:

- Ability to build rapport and maintain strong stakeholder relationships with a variety of internal and external stakeholders
- Effective interpersonal and communication skills both written and oral
- Ability to resolve moderately complex enquiries from stakeholders and provide timely information and advice
- Critical thinking and problem solving skills to accurately identify, analyse and address and/or escalate issues
- Accountability for completion of allocated tasks, organising workflow, review of work and contribute to team goals
- Ability to work independently or as part of a team under general direction
- Ability to analyse data and present results for different audiences
- Reliability with efficient time management and organisation skills
- Ability to manage competing priorities and work cooperatively
- Perform work to a high level of accuracy with attention to detail
- Resilience and ability to adapt to changes in the workplace

How to apply
Align your responses with the job specific duties and core capability requirements, identify which role you are applying for and provide:

- An explanation of how your skills, knowledge and experience will be relevant to the role (no more than 750 words).
- As part of your application, you will also need to provide:
  - Current Resume
  - Contact details of two referees *(including your current supervisor/manager).*

Access the application form online via NHMRC's online recruitment system, eRecruit.
Submit your online application through the NHMRC Careers portal.

Applications close 11:30 PM AEST Sunday, 5 May 2024 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, and:

1. Be an Australian citizen and be able to provide evidence of this,
2. Provide the required documents and authorisation for the Document Verification Service* (DVS) in order to verify your identity.

*DVS is a national online system that allows the department to take information from your identity documentation and compare this against the corresponding record held by the document issuing agency. If you are successful in being offered a role, you will be required to provide the relevant documentation for the purpose of confirming your identity.

Notes

For further information contact:
Research Administration: Bridgette Ballico Bridgette.Ballico@nhmrc.gov.au
MRFF B and Research Collaboration: Kirilly Agnew Kirilly.Agnew@nhmrc.gov.au 02 6217 9308

About the National Health and Medical Research Council

The National Health and Medical Research Council (NHMRC) is Australia's leading Government agency managing investment in, and the integrity of, health and medical research. NHMRC funds research of the highest quality across the four pillars of biomedical, clinical, public health and health services research. It supports diversity of research and researchers across disciplines in universities, medical research institutes and hospitals, and fosters the career development of health and medical researchers. NHMRC supports the pursuit of an Australian health system that is research-led, evidence-based, efficient and sustainable. It drives the translation of health and medical research into clinical practice, policy and health systems and encourages the effective commercialisation of research discoveries. NHMRC maintains a strong integrity framework for research and guideline development, underpinning rigorous and ethical research and relevant and accurate guidelines, and promoting community trust. NHMRC also oversees national regulation of research using human embryos. An important part of NHMRC's activities is maintaining a leadership role in the development of public and environmental health and clinical advice designed to prevent illness, improve health, enhance clinical care and support the states and territories in achieving consistent standards. NHMRC is responsive to national health priorities, to researchers, to consumer needs and community perspectives and to the requirements and directions of government. NHMRC also works closely with the Department of Health to support delivery of Medical Research Future Fund grant opportunities.

To Apply

Position Contact	Kirilly Agnew, 02 6217 9308
Agency Recruitment Site	https://www.nhmrc.gov.au/about-us/careers

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Health

Vacancy VN-0740971

Organ and Tissue Authority

Closing Date:Wednesday 15 May 2024

Organ and Tissue Authority
Communications & Engagement

Job Title	Media and Public Relations Officer
Job Type	Full-Time, Ongoing
Location	Canberra ACT, Melbourne VIC
Salary	$94,737 - $106,878
Classification	APS Level 6
Position Number	20020020
Agency Website	https://donatelife.gov.au/

Job Description

https://www.donatelife.gov.au/work-us

The Organ and Tissue Authority (the OTA) is a small Commonwealth agency that leads the delivery of a national program, DonateLife, to increase organ and tissue donation rates in Australia. There are two areas of focus: increase the capability and capacity of the health system to maximise donation rates and build community awareness across Australia to promote organ and tissue donation. The program is delivered in close collaboration with state and territory governments, a network of DonateLife agencies across Australia, health clinicians and the community.

The Communications and Engagement team delivers innovative and effective communication, marketing, stakeholder and community engagement strategies to the Australian public. Through the DonateLife brand, the team's focus is building public awareness about organ and tissue donation and increasing the number of registered organ and tissue donors – which contributes to increasing the rates of organ and tissue donation in Australia. We achieve this by delivering a national communications and engagement strategy. The team is responsible for marketing, public relations, website management, social media, content, community and stakeholder engagement, education, partnerships and grants, media and issues management, internal communications, events, branding and design.

The Media and Public Relations Officer role drives the strategy and delivers key DonateLife media and public relations activities.

Duties

In this role you will:

- Develop and deliver the strategic planning, coordination, implementation, and execution of national public relations and media engagement (including supporting the annual DonateLife Week campaign)
- Oversee day-to-day proactive and reactive media and issues management including media liaison, key messaging, briefings, stakeholder coordination, and spokesperson management
- Provide media and public relations support and advice to media and communications advisors in the DonateLife Network
- Support the Marketing Lead with some annual community grants and multi-year strategic partnership grants with media and PR organisations, including building successful working relationships and supporting them to deliver grant activities and reports
- Support the agency to develop high-quality plain English PR, communication, media and stakeholder products for a range of audiences, working closely with marketing, digital, content and community engagement teams
- Identify issues and risks, reputation, and relationships as they arise in the public domain, developing issues briefs and briefing the Director, Communications and Engagement
- Build and manage strong and trusting relationships that foster collaboration with governments, key media, stakeholder groups, community members (often organ and tissue transplant recipients and donor families) and committees
- Support the procurement and management of external suppliers as needed, such as agency support and media monitoring expertise
- Deliver competing priorities to a high standard, bringing energy and drive to progressing work with a commitment to getting the job done, during a time of change
- Provide high-level, expert advice and support to the Director, Communications and Engagement team regarding PR, media, risk, stakeholder engagement activities where required
- Adhere to the APS Values, Code of Conduct and demonstrating capability in line with the APS Integrated Leadership System and Work Level Standards at the APS6 level.

Eligibility

To be successful in the role you will be able to demonstrate capability in line with the APS Integrated Leadership System and Work Level Standards at the APS6 level:

Relevant skills and experience

- Formal qualifications are highly regarded - a degree, diploma or post graduate diploma from an Australian tertiary institution or a comparable overseas qualification, with a major in public relations, communications, marketing or stakeholder engagement
- A minimum of 3 years' experience in a related role or communications discipline
- Have a proven ability to deliver and evaluate communication, public relations and stakeholder engagement strategies that achieve results.

Shapes strategic thinking

- Understands, supports and promotes the organisation's vision, mission, and business objectives
- Identifies the relationship between organisational goals and operational tasks
- Understands the work environment and initiates and develops team goals, strategies and work plans
- Identifies broader factors, trends and influences that may impact on the team's work objectives
- Maintains an awareness of the organisation and keeps self and others well informed on work issues and finds out about best practice approaches
- Identifies problems and works to resolve them
- Thinks laterally, identifies, implements and promotes improved work practices.

Achieves Results

- Possess excellent organisation and time management skills and the ability to manage competing priorities while maintain high work standards

- Be self-motivated with the ability to respond to urgent tasks, remain calm and adapt quickly to a changing environment
- Have innovative, creative thinking that allows you to think outside of traditional approaches to meet objectives and budget requirements
- Identify and communicate issues and make decisions with a focus on achieving key media and stakeholder engagement outcomes, often within challenging timeframes.

Supports productive working relationships

- Builds and sustains positive relationships with team members, stakeholders and clients
- Anticipates and is responsive to client and stakeholder needs and expectations
- Works collaboratively and operates as an effective team member
- Encourages the exploration of diverse views and harnesses the benefits of such views
- Treats people with respect and courtesy
- Provides constructive and regular feedback.

Displays personal drive and integrity

- Adopts a principled approach and adheres to the APS Values and Code of Conduct
- Acts professionally at all times and operates within the boundaries of organisational processes and legal and public policy constraints
- Takes personal responsibility for meeting objectives and progressing work
- Persists with, and focuses on achieving, objectives even in difficult circumstances
- Remains positive and responds to pressure in a calm manner
- Self-evaluates performance and seeks feedback from others
- Shows commitment to learning and self-development.

Communicates with influence

- Confidently presents messages in a clear, concise and articulate manner
- Seeks to understand the audience and tailors communication style and message accordingly
- Listens carefully to others and checks to ensure their views have been understood
- Anticipates and identifies relevant stakeholders' expectations and concerns
- Encourages the support of relevant stakeholders.

Notes

Please visit the employment page of our website for more information about the OTA, our recruitment processes and how to apply. Alternately, you can call the Contact Officer or send us an email.

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 Organ and Tissue Authority

The Organ and Tissue Authority (OTA), leads the implementation of the Australian Government's national program for increasing organ and tissue donation for transplantation. They work in partnership with the national DonateLife Network, state and territory governments, the donation and transplantation clinical sectors, eye and tissue banks, and the community. The OTA aims to increase the capability and capacity within the health system to maximise donation and transplant rates and to raise community awareness and stakeholder engagement with the goal of encouraging all Australians to make a decision to support organ and tissue donation.

To Apply

Position Contact	Brianna Elms, 0460 969 980
Agency Recruitment Site	https://www.donatelife.gov.au/work-us

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Home Affairs

Vacancy VN-0740604

National Emergency Management Agency

Closing Date:Sunday 05 May 2024

Media & Communication Media & Crisis Communications

Job Title	NEMA Senior Media Adviser
Job Type	Full-Time, Ongoing
Location	Various locations - ACT ACT, Various locations - QLD QLD
Salary	$91,305 - $102,606
Classification	APS Level 6
Position Number	JR 132082
Agency Website	https://nema.gov.au/about-us

Job Description

https://jobs.homeaffairs.gov.au/job-invite/132082/

National Emergency Management Agency:
National Emergency Management Agency (NEMA) was established on 1 September 2022 as a single, accountable Commonwealth authority that delivers a whole-of-nation approach to reducing disaster risk, planning, preparing for, responding to and recovering from all hazards across the emergency management continuum.

NEMA works closely with local communities as well as state and territory Governments to deliver the best outcome for communities across Australia. To help communities respond and recover, while preparing Australia for future emergencies, we:

- Fund programs and initiatives, big and small, that help communities in times of emergency, as well as to recover and prepare, including through disaster recovery funding and the Disaster Ready Fund to help reduce the risk and impact of disasters

- Work with communities, industry and non-government organisations by connecting local Regional Support Officers and other NEMA staff right around Australia, to share lessons learnt, provide awareness on navigating Government services, and gain community and industry-led ideas and concepts to inform strategic policy and planning
- Provide national leadership to share knowledge, situational awareness, and trends in disaster efforts to inform, guide and shape the national picture and decision-making at the Commonwealth, state and local Government level – including through policy development and strategy to improve risk reduction, resilience and recovery
- Provide round-the-clock all-hazards monitoring and operational coordination for domestic and international emergencies, including supply chain disruptions, critical infrastructure outages, biosecurity risks and widespread cyber-attacks, and through supporting preparedness and response activities, including through the operationalisation of the Australian Government Crisis Management Framework.

Overview of the Branch and Section:
The National Emergency Management Agency's (NEMA) Media, Communications and Engagement Branch provides expert public communication, internal and executive communication, stakeholder engagement and media advice to promote ministerial and Agency priorities, policies and programs. The Branch delivers all media management and external engagement functions including but not limited to; media support for Ministers and the Executive, social media, graphic design, video production, speechwriting, internal communication, external and strategic communication campaigns.
The Media and Crisis Communications team provides high level expertise and advice in media, crisis communications and public affairs to Agency senior leadership, and the offices of the Minister for Emergency Management and the Prime Minister. The position also provides day to day leadership of the Media and Crisis Communications team.

Duties

About the role:
As the Senior Media Adviser, Media and Crisis Communications you will provide media, crisis communications, public affairs advice and support for the Agency. You will have a proven ability to produce comprehensive strategies that are aligned with business outcomes, lead their successful execution, be hands on in the creation of content, and demonstrate how you use data to inform your approach.

You will work closely with your Media, Communication and Engagement Branch colleagues and across the Agency, including the offices of the Coordinator-General and Deputy Coordinators-General. You will maintain strong connections across the Agency and with key external stakeholders, including the office of the Minister for Emergency Management, other Commonwealth Ministers, state and territory government departments and members of the media. As such, you will have sound communication and interpersonal skills, which will allow you to engage effectively with stakeholders from a variety of backgrounds and levels of seniority.

You must be able to participate in the Media, Communications and Engagement Branch on call roster, and be willing to be recalled at short notice to meet operational needs. You must be able to undertake interstate travel and at times you may also be required to work from the Australian Government's National Situation Room.

At times staff within NEMA may be required to work outside of standard business hours, particularly during the high-risk weather season.

Our ideal candidate:
Our ideal candidate will have:

- Previous experience as a journalist and/or in government media and communications roles
- A key aspect of the role is to have demonstrated skills and experience in media, crisis communications and/or public affairs, including the development of strategic messaging, media releases, responses and talking points and understanding the specific needs of different mediums (i.e. online, broadcast and traditional print)
- You must be able to produce to a very high standard content which is audience and channel appropriate
- You will need to demonstrate your ability to work in a fluid and fast-paced environment including during a crisis. You must be able to manage multiple priorities and be resilient,

responsive and flexible. You must be able to think on your feet and work under limited direction.

We encourage applications from First Nations people, people with disability, LGBTQIA+ people, people from culturally and linguistically diverse backgrounds, mature age people and people from other diverse backgrounds. We are committed to providing a working environment that values diversity and inclusion and supports staff to reach their full potential.

Specific duties/responsibilities:

- Leading projects and supporting team members to ensure timely delivery of high quality materials
- Project managing strategies and associated materials, delivering impactful outcomes within tight deadlines
- High level written and verbal communication skills to write and edit content
- Engaging and collaborating with team members and senior colleagues to identify or understand concerns and develop solutions that are suitable to the Agency
- Providing communications advice and support in a fast-paced and rapidly evolving crisis situation.

Role requirements/qualifications:

- A Degree in Media, Communications, Public Relations, Journalism or related discipline is desirable.

Eligibility

To be eligible to work with the NEMA you must:

- Be an Australian Citizen
- Fulfil the Agency’s minimum requirements by satisfactorily answering all screening questions during the application process
- Obtain and maintain the required AGSVA clearance
- Satisfy a probation period
- Undergo a health assessment (if applicable).

Notes

Remuneration: The Agency offers an attractive remuneration package, including salary, superannuation benefits and flexible working conditions appropriate to the level of the position.

If you have identified as having a disability, please indicate whether you require any support throughout the selection process. For further information please contact Recruitment.

If you will not have access to your agency email during the process of this requisition, please advise the contact officer and provide alternate contact information.

RecruitAbility applies to this vacancy. Under the RecruitAbility scheme you will be invited to participate in further assessment activity for the vacancy if you choose to apply under the scheme; declare you have a disability; and meet the minimum requirements for the job. For more information visit: https://www.apsc.gov.au/recruitability

About the National Emergency Management Agency

Who we are: NEMA works closely with local communities as well as state and territory governments to deliver the best outcome for communities across Australia. To help communities respond and recover, while preparing Australia for future emergencies, we: •

fund programs and initiatives, big and small, that help communities in times of emergency, as well as to recover and prepare, including through disaster recovery funding and the Disaster Ready Fund to help reduce the risk and impact of disasters; • work with communities, industry and non-government organisations by connecting local Regional Support Officers and other NEMA staff right around Australia, to share lessons learnt, provide awareness on navigating government services, and gain community and industry-led ideas and concepts to inform strategic policy and planning; • provide national leadership to share knowledge, situational awareness, and trends in disaster efforts to inform, guide and shape the national picture and decision-making at the Commonwealth, state and local government level – including through policy development and strategy to improve risk reduction, resilience and recovery; and • provide round-the-clock all-hazards monitoring and operational coordination for domestic and international emergencies, including supply chain disruptions, critical infrastructure outages, biosecurity risks and widespread cyber-attacks, and through supporting preparedness and response activities, including through the operationalisation of the Australian Government Crisis Management Framework.

To Apply

Position Contact	Hayley Rorke, 0447 047 221
Agency Recruitment Site	https://jobs.homeaffairs.gov.au/job-invite/132082/

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Industry, Science, Energy and Resources

Vacancy VN-0740619

Australian Nuclear Science and Technology Organisation

Closing Date:Sunday 12 May 2024

Nuclear Science and Technology
Aust Synchrotron Operations and Science Science

Job Title	Beamline Group Manager - Scattering
Job Type	Full-Time, Ongoing
Location	Lucas Heights NSW
Salary	$143,000 - $161,000
Classification	
Position Number	PD -1911
Agency Website	https://www.ansto.gov.au/about/what-we-do

Position Overview

- Ongoing | Full Time | $143,563 - $161,410k +15.4% super
- Clayton, Victoria location
- Exciting and challenging opportunity to lead the Scattering Beamline Group at one of Australia's landmark scientific facilities

About the Opportunity

The Scattering beamline group at the Australian Synchrotron currently seeks a motivated and driven Group Manager to oversee the Scattering Beamlines. This opportunity will allow you to lead and guide the staffing, operation, and advancement of synchrotron beamlines within your designated group while making substantial contributions to research, industry engagement, and outreach efforts.

The Beamline Group Manager - Scattering, will manage and lead the Small Angle X-ray Scattering / Wide Angle X-ray Scattering (SAXS/WAXS) and the Biological Small Angle X-ray Scattering (BioSAXS) beamlines at the Australian Synchrotron. Reporting to the Senior Principal Scientist, the role has significant input into scientific development at the Australian Synchrotron through strategic planning and coordination.

This position is central to ensuring effective interactions and resourcing across this specific beamline group, as well as excellent engagement with other members of the Science Team and other operational teams. This role is an exciting opportunity to be a catalyst in cultivating a work environment that prioritises excellence, innovation, productivity, teamwork, and collaboration amongst your colleagues at ANSTO.

About You

In this role, you will lead and manage the Scattering Beamline Group within the Australian Synchrotron Science division, providing leadership, management and scientific direction. This role is pivotal to ensuring effective interactions and resource allocation within the beamline group and fostering strong collaborations with other teams across the facility. You will be required to manage and grow the scientific capabilities and techniques of the beamlines within the specific beamline group, and apply expert knowledge to enable the best possible scientific outcomes. You will be responsible to deliver high-quality, cost-effective user-service, research and industry outcomes whilst also empowering beamline group staff by mentoring them to achieve personal career advancement and organisational objectives.

“This role requires excellent coordination and management skills, a strong people-focus, and the capacity to work collaboratively across multiple teams. The position provides leadership, governance and guidance across the Science function and they will play an important role in engagement and outreach with our Scientific Community.” ***Acting Senior Principal Scientist, Dr Danielle Martin***

In order to solve great challenges, we need great minds and great teams. At ANSTO, we understand that diverse teams produce better outcomes and we value the merit that a diverse perspective can bring to our team. We strongly encourage people from diverse backgrounds to apply for our roles, including Aboriginal and Torres Strait Islander people, primary carers, those

with a disability, and women in STEM. ANSTO is a charter member of the Science in Australia Gender Equity (SAGE) initiative and is proudly taking action to create a gender-inclusive workforce.

Duties

Your Duties and Responsibilities

- Lead and manage a beamline group within the Science Team to deliver high-quality user-service, research and industry outcomes.
- Initiate and conduct leading-edge research which increases beamline demand and standing. Coordinate research activities that lead to scientific capability development.
- Participate in professional forums, steering committees, and other professional associations. Use networks to collaborate with national and international scientists.
- Monitor and report on the science, research and operations activities of the beamline group according to overall research strategies and relevant performance metrics.
- Manage, coach and mentor the beamline group staff. Foster a culture of high performance that encourages innovation, improves productivity, and promotes teamwork and collaboration.
- Lead and manage safe working practices, policies, and processes across the beamline group, the facility, and within ANSTO.

Please click here to view the Position Description.

Eligibility

About Us

ANSTO employees are passionate about what they do. We enjoy being part of an organisation making a difference in the lives of Australians.

We support and reward our employees through eligibility for:

- Training, development and mentoring opportunities
- Performance based salary increases
- Work-life balance with generous leave entitlements and flexible conditions

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How to Apply

For further technical information relating to this position please refer to the Position Description or contact Dr Danielle Martin on +61 (03) 8540 4167. For all other queries please contact Talent Acquisition on +61 (02) 9717 3359.

To be eligible for appointment, applicants will require a security and pre-employment medical assessment.

Application closing date: 12 May 2024 at 11:59pm

Australian Citizens Preferred

Notes

About the Australian Nuclear Science and Technology Organisation

The Australian Nuclear Science and Technology Organisation, (ANSTO) is the home of Australia's most significant landmark and national infrastructure for research. Thousands of scientists from industry and academia benefit from gaining access to state-of-the-art instruments every year. To find solutions ANSTO operates much of Australia's landmark infrastructure including one of the world's most modern nuclear research reactors, OPAL; a comprehensive suite of neutron beam instruments; the Australian Synchrotron; the National Imaging Facility Research Cyclotron; and the Centre for Accelerator Science.

To Apply

Position Contact	Dr Danielle Martin, (03) 8540 4167
Agency Recruitment Site	https://careers.ansto.gov.au/

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Industry, Science, Energy and Resources

Vacancy VN-0740621

Australian Nuclear Science and Technology Organisation

Closing Date:Sunday 12 May 2024

Nuclear Science and Technology
Aust Synchrotron Operations and Science Science

Job Title	Beamline Group Manager - Microscopy
Job Type	Full-Time, Ongoing
Location	Lucas Heights NSW
Salary	$143,000 - $161,000
Classification	
Position Number	PD-1911
Agency Website	https://www.ansto.gov.au/about/what-we-do

Job Description

https://careers.ansto.gov.au/

Position Overview

- Ongoing | Full Time | $143k - $161k +15.4% super
- Clayton, Victoria location
- Exciting and challenging opportunity to lead the Microscopy Beamline Group at one of Australia's landmark scientific facilities

About the Opportunity

The Microscopy beamline group at the Australian Synchrotron currently seeks a motivated and driven Group Manager to oversee the Microscopy Beamlines. This opportunity will allow you to lead and guide the staffing, operation, and advancement of synchrotron beamlines within your designated group while making substantial contributions to research, industry engagement, and outreach efforts.

The Beamline Group Manager - Microscopy, will manage and lead the Infrared Microspectroscopy (IRM), Terahertz (THz) and the X-ray Fluorescence Microscopy (XFM) beamlines at the Australian Synchrotron. The role will also be responsible for the management of the BRIGHT Nanoprobe beamline once the construction phase has been completed. Reporting to the Senior Principal Scientist, the role has significant input into scientific development at the Australian Synchrotron through strategic planning and coordination.

This position is central to ensuring effective interactions and resourcing across this specific beamline group, as well as excellent engagement with other members of the Science Team and

other operational teams. This role is an exciting opportunity to be a catalyst in cultivating a work environment that prioritises excellence, innovation, productivity, teamwork, and collaboration amongst your colleagues at ANSTO.

About You

In this role, you will lead and manage the Microscopy Beamline Group within the Australian Synchrotron Science division, providing leadership, management and scientific direction. This role is pivotal to ensuring effective interactions and resource allocation within the beamline group and fostering strong collaborations with other teams across the facility. You will be required to manage and grow the scientific capabilities and techniques of the beamlines within the specific beamline group, and apply expert knowledge to enable the best possible scientific outcomes. You will be responsible to deliver high-quality, cost-effective user-service, research and industry outcomes whilst also empowering beamline group staff by mentoring them to achieve personal career advancement and organisational objectives.

“This role requires excellent coordination and management skills, a strong people-focus, and the capacity to work collaboratively across multiple teams. The position provides leadership, governance and guidance across the Science function and they will play an important role in engagement and outreach with our Scientific Community.” ***A/Senior Principal Scientist, Dr Danielle Martin***

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Duties

Your Duties and Responsibilities

- Lead and manage a beamline group within the Science Team to deliver high-quality user-service, research and industry outcomes.
- Initiate and conduct leading-edge research which increases beamline demand and standing. Coordinate research activities that lead to scientific capability development.
- Participate in professional forums, steering committees, and other professional associations. Use networks to collaborate with national and international scientists.
- Monitor and report on the science, research and operations activities of the beamline group according to overall research strategies and relevant performance metrics.
- Manage, coach and mentor the beamline group staff. Foster a culture of high performance that encourages innovation, improves productivity, and promotes teamwork and collaboration.
- Lead and manage safe working practices, policies, and processes across the beamline group, the facility, and within ANSTO.

Please click here to view the Position Description. **Eligibility**

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How to Apply

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To be eligible for appointment, applicants will require a security and pre-employment medical assessment.

Application closing date: 12 May 2024 at 11:59pm

Australian Citizens Preferred

Notes

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To Apply

Position Contact	Dr Danielle Martin, (03) 8540 4167
Agency Recruitment Site	https://careers.ansto.gov.au/

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Industry, Science, Energy and Resources

Vacancy VN-0740636

Australian Nuclear Science and Technology Organisation

Closing Date:Saturday 18 May 2024

Nuclear Science and Technology
Aust Synchrotron Operations and Science Science

Job Title	Beamline Scientist XAS
Job Type	Full-Time, Non-Ongoing
Location	Lucas Heights NSW
Salary	$107,000 - $120,000
Classification	
Position Number	PD-2216
Agency Website	https://www.ansto.gov.au/about/what-we-do

Job Description

https://careers.ansto.gov.au/

Position Overview

- 2 Year Fixed Term I Full-time I Possibility for ongoing employment
- Salary $107k - $120k +15.4% super
- Clayton, Victoria location
- Exciting and challenging opportunity to apply your interpersonal and professional skills and expertise at one of Australia’s landmark scientific facilities

- Play a key role in supporting and fostering a vibrant community of scientists, researchers, and industry

About the Opportunity

We are excited to offer you a great opportunity to use your strong team and interpersonal skills, creativity, and interest in scientific kit by becoming a valued member of our diverse team of scientists at the X-ray Absorption Spectroscopy Beamline within the Spectroscopy Group of ANSTO’s Australian Synchrotron.

The Spectroscopy Group comprises four beamlines: X-ray Absorption Spectroscopy (XAS), Medium-Energy XAS (2), and Soft X-ray Spectroscopy. This position focuses primarily on XAS, offering significant opportunities to engage with other capabilities and make meaningful contributions to the entire team and the broader facility.

Within the XAS team, you will have the chance to collaborate with scientists, researchers, and industry partners across a wide array of disciplines, providing them with unique opportunities to innovate using cutting-edge scientific technology.

Our team is committed to providing expert guidance, service, and promoting safe working practices to all user groups and clients. We also prioritise building inclusive communities and fostering productive relationships. Collaboration and effective communication are core values for us, and we are dedicated to engaging with the community to showcase the impact of our scientific achievements through compelling stories.

Additionally, we provide opportunities for professional development and learning to support your growth and career development.

About You

This role is ideal for you if you enjoy engaging with people, being hands-on, continuous learning, and working collaboratively.

In this position, we will support you to develop your knowledge of the capabilities, techniques, and instrumentation within the Spectroscopy Group. Together we will contribute to scientific outcomes to benefit people and the environment.

Your insights are important to us and will contribute to developing our teams and the organisation.

Duties

Your Duties and Responsibilities

Duties and responsibilities include, but are not limited to:

- Provide scientific and technical support, advice and training to national and international synchrotron beamline users of the Spectroscopy Group (with some focus on the XAS beamline).
- Develop and apply knowledge of industry best practice and technology to contribute to development of the synchrotron beamline and associated facilities. Contribute expertise and knowledge to the development of plans and processes for the installation of new capabilities and facilities.
- Work collaboratively and share scientific expertise to positively contribute to the science and research culture at ANSTO.
- Engage with staff and with the scientific community to develop a thriving synchrotron research community.
- Undertake research which increases own capacity for beamline use and understanding and which improves scientific visibility of the profile and facilities of the Australian Synchrotron.
- Highlight the impact and benefits of the facility to the scientific community, external stakeholders, and general audiences at the local and international level.

Please click here to view the Position Description. **Eligibility**

Selection Criteria

Qualifications, skills and experience (assessed at application and interview stage)

(In your application, please include a written response to the following seven selection criteria (up to approximately 600 words).)

Applicants will be required to meet the qualifications and expertise requirements for their application to be considered further.

- PhD in a relevant field of Science (e.g., Earth Science, Chemistry, Materials Science, Biology, Physics, etc). [Essential]
- Post-doctoral or equivalent experience in a relevant area of research. [Desirable]
- Hands-on experience with, and a good understanding of, X-ray techniques, synchrotron methods, and/or analytical instrumentation. [Essential]
- Excellent interpersonal and communication skills to work collaboratively and willingly share knowledge and information with colleagues, users and other stakeholders. [Essential]
- Strong customer focus. [Essential]
- Experience in a user-, teaching, or service-based environment supporting clients. [Desirable]
- Demonstrated ability to produce scientific or research outcomes. [Essential]

Professional skills and personal attributes (assessed at interview stage)

- Personal qualities that will add value to a diverse team. [Essential]
- Ability to work independently and able to plan and manage time to meet deadlines and objectives [Essential]

- Initiative and drive, and the ability to learn and solve problems in both supervised and unsupervised situations. [Essential]
- Ability to train and teach others [Essential]
- Strong organisational skills and ability to follow procedures and guidelines. [Essential]
- Good technical and instrumentation skills. Experience with programming or scientific computing. [Desirable]

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Benefits of Working with Us

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- Performance based salary increases
- Work-life balance with generous leave entitlements and flexible conditions

If you want to join a world class organisation that's making a difference in the lives of Australians, apply now!

How to Apply

Please include in your application a CV, Cover Letter, and Response to Selection Criteria.

For further technical information relating to this position please refer to the Position Description or contact Emily Finch (03 8540 4139) or Peter Kappen (03 8540 4230). For all other queries please contact Talent Acquisition on (02) 9717 3359.

To be eligible for appointment, applicants will require a security and pre-employment medical assessment.

Application closing date: 18 May 2024 at 11.59pm

Applicants must be Australian Citizens

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Notes

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To Apply

Position Contact	Peter Kappen, (03 8540 4230)
Agency Recruitment Site	https://careers.ansto.gov.au/

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Industry, Science, Energy and Resources

Vacancy VN-0740759

Australian Nuclear Science and Technology Organisation

Closing Date:Sunday 26 May 2024

Commercial Products Services
ANSTO Commercial Support Innovation

Job Title	Community Engagement Coordinator
Job Type	Full-Time, Non-Ongoing
Location	Lucas Heights NSW
Salary	$89,000 - $101,000
Classification	
Position Number	PD-2461
Agency Website	https://www.ansto.gov.au/about/what-we-do

Job Description *https://careers.ansto.gov.au/*

Position Overview

- 3 Year - Fixed Term | Full Time | $89k - $101k + 15.4% super
- Sutherland Shire location I Health & Wellbeing Programs I Generous leave provisions
- Great Opportunity to join ANSTO and be immersed in interesting and inspiring work
- Play a pivotal role in cultivating a vibrant and collaborative community

About the Opportunity

The Community Engagement Coordinator plays a pivotal role in cultivating a vibrant and collaborative community within nandin, ANSTO's Innovation Centre. The position focuses on connecting startups, industry, mentors, students, and other stakeholders with ANSTO to foster meaningful connections. The role also will coordinate a variety of events to enhance the overall experience of our community members.

About You

"We're seeking a team member who shares our enthusiasm for innovation and fostering meaningful connections. If you're ready to embark on a journey of creativity, collaboration, and impact, we invite you to join us in shaping the future of nandin, ANSTO's Innovation Centre." - **Dr Carol Azzam Mackay, Design and Innovation Manager**

Duties

Your Duties and Responsibilities

- **Community Engagement:** develop and nurture a positive and inclusive culture conducive to innovation and collaboration. Act as a liaison within the nandin community (Innovation Team, broader ANSTO, business/startup members, mentors, industry, students) to facilitate communication.
- **Nandin Membership**: coordinate the monthly nandin membership program, including scheduling seminars, mentoring sessions, and social events. Provide logistical and administrative support to the delivery of innovation programs

- **Networking and Events**: plan, organise, and execute a diverse range of events. Facilitate networking opportunities, discussions, and activities that enhance community engagement.
- **Communication:** Support the development of engaging communications content (newsletters, social media) in collaboration with the ANSTO Communications Team. Utilise various channels to keep community members informed and engaged and showcase the nandin Innovation Centre
- **Partnerships and Collaboration:** Identify and engage with external partners that contribute to events, as well as the growth and enrichment of the ANSTO innovation community

Please click here to view the Position Description.
Eligibility

About Us

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Benefits of Working with Us

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We support and reward our employees through eligibility for:

- Training, development and mentoring opportunities
- Performance based salary increases
- Work-life balance with generous leave entitlements and flexible conditions

If you want to join a world class organisation that's making a difference in the lives of Australians, apply now!

How to Apply

For further technical information relating to this position please refer to the Position Description or contact Carol Azzam Mackay on (02) 9717 9078 For all other queries please contact Talent Acquisition on (02) 9717 3740.

To be eligible for appointment, applicants will require a security and pre-employment medical assessment.

Application closing date: 26 May 2024 at 11:59pm

All applicants must be Australian citizens.

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To Apply

Position Contact	Carol Azzam Mackay, (02) 9717 9078
Agency Recruitment Site	https://careers.ansto.gov.au/

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Industry, Science, Energy and Resources

Vacancy VN-0740942

Australian Nuclear Science and Technology Organisation

Closing Date:Monday 06 May 2024

Nuclear Safety, Security & Stewardship
Nuclear Stewardship Nuclear Forensics

Job Title	Scientist, Materials Analyst
Job Type	Full-Time, Non-Ongoing
Location	Lucas Heights NSW
Salary	$89,987 - $101,031
Classification	
Position Number	1234
Agency Website	https://www.ansto.gov.au/about/what-we-do

Job Description

https://careers.ansto.gov.au/

Position Overview

- Fixed Term until 30.6.25 | Full Time | $89k - $101k +15.4% super
- Childcare on site | Sporting facilities | Community based environment
- Sutherland Shire I Work/life balance | Inclusive employer that values diversity
- Great opportunity to apply your expertise in analytical instrumentation techniques to a unique discipline of science

About the Opportunity

The Scientist, Bulk Materials Analysis will provide expertise in analytical chemistry, radiochemistry, geochemistry, or materials characterisation, to support nuclear forensic capability extension projects. The position contributes scientific knowledge to ensure the trusted advice and specialised services provided by Nuclear Forensics meet user requirements.

You will have excellent communication skills to build strong working relationships with our internal and external stakeholders. Your willingness to develop improved processes and procedures while adhering to safety and security requirements will achieve the high quality outputs required of the position.

About You

"Looking for an experienced, meticulous chemist/radiochemist/materials scientist/geochemist with expertise in an analytical instrument technique to engage in operationally driven science for a variety of stakeholders. This position presents a new challenge for the successful applicant will who have the unique opportunity to develop their profile in the discipline of nuclear forensic science". **Liz Keegan - Science Program Manager, Bulk Material Analysis**

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How to Apply

For further technical information relating to this position please refer to the Position Description or contact Liz Keegan on 0472 836 508. For all other queries please contact Talent Acquisition on +61 (02) 9717 9361.
To be eligible for appointment, applicants will require a security and pre-employment medical assessment.

Application closing date: 6th May 2024 at 11:59 pm

All applicants must be Australian citizens.

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Duties

Your Duties and Responsibilities

- Apply scientific knowledge and technical expertise to the planning, undertaking and reporting of operational and capability extension projects to maintain and strengthen ANSTO’s Nuclear Forensic capability.
- Provide technical guidance and support to technical staff within the Nuclear Forensics team with the aim of building team capabilities.
- Provide scientific knowledge to ensure the trusted advice and specialised service provided by the Nuclear Forensic capability area meet customer requirements.
- Contribute to the planning and undertaking of experimental work, including assessing and interpreting experimental results, to meet group requirements.

Please click here to view the Position Description or click "Apply Now" to view.

Eligibility
Notes

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To Apply

Position Contact	Liz Keegan, 0472 836 508
Agency Recruitment Site	https://careers.ansto.gov.au/

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Industry, Science, Energy and Resources

Vacancy VN-0740647

Commonwealth Scientific and Industrial Research Organisation (CSIRO)

Closing Date:Thursday 02 May 2024

Job Title	HSE Advisor
Job Type	Full-Time, Ongoing
Location	Black Mountain ACT
Salary	-
Classification	
Position Number	96641
Agency Website	http://www.csiro.au

Job Description *https://jobs.csiro.au/job/Canberra%2C-ACT-Executive-Officer-Research-Operations/940258110/*

Acknowledgement of Country

CSIRO acknowledges the Traditional Owners of the land, sea and waters, of the area that we live and work on across Australia. We acknowledge their continuing connection to their culture and pay our respects to their Elders past and present. View our vision towards reconciliation

Child safety

CSIRO is committed to the safety and wellbeing of all children and young people involved in our activities and programs. View our Child Safe Policy.

The opportunity

- **Enable world class science to occur safely**
- **Provide HSE services to drive a safety-first culture**
- **Contribute to meaningful work at Australia's National Science Agency**

Join the Health, Safety and Environment (HSE) team at CSIRO, where we partner with all levels of the organisation to make HSE personal. We are a future-focussed team that provides leading-edge development and delivery of HSE programs to improve CSIRO's HSE culture.

We are seeking a HSE Advisor to support our Black Mountain site and deliver HSE services regionally. As our new HSE Advisor, you'll provide technical, administrative, and practical support to research staff, affiliates, leadership teams and a range of other stakeholders, while collaborating with the broader, nation-wide HSE team.

If you're passionate about enhancing HSE and well-being culture, excel at building relationships and possess strong communication skills, we want to hear from you.

Expand your HSE career and join us in solving Australia's greatest challenges through science and technology - apply now.

Duties

- Supporting the implementation of CSIRO's HSE strategy through the planning and delivery of priority HSE activities and initiatives, with a focus on organisational consistency across the CSIRO sites.
- Contributing to HSE projects and positively challenging the status quo in an effort to influence continual HSE improvement.
- Developing and maintaining strong relationships with site work groups, understanding their unique HSE needs and making recommendations to guide management decisions.
- With limited guidance, developing and reviewing policies, procedures and systems and offering solutions to challenging HSE issues in partnership with relevant work groups.
- Contributing to a cohesive, collaborative and innovative HSE team and providing hands-on HSE practical support to operational staff.

- Coaching and educating staff through knowledge sharing across relevant organisational teams, utilising best practice and communities of practice to enhance the overall HSE performance.
- Other duties as directed.

Location: Black Mountain, ACT. Flexible working arrangements available

Salary: AU$93k - AU$105k pa plus up to 15.4% superannuation

Tenure: Indefinite, Full-time

Reference: 96641

To be considered you will need:

- Relevant trade certificate/diploma/bachelor's degree or equivalent relevant work experience in Health, Safety & Environment, Risk Management or related field.
- Demonstrated ability to collaborate with other teams across HSE and specific stakeholders to build the desired culture and strong relationships, with the ability to adapt to changing environments and challenges in the interests of achieving team objectives.
- Proven experience understanding stakeholder priorities as well as leveraging and contributing to HSE teams in the design, delivery and implementation of communication strategies (written and verbal – e.g. training) to deliver consistent messaging across the organisation.
- Extensive experience in leading and participating in ongoing knowledge transfer across HSE teams and stakeholders and providing support and direction for others in the team by coaching and supporting staff and fostering open communication and strong collaboration.
- Proven ability in interpreting legislation and regulatory standards, as well as other information, to proactively identify problems and appropriately respond to issues.

For full details about this role please review the Position Description

Eligibility

Applications for this position are open to Australian/New Zealand Citizens and Australian Permanent Residents. Appointment to this role is subject to provision of a national police check and may be subject to other security/medical/character requirements.

Notes

Flexible working arrangements

We work flexibly at CSIRO, offering a range of options for how, when and where you work.

Diversity and inclusion

We are working hard to recruit people representing the diversity across our society, and ensure that all our people feel supported to do their best work and feel empowered to let their ideas flourish.

About CSIRO

At CSIRO Australia's national science agency, we solve the greatest challenges through innovative science and technology. We put the safety and wellbeing of our people above all else and earn trust everywhere because we only deal in facts. We collaborate widely and generously and deliver solutions with real impact.

CSIRO is committed to values-based leadership to inspire performance and unlock the potential of our people.

Join us and start creating tomorrow today!

How to apply

Please apply on-line and provide a cover letter and CV that best demonstrate your motivation and ability to meet the requirements of this role.

Applications close

2nd May 2024, 11:00pm AEST

About the Commonwealth Scientific and Industrial Research Organisation (CSIRO)

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To Apply

Position Contact	Sheridan Gerrard, 1300 984 220
Agency Recruitment Site	https://jobs.csiro.au/job/Canberra%2C-ACT-Executive-Officer-Research-(

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Industry, Science, Energy and Resources

Vacancy VN-0740837

Commonwealth Scientific and Industrial Research Organisation (CSIRO)

Closing Date:Monday 06 May 2024

Job Title	Project Officer - Capital Works
Job Type	Full-Time, Non-Ongoing
Location	Canberra ACT
Salary	$93,000 - $105,000
Classification	
Position Number	94803
Agency Website	http://www.csiro.au

Job Description

https://jobs.csiro.au/job/Canberra%2C-ACT-Project-Officer-Capital-Works/945820010/

Acknowledgement of Country

CSIRO acknowledges the Traditional Owners of the land, sea and waters, of the area that we live and work on across Australia. We acknowledge their continuing connection to their culture and pay our respects to their Elders past and present. View our vision towards reconciliation

Child Safety

CSIRO is committed to the safety and wellbeing of all children and young people involved in our activities and programs. View our Child Safe Policy.

The Opportunity

- **Support the planning and delivery of capital work projects at CSIRO**
- **Join a collaborative team in a flexible work environment**
- **Enable world class science to operate smoothly**

CSIRO Business & Infrastructure Services (CBIS) is chartered with managing the services, maintenance and operation of all CSIRO's scientific and research facilities. We have an exciting opportunity for a Project Officer – Capital works to join our team.

As the Project Officer, you'll support the planning and delivery of capital works projects across the agency. You'll support projects nationally, ensuring their delivery is consistent and transparent, especially in the areas of reporting, budget, and timing.

You'll participate in a diverse range of project activities, working closely with key stakeholder groups to deliver leading edge project outcomes. These projects are undertaken in a complex environment, with a focus on whole of life capital and operating costs.

Contribute your strong project experience to make an impact in your next role at CSIRO and apply now.

Duties

Your duties will include:

- Supporting the CBIS Project Managers to plan and deliver capital works and support projects nationally, on time, on budget, and fit for purpose.
- Reviewing financial reports to ensure project budgets are realistic and on track for delivery and to ensure that expenditure is assigned correctly.
- Assisting CBIS Project Managers with invoice and purchase order management including contract variations and reporting to Strategic Procurement.
- Working with CBIS Project Managers on the administrative aspects of projects including document management and reporting within a predetermined project structure and finally transferring documentation to the CSIRO Contents Manager Records system.
- Assisting in the preparation of reports and papers for consideration by project governance committees and the CSIRO Executive.
- Developing productive relationships with internal and external stakeholders to enhance project outcomes utilising strong relationship, collaboration and influencing skills and experience
- Other duties as directed.

Location: Black Mountain, ACT

Salary: AU$93k - AU$105k pa plus up to 15.4% superannuation

Tenure: Specified term of 2 years, Full-time

Reference: 94803

To be considered you will need:

- Demonstrated ability to work independently in a complex environment with multiple stakeholders and work to achieve outcomes within agreed timeframes
- Experience in financial and budget management, particularly in the planning and successful delivery of project objectives.
- Demonstrated understanding of project management methodologies, contract management, health and safety legislation, and Commonwealth Procurement Rules.
- Demonstrated experience in the effective use of project management tools, systems and strategies

- Proven ability to think strategically and use sound judgement to make appropriate recommendations
- Well-developed written and verbal communications and stakeholder management skills to build and maintain strong working relationships, and the capability to support change across user groups and the organisation
- A history of professional and respectful behaviours and attitudes in a collaborative environment.

Desirable:

- Demonstrated experience in the financial module of SAP and Microsoft Dynamics project management tools.

For full details about this role please review the Position Description

Eligibility

Eligibility

Applications for this position are open to Australian/New Zealand Citizens and Australian Permanent Residents. Appointment to this role is subject to provision of a national police check and may be subject to other security/medical/character requirements.

Flexible Working Arrangements

We work flexibly at CSIRO, offering a range of options for how, when and where you work.

Diversity and Inclusion

We are working hard to recruit people representing the diversity across our society, and ensure that all our people feel supported to do their best work and feel empowered to let their ideas flourish.

About CSIRO

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CSIRO is committed to values-based leadership to inspire performance and unlock the potential of our people.

CSIRO is committed to the safety and wellbeing of all children and young people involved in our activities and programs, whether we are undertaking research, engaging with the public or nurturing future scientists in person or online. Source – CSIRO Child Safe policy 2023

Join us and start creating tomorrow today!

Notes

How to Apply

Please apply on-line and provide a cover letter and CV that best demonstrate your motivation and ability to meet the requirements of this role.

Applications Close

6th May 2024, 11:00pm AEST

About the Commonwealth Scientific and Industrial Research Organisation (CSIRO)

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To Apply

Position Contact	Margaret Clayton, 1300 984 220
Agency Recruitment Site	https://jobs.csiro.au/job/Canberra%2C-ACT-Project-Officer-Capital-Works

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Industry, Science, Energy and Resources

Vacancy VN-0740982

Commonwealth Scientific and Industrial Research Organisation (CSIRO)

Closing Date:Wednesday 08 May 2024

Job Title	HSE Manager - ACDP
Job Type	Full-Time, Ongoing
Location	Geelong VIC
Salary	$126,000 - $148,000
Classification	
Position Number	96747
Agency Website	http://www.csiro.au

Job Description *https://jobs.csiro.au/job/Geelong%2C-VIC-HSE-Manager-ACDP/1051029566/*

Acknowledgement of Country

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Child safety

CSIRO is committed to the safety and wellbeing of all children and young people involved in our activities and programs. View our Child Safe Policy.

The Opportunity

- **Enable world class science to occur safely at the Australian Centre for Disease Preparedness**
- **Lead and develop teams to enhance CSIRO's HSE culture**
- **Make an impact at Australia's National Science and Innovation Agency**

CSIRO is seeking an experienced HSE Manager to provide future-focussed, leading-edge development and delivery of HSE programs at the Australian Centre for Disease Preparedness (ACDP) in Geelong.

The Australian Centre for Disease Preparedness is a purpose-built biosecurity facility containing the largest and highest level biocontainment (BSL-4) laboratory in the southern hemisphere. The ACDP laboratories and research teams (including those working in AAHL, the Australian Animal Health Laboratory), help protect Australia's general public and our multi-billion-dollar livestock and aquaculture industries, from exotic and emerging infectious disease threats and outbreaks, while also collaborating with world health and animal organisations and agencies.

As the HSE Manager, you'll report to the HSE Executive Business Partner and will be responsible for proactively partnering with, coaching, and positively influencing CSIRO's operational line management and HSE advisors to deliver HSE objectives aligned with broader organisational goals.

You'll provide tailored support and coordinate the consistent delivery of improving HSE outcomes and metrics, HSE activities, and initiatives for the facility and the wider organisation. Your key impact will be to improve CSIRO's HSE and wellbeing culture.

Please note, the appointee must be able to meet ACDP's Microbiological Security and Security Clearance requirements.

Duties

Your duties will include:

- Driving, strengthening, and supporting the implementation of CSIRO's HSE plan whilst helping to improve the HSE performance of the organisation through technical leadership, influence, and strong communication.
- Guiding, supporting and empowering HSE Advisors to develop solutions to complex and challenging HSE issues in partnership with relevant workgroups.
- Driving the consistent delivery of CSIRO's HSE activities across the ACDP to cultivate a consistent and organisational approach to HSE.
- Leading and implementing HSE projects to enable strategic outcomes and improvement.
- Coaching to enable the growth and development of BU Directors, Site Leaders, staff, and HSE team members in utilising best practice and leveraging capability and communities of practice to improve HSE Performance.
- Leveraging and harnessing proactive partnering relationships with key site leaders and people, HSE Executive Business Partners, and external stakeholders through being a trusted advisor, listening, discussing, and providing clear advice towards set goals.

Location: Geelong, Victoria

Salary: AU$126k - AU$148k pa plus up to 15.4% superannuation

Tenure: Indefinite, Full-time

Reference: 96747

To be considered you will need:

- Tertiary qualifications in a relevant health, safety, environment related degree or risk management along with a minimum of 5 years demonstrated management experience in leading and developing teams within large or complex organisations.
- Comprehensive knowledge and understanding of HSE legislation, codes of practice, and standards along with experience in influencing and effecting impactful HSE changes in team culture in alignment with the strategic direction of the organisation.

- A significant record of innovation and creativity in HSE, plus the ability & willingness to incorporate and/or promote the inclusion of novel ideas and approaches into the organisation.
- Collaborative leadership skills and the ability to & lead remotely – utilising collective leadership skills to create connection across all teams within the HSE function and with other stakeholder teams,
- A track record in enabling positive organisational change, by adapting strategies, goals, and priorities, and driving culture change in health and safety. Demonstrated ability to embrace ambiguity and positively persist towards an end goal.
- Demonstrated experience in collaboratively sharing and utilising team resources to provide a seamless and organisational approach to the delivery of the HSE strategy.

For full details about this role please review the Position Description

Eligibility

Eligibility

Applications for this position are open to **Australian Citizens only**. The successful applicant will be required to obtain and maintain a security clearance at the NV1 level and will also be required to meet the ACDP Microbiological Security and Security Clearance requirements and may be subject to other security/medical/character requirements.

Flexible working arrangements

We work flexibly at CSIRO, offering a range of options for how, when and where you work.

Diversity and inclusion

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Join us and start creating tomorrow today!

Notes

How to apply

Please apply on-line and provide a cover letter and CV that best demonstrate your motivation and ability to meet the requirements of this role.

Applications close

8th May 2024, 11:00pm AEST

About the Commonwealth Scientific and Industrial Research Organisation (CSIRO)

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To Apply

Position Contact	Stephen Virtue, 1300 984 220
Agency Recruitment Site	https://jobs.csiro.au/job/Geelong%2C-VIC-HSE-Manager-ACDP/1051029

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Industry, Science, Energy and Resources

Vacancy VN-0740546

Department of Industry, Science and Resources (DISR)

Closing Date:Sunday 12 May 2024

Australian Radioactive Waste Agency
Program Delivery

Job Title	General Manager Program Delivery, Australian Radioactive Waste Agency, SES Band 1
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Adelaide SA
Salary	-
Classification	Senior Executive Service Band 1
Position Number	0828_04/24
Agency Website	https://www.industry.gov.au/

Job Description

https://industrycareers.nga.net.au/?AudienceTypeCode=EXT

Position Overview:

- Ongoing | Full Time | 15.4% superannuation
- Senior leadership position reporting to the CEO
- Opportunity to shape Australia's future of radioactive waste management

Primary Objectives of the Role:
The General Manager Program Delivery (GM) will be responsible for establishing and managing an integrated program of work to develop, implement, and ultimately construct facilities to support the safe domestic disposal of radioactive waste. Drawing on extensive experience in establishing, leading and managing all aspects of complex regulated infrastructure projects, the GM will be responsible for building and managing the programs of national importance.

The GM will be familiar with the rigours of establishing and delivering project outcomes with the highest safety and security standards and working in an environment of public and stakeholder interest. The role requires an experienced and effective leader who can gain others' trust and respect and build and guide a cohesive, highly skilled team. Effective collaboration and engagement with a wide range of stakeholders will be a core feature of the role, including working closely with project delivery partners, technical experts, and regulators. The GM will ensure that the safety, security, and protection of the environment is the overarching priority in the delivery of the programs and projects, including in the management of on-site enabling and construction work.

Duties

- Be responsible for managing a complex program of work to deliver waste disposal pathways.
- Ensure that the necessary resources and management infrastructure are in place to deliver the program of works, including establishment of a Program Management Office (PMO) and commercial function.
- Develop the commercial delivery and procurement strategy and manage the preparation of all tender documentation and tender evaluation processes.
- Work with the General Manager Safety and Technical to ensure that ARWA's technical and safety requirements are met.

Our ideal candidate will possess:

- A demonstrated ability to lead the delivery of a complex, major project, preferably, in a remote environment and regional Australia.
- A sound understanding of Commonwealth Government procurement and project management processes.
- A strong understanding of, and ability to operate effectively within, a highly complex regulatory system.
- A track record as an effective leader with a demonstrated ability to direct and draw on the skills of a diverse team of technical experts and gain the trust and respect of those in your team.
- The ability to represent the organisation with confidence and credibility and to negotiate, advocate and influence on its behalf within a politically and culturally sensitive environment.
- Effective communication skills, showing an understanding of others' perspectives and the ability to bring clarity to the communication of complex and contested information.
- Highly developed analytical and problem-solving skills, including the ability to monitor emerging and future issues and risks, identify their impact and respond on the basis of sound judgement.
- A demonstrated ability to set and lead adherence to the highest safety and security standards.
- Demonstrated experience in major construction projects would be desirable.

Eligibility

To be eligible for employment in the APS and the department, applicants must:

- Be an Australian citizen or going to be granted Australian Citizenship before commencement. You may be asked to provide evidence of this.
- Undertake a pre-employment security assessment and subsequent security clearance.
- Be medically fit to undertake the duties of the job.
- Be able to undertake intrastate and interstate travel (including in a small aircraft).

This position requires a Negative Vetting 2 security clearance. The successful applicant will be required to obtain and maintain a clearance at this level. If you are offered a role and do not have a current security clearance, we will work with you to arrange for this to be undertaken. **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 Industry, Science and Resources (DISR)

The department's Enterprise Agreement and policies provide for a flexible working environment to assist staff balance their work and home life. Staff and managers work together to balance the operating needs of the department with the needs of the individual. Options may include full time/part time working arrangements, working from home or other arrangements. Our employees say they recommend our department as a good place to work. Our workplace is one that encourages and supports all employees to have a sense of belonging and a culture that allows them to bring their authentic selves to work every day. Our reconciliation vision supports a workforce with opportunities and career pathways for Aboriginal and Torres Strait Islander peoples. The vision allows them to feel empowered and helps to ensure that the department and broader community can benefit from the knowledge and experience of Australia's First Peoples. We encourage applications from people of all ages, abilities, nationalities and backgrounds including Aboriginal and/or Torres Strait Islander people, mature age, culturally and linguistically diverse people, people of the LGBTIQA+ community and people with disability. The department wants to give candidates the opportunity to demonstrate their full potential during a recruitment process. We encourage candidates who require any adjustments or support as part of the

recruitment process to reach out and discuss them with the job's contact officer. Candidates are also welcome to contact our Inclusion team at inclusion@industry.gov.au for a confidential discussion if you identify from any of these diverse backgrounds and would like to discuss how we can support you.

To Apply

Position Contact	Stephanie Hardy, stephanie.hardy@industry.gov.au
Agency Recruitment Site	https://industrycareers.nga.net.au/?AudienceTypeCode=EXT

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Industry, Science, Energy and Resources

Vacancy VN-0740583

Department of Industry, Science and Resources (DISR)

Closing Date:Sunday 05 May 2024

Chief Information Officer
ICT Operations Desktop Support

Job Title	Multiple Opportunities - Level 1 and 2 ICT Support
Job Type	Full-Time, Ongoing
Location	Various locations - ACT ACT
Salary	$83,460 - $103,134
Classification	APS Level 5;APS Level 6
Position Number	0761_04/24
Agency Website	https://www.industry.gov.au/

Job Description

https://industrycareers.nga.net.au/?jati=2CBDEAB4-3B32-C23E-67D4-DAA87BA8EC03

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.

About the team

The Chief Information Officer Division (CIOD) is an exciting, fast-paced team that drives the digital agenda for the Department of Industry, Science and Resources. The CIOD leads the department's digital agenda by partnering with our stakeholders to co-design digital experiences, making it simpler to innovate, collaborate, communicate, and continue to evolve digital services using leadingedge technology and smart design.

The ICT Operations Branch provides high quality ICT support and underpinning infrastructure services to the department, ensuring all staff in the department have access to stable and secure technology.

The Desktop Support team sits within ICT Operations and are responsible for delivering high level customer service and technical specialist support on a variety of technology and services to all staff across the department. The Desktop team are also responsible for the tracking and provisioning of assets and for the licensing and packaging of software.

The Corporate, Executive and Digital Support Team (CDESS) is a cross skilled unit that provides general frontline support. They are response for delivering high level customer service for level one corporate and technical support to departmental staff and external clients.

The opportunity

We are looking to fill multiple vacancies across the branch, including the Desktop Support Team and the Corporate, Executive and Digital Support Team (CDESS).

Our Desktop Support Team are seeking:

- APS Level 5 Desktop Support Officers
- APS Level 6 Senior Desktop Support Officer – Asset Management
- APS Level 6 Senior Desktop Support Officer – Software Management

Our Corporate, Executive and Digital Support Team (CDESS) are seeking:

- APS Level 5 Corporate and Digital Support Officers
- APS Level 6 Corporate and Digital Support Team Leaders

Working at DISR can also lead to an exciting journey and career in a highly complex and integrated environment as the department supports both established and growing industries including space, resources and science for the benefit of all Australians.

Our ideal candidate

Our ideal **APS Level 5 Desktop Support Officer** has:

- a customer-focused approach to work and genuinely enjoys helping people with technology.
- the ability to provide high quality customer service and consider the end-user experience in all aspects of work.
- good problem solving and troubleshooting skills across a wide range of technology and services.
- well-developed written and verbal communication skills and positively contributes to the team's culture.
- well-developed interpersonal skills and the ability to work well with all levels of the organisation.
- a positive attitude and readily assist the team with priority work as it emerges.

Our ideal **APS Level 6 Senior Desktop Support Officer – Asset Management** has:

- a user-centric approach to all matters and ensure high quality customer service.
- the ability to work independently, exercising sound judgement when faced with complex problems, including when and how to escalate matters.
- good problem solving and troubleshooting skills across a wide range of technology and services.
- well-developed verbal and written communication skills with the demonstrated ability to develop sound business cases.
- demonstrated experience in work aligned with budget cycles and establishing relationships with procurement and ICT sourcing business areas.

Our ideal **APS Level 6 Senior Desktop Support Officer – Software Management** has:

- a customer-focused approach to work, genuinely enjoys helping people with technology and has well developed stakeholder management skills.
- the ability to work independently and present themselves in a professional manner.
- experience in Desktop level 2 support services.
- good problem solving and troubleshooting skills across a wide range of technology and services.
- demonstrated experience in software and license management.
- well-developed written and verbal communication skills, including the ability to develop detailed internal guidance material and operating procedures.

Experience with level 2 desktop support, ServiceNow, CyberArk and experience working across multiple environments including on-prem, Cloud and Active Directory is desirable.

Our ideal **APS Level 5 Corporate and Digital Support Officer** has:

- an expanded knowledge and skill set to provide basic support in both Corporate and Digital Support Services
- Genuine interest in being a multifunctional team member in both corporate and digital capacity
- call centre/Service desk troubleshooting experience
- experience or the ability to learn support tools
- demonstrated abilities in articulating and communicating technical issues with clients to find a resolution
- a creative approach in solving problems and troubleshooting
- a willingness to learn, take ownership and follow through
- a desire to actively increase skills, knowledge and capability
- well-developed interpersonal skills and the ability to work well with all levels of the organisation
- a positive and friendly attitude while genuinely enjoying helping people with technology and corporate requests

Experience with ServiceNow is desirable, however, not essential.

Our ideal **APS Level 6 Corporate and Digital Support Team Leader** has:

- well-developed leadership and people management skills, including the ability to provide direction, support, and effective performance management of staff
- demonstrated ICT diagnostic and analytical skills, supported by a knowledge of ITIL and ITSM practices to support a complex IT environment
- well-developed internal and external stakeholder liaison and negotiation skills.
- well-developed written and verbal communication skills, including the ability to communicate complex technical matters to non-technical audiences
- well-developed organisational skills, including the ability to manage one’s own and the team’s workflow and priorities
- relevant experience in a comparable IT environment
- genuine interest in being a multifunctional team member in both corporate and digital capacity
- call centre/Service desk troubleshooting experience
- experience or the ability to learn support tools
- demonstrated ability to articulate and communicate technical issues with clients to find a resolution
- well-developed interpersonal skills and the ability to work well with all levels of the organisation strong skills in dealing with people
- a positive and friendly attitude and genuinely enjoys helping people with technology and corporate requests.

For this position knowledge of Infrastructure Technology Library (ITIL) and IT Service Management (ITSM) is essential.

Experience with ServiceNow is desirable, however, not essential.

Our department has a commitment to inclusion and diversity, with an ambition of being the best possible place to work. This reflects the importance we place on our people and on creating a workplace culture where each and every one of us is valued and respected for our contribution. Our ideal candidate adds to this culture and our workplace in their own way.

Duties

As a **Desktop Support Officer** at the **APS Level 5**, you will:

- Provide ICT technical support to users for workstations, laptops, mobile devices, software, peripheral hardware, system administration, video conferencing and networking via phone, email, instant messaging, service requests, and general face to face onsite support.
- Support with the deployment of new laptops and hardware to users across Canberra and interstate offices.
- Assist users with data migration and ensuring a smooth transition for users onto new hardware.
- Assist to find solutions to ICT problems faced by users during the hardware rollout project and the business including supporting users through ICT change activities and digital innovation.
- iOS Mobile Device Management (MDM) configuration, administration, and training as required.
- Support with documenting and processing ICT assets into the asset register.
- Be an active participant in team meetings, providing feedback, problem detection, solutions, escalation, seek advice and assistance if needed.

In addition to the above, as a **Senior Desktop Support Officer** in **Asset Management** at the **APS Level 6**, you will:

- Work closely with the Assistant Manager with all asset management strategies and operations, including consistently identifying opportunities for process improvement.
- Work collaboratively across the team, supporting cross skilling with members and forming effective working relationships across the branch.
- Readily assist the team with other priority work as it emerges.
- Manage the daily asset management operations.
- Support continual improvement and evaluation of existing asset management processes
- Work closely with the Desktop team to provide operational support in the provisioning of fit for purposes devices
- Develop business cases for the provision of larger scale assets
- Establish and maintain effective working relationship with the procurement and sourcing teams.
- Assist the Desktop team in a wide range of level 2 support, ensuring high quality support for the end-user

In addition to the APS Level 5 duties, as a **Senior Desktop Support Officer** in **Software Management** at the **APS Level 6**, you will:

- Triage and resolve requests related to software management, licensing and packaging.
- Work with requesting business areas to identify fit for purpose applications to meet business needs.

- Establish and maintain effective working relationships with Level 3 Service Operations and ICT sourcing teams.
- Actively research and assess the suitability of online software.
- Work collaboratively across the team, supporting cross skilling with members and forming effective working relationships across the branch.
- Create and improve existing guidance material.

As a **Corporate and Digital Support Officer** at the **APS Level 5**, you will:

- Support DISR main switchboard, providing advice and directing calls to other areas within Department.
- Provide Level 1 ICT service desk support for all department staff including Portfolio Agencies
- Provide Level 1 corporate triage services for all department staff including our Shared Service Client Agencies
- Assist with complex and escalated customer enquiries.
- Monitor team service request queue respond to and resolve Level 1 & 1.5 ICT or Corporate customer enquiries within Service Level Agreements (SLA) timeframes
- Maintain ownership of calls throughout the lifecycle of a caller’s request, including follow-ups with escalation team.
- Assist to find solutions to corporate and ICT problems faced by users and the business including supporting users through change activities and digital innovation.
- Be an active participant in team meetings, providing feedback, problem detection, solutions, escalation, seek advice and assistance if needed.

In addition to the above, as a **Corporate and Digital Support Team Leader** at the **APS Level 6**, you will:

- Lead a team of service desk officers
- Ensuring provision of professional, reliable, and efficient client focused support to DISR staff for a wide variety of hardware, software, and site-specific applications
- Supporting the ongoing development, management, and enforcement of ITIL best practice policies, guidelines, and procedures
- Working with other ICT teams and business units to solve issues as well as recommend improvements from a user perspective
- Coaching & mentoring team members.

Please note: The APS Level 5 & 6 Corporate and Digital Support Officer roles have a roster system

Corporate and Digital Support hours of operation are from 8:00am to 5:00pm, Monday to Friday. It is an expectation that all staff participate in a rotating roster to provide coverage.

- Shift 1 - work hours are 8.00am - 4.30pm
- Shift 2 - work hours are 8.30am - 5.00pm

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

The APS Level 5 & 6 Corporate and Digital Support Officer roles have a roster system

Corporate and Digital Support hours of operation are from 8:00am to 5:00pm, Monday to Friday. It is an expectation that all staff participate in a rotating roster to provide coverage.

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- Shift 2 - work hours are 8.30am - 5.00pm

A merit pool may be established and used to fill future vacancies within 18 months from the date the vacancy was first advertised in the Gazette.

The department does currently offer flexible work opportunities for many roles. This vacancy is ACT - Industry House based, although flexible or remote work arrangements may be considered. Please reach out to the contact officer to discuss this further.

RecruitAbility applies to this vacancy. Under the RecruitAbility scheme you will be invited to participate in further assessment activity for the vacancy if you choose to apply under the scheme; declare you have a disability; and meet the minimum requirements for the job. For more information visit: https://www.apsc.gov.au/recruitability

About the Department of Industry, Science and Resources (DISR)

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To Apply

Position Contact	Eve Camilleri, 0475902537
Agency Recruitment Site	https://industrycareers.nga.net.au/?jati=2CBDEAB4-3B32-C23E-67D4-D/

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Industry, Science, Energy and Resources

Vacancy VN-0740591

Department of Industry, Science and Resources (DISR)

Closing Date:Tuesday 07 May 2024

Chief Finance Officer
Financial & Shared Services Aurion Systems

Job Title	Aurion System Administrator
Job Type	Full-Time, Ongoing
Location	Various locations - SA SA, Various locations - ACT ACT, Various locations - NSW NSW, Various locations - QLD QLD, Various locations - NT NT, Various locations - WA WA, Various locations - VIC VIC, Various locations - TAS TAS
Salary	$95,102 - $103,134
Classification	APS Level 6
Position Number	0776_04/24
Agency Website	https://www.industry.gov.au/

Job Description

https://industrycareers.nga.net.au/?jati=76114693-896B-CC05-B3D9-DAA8B26F8E04

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.

About the team

The Aurion System Support team is a part of the Shared Services Hub in the Department and delivers a high quality service to our client agencies for payruns and Aurion system support.

Functions of the team include:

- Client Payruns
- System Reporting
- Scheduling
- Manage and maintain system access
- System maintenance
- System changes and enhancements
- Stakeholder engagement and vendor relationship managements

Our ideal candidate

Our ideal Aurion System Administrator will have the ability to:

- contribute to change and process improvement.
- manage competing and changing priorities.
- draw on information from multiple sources and use agreed guidelines to analyse what information is important and how it should be used.
- encourage the support of relevant stakeholders.
- make effective use of individual and team capabilities and negotiate responsibility for work outcomes.
- think laterally, identify and implement improved work practices.
- research and analyse information and make recommendations based on evidence.
- establishes task plans to deliver objectives.
- actively support productive working relationships.
- support strategic direction.
- understand and communicate the reasons for decisions and recommendations to others.
- understand and commitment to compliance.
- share information with others and assists them to adapt.
- work independently as well as part of a team.
- demonstrate leadership skills and behaviours expected at the APS6 level as reflected in the Integrated Leadership System (ILS).

Duties

As an Aurion System Administrator at the APS 6 Level, you will:

- Contribute and participate in the achievement of team outcomes
- Contribute to improved business processes and service delivery
- Assist with shared services payroll scheduling
- Handle Complex system Queries
- Assist with functional testing of maintenance releases
- Develop and maintain documents and procedures
- Continued support of DISR and client Agencys instances of Aurion
- Contribute to the Shared Service Hub's broader projects
- Work collaboratively with team members, clients and stakeholders to achieve common goals

- Establishes clear plans and timeframes for project implementation
- Provide a high level customer service to our client agencies and stakeholders
- Contribute to a collaborative culture within the division
- Makes effective use of individual and team capabilities and negotiates responsibility for work outcome
- Contribute to business delivery activities including:
    - BAU
    - Audit
    - Reporting
    - Development operations delivery
    - Capability and development
    - trategy development
- Other tasks on an ad hoc basis

Eligibility

To be eligible for employment in the APS and the department, candidates must be Australian Citizens.

Positions require a Baseline security clearance and successful candidates will be required to obtain and maintain a clearance at this level.

Notes

A merit pool may be established and used to fill future vacancies within 18 months from the date the vacancy was first advertised in the Gazette.

The department does currently offer flexible work opportunities for many roles. This vacancy is available in all locations, flexible or remote work arrangements may also be considered. Please reach out to the contact officer to discuss this further.

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To Apply

Position Contact	Skye Duffy, N/A
Agency Recruitment Site	https://industrycareers.nga.net.au/?jati=76114693-896B-CC05-B3D9-DA

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Industry, Science, Energy and Resources

Vacancy VN-0740593

Department of Industry, Science and Resources (DISR)

Closing Date:Tuesday 07 May 2024

Chief Finance Officer
Financial & Shared Services Aurion Systems

Job Title	Aurion System Administrator
Job Type	Full-Time, Ongoing
Location	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 - VIC VIC, Various locations - TAS TAS
Salary	$83,460 - $88,055
Classification	APS Level 5
Position Number	0775_04/24
Agency Website	https://www.industry.gov.au/

Job Description

https://industrycareers.nga.net.au/?jati=6DECFA73-E4A4-C1B4-BF41-DAA8B289FFCA

About the Department

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Functions of the team include:

- Client Payruns
- System Reporting
- Manage and maintain system access
- System maintenance
- System changes and enhancements
- Stakeholder engagement and vendor relationship managements
- Change management

Our ideal candidate

Our ideal Aurion System Administrator will have the ability to:

- draw on information from multiple sources and use agreed guidelines to analyse what information is important and how it should be used
- encourage the support of relevant stakeholders
- research and analyse information and make recommendations based on evidence
- work independently as well as part of a team
- display personal drive and integrity
- establish task plans to deliver objectives
- communicate effectively with well-developed written and verbal communication skills and provide high level customer service
- follow direction provided by Supervisor
- identify issues that may impact on tasks
- actively support productive working relationships
- demonstrate leadership skills and behaviours expected at the APS5 level as reflected in the Integrated Leadership System (ILS)

Duties

As an Aurion System Administrator at the APS Level 5, you will:

- Contribute and participate in the achievement of team outcomes
- Contribute to improved business processes and service delivery
- Assist with functional testing of maintenance releases
- Develop and maintain documents and procedures
- Continued support of DISR and client Agencys instances of Aurion
- Work collaboratively with team members, clients and stakeholders to achieve common goals

- Provide a high level customer service to our client agencies and stakeholders
- Contribute to a collaborative culture within the division
- Contribute to business delivery activities including:
    - Vendor, contract management and administration
    - BAU
    - Audit
    - Reporting
    - Development operations delivery
    - Capability and development
    - Strategy development
    - Client engagement, experience and communications

Eligibility

To be eligible for employment in the APS and the department, candidates must be Australian Citizens.

Positions require a Baseline security clearance and successful candidates will be required to obtain and maintain a clearance at this level.

Notes

A merit pool may be established and used to fill future vacancies within 18 months from the date the vacancy was first advertised in the Gazette.

The department does currently offer flexible work opportunities for many roles. This vacancy is available in all locations, flexible or remote work arrangements may also be considered. Please reach out to the contact officer to discuss this further.

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To Apply

Position Contact	Skye Duffy, N/A
Agency Recruitment Site	https://industrycareers.nga.net.au/?jati=6DECFA73-E4A4-C1B4-BF41-D/

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Industry, Science, Energy and Resources

Vacancy VN-0740594

Department of Industry, Science and Resources (DISR)

Closing Date:Tuesday 07 May 2024

Business Grants Hub and Integrity

Job Title	Multiple Opportunities - Senior Project Officer
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	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 - VIC VIC, Various locations - TAS TAS
Salary	$95,102 - $103,134
Classification	APS Level 6
Position Number	0808_04/24
Agency Website	https://www.industry.gov.au/

Job Description

https://industrycareers.nga.net.au/?jati=E5E9D0A9-E769-2108-3ECE-DAA8B2F4C03D

About the Department

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- Growing innovative & competitive businesses, industries and regions
- Investing in science and technology
- Strengthening the resources sector.

About the division

The Business Grants Hub and Integrity Division is comprised of three branches:

- Business Grants Hub - Internal Programs Branch
- Business Grants Hub - External Programs Branch
- Integrity Branch

The Business Grants Hub is responsible for establishment and management of granting programs in partnership with other Commonwealth departments. Grants play a critical role in:

- supporting growth in businesses and industries
- fostering research and innovation
- strengthening communities
- helping the environment
- providing emergency relief

Working closely with policy agencies to ensure successful delivery of outcomes across government, the Business Grants Hub supports streamlining of government grants to improve business interactions and service delivery.

We provide an end-to-end grant delivery service using a national network. To support this holistic approach our internal structure includes program delivery as well as core enabling functions.

Our ideal candidate

Our ideal candidate will bring experience in process improvement projects, strong oral and written communication skills, attention to detail, organisational and time management skills, and the ability to build and maintain effective stakeholder relationships. Experience in grant delivery is desirable but not essential.

You will bring the following:

- Demonstrated experience in developing and managing improvement projects
- Advanced oral and written communication skills
- Strong stakeholder engagement skills with demonstrated ability to build and foster collaborative working relationships
- Strong attention to detail, including demonstrated experience in analysing and interpreting large volumes of information
- Demonstrated experience drafting briefs for executive endorsement
- Strong organisational and time management skills, including the ability to manage competing priorities and coordinate effectively with other projects and teams
- The ability to build and maintain effective relationships with divisional staff at all levels, and with external stakeholders
- Ability to think strategically and identify factors that may impact on the team’s work

Duties

Senior Project Officer (Program Improvement)

You will be working in the Grants Delivery Improvement and Integration Team (GDIIT) who are responsible for ensuring grants delivery represents best practice and aligns to government and departmental guidance. You will be leading, supporting and coordinating key improvement projects which form part of the division's grants delivery process improvement program. Following successful delivery, you will help to ensure that each project's intent continues to be achieved, including by effectively addressing staff requests for advice and guidance, and through application of the continuous improvement mechanisms.

The key duties of this position include:

- Assisting in the coordination of the division's grants delivery process improvement program
- Supporting the development and delivery of key improvement projects from the program
- Working collaboratively with internal and external stakeholders
- Responding to staff requests for advice and guidance on the program reforms, during and after their delivery
- Ensuring the intent of the program reforms continues to be achieved, primarily through use of continuous improvement mechanisms
- Reporting to the GDIIT and divisional leadership on the status of the improvement program and individual projects and initiatives
- Contributing to building a positive, productive and inclusive workplace culture

Senior Project Officer (Assurance Projects)

You will be working in the Assurance and Compliance Team (ACT) who are responsible for assurance advisory services, compliance monitoring, program reviews and project management to minimise delivery risk by monitoring grants administration to meet legislative, policy and process requirements. You will be supporting and coordinating a range of assurance projects including program reviews to ensure continuous improvement as well as ad hoc assurance projects to improve/enhance grant delivery across the grant lifecycle.

The key duties of this position include:

- Assisting in the coordination of the retrospective program reviews
- Leading retrospective program review meetings with key stakeholders across the grant lifecycle
- Drafting recommendations for continuous improvement activities for executive endorsement
- Working collaboratively with internal and external stakeholders
- Assisting in the coordination of ad hoc assurance projects
- Contributing to building a positive, productive and inclusive workplace 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

A merit pool may be established and used to fill future vacancies within 18 months from the date the vacancy was first advertised in the Gazette.

The department does currently offer flexible work opportunities for many roles. This vacancy is available in all locations, flexible or remote work arrangements may also be considered. Please reach out to the contact officer to discuss this further.

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About the Department of Industry, Science and Resources (DISR)

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To Apply

Position Contact	Candice Rann, 03 9268 7500
Agency Recruitment Site	https://industrycareers.nga.net.au/?jati=E5E9D0A9-E769-2108-3ECE-DA

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Industry, Science, Energy and Resources

Vacancy VN-0740618

Department of Industry, Science and Resources (DISR)

Closing Date:Tuesday 07 May 2024

Business Grants Hub and Integrity
Internal Programs

Job Title	Senior Change and Communications Officer
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	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 - VIC VIC, Various locations - TAS TAS
Salary	$95,102 - $103,134
Classification	APS Level 6
Position Number	0673_03/24
Agency Website	https://www.industry.gov.au/

Job Description *https://industrycareers.nga.net.au/?jati=E9B19B3A-6802-A4DF-69D2-DAA8B4D84DAB*

About the Department

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- Integrity Branch

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- supporting growth in businesses and industries
- fostering research and innovation

- strengthening communities
- helping the environment
- providing emergency relief

Working closely with policy agencies to ensure successful delivery of outcomes across government, the Business Grants Hub supports streamlining of government grants to improve business interactions and service delivery.

We provide an end-to-end grant delivery service using a national network. To support this holistic approach our internal structure includes program delivery as well as core enabling functions.

The opportunity

You will be working in the Grants Delivery Improvement and Integration Team (GDIIT) who are responsible for ensuring grants delivery represents best practice and aligns to government and departmental guidance. You will be supporting and assisting in the division's change management and communications agenda to ensure successful delivery of the department's projects and initiatives.

Our ideal candidate

Our ideal candidate will have:

- the ability to build people capability in change and communications and provide support to teams/projects during implementation.
- strong organisational and time management skills with the ability to manage ever changing priorities.
- demonstrated leadership skills and proven ability to drive continuous improvement, capability uplift and communicate with influence.
- the ability to think strategically and identify broader factors that may impact on the teams work objectives .
- highly proficient oral and written communication skills with the ability to develop targeted communication materials that are user-friendly and consider the needs of senior executive and stakeholders.
- excellent interpersonal and stakeholder management skills, including negotiating to reach mutual agreements.
- the ability to manage competing priorities and deliver high quality work within agreed timeframes.

Duties

As a Senior Change and Communications Officer at the APS 6 Level, you will:

- support the development and implementation of communication, engagement and change strategies for key departmental projects and initiatives
- develop and assist with facilitation of workshops to provide capability uplift in change management
- work collaboratively with stakeholders to support the implementation of best practice change management

- support the implementation of projects and initiatives across the division including the escalation of any change risks and development of mitigation strategies
- Contribute to building a positive, productive and inclusive workplace 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

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To Apply

Position Contact	Candice Rann, 0392687500
Agency Recruitment Site	https://industrycareers.nga.net.au/?jati=E9B19B3A-6802-A4DF-69D2-DA

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Industry, Science, Energy and Resources

Vacancy VN-0740729

Department of Industry, Science and Resources (DISR)

Closing Date:Thursday 16 May 2024

National Measurement Institute
Analytical Services Administration

Job Title	Administration Officer
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Various locations - VIC VIC
Salary	$67,611 - $73,309
Classification	APS Level 3
Position Number	0762_04/24
Agency Website	https://www.industry.gov.au/

Job Description

https://industrycareers.nga.net.au/?jati=D66DA69E-4621-876A-ADAA-DAA9A1660607

About the Department

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- 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 National Measurement Institute

The National Measurement Institute (NMI) is the Australian Government's national authority on measurement. We play an important role in the Australian economy by leading, maintaining and regulating Australia's measurement system.

We deliver world-class measurement products, advice and client services and administer the regulatory framework for measurement. Our national measurement standards are internationally recognised. We work to enhance and maintain these standards.

We value the different skills, knowledge and perspectives our employees bring. NMI provide all employees with learning and development opportunities. We work to give everyone an equal opportunity to contribute and progress.

NMI is committed to our values.

This Administration Officer role resides within the Administration Section at the NMI Port Melbourne. The Administration Section is part of the Analytical Services Branch (ASB). The ASB provide analytical solutions and technical expertise for a large set of private sector and government clients across the environmental, food and health sectors, enabling them to meet their business, research and regulatory compliance needs. The Administration Section delivers a wide range of administration functions to support the ASB activities.

The opportunity

Working at NMI means you are joining one of the world leaders in measurement science. Learning new skills and expanding knowledge is encouraged. As well as performing the key functions of this role, this position will provide opportunities to train in other administration duties. You will work alongside staff dedicated to measurement science.

Our ideal candidate

The ideal candidate will have:

- Demonstrated experience in an administration function ideally with accounts receivable including issuing client invoices, understanding of client enquiries, follow up on outstanding accounts and generating debtor documents such as statements in a finance system.
- Demonstrated ability to communicate both orally and in writing, liaise and develop positive inter-personal relationships with clients and colleagues.
- Proven skills to use computer-based business or accounting systems. This includes experience with Financial Systems and Microsoft products.
- Planning work goals and setting priorities within area of responsibility including the capacity to organise own work and meet own and team outcomes.
- Demonstrated ability to consistently exhibit the NMI values of being adaptable, accountable, innovate, inclusive, influential and strategic. This includes building and sustaining positive relationships with team members and other teams, fostering a diverse and inclusive workplace, leading by example and showing integrity by being honest, transparent and accountable.

Duties

The Administration Officer requires demonstrated experience in an administration role ideally in an accounts receivable function and have an understanding of a client invoicing system. The role will work closely with the Laboratory Services Team, Client Services and Business Development and the laboratory operations staff and managers.

Key tasks include:

- Client invoicing, maintain COD register, liaising with clients on general accounts receivable matters such as reissuing of invoices, supplying statements and under direction following up on overdue accounts.
- Assist in the reception function including communicating with Clients, Section Managers, Customer Service and Laboratory Services and directing caller to the appropriate area, as required.
- Provide general administrative support and participate in short term projects to assist the administration and laboratory functions. This includes providing back up support to the other Administration Officers in the team in functions such as accounts payable, purchasing and stock control.

Eligibility

Positions require a Baseline security clearance and successful candidates will be required to obtain and maintain a clearance at this level.

To be eligible for employment in the APS and the department, candidates must be Australian Citizens.

Notes

This position is based on site at Port Melbourne.

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 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	Jenny Bruce, 03 9644 4803
Agency Recruitment Site	https://industrycareers.nga.net.au/?jati=D66DA69E-4621-876A-ADAA-DA

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Industry, Science, Energy and Resources

Vacancy VN-0740908

Department of Industry, Science and Resources (DISR)

Closing Date:Sunday 12 May 2024

Chief Operating Officer
People

Job Title	Multiple Opportunities - HR Officer
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Various locations - ACT ACT
Salary	$75,886 - $88,055
Classification	APS Level 4;APS Level 5
Position Number	0885_04/24
Agency Website	https://www.industry.gov.au/

Job Description

https://industrycareers.nga.net.au/?jati=40C211F8-6519-67ED-5A53-DAAA1913759E

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 teams

We are seeking to fill multiple vacancies across the People branch, specifically in the Recruitment team and Establishments team. The branch is responsible for strategic and operational focussed HR advice and services to support business areas to meet their workforce needs.

The Recruitment team is responsible for assisting with end-to-end recruitment, providing guidance to hiring areas and candidates and making sure that all aspects of recruitment adhere to legislative and policy requirements.

The Establishments team is responsible for the maintenance of the department's organisation structure, position management and costing details in the department's Human Resource Management Information System (HRMIS) Aurion and associated business processes and rules.

We are committed to exceeding the expectations of our department and ensuring that the work we do adapts to our continually evolving workforce, the work of the department and of the broader Australian Public Service.

Our ideal candidate

Our ideal candidate will:

- Have good interpersonal and stakeholder engagement skills with the ability to build productive working relationships.
- Have the demonstrated ability to read, interpret and apply policy and legislation to process decisions.
- Be outcomes focused with demonstrated organisational and time management skills.
- Bring a creative approach to problem solving and a willingness to be part of a broad and dynamic team.
- Have eye for detail with an emphasis on accuracy with well-developed written and verbal communication skills.

Our department has a commitment to inclusion and diversity, with an ambition of being the best possible place to work. This reflects the importance we place on our people and on creating a workplace culture where each and every one of us is valued and respected for our contribution. Our ideal candidate adds to this culture and our workplace in their own way.

Duties

As a Recruitment Officer, you will:

- Coordinate and manage end-to-end recruitment and onboarding functions in a fast-paced environment – including but not limited to:
- - Advertising
  - Onboarding (contractors as well as new and existing APS employees)
  - Drafting and issuing offers of employment in adherence to APS legislative requirements
  - Providing advice and reviewing selection processes
  - Managing Merit pools
- Provide timely, effective, and efficient recruitment support and advice to stakeholders in line with legislative and policy requirements.
- Develop and maintain effective working relationships with a range of stakeholders to support best practice service delivery.
- Maintain accurate HR data and HR records in a variety of different systems and databases including but not limited to our e-Recruitment system and Microsoft Office.
- Assist in responding to incoming email and phone queries.

As an Establishments Officer, you will:

- Manage the establishments' function including the management of the department’s organisation structure in the Human Resource Management Information System (HRMIS).
- Manage positions in the HRMIS working with stakeholders to ensure positions are within the department’s funding.
- Manage and evaluate establishment business rules and processes that provide a high level of data governance whilst ensuring customers are at the centre of the process.
- Identify and provide feedback on efficiencies and opportunities to improve and/or streamline systems and processes
- Manage restructures in the HRMIS as necessary by working with a range of stakeholders to ensure a timely implementation whilst maintaining a high level of data quality.
- Undertake regular position data verification processes to ensure consistent high quality data accuracy.
- Manage relationships with stakeholders to achieve work area and agency goals, including the development and support of complex relationships and maintaining internal and external networks.
- Provide expert advice and interpretation of HR data, including preparing relevant strategic advice where required.
- Contribute to project work across the section and branch, including collaboration and team work with others to achieve results.

Eligibility

To be eligible for employment in the APS and the department, candidates must be Australian Citizens.

Positions require a Baseline security clearance and successful candidates will be required to obtain and maintain a clearance at

this level.

Notes

A merit pool may be established and used to fill future vacancies within 18 months from the date the vacancy was first advertised in the Gazette.

The department does currently offer flexible work opportunities for many roles. This vacancy is ACT - Industry House based, although flexible or remote work arrangements may be considered. Please reach out to the contact officer to discuss this further.

RecruitAbility applies to this vacancy. Under the RecruitAbility scheme you will be invited to participate in further assessment activity for the vacancy if you choose to apply under the scheme; declare you have a disability; and meet the minimum requirements for the job. For more information visit: https://www.apsc.gov.au/recruitability

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To Apply

Position Contact	Kaitlyn Parker, N/A
Agency Recruitment Site	https://industrycareers.nga.net.au/?jati=40C211F8-6519-67ED-5A53-DA

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Industry, Science, Energy and Resources

Vacancy VN-0740613

Geoscience Australia

Closing Date:Friday 03 May 2024

Space Division
Positioning Australia SouthPAN

Job Title	Systems Engineer (Multiple Positions)
Job Type	Full-Time, Ongoing
Location	Symonston ACT
Salary	$113,361 - $128,149
Classification	Executive Level 1
Position Number	18849
Agency Website	www.ga.gov.au

Job Description

https://www.ga.gov.au/about/careers/current-vacancies

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About us
Geoscience Australia is Australia's pre-eminent public sector geoscience organisation. We are the nation's trusted advisor on the geology and geography of Australia. We apply science and technology to describe and understand the Earth for the benefit of Australia. We apply our diverse professional expertise, our deep and trusted knowledge, our national-scale Earth observation infrastructure and our strong partnerships, to the opportunities and challenges that face our nation.

Our culture
Our strength lies in our people, including our diversity in backgrounds, skills and experiences, and the way we work together to respond to the emerging needs of our work. We value diversity in gender, backgrounds, culture, and experiences of our employees and are committed to providing an inclusive workplace culture that ensures everyone has equal opportunity to contribute, participate and progress. Applications from people who reflect this diversity are encouraged.

Our workplace is committed to the health, safety and wellbeing of our employees and offers a variety of flexible working arrangements to enhance flexibility, including remote working arrangements.

What we can offer you
When you work at Geoscience Australia you will have access to a range of benefits and the opportunity to experience a workplace culture that truly values and promotes diversity, inclusion, equity and belonging. To learn more about our competitive salary, free onsite parking, generous flexible working arrangements and the role you can play in growing our culture click here.

Our team
Southern Positioning Augmentation Network (SouthPAN) team is the section within the Positioning Australia Branch of the Space Division at Geoscience Australia. SouthPAN is responsible for the joint initiative between Australia and New Zealand that will be the first in the southern hemisphere to create a Satellite-Based Augmentation System (SBAS) which will provide greater positioning and navigation services in Australia, New Zealand, and its maritime region. Further information about the work undertaken can be found on the Geoscience Australia website via this link Southern Positioning Augmentation Network (SouthPAN) | Geoscience Australia.

Duties

We have an opportunity for a Systems Engineer in the SouthPAN project team. The Systems Engineer is responsible for working with a prime systems integrator and the project team to elicit stakeholder needs and expectations, develop and maintain customer requirements, participate in technical reviews, ensure the effective integration of engineering specialties, participate in verification & validation activities, and develop engineering processes and procedures.

The Systems Engineer reports to the Engineering Manager and is part of the virtual project team located across Canberra and Wellington. They will work closely with specialist engineers, performance engineers, project managers, partner organisations, project stakeholders, and project supporting functions.

In this role you will:

- Provide high-level specialist technical/professional advice on technical assurance, compliance, and technical progress
- Provide systems engineering expertise and technical knowledge
- Work as part of a multidisciplinary virtual team across Australia and New Zealand
- Perform quality assurance and technical information review activities
- Coordinate technical testing, analysis and evaluation, including analysis of complex data
- Develop engineering processes and ensure project quality objectives are met through audits and verification activities
- Manage relationships with stakeholders to achieve project goals; anticipate and response to stakeholder needs and expectations
- Report results in the form of presentations and project reports
- Maintain professional knowledge and continue to develop knowledge and expertise in relation to professional skills
- Prepare and review draft procedural or technical manuals and guidelines
- Identify, manage and report on specialist-related risk

To be successful in the role you will:

- Translate high-level goals and outcomes into appropriate tasks for others
- Demonstrate an awareness of the implications of issues for own work and work area
- Identify critical information gaps and ask a range of questions to uncover valuable information
- Gather and investigate information and alternate viewpoints from a variety of sources through formal and informal means
- Identify problems and assesses their significance; take appropriate action to resolve them
- Respond flexibly to changing demands whilst maintaining sight of the end goal
- Maintain focus on quality to achieve key outcomes; adhere to documented procedures and see tasks through to completion
- Operate as an effective member of the virtual team; work collaboratively and cooperatively; draw on team strengths
- Take the initiative; progress work, and engage in additional tasks as required
- Demonstrate persistence and work hard to achieve objectives
- Structure messages clearly and succinctly, both orally and in writing

Required skills, knowledge, experience and/or qualifications

- A Bachelor of Engineering degree in a relevant field
- 5 years experience as an engineer working on complex developmental or government procurement programs
- 3 years experience as an engineer working on space, satellite or aviation related projects
- Experience with Global Navigation Satellite Systems, SBAS, digital signals processing, telecommunications or satellite communications technology

Are you unsure about applying?
Did you know that a Hewlett Packard internal report found that men apply for jobs when they meet an average of 60 per cent of the job requirements? Women and other people from diverse backgrounds tend to only apply when they check every box. If you think you have what it takes, but don’t necessarily meet every single point on what we are looking for, please still apply or get in touch with the contact officer to learn more about the role.

To Apply
Please visit thecareers pageof our website to submit your application via our e-Recruit system. Your application should include:

- Your resume (no more than 3 pages)
- A brief statement (no more than 700 words) outlining your transferable skills, experience and capabilities related to the role and the value you would bring to Geoscience Australia.

If you have any questions regarding the role, please contact Vincent Rooke on (02) 6249 9734 or email vincent.rooke@ga.gov.au.

To learn more about applying for roles within the Australian Public Services please review, ‘ Applying for an APS job: cracking the code’. **Eligibility**

To be eligible to apply for this position you must meet the below eligibility criteria.

- Be an Australian Citizen at the closing date of application.
- The successful applicant must be able to obtain, hold and maintain a security clearance of an appropriate level relevant to this role.
- Commencement of employment is subject to the successful applicant undergoing and satisfying pre- employment screening, which includes a police history check.

RecruitAbility
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 position. For more information please visit the Australian Public Service Commission website.

Hearing or speech impaired applicants are invited to use the National Relay Service by contacting 133 677 and requesting to be connected with our Recruitment team on 02 6249 9777 in order to obtain selection documentation. **Notes**

Technical Assistance
If you require technical assistance, call Human Resources on (02) 6249 9777 or email hr@ga.gov.au.

A merit list/pool may be created from this process. If you are successful for the merit pool, your details may be shared with other Australian Public Service agencies unless you choose not to have your details disclosed.

About the Geoscience Australia

Geoscience Australia is an Australian Government listed entity within the Industry, Innovation and Science portfolio. Geoscience Australia is Australia's pre-eminent public sector geoscience organisation. We are the nation's trusted advisor on the geology and geography of Australia. We apply science and technology to describe and understand the Earth for the benefit of Australia. We apply our diverse professional expertise, our deep and trusted knowledge, our national-scale Earth observation infrastructure and our strong partnerships, to the opportunities and challenges that face our nation. We value diversity in gender, backgrounds, culture, and experiences of our employees and are committed to providing an inclusive workplace culture that ensures everyone has equal opportunity to contribute, participate and progress. Applications from people who reflect this diversity are encouraged. We are committed to the health, safety and wellbeing of our employees and offer a flexible and diverse workplace.

To Apply

Position Contact	Vincent Rooke, (02) 6249 9734
Agency Recruitment Site	https://www.ga.gov.au/about/careers/current-vacancies

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Industry, Science, Energy and Resources

Vacancy VN-0740819

Geoscience Australia

Closing Date:Sunday 12 May 2024

Minerals, Energy and Groundwater Division
MEG Information Services MEG Information Services

Job Title	Geoscience Data Analyst
Job Type	Full-Time, Non-Ongoing
Location	Symonston ACT
Salary	$94,177 - $109,013
Classification	APS Level 6
Position Number	18970
Agency Website	www.ga.gov.au

Job Description

https://www.ga.gov.au/about/careers/current-vacancies

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About us
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Our culture
Our strength lies in our people, including our diversity in backgrounds, skills and experiences, and the way we work together to respond to the emerging needs of our work. We value diversity in gender, backgrounds, culture, and experiences of our employees and are committed to providing an inclusive workplace culture that ensures everyone has equal opportunity to contribute, participate and progress. Applications from people who reflect this diversity are encouraged.

Our workplace is committed to the health, safety and wellbeing of our employees and offers a variety of flexible working arrangements to enhance flexibility, including remote working arrangements.

What we can offer you
When you work at Geoscience Australia you will have access to a range of benefits and the opportunity to experience a workplace culture that truly values and promotes diversity, inclusion, equity and belonging. To learn more about our competitive salary, free onsite parking, generous flexible working arrangements and the role you can play in growing our culture click here.

Our team
This role is based within the Minerals, Energy and Groundwater Information Services (MEGIS) Section, part of the Minerals, Energy and Groundwater Division.

The MEGIS Section provides specialised technical capabilities to support key outcomes for the Minerals, Energy and Groundwater (MEG) Division. These services include data management, data delivery, scientific computing, analytics and advice. The Data Stewardship and Analysis Team within the Section are responsible for the management, analysis and delivery of key geoscientific data.

This role will support the delivery of the Critical Mineral by-product potential project being delivered as part of the Australian Critical Minerals Research and Development Hub (the Hub). The Hub brings together expertise from Australia's leading Federal science agencies: Geoscience Australia, the Australian Nuclear Science and Technology Organisation (ANSTO) and CSIRO and policy expertise from the Critical Minerals Office. The Hub will work with industry and research partners on technical challenges, coordinate and align critical minerals research and development activities, and drive collaborative research across the critical minerals value chain needed to support clean energy and Australia's net zero policy agenda.

Geoscience Australia supports the Hub through our expert knowledge of geological processes and geochemical cycling, which are crucial in leading to the formation of ore deposits containing critical mineral resources. We use this knowledge to undertake geological investigation and geochemical modelling of different mineral deposit types to further the mineral resource potential of Australia.

More information on the Hub can be found here.

Duties

The role
The Geoscience Data Analyst will provide data science expertise to the delivery of Geoscience Australia's contribution to the Critical Mineral by-product potential project as part of the Australian Critical Minerals Research and Development Hub. The outcomes of the project will support an improved knowledge of by-product potential and expand the understanding of Australia's geological potential for new discoveries.

In this role you will:

- undertake a range of data entry, data migration, quality control, and data delivery tasks on geoscientific data using relational databases.
- become familiar with GA's geoscience databases and GIS tools, and their use in GA's geoscientific research activities and contribute to their ongoing development
- use a combination of your geoscientific knowledge and data management skills to design and contribute to database support and data management to assist with development of a capability to quantify byproduct critical mineral resources.
- progress development of mineral chemistry database and other database design requirements to meet the project needs.
- collaboration with internal and external stakeholders including database subject matter experts (SMEs) and science SMEs.
- work collaboratively with a multi-disciplinary team to integrate a range of geoscientific information to inform mineral potential for critical minerals at regional to national-scale.
- assist database development team to develop by-product quantification tool.

To be successful in the role you will:

- have demonstrated data management skills. Previous experience with Oracle, SQL, other relational database systems or Python are highly regarded.
- have a passion for the role of geoscience in supporting the transition to net zero emissions, with a focus on Australian critical minerals and their importance to the wider community and whole of Government agenda.

- be a team player who collaborates, actively shares knowledge, is open to developing new skills and takes personal responsibility for their work.
- build and sustain long-term relationships to enable provision of trusted advice to research scientists on appropriate geoscience data management practice
- be part of collaborative inter-agency projects where data management skills and advice are required.
- adhere to the APS Values and Code of Conduct and consistently behave in an honest, ethical and professional way and Demonstrate a commitment to building a positive and inclusive culture.

Required skills, knowledge, experience and/or qualifications

- Tertiary geoscience qualifications, i.e. undergraduate degree, or equivalent industry experience.
- Experience working in a small technical team.
- Must be familiar and comfortable with Excel for managing large datasets, with experience manipulating and managing large, complex geochemical datasets highly regarded.
- Strong interpersonal skills and communication skills for working with a variety of stakeholders.
- Data analysis and QA/QC experience with geoscience examples.

Are you unsure about applying?
Did you know that a Hewlett Packard internal report found that men apply for jobs when they meet an average of 60 per cent of the job requirements? Women and other people from diverse backgrounds tend to only apply when they check every box. If you think you have what it takes, but don’t necessarily meet every single point on what we are looking for, please still apply or get in touch with the contact officer to learn more about the role.

To Apply
Please visit thecareers pageof our website to submit your application via our e-Recruit system. Your application should include:

- Your resume (no more than 3 pages)
- A brief statement (no more than 700 words) outlining your transferable skills, experience and capabilities related to the role and the value you would bring to Geoscience Australia.

If you have any questions regarding the role, please contact Steph Hawkins on (02) 6249 9396 or email steph.hawkins@ga.gov.au.

To learn more about applying for roles within the Australian Public Services please review, ‘ Applying for an APS job: cracking the code’. **Eligibility**

To be eligible to apply for this position you must meet the below eligibility criteria.

- Be an Australian Citizen at the closing date of application.
- The successful applicant must be able to obtain, hold and maintain a security clearance of an appropriate level relevant to this role.
- Commencement of employment is subject to the successful applicant undergoing and satisfying pre- employment screening, which includes a police history check.

Recruitability
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To Apply

Position Contact	Steph Hawkins, (02) 6249 9396
Agency Recruitment Site	https://www.ga.gov.au/about/careers/current-vacancies

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Industry, Science, Energy and Resources

Vacancy VN-0740872

Geoscience Australia

Closing Date:Wednesday 15 May 2024

Corporate Division
Enabling Services Governance

Job Title	Team Leader: Information and Records Management
Job Type	Full-Time, Ongoing
Location	Symonston ACT
Salary	$94,177 - $109,013
Classification	APS Level 6
Position Number	18369
Agency Website	www.ga.gov.au

Job Description

https://www.ga.gov.au/about/careers/current-vacancies

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Our workplace is committed to the health, safety and wellbeing of our employees and offer a variety of flexible working arrangements to enhance flexibility, including remote working arrangements.

What we can offer you
When you work at Geoscience Australia you will have access to a range of benefits and the opportunity to experience a workplace culture that truly values and promotes diversity, inclusion, equity and belonging. To learn more about our competitive salary, free onsite parking, generous flexible working arrangements and the role you can play in growing our culture click here.

Our team
The Information and Records Management Team Leader is a key member of the Governance team in the Enabling Services Branch of Corporate Division. Together, we are responsible for governance, risk management (including compliance), corporate performance, planning and reporting and the Secretariat function. Information and Records Management plays an important role across governance and risk management and works closely with a number of stakeholders responsible for Geoscience Australia's scientific information, products and physical collections.

Duties

The Information and Records Management Team Leader is responsible for leadership of a small team to deliver better practice administration, management, advice and training in keeping with Building Trust in the Public Record.

In this role you will:

- Develop and provide advice and training to uplift capability in information and records management consistent with whole of government better practice
- Effectively supervise and contribute to the daily tasks and responsibilities of the Information and Records Management Team.

- Coordinate compliance monitoring and reporting as required (e.g. Check-up Digital, Senate Standing Order 12 – Harradine).
- Provide end-user support to records management users.
- Oversee and continue development of Geoscience Australia's targeted sentencing plan for physical records.
- Identify and monitor information and records management risks and formulate strategies and plans to mitigate them.

To be successful in the role you will have:

- Strong communication skills, the ability to target advice and training to a range of end-users and a strong customer service focus.
- Supervisory experience within a small team.
- Strategic understanding of the importance of information and records management.
- Demonstrated ability to develop and support strong, professional relationships at all levels within an organisation.

Required skills, knowledge, experience and/or qualifications

- Hold relevant qualification/certification or significant experience in Records and Information Management.
- Have significant experience in administering and managing information and records using an Electronic Document Records Management System (EDRMS), preferably Content Manager 10.1.
- Have some SharePoint Administration experience and/or the ability to integrate with business systems.
- Experience assessing IT business systems for their potential to be "manage-in-place" records systems.
- Experience with information holdings, document classification and information structures.

Are you unsure about applying?
Did you know that a Hewlett Packard internal report found that men apply for jobs when they meet an average of 60 per cent of the job requirements? Women and other people from diverse backgrounds tend to only apply when they check every box. If you think you have what it takes, but don't necessarily meet every single point on what we are looking for, please still apply or get in touch with the contact officer to learn more about the role.

To Apply
Please visit thecareers pageof our website to submit your application via our e-Recruit system. Your application should include:

- Your resume (no more than 3 pages)
- A brief statement (no more than 700 words) outlining your transferable skills, experience and capabilities related to the role and the value you would bring to Geoscience Australia.

If you have any questions regarding the role, please contact Tania Mcglashan on (02) 6249 9150 or email Tania.Mcglashan@ga.gov.au

To learn more about applying for roles within the Australian Public Services please review, 'Applying for an APS job: cracking the code'.

Eligibility

To be eligible to apply for this position you must meet the below eligibility criteria.

- Be an Australian Citizen at the closing date of application.
- The successful applicant must be able to obtain, hold and maintain a security clearance of an appropriate level relevant to this role.
- Commencement of employment is subject to the successful applicant undergoing and satisfying pre- employment screening, which includes a police history check.

Recruitability
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 position. For more information please visit the Australian Public Service Commission website.

Hearing or speech impaired applicants are invited to use the National Relay Service by contacting 133 677, and requesting to be connected with our Recruitment team on 02 6249 9777 in order to obtain selection documentation. **Notes**

Technical Assistance
If you require technical assistance, call Human Resources on (02) 6249 9777 or email hr@ga.gov.au.

A merit list/pool may be created from this process. If you are successful for the merit pool, your details may be shared with other Australian Public Service agencies unless you choose not to have your details disclosed.

About the Geoscience Australia

Geoscience Australia is an Australian Government listed entity within the Industry, Innovation and Science portfolio. Geoscience Australia is Australia's pre-eminent public sector geoscience organisation. We are the nation's trusted advisor on the geology and geography of Australia. We apply science and technology to describe and understand the Earth for the benefit of Australia. We apply our diverse professional expertise, our deep and trusted knowledge, our national-scale Earth observation infrastructure and our strong partnerships, to the opportunities and challenges that face our nation. We value diversity in gender, backgrounds, culture, and experiences of our employees and are committed to providing an inclusive workplace culture that ensures everyone has equal opportunity to contribute, participate and progress. Applications from people who reflect this diversity are encouraged. We are committed to the health, safety and wellbeing of our employees and offer a flexible and diverse workplace.

To Apply

Position Contact	Tania Mcglashan, (02) 6249 9150
Agency Recruitment Site	https://www.ga.gov.au/about/careers/current-vacancies

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Infrastructure, Transport, Regional Development and Communications

Vacancy VN-0740752

AirServices Australia

Closing Date:Sunday 05 May 2024

Job Title	Senior Security Governance Specialist
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	-
Classification	
Position Number	501235
Agency Website	

Job Description

https://careers.airservicesaustralia.com/caw/en/job/501235

- **We are looking for a highly motivated and experienced Security Governance and Training professional**
- **Permanent Full Time Position – Salary From $127K + 14% super**
- **Flexible work arrangements - Canberra, Sydney, Brisbane or Melbourne**

The Organisation

Airservices Australia is a government-owned organisation responsible for the safe and efficient management of 11% of the world's airspace and provision of aviation rescue fire fighting services at Australia's busiest airports.

Our people are our greatest asset with a dynamic and diverse team operating from locations across the country - from bustling cities to regional and remote locations, including an island. This team keep are helping to secure the future of Australia's skies and keep it amongst the safest in the world.

We connect people with their world safely – linking family and friends, generating economic activity, creating jobs, and facilitating trade and tourism.

Airservices is committed to fostering a culture that is diverse, inclusive, and respectful. We encourage motivated individuals who love what they do, value a service first mindset and embrace a challenge to explore a career with Airservices. In return you will be a valued team member, be offered flexibility and experience a meaningful career in an exciting, ever-evolving aviation industry.

Duties

The Role & The Team

Join Our dynamic Security Team and reap the rewards!

As a Senior Security Governance Specialist, you'll dive into a multifaceted role where you'll curate and manage a wealth of security governance materials, provide unwavering support to our internal stakeholders, and craft and deliver top-notch security training and promotion. Your expertise will be instrumental in steering Airservices towards compliance with the Australian Government's Protective Security Policy Framework.

You will spearhead various initiatives, from updating security governance documents to fostering a robust security culture within our teams. This pivotal position gives you the opportunity to reinforce and surpass all stakeholder's expectations (and your own!) by ensuring Airservices' unwavering commitment to safety, environmental sustainability, and compliance excellence.

Responsibilities: -

- Lead and execute updates to our suite of security governance documents.
- Offer expert guidance to our national Facilities Security Officer Network and other key stakeholders.
- Design and deliver bespoke security training and security promotion for internal teams, including the FSO Network.
- Develop and maintain Security Business Continuity Plans.
- Oversee the FSO Network Community of Practice.
- Advise and implement cutting-edge security measures for Airservices.
- Contribute to our security reporting requirements.
- Assist in devising strategies to seamlessly integrate the Protective Security Policy Framework training and governance requirements.

Eligibility

The Person

We are seeking a dynamic and resilient individual ready to make a significant impact within a high-performing and forward-thinking team in safeguarding Airservices' legacy of excellence in safety, security, and compliance.

The successful applicant will have:

- Proven experience in delivering Australian Government security awareness programs.
- Certificate IV in Security Risk Management or equivalent qualification.
- Minimum 10 years' experience in security operations and risk management, with a track record of success in aviation, critical infrastructure, or government settings.
- Ability to obtain an ASIC and Negative Vetting Level 1 Security Clearance.
- Exceptional influencing and stakeholder management skills.
- Advanced proficiency in Microsoft Office Suite (Office 365).

- Exceptional written and verbal communication skills.

At Airservices Australia, we embrace and thrive on diversity of thought, perspectives, and capabilities because we know the benefits of having a workforce that is representative of the community that we serve. We appreciate everyone is unique, and acknowledge diversity in thought leads to greater transparency and improved consideration in our decision making.

We believe a diverse workforce supported by an inclusive culture is central to our success. We actively encourage and welcome candidates from all cultural backgrounds, gender identities, people living with disability and Aboriginal and Torres Strait Islander peoples to apply.

Security Clearance

To be eligible to apply, you must be an Australian Citizen or a Permanent resident as an Airservices Background check is required for this role. Please refer to the security check requirements successful applicants will be required to undertake as part of the recruitment process.

Should you require any further information please contact Christine Collins TA Partner at Christine.Collins@airservicesaustralia.com #LI-CC1

How to Apply

To apply for this position please lodge an application online before Applications close 11.55 pm (AEST) Sunday, 12 May 2024.

Notes

About the AirServices Australia

To Apply

Position Contact	Christine Collins, Christine.Collins@airservicesaustralia.c
Agency Recruitment Site	https://careers.airservicesaustralia.com/caw/en/job/501235

- that the names of successful applicants will also be notified in all formats of the electronic Public Service Gazette
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Infrastructure, Transport, Regional Development and Communications

Vacancy VN-0740643

Department of Infrastructure, Transport, Regional Development, Communications and the Arts

Closing Date:Thursday 25 April 2024

Domestic Aviation & Reform
Airports ABC Charging Reform

Job Title	EL2, Director, Airports Branch
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Various locations - ACT ACT, Various locations - NSW NSW, various locations in VIC VIC, Various locations - TAS TAS, Various locations - QLD QLD, Various locations - NT NT, Various locations - SA SA, Various locations in WA WA
Salary	$139,418 - $166,758
Classification	Executive Level 2
Position Number	45041
Agency Website	https://www.infrastructure.gov.au/

Job Description

https://www.infrastructure.gov.au/department/careers

The Domestic Aviation and Reform Division is responsible for promoting an efficient, environmentally sustainable, safe, competitive air transport system that can meet projected growth and market requirements; and support investment in safe, efficient, and environmentally responsible aviation infrastructure.

The Airports Branch oversees and provides government policy and regulatory advice on matters relating to 21 operational federal leased airports across Australia. The Branch undertakes effective and efficient regulation of federal leased airports to ensure the operations of airports, as nationally significant infrastructure, remain in the public interest.

The Airport Building Control Section is responsible for the administration of building and construction activities at federal leased airports in line with the Airports Act 1996 and the Airport (Building Control) Regulations 1996, including management of a network of external Airport Building Controllers around Australia.

As Director of the Airport Building Control Section, you will be responsible for leading a team with a diverse range of skills and responsibilities to support safe and efficient investment at federal leased airports. This includes regulatory oversight of, and advice on, building certification requirements, procedures and compliance at federal leased airports, implementation of a new charging framework, administrative support to service providers and applicants for building activities, contract management, financial reporting and oversight of a public-facing IT application and records management system.

Duties

In this role, you will be expected to:

- Lead the Airport Building Control Section to deliver and implement cost recovery and regulatory reform to the Airport (Building Control) Regulations 1996, including IT upgrades and communications package, within the allocated budget.
- Manage the strategic direction and workload of the Section. Apply critical and strategic thinking in the review of legislation, regulations, data and stakeholder engagement to inform policy development and decisions.
- Foster and maintain strong relationships with key stakeholders across the sector.
- Represent the Department at stakeholder meetings including with industry and airport community consultation meetings.
- Ensure appropriate funding for the provision of airport building control services at federal leased airports.

Who are we looking for?
We are seeking a highly motivated, flexible leader with experience bringing together a team with diverse functions and responsibilities to deliver high quality regulation and policy reform.

To be successful in this role, you will need to demonstrate your ability to:

- Manage a multi-faceted reform project alongside ongoing regulatory oversight, by providing clear direction, guidance and support to a team on policy intent and design, procurement and contract management, IT system design and ongoing regulatory matters.
- Achieve results and quality outcomes by showing initiative and leadership, assisting your team to deliver multiple activities and effectively manage competing priorities working to tight deadlines.
- Utilise exceptional written and oral communication skills, including an ability to translate complex and technical regulatory requirements into easy to understand, accurate materials.
- Maintain productive working relationships and negotiate with stakeholders, both internal and external, on behalf of the department to deliver outcomes, including the ability to influence and support change.
- Utilise sound judgement and strong analytical thinking and problem-solving skills including the ability to take a strategic perspective and develop long-term plans and solutions.
- Lead, mentor and develop others to build an effective, high functioning team.

Applicants must have experience in project or program management, or procurement. Knowledge or experience in building certification will be highly regarded, as will a background in regulation and/or legislative interpretation.

We encourage candidates from diverse backgrounds to apply.

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 to be eligible for employment with the department.
- Health Assessment: the preferred candidate may be required to undergo a medical examination conducted by the department's preferred medical provider.
- Security Clearance: the successful candidate must be able to obtain and/or maintain a security clearance at Baseline. 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. Our values outline the characteristics, behaviours and professional capabilities we seek in our workforce: • Collaborative – we work together and with others across the system, to achieve our objectives and deliver for the Australian community. • Respectful – we create diverse teams and a respectful and inclusive culture that supports high performance, innovation and the wellbeing of all people across the department. • Informed – we have the expertise, knowledge and skills that we need to succeed, and we have good communication practices. • Adaptive – we are constantly learning and adapting to improve what we do and we have corporate systems in place to support staff in a rapidly changing world. • Accountable – we are rewarded and trusted to deliver, we are held accountable for the results and delivering with integrity, and we celebrate our success.

To Apply

Position Contact	Sarah Nattey, 02 6136 8444
Agency Recruitment Site	https://www.infrastructure.gov.au/department/careers

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Infrastructure, Transport, Regional Development and Communications

Vacancy VN-0740713

Department of Infrastructure, Transport, Regional Development, Communications and the Arts

Closing Date:Monday 06 May 2024

Road and Vehicle Safety
Veh Safety Policy & P/ships Vehicle Standards

Job Title	APS6 & APS5 - Vehicle Standards Engineers/Technical or STEM Officers/Technical Regulation Specialists
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Canberra ACT
Salary	-
Classification	APS Level 5;APS Level 6
Position Number	45012
Agency Website	https://www.infrastructure.gov.au/

Job Description

https://www.infrastructure.gov.au/department/careers

The opportunity we have available

Shape the Future of Vehicle Safety - Vehicle Standards Engineers/Technical or STEM Officers/Technical Regulation Specialists.

- Lead the development of national vehicle safety standards that influence international vehicle design and regulation
- Work in a close-knit team of passionate technical experts
- Enjoy the flexibility of remote and/or hybrid work arrangements, allowing you to achieve a healthy work-life balance

- Travel as part of the role to represent the Australian government.

You will be encouraged to hone your expertise by representing the department in national and international forums and conferences held with engineering, government or scientific experts on vehicle safety. **Duties**

A typical work week for a vehicle standards engineer/technical officer/scientist may involve:

- Analyse and effectively communicate a variety of technical and policy documents such as developing Regulation Impact Statements or Impact Analysis [1] in support of developing vehicle safety standards and associated benefit cost analyses
- Develop research and policy positions, which may include:
- Analyse datasets to identify trends
- Conduct research into the effectiveness of vehicle safety technologies
- Draft and amend technical legislative instruments including the ADRs
- Respond to complex national and international standards issues
- Contribute and participate in meetings about technical vehicle issues with other colleagues and local and international experts

[1] Reversing Technologies in Vehicles | The Office of Impact Analysis (pmc.gov.au) and Autonomous Emergency Braking Systems | The Office of Impact Analysis (pmc.gov.au)

Who are we looking for?

If you have a background in science, engineering, trade, STEM or other technical field and want to improve vehicle safety design, we want to hear from you! We have positions at the APS6 or APS5 level that will offer you the opportunity to apply your technical expertise to develop vehicle standards and contribute to Australian Government policy for safe vehicles. You will work with engineers of various streams, automotive trade specialists and technical officers in our team on vehicle standards development and maintenance projects.

You will use your excellent written and verbal communication skills in preparing position papers, briefings and developing Australian Design Rules (ADRs). You will also have the opportunity to directly engage with key stakeholders such as the light and heavy vehicle industry, vehicle component industry and other governments.

An APS Level 5 employee would generally be required to undertake work that is moderately complex to complex in nature and operate under limited direction. They are accountable for organising their workflow and making independent decisions relating to an area of responsibility. Employees at this level provide policy advice within an area of specialisation with advice based on policies and legislation. APS5 employees undertake specialist or technical research and analysis, conduct investigations, and undertake procedural, clerical, administrative support or operational tasks. If you have up to three years work experience after graduating from university or college we would like to hear from you.

An APS Level 6 employee would generally be required to undertake work that is complex in nature, work under limited direction with the opportunity for reasonable autonomy and accountability. Employees at this level exercise both initiative and judgment in the interpretation of policy and in the application of practices and procedures. APS6 employees provide detailed technical, professional, and/or policy advice in relation to complex problems and may assist in strategic planning, program and project management and policy development. If you have three or

more years work experience after graduating from university or college we would like to hear from you.

While there is a preference for staff to be Canberra based, we are open to Vehicle Standards team members working from other locations in Australia.

Eligibility

Employment with the Department of Infrastructure, Transport, Regional Development, Communications and the Arts is subject to conditions prescribed within the *Public Service Act 1999* including:

- **Citizenship:** To be eligible for employment with the Department of Infrastructure, Transport, Regional Development, Communications and the Arts applicants must be an Australian citizen.
- **Health Assessment:** The preferred applicant may be required to undergo a medical examination conducted by the department's preferred medical provider.
- **Security Clearance:** The successful candidate must be able to obtain and/or maintain a security clearance at Baseline Level. You must be willing to disclose all relevant and required information. You must have lived in Australia, or have a checkable background, for at least the preceding five years for Baseline Vetting clearances. More information on the security clearance vetting process is available on the Australian Government Security Vetting Agency (AGSVA) website.
- **Qualifications:** University Degrees, TAFE Diplomas, Trade Certificates, etc.

Notes

For more information about this role, including the type of person we are looking for and how to apply, please refer to the position description available by clicking the 'Apply Now' button.

RecruitAbility applies to this vacancy. Under the RecruitAbility scheme you will be invited to participate in further assessment activity for the vacancy if you choose to apply under the scheme; declare you have a disability; and meet the minimum requirements for the job. For more information visit: https://www.apsc.gov.au/recruitability

About the Department of Infrastructure, Transport, Regional Development, Communications and the Arts

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To Apply

Position Contact	Abdul Nilar, 02 6136 7152
Agency Recruitment Site	https://www.infrastructure.gov.au/department/careers

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Infrastructure, Transport, Regional Development and Communications

Vacancy VN-0740770

Department of Infrastructure, Transport, Regional Development, Communications and the Arts

Closing Date:Thursday 09 May 2024

Commonwealth Infrastructure Projects
Strategy and Support

Job Title	APS4, Multiple Positions - Commonwealth Infrastructure Projects
Job Type	Full-Time;Part-Time, Ongoing
Location	Canberra ACT
Salary	$74,464 - $80,919
Classification	APS Level 4
Position Number	45050
Agency Website	https://www.infrastructure.gov.au/

Job Description

https://www.infrastructure.gov.au/department/careers

The opportunity we have available

The Commonwealth Infrastructure Projects Division has multiple opportunities available in the Strategy and Support Branch. The Strategy and Support Branch provides the division with a range of enabling services, it provides strategic communications, government messaging and events management, parliamentary and ministerial support, recruitment, Board appointments, and change and continuous improvement initiatives.

We are seeking to fill roles within our Communications, Culture and Corporate Support (CCCS) and the Secretariat and Appointments (S&A) teams. The CCCS team provides enabling services, cultural support, leads the workforce planning and communication functions for the division. The S&A team provides meeting coordination and support for the division's Secretary level forums and manages significant board and statutory appointments for the division.

A merit pool will also be established from this process and may be used to fill future anticipated positions across the division more broadly.

We are committed to being agile, adaptive and professional public servants. We value curious thinkers who have growth mindsets and who want to make meaningful contributions to the work of the division, and are keen for opportunities for ongoing development, supported by strong leaders

Duties

We are looking for individuals who are excited by the opportunity to work collaboratively across teams in a fast-paced and dynamic environment to deliver outcomes. You will:

- Possess experience in one or more of the following areas: secretariat support, workforce planning, business management and coordination, operational and administrative roles, delivery of board appointments or similar activities.
- Responds in a positive and flexible manner to change with the ability to multitask under time pressures to meet deadlines.
- Communicates effectively in both written and oral communication, delivering clear, concise, and easily understood information to diverse audiences.
- Demonstrate an ability to build and sustain interpersonal relationships, with experience in building stakeholder relationships to achieve successful outcomes.
- Demonstrate ability to recognise how own work contributes to the achievement of the divisional or organizational goals.
- Collaborate within a team that values a culture of continuous improvement, integrity, respect, and a growth mindset.

As an APS4 in the Strategy and Support Branch, you will support a shared purpose and strategic direction, build and maintain internal and external relationships, apply and build personal capability and expertise and demonstrate public service professionalism and values at all times.

Your duties may include but are not limited to:

- Assisting drafting documentation for a broad range of audiences including Senior Executive and Ministers.
- Assisting with logistics for strategic meetings including engaging with internal and external stakeholders.
- Collaborating across the division and with various departments to deliver enabling services and briefing material, support Parliamentary processes such as the Division’s appearance at Senate Estimates and coordinate advice to the Senior Executive and Ministers.

- Contributing to cultural initiatives for the division including coordination of quarterly divisional meeting.
- Contributing to communication activities including the divisional newsletter and FAS updates.

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 to be eligible for employment with the department.
- **Health Assessment**: the preferred candidate may be required to undergo a medical examination conducted by the department's preferred medical provider.
- **Security Clearance**: the successful candidate must be able to obtain and/or maintain a security clearance at the Baseline security 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. Our values outline the characteristics, behaviours and professional capabilities we seek in our workforce: • Collaborative – we work together and with others across the system, to achieve our objectives and deliver for the Australian community. • Respectful – we create diverse teams and a respectful and inclusive culture that supports high performance, innovation and the wellbeing of all people across the department. • Informed – we have the expertise, knowledge and skills that we need to succeed, and we have good communication practices. • Adaptive – we are constantly learning and adapting to improve what we do and we have corporate systems in place to support staff in a rapidly changing world. • Accountable – we are rewarded and trusted to deliver, we are held accountable for the results and delivering with integrity, and we celebrate our success.

To Apply

Position Contact	Nathan Willson, 02 6136 6236
Agency Recruitment Site	https://www.infrastructure.gov.au/department/careers

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Infrastructure, Transport, Regional Development and Communications

Vacancy VN-0740778

Department of Infrastructure, Transport, Regional Development, Communications and the Arts

Closing Date:Thursday 09 May 2024

Commonwealth Infrastructure Projects
Strategy and Support

Job Title	APS5, Multiple Positions - Commonwealth Infrastructure Projects
Job Type	Full-Time;Part-Time, Ongoing
Location	Canberra ACT
Salary	$83,132 - $88,147
Classification	APS Level 5
Position Number	45052
Agency Website	https://www.infrastructure.gov.au/

Job Description

https://www.infrastructure.gov.au/department/careers

The opportunity we have available

The Commonwealth Infrastructure Projects Division has multiple opportunities available in the Strategy and Support Branch. The Strategy and Support Branch provides the division with a range of enabling services, it provides strategic communications, government messaging and events management, parliamentary and ministerial support, recruitment, Board appointments, and change and continuous improvement initiatives.

We are seeking to fill roles within our Communications, Culture and Corporate Support (CCCS) and the Secretariat and Appointments (S&A) teams. The CCCS team provides enabling services, cultural support, leads the workforce planning and communication functions for the division. The S&A team provides meeting coordination and support for the division's Secretary level forums and manages significant board and statutory appointments for the division.

A merit pool will also be established from this process and may be used to fill future anticipated positions across the division more

broadly.

We are committed to being agile, adaptive and professional public servants. We value curious thinkers who have growth mindsets and who want to make meaningful contributions to the work of the division, and are keen for opportunities for ongoing development, supported by strong leaders.

Duties

We are looking for individuals who are excited by the opportunity to work collaboratively across teams in a fast-paced and dynamic environment to deliver outcomes. You will:

- Possess experience in one or more of the following areas: secretariat support, workforce planning, business management and coordination, operational and administrative roles, delivery of board appointments or similar activities.
- Display a flexible approach with the ability to multitask under time pressures to meet deadlines.
- Ability to select the most appropriate written and oral communication approach, to deliver clear, concise, and easily understood information to diverse audiences.
- Demonstrate effective interpersonal and liaison skills with experience in building and maintaining stakeholder relationships to achieve successful outcomes.
- Adapt to change, display resilience and the ability to navigate uncertainty.
- Demonstrate effective organisational skills and a proven record of delivering results and communicating the reasons for decisions and recommendations to others.
- Collaborate within a team that values a culture of continuous improvement, integrity, respect, and a growth mindset.

As an APS5 in the Strategy and Support Branch, you will support a shared purpose and strategic direction, support internal and external relationships, apply and build personal capability and expertise and demonstrate public service professionalism and values at all times. Your duties may include but are not limited to:

- Drafting documentation for a broad range of audiences and purposes, including supporting the First Assistant Secretary, Secretary and providing advice to Ministers.
- Recognising, understanding and following through on issues and problems which could impact on designated tasks and identifying risks and uncertainties of processes.
- Collaborating across the division and with various departments to deliver enabling services and briefing material, support Parliamentary processes such as the Division’s appearance at Senate Estimates and coordinate advice to the Senior Executive and Ministers.
- Engaging with GBEs, external service providers and various departments to conduct selection processes for significant appointments.
- Working closely with the division, Executive, and key stakeholders to progress tasks.
- Contributing to cultural initiatives for the division including coordination of quarterly divisional meeting.
- Contributing to communication activities including the divisional newsletter and FAS updates.
- Providing secretariat support for the division's Secretary level forums including managing the smooth and efficient running of meetings and progression of items for decision in consultation with stakeholders.

Eligibility

Employment with the Department of Infrastructure, Transport, Regional Development, Communications and the Arts is subject to conditions prescribed within the Public Service Act 1999 including:

- **Citizenship**: To be eligible for employment with the Department of Infrastructure, Transport, Regional Development, Communications and the Arts applicants must be an Australian citizen.
- **Health Assessment**: The preferred applicant may be required to undergo a medical examination conducted by the department's preferred medical provider.
- **Security Clearance**: The successful candidate must be able to obtain and/or maintain a security clearance at [[Baseline]] Level. You must be willing to disclose all relevant and required information. You must have lived in Australia, or have a checkable background, for at least the preceding five years for Baseline Vetting clearances. More information on the security clearance vetting process is available on the Australian Government Security Vetting Agency (AGSVA) website.

Notes

For more information about this role, including the type of person we are looking for and how to apply, please refer to the position description available by clicking the 'Apply Now' button.

RecruitAbility applies to this vacancy. Under the RecruitAbility scheme you will be invited to participate in further assessment activity for the vacancy if you choose to apply under the scheme; declare you have a disability; and meet the minimum requirements for the job. For more information visit: https://www.apsc.gov.au/recruitability

About the Department of Infrastructure, Transport, Regional Development, Communications and the Arts

Our work connects and enriches every Australian community, underpins our economy and society, and empowers our regions. We provide strategic policy advice, fit-for-purpose regulation, and deliver programs, projects and services in the major infrastructure, transport, communications and arts sectors, supporting our regions, cities and territories. Our staff have the opportunity to work on high profile and diverse national projects that have a meaningful impact on the lives of all Australians. We seek people with a wide range of skills and competencies. Whether you write policy, deliver programs, projects or corporate services, or have experience in research, data or technology, we look for employees who are innovative, respectful and professional. We are an inclusive employer and promote, value and support diversity among our employees with the aim of ensuring our workforce reflects, respects and benefits from diverse communities including Aboriginal and/or Torres Strait Islander peoples, people with cultural and linguistic diversity, people with disability and LGBTQI+ people. We are committed to achieving gender equality and, in particular, supporting women's progression into senior leadership. Our values outline the characteristics, behaviours and professional capabilities we seek in our workforce: • Collaborative – we work together and with others across the system, to achieve our objectives and deliver for the Australian community. • Respectful – we create diverse teams and a respectful and inclusive culture that supports high performance, innovation and the wellbeing of all people across the department. • Informed – we have the expertise, knowledge and skills that we need to succeed, and we have good communication practices. • Adaptive – we are constantly learning and adapting to improve what we do and we have corporate systems in place to support staff in a rapidly changing world. • Accountable – we are rewarded and trusted to deliver, we are held accountable for the results and delivering with integrity, and we celebrate our success.

To Apply

Position Contact	Nathan Willson, 02 6136 6236
Agency Recruitment Site	https://www.infrastructure.gov.au/department/careers

Applicants to vacancies notified in all formats of the electronic Public Service Gazette should be aware:

- that the names of successful applicants will also be notified in all formats of the electronic Public Service Gazette
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Infrastructure, Transport, Regional Development and Communications

Vacancy VN-0740783

Department of Infrastructure, Transport, Regional Development, Communications and the Arts

Closing Date:Thursday 09 May 2024

Commonwealth Infrastructure Projects
Strategy and Support

Job Title	APS6, Multiple Positions - Commonwealth Infrastructure Projects
Job Type	Full-Time;Part-Time, Ongoing
Location	Canberra ACT
Salary	$92,005 - $110,020
Classification	APS Level 6
Position Number	45053
Agency Website	https://www.infrastructure.gov.au/

Job Description

https://www.infrastructure.gov.au/department/careers

The opportunity we have available

The Commonwealth Infrastructure Projects Division has multiple opportunities available in the Strategy and Support Branch.

The Strategy and Support Branch provides the division with a range of enabling services, it provides strategic communications, government messaging and events management, parliamentary and ministerial support, recruitment, Board appointments, and change and continuous improvement initiatives.

We are seeking to fill roles within our Communications, Culture and Corporate Support (CCCS) and the Secretariat and Appointments (S&A) teams. The CCCS team provides enabling services, cultural support, leads the workforce planning and communication functions for the division. The S&A team provides meeting coordination and support for the division's Secretary level forums and manages significant board and statutory appointments for the division.

A merit pool will also be established from this process and may be used to fill future anticipated positions across the division more broadly.

We are committed to being agile, adaptive and professional public servants. We value curious thinkers who have growth mindsets and who want to make meaningful contributions to the work of the division, and are keen for opportunities for ongoing development, supported by strong leaders.

Duties

We are looking for individuals who are excited by the opportunity to work collaboratively across teams in a fast-paced and dynamic environment to deliver outcomes. You will:

- Possess experience in one or more of the following areas: secretariat support, workforce planning, business management and coordination, operational and administrative roles, delivery of board appointments or similar activities.

- Display an enthusiastic and flexible approach with the ability to multitask under time pressures to meet deadlines.
- Showcase strong written and oral communication skills, delivering clear, concise, and easily understood information to diverse audiences.
- Demonstrate strong interpersonal and liaison skills with experience in building and maintaining stakeholder relationships to achieve successful outcomes.
- Adapt to change, display resilience and the ability to navigate uncertainty.
- Demonstrate effective organisational skills and a proven record of taking responsibility in delivering results.
- Collaborate within a team that values a culture of continuous improvement, integrity, respect, and a growth mindset.

As an APS6 in the Strategy and Support Branch, you will support a shared purpose and strategic direction, support internal and external relationships, apply and build personal capability and expertise and demonstrate public service professionalism and values at all times. Your duties may include but are not limited to:

- Supervising and mentoring staff.
- Drafting documentation for a broad range of audiences and purposes, including supporting the First Assistant Secretary, Secretary and providing advice to Ministers.
- Collaborating across the division and with various departments to deliver enabling services and briefing material, support Parliamentary processes such as the Division's appearance at Senate Estimates and coordinate advice to the Senior Executive and Ministers.
- Engaging with GBEs, external service providers and various departments to conduct selection processes for significant appointments.
- Working closely with the division, executive and key stakeholders to progress key tasks.
- Contributing to cultural initiatives for the division including coordination of quarterly divisional meeting.
- Contributing to communication activities including the divisional newsletter and FAS updates.
- Providing secretariat support for the division's Secretary level forums including managing the smooth and efficient running of meetings and progression of items for decision in consultation with stakeholders.

Eligibility

Employment with the Department of Infrastructure, Transport, Regional Development, Communications and the Arts is subject to conditions prescribed within the *Public Service Act 1999* including:

- **Citizenship**: To be eligible for employment with the Department of Infrastructure, Transport, Regional Development, Communications and the Arts applicants must be an Australian citizen.

- **Health Assessment**: The preferred applicant may be required to undergo a medical examination conducted by the department's preferred medical provider.

- **Security Clearance**: The successful candidate must be able to obtain and/or maintain a security clearance at [[Baseline]] Level. You must be willing to disclose all relevant and required information. You must have lived in Australia, or have a checkable background, for at least the preceding five years for Baseline Vetting clearances. More information on the security clearance vetting process is available on the Australian Government Security Vetting Agency (AGSVA) website.

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

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To Apply

Position Contact	Nathan Willson, 02 6136 6236
Agency Recruitment Site	https://www.infrastructure.gov.au/department/careers

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Infrastructure, Transport, Regional Development and Communications

Vacancy VN-0740973

Department of Infrastructure, Transport, Regional Development, Communications and the Arts

Closing Date:Thursday 09 May 2024

Various
Various Various

Job Title	EL2: Director, Divisional Support Unit
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Various locations in WA WA, Canberra ACT, Various locations in NSW NSW, various locations in VIC VIC, Various locations - TAS TAS, various locations in QLD QLD, Various locations - NT NT, Various locations - SA SA
Salary	$139,418 - $166,758
Classification	Executive Level 2
Position Number	45068
Agency Website	https://www.infrastructure.gov.au/

Job Description

https://www.infrastructure.gov.au/department/careers

Duties

We are seeking experienced candidates to fill various roles of Director, Divisional Support Unit (DSU) in a number of divisions within the department.

The Director supports the First Assistant Secretary and their division by providing executive support and oversight/management of all divisional business and corporate related activities, including coordination of: corporate coordination requests, governance, administered budget and reporting, business planning, recruitment, performance and annual reporting, and senate estimates preparation, briefing and questions on notice. The Director engages extensively with the corporate areas of the department, and provides quality assurance and ensures consistency across the division on its corporate obligations.

Leading the DSU will provide you with the opportunity for direct exposure to Senior Executives and the breadth of departmental programs, policy and regulation. You will gain valuable experience in enabling services to further enhance your career and the opportunity to use your governance, human resource, financial and/or coordination expertise to support the team to deliver high quality services to the division.

You will establish and embed processes, practices and tools to operationalise corporate policies and procedures in the division. You will lead a small team to build a service focused culture to meet the needs to the Senior Executive and division. To succeed in this role, you will be an experienced in, or the ability to quickly learn, government financial processes to oversee the division’s administered budget while collaborating with the Finance Business Partner in managing departmental budgets. While the focus of your work is within the division, you will have an outward view, and establish networks across divisions and corporate areas.

Who are we looking for?

We are looking for high performing leaders with a blend of strategic facilitation, co-ordination and administration skills. Experience in finance, human resources, executive or ministerial support and/or enabling services would be highly regarded, with the ability to contribute to embedding a

service focused culture in supporting the division to deliver on its priorities. You will need to have the ability to ensure Senior Executives are provided the information required to make decisions in a timely manner, a collaborative approach to working with colleagues and an ability to support change management.

To be successful in this role, you will need to demonstrate:

- Achieve results and quality outcomes by showing initiative, flexibility and the ability to work autonomously, to deliver multiple activities at any given time, often within tight timeframes.
- Communicate effectively both written and verbal, delivering information in a variety of formats for a range of audiences.
- Collaborate across diverse teams, using your exceptional interpersonal and engagement skills to engage with Senior Executives and a wide variety of stakeholders, valuing different perspectives, contributions and backgrounds.
- Think strategically, evaluating complex information from a variety of sources to make connections and prepare sound advice by exercising good judgement.
- Professionalism, personal drive and integrity, including demonstrated ability to take responsibility and achieve objectives in challenging circumstances.

We encourage candidates from diverse backgrounds and experiences 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**: To be eligible for employment with the Department of Infrastructure, Transport, Regional Development, Communications and the Arts applicants must be an Australian citizen.
- **Health Assessment**: The preferred applicant may be required to undergo a medical examination conducted by the department's preferred medical provider.
- **Security Clearance**: The successful candidate must be able to obtain and/or maintain a security clearance at Baseline Vetting 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. Our values outline the characteristics, behaviours and professional capabilities we seek in our workforce: • Collaborative – we work together and with others across the system, to achieve our objectives and deliver for the Australian community. • Respectful – we create diverse teams and a respectful and inclusive culture that supports high performance, innovation and the wellbeing of all people across the department. • Informed – we have the expertise, knowledge and skills that we need to succeed, and we have good communication practices. • Adaptive – we are constantly learning and adapting to improve what we do and we have corporate systems in place to support staff in a rapidly changing world. • Accountable – we are rewarded and trusted to deliver, we are held accountable for the results and delivering with integrity, and we celebrate our success.

To Apply

Position Contact	Paula Stagg, 02 6136 8339
Agency Recruitment Site	https://www.infrastructure.gov.au/department/careers

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Infrastructure, Transport, Regional Development and Communications

Vacancy VN-0740664

High Speed Rail Authority

Closing Date:Monday 06 May 2024

Communication and Stakeholder Management

Job Title	Communications and Media Advisor
Job Type	Full-Time, Ongoing
Location	Sydney NSW, Canberra ACT, Newcastle NSW
Salary	$88,466 - $99,155
Classification	APS Level 6
Position Number	HR02/24
Agency Website	

Job Description

https://career10.successfactors.com/career?company=DoIT

We are looking for an APS6 Senior Communications and Media Advisor to join the newly established Stakeholder Engagement and Communication team in the Authority. The responsibilities of the team include:

- Developing, implementing and updating stakeholder engagement and communication plans;
- Providing strategic coordination of stakeholder engagement, public relations and media relations across the Authority to support the delivery of the Authority's priorities;
- Building and maintaining strong relationships with community and industry representatives and organisations;

Managing government and ministerial relations including working with state, territory and local governments. **Duties**

As the Communications and Media Advisor you will provide specialist communications and stakeholder engagement support for the operation of the Authority. As part of the role you will:

- Prepare, update and implement communication and engagement plans and strategies, as well as supporting policies, protocols and standards;
- Arrange and manage ministerial and Authority engagement activities and events;
- Research, write and edit content (i.e media releases, presentations, articles, website and social media copy, and speeches);
- Build and maintain relationships with government, community and industry stakeholders;
- Coordinate stakeholder engagement and communications across the Authority to support project delivery;
- Brief senior executives of the Authority and other senior government officials.

Eligibility

Employment with the Authority is subject to conditions prescribed within the Public Service Act 1999 included:

- **Citizenship:** must be an Australian citizen to be eligible for employment with the Authority.
- **Health Assessment:** may be required to undergo a medical examination conducted by the Authority's preferred medical provider.
- **Security Clearance:** must be able to obtain and/or maintain a security clearance at the Baseline Vetting Level. You must be willing to disclose all relevant and required information. You must have lived in Australia, or have a verifiable background, for at least the preceding five years for Baseline Vetting Level. More information on the security clearance vetting process is available on the Australian Government Security Vetting Agency (AGSVA) website.

Notes

You should submit a brief expression of interest (no more than 2 pages) that addresses your skills and experience relevant to the Key Responsibilities and an up to date CV (no more than 3 pages).
All applications must be submitted to corporate@hsra.gov.au.
Please contact corporate@hsra.gov.au if you have any questions.
Work with us. Apply now!
https://www.hsra.gov.au/careers

About the High Speed Rail Authority

The High Speed Rail Authority (the Authority) is a newly established independent Australian Government Corporate Commonwealth entity responsible for providing advice to Government on the proposed high speed rail network. It will oversee the planning, development and construction of a transformational high speed rail network in Australia. This will be a significant, nation-building project for Australia and the Authority will be critical to the success of the planned high speed rail network. The Authority will support the Australian Government in planning for the future by working closely with state and territory governments to develop high speed rail between major cities and key regional centres which will advance social, economic and population outcomes. The Authority's first priority will be the Sydney to Newcastle corridor with an Australian Government $500 million commitment to start corridor acquisition, planning and early works in consultation with the NSW Government.

To Apply

Position Contact	James Downie, 02 6136 7674
Agency Recruitment Site	https://career10.successfactors.com/career?company=DoIT

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Infrastructure, Transport, Regional Development and Communications

Vacancy VN-0740609

Office of the eSafety Commissioner

Closing Date:Monday 29 April 2024

eSafety Commissioner
Education, Prevention and Inclusion Grants and Education Providers

Job Title	Assistant Manager - Grants and Education Providers
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Pyrmont NSW, Belconnen ACT, Melbourne VIC
Salary	$110,807 - $124,958
Classification	Executive Level 1
Position Number	2331-2024-1
Agency Website	https://www.esafety.gov.au/about-us

Job Description

https://www.acma.gov.au/careers

This position is an opportunity to join eSafety's Grants and Education Providers team. The team works in partnership with a range of stakeholders to support the delivery of evidence-based online safety education at scale and increase the range of online safety education programs and resources to meet the needs of diverse audiences. In this role, you will be leading the program management of eSafety's Preventing Tech-based Abuse of Women Grants Program, which is providing $10 million in grant funding over four years.

Duties

We are seeking a motivated program manager with varied experience in the end-to-end delivery of grant programs. Our ideal candidate will have strong organisational skills including establishment and implementation of standard operating procedures and capacity to identify and implement improved business processes and ways of working. You will have a demonstrated ability to develop strong relationships with internal and external stakeholders, including an ability to anticipate and respond to stakeholder needs. You will show resilience to achieve objectives even when confronted with competing demands and be a self-driven, supportive team-player. You will have a flexible mindset and be adept at identifying, weighing and proposing potential solutions to problems as they arise.

Eligibility

To be eligible for employment with ACMA, applicants must be an Australian citizen.

Successful candidates must be able to obtain and maintain a Baseline level security clearance or hold a current security clearance of an appropriate level. Australian Government Security Vetting Agency (AGSVA).

Notes

Suitable candidates will be placed in a merit pool from this selection process and may be used to fill similar ongoing roles in other areas of ACMA. Non-ongoing opportunities may be offered as a specified term.

RecruitAbility applies to this vacancy. Under the RecruitAbility scheme you will be invited to participate in further assessment activity for the vacancy if you choose to apply under the scheme; declare you have a disability; and meet the minimum requirements for the job. For more information visit: https://www.apsc.gov.au/recruitability

About the Office of the eSafety Commissioner

The eSafety Commissioner’s (eSafety) purpose is to help safeguard Australian’s at risk from online harms and to promote safer, more positive online experiences.

To Apply

Position Contact	Sam Holthouse, 02 6219 5362
Agency Recruitment Site	https://www.acma.gov.au/careers

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Prime Minister and Cabinet

Vacancy VN-0740420

Aboriginal Hostels Limited

Closing Date:Wednesday 01 May 2024

Top End Operations
Darwin Hostels

Job Title	Cook, Kitchenhand and Housekeeper
Job Type	Full-Time;Part-Time, Ongoing
Location	Darwin NT
Salary	$54,306 - $54,690
Classification	APS Level 2
Position Number	VN6224
Agency Website	

Job Description

https://www.ahl.gov.au/employment

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.
Across its network of hostels, 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.

A career with AHL will provide you with a chance to contribute to improving the quality of life and economic opportunities for First Nations people. We offer rewarding experiences and rewarding employment conditions.

AHL is looking for experienced individuals who are highly motivated, energetic, enthusiastic and passionate about delivering quality services to our residents in our Darwin Hostels. We are looking for Hostel Workers for the following positions:
- Cook
- Relief Cook/Kitchenhand
- Housekeeper

Duties

As a Cook and Kitchenhand, your duties and responsibilities will include:
- Prepare meals in accordance with AHL's set menus, Food Safety Standards Australia and other relevant legislation
- Stock take management – rotate, receive and monitor food and kitchen supplies
- Ensure the kitchen is cleaned to standard
- Prepare and clean the dining rooms for residents.

As a Housekeeper, your duties and responsibilities will include:
- Ensure the hostel is serviced and cleaned to a high standard
- Ensure the adequate supply of cleaning products, linen and other relevant items are available and stored appropriately
- Ensure all rooms are checked regularly for repair and maintenance requirements, and that appropriate notifications are reported to the Hostel Manager or Assistant Hostel Manager.

Both full-time and part-time opportunities are available.

For further information about these roles and how to apply please refer to the Vacancy Information available on our website - Employment | Aboriginal Hostels Limited (ahl.gov.au)

Eligibility

- Be an Australian Citizen
- Undergo a Satisfactory National Criminal History Check (prior to engagement)
- Meet Fitness for Duty requirements (prior to engagement)
- Hold and maintain a NT Working with Children Check (prior to engagement)
- Hold or obtain relevant qualifications

Qualifications/Experience:
The following qualifications will be highly regarded:
- Certificate II Food Safety Handling
- Certificate III or Certificate IV in Commercial Cookery.
- Certificate II in Hospitality.
- Chemical Handling Training.

Notes

Indigenous job seekers are encouraged to apply for this vacancy. If the job is 'Identified', then part or all of the duties impact on Indigenous Australian communities or their representatives.

RecruitAbility applies to this vacancy. Under the RecruitAbility scheme you will be invited to participate in further assessment activity for the vacancy if you choose to apply under the scheme; declare you have a disability; and meet the minimum requirements for the job. For more information visit: https://www.apsc.gov.au/recruitability

About the Aboriginal Hostels Limited

To Apply

Position Contact	Miles McLoughlin, 0419 987 566
Agency Recruitment Site	https://www.ahl.gov.au/employment

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Prime Minister and Cabinet

Vacancy VN-0740853

Aboriginal Hostels Limited

Closing Date:Sunday 12 May 2024

SA Operations
Mulgunya Hostel

Job Title	Cook
Job Type	Full-Time, Ongoing
Location	Adelaide SA
Salary	$54,306 - $54,690
Classification	APS Level 2
Position Number	VN6524
Agency Website	

Job Description

https://www.ahl.gov.au/employment

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. Across its network of hostels, 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.

A career with AHL will provide you with a chance to contribute to improving the quality of life and economic opportunities for First Nations people. We offer rewarding experiences and rewarding employment conditions.

AHL is looking for an experienced cook who is highly motivated, energetic, enthusiastic and passionate about delivering quality services to our residents in our Mulgunya Hostel.

Duties

As a Cook you will undertake 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.

Key Capabilities:

- 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 workstation.

For further information about the role and how to apply, please refer to the Vacancy Information available on our website: https://www.ahl.gov.au/employment **Eligibility**

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.

Qualifications/Experience:
The following qualifications will be highly regarded:

- Certificate II Food Safety Handling.
- Certificate III or Certificate IV in Commercial Cookery.
- Certificate II in Hospitality.
- Other relevant qualifications or work experience in a similar role.

Notes

Indigenous job seekers are encouraged to apply for this vacancy. If the job is 'Identified', then part or all of the duties impact on Indigenous Australian communities or their representatives.

RecruitAbility applies to this vacancy. Under the RecruitAbility scheme you will be invited to participate in further assessment activity for the vacancy if you choose to apply under the scheme; declare you have a disability; and meet the minimum requirements for the job. For more information visit: https://www.apsc.gov.au/recruitability

About the Aboriginal Hostels Limited

To Apply

Position Contact	Nikki Jafari, 0439 000 162
Agency Recruitment Site	https://www.ahl.gov.au/employment

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Prime Minister and Cabinet

Vacancy VN-0740567

Australian Institute of Aboriginal and Torres Strait Islander Studies

Closing Date:Wednesday 15 May 2024

Research and Education Group
Languages

Job Title	Director Languages
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Canberra ACT
Salary	$127,226 - $138,677
Classification	Executive Level 2
Position Number	73_03/24
Agency Website	https://aiatsis.gov.au/

Job Description

www.aiatsis.gov.au

About the Group
The purpose of the Research and Education Group (REG) is to: define, lead, produce, share and support cutting edge research and learning by, with, and for Aboriginal and Torres Strait Islander peoples.

About the Program Area
The AIATSIS Centre for Australian Languages (ACAL) sits within the Research and Education Group and undertakes community-based research and projects with the aim of supporting the active practice and strengthening of Indigenous languages. This includes projects to support language reawakening through access to archival materials, the documentation of languages supporting the production of materials such as dictionaries and assisting communities in achieving these goals. Our work is strongly community focused and supports Indigenous control of their languages and associated data. We take a national approach to understanding the situation and status of Indigenous languages and drawing on this we provide advice to governments on all aspects of language policy, projects, and support.

About the Role
We are seeking a high performing and talented Research Director to lead the AIATSIS Centre for Australian Languages (ACAL). You will be part of the management team of the Research and Education Group, which provides leadership in research and ethical engagement and informs Indigenous and government decision-making and nation building.

Duties

- leading a small team to design and undertake cutting edge community-based research and projects with the aim of supporting the active practice and strengthening of Indigenous languages.
- providing strategic direction to the team to create opportunities for knowledge exchange, develop rigorous data and evidence and provide critical advice to Indigenous peoples, governments, and others to strengthen the recognition, protection, and resurgence of Indigenous culture.
- develop and lead new projects and initiatives, which will diversify your work over time.
- provide intellectual leadership and develop the research capability across the group and contribute excellent research.
- work collaboratively across AIATSIS to strategically shape the organisation’s culture and future direction.
- contribute to problem solving across AIATSIS, which requires high level planning, management, and stakeholder engagement.

Eligibility

Cultural capability
The ideal candidate will come with the following cultural capabilities:

- understands Aboriginal and Torres Strait Islander business within the agency and the outcomes the agency is responsible for delivering.
- understands the current issues facing Aboriginal and Torres Strait Islander people with regard to Indigenous languages and the historical context of these issues.
- the ability to communicate respectfully with Aboriginal and Torres Strait Islander stakeholders, clients, and colleagues.
- the capability to privilege Aboriginal and Torres Strait Islander peoples' voices, experiences, and perspectives in their work.

Our ideal candidate

The ideal candidate will come with the skills, experience and attributes shown below:

- demonstrated capability in strategic research leadership, including designing programs of work, working collaboratively across teams and organisations, building partnerships, and seeing projects through to completion.
- ability to lead and inspire a team through excellent people management, personal competence and drive, commitment to organisational culture and resilience and capability to manage change.
- experience in garnering and managing resources, including managing a budget, as well as reporting for internal and external stakeholders.
- strong understanding of ethical research practice and a demonstrated track record of high-quality impactful research, program and/or policy design, which includes a record of published work or equivalent public sector contribution in a relevant area or discipline.
- capacity to communicate ideas with influence, adapt to audiences, develop strategic partnerships, and manage stakeholders.
- suitable qualifications such as a postgraduate qualification in linguistics or a closely allied discipline, and a demonstrated interest in Australian Indigenous languages.

Notes

The filling of this vacancy is intended to constitute an affirmative measure under section 8(1) of the 'Racial Discrimination Act 1975'. This vacancy is only available to Aboriginal and/or Torres Strait people.

About the Australian Institute of Aboriginal and Torres Strait Islander Studies

We are Australia's only national institution focused exclusively on the diverse history, cultures, and heritage of Aboriginal and Torres Strait Islander Australia. We house the world's most important and extensive collection of cultural information and material and we provide leadership, publish and promote greater understanding and appreciation of Aboriginal and Torres Strait Islander peoples. We create opportunities for people the world over to engage with and be transformed by the knowledge, the culture and the story of Australia's Indigenous peoples. We are Australia's national institution for leadership in Aboriginal and Torres Strait Islander research. We care for a priceless collection, including films, photographs, video and audio recordings as well as the world's largest collection of printed and other resource materials for Aboriginal and Torres Strait Islander studies. We undertake and encourage scholarly, ethical, community-based research in a variety of sectors, including health, native title, languages and education. Our publishing house, Aboriginal Studies Press, regularly publishes outstanding writing that promotes Australian Indigenous cultures. Our activities affirm and raise awareness of the richness and diversity of Aboriginal and Torres Strait Islander cultures and histories.

To Apply

Position Contact	Doug Marmion, 0419 956 662
Agency Recruitment Site	www.aiatsis.gov.au

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Prime Minister and Cabinet

Vacancy VN-0740569

Australian Institute of Aboriginal and Torres Strait Islander Studies

Closing Date:Thursday 02 May 2024

Collections Services Group
Collections Management

Job Title	Assistant Director Collections Transformation
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	$110,115 - $120,025
Classification	Executive Level 1
Position Number	86_04/24
Agency Website	https://aiatsis.gov.au/

Job Description

www.aiatsis.gov.au

About the Group
The Collections Services Group is responsible for the development, management, and preservation of the AIATSIS Collection. The Group manages, describes, preserves, and digitises the AIATSIS Collection.

About the Program Area
The Collection Management Program sits within the Collection Services Group. Collection Management consists of the Archival Collections (Audiovisual, Photographic and Manuscript) and Collection Transformation units. Key operational activities of the program include cataloguing, accessioning, and describing the AIATSIS Audiovisual, Photographic and Manuscript collections to enhance discoverability of, and access to, these collections for all Australians. The Program is also responsible for delivering the Collection Transformation program which aims to reshape the work of Collection Services Group through new collection systems, workflows, and processes. Collection Management works closely with Collection Development and Care, Collection Preservation and Digitisation, and Collection Access teams to support the discoverability and accessibility of the AIATSIS collection for all Australians.

Duties

Assistant Directors are key leadership positions within the Collection Services Group and work collaboratively with each other to achieve the goals of the program and the organisation, in particular to make the AIATSIS collection discoverable and accessible in culturally appropriate ways. The Collections Transformation Program (CTP) is an ambitious program of organisational change to facilitate improved description, management, and accessibility of the AIATSIS Collections. To deliver this change the CTP has five work packages: people, standards, processes, data, and systems. Given the wide impact of these work packages the CTP will liaise with internal and external stakeholders to successfully deliver the project objectives. A significant focus for the Program is the procurement and implementation of a Collection Management System, and a Digital Asset Management System.
The Assistant Director is responsible for the management and operations of the Collection Transformation Program. The role manages a small team and is responsible for program governance including reporting on program deliverables to senior management and Council. The position will manage the procurement of new collection systems, and ongoing engagement with staff, vendors, and other program stakeholders. This position reports to the Director, Collection Management.

Eligibility

Cultural capability
This EL1 role is in an important leadership position in the stewardship of the archival collections held at AIATSIS. As such, it incorporates aspects from each of the Knowing, Doing and Being sections of the Cultural Capabilities Framework.

- Understands Aboriginal and Torres Strait Islander business within the agency and the outcomes the agency is responsible for delivering. (Knowing)
- Works in genuine partnership with Aboriginal and Torres Strait Islander peoples to achieve shared outcomes. (Doing)
- Communicates respectfully with Aboriginal and Torres Strait Islander stakeholders, clients, and colleagues. (Doing)
- Has an authentic and respectful interest in Aboriginal and Torres Strait Islander culture, policy, and implementation matters. (Being)

Our ideal candidate

The ideal candidate will come with the skills, experience and attributes shown below:

- proven ability to sensitively engage with, and demonstrate an understanding of, clients who are Aboriginal and Torres Strait Islander, including understanding Indigenous Cultural and Intellectual Property Rights and the interests of Indigenous peoples.
- demonstrated ability to manage a significant transformation program ideally within a library, archive, gallery, museum, or other collecting institution.
- demonstrated experience in project management including delivery of project objectives and drafting and maintaining project documentation.
- strong liaison, interpersonal, and communication skills, including the ability to build relationships across a range of professional and disciplinary areas.
- demonstrated ability to manage change, competing priorities and strategic directions, with the ability to deliver high quality projects and outcomes, as well as the ability to deal with uncertainty positively and flexibly.
- experience working with systems, data, and standards in an archival or library context is highly desirable.

Notes

The filling of this vacancy is intended to constitute an affirmative measure under section 8(1) of the 'Racial Discrimination Act 1975'. This vacancy is only available to Aboriginal and/or Torres Strait people.

About the Australian Institute of Aboriginal and Torres Strait Islander Studies

We are Australia’s only national institution focused exclusively on the diverse history, cultures, and heritage of Aboriginal and Torres Strait Islander Australia. We house the world’s most important and extensive collection of cultural information and material

and we provide leadership, publish and promote greater understanding and appreciation of Aboriginal and Torres Strait Islander peoples. We create opportunities for people the world over to engage with and be transformed by the knowledge, the culture and the story of Australia's Indigenous peoples. We are Australia's national institution for leadership in Aboriginal and Torres Strait Islander research. We care for a priceless collection, including films, photographs, video and audio recordings as well as the world's largest collection of printed and other resource materials for Aboriginal and Torres Strait Islander studies. We undertake and encourage scholarly, ethical, community-based research in a variety of sectors, including health, native title, languages and education. Our publishing house, Aboriginal Studies Press, regularly publishes outstanding writing that promotes Australian Indigenous cultures. Our activities affirm and raise awareness of the richness and diversity of Aboriginal and Torres Strait Islander cultures and histories.

To Apply

Position Contact	Lisa Smith, 02 6261 4225
Agency Recruitment Site	www.aiatsis.gov.au

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Prime Minister and Cabinet

Vacancy VN-0740637

Australian Institute of Aboriginal and Torres Strait Islander Studies

Closing Date:Thursday 02 May 2024

Collections Services Group
Collections Management

Job Title	Director Collection Management (Affirmative Measures)
Job Type	Full-Time, Non-Ongoing
Location	Canberra ACT
Salary	$127,226 - $138,677
Classification	Executive Level 2
Position Number	95_04/24
Agency Website	https://aiatsis.gov.au/

Job Description

www.aiatsis.gov.au

About the Group
The Collections Services Group is responsible for the development, management, and preservation of the AIATSIS Collection. The Group manages, describes, preserves, and digitises the AIATSIS Collection.

About the Program Area
The Collection Management Program sits within the Collection Services Group. Collection Management consists of the Archival Collections (Audiovisual, Photographic and Manuscript) and Collection Transformation units. Key operational activities of the program include cataloguing, accessioning, and describing the AIATSIS Audiovisual, Photographic and Manuscript collections to enhance discoverability of, and access to, these collections for all Australians. The Program is also responsible for delivering the Collection Transformation program which aims to reshape the work of Collection Services Group through new collection systems, workflows, and processes. Collection Management works closely with Collection Development and Care, Collection Preservation and Digitisation, and Collection Access teams to support the discoverability and accessibility of the AIATSIS collection for all Australians.

About the Role
The Director, Collection Management, is responsible for the implementation of the AIATSIS Collection Transformation Strategy which aims to reshape the work of Collection Services Group through new collection systems, workflows, and processes as well as accessioning, describing and management of the Audiovisual, Manuscript and Photographic collections. The position comprises two units, Archival Collection and Collections Transformation. As part of the senior leadership cohort, the Director will work collaboratively with the Executive Director and other directors within the Group as well as across the organisation in order to achieve AIATSIS and Collection goals and strategically shape the organisation’s culture and future direction.

Duties

- Managing and leading the operation of the program for the effective and efficient operation of the program, including administration, resource and financial management, staff management and development, and program planning.
- Providing strategic direction to the program, including developing business plans and priorities and monitor performance.
- Making high level decisions and take responsibility for the performance and output of the program.
- Taking a lead role in the management and implementation of the Institute’s collection transformation priorities and archival practices.
- Providing high level expert advice on professional, technical, and administrative matters in relation to the management and discoverability of the Collection in accordance with corporate and program policies and plans.
- Developing strategy, policies, priorities and operational practices and activities in support of AIATSIS and Collection Services Group objectives.
- Providing written reports, statistics, submissions, and complex correspondence as required.
- Engaging and managing stakeholders through collaboration, negotiation, and resolving conflict and managing sensitivities.

Eligibility

Cultural capability
You will be aware of the Commonwealth Aboriginal and Torres Strait Islander Cultural Capability Framework and ways of knowing, doing and being. In particular, you:

- Understand Aboriginal and Torres Strait Islander business within the agency and the outcomes the agency is responsible for delivering.
- Have an authentic and respectful interest in Aboriginal and Torres Strait Islander culture, policy, and implementation matters.
- Engage with Aboriginal and Torres Strait Islander colleagues and employees in a sensitive and equitable manner.
- Take the perspective of others, seeking to understand Aboriginal and Torres Strait Islander peoples’ point of view and experiences.

Our ideal candidate
The ideal candidate will come with the skills, experience and attributes shown below:

- well-developed understanding of the collection development and management principles within a cultural institution or community organisation, particularly in relation to the appropriate management of Aboriginal and Torres Strait Islander cultural and heritage materials, including an understanding of copyright legislation, Indigenous Cultural and Intellectual Property Rights, Indigenous cultural protocols, and related cultural safety issues.
- understanding of contemporary archival and collection management and preservation practices as well as relevant tools such as digital asset management, collection management and integrated library management systems.
- ability to lead and manage a complex digital transformation project in a collection management/access context, in collaboration with internal and external stakeholders.
- ability to lead and inspire team through excellent people management, resilience, and capability to manage competing priorities in changing environment.
- demonstrated ability to cultivate and nurture collaborative and productive working relationships, facilitating cooperation by fostering teamwork, resolving conflict using appropriate strategies, displaying integrity and professionalism and a commitment to achieving results.
- proven ability to shape strategic thinking, provide strategic advice, along with the ability to solve complex issues and translate strategy into operational goals.
- demonstrated ability to communicate with influence. Strong interpersonal, negotiation, liaison, and collaborative skills.
- relevant degree and/or demonstrated relevant experience and skills.

Notes

The filling of this vacancy is intended to constitute an affirmative measure under section 8(1) of the 'Racial Discrimination Act 1975'. This vacancy is only available to Aboriginal and/or Torres Strait people.

About the Australian Institute of Aboriginal and Torres Strait Islander Studies

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To Apply

Position Contact	Dr Caroline Hughes, 02 6129 3955
Agency Recruitment Site	www.aiatsis.gov.au

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Prime Minister and Cabinet

Vacancy VN-0740639

Australian Institute of Aboriginal and Torres Strait Islander Studies

Closing Date:Thursday 02 May 2024

Collections Services Group
Collections Management

Job Title	Director Collection Management
Job Type	Full-Time, Non-Ongoing
Location	Canberra ACT
Salary	$127,226 - $138,677
Classification	Executive Level 2
Position Number	96_04/24
Agency Website	https://aiatsis.gov.au/

Job Description

www.aiatsis.gov.au

About the Group
The Collections Services Group is responsible for the development, management, and preservation of the AIATSIS Collection. The Group manages, describes, preserves, and digitises the AIATSIS Collection.

About the Program Area
The Collection Management Program sits within the Collection Services Group. Collection Management consists of the Archival Collections (Audiovisual, Photographic and Manuscript) and Collection Transformation units. Key operational activities of the program include cataloguing, accessioning, and describing the AIATSIS Audiovisual, Photographic and Manuscript collections to enhance discoverability of, and access to, these collections for all Australians. The Program is also responsible for delivering the Collection Transformation program which aims to reshape the work of Collection Services Group through new collection systems, workflows, and processes. Collection Management works closely with Collection Development and Care, Collection Preservation and Digitisation, and Collection Access teams to support the discoverability and accessibility of the AIATSIS collection for all Australians.

About the Role
The Director, Collection Management, is responsible for the implementation of the AIATSIS Collection Transformation Strategy which aims to reshape the work of Collection Services Group through new collection systems, workflows, and processes as well as accessioning, describing and management of the Audiovisual, Manuscript and Photographic collections. The position comprises two units, Archival Collection and Collections Transformation. As part of the senior leadership cohort, the Director will work collaboratively with the Executive Director and other directors within the Group as well as across the organisation in order to achieve AIATSIS and Collection goals and strategically shape the organisation's culture and future direction.

Duties

- Managing and leading the operation of the program for the effective and efficient operation of the program, including administration, resource and financial management, staff management and development, and program planning.

- Providing strategic direction to the program, including developing business plans and priorities and monitor performance.
- Making high level decisions and take responsibility for the performance and output of the program.
- Taking a lead role in the management and implementation of the Institute's collection transformation priorities and archival practices.
- Providing high level expert advice on professional, technical, and administrative matters in relation to the management and discoverability of the Collection in accordance with corporate and program policies and plans.
- Developing strategy, policies, priorities and operational practices and activities in support of AIATSIS and Collection Services Group objectives.
- Providing written reports, statistics, submissions, and complex correspondence as required.
- Engaging and managing stakeholders through collaboration, negotiation, and resolving conflict and managing sensitivities.

Eligibility

Cultural capability
You will be aware of the Commonwealth Aboriginal and Torres Strait Islander Cultural Capability Framework and ways of knowing, doing and being. In particular, you:

- Understand Aboriginal and Torres Strait Islander business within the agency and the outcomes the agency is responsible for delivering.
- Have an authentic and respectful interest in Aboriginal and Torres Strait Islander culture, policy, and implementation matters.
- Engage with Aboriginal and Torres Strait Islander colleagues and employees in a sensitive and equitable manner.
- Take the perspective of others, seeking to understand Aboriginal and Torres Strait Islander peoples' point of view and experiences.

Our ideal candidate

The ideal candidate will come with the skills, experience and attributes shown below:

- well-developed understanding of the collection development and management principles within a cultural institution or community organisation, particularly in relation to the appropriate management of Aboriginal and Torres Strait Islander cultural and heritage materials, including an understanding of copyright legislation, Indigenous Cultural and Intellectual Property Rights, Indigenous cultural protocols, and related cultural safety issues.
- understanding of contemporary archival and collection management and preservation practices as well as relevant tools such as digital asset management, collection management and integrated library management systems.
- ability to lead and manage a complex digital transformation project in a collection management/access context, in collaboration with internal and external stakeholders.
- ability to lead and inspire team through excellent people management, resilience, and capability to manage competing priorities in changing environment.
- demonstrated ability to cultivate and nurture collaborative and productive working relationships, facilitating cooperation by fostering teamwork, resolving conflict using appropriate strategies, displaying integrity and professionalism and a commitment to achieving results.
- proven ability to shape strategic thinking, provide strategic advice, along with the ability to solve complex issues and translate strategy into operational goals.
- demonstrated ability to communicate with influence. Strong interpersonal, negotiation, liaison, and collaborative skills.
- relevant degree and/or demonstrated relevant experience and skills.

Notes

Identified positions
Identified positions are roles that require people to understand the issues affecting Indigenous Australians and a proven ability to communicate sensitively with them. These requirements are generally for jobs that involve providing services or developing policies for Indigenous Australians, and/or direct interaction with Indigenous communities.

Identified positions are crucial in ensuring that the APS has the right people working on initiatives to improve the delivery of services and close the gap between Indigenous and non-Indigenous Australians and are open to all Australian citizens.

At AIATSIS all positions are Identified positions where candidates are required to demonstrate an understanding of the diversity of Aboriginal and Torres Strait Islander peoples, their cultures, and their issues and to be able to communicate respectfully with them.

You must provide the name and contact details of an Aboriginal and Torres Strait Islander referee. This referee will be contacted to determine your cultural capability.

What is Cultural Capability?
As all positions at AIATSIS are 'Identified' each position will have various elements of involvement with the delivery of Indigenous specific services, programs, and policies as part of AIATSIS core functions. AIATSIS therefore needs to also identify the cultural knowledge; skills and personal attributes needed to deliver the required outcomes.

Every part of how we work, who we work with and for, requires varying levels of knowledge of Aboriginal and Torres Strait Islander cultures, protocols and an understanding of issues that enable effective communication and ultimately effective performance in the role. To assist you in determining the required cultural capabilities of this role, you can refer to the Aboriginal and Torres Strait Islander Cultural Capability – A Framework for Commonwealth Agencies

Indigenous job seekers are encouraged to apply for this vacancy. If the job is 'Identified', then part or all of the duties impact on Indigenous Australian communities or their representatives.

About the Australian Institute of Aboriginal and Torres Strait Islander Studies

We are Australia's only national institution focused exclusively on the diverse history, cultures, and heritage of Aboriginal and Torres Strait Islander Australia. We house the world's most important and extensive collection of cultural information and material and we provide leadership, publish and promote greater understanding and appreciation of Aboriginal and Torres Strait Islander peoples. We create opportunities for people the world over to engage with and be transformed by the knowledge, the culture and the story of Australia's Indigenous peoples. We are Australia's national institution for leadership in Aboriginal and Torres Strait Islander research. We care for a priceless collection, including films, photographs, video and audio recordings as well as the world's largest collection of printed and other resource materials for Aboriginal and Torres Strait Islander studies. We undertake and encourage scholarly, ethical, community-based research in a variety of sectors, including health, native title, languages and education. Our publishing house, Aboriginal Studies Press, regularly publishes outstanding writing that promotes Australian Indigenous cultures. Our activities affirm and raise awareness of the richness and diversity of Aboriginal and Torres Strait Islander cultures and histories.

To Apply

Position Contact	Dr Caroline Hughes, 02 6129 3955
Agency Recruitment Site	www.aiatsis.gov.au

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Prime Minister and Cabinet

Vacancy VN-0740877

Australian National Audit Office

Closing Date:Wednesday 22 May 2024

Systems Assurance and Data Analytics

Job Title	EL1 Director - Systems Assurance and Data Analytics
Job Type	Full-Time;Part-Time, Ongoing
Location	Barton ACT
Salary	$119,897 - $135,112
Classification	Executive Level 1
Position Number	033/2024
Agency Website	https://www.anao.gov.au

Job Description

https://www.anao.gov.au/

The **Systems Assurance and Data Analytics Group (SADA)** provides support and services to the ANAO's performance audit, financial and performance statements groups, and Corporate Management Group. SADA comprises of approximately 42 staff who work in teams specialising in either IT systems and controls assurance or in data analytics. Within SADA, the Systems Assurance Team consists of approximately 24 staff, with backgrounds encompassing professions such as project and risk management, cyber security, information technology, finance and accounting.

The opportunity
The ANAO undertakes audits of a variety of government programs, and in doing so conducts assurance activities that examine data, complex IT systems, and cyber security risks. You will perform audits and reviews of wide-ranging systems and platforms across varying disciplines, such as governance and risk management, cyber security, IT operations, grants and payment administration, and support improved performance through accountability and transparency of the public sector.

Duties

In the Systems Assurance section of SADA, under the broad guidance of the Executive Director/Senior Director, you will:

- Either individually or with the Senior Director, lead and manage multiple teams responsible for undertaking IT audit engagements (supporting performance and financial audits);
- Undertake and document audits of more complex general IT controls and IT application controls;
- Exercise quality control and a high level of professional and technical expertise in completing your own work and in reviewing the work of junior staff;
- Develop high performing teams, including mentoring, guiding and supporting professional development of staff;
- Manage professional relationships with key internal and external stakeholders including ANAO senior management, audit entity management, peer auditing organisations, standard-setters and professional forums;
- Provide professional and technical advice on a range of IT risks and audit issues;
- Raise awareness of IT issues for performance and financial audits;

- Contribute to the strategic direction of IT audit and data analytics within ANAO, including assisting in the formulation of business and operational plans for the work area;
- Contribute to the development, implementation and monitoring of the ANAO quality framework, including assisting in the planning and reporting of quality assurance activities;
- Make a significant contribution to the achievement of organisational objectives; and
- Maintain and develop technical knowledge through learning and development activities.

As an EL1, you will have access to more experienced specialists in different disciplines, and ongoing training, in understanding the IT/cyber/data risks relevant to our work. It is not expected that you will be an SME in all domains initially, but there is room to advance and grow your skillset in these areas in future. **Eligibility**

Eligibility
Citizenship – To be eligible for employment with the ANAO, applicants must be an Australian citizen.
Security Clearance – The Australian community requires the highest level of integrity from ANAO employees. The preferred applicant will be required to obtain and maintain a security clearance at the level specified above.
Further information is provided in the Security Clearance Applicant Guide Book and on the AGSVA website.

Assessment process / Reasonable adjustment
As part of the assessment process, you may be asked to participate in one or more of the following assessment activities:
• Interview (in-person or virtual)
• Written assessment
If you believe you may require reasonable adjustments to participate in the assessment process, please ensure this is indicated on your application. A member of our recruitment team will contact you to discuss the adjustments prior to the assessment process.

Notes

How to apply
Applications must be submitted using the Online recruitment system.
Applicants are required to submit a current CV/resume and a statement of claims (500 words maximum) outlining why you are interested in this position and why you believe that you have the skills, capabilities, knowledge and experience to be considered for this role. Please provide examples which demonstrate your ability to perform the duties of the position. We highly recommend that you refer to the ANAO Core Capability Framework when preparing your statement of claims.

Closing date
Applications close **11:30pm (AEST) on Wednesday 22 May 2024.**

RecruitAbility applies to this vacancy. Under the RecruitAbility scheme you will be invited to participate in further assessment activity for the vacancy if you choose to apply under the scheme; declare you have a disability; and meet the minimum requirements for the job. For more information visit: https://www.apsc.gov.au/recruitability

About the Australian National Audit Office

The Australian National Audit Office (ANAO) is a specialist public sector entity that provides a full range of audit services to the Australian Parliament, the Australian Government and public sector entities. The 'Auditor-General Act 1997' provides the legislative framework for the role of the Auditor-General and the ANAO. The purpose of the ANAO is to drive accountability and transparency in the Australian Government sector through quality evidence based audit services and independent reporting to Parliament, the Executive and the public, with the result of improving public sector performance. The Executive is accountable to Parliament for its use of public resources and the administration of legislation passed by the Parliament. The Auditor-General scrutinises and provides independent assurance as to whether the Executive is operating and accounting for its performance in accordance with Parliament’s purpose.

To Apply

Position Contact	Edwin Apoderado , 02 6203 7312
Agency Recruitment Site	https://www.anao.gov.au/

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Prime Minister and Cabinet

Vacancy VN-0740626

Australian Public Service Commission

Closing Date:Tuesday 31 December 2024

Job Title	APSC Temporary Employment Opportunity
Job Type	Full-Time;Part-Time, Non-Ongoing
Location	Canberra ACT, Various locations - NSW NSW, Various locations - QLD QLD, Various locations - NT NT, Various locations - WA WA, Various locations - SA SA, Various locations - TAS TAS, Various locations - VIC VIC
Salary	$52,000 - $162,885
Classification	APS Level 1;APS Level 2;APS Level 3;APS Level 4;APS Level 5;APS Level 6;Executive Level 1;Executive Level 2
Position Number	24_28
Agency Website	https://www.apsc.gov.au/

Job Description

https://apsc.nga.net.au/?jati=8B832817-F728-E6E4-481D-DAA8EE371DA4

About the Australian Public Service Commission (APSC)

The Australian Public Service Commission (the APSC) is a medium sized policy & program agency within the portfolio of the Department of the Prime Minister and Cabinet. Our purpose is to position the Australian Public Service (APS) workforce for the future to ensure it meets the demands and expectations of the Australian Government, Parliament and people.

The APSC sets the standards and expectations on integrity, behaviour and stewardship, making clear what it means to be a good public servant and a leader in the APS. The APSC guides and positions the workforce for the future and uplifts the quality, capability and capacity of our workforce, to ensure it delivers the priorities of the Australian Government and people.

Our statutory responsibilities and commitment to change provides the opportunity to work on exciting and engaging projects and programs whilst supporting our internal priorities.

Duties

The vacancy eligibility

The Australian Public Service Commission (the APSC) seeks to attract, develop and retain diverse, enthusiastic and high-performing employees. To help us in achieving this, we maintain a temporary employment register of interested applicants that the APSC can use to fill a variety of employment opportunities across various classifications and business areas. The positions may be full time, part time or casual depending on individual team needs.

To help us better match you with a role that suits your employment preferences, interests and skills, we want to know more about you and the work that you are interested in and we will collect this information via the application form.

If there is a suitable opportunity that matches your skills and experience, you may be contacted regarding your application. Submitting an application does not guarantee employment with the APSC.

The register may be utilised to access candidates to fill roles at short notice such as advisors on taskforces relating to emerging Government priorities, policy roles, governance and corporate roles, management and leadership positions and administrative support including Executive Assistants and more!

Please note:

Non-ongoing opportunities may be offered with an initial engagement of up to 12 months, with one possible extension of up to 6 months (a total maximum contract period of 18 months).

Ongoing engagement or promotion under the Public Service Act 1999 is not possible through this register.

Under section 22(8) of the Public Service Act 1999, employees must be Australian citizens to be employed in the Australian Public Service (APS) unless the Agency Head has agreed otherwise, in writing.

Successful applicants will be required to undergo the process to obtain and maintain, or continue to hold the required security clearance of an appropriate level for the role. At the APSC all employees must hold a baseline level security clearance at a minimum, however some roles may require a higher level of clearance.

Successful applicants will be required to undergo a mandatory National Criminal History check (NCHC).

Applications remain active until **31 December 2024.** Applications are not carried over after this time, you will be required to submit a new application for the following year.

How does a temporary register work?
The Commission employment register is used to fill a variety of vacancies across Commission.

To help us better match you with a role that suits your employment preferences, interests and skills, we want to know more about you and the work that you are interested in and we will collect this information via the application form.

While your preferences outlined within your application will be taken into account, your details may be shared with hiring managers for roles across the Commission not necessary aligned with your identified preferences if we feel you have the relevant skills and experience for the role.

Eligibility

The Australian Public Service Commission is committed to building an inclusive and culturally diverse workforce. We welcome applications from across our community including, Aboriginal and Torres Strait Islander peoples, women, people with disability, people from culturally and linguistically diverse backgrounds, those who identify as LGBTIQ+, mature aged employees and carers.

Notes

RecruitAbility applies to this vacancy. Under the RecruitAbility scheme you will be invited to participate in further assessment activity for the vacancy if you choose to apply under the scheme; declare you have a disability; and meet the minimum requirements for the job. For more information visit: https://www.apsc.gov.au/recruitability

About the Australian Public Service Commission

The Australian Public Service Commission (APSC) is a central agency within the Prime Minister and Cabinet portfolio. The Commission supports two statutory office holders: the Australian Public Service Commissioner—who is also agency head—and the Merit Protection Commissioner. Their functions are set out in sections 41(1) and 50(1), respectively, of the Public Service Act 1999. About the Commission The Australian Public Service Commission is a non-corporate Commonwealth entity within the Prime Minister and Cabinet portfolio. Our Statutory responsibilities are detailed in the Public Service Act 1999. The APSC also provides resources to support the Merit Protection Commissioner. We operate under the Public Governance, Performance and Accountability Act 2013. We employ around 350 staff, and have offices in Canberra and Sydney.

To Apply

Position Contact	People Team, 02 6202 3834
Agency Recruitment Site	https://apsc.nga.net.au/?jati=8B832817-F728-E6E4-481D-DAA8EE371D

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Prime Minister and Cabinet

Vacancy VN-0740757

Australian Public Service Commission

Closing Date:Tuesday 30 April 2024

Job Title	Director, Learning System Services
Job Type	Full-Time;Part-Time, Non-Ongoing
Location	Canberra ACT
Salary	$144,862 - $162,855
Classification	Executive Level 2
Position Number	24_20
Agency Website	https://www.apsc.gov.au/

Job Description

https://apsc.nga.net.au/?jati=B5411694-B713-B76B-7274-DAA5394EC0BC

About the APS Academy

The APS Academy was established in July 2021 and is designed to support the broader APS learning ecosystem as a whole in building capability for all APS employees. The Academy plays an important role in setting overall shared direction for capability development and developing enablers and supporting platforms to support a genuine One-APS approach to capability building and driving efficiencies. The Academy operates a networked model, allowing us to use our strong partnerships to connect us to existing expertise and domains of excellence across the APS. Collaboration is the foundation of the APS Academy's networked model and is a critical element to the Academy's ongoing success.

About the team

The key functions of the Learning System Services team are to:

- Partner with learning practitioners from across the APS to source and scale digital learning solutions to support the capability development of the APS. This includes using whole of APS technology platforms such as Learning Bank and working towards a one-APS solution for learning and development procurement and a learning experiences platform.
- Provide services and support to APS Academy platforms for capability development including the Learning Management System and APS Academy website.

The team aims to deliver best practice ICT/digital solutions that extend and enhance the Academy's efficiency and effectiveness in delivering high quality services to the APS.

About the role

The Director, Learning System Services leads a team driven to transform and support the APS learning and development ecosystem through technology solutions. This role is responsible for delivering priority technology projects and provides high quality customer support for the efficient and effective operations of the APSLearn Learning Management System (LMS).

The Director, Learning System Services will have high-level leadership capability for leading and managing the operations of a team of people and maintaining strong relationships with key internal and external stakeholders.

Duties

- Consolidate work of the Learning Bank pilot into business as usual (through supporting integration of selected content from across the APS onto APSLearn LMS).
- Support and facilitate a whole-of-APS L&D procurement solution, with initial focus on panel arrangements.
- Contribute and support development and testing of the whole-of-APS Learning Experience Platform with a view to implementation in the APS Academy – with approach to market for interim LMS provider ahead of LXP implementation.
- Manage APS Academy capability/course offering content including upload, revisions etc for LMS.
- Provide helpdesk/troubleshooting support to customers.
- Manage current relationship with LMS providers.
- Manage APS Academy website enhancements.
- Utilise agile approaches to workflow.

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) or, in limited circumstances, in the process of obtaining citizenship.

Successful applicants will be required to undergo the process to obtain and maintain, or continue to hold the required security clearance level for the role as indicated.

All Commission staff are required to have a minimum Baseline security clearance prior to commencement. Successful applicants will be required to undergo a mandatory National Criminal History check as part of the pre-employment eligibility checks.

The Australian Public Service Commission is committed to building an inclusive and culturally diverse workforce. We welcome applications from across our community including, Aboriginal and Torres Strait Islander peoples, women, people with disability, people from culturally and linguistically diverse backgrounds, those who identify as LGBTIQ+, mature aged employees and carers.

Notes

RecruitAbility applies to this vacancy. Under the RecruitAbility scheme you will be invited to participate in further assessment activity for the vacancy if you choose to apply under the scheme; declare you have a disability; and meet the minimum requirements for the job. For more information visit: https://www.apsc.gov.au/recruitability

About the Australian Public Service Commission

The Australian Public Service Commission (APSC) is a central agency within the Prime Minister and Cabinet portfolio. The Commission supports two statutory office holders: the Australian Public Service Commissioner—who is also agency head—and the Merit Protection Commissioner. Their functions are set out in sections 41(1) and 50(1), respectively, of the Public Service Act 1999. About the Commission The Australian Public Service Commission is a non-corporate Commonwealth entity within the Prime Minister and Cabinet portfolio. Our Statutory responsibilities are detailed in the Public Service Act 1999. The APSC also provides resources to support the Merit Protection Commissioner. We operate under the Public Governance, Performance and Accountability Act 2013. We employ around 350 staff, and have offices in Canberra and Sydney.

To Apply

Position Contact	Mel Keir, 02 6202 3904
Agency Recruitment Site	https://apsc.nga.net.au/?jati=B5411694-B713-B76B-7274-DAA5394EC0E

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Prime Minister and Cabinet

Vacancy VN-0740632

Digital Transformation Agency (DTA)

Closing Date:Sunday 05 May 2024

Strategy, Planning and Performance
Digital Strategy, Policy and Engagement Digital Policy

Job Title	Policy Lead, Digital Policy
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Canberra ACT, Sydney NSW, 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 in WA WA
Salary	$119,475 - $132,442
Classification	Executive Level 1
Position Number	075_04/24
Agency Website	https://www.dta.gov.au/

Job Description

https://www.dta.gov.au/join-our-team

The Digital Strategy Branch is central to the success of the DTA, providing strategic policy advice and leadership on whole of government and shared ICT investments, digital service delivery and the use of new and emerging technologies such as Artificial Intelligence (AI).

We are looking for dynamic Assistant Directors (EL1 level) who want to work on the cutting edge of the Government's digital policy agenda. Successful applicants will support the Branch to provide strategic advice and direction for Government on priority digital technology policy issues such as AI, further advancing the digital transformation agenda and working collaboratively with stakeholders across government to drive digital policy initiatives.

Duties

As an Assistant Director in the Branch, your duties may include:

- Provide strategic policy advice and guidance on the DTA's Whole-of-Government Digital policies.
- Coordination and preparation of briefings, submissions, new policy proposals and other products for Ministers and senior executives.
- Working across the DTA and with external stakeholders to develop and implement policy functions, including a policy development, policy maintenance and evaluation framework.
- Development on whole-of-government digital transformation, including advice on new and emerging issues such as AI.

Eligibility

Security Clearance level required: Baseline (or ability to obtain and maintain).

To be eligible for employment with the DTA applicants must be an Australian citizen.

An applicant's suitability for employment with the DTA will be assessed through a pre-employment screening process. This process includes an Australian Police check.

The DTA is an inclusive employer where capabilities, skills and backgrounds are valued and relied upon. The DTA seek applications from all candidates and are committed to providing a working environment that values diversity and inclusion and supports employees to reach their full potential.

Notes

The DTA may leverage a mix of assessment methods for this position, which may or may not involve an interview.

A merit pool may be established and used to fill future ongoing and non-ongoing vacancies within the next 18 months consistent with Section 25 of the APS Commissioner's Directions.

For all DTA positions you are required to apply directly via the DTA website. Applications referred or submitted through recruitment agencies, or third parties will not be accepted.

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 Digital Transformation Agency (DTA)

The DTA offers interesting and challenging work that is at the forefront of the Government's digital policy agenda. From 1 July 2021, the DTA became the Government's chief digital advisor, responsible for providing strategic and policy leadership on whole-of-government and shared information and communications technology (ICT) investments and digital service delivery. The DTA will lead the development, delivery and monitoring of whole-of-government strategies, policies and standards.

To Apply

Position Contact	Sarita Moore, 0438 516 295
Agency Recruitment Site	https://www.dta.gov.au/join-our-team

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Prime Minister and Cabinet

Vacancy VN-0740881

Northern Land Council

Closing Date:Wednesday 08 May 2024

Corporate Services
People and Culture

Job Title	People and Culture- Business Support Officer
Job Type	Full-Time, Ongoing
Location	Darwin NT
Salary	$71,279 - $75,580
Classification	
Position Number	CP34
Agency Website	www.nlc.org.au

Job Description

https://jobs.nlc.org.au/job-details/query/people-and-culture-business-support-officer/in/australia/9279300/

This position is required to provide business support to the People and Culture (P&C) function, in the key area of Workplace Relations and associated administration and P&C supporting process advice.

Duties

- Maintain the day to day P&C administration and associated record keeping required in relation to our workplace relations services and associated functions and/or project administration.
- Respond to basic employment queries ensuring they are provided with relevant information, explanation and advice in relation to their query.
- Assist with personnel file reviews and queries in a timely manner to support the workplace relations and broader team functions.
- Maintain effective oversight and tidiness of the generic P&C incoming email account.

- Update P&C procedure related forms and guidance notes and ensure current versions only are maintained on the intranet.
- Assist with the review and update of P&C policy and procedures as required.
- Develop and maintain working business instructions across the P&C function administrative processes.
- Where within scope of role and knowledge, assist with the provision of advice on our People and Culture policies and procedures.
- Be the first point of contact for all “walk in” employee enquires and triage for appropriate support and services.
- Assist in continuous improvement initiatives for all P&C policies, procedures, forms and projects.
- Comply with NLC policy and procedures at both an organisational and operational level, ensuring that appropriate standards and operational protocols are maintained at all times.
- Perform any other reasonable tasks and duties that are required, that are within the scope of your position classification, service area and skill set as required.
- Adhere to the NLC Code of Conduct and work in a manner which is professional, respectful, and collaborative to foster sound working relationships within your immediate team and the broader organisation.
- Actively participate in performance enhancement processes and learning and development requirements of your role.
- Ensure your personal health and safety and that of others by undertaking your duties and tasks in a safe manner and complying with NLC’s WHS management system and associated policies and procedures.
- Report all hazards and incidents to your direct supervisor immediately and complete all incident reporting requirements within the timeframes specified

Eligibility

ESSENTIAL REQUIREMENTS

- Minimum Certificate IV in Human Resource Management and/or relevant experience.
- Minimum of 2 years practical experience in a HR administration / officer role with demonstrated experience providing support and advice on general operational HR matters.
- Demonstrated understanding of, and interest in, the lived experiences of Aboriginal people in the NLC region.
- Demonstrated high level cross-cultural, interpersonal and verbal communication skills with an ability to effectively liaise, engage and coordinate across an organisation and to build productive working relationships with work colleagues, constituents and external stakeholders.
- Intermediate skills in Microsoft Office and HR information systems.
- Demonstrated effective skills in time management, organisation and teamwork.
- Ability to maintain integrity and confidentiality.
- Demonstrated customer service skills and the ability to liaise effectively with a diverse range of internal/external stakeholders.

Notes

What’s in it for you?

- NLC offers competitive and attractive remuneration, work life balance and a unique opportunity to support our Aboriginal communities in the NLC Region.
- This position is classified under our Enterprise Agreement at **ASO5**, with a **commencing base salary of $71,279 per annum.**
- In addition to base salary, you will receive:

- 14% **superannuation**;
- **District allowance** starting at $2,539 per annum
- Upon completion of 12 months of service an **Annual airfare** with a net (in hand) value of $2,724;

- **Generous leave entitlements** such as 5 weeks annual leave, leaving loading, 18 days personal leave, and paid Christmas close down;
- **Salary packaging benefits** of up to $15,900 and additional Meal Entertainment and Holiday Accommodation benefits up to $2,650 per year.

Interested applicants should send a copy of their CV along with a cover letter outlining why you are interested in this position and what relevant skills and expertise you possess.
If you have any further queries please contact Sally Lowing on 0419 710 003.
Applications Close: Wednesday 08th May 2024

This vacancy has been nominated for filling within the agency's work experience program. A work experience program is designed to provide high school and university students with a brief experience of work in the APS through an unpaid on-the-job placement. Participants may receive mentoring and support as part of the placement.

About the Northern Land Council

To Apply

Position Contact	Sally Lowing, 0419 710 003
Agency Recruitment Site	https://jobs.nlc.org.au/job-details/query/people-and-culture-business-supp

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Prime Minister and Cabinet

Vacancy VN-0740912

Northern Land Council

Closing Date:Tuesday 07 May 2024

Land and Law
Anthropology

Job Title	2 x Anthropologists
Job Type	Full-Time, Ongoing
Location	Darwin NT, Nhulunbuy NT
Salary	$78,724 - $106,708
Classification	
Position Number	CF42 and CF39
Agency Website	www.nlc.org.au

Job Description

https://jobs.nlc.org.au/job-details/query/2-x-anthropologists/in/australia/9279326/

The position is responsible for providing anthropological advice in relation to the implementation of the Aboriginal Land Rights (NT) Act 1976 (Cth) (ALRA) and the Native Title Act 1993 (Cth) (NTA). This will involve contributing to the Northern Land Council's (NLC) Land Interest Reference (LIR) research relevant to Aboriginal peoples and groups in the NLC region. The primary focus of this position is to identify, represent and assist traditional Aboriginal owners (TAOs) and Native Title Holders (NTHs) in matters arising from the acquisition, use, occupation and management of their land under ALRA and the NTA.

Duties

- Work as a member of a multi-disciplinary team to ensure that the NLC is complying with their statutory functions as prescribed by ALRA, NTA, and other relevant legislation.
- Plan and undertake ethnographic research and analysis of Aboriginal land tenure systems, social organisation, matters of cultural significance, composition of local descent groups and processes of decision making of Aboriginal peoples and groups within the NLC's region.
- Research and prepare Land Information Releases (LIRs) identifying TAOs, affected Aboriginal groups and other interests pursuant to ALRA in relation to a variety of matters pertaining to land; and similarly, pursuant to the NTA, identifying NTHs.
- Liaise with internal stakeholders to ensure timely responses to LIR requests.
- Under the supervision and guidance of senior Anthropologists provide advice to stakeholders and assist with the management of land tenure disputes in accordance with Legislation and NLC policies and procedures.
- In consultation with senior Anthropologists identify, engage and oversee qualified Consultants to undertake ethnographic and other specialist research, as required. This includes preparing and drafting terms of reference, Consultant liaison, contract administration and compliance.
- Consult with TAOs and other interest groups regarding the distribution of ALRA s35(4) payments and other payments connected to Native Title agreements, ensuring that they are processed in accordance with the NLC's Section 35 ALRA Payments Policy. and other internal procedures.
- Under the direction of Senior Anthropology staff and/or Consultants assist in the preparation of ALRA and Native Title claims materials including genealogies, claimant profiles, sacred site registers, ethnographic maps and descriptions of economic use.
- In consultation with Senior Anthropology staff, prepare and review work plans to ensure they are aligned with scheduling organisational priorities, and Branch reporting timelines.
- Comply with NLC policy and procedures at both an organisational and operational level, ensuring that appropriate standards and operational protocols are maintained at all times.

- Perform any other reasonable tasks and duties that are required, that are within the scope of your position classification, service area and skill set as required.
- Adhere to the NLC Code of Conduct and work in a manner which is professional, respectful, and collaborative to foster sound working relationships within your immediate team and the broader organisation.
- Actively participate in performance enhancement processes and learning and development requirements of your role.
- Ensure your personal health and safety and that of others by undertaking your duties and tasks in a safe manner.
- Report all hazards and incidents to your direct supervisor immediately and complete all incident reporting requirements within the timeframes specified.

Eligibility

ESSENTIAL REQUIREMENTS

- Degree in Anthropology, or related discipline; or extensive experience in a similar industry or role.
- Anthropology, or related discipline; or extensive experience in a similar industry or role.
- Demonstrated understanding of, and interest in, the lived experiences of Aboriginal people in the NLC region.
- Demonstrated high level cross-cultural, interpersonal and verbal communication skills with an ability to effectively liaise, engage and coordinate across an organisation and to build productive working relationships with work colleagues, constituents and external stakeholders.
- A working knowledge of the ALRA, the NTA and other relevant Legislation that impacts the NLC, or the ability to rapidly acquire such knowledge.
- Demonstrated capacity to work effectively within a multi-disciplinary team with the ability to work under pressure, prioritise workload in order to meet deadlines.
- Organisational and administrative skills of a high order, with the ability to manage projects and work with minimal supervision.
- Proven ability to research, prepare and draft anthropological reports, associated materials and other documents fit for purpose.
- Sound analytical and problem-solving skills with the ability to negotiate, consult and/or mediate issues as they arise.
- Proven skills in the use of IT resources (including MS Office), systems and databases or an ability to rapidly acquire knowledge for such systems.
- Current C Class Drivers Licence and the ability and willingness to undertake remote travel in a manual 4WD vehicle or light aircraft.

DESIRABLE REQUIREMENTS

- Ethnographic and field-based research experience with Aboriginal people.
- Minimum Honours degree in Anthropology, or related discipline; or demonstrable, applied experience in a similar industry/context.
- Demonstrated understanding of the ‘traditional ownership’ criteria of ALRA and NTH under the NTA and experience in analysing Aboriginal systems of land tenure within these criteria.

Notes

What’s in it for you?

- NLC offers competitive and attractive remuneration, work life balance and a unique opportunity to support our Aboriginal communities in the NLC Region.
- These positions are classified under our Enterprise Agreement from **Professional Officer 2 (PO2)** with a **commencing base salary of $78,724 per annum** to **Senior Professional Officer (SPO)** with a **commencing base salary of $95,106 per annum.**
- In addition to base salary, you will receive:

- 14% **superannuation**;
- **District allowance** starting at $2,539 per annum for Darwin based employees and $5826 per annum for Regionally based employees.
- Upon completion of 12 months of service an **Annual airfare** with a net (in hand) value of $2,724;
- **Generous leave entitlements** such as 5 weeks annual leave, leaving loading, 18 days personal leave, and paid Christmas close down;
- **Salary packaging benefits** of up to $15,900 and additional Meal Entertainment and Holiday Accommodation benefits up to $2,650 per year.

Please send us a copy of your CV and a cover letter outlining which position vacancy you are interested in as a first preference supported with information that validates you meet the criteria.

Close Date: Tuesday, 07th May 2024
If you have any further queries please contact Wendy Asche on 0483 361 624

This vacancy has been nominated for filling within the agency's work experience program. A work experience program is designed to provide high school and university students with a brief experience of work in the APS through an unpaid on-the-job placement. Participants may receive mentoring and support as part of the placement.

About the Northern Land Council

To Apply

Position Contact	Wendy Asche, 0483 361 624
Agency Recruitment Site	https://jobs.nlc.org.au/job-details/query/2-x-anthropologists/in/australia/92

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Prime Minister and Cabinet

Vacancy VN-0740983

Office of the Official Secretary to the Governor-General

Closing Date:Thursday 09 May 2024

Job Title	Assistant Manager Programs and Data Integrity
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	$90,102 - $103,436
Classification	APS Level 6
Position Number	061
Agency Website	https://www.gg.gov.au/office-official-secretary-governor-gene

Job Description

https://www.gg.gov.au/office-official-secretary-governor-general/recruitment

About the Office of the Official Secretary to the Governor-General
The Office of the Official Secretary to the Governor-General (the Office) is a small Commonwealth agency with staff located at Government House, Yarralumla and Admiralty House, Kirribilli. The Office is committed to identifying and implementing innovative ways to support the Governor-General in carrying out their constitutional, community, ceremonial and Commander-in-Chief duties.

The Office empowers its staff to be creative, strategic and to deliver impressive outcomes, across the:

- Administration of the Australian honours system;
- Planning and managing the Governor-General's event program;
- Management and maintenance of the official household and two heritage listed Official Residences (Government House, Yarralumla and Admiralty House, Kirribilli).

About the workplace

This position is based at Government House, Yarralumla which is a secure site with free parking. As part of their rewarding work, staff have access to the stunning grounds, the opportunity to observe or participate in events on the Governor-General's program and participate in a vibrant, inclusive culture.

The Honours and Awards Branch provides the necessary support for the Governor-General to carry out responsibilities relating to the independent administration of the Australian Honours system. The Branch also supports the Council for the Order of Australia, the Australian Bravery Decorations Council and the National Emergency Medal Committee which considers nominations and makes recommendations to the Governor-General. The Branch also undertakes Office reception and congratulatory messages from His Majesty The King and the Governor-General.

Overview

We are seeking an experienced Programs and Data Integrity Assistant Manager to work as part of our Honours & Awards branch. Reporting to the Honours Business Services Manager, the successful applicant will lead the Programs and Data Integrity team to deliver:

- data integrity and quality assurance of administrative data in accordance with relevant privacy and data standards;
- the coordination of the maintenance and enhancements to the Australian Honours and Awards administration system (Microsoft Dynamics 365 and Power BI), including assisting in

the developing of business processes and user stories in collaboration with end-users in business areas and 3rd party technical resources, managing the product backlog, and coordinating user acceptance testing and relevant production releases; and
- the management and implementation of standardised public correspondence templates, forms development and maintenance, and website content to support the Australian Honours and Awards system.

This role will require a strong communicator with relevant experience and skills for the position. They will also possess high level analytical and problem-solving skills to validate and interpret complex data to action reports, and review and optimise associated business processes in accordance with policies and business objectives. They will contribute to the development, promotion and implementation of innovative and contemporary business processes and strategies to address the operational and administrative requirements of the Honours and Awards system.

They are required to undertake work that is complex in nature, work under limited direction with the opportunity for reasonable autonomy and accountability. They will exercise both initiative and judgement in the interpretation of policy and in the application of practices and procedures. They will provide detailed technical, professional, and/or policy advice and may assist in strategic planning, program and project management and policy development. They will also be required to communicate and provide advice to a range of external stakeholders. Work will involve management responsibilities requiring the setting of priorities and managing workflows. **Duties**

- Leading a team to deliver the data integrity and quality assurance of administrative data in accordance with relevant privacy and data standards.
- Leading a team to coordinate the delivery of the maintenance and enhancements to the Australian Honours and Awards administration system (Dynamics 365 and Power BI), including assisting in the development of user stories and business processes in collaboration with end-users in business areas and 3rd party technical resources, managing the product backlog and assisting in testing and relevant production releases.
- Management and implementation of standardised public correspondence templates, forms development and maintenance, and website content to support the Australian Honours and Awards system.
- Support the Honours Business Services Manager to develop, promote and implement innovative and contemporary business processes and strategies to address the operational and administrative requirements of the Honours and Awards system.
- Applying strong research and analytical skills to validate and interpret complex data to action reports, and review and optimise associated business processes in accordance with policies and business objectives and prepare briefing materials for the Secretariat and support metrics that help measure and evaluate program outputs and outcomes.
- Providing expertise and technical knowledge of the award process and proposing recommendations for continual improvements.
- Maintaining quality assurance across program and product deliverables.
- Establishing and maintaining strong relationships with internal and external stakeholders.

Selection Criteria

- Proven ability to lead a team to deliver **one or more of the following** (or the ability to obtain quickly):

    - o data integrity and assurance of administrative data;
    - o Coordinating the maintenance of, and enhancements to, a complex administration s
    - o management and implementation of public correspondence templates, forms develc maintenance; and/or
    - o website content to support the Australian Honours and Awards system.

- Strong experience in people management, and supporting staff with change in the workplace.
- Demonstrated ability to participate in continuous improvements, change initiatives and capability development through highly-refined research and analytical skills with exceptional attention to detail.
- Proven ability to concisely and articulately communicate complex information to a diverse range of audiences.
- Experience in maintaining documentation and quality assurance across program and product deliverables.
- Experience in contributing to a diverse, positive and safe workplace culture.

Desirable Qualifications / Experience

- Relevant qualifications and/or experience in one or more of the following roles – product owner, business analysis, project management.
- Experience with Microsoft Dynamics 365 and Power BI highly desirable.
- Experience with agile software development and/or user-centered design desirable (or the ability to quickly obtain).

Eligibility

To be eligible for employment, applicants must be Australian Citizens.

All positions at the Office of the Official Secretary to the Governor-General are prescribed and the successful applicant will need to pass and maintain a security clearance.

Notes

Under section 67 of the Australian Public Service Commissioner's Directions (2022), "An Agency Head must grant leave without pay to an ongoing APS employee who applies for the leave to undertake or continue employment for the purposes of section 13 of the Governor General Act 1974".

This arrangement does not effect continuity of service, leave is able to transfer across and the home agency must hold a position for the employee at their substantive level for the duration of their employment with the Office. If you have any questions about this arrangement, please call the contact officer.

About the Office of the Official Secretary to the Governor-General

The Office of the Official Secretary to the Governor-General (OOSGG) is a small Commonwealth budget-funded statutory agency with staff located at Government House, Canberra and Admiralty House, Sydney. The Official Secretary leads an organisation committed to identifying and implementing innovative ways to support the Governor-General in carrying out his constitutional, statutory, ceremonial and public duties.

To Apply

Position Contact	Deana Cuming, 0436 937 297
Agency Recruitment Site	https://www.gg.gov.au/office-official-secretary-governor-general/recruitme

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Prime Minister and Cabinet

Vacancy VN-0740833

Torres Strait Regional Authority

Closing Date:Wednesday 08 May 2024

Torres Strait Regional Authority
Administration Fisheries

Job Title	Project Manager - WAPIL & Other Fisheries Project EL1
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Thursday Island QLD
Salary	$111,074 - $135,147
Classification	Executive Level 1
Position Number	T01944
Agency Website	http://www.tsra.gov.au/opportunities/work-for-us

Job Description

https://tsra.nga.net.au/cp/index.cfm?event=jobs.home&CurATC=EXT&CurBID=62AFB35D%2D9273%2D4A11%2I

The key activities of the Fisheries Programme seek to lead and contribute to an enhancement of the region's wealth by managing and maintaining sustainable fishing industries and increasing employment and economic opportunities for our people.

The Project Manager will also be responsible for project management, including stakeholder engagement, communications, procurement and grants, monitoring, adapting, and reporting and managing a small team.

- The Project Manager position is to lead, deliver, monitor, and report on the *Wapil 2 Fishing for Our Future* Project, as well as coordinate the delivery of other projects and activities as they arise.

Duties

This project is a complex, muti-year project which will result in a modern, safe engaging and sustainable commercial fishery, providing for enhanced employment, income, and business outcome.

1. The Project Manager is responsible for Project Management, including stakeholder engagement, communications, procurement and grants, monitoring, adapting and reporting and managing a small team.
2. The Project Manager works with Programme and Project managers across the TSRA to delivery strategic outcomes, and also works closely with other key stakeholders including Zenadth Kes Fisheries,

Native Title holders, fishing co-operatives, the commercial sector and local government.
3. Delivery of the Wapil 2 Fishing for our Future project;
- Support to fishers in the region participating in the Protected Zone Joint Authority (PZJA) advisory committee meetings;
- Work closely with PZJA agencies in the administration of the protected zone;
4. Secretarial and planning support to the Fisheries Advisory Committee which advises the TSRA Board on strategic fishery matters;

- Legal and policy drafting;
- Finfish Leasing; and,
- Other Fisheries projects and activities. **Eligibility**

Notes

Indigenous job seekers are encouraged to apply for this vacancy. If the job is 'Identified', then part or all of the duties impact on Indigenous Australian communities or their representatives.

About the Torres Strait Regional Authority

The Torres Strait Regional Authority (TSRA) is a Corporate entity engaged in a wide range of programmes and service delivery functions for the benefit of Torres Strait Islander and Aboriginal people living in the region.

To Apply

Position Contact	TSRA Human Resouces, 0740690700
Agency Recruitment Site	https://tsra.nga.net.au/cp/index.cfm?event=jobs.home&CurATC=EXT&Cu

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Prime Minister and Cabinet

Vacancy VN-0740876

Workplace Gender Equality Agency

Closing Date:Wednesday 08 May 2024

Operations
Workplace Gender Equality Agency

Job Title	Corporate Support & Administration Officer
Job Type	Full-Time;Part-Time, Ongoing
Location	Sydney NSW
Salary	$75,623 - $82,078
Classification	APS Level 4
Position Number	23867
Agency Website	https://www.wgea.gov.au

Job Description

https://www.wgea.gov.au/about/our-team/current-vacancies

This position is responsible for providing practical and professional corporate and finance administration support, working collaboratively with the Operations team and all employees at the Agency.

This position reports to the Operations Executive Manager working closely with the HR and Finance team members. The Corporate Support & Administration Officer maintains strong working relationships internally and externally, liaising with a diverse range of people and requires a proactive approach, the ability to exercise judgement and discretion, the ability to manage competing pressures and time demands and take personal responsibility for accurate and timely completion of work.

Duties

Corporate support
Providing practical and professional administrative services across the Agency. This includes activities such as:

- investigating and resolving moderately complex operational issues on behalf of the Agency
- monitoring and prioritising incoming communications as required.
- managing supplies of stationery, consumables, and office equipment for the Agency.
- assisting with booking and coordinating meetings and internal events including ensuring meeting rooms and kitchen facilities are set up ready for daily use
- providing professional front desk services including answering the phone, greeting visitors and facilitating the Agency's visitor management system.
- managing travel logistics for Agency staff and external guests when required.
- managing the efficient, secure and timely handling and storage of Agency's hardcopy and electronic information ensuring compliance with legislation.
- developing relationships with office contract providers for the Operations team, by serving as a single point of contact for contractual matters.
- developing and implementing office and administrative systems, such as record management and filing.
- providing customer relationship support services during surge periods throughout the year
- supporting the HR & Operations Officer with operational office and facilities activities.

Assisting with activities and undertaking a range of project tasks in accordance with agreed standards and timeframes.

Finance Administration
Providing financial administration support. This includes activities such as:

- credit card reconciliation.

- support with some accounts payable and receivable when required, with tasks such as data entry and record management.

Undertaking development to learn additional finance activities to provide coverage during leave periods.

Eligibility

Agency Eligibility Criteria: Applicants must be Australian citizens. Successful applicants will be required to undergo the process to obtain and maintain or continue to hold the required baseline security clearance level for the role.

Successful applicants will also be required to successfully pass a National Criminal History check.

Notes

RecruitAbility applies to this vacancy. Under the RecruitAbility scheme you will be invited to participate in further assessment activity for the vacancy if you choose to apply under the scheme; declare you have a disability; and meet the minimum requirements for the job. For more information visit: https://www.apsc.gov.au/recruitability

About the Workplace Gender Equality Agency

Created by the Workplace Gender Equality Act 2012, the Workplace Gender Equality Agency (WGEA) is charged with promoting and improving gender equality in Australian workplaces through the provision of advice and assistance to employers and the assessment and measurement of workplace gender data. As a driver of change our Agency seeks to motivate, educate, and influence improved gender equality in Australian workplaces by promoting informed, evidence-based public discussion and understanding of gender equality, collaborating strategically to build strong relationships and support between the Agency and employers, and using the Agency's data-rich research to position it as the leading source of information and advice on workplace gender equality issues. We work collaboratively with employers providing advice, practical tools and education to help them improve their gender equality performance. Our staff are workplace gender equality specialists and provide industry-specific advice. We also work with employers to help them comply with the reporting requirements under the Workplace Gender Equality Act 2012. This reporting framework aims to encourage measures that improve gender equality outcomes and has been developed to address the most pressing contemporary challenges to gender equality in Australian workplaces. At WGEA, we understand what working flexibly means and pride ourselves on being a respectful, diverse, and inclusive community. We encourage equal representation and welcome applications from people of all genders, Indigenous Australians, people with disability, people from culturally and linguistically diverse backgrounds and mature-age people. Further information about our Agency is available at www.wgea.gov.au

To Apply

Position Contact	Anne Beath, 0294327006
Agency Recruitment Site	https://www.wgea.gov.au/about/our-team/current-vacancies

Services Australia (part of the Social Services Portfolio)

Vacancy VN-0740225

Services Australia

Closing Date:Monday 20 May 2024

Chief Financial Officer
Various

Job Title	Assistant Director - Procurement and/or Contract Management
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Canberra ACT
Salary	$114,128 - $126,462
Classification	Executive Level 1
Position Number	EXT-EL-2024-459
Agency Website	https://www.servicesaustralia.gov.au/organisations/about-us/(

Job Description

https://servicesaustraliacareers.nga.net.au//cp/?audiencetypecode=ext

Technology Sourcing Branch and Procurement Branch are seeking experienced staff with procurement and/or contract management skills to join the team.

Assistant Directors lead multi-disciplinary teams to ensure high quality delivery of a range of procurement and contract management activities.

They have a critical role in developing and maintaining relationships with internal and external stakeholders, to ensure the consistent delivery of procurement and contract management services.

We currently have vacancies for Assistant Directors with:

- Experience advising on major procurement projects requiring the sourcing of large, complex and/or strategic requirements.
- Complex contract management experience, including with Whole of Australian Government vendors.
- Experience in the procurement and contract management of labour hire contractors.
- Experience procuring and managing hardware and software contracts.
- Experience in developing and effectively communicating procurement and contract management policy and guidance.
- Experience in these areas, or the ability to quickly gain knowledge and skills will be highly regarded.

A merit list will be established and may be used to fill future vacancies.

Duties

- Leading a team to deliver procurement and/or contract management services including specialist advice to the agency and Shared Services consumers.
- Leading a team to procure and managing large technology and digital contracts, including telecommunications, hardware and software and procurements through Whole of Australian Government contracting arrangements.

- Undertaking complex contract negotiations, dispute resolution, managing legal and probity matters.
- Applying strong written communication skills to plan, prepare and develop documentation consistent with Commonwealth and agency writing and style guides.
- Developing and maintaining strong relationships with internal and external stakeholders, including managing external vendors.
- Managing staff performance, attendance, and health and wellbeing, and developing staff capability through coaching, mentoring, training and upskilling.

Eligibility

Security Clearance level required: Baseline (or ability to obtain and maintain).

In accordance with section 22(6) of the Public Service Act 1999, Services Australia requires applicants to be Australian citizens to be eligible for employment with Services Australia.

An applicant's suitability for employment with the agency will be assessed through a pre-employment screening process. This process includes but is not limited to a national police history check, referee checks, code of conduct check and an employment history integrity check.

Some positions within Services Australia may be required to work in settings where mandatory COVID-19 vaccinations are required. Staff in such positions will need to demonstrate that they meet the vaccination requirements or have a relevant exemption.

Notes

Desirable qualifications:

- Relevant tertiary qualifications.
- Diploma or Certificate IV in Procurement and Contracting.

Knowledge required or the ability to quickly acquire:

- Public Governance, Performance and Accountability Act 2013.
- Commonwealth Procurement Framework, including the Commonwealth Procurement Rules, and the Digital Sourcing Framework.
- Whole of Australian Government contracting arrangements.

Services Australia's workforce operates using an agile approach, and all staff should be prepared to redeploy to critical frontline functions as required. Should you need to redeploy as part of the agency's surge workforce, all learning and development and technical/pastoral support will be provided to you to enable you to undertake that work.

RecruitAbility applies to this vacancy. Under the RecruitAbility scheme you will be invited to participate in further assessment activity for the vacancy if you choose to apply under the scheme; declare you have a disability; and meet the minimum requirements for the job. For more information visit: https://www.apsc.gov.au/recruitability

About the Services Australia

We are one of Australia's largest public sector employers. We are located in every capital city and over 400 local, regional, and remote locations across Australia. Job opportunities in Services Australia can be right where you are or might be right where you want to be. We are looking for people who want to work with us to deliver a simple, helpful, respectful, and transparent experience for our customers. We offer diverse employment opportunities so you can plan to take your career anywhere you want to. We celebrate people with different cultural backgrounds and disabilities. We are also a leading employer of First Nations Australians and an LGBTI+ gold employer. When you work with us, you will be doing something that matters and be respected for the unique views and skills that you bring. What our people say about working with us: 'It's rare you find a job that provides such a direct link to the community' 'You can work for the same agency for your whole career but have the opportunity to work in many different roles' 'Highly supportive team and flexible working conditions where you can be at your best'

To Apply

Position Contact	Chris Flinders, 0439678241
Agency Recruitment Site	https://servicesaustraliacareers.nga.net.au//cp/?audiencetypecode=ext

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Services Australia (part of the Social Services Portfolio)

Vacancy VN-0740228

Services Australia

Closing Date:Monday 20 May 2024

Chief Financial Officer
Various

Job Title	Senior Procurement and/or Contract Manager
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Canberra ACT
Salary	$91,244 - $105,509
Classification	APS Level 6
Position Number	EXT-APSL-2024-461
Agency Website	https://www.servicesaustralia.gov.au/organisations/about-us/

Job Description

https://servicesaustraliacareers.nga.net.au//cp/?audiencetypecode=ext

The Technology Sourcing Branch and Procurement Branch are seeking experienced staff with procurement and/or contract management skills to join the team.

Senior Procurement and/or Contract Managers within the Division work within multi-disciplinary teams to ensure high quality delivery of a range of procurement and contract management activities. They have a key role in developing and maintaining relationships with internal and external stakeholders to ensure the consistent delivery of procurement and contract management services.

The Branches have multiple vacancies for Senior Procurement and/or Contract Managers who bring experience in the following areas:

- Advising on major procurements sourcing large, complex and/or strategic requirements.
- Complex contract management experience, such as with Whole of Australian Government vendors.
- Leading the procurement and vendor management of labour hire contractors.
- Leading procurement and management of hardware and software contracts.
- Effectively communicating procurement and contract management policy and guidance to stakeholders.
- Interest and experience in these areas, or the ability to quickly gain skills, will be highly regarded.

A merit list will be established and may be used to fill future vacancies. **Duties**

- Providing specialist advice and support on the application of relevant legislative and administrative arrangements to inform efficient, effective, economical and ethical decision making in the agency.
- Developing and reviewing a range of contract management documentation including preparation of contracts, official orders, risk plans, variations and related correspondence.
- Developing and maintaining strong relationships with internal and external stakeholders including effectively managing contract enquiries, issues, disputes, variations and risks and escalating when required.
- Developing and implementing changes in workplace practices and business improvement strategies and assist team to transition with change.
- Motivating, guiding and developing staff and identifying opportunities to enhance team performance.

Eligibility

Security Clearance level required: Baseline (or ability to obtain and maintain).

In accordance with section 22(6) of the Public Service Act 1999, Services Australia requires applicants to be Australian citizens to be eligible for employment with Services Australia.

An applicant’s suitability for employment with the agency will be assessed through a pre-employment screening process. This process includes but is not limited to a national police history check, referee checks, code of conduct check and an employment history integrity check.

Some positions within Services Australia may be required to work in settings where mandatory COVID-19 vaccinations are required. Staff in such positions will need to demonstrate that they meet the vaccination requirements or have a relevant exemption.

Notes

Desirable qualifications:

- Relevant tertiary qualifications.
- Diploma or Certificate IV in Procurement and Contracting.

Knowledge required or the ability to quickly acquire:

- Public Governance, Performance and Accountability Act 2013.
- Commonwealth Procurement Framework, including the Commonwealth Procurement Rules, and the Digital Sourcing Framework.
- Whole of Australian Government contracting arrangements.

Services Australia's workforce operates using an agile approach, and all staff should be prepared to redeploy to critical frontline functions as required. Should you need to redeploy as part of the agency's surge workforce, all learning and development and technical/pastoral support will be provided to you to enable you to undertake that work.

RecruitAbility applies to this vacancy. Under the RecruitAbility scheme you will be invited to participate in further assessment activity for the vacancy if you choose to apply under the scheme; declare you have a disability; and meet the minimum requirements for the job. For more information visit: https://www.apsc.gov.au/recruitability

About the Services Australia

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To Apply

Position Contact	Chris Flinders, 0439678241
Agency Recruitment Site	https://servicesaustraliacareers.nga.net.au//cp/?audiencetypecode=ext

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Services Australia (part of the Social Services Portfolio)

Vacancy VN-0740234

Services Australia

Closing Date:Monday 20 May 2024

Chief Financial Officer
Various

Job Title	Procurement and/or Contract Manager
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Canberra ACT
Salary	$82,427 - $88,944
Classification	APS Level 5
Position Number	EXT-APSL-2024-462
Agency Website	https://www.servicesaustralia.gov.au/organisations/about-us/(

Job Description

https://servicesaustraliacareers.nga.net.au//cp/?audiencetypecode=ext

The Technology Sourcing Branch and Procurement Branch are seeking experienced staff with procurement and/or contract management skills to join the team.

Procurement and/or Contract Managers within the Division work within multi-disciplinary teams to ensure high quality delivery of a range of procurement and contract management activities. They have a key role in developing and maintaining relationships with internal and external stakeholders to ensure the consistent delivery of procurement and contract management services.

The Branches have vacancies for Procurement and/or Contract Managers who bring experience in the following areas:

- Effectively communicating procurement and contract management policy and guidance to stakeholders.
- Supporting the procurement from Standing Offer Panel arrangements, including but not limited to labour hire, management advisory services, hardware and software and Whole of Australian Government arrangements.
- Contract management and administration support.

Interest and experience in these areas, or the ability to quickly gain skills, will be highly regarded.

A merit list will be established and may be used to fill future vacancies.

Duties

- Providing advice and support to stakeholders to undertake a range of medium level complexity and risk-based procurement activities.
- Providing advice and support on the application of relevant legislative and administrative arrangements to inform efficient, effective, economical and ethical decision making in the agency.
- Undertaking procurement activities and or contract administration functions including preparation of simple contracts, official orders, variations and related correspondence on behalf of stakeholders.
- Maintaining stakeholder relationships to achieve work area goals, anticipating and responding.

Eligibility

Security Clearance level required: Baseline (or ability to obtain and maintain).

In accordance with section 22(6) of the Public Service Act 1999, Services Australia requires applicants to be Australian citizens to be eligible for employment with Services Australia.

An applicant's suitability for employment with the agency will be assessed through a pre-employment screening process. This process includes but is not limited to a national police history check, referee checks, code of conduct check and an employment history integrity check.

Some positions within Services Australia may be required to work in settings where mandatory COVID-19 vaccinations are required. Staff in such positions will need to demonstrate that they meet the vaccination requirements or have a relevant exemption.

Notes

Desirable qualifications:

- Relevant tertiary qualifications.
- Diploma or Certificate IV in Procurement and Contracting.

Knowledge required or the ability to quickly acquire:

- Public Governance, Performance and Accountability Act 2013.
- Commonwealth Procurement Framework, including the Commonwealth Procurement Rules, and the Digital Sourcing Framework.
- Whole of Australian Government contracting arrangements.

Services Australia's workforce operates using an agile approach, and all staff should be prepared to redeploy to critical frontline functions as required. Should you need to redeploy as part of the agency's surge workforce, all learning and development and technical/pastoral support will be provided to you to enable you to undertake that work.

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To Apply

Position Contact	Kim Laybutt, 0436614598
Agency Recruitment Site	https://servicesaustraliacareers.nga.net.au//cp/?audiencetypecode=ext

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Social Services

Vacancy VN-0740447

Department of Social Services

Closing Date:Monday 06 May 2024

Participation and Family Payments
Families and Payment Support

Job Title	Policy Officer
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Canberra ACT, Melbourne VIC
Salary	$94,791 - $106,546
Classification	APS Level 6
Position Number	EXT-2024-0494
Agency Website	https://www.dss.gov.au/

Job Description

https://www.dss.gov.au/careers/vacancies/Pages/default.aspx

The Branch is looking for high-performing and team-focused people.

Policy Officers need to display strong written and verbal communication skills.

They need to undertake work that is complex and demonstrate an ability to work independently and with limited direction.

Duties

- prepare analysis, briefing and advice on family payments policy and legislation
- contribute to the development and implementation of new policy proposals
- build and maintain positive and professional relationships with a range of internal and external stakeholders
- undertake general program management tasks including reporting, ministerial correspondence, and consideration and resolution of complex policy issues
- support procurement and other evaluation activities for Paid Parental Leave
- monitor and report on data and research (national and international) in relation to families.

Please review the job pack for the full position description. **Eligibility**
Notes

RecruitAbility applies to this vacancy. Under the RecruitAbility scheme you will be invited to participate in further assessment activity for the vacancy if you choose to apply under the scheme; declare you have a disability; and meet the minimum requirements for the job. For more information visit: https://www.apsc.gov.au/recruitability

About the Department of Social Services

The Department of Social Services (DSS) develops policies and delivers programs that support the lifetime wellbeing of Australians and their families. Our vision is to achieve the best health, wellbeing and safety of all Australians. Our people are critical in delivering the key priorities of DSS. We are seeking candidates that reflect our cultural values of curious, contestability, courage and collaboration.

To Apply

Position Contact	Amanda Kennedy, 02 6146 2237
Agency Recruitment Site	https://www.dss.gov.au/careers/vacancies/Pages/default.aspx

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Social Services

Vacancy VN-0740480

Department of Social Services

Closing Date:Tuesday 07 May 2024

Community Grants Hub
State Network

Job Title	Funding Arrangement Manager
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Adelaide SA
Salary	$78,801 - $84,700
Classification	APS Level 4
Position Number	EXT-2024-0499
Agency Website	https://www.dss.gov.au/

Job Description

https://www.dss.gov.au/careers/vacancies/Pages/default.aspx

Contract Managers are known in the Hub as Funding Arrangement Managers or FAMs. As a FAM, you will play a critical role to the Hub's success in ensuring that Government's funded programs are delivered effectively to support Australian people and communities.

Duties

Working in close connection to service providers and community, you will be the 'eyes and ears' of the department as you:

- engage regularly with funded organisations to ensure that programs are being delivered in a way that is consistent with the requirements of the grant agreement
- build networks and relationships with funded organisations, as well as other key stakeholders such as the not-for-profit community sector, Commonwealth, state and territory governments, local government, peak representative organisations, and research bodies
- gather local intelligence on how programs are being delivered on-the- ground to inform policy development and program re-design.

Training will be provided to assist new staff to perform their role.

Occasional travel may also be required.

Please review the job pack for the full position description.

Eligibility
Notes

RecruitAbility applies to this vacancy. Under the RecruitAbility scheme you will be invited to participate in further assessment activity for the vacancy if you choose to apply under the scheme; declare you have a disability; and meet the minimum requirements for the job. For more information visit: https://www.apsc.gov.au/recruitability

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To Apply

Position Contact	Ginny Richardson, 0400 359 440
Agency Recruitment Site	https://www.dss.gov.au/careers/vacancies/Pages/default.aspx

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Social Services

Vacancy VN-0740651

Department of Social Services

Closing Date:Wednesday 15 May 2024

Community Grants Hub
State Network

Job Title	Assistant Director, Engagement and Support
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Darwin NT
Salary	$118,106 - $134,063
Classification	Executive Level 1
Position Number	EXT-2024-0535
Agency Website	https://www.dss.gov.au/

Job Description

https://www.dss.gov.au/careers/vacancies/Pages/default.aspx

The Assistant Director, Engagement and Support, demonstrates leadership, organisational management abilities, sound judgement, flexibility to operate in a variable environment, and high-quality communication skills.

Working directly to the State Manager, you will be required to work autonomously and lead a team to undertake functions to support that role as senior leader on site and with strategic internal and external engagement.

The Assistant Director is a pivotal role that has awareness of the longer-term strategic and operational outcomes for the government and the department.

Working collaboratively with Engagement and Support teams in each State and Territory Office, you will also have general oversight of a small corporate support team that ensures a consistent service offer to staff.

Duties

- work with the State Manager to build and maintain relationships with key stakeholders including state, territory and local governments, peak bodies, sectors, commonwealth agencies and departmental policy areas
- lead the analysis of intelligence and trends across the state or territory relevant to the community services portfolio to inform policy and delivery areas
- coordinate and undertake engagement with a defined policy division within the department
- support the State Manager as key representative in place including Ministerial visits, key policy engagements and other events
- undertake functions to support the State Manager as senior leader on site to ensure a safe, connected, and united office including aspects such as work health safety, business continuity, corporate support functions and leadership team connectedness
- lead, develop and mentor staff in your small team to achieve relevant outcomes.

Eligibility
Notes

RecruitAbility applies to this vacancy. Under the RecruitAbility scheme you will be invited to participate in further assessment activity for the vacancy if you choose to apply under the scheme; declare you have a disability; and meet the minimum requirements for the job. For more information visit: https://www.apsc.gov.au/recruitability

About the Department of Social Services

The Department of Social Services (DSS) develops policies and delivers programs that support the lifetime wellbeing of Australians and their families. Our vision is to achieve the best health, wellbeing and safety of all Australians. Our people are critical in delivering the key priorities of DSS. We are seeking candidates that reflect our cultural values of curious, contestability, courage and collaboration.

To Apply

Position Contact	Nikki Walford, 08 8928 6117
Agency Recruitment Site	https://www.dss.gov.au/careers/vacancies/Pages/default.aspx

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Social Services

Vacancy VN-0740654

Department of Social Services

Closing Date:Wednesday 15 May 2024

Community Grants Hub
State Network

Job Title	Assistant Director, Engagement and Support
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Perth WA
Salary	$118,106 - $134,063
Classification	Executive Level 1
Position Number	EXT-2024-0540
Agency Website	https://www.dss.gov.au/

Job Description

https://www.dss.gov.au/careers/vacancies/Pages/default.aspx

The Assistant Director, Engagement and Support, demonstrates leadership, organisational management abilities, sound judgement, flexibility to operate in a variable environment, and high-quality communication skills.

Working directly to the State Manager, you will be required to work autonomously and lead a team to undertake functions to support that role as senior leader on site and with strategic internal and external engagement.

The Assistant Director is a pivotal role that has awareness of the longer-term strategic and operational outcomes for the government and the department.

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Duties

- work with the State Manager to build and maintain relationships with key stakeholders including state, territory and local governments, peak bodies, sectors, commonwealth agencies and departmental policy areas
- lead the analysis of intelligence and trends across the state or territory relevant to the community services portfolio to inform policy and delivery areas
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- lead, develop and mentor staff in your small team to achieve relevant outcomes.

Eligibility
Notes

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To Apply

Position Contact	Michelle Harper, 02 6146 0236
Agency Recruitment Site	https://www.dss.gov.au/careers/vacancies/Pages/default.aspx

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Social Services

Vacancy VN-0740656

Department of Social Services

Closing Date:Wednesday 15 May 2024

Community Grants Hub
State Network

Job Title	Assistant Director, Engagement and Support
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Melbourne VIC
Salary	$118,106 - $134,063
Classification	Executive Level 1
Position Number	EXT-2024-0539
Agency Website	https://www.dss.gov.au/

Job Description

https://www.dss.gov.au/careers/vacancies/Pages/default.aspx

The Assistant Director, Engagement and Support, demonstrates leadership, organisational management abilities, sound judgement, flexibility to operate in a variable environment, and high-quality communication skills.

Working directly to the State Manager, you will be required to work autonomously and lead a team to undertake functions to support that role as senior leader on site and with strategic internal and external engagement.

The Assistant Director is a pivotal role that has awareness of the longer-term strategic and operational outcomes for the government and the department.

Working collaboratively with Engagement and Support teams in each State and Territory Office, you will also have general oversight of a small corporate support team that ensures a consistent service offer to staff.

Duties

- work with the State Manager to build and maintain relationships with key stakeholders including state, territory and local governments, peak bodies, sectors, commonwealth agencies and departmental policy areas
- lead the analysis of intelligence and trends across the state or territory relevant to the community services portfolio to inform policy and delivery areas
- coordinate and undertake engagement with a defined policy division within the department
- support the State Manager as key representative in place including Ministerial visits, key policy engagements and other events
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- lead, develop and mentor staff in your small team to achieve relevant outcomes.

Eligibility
Notes

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To Apply

Position Contact	Milka Kalcovski, 03 9643 1225
Agency Recruitment Site	https://www.dss.gov.au/careers/vacancies/Pages/default.aspx

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Social Services

Vacancy VN-0740658

Department of Social Services

Closing Date:Wednesday 15 May 2024

Community Grants Hub
State Network

Job Title	Assistant Director, Engagement and Support
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Hobart TAS
Salary	$118,106 - $134,063
Classification	Executive Level 1
Position Number	EXT-2024-0536
Agency Website	https://www.dss.gov.au/

Job Description

https://www.dss.gov.au/careers/vacancies/Pages/default.aspx

The Assistant Director, Engagement and Support, demonstrates leadership, organisational management abilities, sound judgement, flexibility to operate in a variable environment, and high-quality communication skills.

Working directly to the State Manager, you will be required to work autonomously and lead a team to undertake functions to support that role as senior leader on site and with strategic internal and external engagement.

The Assistant Director is a pivotal role that has awareness of the longer-term strategic and operational outcomes for the government and the department.

Working collaboratively with Engagement and Support teams in each State and Territory Office, you will also have general oversight of a small corporate support team that ensures a consistent service offer to staff.

Duties

- work with the State Manager to build and maintain relationships with key stakeholders including state, territory and local governments, peak bodies, sectors, commonwealth agencies and departmental policy areas
- lead the analysis of intelligence and trends across the state or territory relevant to the community services portfolio to inform policy and delivery areas
- coordinate and undertake engagement with a defined policy division within the department
- support the State Manager as key representative in place including Ministerial visits, key policy engagements and other events
- undertake functions to support the State Manager as senior leader on site to ensure a safe, connected, and united office including aspects such as work health safety, business continuity, corporate support functions and leadership team connectedness
- lead, develop and mentor staff in your small team to achieve relevant outcomes.

Eligibility
Notes

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About the Department of Social Services

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To Apply

Position Contact	Evan Trevor-Jones, 03 6213 9358
Agency Recruitment Site	https://www.dss.gov.au/careers/vacancies/Pages/default.aspx

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Social Services

Vacancy VN-0740685

Department of Social Services

Closing Date:Wednesday 15 May 2024

Community Grants Hub
State Network

Job Title	Assistant Director, Engagement and Support
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Brisbane QLD
Salary	$118,106 - $134,063
Classification	Executive Level 1
Position Number	EXT-2024-0534
Agency Website	https://www.dss.gov.au/

Job Description

https://www.dss.gov.au/careers/vacancies/Pages/default.aspx

The Assistant Director, Engagement and Support, demonstrates leadership, organisational management abilities, sound judgement, flexibility to operate in a variable environment, and high-quality communication skills.

Working directly to the State Manager, you will be required to work autonomously and lead a team to undertake functions to support that role as senior leader on site and with strategic internal and external engagement.

The Assistant Director is a pivotal role that has awareness of the longer-term strategic and operational outcomes for the government and the department.

Working collaboratively with Engagement and Support teams in each State and Territory Office, you will also have general oversight of a small corporate support team that ensures a consistent service offer to staff.

Duties

- work with the State Manager to build and maintain relationships with key stakeholders including state, territory and local governments, peak bodies, sectors, commonwealth agencies and departmental policy areas
- lead the analysis of intelligence and trends across the state or territory relevant to the community services portfolio to inform policy and delivery areas
- coordinate and undertake engagement with a defined policy division within the department
- support the State Manager as key representative in place including Ministerial visits, key policy engagements and other events
- undertake functions to support the State Manager as senior leader on site to ensure a safe, connected, and united office including aspects such as work health safety, business continuity, corporate support functions and leadership team connectedness
- lead, develop and mentor staff in your small team to achieve relevant outcomes.

Eligibility
Notes

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To Apply

Position Contact	Jessica Ballinger, 07 4417 1016
Agency Recruitment Site	https://www.dss.gov.au/careers/vacancies/Pages/default.aspx

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Social Services

Vacancy VN-0740688

Department of Social Services

Closing Date:Wednesday 15 May 2024

Community Grants Hub
State Network

Job Title	Assistant Director, Engagement and Support
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Adelaide SA
Salary	$118,106 - $134,063
Classification	Executive Level 1
Position Number	EXT-2024-0532
Agency Website	https://www.dss.gov.au/

Job Description

https://www.dss.gov.au/careers/vacancies/Pages/default.aspx

The Assistant Director, Engagement and Support, demonstrates leadership, organisational management abilities, sound judgement, flexibility to operate in a variable environment, and high-quality communication skills.

Working directly to the State Manager, you will be required to work autonomously and lead a team to undertake functions to support that role as senior leader on site and with strategic internal and external engagement.

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Duties

- work with the State Manager to build and maintain relationships with key stakeholders including state, territory and local governments, peak bodies, sectors, commonwealth agencies and departmental policy areas
- lead the analysis of intelligence and trends across the state or territory relevant to the community services portfolio to inform policy and delivery areas
- coordinate and undertake engagement with a defined policy division within the department

- support the State Manager as key representative in place including Ministerial visits, key policy engagements and other events
- undertake functions to support the State Manager as senior leader on site to ensure a safe, connected, and united office including aspects such as work health safety, business continuity, corporate support functions and leadership team connectedness
- lead, develop and mentor staff in your small team to achieve relevant outcomes.

Eligibility
Notes

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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

Position Contact	Jeanette Miller, 08 8318 2116
Agency Recruitment Site	https://www.dss.gov.au/careers/vacancies/Pages/default.aspx

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Social Services

Vacancy VN-0740703

National Disability Insurance Agency

Closing Date:Sunday 05 May 2024

Chief Financial Officer Division
SCHEME CLAIMS AND PAYMENTS BRANCH Payments Central

Job Title	APS4 Payments Officer
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Richmond VIC, Brisbane QLD, Geelong VIC, Parramatta NSW, Midland WA
Salary	$73,928 - $82,056
Classification	APS Level 4
Position Number	0480_03/24_EXT
Agency Website	https://www.ndis.gov.au

Job Description

https://www.ndis.gov.au/about-us/careers-ndia

A new role awaits

Are you looking for a challenging and rewarding role in the Scheme Claims and Payments space? The NDIA is seeking to fill an APS4 Payments Officer position within our Scheme Claims and Payments Branch.
The Scheme Claims and Payments Branch facilitates Scheme payments, ensures payments are processed correctly, on time and in accordance with governance requirements. The branch supports debt recovery within legal frameworks, provides financial analysis to identify trends and lead initiatives to enhance the independence of providers and participants for successful and accurate NDIS claims and payments.

Duties

Where you can add value

The APS4 Payments Officer position involves providing operational and administrative support, conducting research and analysis, and communicating with internal and external stakeholders. Responsibilities of the role include but are not limited to:

- Resolving moderately complex payment issues, guided by legislation, policies and standards, and Claims and Payments Branch Standard Operating Procedures (SOPs).
- Maintaining an awareness of government decision-making processes, Agency guidelines and regulations.
- Processing manual payments to providers and self-managed participants.
- Investigating and resolving outstanding payment requests that have been rejected through the myplace provider and participant portals.

Eligibility

- Successful candidates will be required to undergo a pre-employment National Police History check and provide evidence of Australian Citizenship. Failure to do so may jeopardise your offer of employment.
- Dependent on the role the appropriate Working with Children / Working with Vulnerable People check may be required as per State/Territory legislation. In addition to these checks, a Worker Screening Check issued by the relevant State/Territory worker screening unit will

also be required for any role for which the normal duties are likely to require more than incidental contact with people with disability.

Notes

- This position will be offered as ongoing or non-ongoing.
- If the position is offered as non-ongoing, this will be for a specified term of up to 12 months, with the possibility of extension up to two years.
- Should a non-ongoing position become ongoing, then a merit list established through this selection process may be used to fill the vacancy on an ongoing basis.

RecruitAbility applies to this vacancy. Under the RecruitAbility scheme you will be invited to participate in further assessment activity for the vacancy if you choose to apply under the scheme; declare you have a disability; and meet the minimum requirements for the job. For more information visit: https://www.apsc.gov.au/recruitability

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	Sally Foster, 0755024020
Agency Recruitment Site	https://www.ndis.gov.au/about-us/careers-ndia

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Social Services

Vacancy VN-0740708

National Disability Insurance Agency

Closing Date:Wednesday 08 May 2024

Chief Transformation Officer Division
Contact Centre Branch NCC Strategy and Analytics

Job Title	APS6 NCC Insights and Reporting
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Deakin ACT, Dandenong VIC, Robina QLD, Geelong VIC, Richmond VIC, Midland WA
Salary	$93,196 - $103,035
Classification	APS Level 6
Position Number	0548_03/24_EXT
Agency Website	https://www.ndis.gov.au

Job Description

https://www.ndis.gov.au/about-us/careers-ndia

A new role awaits

Are you looking for a role where you can utilise your critical thinking skills and contribute to making a positive difference to the lives of millions of Australians? We have an exciting new opportunity to join the National Disability Insurance Agency (NDIA) as an APS6 National Contact Centre Insights and Reporting within the Agency's National Contact Centre (NCC).
The National Contact Centre plays a significant role in providing accurate and timely information in response to enquiries about the NDIS. The forecasting and workforce planning function is an important enabling function to ensure people contacting the National Contact Centre have a positive experience.

Duties

Where you can add value

The APS6 NCC Insights and Reporting position is responsible for offering intricate technical, professional, policy, and operational support and guidance on complex issues.
Duties of the role may include:

- Delivering clear and accurate targeted data visualisations, insights and reporting to facilitate data-enabling decision making, including the designing and building of reports and visualisations using various reporting programs.
- Transforming and modelling data from structured and non-structured data.
- Conducting statistical analysis on participant journey and contact behaviour to identify trends and patterns.
- Presenting actionable insights and findings in a clear and concise manner to various stakeholders.
- Identifying and communicating opportunities for improvement in the participant journey through first contact resolution, satisfaction and contact centre operations.
- Performing data segmentation to facilitate targeted analysis and reporting.
- Preparing and delivering reports to an executive audience, ensuring relevance and impact.
- Adhering to and advocating for data governance and best practices through maintaining data integrity and security.

Eligibility

- Successful candidates will be required to undergo a pre-employment National Police History check and provide evidence of Australian Citizenship. Failure to do so may jeopardise your offer of employment.
- Dependent on the role the appropriate Working with Children / Working with Vulnerable People check may be required as per State/Territory legislation. In addition to these checks, a Worker Screening Check issued by the relevant State/Territory worker screening unit will also be required for any role for which the normal duties are likely to require more than incidental contact with people with disability.

Notes

- This position will be offered as ongoing or non-ongoing.
- If the position is offered as non-ongoing, this will be for a specified term of up to 12 months, with the possibility of extension up to two years.
- Should a non-ongoing position become ongoing, then a merit list established through this selection process may be used to fill the vacancy on an ongoing basis.

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To Apply

Position Contact	sally Foster, 075502 4020
Agency Recruitment Site	https://www.ndis.gov.au/about-us/careers-ndia

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Social Services

Vacancy VN-0740779

National Disability Insurance Agency

Closing Date:Monday 20 May 2024

SA WA NT and Remote Division
SA Service Delivery Branch SA Planning Support Team

Job Title	APS 2 Administration Officer - Affirmative Measures (Disability - Intellectual Disability)
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	St Marys SA
Salary	$57,640 - $65,044
Classification	APS Level 2
Position Number	0175_01/24_EXT
Agency Website	https://www.ndis.gov.au

Job Description

https://www.ndis.gov.au/about-us/careers-ndia

A new role awaits

Do you love working in a dynamic, engaged, team environment?
Is ticking things off your to-do list a skill you enjoy?
Are you good with people and thrive on achieving outcomes?
Are you looking for fulltime/part time work?

The National Disability Insurance Agency is seeking enthusiastic, customer centric applicants to support our Service Delivery team and you could be our ideal candidate!

*Please note – This role follows Affirmative Measures provisions. The affirmative measure positions are to improve employment opportunities for people with disability in the Australian Public Service. They are open only to people with intellectual disability.

To be part of the affirmative measures employment process applicants must be able to provide evidence of a diagnosis of intellectual disability.

How will the recruitment process work?

We want this to be a easy process for you, however there are some steps that you need to follow to apply.

- **Step 1**: Create your online application and upload your CV/Resume.
- **Step 2**: Submit either an online video application or a written application - you can decide on the one that is easiest for you.

- **Step 3**: Interview and assessment centre - if you are successful after step 2 you will be invited to an in person interview.
- **Step 4**: Reference checks - we may ask you to provide someone that can provide a reference or character check.

Duties

Where you can add value

Our successful candidate will also need the following checks and clearance to perform this essential role with the NDIA:

- Working with Children Check
- NDIS Worker Screening Check
- Pre-Engagement Check - this is a mandatory pre-employment security screening process. All employees and contractors of NDIA must undertake a Pre-Engagement Check. This check is undertaken for any individual who will have non-public access to agency resources (information, buildings, systems, assets, staff and customers)
- Evidence of Intellectual Disability from a medical professional.

Enough about us, let’s talk about you

Our ideal person will:

- Have good computer skills
- Have a sharp eye for details and readiness to learn new things!
- Show interest, be able to make adjustments and be ready to develop problem solving skills!
- Have the ability to deliver great customer service
- Have a readiness to make positive, working relationships with inside and outside people from our business

Holding a drivers licence will be preferable but it is not essential. **Eligibility**

The health and safety of workers, Participants and other visitors in our offices is our highest priority. Some roles within the National Disability Insurance Agency are covered by government Health Orders or Directives that require mandatory vaccinations.

Successful candidates will be required to undergo a pre-employment National Police History check, Worker Screening check and/or Working with Children Check (where required) and provide evidence of Australian Citizenship.

Notes

This role is performed from South Australia - St Marys.

We intend to fill this role in an ongoing capacity, however non-ongoing roles up to 12 months with the possibility of extension up to 2 years may be offered.

RecruitAbility applies to this vacancy. Under the RecruitAbility scheme you will be invited to participate in further assessment activity for the vacancy if you choose to apply under the scheme; declare you have a disability; and meet the minimum requirements for the job. For more information visit: https://www.apsc.gov.au/recruitability

About the National Disability Insurance Agency

The NDIS provides funding to eligible people with disability to gain more time with family and friends, greater independence, access to new skills, jobs, or volunteering in their community, and an improved quality of life. The NDIS also connects anyone with disability to services in their community. This includes connections to doctors, community groups, sporting clubs, support groups, libraries and schools, as well as providing information about what support is provided by each state and territory government. The NDIS now supports over 500,000 Australians with disability to access the services and supports they need. This includes supporting approximately 80,000 children with developmental delay, ensuring they receive supports early so that they achieve the best outcomes throughout their lives.

To Apply

Position Contact	Linda Turpin, 0475 828 248
Agency Recruitment Site	https://www.ndis.gov.au/about-us/careers-ndia

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Social Services

Vacancy VN-0740801

National Disability Insurance Agency

Closing Date:Tuesday 07 May 2024

Chief Transformation Officer Division
Contact Centre Branch NCC Quality and Continuous Improvement

Job Title	APS6 National Contact Centre Quality Team Leader
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Deakin ACT, Robina QLD, Dandenong VIC, Geelong VIC, Richmond VIC, Midland WA
Salary	$93,196 - $103,035
Classification	APS Level 6
Position Number	0529_03/24_EXT
Agency Website	https://www.ndis.gov.au

Job Description

https://www.ndis.gov.au/about-us/careers-ndia

A new role awaits
We have an exciting opportunity to join as an APS6 National Contact Centre Quality Team Leader within the NDIA's National

Contact Centre (NCC). The NCC acts as the main communication channel for people to contact the NDIS. They respond to enquiries from NDIS participants, prospective participants, providers, organisations and the general public.

The National Contact Centre completes a range of processing workloads including outbound call campaigns and internal IT support. They deliver a wide range of customer enquiry and contact services related to the entire NDIS participant and provider pathway.

Our ideal candidate is an experienced mentor and coach and brings a continuous improvement mindset to the role to support and build the team's capability. They will also have a passion for improving and implementing systems and processes. Most importantly, they will be an excellent people leader and show care for the people they work with. Additionally, they have excellent communication and interpersonal skills to develop and maintain meaningful stakeholder relationships and experience in developing high level written reports and materials. Previous experience with quality and compliance monitoring frameworks is highly desirable.

Working at the NDIA it is essential you have a positive contemporary attitude to people with disability along with a high level of understanding and knowledge of disability and its impact on individuals.

For more information on NDIS including our values, capabilities and behaviours along with our application process, please refer to our website.

Duties

As an APS6 National Contact Centre Quality Team Leader, you will play a vital role in designing and monitoring internal quality assurance processes. Your efforts will contribute to the NDIA's objectives to create a world-class National Disability Insurance Scheme, and you will have the opportunity to positively impact the lives of many individuals and their families.

You will have the opportunity to work on a diverse range of tasks, including but not limited to:

- Managing a team of assessors ensuring targets and expectations from stakeholders are met.
- Analysing NCC performance, recommending process and procedural changes.
- Supporting teams delivering services in the NCC.
- Contributing insights relating to branch risk and performance and quality management.

Eligibility

Successful candidates will be required to undergo a pre-employment National Police History check, and provide evidence of Australian Citizenship. Failure to do so may jeopardise your offer of employment. Dependent on the role the appropriate Working with Children / Working with Vulnerable People check may be required as per State/Territory legislation. In addition to these checks, a Worker Screening Check issued by the relevant State/Territory worker screening unit will also be required for any role for which the normal duties are likely to require more than incidental contact with people with disability.

Notes

This position will be offered as ongoing or non-ongoing. If the position is offered as non-ongoing, this will be for a specified term of up to 12 months, with the possibility of extension up to two years. Should a non-ongoing position become ongoing, then a merit list established through this selection process may be used to fill the vacancy on an ongoing basis.

RecruitAbility applies to this vacancy. Under the RecruitAbility scheme you will be invited to participate in further assessment activity for the vacancy if you choose to apply under the scheme; declare you have a disability; and meet the minimum requirements for the job. For more information visit: https://www.apsc.gov.au/recruitability

About the National Disability Insurance Agency

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	Sophie Landwehr, 08 8922 0941
Agency Recruitment Site	https://www.ndis.gov.au/about-us/careers-ndia

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Social Services

Vacancy VN-0740596

National Disability Insurance Scheme (NDIS) Quality and Safeguards Commission

Closing Date:Sunday 05 May 2024

Legal Services and Internal Integrity
Internal Integrity Unit Internal Integrity Unit

Job Title	Assistant Directors (3) - FOI / Internal Review / Privacy
Job Type	Full-Time, Ongoing
Location	Canberra ACT, Parramatta NSW, Penrith NSW, Brisbane QLD, Darwin NT, Perth WA, Melbourne VIC, Adelaide SA, Hobart TAS
Salary	$115,903 - $131,563
Classification	Executive Level 1
Position Number	127_04/24
Agency Website	https://www.ndiscommission.gov.au/

Job Description

https://ndiscommission.nga.net.au/?AudienceTypeCode=EXT

The NDIS Quality and Safeguards Commission (the Commission) is the dedicated national regulator of NDIS service providers in Australia. The Internal Integrity Unit is currently recruiting a number of leadership roles to assist us with our important functions. In this role, you can lead work streams having tangible impacts on lives of people with a disability.

The three roles will be responsible for:

1. Assistant Director - Internal Review
2. Assistant Director - Privacy
3. Assistant Director - FOI

Duties

Role 1: Assistant Director (Internal review)

The candidate will:

- Lead work in the Internal Integrity Unit's internal review stream, ensuring compliance with statutory and internal timeframes related to reviews under the NDIS Act.
- Assess and develop the internal review practice with a continuous improvement lens.
- Draft and review statements of reasons prepared for delegates of the NDIS Commissioner, ensuring that decisions are capable of withstanding external scrutiny.

Role 2: Assistant Director (Privacy)

The candidate will:

- Lead work in the Internal Integrity Unit's privacy stream, ensuring compliance with privacy legislation, and statutory and internal timeframes.
- Assess and develop the privacy practice with a view to preparing for significant federal legislative reforms.
- Lead education initiatives to promote privacy awareness and good privacy practices within the NDIS Commission.

Role 3: Assistant Director (FOI)

The candidate will:

- Lead work in the Internal Integrity Unit's freedom of information (FOI) stream, ensuring compliance with the FOI Act, and statutory and internal timeframes.
- Assess and develop the FOI practice with a view to continuous improvement and streamlining processes for expanding file volumes.
- Provide strategic direction and guidance on FOI matters, including those which are complex or significant.

Eligibility

Our ideal candidates will demonstrate the following qualifications and capabilities:

- Demonstrated capability to lead, mentor, nurture and support staff to elicit high performance and manage underperformance;
- Excellent interpersonal skills and the capacity to build and maintain relationships with colleagues and with external stakeholders in dynamic and sensitive environments;
- High order communication skills (oral and written) in a context of being able to present and explain complex issues;
- Highly developed organisational skills and capacity to set priorities, manage competing demands and meet deadlines;
- High ethical standards and a high standard of professional and personal integrity and strong attention to detail and the ability to critically and objectively analyse information.

Notes

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To Apply

Position Contact	Krystle Graham, 0459 226 594
Agency Recruitment Site	https://ndiscommission.nga.net.au/?AudienceTypeCode=EXT

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Social Services

Vacancy VN-0740598

National Disability Insurance Scheme (NDIS) Quality and Safeguards Commission

Closing Date:Sunday 05 May 2024

Legal Services and Internal Integrity
Internal Integrity Internal Integrity

Job Title	Directors (2) - Administrative Review / Integrity Investigations
Job Type	Full-Time, Ongoing
Location	Penrith NSW, Parramatta NSW, Canberra ACT, Perth WA, Brisbane QLD, Darwin NT, Adelaide SA, Melbourne VIC, Hobart TAS
Salary	$136,609 - $161,064
Classification	Executive Level 2
Position Number	128_04/24
Agency Website	https://www.ndiscommission.gov.au/

Job Description

https://ndiscommission.nga.net.au/?AudienceTypeCode=EXT

The NDIS Quality and Safeguards Commission (the Commission) is the dedicated national regulator of NDIS service providers in Australia. The Internal Integrity Unit is currently recruiting a number of leadership roles to assist us with our important functions.

In this role, you can lead work streams having tangible impacts on lives of people with a disability. The two roles will be responsible for:

1. Director, Administrative Review (Internal Review, FOI, Privacy, Legislative Compliance); and
2. Director, Investigations (PIDs, Complaints against the Commission, workplace investigations, Conflict of Interest).

Duties

Our ideal candidates will demonstrate the following qualifications and capabilities:

- Demonstrated sound technical skills and expertise in either Administrative Review functions or Investigation functions;
- Demonstrated capability to lead a team, and to coach, mentor, nurture, and support staff to elicit high performance and manage underperformance;
- Strong track record in delivering, and leading the delivery of, high-quality, consistent, and timely services in a fast-paced, constantly evolving and complex environment, with a demonstrated focus on client service and working collaboratively to achieve results;
- Demonstrated high emotional intelligence and excellent people skills, including the ability to build and nurture productive working relationships in a complex, high-pressured and sensitive environment;
- High order communication skills (oral and written) including the ability to present and explain complex issues and report on the functions of the team;
- High ethical standards and a high standard of professional and personal integrity;
- Ability to engender trust and respect, complemented by sound judgement and the ability to build organisational capability;
- Creative thinker with the ability to drive continuous improvement in the Internal Integrity Unit’s processes, policies and practices;

- Highly developed organisational skills and capacity to set priorities, manage competing demands, and meet deadlines, including those of the team.

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 National Disability Insurance Scheme (NDIS) Quality and Safeguards Commission

The NDIS Quality and Safeguards Commission (the Commission) is the dedicated national regulator of NDIS service providers in Australia. The Internal Integrity Unit is currently recruiting a number of leadership roles to assist us with our important functions. In this role, you can lead work streams having tangible impacts on lives of people with a disability. The two roles will be responsible for: 1. Director, Administrative Review (Internal Review, FOI, Privacy, Legislative Compliance); and 2. Director, Investigations (PIDs,Complaints against the Commission, workplace investigations, Conflict of Interest). Our ideal candidates will demonstrate the following qualifications and capabilities: Demonstrated sound technical skills and expertise in either Administrative Review functions or Investigation functions; Demonstrated capability to lead a team, and to coach, mentor, nurture, and support staff to elicit high performance and manage underperformance; Strong track record in delivering, and leading the delivery of, high-quality, consistent, and timely services in a fast-paced, constantly evolving and complex environment, with a demonstrated focus on client service and working collaboratively to achieve results; Demonstrated high emotional intelligence and excellent people skills, including the ability to build and nurture productive working relationships in a complex, high-pressured and sensitive environment; High order communication skills (oral and written) including the ability to present and explain complex issues and report on the functions of the team; High ethical standards and a high standard of professional and personal integrity; Ability to engender trust and respect, complemented by sound judgement and the ability to build organisational capability; Creative thinker with the ability to drive continuous improvement in the Internal Integrity Unit’s processes, policies and practices; Highly developed organisational skills and capacity to set priorities, manage competing demands, and meet deadlines, including those of the team;

To Apply

Position Contact	Krystle Graham, 0459 226 594
Agency Recruitment Site	https://ndiscommission.nga.net.au/?AudienceTypeCode=EXT

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Social Services

Vacancy VN-0740612

National Disability Insurance Scheme (NDIS) Quality and Safeguards Commission

Closing Date:Friday 03 May 2024

Regulatory Operations Division
Market Operations Branch Market Audit and Monitoring

Job Title	Senior Audit Program Officer
Job Type	Full-Time, Ongoing
Location	Canberra ACT, Parramatta NSW, Penrith NSW, Brisbane QLD, Darwin NT, Perth WA, Melbourne VIC, Adelaide SA, Hobart TAS
Salary	$93,023 - $104,558
Classification	APS Level 6
Position Number	130_04/24
Agency Website	https://www.ndiscommission.gov.au/

Job Description

https://ndiscommission.nga.net.au/?AudienceTypeCode=EXT

The NDIS Quality and Safeguards Commission (the NDIS Commission) is an independent agency established on 1 July 2018 to improve the quality and safety of NDIS supports and services. The Commission is the dedicated national regulator of NDIS service providers in Australia and a non-corporate entity under the Public Governance, Performance and Accountability Act 2013.

Duties

The successful candidate will:

- Lead staff, supporting skill and knowledge development through the promotion of learning and development opportunities provided by the Commission and the application of public sector values and principles.
- Be accountable under broad direction to perform and achieve complex audit work and require an in-depth knowledge of and compliance with legislative frameworks and policy requirements.
- Plan and lead the development, implementation and maintenance of audit assurance related activities for market operations.
- Coordinate audit and assurance reporting requirements including external and internal audits and reviews.
- Interpret, identify and translate audit issues into findings and recommendations for the NDIS Commission's senior executives.
- Identify, manage and escalate (as appropriate) risk and issues that impact delivery of programs.
- Identify opportunities and implement

Eligibility

Our ideal candidate will have a positive contemporary attitude to people with disability and have the following capabilities:

- Excellent written and oral communication skills including the capacity to produce quality briefs, reports, and correspondence of a complex nature.
- An understanding of audit schemes and how it supports the delivery of quality services for NDIS participants
- Highly developed organisational skills including the capacity to manage competing demands and to meet deadlines.
- Demonstrated research, analytical, presentation and communication skills

- Excellent strategic capability and ability to handle conflicting priorities and produce high quality written reports.
- Ability to establish positive working relationships with team members and stakeholders

Notes

RecruitAbility applies to this vacancy. Under the RecruitAbility scheme you will be invited to participate in further assessment activity for the vacancy if you choose to apply under the scheme; declare you have a disability; and meet the minimum requirements for the job. For more information visit: https://www.apsc.gov.au/recruitability

About the National Disability Insurance Scheme (NDIS) Quality and Safeguards Commission

The NDIS Quality and Safeguards Commission (the Commission) is the dedicated national regulator of NDIS service providers in Australia. The Internal Integrity Unit is currently recruiting a number of leadership roles to assist us with our important functions. In this role, you can lead work streams having tangible impacts on lives of people with a disability. The two roles will be responsible for: 1. Director, Administrative Review (Internal Review, FOI, Privacy, Legislative Compliance); and 2. Director, Investigations (PIDs,Complaints against the Commission, workplace investigations, Conflict of Interest). Our ideal candidates will demonstrate the following qualifications and capabilities: Demonstrated sound technical skills and expertise in either Administrative Review functions or Investigation functions; Demonstrated capability to lead a team, and to coach, mentor, nurture, and support staff to elicit high performance and manage underperformance; Strong track record in delivering, and leading the delivery of, high-quality, consistent, and timely services in a fast-paced, constantly evolving and complex environment, with a demonstrated focus on client service and working collaboratively to achieve results; Demonstrated high emotional intelligence and excellent people skills, including the ability to build and nurture productive working relationships in a complex, high-pressured and sensitive environment; High order communication skills (oral and written) including the ability to present and explain complex issues and report on the functions of the team; High ethical standards and a high standard of professional and personal integrity; Ability to engender trust and respect, complemented by sound judgement and the ability to build organisational capability; Creative thinker with the ability to drive continuous improvement in the Internal Integrity Unit’s processes, policies and practices; Highly developed organisational skills and capacity to set priorities, manage competing demands, and meet deadlines, including those of the team;

To Apply

Position Contact	Sherie Avalos, 02 4722 7971
Agency Recruitment Site	https://ndiscommission.nga.net.au/?AudienceTypeCode=EXT

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Social Services

Vacancy VN-0740805

National Disability Insurance Scheme (NDIS) Quality and Safeguards Commission

Closing Date:Wednesday 08 May 2024

Regulatory Operations
Compliance and Enforcement Branch Compliance Monitoring

Job Title	Compliance Assessment Officer
Job Type	Full-Time, Ongoing
Location	Canberra ACT, Penrith NSW, Parramatta NSW, Brisbane QLD, Darwin NT, Perth WA, Melbourne VIC, Adelaide SA, Hobart TAS
Salary	$77,331 - $83,121
Classification	APS Level 4
Position Number	131_04/24
Agency Website	https://www.ndiscommission.gov.au/

Job Description

https://ndiscommission.nga.net.au/?AudienceTypeCode=EXT

Whether you are a regulatory professional looking to use your knowledge and experience to support regulatory actions, have a passion for developing policy to support operational teams, or are interested in ensuring compliance within the NDIS sector, the NDIS Quality and Safeguards Commission (the NDIS Commission) has a role for you.

Duties

Our ideal candidate will have a positive, contemporary attitude to people with disability and have
the following capabilities:
• Ability to communicate well with, relate to, and see issues from the perspective of people from a diverse range of cultures, backgrounds and experiences.
• Well developed problem solving skills including the ability to analyse issues from difference perspectives and draw sound inferences from available information and data.
• Sound written communication skills including the capacity to contribute to quality briefs, reports, and correspondence of a complex nature and in plain language.
• The capacity to collaborate, cooperate and work well with others in the pursuit of common objectives.
• Sound oral communication skills with the ability to effectively work with a range of internal and external stakeholders.
• The ability and confidence, to make decisions using good judgement and knowledge, based on thorough research, innovation and evidence-based practice.
• Sound organisational skills including the capacity to manage competing demands and to meet deadlines.

Eligibility

Key Duties

- The successful candidate will undertake the following key duties:
- Monitor group mailboxes and respond to inquiries from internal and external stakeholders.
- Under supervision, assist to assess allegations of non-compliance, contribute to research and analysis and allocate appropriate matters to a compliance or investigations officer for their action.
- Accurately maintain and update records in Commission databases and case management systems
- Support senior compliance officers and investigators to conduct compliance activities and investigations.
- Undertake a range of general administrative duties.
- Actively participate in an environment where learning and information sharing is encouraged.

Notes

RecruitAbility applies to this vacancy. Under the RecruitAbility scheme you will be invited to participate in further assessment activity for the vacancy if you choose to apply under the scheme; declare you have a disability; and meet the minimum requirements for the job. For more information visit: https://www.apsc.gov.au/recruitability

About the National Disability Insurance Scheme (NDIS) Quality and Safeguards Commission

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To Apply

Position Contact	Russ McCarthy, 0457 575 290
Agency Recruitment Site	https://ndiscommission.nga.net.au/?AudienceTypeCode=EXT

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Social Services

Vacancy VN-0740809

National Disability Insurance Scheme (NDIS) Quality and Safeguards Commission

Closing Date:Wednesday 08 May 2024

Regulatory Operations
Compliance and Enforcement Branch Compliance Monitoring

Job Title	Compliance Assessment Officer
Job Type	Full-Time, Ongoing
Location	Melbourne VIC, Penrith NSW, Canberra ACT, Parramatta NSW, Brisbane QLD, Perth WA, Adelaide SA, Hobart TAS, Darwin NT
Salary	$84,927 - $90,696
Classification	APS Level 5
Position Number	132_04/24
Agency Website	https://www.ndiscommission.gov.au/

Job Description

https://ndiscommission.nga.net.au/?AudienceTypeCode=EXT

Whether you are a regulatory professional looking to use your knowledge and experience to support regulatory actions, or are interested in ensuring compliance within the NDIS sector, the NDIS Quality and Safeguards Commission (the NDIS Commission) has a role for you.

Duties

Key Duties
The successful candidate will undertake the following key duties:

- Prioritise and assess complex allegations of non-compliance and other information.
- Research and analyse issues and allocate appropriate matters to a compliance or investigations officer for their action.
- Identify emerging trends and common issues and contribute to developing compliance plans.
- Provide compliance and enforcement advice to stakeholders.
- Accurately maintain and update records in Commission databases and case management systems.
- Support compliance officers and investigators to conduct compliance activities and investigations

Eligibility

Our ideal candidate will have a positive, contemporary attitude to people with disability and have the following capabilities:

- An understanding of contemporary regulatory practices and approaches and ability to contribute to the preparation of regulatory policies and procedures for use by operational staff.
- Sound knowledge and understanding of quality assurance activities in a regulatory environment.
- Sound written communication skills including the capacity to produce quality briefs, reports, and correspondence of a complex nature and in plain language.
- Sound oral communication skills with the ability to effectively work with a range of internal and external stakeholders.
- The ability and confidence, to make decisions using good judgement and knowledge, based on thorough research, innovation and evidence-based practice.

- Sound organisational skills including the capacity to manage competing demands and to meet deadlines.

Notes

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To Apply

Position Contact	Russ McCarthy, 0457 575 290
Agency Recruitment Site	https://ndiscommission.nga.net.au/?AudienceTypeCode=EXT

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Social Services

Vacancy VN-0740813

National Disability Insurance Scheme (NDIS) Quality and Safeguards Commission

Closing Date:Wednesday 08 May 2024

Regulatory Operations
Compliance and Enforcement Branch Compliance Monitoring

Job Title	Senior Compliance Assessment Officer
Job Type	Full-Time, Ongoing
Location	Penrith NSW, Parramatta NSW, Canberra ACT, Brisbane QLD, Darwin NT, Perth WA, Adelaide SA, Hobart TAS, Melbourne VIC
Salary	$93,023 - $104,558
Classification	APS Level 6
Position Number	133_04/24
Agency Website	https://www.ndiscommission.gov.au/

Job Description

https://ndiscommission.nga.net.au/?AudienceTypeCode=EXT

Whether you are a regulatory professional looking to use your knowledge and experience to support regulatory actions, or are interested in ensuring compliance within the NDIS sector, the NDIS Quality and Safeguards Commission (the NDIS Commission) has a role for you.

Duties

The successful candidate will undertake the following key duties:

- Provide leadership and direction to junior staff who prioritise and assess allegations of non-compliance and other information.
- Identify emerging trends and common issues and contribute to developing compliance plans.
- Engage across the full range of the NDIS Commission’s functions, identifying and fostering opportunities to deploy cross-functional strategies to address compliance issues.
- Prepare complex and/or sensitive correspondence and corporate documentation,including reports, briefings and submissions.
- Contribute to and participate in compliance promotion and education campaigns to inform and educate providers, participants and the public about the Commission’s functions and the requirements of relevant legislation and rules.

Eligibility
Notes

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To Apply

Position Contact	Russ McCarthy, 0457 575 290
Agency Recruitment Site	https://ndiscommission.nga.net.au/?AudienceTypeCode=EXT

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Social Services

Vacancy VN-0740828

National Disability Insurance Scheme (NDIS) Quality and Safeguards Commission

Closing Date:Wednesday 08 May 2024

Complaints and Engagement
Communications, Education and Engagement Participant and Provider Contact

Job Title	Technical Officer
Job Type	Full-Time, Ongoing
Location	Brisbane QLD, Canberra ACT, Penrith NSW, Parramatta NSW, Darwin NT, Perth WA, Melbourne VIC, Hobart TAS, Adelaide SA
Salary	$81,661 - $87,208
Classification	APS Level 5
Position Number	135_04/24
Agency Website	https://www.ndiscommission.gov.au/

Job Description *https://ndiscommission.nga.net.au/?AudienceTypeCode=EXT*

The NDIS Quality and Safeguards Commission (the NDIS Commission) is an independent agency established on 1 July 2018 to improve the quality and safety of NDIS supports and services. The Commission is the dedicated national regulator of NDIS service providers in Australia and a non-corporate entity under the Public Governance, Performance and Accountability Act 2013.

Duties

Reporting to an Assistant Director, the position is primarily a technical advisor to APS3 Contact Officers who answer inbound calls and emails to the NDIS Commission about all of its functions.

- Provide technical expertise that contributes to the outcomes of the Participant and Provider Contact Team
- Support team members through the provision of sound advice and guidance which influence decisions of others
- In conjunction with your manager, identify and manage quality assurance processes for the team
- undertake inbound and outbound call and email management as required.
- work autonomously and effectively collaborate within a team.
- identify reoccurring issues, problems and questions, and escalate to appropriate channels including those requiring urgent attention or specialist expertise
- possess strong written and verbal communication skills.
- contribute positively to strategic planning and decision making within the work area.
- maintain a professional manner in communicating with a diverse group of internal and external stakeholders, using strong interpersonal and negotiation skills.

Eligibility

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Notes

RecruitAbility applies to this vacancy. Under the RecruitAbility scheme you will be invited to participate in further assessment activity for the vacancy if you choose to apply under the scheme; declare you have a disability; and meet the minimum requirements for the job. For more information visit: https://www.apsc.gov.au/recruitability

About the National Disability Insurance Scheme (NDIS) Quality and Safeguards Commission

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To Apply

Position Contact	Leah Gilliver, 02 4722 7277
Agency Recruitment Site	https://ndiscommission.nga.net.au/?AudienceTypeCode=EXT

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Social Services

Vacancy VN-0740842

National Disability Insurance Scheme (NDIS) Quality and Safeguards Commission

Closing Date:Wednesday 08 May 2024

Complaints and Engagement
Communications, Education and Engagement Participant and Provider Contact

Job Title	Technical Team Leader
Job Type	Full-Time, Ongoing
Location	Perth WA, Penrith NSW, Parramatta NSW
Salary	$89,445 - $100,537
Classification	APS Level 6
Position Number	136_04/24
Agency Website	https://www.ndiscommission.gov.au/

Job Description

https://ndiscommission.nga.net.au/?AudienceTypeCode=EXT

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Duties

Reporting to an Assistant Director, the position is primarily a technical advisor to APS3 Contact Officers who answer inbound calls and emails to the NDIS Commission about all of its functions.

- Provide technical expertise that contributes to the outcomes of the Participant and Provider Contact Team
- Leads and supports team members through the provision of sound advice and guidance which influence decisions of others
- In conjunction with your manager, identify and manage quality assurance processes for the team
- undertake inbound and outbound call and email management as required.
- work autonomously and effectively collaborate within a team.
- identify reoccurring issues, problems and questions, and provides ideas and solutions to appropriate channels including those requiring urgent attention or specialist expertise
- possess strong written and verbal communication skills.
- Initiates and contributes positively to strategic planning and decision making within the work area.

Eligibility

- Understanding of the NDIS Commissions role, the different functions within the NDIS Commission and how these relate to a specific work area.
- Demonstrated ability to lead a team in a Contact Centre type environment or the ability to quickly acquire those skills
- Excellent written and oral communication skills.

- Demonstrated negotiation skills.

- Stong analytical skills to identify risks and contribute to solutions, providing advice and receiving direction.
- Highly developed organisational skills to manage competing deadlines.
- The ability and the confidence to make sound judgements and decisions.

Notes

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To Apply

Position Contact	Leah Gilliver, 02 4722 7277
Agency Recruitment Site	https://ndiscommission.nga.net.au/?AudienceTypeCode=EXT

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Social Services

Vacancy VN-0740891

National Disability Insurance Scheme (NDIS) Quality and Safeguards Commission

Closing Date:Thursday 09 May 2024

Regulatory Policy, Insights and Review

Job Title	Assistant Director Regulatory Policy
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Canberra ACT, Penrith NSW, Parramatta NSW, Brisbane QLD, Darwin NT, Perth WA, Melbourne VIC, Adelaide SA, Hobart TAS
Salary	$115,903 - $131,563
Classification	Executive Level 1
Position Number	139_04/24
Agency Website	https://www.ndiscommission.gov.au/

Job Description

https://ndiscommission.nga.net.au/?AudienceTypeCode=EXT

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Duties

Assistant Directors take a lead role on individual policy projects as they arise such as the formulation and evaluation of best practice policies, procedures, programs and activities for the NDIS Commission.

- Prepare sound advice on current and emerging issues related to the NDIS Commission's legislative responsibilities, including engagement with subject matter experts to develop policy and positions.
- Maintain knowledge of relevant legislation, policies, and regulations, including the NDIS Quality and Safeguarding Framework and the NDIS legislation.
- Review, analyse and summarise published literature, data, policy papers and other published material to inform policy and program direction.
- Undertake project management activities including scoping, designing, leading and implementing strategic projects to progress regulatory policy priorities. This includes monitoring and reporting on progress, providing recommendations on risk and identifying and resolving problems.
- Plan, manage and monitor tasks assigned to the team to ensure priorities and/or expectations are achieved within a timely and quality manner.
- Prepare high quality written reports, briefs, correspondence and other documents for a range of audiences on complex policy issues, including issues specifically relating to people with disability.
- Build and maintain relationships with a large and diverse range of internal and external stakeholders, including people with disability and representative organisations, providers, government agencies, and other regulatory bodies.
- Participate in, and present to, meetings, forums and workshops on relevant topics. This includes representing the NDIS Commission more broadly.
- Lead a learning culture where expertise can be developed and appropriately shared.

Eligibility

Shapes Strategic Thinking

1. Demonstrated experience in strategic thinking and policy development, including high level analytical skills.
2. The ability to make sound judgements based on thorough research, data, problem solving, innovation and evidence-based practice.

Achieves Results

1. Demonstrated ability to respond in a positive and flexible manner to change and uncertainty, sharing information with others and assisting them to adapt.
2. Demonstrated experience in the design, planning and execution of projects with highly developed organisational skills and the ability to anticipate change and build contingencies into plans to deliver quality outcomes.

Cultivates Productive Working Relationships

1. Excellent interpersonal skills and the ability to consult, build and maintain productive working relationships with a wide variety of stakeholders.
2. Demonstrated ability to lead, supervise and support a small team to deliver on allocated work and priorities.

Exemplifies Personal Drive and Integrity

1. Sound understanding of contemporary approaches and a positive attitude to people with disability.
2. The ability to engage with challenges and risk constructively, reflect on own performance and discusses alternatives to find a way forward.

Communicates with Influence

1. Highly developed communication skills including the ability to negotiate outcomes and deliver high quality written policy advice to diverse audiences on complex and sensitive issues.

Notes

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To Apply

Position Contact	Jesse Williams, 0
Agency Recruitment Site	https://ndiscommission.nga.net.au/?AudienceTypeCode=EXT

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Social Services

Vacancy VN-0740894

National Disability Insurance Scheme (NDIS) Quality and Safeguards Commission

Closing Date:Thursday 09 May 2024

Regulatory Policy, Insights and Review

Job Title	Regulatory Policy Officer
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Perth WA, Hobart TAS, Canberra ACT, Penrith NSW, Parramatta NSW, Brisbane QLD, Darwin NT, Adelaide SA, Melbourne VIC
Salary	$84,927 - $90,696
Classification	APS Level 5
Position Number	140_04/24
Agency Website	https://www.ndiscommission.gov.au/

Job Description

https://ndiscommission.nga.net.au/?AudienceTypeCode=EXT

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Duties

The Regulatory Policy Officer will lead and participate in the development, coordination and delivery of policy, programs, projects and activities for the NDIS Commission. The Regulatory Policy Officer will operate with guidance from senior staff and work independently when required.
The Regulatory Policy Officer will:

- Support and promote the NDIS Commission's vision, mission and business objectives.
- Prepare high quality reports, briefing papers and Ministerial correspondence for presentation to senior staff and Executive.
- Undertake project management activities including scoping, designing, implementing, and monitoring strategic projects to progress regulatory policy priorities.
- Have a sound general knowledge of the role and functions of the NDIS Commission and an understanding of how these relate to the development of regulatory policy and guidance for external stakeholders.
- Perform research work and analysis including contribution to the preparation of reports on relevant program activities and/or project milestones.
- Work collaboratively within the team and Division and contribute to the development of plans, strategies and policy priorities.
- Take personal responsibility for meeting objectives and commit energy and drive to see that goals are achieved.
- Respond in a positive and flexible manner to change and uncertainty and encourages cooperation in coping with change.
- Make decisions using good judgement based on evidence, with a level of autonomy.

Eligibility

Supports Strategic Direction

1. Experience contributing to policy and project outcomes, including coordinating policy development and supporting implementation of key priorities.
2. Demonstrated ability to undertake research and proactively gather and analyse information to contribute to high quality advice.

Achieves Results

1. Demonstrated project management skills, with proven ability to manage projects and workloads with competing and changing priorities.
2. An ability to work productively under direction and independently when required to deliver outcomes, and positively respond to change and uncertainty in a fast moving and demanding environment.

Supports Productive Working Relationships

1. Demonstrated highly developed interpersonal skills to liaise, collaborate and build productive stakeholder relationships.

Displays Personal Drive and Integrity

1. Sound understanding of contemporary approaches and a positive attitude to people with disability.
2. The ability to focus on achieving, objectives even in difficult circumstance, reflect on own performance and seek guidance and advice when required.

Communicates with Influence

1. Well-developed communication skills including the ability to prepare high level written documents that communicate in a clearly and succinctly.

Notes

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To Apply

Position Contact	Jesse Williams, 0
Agency Recruitment Site	https://ndiscommission.nga.net.au/?AudienceTypeCode=EXT

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Social Services

Vacancy VN-0740898

National Disability Insurance Scheme (NDIS) Quality and Safeguards Commission

Closing Date:Thursday 09 May 2024

Director, Strategic Policy Coordination and Business Improvement

Job Title	Senior Regulatory Policy Officer
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Darwin NT, Canberra ACT, Penrith NSW, Parramatta NSW, Brisbane QLD, Perth WA, Adelaide SA, Melbourne VIC, Hobart TAS
Salary	$93,023 - $104,558
Classification	APS Level 6
Position Number	141_04/24
Agency Website	https://www.ndiscommission.gov.au/

Job Description

https://ndiscommission.nga.net.au/?AudienceTypeCode=EXT

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Duties

The Senior Regulatory Policy Officer will take a lead role on individual policy projects as they arise such as the formulation and evaluation of best practice policies, procedures, programs and activities for the NDIS Commission.
The Senior Regulatory Policy Officer will:

- Support and promote the NDIS Commission’s vision, mission and business objectives.
- Maintain knowledge of relevant legislation, policies, and regulations.
- Prepare sound advice on current and emerging issues related to the NDIS Commission’s legislative responsibilities.
- Critically analyse information, make sound judgements and problem solve. This includes the review of literature, data, policy papers and other published material.
- Build and sustain positive working relationships with team members other work areas and external stakeholders.
- Prepare high quality reports, briefing papers and Ministerial correspondence and other documents for presentation to a range of audiences including senior staff and the Executive.
- Undertake project management activities including scoping, designing, implementing, and monitoring strategic projects to progress regulatory policy priorities.
- Take personal responsibility for meeting objectives and commit energy and drive to see that goals are achieved.
- Sensitively respond to and manage complex or difficult issues relating to external stakeholders with the intent of achieving a positive outcome.
- Make decisions using good judgement, expertise and knowledge, under limited guidance.
- Participate in and represent the NDIS Commission at internal and external, meetings, forums and workshops.

Eligibility

Supports Strategic Direction

- Demonstrated experience in policy development, policy research, analysis and/or evaluation related work.
- Demonstrated ability to understand complex issues through undertaking quality research and data analysis to identify opportunities and implement effective solutions.

Achieves Results

- Demonstrated ability to establish clear plans and timeframe, see projects through to completion, monitor project progress and adjust plans as required.
- Confidence in working independently or under limited guidance and positively respond to change and uncertainty in a fast moving and demanding environment

- Supports Productive Working Relationships
- Demonstrated ability to proactively build and maintain relationships with a diverse range of stakeholders.

Displays Personal Drive and Integrity

- Sound understanding of contemporary approaches and a positive attitude to people with disability.
- The ability to engage with challenges and risk constructively, reflect on own performance and seek guidance and advice when required.

Communicates with Influence

- Well-developed communication skills including the ability to prepare persuasive high level written documents that communicate in a clear, concise and articulate manner.
- The attributes and capabilities outlined in the Australian Public Service (APS) Work Level Standards and the I
- Integrated Leadership System (ILS) applies to this position.

Desirable requirements

- Relevant tertiary qualifications and/or experience in related field such as the disability, health, human services, social sciences and community services sectors.
- Lived experience of disability or demonstrated understanding and experience of disability services in a State/Territory or Commonwealth Government context.

Notes

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To Apply

Position Contact	Jesse Willams, 0
Agency Recruitment Site	https://ndiscommission.nga.net.au/?AudienceTypeCode=EXT

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Treasury

Vacancy VN-0740724

Australian Bureau of Statistics

Closing Date:Wednesday 15 May 2024

Corporate Services
Legislative Compliance and Parliamentary

Job Title	Parliamentary Officer
Job Type	Full-Time, Ongoing
Location	Belconnen ACT
Salary	$82,085 - $92,201
Classification	APS Level 5
Position Number	24/PARL_APS5
Agency Website	https://www.abs.gov.au/

Job Description

https://abs.nga.net.au/?jati=012E6C29-5774-A8AD-8DBB-DAA9A04B10E4

The Australian Bureau of Statistics is looking to recruit a Parliamentary Officer. This is a permanent position at the APS 5 classification level, based in our office in Belconnen. The successful applicant would be expected to work full-time hours, but flexible working arrangements, including a hybrid model of working from home and the office, applies.

Duties

As a **Parliamentary Officer** the successful applicant will perform a critical role in providing high quality customer service to support the Executive, Minister's Office and ABS business areas. Parliamentary Officers in the ABS are responsible for the management of parliamentary and Cabinet workflows, including quality checking and coordination of ministerial briefs, correspondence, Cabinet submissions and other parliamentary documents.

Your responsibilities may include the following:

- Coordination: this includes handling ministerial requests, managing ministerial correspondence and briefs, ministerial circulars, senate estimates briefs and distributing Cabinet documents.
- Advisory and support: providing advice and support for senate estimates appearances, responding to ministerials and questions on notice and assisting with Cabinet processes.
- Document management: responsible for creating Parliamentary Document Records in the Parliamentary Document Management System (PDMS) and managing the Parliamentary inbox.
- User support: providing user support for PDMS, Fortress system (PROTECTED environment) and CabNet+.
- Hansard review: following each parliamentary sitting day identify key topics in Hansard relating to the ABS and provide a summary.
- Communication and liaison: working with internal and external stakeholders to respond to enquiries, provide updates and disseminate important information.

What we are looking for

To be suitable, you should have some or of the following skills, qualities and experience:

- demonstrated ability to contribute to a high performing team
- strong stakeholder management skills and an ability to confidently present messages in a clear, concise and articulate manner

- strong organisational and time management skills, including the ability to work under pressure to tight deadlines and achieve results
- strong written communication skills with a high level of attention to detail
- experience in ministerial and parliamentary processes desirable.

Eligibility

To be eligible for this role you:

- must be an Australian citizen at the time you apply
- will need to undertake pre-employment checks, including national police check and health assessment
- will need to obtain (or hold) a Negative Vetting 1 security clearance: this process will be facilitated by the ABS.

Notes

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About the Australian Bureau of Statistics

The Australian Bureau of Statistics' (ABS) purpose is to inform Australia's important decisions by partnering and innovating to deliver relevant, trusted, objective data, statistics and insights. As the national statistical authority for Australia and provider of statistical services to the states and territories, we focus on three priorities: • Providing high quality official statistics and insights • Transforming the ABS for the future • Delivering new statistical solutions to maximise the value of public data. We operate in a dynamic, continually transforming environment. New technology, statistical methods and opportunities for accessing and integrating data are becoming available, growing the potential to provide new insights into matters of importance to Australians, businesses, and community organisations. The ABS houses permanent offices in Canberra, Sydney, Melbourne, Brisbane, Adelaide, Perth, Hobart, Darwin, Dandenong and Geelong. We also have a number of field staff working across all parts of Australia. We encourage and value a diverse workforce. Aboriginal and Torres Strait Islander people and people with a disability are encouraged to apply. To find out more visit 'Careers' on our website at https://www.abs.gov.au/careers

To Apply

Position Contact	Martin Corujo, 0423 512 481
Agency Recruitment Site	https://abs.nga.net.au/?jati=012E6C29-5774-A8AD-8DBB-DAA9A04B10E

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Treasury

Vacancy VN-0740753

Australian Bureau of Statistics

Closing Date:Tuesday 07 May 2024

Technology and Security
Security and Infrastructure

Job Title	Cyber Security Officers
Job Type	Full-Time;Part-Time, Ongoing
Location	Adelaide SA, Belconnen ACT, Brisbane QLD, Docklands VIC, Hobart TAS, Perth WA, Sydney NSW
Salary	$72,973 - $104,135
Classification	APS Level 4;APS Level 5;APS Level 6
Position Number	24/CYBERSEC_APS4_5_6
Agency Website	https://www.abs.gov.au/

Job Description

https://abs.nga.net.au/?jati=74D3C842-F8BB-3ED2-C7BF-DAA9A30F8776

The Australian Bureau of Statistics is looking to fill the following **Cyber Security Officer** roles in our Cyber Security team within the Security and Infrastructure Branch:

- Security Officer specialising in DevSecOps
- Governance, Risk and Compliance (GRC) Officer with E8 experience
- Penetration Tester for applications and/or infrastructure networks
- Cyber Security Architect specialising in Cloud technologies.

Our Security and Infrastructure Branch builds, delivers and maintains ICT infrastructure and platforms in support of ABS' mission of collecting, collating and disseminating official statistics to support decision making across Australia's public and private sectors.

The primary responsibility of the Cyber Security team is to develop policies, assess risks and provide guidance on security best practices for all IT-related technologies and help ABS manage cyber security risks in the rapidly evolving and challenging digital landscape.

Duties

As a **Cyber Security Officer** you may undertake some or all of the following duties (with varying levels of complexity according to your role and classification level):

- assessment of governance, risks and compliances in new platforms and applications
- providing security advice and guidance to ABS staff as necessary
- responding to security incidents
- identification and mitigation of systems and applications vulnerabilities

- producing and publishing of security standards, guidelines, education and awareness materials
- providing specialist cyber security services such as DevSecOps engineering, security architecture and penetration testing.

What we are looking for (selection criteria)

To be suitable you should have most or all of the following skills, qualities and experience:

- strong technical capabilities in at least one of the following technology areas:
    - cloud security with knowledge of AWS and/or Azure security
    - DevOps, DevSecOps and/or application development with automation of security tooling
    - application security (Secure coding, secure SDLC, Web application firewall, understandin programming languages, middleware, and web technologies)
    - infrastructure security (Application Control, Windows server administration, Citrix, Powers Group Policy, Active Directory management)
    - penetration testing applications and/or infrastructure networks
    - security architecture frameworks, standards, and design patterns
- good understanding of security standards and frameworks (PSPF, ISM and Essential 8, NIST, ISO27001, CIS and OWASP) and awareness of cyber security principles and concepts
- experience with cyber security risk identification and mitigation strategies
- ability to cultivate positive working relationships with team members and multiple stakeholders
- strong analytical skills with ability to provide security advice and guidance to stakeholders through professional writing and oral presentation.

The following experience is preferred:

- recent work experience in ICT with cyber security duties/responsibilities
- completed or undertaking studies in cyber security (e.g. TAFE, Bachelor degree or Industry Certification relevant to Cyber Security).

Eligibility

To be eligible to apply for these roles you:

- must be an Australian citizen at the time you apply
- will need to undertake pre-employment checks, including national police check and health assessment.
- will need to obtain (or hold) and maintain a baseline or (preferred) NV1 security clearance.

Notes

A guide to our expectations regarding the extent of an applicant’s experience and skills:

APS Level 4 Cyber Security Officer

- strong technical and cyber security skills
- ability to deliver high quality risk assessments, security plans and/or other outputs
- ability to contribute to team goals by identifying gaps and working to improve cyber security capabilities.

APS Level 5 Cyber Security Officer

- strong technical and cyber security skills including the ability to lead capabilities within the team
- a proven record of delivering high quality risk assessments, security plans and/or other outputs
- ability to identify and contribute to strategies and team plans to improve cyber security within the organisation
- ability to support other team members in their work and provide technical coaching and mentoring.

APS Level 6 Senior Cyber Security Officer

- advanced technical and cyber security skills and the ability to train others
- a proven record of leading projects and delivering high quality results
- ability to identify, initiate and drive strategic improvements to cyber security within the organisation
- ability to manage a team including staff development and work planning
- capability to support Cyber Security executive level staff to run and operate the section.

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 Bureau of Statistics

The Australian Bureau of Statistics' (ABS) purpose is to inform Australia's important decisions by partnering and innovating to deliver relevant, trusted, objective data, statistics and insights. As the national statistical authority for Australia and provider of statistical services to the states and territories, we focus on three priorities: • Providing high quality official statistics and insights • Transforming the ABS for the future • Delivering new statistical solutions to maximise the value of public data. We operate in a dynamic, continually transforming environment. New technology, statistical methods and opportunities for accessing and integrating data are becoming available, growing the potential to provide new insights into matters of importance to Australians, businesses, and community organisations. The ABS houses permanent offices in Canberra, Sydney, Melbourne, Brisbane, Adelaide, Perth, Hobart, Darwin, Dandenong and Geelong. We also have a number of field staff working across all parts of Australia. We encourage and value a diverse workforce. Aboriginal and Torres Strait Islander people and people with a disability are encouraged to apply. To find out more visit 'Careers' on our website at https://www.abs.gov.au/careers

To Apply

Position Contact	Mark Lim, (03) 9615 7720
Agency Recruitment Site	https://abs.nga.net.au/?jati=74D3C842-F8BB-3ED2-C7BF-DAA9A30F87

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Treasury

Vacancy VN-0740691

Royal Australian Mint

Closing Date:Sunday 05 May 2024

Royal Australian Mint
Sales, Marketing and Innovation Sales

Job Title	Sales Reporting and Compliance Officer
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Deakin ACT
Salary	$83,541 - $88,076
Classification	APS Level 5
Position Number	1253
Agency Website	https://www.ramint.gov.au

Job Description

https://www.ramint.gov.au/employment-opportunities

The Sales Reporting and Compliance Officer provides a comprehensive range of administrative and business support services in relation to compliance, particularly in response to obligations under the *Anti-Money Laundering and Counter Terrorism Financing Act 2006* (AML/CTF Act).

They work across the Mint, to ensure sales activities meet compliance obligations by extracting data and preparing reports for AUSTRAC submission; researching, interpreting and applying relevant legislation; identifying and managing risks; developing and delivering training; and providing other sales compliance support.

This role is the perfect opportunity for a motivated person to make a valuable contribution to the Mint's business objectives.

The successful applicant is required to work full-time and on-site.

Duties

1. Extracting data from CRM and MRP systems to prepare compliance reports for AUSTRAC submission.
2. Managing the Mint's AML/CTF Act compliance program and related processes, including maintaining work instructions and documentation.
3. Identifying, mitigating, documenting and reporting on risks that impact compliance obligations.
4. Liaising with internal and external stakeholders on complex matters relating to the interpretation and application of legislation and legal obligations.
5. Developing, co-ordinating and delivering training for relevant Mint employees to meet compliance obligations.
6. Monitoring changes to compliance requirements, and researching and providing recommendations on implementation as required.

Eligibility

Security clearance
This position requires a Baseline security clearance. The successful applicant will be required to obtain and maintain a clearance at this level.

Notes

Applications will need to be submitted through our recruitment portal on the Employment Opportunities page of the Mint Website at Employment Opportunities | Royal Australian Mint (https://ramint.gov.au/careers-mint)

Please submit your application by **11:30pm** on **5 May 2024**. You will need to upload:

- A current resume
- A one-page-pitch that describes how your skills meet the requirements of the role as detailed in the position description.

Information on applying for a job in the Australian Public Service is available at the Employment page of our website.

About the Royal Australian Mint

To Apply

Position Contact	Ruby Porciuncula, (02) 6202 6976
Agency Recruitment Site	https://www.ramint.gov.au/employment-opportunities

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Treasury

Vacancy VN-0740755

Royal Australian Mint

Closing Date:Tuesday 07 May 2024

Royal Australian Mint
Mint, Systems and Quality

Job Title	Senior Work Health and Safety (WHS) Officer
Job Type	Full-Time, Ongoing
Location	Deakin ACT
Salary	$95,515 - $104,362
Classification	APS Level 6
Position Number	1012
Agency Website	https://www.ramint.gov.au

Job Description

https://www.ramint.gov.au/employment-opportunities

Reporting to the Work Health and Safety (WHS) Manager, the Senior Work Health and Safety (WHS) Officer supports the Mint's work, health and safety program. The Mint's workplace has a range of unique, complex and high-risk health and safety matters such as hazardous chemicals, hazardous materials, public safety, plant and equipment, and construction and infrastructure.

The Senior WHS Officer provides advice to managers and employees, promoting safe work practices across the Mint. They engage with internal and external stakeholders including regulators, inspectors, auditors, and other authorities. The Senior WHS Officer exercises financial delegation for expenses including safety training costs and consumables, in accordance with Commonwealth Procurement Rules. They also support procurement activities.

The Senior WHS Officer supervises a small team, providing mentorship, training and guidance. They also support building capability within the MSQ team.

Duties

1. Developing and reviewing WHS policies and procedures, and providing technical advice on safety to managers and employees.
2. Assisting in the development of safe systems of work and assessment, and the control of risks.
3. Supporting the WHS Manager deliver the WHS team's forward work plan.
4. Supporting the Mint's Health and Safety Committee, Health and Safety Representatives and First Aid Officers.
5. Performing investigations and audits of the Mint's safety management system, ensuring compliance with the *Work Health Safety Act 2011* (Cth), *Work Health Safety Regulations 2011* (Cth), relevant codes of practice, and ISO45001:2018.
6. Performing safety management system tasks including incident reporting, corrective actions and workplace inspections.
7. Supporting the delivery of work programmes including psychosocial risk assessments, health surveillance monitoring, workplace condition monitoring (such as silica dust, noise, and chemical use), external audits and inspections.
8. Developing reports for compliance, management reporting and authorities.
9. Supervising a small team, providing mentorship, training, guidance and performance feedback.
10. Supporting the MSQ branch as required, including supporting procurement and undertaking cross-functional tasks.

Eligibility

Security clearance
This position requires a Baseline security clearance. The successful applicant will be required to obtain and maintain a clearance at this level.

Qualification
A relevant qualification (minimum Cert IV, or higher).

Notes

Applications will need to be submitted through our recruitment portal on the Employment Opportunities page of the Mint Website at Employment Opportunities | Royal Australian Mint (https://ramint.gov.au/careers-mint)

Please submit your application by **11:30pm** on **Tuesday 7 May 2024**. You will need to upload:

- A current resume
- A one-page-pitch that describes how your skills meet the requirements of the role as detailed in the position description
- A relevant qualification.

Information on applying for a job in the Australian Public Service is available at the Employment page of our website.

About the Royal Australian Mint

To Apply

Position Contact	Derek Steele, (02) 6202 6995
Agency Recruitment Site	https://www.ramint.gov.au/employment-opportunities

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Treasury

Vacancy VN-0740861

Royal Australian Mint

Closing Date:Tuesday 07 May 2024

Royal Australian Mint
Mint Systems and Quality

Job Title	Mint Systems and Quality Operations Officer
Job Type	Full-Time, Ongoing
Location	Deakin ACT
Salary	$67,132 - $71,850
Classification	APS Level 3
Position Number	1014
Agency Website	https://www.ramint.gov.au

Job Description

https://www.ramint.gov.au/employment-opportunities

The Mint Systems and Quality (MSQ) Operations Officer is primarily responsible for undertaking inspection services for vendor supplied inventory. As the first inspection control point for all components destined for use in Mint products, the MSQ Operations Officer undertakes visual and instrument based inspections, quality control assessments and investigations to ensure products align with the Mint and vendor's manufactured item specifications.

Working in a small team, the MSQ Operations Officer supports internal audits of quality related processes, ensuring the Mint complies with relevant quality standards. They collect measurement related data and develop a variety of documents and reports. They assist the quality team with continuous improvement activities.

The MSQ Operations Officer uses spatial intelligence, pattern recognition and manual dexterity to operate measuring equipment, conduct inspections of products and undertake calibration and repeatability activities, to ensure product quality and compliance with relevant standards and legislation. They liaise with various internal stakeholders to ensure the Mint achieves its business requirements.

The successful applicant is required to work full-time and on-site.

Duties

1. Performing visual and instrument based inspections, including recording and reporting results, as per Mint and vendor manufactured item specifications.
2. Operating measuring equipment to assess part attributes against specifications to ensure consistent supplier performance and legislative compliance.
3. Undertaking and supporting calibration and repeatability activities on gauges and related equipment, ensuring compliance with Mint standards and relevant legislation.
4. Supporting internal audits of quality related processes and systems to ensure compliance with the ISO 9001 accredited quality system.
5. Collecting measurement related data to develop statistical process control charts, inwards goods reports and capability assessments related to Mint manufacturing operations.
6. Supporting and undertaking investigations and quality control assessments, including gathering data and presenting results based on evidence.
7. Liaising with internal stakeholders regarding test queries and task prioritisation.
8. Maintaining quality related documents, ensuring they adhere with established Mint processes, best practice and Australian Quality Standards.
9. Conducting manual handling tasks using mechanical and manual aids.

Eligibility

Security clearance
This position requires a Baseline security clearance. The successful applicant will be required to obtain and maintain a clearance at this level.

Notes

Applications will need to be submitted through our recruitment portal on the Employment Opportunities page of the Mint Website at Employment Opportunities | Royal Australian Mint (https://ramint.gov.au/careers-mint)

Please submit your application by **11:30pm** on **Tuesday 7 May 2024**. You will need to upload:

- A current resume
- A one-page-pitch that describes how your skills meet the requirements of the role as detailed in the position description.

Information on applying for a job in the Australian Public Service is available at the Employment page of our website.

About the Royal Australian Mint

To Apply

Position Contact	Lucy Lee, (02) 6202 6821
Agency Recruitment Site	https://www.ramint.gov.au/employment-opportunities

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Veterans' Affairs (part of the Defence Portfolio)

Vacancy VN-0740404

Department of Veterans' Affairs

Closing Date:Thursday 09 May 2024

Open Arms - Veterans and Families Counselling
Clinical Operations

Job Title	Director
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Brisbane QLD
Salary	$148,277 - $166,893
Classification	Executive Level 2
Position Number	DVAO2069
Agency Website	https://www.dva.gov.au/

Job Description

https://dvajobs.nga.net.au/cp/index.cfm?event=jobs.home

Directors contribute to the national strategic direction and development of Open Arms services by providing leadership to regional teams and contributing to the achievement of the national Open Arms agenda. They contribute to, and are accountable to, the Assistant Secretary Clinical Operations, Open Arms Division for implementing the business and strategic plan in their region, including identification and application of quality improvement activities and regional application of Open Arms procedures, Department of Veterans' Affairs policy, and evaluation of regional service delivery.

Directors are responsible for ensuring high standards of services to the veteran and ex-service community by the effective management of activities, resources and relationships in their designated region.

All positions have financial delegation in terms of administrative, program and contractual expenditure.

Within the Department of Veterans' Affairs, Directors are required to maintain strategic alliances with other key business areas. They form regional partnerships with key external stakeholders in other government departments, including Defence, service providers and ex-service organisations, to maximise the effectiveness of Open Arms services.

Duties

- Provide leadership in a complex environment involving a wide range of competing priorities and stakeholders to implement delivery of timely, high quality services to the veteran and families community. Manage service delivery against professional standards of practice, DVA policies and objectives, and the Open Arms Quality and Safety Framework.
- Actively champion and drive a holistic and inclusive organisational culture of equity, inclusion, diversity and the APS values, and encourage and recognise high performance, guide leadership capability, and support staff to prioritise their health and wellbeing.
- Act as an escalation point for complex case management. Apply independent professional judgement, based on valid and reliable evidence, to resolve complex clinical issues.
- Provide expert level advice to senior leadership on strategic planning, risk management, clinical service stream operation, client demand and continuous quality improvement.
- Ensure a robust system of clinical governance, including clinical support, incident reporting, risk management and client feedback and engagement.
- Monitor client service satisfaction to inform continuous improvement inclusive of assessing and analysing complaints regarding actions of in-centre and contractor staff and the provision of clear and accurate advice to complainants, internal and external stakeholders.
- Administer local resources through responsibility for budget planning and expenditure management, holding financial and personnel delegation, asset management, contractual arrangements, property management and security.
- Lead and promote an environment of participation and collaboration for service development and improvements within Open Arms and the broader community of stakeholders through

consultation with other business areas of the Department of Veterans' Affairs, the Department of Defence, ex-service organisations, government agencies and other service providers.
- Effectively communicate with and educate internal and external stakeholders in a way that demonstrates a clear understanding of critical issues and inspires commitment from others to achieve departmental strategic direction. Contribute to the design and development of departmental correspondence.
- Act as the Assistant Secretary – Clinical Operations as required.
- Apply the principles of cooperative and safe work practices consistent with APS Values and the Department's mission, vision, approach and values. Provide and maintain a work environment that is safe and without risks to physical and psychosocial health.

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.

Mandatory Requirements

- Currently hold or ability to obtain a Working with Vulnerable People registration **OR**
- Currently hold or ability to obtain a Working with Children check

In addition to one of the above, one of the following is also required:

- Qualifications as an AHPRA registered Psychologist / Mental Health Occupational Therapist / Mental Health Registered Nurse with full AHPRA registration, **OR**
- Qualification as a Social Worker eligible for membership of the Australian Association Social Workers (AASW) and eligible to apply for Mental Health accreditation.

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 to18 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.

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	Michael Burvill, 0436 649 470
Agency Recruitment Site	https://dvajobs.nga.net.au/cp/index.cfm?event=jobs.home

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Veterans' Affairs (part of the Defence Portfolio)

Vacancy VN-0740730

Department of Veterans' Affairs

Closing Date:Thursday 09 May 2024

Client Benefits
Income Support

Job Title	Senior Database Administrator
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Adelaide SA
Salary	$97,735 - $110,982
Classification	APS Level 6
Position Number	DVAO2076
Agency Website	https://www.dva.gov.au/

Job Description

https://dvajobs.nga.net.au/cp/index.cfm?event=jobs.home

We are seeking a dynamic and enthusiastic Senior Database Administrator to join our Investment Database Unit team. The successful candidate will serve as a leader in managing a range of databases and compliance activities across the Income Support Branch.

The role of the Senior Database Administrator is to guide, support, manage a range of financial databases that impact the ongoing pension payments made to clients. The Senior Database Administrator manages the ongoing database administration of the team and ensures it is kept informed, is meeting performance expectations and is supported from a HR and people management perspective.

They are responsible for overseeing all the activities of the team and developing strategies on how to meet performance targets. The Senior Database Administrators reports to an Assistant Director.

The Senior Database Administrator position is required to maintain a number of internal databases which hold financial data relating to Managed Investment (MI) and Share information that impacts client Income Support payments.

Duties

- Weekly update of Managed Investments database (DHS data load)
- Fortnightly update of Shares database (DHS data load)
- Fortnightly Guide produced detailing events and changes
- Fortnightly Manual preparations, mail merge mailouts and processing for; Super indexation (except ComSuper), Income Stream indexation, Super unexemption
- Administer Services Schedule
- Provide advice on and/or process complex queries including deeming exemption, Super exemptions, SMSF, failed investments, share and managed investment restructures
- Management of annual purchased Income Stream exercise (including SMSF income streams) and answer financial industry queries and respond on potential Policy proposals
- Provide responses to ministerial and Secretary correspondence
- Manage formal complaints and provide responses to requests from the Feedback Management Team.

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.

Notes

This recruitment process is being used to fill an ongoing position. For more information about the role, please see the Candidate Information Pack.

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.

Where a non-ongoing position is offered, the role will be filled for an initial specified term of up to 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

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	Damian Harvey, 08 8290 0427
Agency Recruitment Site	https://dvajobs.nga.net.au/cp/index.cfm?event=jobs.home

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Veterans' Affairs (part of the Defence Portfolio)

Vacancy VN-0740733

Department of Veterans' Affairs

Closing Date:Thursday 09 May 2024

Ministerial, Engagement and Communications
Grants and Client Engagement

Job Title	Client Contact Officer
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Adelaide SA, Perth WA
Salary	$70,632 - $75,875
Classification	APS Level 3
Position Number	DVAO2077
Agency Website	https://www.dva.gov.au/

Job Description

https://dvajobs.nga.net.au/cp/index.cfm?event=jobs.home

The Department's Veterans' Access Network (VAN) is its first point of contact for general client enquiries and interactions. VAN offices are located in a number of key locations across the country, and form part of a national work unit to provide high quality and professional client services to the veteran community.

This primarily consists of veterans and current serving members, their families and representatives of ex-service organisations.

Client Contact Officers assist members of the veteran community by answering enquiries via the telephone, face to face and electronic access channels. Officers make referrals if needed and undertake processing and system entry activities related to client needs. Information is provided in relation to a wide range of enquiries regarding eligibility for services, claims processes and how clients can access ongoing payments, health care and other eligible services.

To be successful in this rewarding role, Client Contact Officers need high levels of personal resilience to address sometimes emotional and challenging client circumstances and high workload demands.

Duties

- Delivering a professional telephone enquiry service and provision of information on the range of benefits and services provided by DVA
- Guiding and assisting members of the veteran community to appropriate information resources, including the DVA website and registration for online services
- Referring complex enquires to specialist sections of DVA in line with VAN procedures and escalation protocols
- Recording all telephone enquiries on a client contact database, and forwarding appropriate written correspondence where required
- Providing administrative support and assisting in the preparation of relevant resource materials as required
- Positive participation in process improvement, team planning and own professional performance development.

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.

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 18 months.

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Successful applicants engaged into the APS will be subject to a probation period.

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DVA is committed to improving the data skills and capability of our workforce to underpin our goal of becoming a leading data-driven organisation.

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To Apply

Position Contact	Janet Miller, 08 9366 8598
Agency Recruitment Site	https://dvajobs.nga.net.au/cp/index.cfm?event=jobs.home

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Veterans' Affairs (part of the Defence Portfolio)

Vacancy VN-0740741

Department of Veterans' Affairs

Closing Date:Thursday 09 May 2024

Ministerial, Engagement and Communications
Grants and Client Engagement

Job Title	Veterans Access Network Manager
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Adelaide SA
Salary	$97,735 - $110,982
Classification	APS Level 6
Position Number	DVAO2078
Agency Website	https://www.dva.gov.au/

Job Description

https://dvajobs.nga.net.au/cp/index.cfm?event=jobs.home

The Department's Veterans' Access Network is the department's first point of contact for general client enquiries and interactions. Offices are located in state/territory capitals and other key locations, including regional and rural Australia. The Veterans' Access Network is a national work unit, providing high quality and professional services to the veteran community, which primarily consists of veterans and their families, current serving members and representatives of ex-service organisations.

The Veterans' Access Network Manager is responsible for managing front line client service delivery. This includes managing a team that deliver services in person at the Veterans' Access Network office, via the phone, email or online.

Duties

- Manage the day-to-day client service delivery and office operations to deliver frontline services for veterans and their families
- Manage a team, including setting expectations, managing performance, identifying and delivering training, building teams and developing others
- Obtaining evidence to guide performance discussions and address underperformance by utilising the department's underperformance policy
- Inspire and motivate a team of client service officers to be innovative, creative and high performing
- Manage the workload of the team by allocating resources, and making sure key due dates are met
- Liaise with key internal and external stakeholders including other DVA business areas, other government departments and agencies
- Undertake and contribute to DVA projects and transformation initiatives and proactively provide feedback to improve systems and processes
- Personally delivering services as required, to support clients who are at risk or have complex needs and are escalated to the manager
- Delivering presentations to ex service organisations or other stakeholder groups
- Management of regional offices and offices co-located with Services Australia
- Manage the Departments General Enquiry Email channel and the associated work group.

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.

Notes

This recruitment process is being used to fill an ongoing position. For more information about the role, please see the Candidate Information Pack.

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To Apply

Position Contact	Louise Ruhl, 0400 653 537
Agency Recruitment Site	https://dvajobs.nga.net.au/cp/index.cfm?event=jobs.home

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Veterans' Affairs (part of the Defence Portfolio)

Vacancy VN-0740743

Department of Veterans' Affairs

Closing Date:Thursday 09 May 2024

Ministerial, Engagement and Communications
Engagement and Co-Design

Job Title	Assistant Director - Co-Design and Facilitation Lead
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Brisbane QLD, Canberra ACT
Salary	$122,949 - $135,013
Classification	Executive Level 1
Position Number	DVAO2079
Agency Website	https://www.dva.gov.au/

Job Description

https://dvajobs.nga.net.au/cp/index.cfm?event=jobs.home

To succeed in this role you'll have a demonstrated ability to safely work in a fast paced, often ambiguous, environment. We are looking for creative, motivated, resilient problem solvers who can collaborate across DVA and externally. The successful applicant will have Human Centred Design/Design Thinking experience. The successful applicant will have experience facilitating workshops and a demonstrated ability safely work on sensitive topics, with potentially vulnerable populations, to generate actionable community insights.

You will mainly be responsible for aspects of DVA's co-design capability, including the Women Veterans Policy Forum and the Veteran Families Policy Forum by leading the design and facilitation of both in-person and virtual co-design workshops with these communities.

As Assistant Director – Co-Design and Facilitation Lead, you will lead the vision to build a public service which adopts design thinking, co-designs solutions, seeks a diverse range of perspectives, invests in genuine collaboration and encourages equal voice and healthy debate at all levels. The role will include supervisory responsibilities for some staff.

Duties

- Use your expertise to initiate and drive co-design projects associated with the Women Veterans Policy Forum and the Veteran Families Policy Forum
- Facilitate in-person and virtual workshops on sensitive topics with potentially vulnerable populations
- Lead the recruitment of participants and promotion of the Forums externally
- Manage internal stakeholder enquiries and relationships to build the understanding and use of co-design in policy, program and product development across DVA
- Lead one-to-one interviews to explore experiences with clients of DVA and their families
- Promote, plan, and facilitate other collaboration events
- Shape and deliver communication products, briefs and reports
- Represent the team and the Department with appropriate autonomy at external engagements with members of the Australian veteran and veteran family communities.

Eligibility

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Notes

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To Apply

Position Contact	Nicholas Harrison, (02) 6289 6725
Agency Recruitment Site	https://dvajobs.nga.net.au/cp/index.cfm?event=jobs.home

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Veterans' Affairs (part of the Defence Portfolio)

Vacancy VN-0740811

Department of Veterans' Affairs

Closing Date:Thursday 09 May 2024

Finance, Technology and Insights
Housing Programs & Approved Accounts Approved Accounts

Job Title	Finance Officer
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Canberra ACT
Salary	$70,632 - $75,875
Classification	APS Level 3
Position Number	DVAO2084
Agency Website	https://www.dva.gov.au/

Job Description

https://dvajobs.nga.net.au/cp/index.cfm?event=jobs.home

The Approved Accounts section is made up of approx. 60 staff responsible for payment of Rehabilitation and Compensation invoices across Veterans' Entitlements Act, Safety Rehabilitation and Compensation Act and Military Rehabilitation and Compensation Act. Our team is a well skilled and diverse team dedicated to continuous improvement and the provision of subject matter expertise, we rely on each other's knowledge and strengths to ensure high quality and timely advice is provided and achieve customer focussed results.

Duties

- Act as first point of contact for accounts-related queries from the veterans and providers,
- Manage prioritisation of own workloads, checking accuracy of information and work, to effectively meet agreed targets and performance standards.
- Actively and constructively participate in team meetings.
- Build rapport and maintain internal and external relationships, respond to enquiries, provide straightforward advice on accounts matters; ensuring quality customer service.
- Manage customer expectations, identify and escalate issues.
- Perform other duties as required, including provision of operational and administrative support and advice to Team Leaders

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).

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Notes

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To Apply

Position Contact	Fiona Long, (02) 6289 6137
Agency Recruitment Site	https://dvajobs.nga.net.au/cp/index.cfm?event=jobs.home

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Veterans' Affairs (part of the Defence Portfolio)

Vacancy VN-0740816

Department of Veterans' Affairs

Closing Date:Thursday 09 May 2024

Finance, Technology and Insights
Housing Programs & Approved Accounts DSHI

Job Title	Insurance Adviser
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Melbourne VIC
Salary	$79,764 - $85,074
Classification	APS Level 4
Position Number	DVAO2083
Agency Website	https://www.dva.gov.au/

Job Description

https://dvajobs.nga.net.au/cp/index.cfm?event=jobs.home

The Defence Service Homes (DSH) Insurance Scheme is a national scheme providing home building insurance to eligible veterans, war widows and Australian Defence Force (ADF) personnel. The team consists of five core business areas that include Products, Pricing and Underwriting, Sales and Policy, Claims, Marketing and Communications and Finance and Accounts.

The Sales & Policy team are responsible for providing general advice to clients on their home and other insurance needs.

They respond to enquiries from clients, both written and over the phone, provide quotes and sell policies for a range of general insurance products. This includes the DSH Insurance home building residential insurance policy, which is exclusively for those who have served in the Australian Defence Force.

This team works cross functionally with other teams in DSH Insurance and is responsible for the administration of policies, including providing services such as payment collection, endorsements and cancellations of policies.

Duties

- Focus on providing general advice to clients on their home and other insurance needs and respond to enquiries from clients and providers, via all correspondence methods
- Provide quotes and processing insurance policies on all product lines within authority levels and service and underwriting standards
- Participate in a roster to ensure national phone coverage is provided during operating hours of 8.00am to 7.00pm
- Prepare written responses on insurance matters as required
- Complete follow up tasks and reviews and manage existing policies and sales activities within required time frames
- Participate in agreed projects which seek to improve the effectiveness and efficiency of DSH Insurance's business operations as required

- Contribute to setting team goals and work practises including monitoring own performance against these goals and ensuring advice provided is compliant with the established Standard Operating Procedures
- Actively represent DSH Insurance and promote the benefits provided
- Provide support to the Senior Insurance Adviser/management as required

Eligibility

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Notes

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To Apply

Position Contact	Lisa Mueller, 0425 833 863
Agency Recruitment Site	https://dvajobs.nga.net.au/cp/index.cfm?event=jobs.home

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Veterans' Affairs (part of the Defence Portfolio)

Vacancy VN-0740873

Department of Veterans' Affairs

Closing Date:Thursday 09 May 2024

Open Arms - Veterans and Families Counselling
Business Operations Governance

Job Title	Administrative Officer
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Hobart TAS, Canberra ACT, Sydney NSW, Melbourne VIC, Adelaide SA, Perth WA, Darwin NT, Brisbane QLD
Salary	$88,923 - $92,670
Classification	APS Level 5
Position Number	DVAO2081
Agency Website	https://www.dva.gov.au/

Job Description

https://dvajobs.nga.net.au/cp/index.cfm?event=jobs.home

Open Arms is the gateway for veterans and their families to access services, including counselling, to improve their mental health and wellbeing. It promotes and provides mental health and wellbeing services toward improved outcomes and quality of life for veterans and their families. This is achieved through providing client centred, trauma informed, recovery oriented, needs driven and compassionate care, informed by the voice of the community.

The Business Operations Branch provides administrative and business support to Open Arms counselling services and the division.

Administrative Officer – Workforce Support

The Administrative Officer is required to deliver high quality input and professional services in the areas of workforce support, procurement and recruitment within Open Arms. This role involves applying creative and innovative approaches to complex and sensitive issues, and managing multiple competing priorities to enable timely, effective and coordinated information whilst displaying a high attention to detail. The occupant of this position will work in a small team, with operational and administrative oversight provided by the APS6 team leader and Assistant Director – Workforce Support.

Administrative Officer – Governance

The Administrative Support Officer is required to deliver high quality input and professional services in the areas of governance and administration activities for the Open Arms Division. This role involves applying creative and innovative approaches to complex and sensitive issues, and managing multiple competing priorities to enable timely, effective and coordinated services whilst exercising

sound professional judgement. The occupant of this position will work in a small team, with operational and administrative oversight provided by the Assistant Director, Open Arms Governance.

Duties

Please refer to Candidate Information Pack for a list of duties related to this role. This can be found at the link used to apply.

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).
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Notes

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To Apply

Position Contact	Michelle Palombi, 02 6289 6054
Agency Recruitment Site	https://dvajobs.nga.net.au/cp/index.cfm?event=jobs.home

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Veterans' Affairs (part of the Defence Portfolio)

Vacancy VN-0740880

Department of Veterans' Affairs

Closing Date:Thursday 09 May 2024

Open Arms - Veterans and Families Counselling
Clinical Operations

Job Title	Assistant Director - Lived Experience
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Hobart TAS
Salary	$122,949 - $135,013
Classification	Executive Level 1
Position Number	DVAO2082
Agency Website	https://www.dva.gov.au/

Job Description

https://dvajobs.nga.net.au/cp/index.cfm?event=jobs.home

Open Arms is committed to the employment of lived experience peer and community officers as an integral component of the provision of a trauma informed, evidence based mental health service for veterans, current serving and family members. This position has been created to ensure that the lived experience team has appropriate leadership and career pathways. This role will work alongside the clinical teams in delivering an efficacious service and will report to the Director, Open Arms Tasmania.

The Assistant Director - Lived Experience will demonstrate knowledge and experience gained from a relevant Lived Experience background to support and guide development of the Lived Experience workforce. They will assist in embedding Lived Experience perspectives into processes to co-create policy and programs, and promote organisational commitment to services that are values-based and authentically Lived Experience informed, person-directed and aligned with recovery principles.

The position is classified at the Work level standard – Executive Level 1 and would generally be required to undertake work that is very complex or sensitive and operate under broad direction. They exercise a considerable degree of independence and perform a leadership role. Employees at this level exercise sound decision making and judgement to produce high level policy advice. EL 1 employees 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. Employees also responsible for actively managing key stakeholder relationships within and outside the agency and may manage one or more work teams.

Duties

- Lead and manage a Lived Experience workforce inclusive of operational supervision and performance management of employees to ensure their ability to meet service delivery requirements.
- Articulate Open Arms vision, strategic and operational goals to staff and translate into practice.
- Build the capacity of staff to undertake their roles efficiently and professionally to meet expected standards of service and quality. Identify and contribute to continuous business improvement and lead change in a constructive and collaborative manner.
- Monitor and drive the implementation of quality assurance relating to client engagement and satisfaction, auditing, and business support and practices.
- Utilise understanding of the wider Lived Experience movement and concepts including Lived Experience-led research and training to promote contemporary, recovery-oriented, person-directed service delivery.
- Promote leadership and championing of Lived Experience at all levels and support and guide the development of the Lived Experience workforce.
- Embed Lived Experience values and concepts into policy and programs by actively contributing in the co-design of Open Arms projects, policies, procedures, and research initiatives.
- Build relationships based upon shared Lived Experience and support the Director to maintain strategic alliances with other business areas of DVA, the Australian Defence Force, Ex-Service organisations, government agencies, and other service providers.

Eligibility

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Mandatory Experience and Requirements

- Currently hold or ability to obtain a Working with Vulnerable People registration **OR**
- Currently hold or ability to obtain a Working with Children check

In addition to one of the above the following is also required:

- Lived experience of Australian Defence Force (ADF) service, either as an ex-ADF member, or as partner/carer of a current serving or ex-ADF member (spouse, ex-partner or widow/widower).
- Lived experience of mental health issues and recovery, which may include as a carer.
- Willingness to undertake relevant training, professional development and professional supervision, including completion of Certificate IV in Mental Health Peer Work.

Notes

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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

Position Contact	Kathy Turner, 0437 721 880
Agency Recruitment Site	https://dvajobs.nga.net.au/cp/index.cfm?event=jobs.home

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Veterans' Affairs (part of the Defence Portfolio)

Vacancy VN-0740882

Department of Veterans' Affairs

Closing Date:Thursday 09 May 2024

Open Arms - Veterans and Families Counselling
Clinical Operations Client Assist

Job Title	Senior Operations Manager
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Brisbane QLD
Salary	$97,735 - $110,982
Classification	APS Level 6
Position Number	DVAO2075
Agency Website	https://www.dva.gov.au/

Job Description

https://dvajobs.nga.net.au/cp/index.cfm?event=jobs.home

Open Arms – Veterans & Families Counselling (formerly VVCS) is Australia's leading provider of high quality mental health assessment and clinical counselling services for Australian veterans and their families. Open Arms are focused on meeting client needs through a combination of proven clinical practices and new and emerging evidence-based approaches.

The Senior Operations Manager (SOM) is responsible for supporting the Deputy Director in managing and coordinating operational and administrative functions that support the delivery of mental health clinical services to Open Arms clients.
The SOM assists in leading the administrative support team to provide efficient and professional support services to the Client Assist Contact Centre, and is also responsible for contributing to the quality improvement framework including the monitoring and reporting of client service standards, resourcing and financial activities.

The clinical support functions within Open Arms supports an extensive mental health service delivery program operating in a 24/7 telephony environment. The occupant of this position should possess strong leadership skills, ability to innovate and problem solve, good communication skills, personal drive and integrity and be able to positively contribute as part of the broader Client Assist leadership team.

Duties

- Assist with workload forecasting, planning, and responding with appropriate updates in response to real time events. Including capacity planning and scheduling of SSOs, Clinicians and ADCOs.
- Performance reporting: Analysis of performance data and preparation and distribution of performance reports for call queues and for agents
- Assist with coordination of administrative and technical functions for the Client Assist Contact Centre, sharing responsibility for the day-to-day operational support of the Client Assist service.
- Facilitate human resource requirements for the Client Assist staff, including recruitment, selection and induction activities.
- Support the centre's financial requirements in line with the PGPA Act and Departmental policies, including budget development and maintenance, accruals, financial delegation and approvals and acquisitions management. Ensure administrative staff undertake accurate processing of accounts and maintain records of expenditure in line with Departmental policy.
- Work closely with the National Clinical Practice & Improvement Team to align operational requirements with national purpose and direction. Embed quality improvement principles in practice to align processes and operational functions with national policy and standard operating procedures.
- Apply the principles of cooperative and safe working practices consistent with APS Values and the Department's mission, vision, approach and values.

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.

Mandatory Requirements

- Currently hold or ability to obtain a Working with Vulnerable People registration.
- Currently hold or the ability to obtain and maintain a valid Australian Government Security Vetting Agency - Baseline Security Clearance

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 18 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.

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To Apply

Position Contact	Anita Allen, 0499 972 553
Agency Recruitment Site	https://dvajobs.nga.net.au/cp/index.cfm?event=jobs.home

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Veterans' Affairs (part of the Defence Portfolio)

Vacancy VN-0740884

Department of Veterans' Affairs

Closing Date:Thursday 09 May 2024

Open Arms - Veterans and Families Counselling
Clinical Operations

Job Title	Clinical Care Coordinator
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Wagga Wagga NSW, Canberra ACT
Salary	$97,735 - $110,982
Classification	APS Level 6
Position Number	DVAO2080
Agency Website	https://www.dva.gov.au/

Job Description

https://dvajobs.nga.net.au/cp/index.cfm?event=jobs.home

Open Arms – Veterans & Families Counselling (formerly VVCS) is Australia's leading provider of high quality mental health assessment and clinical counselling services for Australian veterans and their families. Open Arms are focused on meeting client needs through a combination of proven clinical practices and new and emerging evidence-based approaches.

Clinical Care Coordinators (APS 6) work within the Open Arms Branch of the Department of Veterans' Affairs (DVA), and provide short-term, goal-oriented, clinical case management intervention to clients who present with unmet health and psychosocial needs that impact on their ability to access and/or meaningfully engage in mental health care. With a primary focus on promoting client engagement with mental health care, Clinical Care Coordinators, assist clients in identifying appropriate supports, reduce barriers to access, and address health and psychosocial factors likely to negatively impact on engagement in care, or lead to significant deterioration in mental health if left unaddressed.

Reporting to the Assistant Director, the position incorporates the development and maintenance of internal relationships within Open Arms, as well as external relationships with key community services stakeholders, through the provision of direct evidence informed support to individuals and/or their families with complex needs.

Clinical Care Coordination is delivered one-to-one with a strong emphasis on worker-client alliance, and the involvement of family

and caregivers as indicated and permitted by the client. Clinical Care Coordination supports clients with complex case management and employs elements of focused psychological strategies which include psychoeducation, distress tolerance, problem-solving, and/or motivational interviewing to facilitate progress towards case management goals.

Duties

- Provide high quality, evidence informed clinical services including risk management, brief intervention, care coordination, and referral to a caseload of clients with identified complex and/or multiple needs.
- Using the Client Management System, maintain confidential files for each client that include session progress notes, care plans, risk assessment, and additional client interactions.
- Clinical Care Coordinator Liaise and form partnerships with DVA, the Australian Defence Force, other government departments, ex-service organisations, community based mental health and welfare agencies, involved in meeting the identified needs of veterans and families communities. This includes the development of a shared knowledge base that helps inform appropriate practice and referral pathways for service access.
- Work systemically with key internal and external stakeholders to influence a recovery approach to service delivery within a stepped care model for vulnerable or at risk veteran and defence force communities and families, in accordance with Open Arms policy and procedures. Participate in internal and external meetings as directed.
- Schedule and attend Continuing Professional Development (CPD) activities, including clinical supervision, to maintain professional registration.
- Adhere to relevant legislation, ethical guidelines and policies pertaining to best practice client care.
- Liaise and attend regular meetings with the Assistant Director and other Clinical Care Coordinators to review client cases, including those that may require extensions to episodes of care.
- Apply the principles of cooperative and safe working practices consistent with APS Values and the Department’s mission, vision, approach and values.
- Engage in other clinical tasks as directed by the Assistant Director based on organisational need. These may include:
    - Co-facilitate group treatment and psychoeducation programs on a range of topics alongside other Open Arms staff or external clinicians.
    - Participate in community development and service promotion activities.
    - Participate in Open Arms program evaluation and research activities, contributing to project management activities that implement strategic directions and quality improvement recommendations, and provide feedback for ongoing development of clinical policies and procedures.
    - Facilitate the delivery of Open Arms counselling and other programs to veterans and families by applying quality assurance principles and procedures to ensure the clinical practice, and reporting of Outreach Program Clinicians (OPCs) meet contractual requirements.
    - Collaboratively manage the regional allocation queue through liaison and consultation with Open Arms Clinicians, OPCs and administrative staff.
    - Conduct regional intake assessments to inform allocation to appropriate services.

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.

Mandatory Requirements

- Qualifications as a registered Psychologist / Occupational Therapist / Mental Health Registered Nurse with full AHPRA registration, **OR**
- Qualification as a Social Worker eligible for membership of the Australian Association Social Workers (AASW) and eligible to apply for Mental Health accreditation.

Notes

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To Apply

Position Contact	Peter Sheils, 0499633413
Agency Recruitment Site	https://dvajobs.nga.net.au/cp/index.cfm?event=jobs.home

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Veterans' Affairs (part of the Defence Portfolio)

Vacancy VN-0740944

Department of Veterans' Affairs

Closing Date:Thursday 09 May 2024

Deputy President
Transition Transition & Employer Support

Job Title	Senior Program & Policy Officer
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Canberra ACT, Brisbane QLD, Sydney NSW, Adelaide SA, Melbourne VIC, Perth WA, Darwin NT, Hobart TAS
Salary	$122,949 - $135,013
Classification	Executive Level 1
Position Number	DVAO2086
Agency Website	https://www.dva.gov.au/

Job Description

https://dvajobs.nga.net.au/cp/index.cfm?event=jobs.home

The Transition Branch delivers policy, program and services, and works closely with a range of external and inter-departmental stakeholders to progress its work.

- It is responsible for:
- Veteran employment policy;
- Transition policy
  - Delivery of the Veteran Employment Program, including
  - the Prime Minister's National Veteran Employment Awards
  - Veteran Employment Commitment
  - Employer Support
- Veteran support officers – delivery of education and support for ADF members

As an Assistant Director with a focus on policy or program activity you will be responsible for managing and delivering on packages of work that contribute to shaping the transition experience for veterans and families, as part of the Transition Branch strategic and business plan.

To succeed in this role, you will draw on a sound understanding of policy development and program delivery, and how it applies to veteran issues or be able to quickly acquire an understanding.

Assistant Directors in the Deputy President Group are responsible for developing and implementing new policy proposals and challenging pre-existing policies to improve the veteran experience. In addition, these roles may also drive change through the delivery of programs or

service delivery. These roles are instrumental in driving change across DVA. Successful applicants will be passionate about improving services for veterans, and will need to have strong oral and written communication skills, the ability to support productive working relationships, and build and maintain effective relationships with internal and external stakeholders. Successful applicants will need to work as a team player delivering to short timeframes, during peak periods.

An understanding of the veteran support system as it sits as part of broader government services would be an advantage, as would experience in costing new policy proposals. You will need to be curious and flexible and able to thrive in a rapidly-changing environment. This role with have some required overnight travel and the successful candidate will need to be flexible and able to undertake overnight travel as required. **Duties**

- Lead a team, including supporting development, managing performance and contributing to the management of the section and the branch;
- Provide high quality written and verbal policy advice to the Government, Minister and Executive in relation to veterans' issues, including health and mental health, transition initiatives and grant programs, and drafting associated documents including ministerial and executive submissions and correspondence;
- Interpret and draft policy relevant to the Deputy President Group and develop new policy proposals, including policy costings;
- Ability to deliver against program objectives, through effective team and program management, a focus on operational governance, continuous improvement and evaluation and assurance.
- Ability to analyse and provide technical advice, including using health, social and economic data;
- Work collaboratively with internal and external stakeholders.
- Strong organisational skills including the ability to effectively prioritise to meet deadlines, manage competing tasks and demonstrated initiative and problem solving skills.
- Project management, including planning and scheduling.
- Procurement and contract management skills

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.

Mandatory Requirements

- Currently hold and the ability to maintain a full unrestricted and valid Australian Driver's Licence
- Currently hold or the ability to obtain and maintain a valid Australian Government Security Vetting Agency - Baseline Security Clearance

Notes

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To Apply

Position Contact	Robyn Cross, 07 6289 6212
Agency Recruitment Site	https://dvajobs.nga.net.au/cp/index.cfm?event=jobs.home

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Parliamentary Department

Vacancy VN-0740053

Department of Parliamentary Services

Closing Date:Wednesday 08 May 2024

Information Services
Cyber Security System and Strategy

Job Title	Assistant Directors - Network Operations
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	-
Classification	Executive Level 1
Position Number	JR32089
Agency Website	https://www.aph.gov.au/About_Parliament/Parliamentary_De

Job Description

https://jobs.dps.gov.au/

The Department of Parliamentary Services (DPS) is recruiting for a Parliamentary Executive Level 1 Assistant Directors - Network Operations within the Cyber Security Branch.

In this role, you will be responsible for managing key stakeholder relationships, leading a small work team, and actively managing the network infrastructure to ensure it is up and running and meets the needs of the Parliament. You will also be jointly responsible for providing support to users, troubleshooting problems, and ensuring the network remains secure.

We are seeking experienced and motivated individuals to join our team as Assistant Directors in the Network Operations team. The ideal candidate will have a strong technical background, excellent problem-solving skills, and the ability to work independently and exercise sound judgment. If you are a proactive, results-driven individual with a passion for technology and a commitment to excellence, we encourage you to apply for this exciting opportunity.

Duties

Please click the "apply now" button to go to the DPS Careers Webpage where you can find more information about the position and relevant duty statement.

Eligibility

- Tertiary qualifications in Information Technology/Project management or related discipline and/or industry based qualifications.
- 5 + years' experience managing and monitoring Networks in an enterprise environment including but not limited to Gateway, LAN/WAN, Security, Load-Balancing and Wireless solutions.
- Demonstrated knowledge of various aspects of Networks, predominately across Cisco.
- Understanding of current Networking technologies and ability to map to future/emerging technologies/industry trends and organisational outcomes.

- The successful applicant will be required to obtain and maintain a Negative Vetting 1 (Confidential/Highly Protected/Secret) security clearance.

Notes

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About the Department of Parliamentary Services

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To Apply

Position Contact	Olivia Riley, 6277 2856
Agency Recruitment Site	https://jobs.dps.gov.au/

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Parliamentary Department

Vacancy VN-0740175

Department of Parliamentary Services

Closing Date:Thursday 09 May 2024

Information Services
Digital Customer Services Technology Platforms & Ops - Run Stream

Job Title	Messaging Systems Support Officer
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	-
Classification	APS Level 6
Position Number	JR32116
Agency Website	https://www.aph.gov.au/About_Parliament/Parliamentary_De

Job Description

https://jobs.dps.gov.au/

The Department of Parliamentary Services (DPS) is recruiting for a Parliamentary Service Level 6 Messaging Systems Support Officer within Digital Customer Services Branch.

This role will offer:

- A challenging and dynamic environment with hands-on focus
- Challenge and further your tech career as the department progresses with a fast-paced cloud transformation, and
- Work with committed technical teams in a great working environment and unique building

The role reports directly to the Messaging Services' team leader and is responsible for managing and maintaining our department's messaging environment. As a Messaging Support Officer, you will be a critical member of the team responsible for managing and maintaining our department's messaging environment. Your technical experience in Microsoft Exchange Server and Exchange online will be instrumental in establishing and enforcing standards for our systems, ensuring that support teams comply with these guidelines and deliver optimal performance.

Who we are looking for:

The Department of Parliamentary Services (DPS) is seeking a highly motivated, dynamic and experienced ICT Professional to fill the role of a Messaging Systems Support Officer within the Digital Customer Services branch. DPS has over 1,000 staff and provides a diverse range of services and functions to support the Australian Parliament and custodianship of Australian Parliament House (APH).

We are looking for a person to assist in the work of Messaging Services team within Digital Customer Services branch, the right candidate will have a demonstrated ability to work under limited supervision, in a team environment and individually, and have proven experience in supporting messaging systems in enterprise environment.

DPS is looking for staff that contribute to the positive workplace culture of DPS and apply practical professional experience when working with a high performing team. Applicants should be highly organised and have experience working within fast paced operational environment to successfully support ICT systems for APH and its occupants.

Duties

Please click the "apply now" button to go to the DPS Careers Webpage where you can find more information about the position and relevant duty statement.

Eligibility

- The successful applicant will be required to obtain and maintain a Negative Vetting 1 (Confidential/Highly Protected/Secret) security clearance.
- Experience in deploying, configuring and operating ICT Infrastructure using Microsoft Exchange 2016, 2019 and Exchange Online.
- Experience in deploying and configuring email security and authentication measures using SPF, DKIM, DMARC and Microsoft Exchange Online Protection
- Ability to analyse mail delivery and security platforms and services to achieve all of their agreed performance targets and service levels.
- Experience in prioritising and diagnosing incidents, root cause analaysis, escalating unresolve issues, coordinating responses to incident reports, minimising negative impacts and restoring service as quickly as possible
- Ability to communicate effectively with a diverse range of stakeholders and produce clear and concise written reports and technical documentation
- Ability to guide and mentor junior staff members and collaborate with other teams

Desirable

- Cisco and Fortimail email appliance administration
- Cloud (Azure) and / or Exchange related certification or qualification

Notes

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To Apply

Position Contact	Van Huynh, 0412 911 951
Agency Recruitment Site	https://jobs.dps.gov.au/

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Parliamentary Department

Vacancy VN-0740331

Department of Parliamentary Services

Closing Date:Tuesday 07 May 2024

Corporate Services
Commercial Operations Branch APH Catering

Job Title	Banquet Manager
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	-
Classification	APS Level 4
Position Number	JR32111
Agency Website	https://www.aph.gov.au/About_Parliament/Parliamentary_Dep

Job Description

https://jobs.dps.gov.au/

The Department of Parliamentary Services (DPS) is recruiting for a Parliamentary Service Level 4 Banquet Manager within Commercial Operations Branch.

Australian Parliament House (APH) Canberra is the meeting place of our nation and is one of our nation's most important buildings. This position offers you the chance to be a part of democracy in action. The Department of Parliamentary Services (DPS) supports the functions of the Australian Parliament and the work of parliamentarians.

DPS is seeking highly motivated, professional and service focused staff to be part of the in-house

catering department – the APH Catering and Events Team. The iconic building welcomes over 725,000 visitors each year including some 127,000 school children. It is home to some 1,300 people working across the building, rising to more than 3,500 people on sitting days and peaking at around 10,000 people in the building on the busiest day of the year each Budget Day.

The APH Catering and Events Team will deliver high quality food and beverage services to building occupants and visitors that showcase products of the local region and position APH as a destination of choice. Services will be delivered through a range of venues, multiple kitchens and retail outlets that include multiple venues for function catering, a la carte, bistro, café (building occupants and public facing).

A Banquet Manager is required for the APH Catering and Events Team responsible for a sustainable catering model which is capable of delivering over 500,000 covers annually. Peak service times are Monday – Thursday on parliamentary sitting weeks (approximately 20 weeks per year) and Australian Parliament House is open every day except Christmas Day.

The successful applicant will have professional experience in overseeing banquet operations and ensuring an exceptional event experience is delivered for all our guests. Australian Parliament House consists of more than 13 premium venues, suitable for a mirage of events ranging from 20 to 1000 attendees.

Who we are looking for
The successful applicant will work closely with the Operations Manager in overseeing the banquets and relevant service sections. You will also have the skills and attributes needed to deliver high quality catering outcomes for DPS and potential services beyond Parliament House in the future.

The successful applicant is an industry leader with acute organisational and communication skills, including the experience and ability to service multi-faceted banquet operations. You should have proven experience in leading teams to meet a high level of performance across service quality and innovation, service standards, financial acumen in the back of house operation, and operational commitments.

The Banquet Manager will also have delegating duties and responsibilities to ensure that Workplace Health and Safety and food safety guidelines and requirements according to HACCP – Hazard Analysis and Critical Control Points are maintained within the operation.

Duties

Please click the "apply now" button to go to the DPS Careers Webpage where you can find more information about the position and relevant duty statement.

Eligibility

- Demonstrated relevant experience, preferably within high quality and well-regarded Government/Institutional venues.
- Qualifications in hospitality or equivalent relevant qualifications/experience are highly desirable.
- A current Responsible Service of Alcohol certificate.
- The successful applicant will be required to obtain and maintain a Baseline Vetting (Protected/Restricted) security clearance.

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About the Department of Parliamentary Services

The Department of Parliamentary Services (DPS) supports Australia's Parliament and parliamentarians through innovative, unified and client focused services. DPS is proud to be the custodian for Australian Parliament House (APH) as the working symbol of Australian democracy and as a significant destination for our citizens and international visitors alike. It is a place where more than 3,500 people work on sitting days and which nearly one million people visit each year.

To Apply

Position Contact	Saral Ghimire, 0408 325 845
Agency Recruitment Site	https://jobs.dps.gov.au/

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Parliamentary Department

Vacancy VN-0740363

Department of Parliamentary Services

Closing Date:Wednesday 08 May 2024

Corporate Services
Commercial Operations branch APH Catering

Job Title	House Services Officer
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	-
Classification	APS Level 2
Position Number	JR32115
Agency Website	https://www.aph.gov.au/About_Parliament/Parliamentary_De

Job Description

https://jobs.dps.gov.au/

The Department of Parliamentary Services (DPS) is recruiting for a Parliamentary Service Level 2 House Services Officer within Commercial Operations Branch.

DPS is seeking a highly motivated, professional, and service-focused team member to be part of the in-house catering department – The APH House Services. The iconic building welcomes over 725,000 visitors each year, including some 127,000 school children. It is home to approximately 1,300 people working across the building, rising to more than 3,500 people on sitting days and peaking at around 10,000 people in the building on the busiest day of the year, Budget Day. This position offers you the chance to be a part of democracy in action. The Department of Parliamentary Services (DPS) supports the functions of the Australian Parliament and the work of parliamentarians.

The APH House Services Team will deliver high-quality food and beverage services to building occupants and visitors that showcase products of the local region and position APH as a destination of choice. Services will be delivered through a range of venues, multiple kitchens, and retail outlets that include multiple venues for function catering, à la carte, bistro, café (building occupants and public facing).

A House Services officer/attendant is required for the APH Catering and Events Team responsible for managing a busy inhouse catering operation. Peak service times are Monday – Thursday on parliamentary sitting weeks (approximately 20 weeks per year), and Australian Parliament House is open every day except Christmas Day. Shift work and after-hours may be required during sitting weeks.

The successful applicant will have professional experience in the hospitality industry, ideally in a multi-faceted venue and preferably within high-quality and high-capacity venues. You will also have the skills and attributes to deliver high-quality events and catering requests for DPS.

Duties

Please click the "apply now" button to go to the DPS Careers Webpage where you can find more information about the position and relevant duty statement.

Eligibility

- Demonstrated relevant experience, preferably within high-quality and well-regarded Government/Institutional venues.
- Qualifications in hospitality or equivalent relevant qualifications/experience are highly desirable.
- A current Responsible Service of Alcohol certificate.
- The successful applicant will be required to obtain and maintain a Baseline Vetting (Protected/Restricted) security clearance.

Notes

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To Apply

Position Contact	Saral Ghimire, 0408 325 845
Agency Recruitment Site	https://jobs.dps.gov.au/

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Parliamentary Department

Vacancy VN-0740378

Department of Parliamentary Services

Closing Date:Thursday 09 May 2024

information Services
digital recording services Parliamentary Broadcasting

Job Title	Broadcast Infrastructure Support cabling specialist
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	-
Classification	APS Level 5
Position Number	JR32008
Agency Website	https://www.aph.gov.au/About_Parliament/Parliamentary_De

Job Description

https://jobs.dps.gov.au/

The Department of Parliamentary Services (DPS) is recruiting for a Parliamentary Service Level 5 Broadcast Infrastructure Support cabling specialist within Digital Recording Services Branch. An opportunity exists to join the Broadcasting Infrastructure and Support team, responsible for maintaining, supporting and renewing broadcasting facilities working for the Department of Parliamentary Services (DPS) at Australian Parliament House.

Parliamentary Broadcasting produces and distributes live audio and video coverage of all proceedings of the two chambers and the Federation Chamber, televises selected parliamentary proceedings in Parliament House and provides audio coverage of hearings held in other venues around Australia as well as multimedia and audio-visual services within Parliament House. Broadcast Infrastruture and Support officers are also responisble for key building-wide systems including Emergency Warning and Intersommunications Systems (EWIS) and the synchronised building clocks.

Our Ideal candidate will have:

- Experience in the installation and maintenance of SELV and ELV communications cables.
- Demonstrated capability around analysing and troubleshooting issues.
- Ability to work under time constraints and prioritise in order of system availability and effect of outages.
- Willingness to work around the dynamic requirements of the Parliament.

Duties

Please click the "apply now" button to go to the DPS Careers Webpage where you can find more information about the position and relevant duty statement.

Eligibility

- Appropriate trade qualifications or licenses (e.g. structured cabler qualifications and endorsements or equivalent), or equivalent relevant experience are highly desirable.
- Possess or be able to obtain accreditation in work site access (e.g. White Card), Elevated Working Platforms and Confined Space access.
- DPS employees are required to be able to, and be seen to be able, to provide professional advice and services to all Senators and Members without favour or prejudice.
- The successful applicant will be required to obtain and maintain a Negative Vetting 1 (Confidential/Highly Protected/Secret) security clearance.

Notes

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To Apply

Position Contact	Les Hickey, (02) 6277 5186
Agency Recruitment Site	https://jobs.dps.gov.au/

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Parliamentary Department

Vacancy VN-0740387

Department of Parliamentary Services

Closing Date:Friday 03 May 2024

Parliamentary Library
Library Collections and Database Collection Management

Job Title	Senior Digital Resources Officer
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	-
Classification	APS Level 5
Position Number	JR32141
Agency Website	https://www.aph.gov.au/About_Parliament/Parliamentary_Dep

Job Description

https://jobs.dps.gov.au/

The Department of Parliamentary Services (DPS) is recruiting for a Parliamentary Service Level 5 Senior Digital Resources Officer within Library Collections & Databases.

The Parliamentary Library provides high quality information, analysis and advice to Senators and Members of Parliament in support of their parliamentary and representational roles. This position sits within the Library Collections and Databases Section, and provides an opportunity to work with online databases, electronic information resources and media monitoring services. The Senator Digital Resources Officer works withing a small team in Collection Management, and assists

clients with news services and electronic resources, as well as undertaking procurement activities and training.

We are looking for someone with a strong client focus, attention to detail, excellent communication and organisational skills, along with the ability to work effectively in a team. We require flexible, proactive individuals with strong digital literacy and a willingness to learn new skills. Relevant experience in the development and acquisitions of monograph and serials collections including electronic resources and experience in supporting online database subscriptions, ebooks and digital services in a client focused environment is desired.

Duties

Please click the "apply now" button to go to the DPS Careers Webpage where you can find more information about the position and relevant duty statement.

Eligibility

- Tertiary qualifications in library and/or information studies recognised by the Australian Library and Information Association, or equivalent experience in library or procurement roles.
- The successful applicant will be required to obtain and maintain a Baseline Vetting (Protected/Restricted) security clearance.

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To Apply

Position Contact	Catherine Gilbert, (02) 6277 2695
Agency Recruitment Site	https://jobs.dps.gov.au/

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Employment and Workplace Relations

Vacancy VN-0740699

Comcare

Closing Date:Sunday 05 May 2024

Regulatory Operations
Regional Operations WA

Job Title	Administration Officer
Job Type	Part-Time, Ongoing;Non-Ongoing
Location	Perth WA
Salary	$76,640 - $83,819
Classification	APS Level 4
Position Number	01624
Agency Website	

Job Description

https://www.comcare.gov.au/careers/current_vacancies

Please note: The salary will be paid on a pro rata basis
Part-time 37.5 hours per fortnight (0.5 full-time equivalent)

Team Overview
The Regional Operations team is the service delivery arm of Regulatory Operations Group (ROG). Our legislation requires the entities we regulate to understand, accept and address their obligations as detailed in *the Safety, Rehabilitation and Compensation Act 1988* (SRC Act), *the Work Health and Safety Act 2011* (WHS Act) and the *Work Health and Safety Regulations 2011.*
The team administers the WHS Act through a variety of prevention, assurance and enforcement activities. These activities include:

- workplace inspections
- education and awareness raising
- audits
- investigations.

Prevention is the primary focus through targeted intelligence driven stakeholder engagement, education and audit programs. The range of response and intervention following a safety incident includes investigation and justice outcomes through enforcement activity.

Duties

Role Overview
The Administration Officer supports the management of regional operations in compliance, enforcement, inspection, audit, advisory, education, stakeholder engagement and issue resolution under the WHS Act. The role builds and maintains internal and external relationships, responds to enquiries and delivers administrative support services for regionally-based teams.
In particular, the position provides support for the Regional Operations Director and Assistant Director(s) with allocated responsibility for a specific national campaign, portfolio, and subject matter network or programme delivery.

Primary Responsibilities

1. Develop and maintain internal and external relationships with stakeholders, providing appropriate advice and managing the resolution of issues or complaints.
2. Contribute to planning and decision making within the work area.
3. Develop and maintain an understanding of the work area's impact on strategic and operational outcomes for the agency.
4. Maintain and reconcile financial records including monitoring regional budget expenditure.
5. Collaborate with other Regional Operations Administration Officers, business areas and work teams and closely support the regional team to achieve outcomes and facilitate the efficient operation of the team.
6. Plan and complete competing tasks or requests to achieve personal or team priorities.
7. Represent the work area effectively at internal and external meetings and conferences.
8. Provide administrative support for the regional office including but not limited to telephone calls, emails, diary management and undertake assigned, research and preparation of relevant papers and correspondence.
9. Provide general administrative and secretariat support for meetings, training courses, stakeholder forums, campaigns and portfolios.
10. Produce and assist with the production of high quality reports, correspondence, documentation, training and promotional material.
11. Coordinate travel and accommodation arrangements for the Regional Operations team.
12. Coordinate and manage the regional vehicle fleet, personal protective equipment issue and inspector on-call roster.
13. Assist in the management of employer WHS incident notifications or license applications provided to Comcare as needed.

Eligibility

Eligibility and Specific Conditions of Employment

1. Australian citizenship.
2. Character clearance (police records check).
3. Health clearance.
4. Six months probationary period for new engagements.
5. Ability to obtain and maintain a Baseline Security Clearance.

Notes

RecruitAbility applies to this vacancy. Under the RecruitAbility scheme you will be invited to participate in further assessment activity for the vacancy if you choose to apply under the scheme; declare you have a disability; and meet the minimum requirements for the job. For more information visit: https://www.apsc.gov.au/recruitability

About the Comcare

Comcare is the national authority for work health and safety, and workers' compensation. We are a government regulator, workers' compensation insurer, claims manager and scheme administrator. Through our role, we work with employees and other workers, employers, service providers and other organisations to: - minimise the impact of harm in the workplace - improve recovery at work and return to work - promote the health benefits of good work. We collaborate and partner with other schemes and organisations on research and innovative projects that improve outcomes. We also provide expert advice and services to the Safety, Rehabilitation and Compensation Commission (SRCC), and Seafarers Safety, Rehabilitation and Compensation Authority (Seacare Authority).

To Apply

Position Contact	Recruitment Team, 1300 366 979
Agency Recruitment Site	https://www.comcare.gov.au/careers/current_vacancies

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Employment and Workplace Relations

Vacancy VN-0740740

Comcare

Closing Date:Tuesday 31 December 2024

Comcare
Comcare

Job Title	General Temporary Employment Register
Job Type	Full-Time;Part-Time, Non-Ongoing
Location	Canberra ACT, Melbourne VIC, Sydney NSW, Newcastle NSW, Brisbane QLD, Launceston TAS, Darwin NT, Adelaide SA, Perth WA
Salary	-
Classification	APS Level 2;APS Level 3;APS Level 4;APS Level 5;APS Level 6
Position Number	Various
Agency Website	

Job Description

https://www.comcare.gov.au/careers/current_vacancies

Duties

Comcare seeks to attract, develop and retain diverse, enthusiastic and high-performing employees. To help us in achieving this, we maintain a register of interested applicants that we can use to fill a variety of employment opportunities within Comcare. The positions may be full-time or part-time depending on individual team needs.

The General Temporary Employment Register is open for candidates to register their interest for APS Level 2 to APS Level 6 positions for Non-Ongoing opportunities. Opportunities may be offered for varying periods up to 12 months depending on operational requirements.

Who we are

Comcare has several important roles. We are a health and safety regulator, a scheme manager, a claims manager, and an insurer. We also have essential enabling roles, focused on the capability and capacity of our own workforce and on supporting engagement and better practice approaches to health and safety across our scheme.

What we offer

- Work with a dynamic organisation – get on board and make a difference!
- Generous remuneration and leave entitlements
- Flexible working arrangements, employee wellness and employee assistance programs
- Learning and development opportunities.

How to apply

Please visit the Comcare website current vacancies webpage Current vacancies | Comcare

Candidates may be contacted to assess their suitability and availability as employment opportunities arise.

Please note:

- Applications will remain valid for 6 months.
- Registration on the General Temporary Employment Register records your interest in working at Comcare. It does not guarantee a position becoming available or an offer of non-ongoing employment.

Eligibility

To be eligible for temporary employment at Comcare the preferred candidate must:

- Hold Australian Citizenship.
- Be willing to undergo and satisfy an Australian Federal Police records check.
- Complete a health clearance.
- Be willing and eligible to obtain and maintain a security clearance to the appropriate level if applicable to the position.
- Be able to provide proof of qualifications if applicable to the role.

Notes

About the Comcare

Comcare is the national authority for work health and safety, and workers' compensation. We are a government regulator, workers' compensation insurer, claims manager and scheme administrator. Through our role, we work with employees and other workers, employers, service providers and other organisations to: - minimise the impact of harm in the workplace - improve recovery at work and return to work - promote the health benefits of good work. We collaborate and partner with other schemes and organisations on research and innovative projects that improve outcomes. We also provide expert advice and services to the Safety, Rehabilitation and Compensation Commission (SRCC), and Seafarers Safety, Rehabilitation and Compensation Authority (Seacare Authority).

To Apply

Position Contact	Comcare Recruitment, 1300366979
Agency Recruitment Site	https://www.comcare.gov.au/careers/current_vacancies

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Employment and Workplace Relations

Vacancy VN-0740281

Department of Employment and Workplace Relations (DEWR)

Closing Date:Monday 06 May 2024

Digital Solutions Division
Architecture Design and Development Strategy and Planning

Job Title	Service Designer
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Canberra ACT, Brisbane QLD, Melbourne VIC, Sydney NSW
Salary	$98,105 - $107,880
Classification	APS Level 6
Position Number	24/0860
Agency Website	https://www.dewr.gov.au/

Job Description

https://dese.nga.net.au/?AudienceTypeCode=EXT-DEWR

The Digital Solutions Division (DSD) designs, builds, maintains, and supports large-scale (enterprise) specialised software systems used by departmental staff and businesses to provide quality services to job seekers and employers; respond to national future skills needs through access to VET graduates with the right skills; reduce barriers to undertaking quality VET; administer and implement programs and services related to Workplace Support.

Reporting to a Director or Delivery Manager, the Service Designer will work as part of a multi-disciplinary agile team delivering IT systems for the department. You will work with business system owners and users to identify and document the problems that need to be resolved including broad understanding of the relative value of addressing different parts of the problem. You may work alongside business representative, system users, process participants, Product Managers, Product Owners, Business Analysts, Technical Architects and Solution Designers, Communications and Change Management staff.

You will report on your work. You will work to identify and manage issues that block your progress. You will work independently under broad direction.

The successful applicant will receive the necessary training, mentoring, and guidance to perform the key responsibilities of the role and to advance their careers in the Australian Public Service (APS).

Duties

Responsibilities of the APS6 may include:

- Lead a range of user research activities.
- Working with others to create artefacts and documents describing the current state of a service, the impacted users and key problems and outcomes. This will include Service Blueprints, personas and other industry standard artefacts.
- Work with a diverse range of policy, business and IT stakeholders to co-design and document a future state that balances desirability, feasibility and viability.
- Using contemporary user-centred design approaches to elicit and replay information in formats consumable by business and system users.
- Working with Business and System Analysts and Solution architects to ensure all aspects of a solution are aligned toward delivering the same outcomes and experience.
- Working with UX/UI and Accessibility staff to ensure solutions are user centric and meet policy requirements.
- Representing the voice of the user in delivery and project management teams.

Eligibility

Please note, under section 22(8) of the Public Service Act 1999, employees must be Australian citizens to be employed in the APS unless the Agency delegate has agreed, in writing.

This is a designated security assessed position. The successful candidate will have the ability to obtain and maintain a Baseline security clearance.

This selection process may be used to establish a merit pool. The pool might be accessed to fill ongoing and non-ongoing vacancies for similar roles in the Department over the next 18 months.

Notes

Qualifications and Education

Essential

- Knowledge of agile delivery
- Knowledge of user centred design practices and methods
- Knowledge of user experience practices and methods
- Knowledge of service design practices and methods

Desirable

- Industry education / certifications

RecruitAbility applies to this vacancy. Under the RecruitAbility scheme you will be invited to participate in further assessment activity for the vacancy if you choose to apply under the scheme; declare you have a disability; and meet the minimum requirements for the job. For more information visit: https://www.apsc.gov.au/recruitability

About the Department of Employment and Workplace Relations (DEWR)

The Department of Employment and Workplace Relations enables access to quality skills, training and employment to support Australians find secure work in fair, productive and safe workplaces – supporting individuals and our nation to prosper. Secure jobs are vital for our nation to prosper—driving future economic growth and providing people with the certainty to achieve their life goals. In the midst of fast-paced, social, economic and global changes, we focus on equipping Australians who are starting, advancing or changing their career with the relevant skills, knowledge and experience to gain or regain employment to achieve their aspirations in life. We work actively to fill skill gaps fundamental to Australia's economic growth by to identify industries with skill shortages and emerging industries fundamental to the prosperity of individuals, businesses, and our nation. We support a world leading vocational education and training sector offering apprenticeships, cadetships, and traineeships to connect people to alternative pathways to

employment while helping to address future skill demands such as engineering, nursing, technology and teaching—driving better outcomes through an agile skills sector in tune with market demands. This work leads to local, stable, and secure employment, strengthened by work health and safety, and a safety net and conditions that help to define workplace rights and responsibilities that both employers and employees can have confidence in. Together, we contribute to a safe, secure and responsive employment sector where workers are assured of continued employment and employers retain a productive, reliable and skilled workforce to achieve long term goals—sustaining the future prosperity of our nation.

To Apply

Position Contact	Courtney Lyons, (02) 6240 1958
Agency Recruitment Site	https://dese.nga.net.au/?AudienceTypeCode=EXT-DEWR

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Employment and Workplace Relations

Vacancy VN-0740511

Department of Employment and Workplace Relations (DEWR)

Closing Date:Sunday 05 May 2024

Safety and Industry Policy
Office of the Federal Safety Commissioner Various teams including Scheme Education and Outreach, Operational Policy and Compliance & Intelligence Systems and Engagement

Job Title	Assistant Director – Multiple Positions
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Canberra ACT
Salary	$120,636 - $133,328
Classification	Executive Level 1
Position Number	24/0899
Agency Website	https://www.dewr.gov.au/

Job Description

https://dese.nga.net.au/?AudienceTypeCode=EXT-DEWR

The Office of the Federal Safety Commissioner (OFSC) works to promote safe and productive work sites in the building and construction industry. Representing the Federal Safety Commissioner, the OFSC administers the building and construction WHS Accreditation Scheme (the Scheme) by organising onsite inspections by Federal Safety Officers to assess the safety of construction sites.

The OFSC consists of five sections: Operational Policy and Compliance; Accreditation Operations; Intelligence, Systems and Engagement; Scheme Governance and Assurance, and Scheme Education and Outreach. Each section performs a crucial role in maintaining the Scheme and supporting the Commissioner.

The following roles available in the OFSC:

Scheme Education and Outreach Assistant Director – this is a new role focused on improving the understanding of the operation of the Scheme across all sectors of the construction industry. The role includes promoting the benefits to companies of obtaining Scheme accreditation through development of presentations and webinars and engagement with industry and industry associations. The role also supports the development and implementation of Scheme guidelines and policies relevant to participation in the Scheme.

Intelligence Systems and Engagement Assistant Director - is responsible for management of the WHS Accreditation Scheme company reporting, including timeliness and Scheme reporting education. The role includes, managing staff, and liaising with the Scheme Governance and Assurance team to coordinate data input. This role has the responsibility of coordinating engagement for the Scheme, with case studies, webinars and delivering guidance material. The role also undertakes policy work within the OFSC such as preparing briefing for Senate Estimates and providing advice to Government about the Scheme.

Operational Policy and Compliance Assistant Director - The Assistant Director will assist the Director to ensure consistent interpretation, application and compliance with over 100 building industry, safety system criteria. This occurs through audits of companies' documented safety systems and on-site implementation. Resolving ambiguity and confusion about the FSC Audit Criteria with companies following audits is also a key function of the role. The role also includes management of the OFSC Incident Management Process and supporting the Director with Federal Safety Officer Management.

Duties

Education and Outreach Operations Assistant Director:

- Preparing educational materials to explain the operation of the Scheme, including the process of applying for accreditation and the benefits of obtaining Scheme accreditation.
- Creating engaging content (webinars, presentations, web content and guidance materials) to communicate effectively with new applicants to the Scheme and companies already holding Scheme accreditation.
- Liaison with construction industry stakeholders to outline the Scheme application process, Scheme requirements, and to provide other assistance and support as required.
- Preparation of briefs to the Federal Safety Commissioner recommending a range of actions related to the administration of the Scheme.
- Clearing or preparing responses to complex queries received regarding the Scheme, audits, audit criteria, accreditation or reporting obligations.
- Supervision and mentoring of a small team of APS Education and Outreach Officers.
- Obtaining and maintaining an in-depth understanding of the Scheme's relevant legislative, policy and procedural frameworks.
- Contributing to operational program and/or policy development, and program design.

Intelligence, Systems and Engagement Assistant Director:

- Policy work including preparing briefing for Senate Estimates and coordinating the OFSC's input to the Government response to the independent review of the Federal Safety Commissioner.
- Managing reporting officers in the receipt, assessment and processing of approximately 2,000 incident and Scheme Biannual reports submitted by Scheme accredited builders annually, including the management of report timeliness.
- Planning, coordination and delivery of educational webinars, case studies and other WHS guidance materials for Scheme accredited builders.

- Management and coordination of Federal Safety Officer and Federal Safety Commissioner ID cards.
- Management of OFSC sponsorship arrangements and event coordination.
- Responsibility for the OFSC Reporting Inbox for managing Scheme reporting queries.

Operational Policy and Compliance Assistant Director:

- Extensive knowledge of safety systems and practices, or relevant experience that would demonstrate an ability to quickly gain the required knowledge and skills.
- The ability to interpret, apply and advise on technical criteria and compliance issues, including making evidenced based recommendations on accreditation and compliance actions within the legislative framework.
- The ability to manage relationships with senior external company executives and Federal Safety Officers.
- Excellent communication skills in a technical environment, with both internal staff and external stakeholders.
- Experience in managing staff and ensuring quality output from the team.

Eligibility

Please note, under section 22(8) of the Public Service Act 1999, employees must be Australian citizens to be employed in the APS unless the Agency delegate has agreed, in writing.

This is a designated security assessed position. The successful candidate will have the ability to obtain and maintain a Baseline security clearance.

This selection process may be used to establish a merit pool. The pool might be accessed to fill ongoing and non-ongoing vacancies for similar roles in the Department over the next 18 months.

Notes

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To Apply

Position Contact	Justin Bell, 0434660729
Agency Recruitment Site	https://dese.nga.net.au/?AudienceTypeCode=EXT-DEWR

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Employment and Workplace Relations

Vacancy VN-0740532

Department of Employment and Workplace Relations (DEWR)

Closing Date:Sunday 05 May 2024

Workforce Australia Provider Support Division
Employment and Skills Western Australia State Office

Job Title	Indigenous Service Officer – First Nations Engagement and Advice - Affirmative Measures Aboriginal and Torres Strait Islander
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Perth WA
Salary	$98,105 - $107,880
Classification	APS Level 6
Position Number	24/0869
Agency Website	https://www.dewr.gov.au/

Job Description

https://dese.nga.net.au/?AudienceTypeCode=EXT-DEWR

The Western Australia State Office within the Workforce Australia Provider Support Branch is responsible for service delivery management of the government's employment and skills agenda, with a focus on appropriate placed-based responses.

The State Office is responsible for program and contract management of employment and skills service providers, regional and place-based strategies, programs, and initiatives that respond to local labour market needs and industry and employer focussed initiatives that respond to workforce shortages and seasonal labour needs.

The Indigenous Service Officer role on offer in the State Office is a unique and exciting opportunity to shape and influence policy, generate insights, and to inspire the capabilities and mindsets needed to strengthen a partnership approach to our work. The role will contribute to meaningful initiatives that genuinely matter to First Nations people while connecting with the diverse and vibrant cultural fabric of the state. It is an opportunity to utilise your cultural competency to play an important role in shaping employment services to be more culturally competent and provide better services to First Nations Australians.

Reporting to the Director, the Indigenous Service Officer is responsible for engaging Aboriginal and Torres Strait Islander communities and networks and business to better capture Aboriginal and Torres Strait Islander peoples' perspectives and provide advice to the Director to enhance servicing in provider performance frameworks, assurance activities and evaluation of employment services.

The role will be a valued member of the State Office team to support engagement activities as well as representing the State Office in a professional context.

Duties

Core responsibilities of the Indigenous Service Officer include:

- The ability to undertake a wide range of stakeholder consultations with First Nations people in a culturally competent and appropriate way.
- The ability to advise, colleagues across the Western Australian State Office in relation to First Nations perspectives as they apply to the policy and program work that is undertaken in the team.
- Provide advice and cultural expertise across a broad range of activities including performance frameworks, assurance activities and evaluation of employment services.
- Promote a healthy and safe workplace environment, model ethical behaviour in accordance with APS Code of Conduct and APS Values.
- Demonstrate an understanding of metro and regional Western Australia in a First nations context and develop strong stakeholder relationships and gather intelligence to influence policy direction and identify potential place-based servicing options.
- Represent the WA State Office and the Department in a professional context at forum's, meetings, presentations etc.

Eligibility

Please note, under section 22(8) of the Public Service Act 1999, employees must be Australian citizens to be employed in the APS unless the Agency delegate has agreed, in writing.

This is a designated security assessed position. The successful candidate will have the ability to obtain and maintain a Baseline security clearance.

This selection process may be used to establish a merit pool. The pool might be accessed to fill ongoing and non-ongoing vacancies for similar roles in the Department over the next 18 months.

Notes

Qualifications and Education

- A driver's licence is essential.

Affirmative Measure – Aboriginal and Torres Strait Islander Employment
These positions are only open to Aboriginal and Torres Strait Islander peoples. This is consistent with Section 26 of the Australian Public Service Commissioner's Directions 2016. The filling of this employment opportunity constitutes a special measure under subsection 8(1) of the Racial Discrimination Act 1975.

Confirmation of Heritage
Candidates who are applying under Affirmative Measures must have their Aboriginal and Torres Strait Islander heritage confirmed.

A confirmation must stipulate that a person:

- is of Aboriginal and/or Torres Strait Islander descent; and
- identifies as an Aboriginal and/or Torres Strait Islander person; and
- is accepted as such by the community in which they live, or formerly lived.

Satisfactory evidence is considered a signed letter with a common seal, if this is not available, the department may accept a signed letter without a common seal or a statutory declaration from the

candidate and a Community Elder.

The department has an Indigenous Liaison Officer (ILO) who is available to support you throughout the recruitment process. To speak to our ILO please email FirstNationsHR@dewr.gov.au.

The filling of this vacancy is intended to constitute an affirmative measure under section 8(1) of the 'Racial Discrimination Act 1975'. This vacancy is only available to Aboriginal and/or Torres Strait people.

About the Department of Employment and Workplace Relations (DEWR)

The Department of Employment and Workplace Relations enables access to quality skills, training and employment to support Australians find secure work in fair, productive and safe workplaces – supporting individuals and our nation to prosper. Secure jobs are vital for our nation to prosper—driving future economic growth and providing people with the certainty to achieve their life goals. In the midst of fast-paced, social, economic and global changes, we focus on equipping Australians who are starting, advancing or changing their career with the relevant skills, knowledge and experience to gain or regain employment to achieve their aspirations in life. We work actively to fill skill gaps fundamental to Australia's economic growth by to identify industries with skill shortages and emerging industries fundamental to the prosperity of individuals, businesses, and our nation. We support a world leading vocational education and training sector offering apprenticeships, cadetships, and traineeships to connect people to alternative pathways to employment while helping to address future skill demands such as engineering, nursing, technology and teaching—driving better outcomes through an agile skills sector in tune with market demands. This work leads to local, stable, and secure employment, strengthened by work health and safety, and a safety net and conditions that help to define workplace rights and responsibilities that both employers and employees can have confidence in. Together, we contribute to a safe, secure and responsive employment sector where workers are assured of continued employment and employers retain a productive, reliable and skilled workforce to achieve long term goals—sustaining the future prosperity of our nation.

To Apply

Position Contact	Nicole Ferrara, (08) 9485 3015
Agency Recruitment Site	https://dese.nga.net.au/?AudienceTypeCode=EXT-DEWR

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Employment and Workplace Relations

Vacancy VN-0740543

Department of Employment and Workplace Relations (DEWR)

Closing Date:Sunday 12 May 2024

Deputy Jobs and Skills Australia
Labour Market and Migration Branch Employer Recruitment Survey and Analysis Section

Job Title	Labour Market Interview Officer
Job Type	Part-Time, Ongoing;Non-Ongoing
Location	Canberra ACT
Salary	$72,658 - $75,678
Classification	APS Level 3
Position Number	24/0871
Agency Website	https://www.dewr.gov.au/

Job Description

https://dese.nga.net.au/?AudienceTypeCode=EXT-DEWR

Jobs and Skills Australia is an independent agency, responsible for providing advice to the Australian Government to improve Australia's response to current, emerging, and future labour market and workforce skills and training needs.

The team you will be working in undertakes the Recruitment Experiences and Outlook Survey (REOS). The survey examines employers' recruitment activities, outcomes, expectations, and needs. The survey is conducted in-house with a team of interviewers responsible for calling businesses to respond to the survey.

The results from the survey are presented in reports which are published on the Jobs and Skills Australia website.

Duties

Jobs and Skills Australia is an independent agency, responsible for providing advice to the Australian Government to improve Australia's response to current, emerging, and future labour market and workforce skills and training needs.
The team you will be working in undertakes the Recruitment Experiences and Outlook Survey (REOS). The survey examines employers' recruitment activities, outcomes, expectations, and needs. The survey is conducted in-house with a team of interviewers responsible for calling businesses to respond to the survey.
The results from the survey are presented in reports which are published on the Jobs and Skills Australia website.

Duties and Responsibilities
Labour Market Interview Officers conduct employer surveys to gather information from employers about their recruitment experiences.

Reporting to the Call Centre Supervisor, Labour Market Interview Officers are responsible for:

- Conducting telephone interviews with Australian employers using a set questionnaire script.
- Recording high quality data.
- Completing ad hoc survey tasks as required: coding data, cross-checking samples, meeting minutes, etc.

Skills required for the role:

- Oral communication skills of a high order to engage employers to participate in the survey.
- Ability to manage your time and other ad hoc tasks.
- Achieve call rates to ensure the survey program is delivered to a high quality.
- Uphold the APS code of conduct.
- Ability to work in a team environment and be supportive to other staff in the branch.

Please note that those invited for an interview will be required to undergo a basic assessment of their oral communication skills. **Eligibility**

Please note, under section 22(8) of the Public Service Act 1999, employees must be Australian citizens to be employed in the APS unless the Agency delegate has agreed, in writing.

This is a designated security assessed position. The successful candidate will have the ability to obtain and maintain a Baseline security clearance.

This selection process may be used to establish a merit pool. The pool might be accessed to fill ongoing and non-ongoing vacancies for similar roles in the Department over the next 18 months.

Notes

RecruitAbility applies to this vacancy. Under the RecruitAbility scheme you will be invited to participate in further assessment activity for the vacancy if you choose to apply under the scheme; declare you have a disability; and meet the minimum requirements for the job. For more information visit: https://www.apsc.gov.au/recruitability

About the Department of Employment and Workplace Relations (DEWR)

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To Apply

Position Contact	Kate Clark, 0459901952
Agency Recruitment Site	https://dese.nga.net.au/?AudienceTypeCode=EXT-DEWR

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Employment and Workplace Relations

Vacancy VN-0740548

Department of Employment and Workplace Relations (DEWR)

Closing Date:Sunday 12 May 2024

People and Communication
Communication and Media Media

Job Title	Assistant Director, Media Team
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Canberra ACT
Salary	$120,636 - $133,328
Classification	Executive Level 1
Position Number	24/0707
Agency Website	https://www.dewr.gov.au/

Job Description

https://dese.nga.net.au/?AudienceTypeCode=EXT-DEWR

Reporting to the Media Director, the Assistant Director, Media will support the Media Team to deliver consistent, quality and timely media advice, materials and services.

The Media team plays a critical role in supporting Ministerial Offices, the Executive and policy and program areas in the effective communication of portfolio policies, programs and outcomes.

Duties

Responsibilities of the EL1 may include:

- Working with internal stakeholders and our Ministers' offices to develop proactive media opportunities for our portfolio
- Responding promptly, accurately and effectively to media enquiries
- Preparing media materials, including media releases, talking points, speeches, advice, strategies and plans, and other products as required
- Managing and leading staff.
- Qualifications and Education
- A degree in communications, journalism, media marketing or related field, and/or at least 5 years' experience relevant to this role

Eligibility

Please note, under section 22(8) of the Public Service Act 1999, employees must be Australian citizens to be employed in the APS unless the Agency delegate has agreed, in writing.

This is a designated security assessed position. The successful candidate will have the ability to obtain and maintain a Baseline security clearance.

This selection process may be used to establish a merit pool. The pool might be accessed to fill ongoing and non-ongoing vacancies for similar roles in the Department over the next 18 months.

Notes

Qualifications and Education
A degree in communications, journalism, media marketing or related field, and/or at least 5 years' experience relevant to this 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

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To Apply

Position Contact	Stuart Howie, 0419 566 504
Agency Recruitment Site	https://dese.nga.net.au/?AudienceTypeCode=EXT-DEWR

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Employment and Workplace Relations

Vacancy VN-0740584

Department of Employment and Workplace Relations (DEWR)

Closing Date:Sunday 05 May 2024

Finance and Budget
Finance Branch Finance Branch Finance Business Partner

Job Title	Finance Business Partner
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Canberra ACT
Salary	$98,105 - $107,880
Classification	APS Level 6
Position Number	24/0908
Agency Website	https://www.dewr.gov.au/

Job Description

https://dese.nga.net.au/?AudienceTypeCode=EXT-DEWR

Reporting to the Assistant Director Finance Business Partner, this role will support the delivery of accurate and effective budget management, monthly reporting and providing sound financial variance analysis through succinct written and verbal communication. Our team provides operational and strategic leadership and promote a culture of teamwork, accountability, and service to deliver and support high-quality outcomes across the Agency, meet deadlines, ensure compliance with required legislation and policies, and achieve organisational goals.

Finance Branch is responsible for the ongoing financial management and performance of DEWR and plays a critical role in ensuring the department is compliant with the Resource Management Framework (including the Public Governance, Performance and Accountability (PGPA) Act 2013 and the PGPA Rule), Accountable Authority Instructions, Financial Delegation schedules and other related policies.

We are looking for highly motivated candidates who have:

- An ability to think critically
- Undertake research,
- Demonstrate a high level of administrative and analytical skills
- Demonstrated ability to form productive working relationships with a variety of stakeholder groups
- An ability to quickly acquire and apply an understanding of related legislative and policy frameworks
- Sound interpersonal and communication skills including the ability to contribute to the preparation of and/or produce monthly reporting briefs

The vacant position provides applicants with an opportunity to acquire and/or develop an understanding of the core functions of the department from the Finance Branch perspective and is an opportunity to further expand on their skill set within the Australian Public Service (APS).

Duties

Responsibilities of the APS Level 6 may include:

- Provide support and assistance to groups in regards to development of their internal budgets (Administered and Departmental)
- Lead the month-end accruals process and provide general advice on a broad range of financial and accounting matters
- Produce monthly financial reports
- Providing analysis and advice on the current and planned financial performance and position of the groups, and
- Working with internal stakeholders to assist in end of month management reporting.

Eligibility

Please note, under section 22(8) of the Public Service Act 1999, employees must be Australian citizens to be employed in the APS unless the Agency delegate has agreed, in writing.

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Notes

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To Apply

Position Contact	Rachael Gerke, 02 6121 5463
Agency Recruitment Site	https://dese.nga.net.au/?AudienceTypeCode=EXT-DEWR

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Employment and Workplace Relations

Vacancy VN-0740628

Department of Employment and Workplace Relations (DEWR)

Closing Date:Sunday 05 May 2024

Workplace Relations
Entitlements Safeguards Fair Entitlements Guarantee Branch

Job Title	Director, Claims Assessment Team
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Canberra ACT, Brisbane QLD
Salary	$141,958 - $170,402
Classification	Executive Level 2
Position Number	24/0873
Agency Website	https://www.dewr.gov.au/

Job Description

https://dese.nga.net.au/?AudienceTypeCode=EXT-DEWR

The Fair Entitlements Guarantee (FEG) is a safety net scheme of last resort that provides financial assistance to eligible employees for unpaid employment entitlements when they have lost their job due to the liquidation or bankruptcy of their employer.

Reporting to the Assistant Secretary of the FEG Branch, you will lead a large team in a high demand service environment, to assess claims for financial assistance made by employees who are owed employment entitlements after losing their jobs due to insolvency. You will be responsible for ensuring the necessary processes and practices are in place to meet current and forecasted demand. You will use program data and reporting to strategically manage the team's workflow to provide FEG claimants with timely outcomes that are of a high quality.

Duties

Responsibilities of the EL2 may include:

- Ensure the necessary processes, practices and reporting practices are in place to meet current and forecasted demand. Effectively develop, implement and communicate required strategies in order to meet demand.
- Working flexibly and collaboratively across the branch to achieve the best outcomes for the program.
- Analyse and measure team performance by developing reporting practices, using workflow reporting and analysis to allocate and identify claim processing priorities for the team and ensuring claims are progressing to ensure timely payments. Monitor successful delivery against claim stage timeframes and priorities.
- Manage and support ongoing capability development for staff through training and resources.
- Model and promote behaviours to build a positive and inclusive culture across the branch.

Eligibility

Please note, under section 22(8) of the Public Service Act 1999, employees must be Australian citizens to be employed in the APS unless the Agency delegate has agreed, in writing.

This is a designated security assessed position. The successful candidate will have the ability to obtain and maintain a Baseline

security clearance.

This selection process may be used to establish a merit pool. The pool might be accessed to fill ongoing and non-ongoing vacancies for similar roles in the Department over the next 18 months.

Notes

RecruitAbility applies to this vacancy. Under the RecruitAbility scheme you will be invited to participate in further assessment activity for the vacancy if you choose to apply under the scheme; declare you have a disability; and meet the minimum requirements for the job. For more information visit: https://www.apsc.gov.au/recruitability

About the Department of Employment and Workplace Relations (DEWR)

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To Apply

Position Contact	Helen McCormack, (02) 6121 3633
Agency Recruitment Site	https://dese.nga.net.au/?AudienceTypeCode=EXT-DEWR

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Employment and Workplace Relations

Vacancy VN-0740657

Department of Employment and Workplace Relations (DEWR)

Closing Date:Sunday 05 May 2024

Safety and Industry Policy
Office of the Federal Safety Commissioner Accreditation Operations,
Operational Policy and Compliance

Job Title	Program Officer
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Brisbane QLD, Canberra ACT, Darwin NT, Hobart TAS, Melbourne VIC, Perth WA, Sydney NSW
Salary	$79,036 - $84,525
Classification	APS Level 4
Position Number	24/0910
Agency Website	https://www.dewr.gov.au/

Job Description

https://dese.nga.net.au/?AudienceTypeCode=EXT-DEWR

The Office of the Federal Safety Commissioner (OFSC) works collaboratively with the building and construction industry to promote safe and productive work sites. Representing the Federal Safety Commissioner, the OFSC administers the government's building and construction WHS Accreditation Scheme (the Scheme) by undertaking onsite inspections and assessing the safety of each construction site, ensuring all work is completed safely and correctly with the desire to eliminate workplace injuries.

The OFSC consists of five sections: Operational Policy and Compliance; Accreditation Operations; Intelligence, Systems and Engagement; Scheme Governance and Assurance, and Scheme Education and Outreach. Each section performs a crucial role in maintaining the Scheme and supporting the Commissioner.

Reporting to the Senior Program Officer, the Program Officer is responsible for managing a number of companies that are required to maintain their accreditation under the Scheme. Having responsibility for a large caseload of accredited companies as well as companies undergoing the accreditation application process.

Duties

Responsibilities of the APS Level 4 may include:

- Administering the Scheme: coordinating safety audits, reviewing audit reports and regular liaison with accredited companies.
- Providing responses to general queries received regarding the Scheme, audits, audit criteria, accreditation or reporting obligations.
- Reviewing reportable injury or potential injury related incidents and Scheme enforced bi-annual reporting from accredited companies.
- Collecting, interpreting, analysing, and presenting data for the Federal Safety Commissioner, Government, accredited companies, the industry and the public.
- Preparation of internal and external documents including Audit Reports, written correspondence, briefings and assessments.
- Obtaining and maintaining an in-depth understanding of relevant legislative, policy and procedural frameworks
- Assisting with developing and implementing procedures and processes
- Assisting with specialised processes within the OFSC including applications processing, audit scheduling or financial payments

Eligibility

Please note, under section 22(8) of the Public Service Act 1999, employees must be Australian citizens to be employed in the APS unless the Agency delegate has agreed, in writing.

This is a designated security assessed position. The successful candidate will have the ability to obtain and maintain a Baseline

security clearance.

This selection process may be used to establish a merit pool. The pool might be accessed to fill ongoing and non-ongoing vacancies for similar roles in the Department over the next 18 months.

Notes

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To Apply

Position Contact	Monica Raets, 02 6240 8073
Agency Recruitment Site	https://dese.nga.net.au/?AudienceTypeCode=EXT-DEWR

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Employment and Workplace Relations

Vacancy VN-0740659

Department of Employment and Workplace Relations (DEWR)

Closing Date:Sunday 05 May 2024

Safety and Industry Policy
Office of the Federal Safety Commissioner Accreditation Operations,
Operational Policy and Compliance

Job Title	Program Officer
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Perth WA, Adelaide SA, Brisbane QLD, Canberra ACT, Darwin NT, Hobart TAS, Melbourne VIC, Sydney NSW
Salary	$87,264 - $93,294
Classification	APS Level 5
Position Number	24/0963
Agency Website	https://www.dewr.gov.au/

Job Description

https://dese.nga.net.au/?AudienceTypeCode=EXT-DEWR

The Office of the Federal Safety Commissioner (OFSC) works collaboratively with the building and construction industry to promote safe and productive work sites. Representing the Federal Safety Commissioner, the OFSC administers the government's building and construction WHS Accreditation Scheme (the Scheme) by undertaking onsite inspections and assessing the safety of each construction site, ensuring all work is completed safely and correctly with the desire to eliminate workplace injuries.

The OFSC consists of five sections: Operational Policy and Compliance; Accreditation Operations; Intelligence, Systems and Engagement; Scheme Governance and Assurance, and Scheme Education and Outreach. Each section performs a crucial role in maintaining the Scheme and supporting the Commissioner.

Reporting to the Senior Program Officer, the Program Officer is responsible for managing a number of companies that are required to maintain their accreditation under the Scheme. Having responsibility for a large caseload of accredited companies as well as companies undergoing the accreditation application process.

Duties

Responsibilities of the APS Level 5 may include:

- Administering the Scheme: coordinating safety audits, reviewing audit reports and regular liaison with accredited companies.
- Providing responses to general queries received regarding the Scheme, audits, audit criteria, accreditation or reporting obligations.
- Reviewing reportable injury or potential injury related incidents and Scheme enforced bi-annual reporting from accredited companies.
- Collecting, interpreting, analysing, and presenting data for the Federal Safety Commissioner, Government, accredited companies, the industry and the public.
- Preparation of internal and external documents including Audit Reports, written correspondence, briefings and assessments.
- Obtaining and maintaining an in-depth understanding of relevant legislative, policy and procedural frameworks
- Assisting with developing and implementing procedures and processes
- Assisting with specialised processes within the OFSC including applications processing, audit scheduling or financial payments

Eligibility

Please note, under section 22(8) of the Public Service Act 1999, employees must be Australian citizens to be employed in the APS unless the Agency delegate has agreed, in writing.

This is a designated security assessed position. The successful candidate will have the ability to obtain and maintain a Baseline security clearance.

This selection process may be used to establish a merit pool. The pool might be accessed to fill ongoing and non-ongoing vacancies for similar roles in the Department over the next 18 months.

Notes

RecruitAbility applies to this vacancy. Under the RecruitAbility scheme you will be invited to participate in further assessment activity for the vacancy if you choose to apply under the scheme; declare you have a disability; and meet the minimum requirements for the job. For more information visit: https://www.apsc.gov.au/recruitability

About the Department of Employment and Workplace Relations (DEWR)

The Department of Employment and Workplace Relations enables access to quality skills, training and employment to support Australians find secure work in fair, productive and safe workplaces – supporting individuals and our nation to prosper. Secure jobs are vital for our nation to prosper—driving future economic growth and providing people with the certainty to achieve their life goals. In the midst of fast-paced, social, economic and global changes, we focus on equipping Australians who are starting, advancing or changing their career with the relevant skills, knowledge and experience to gain or regain employment to achieve their aspirations in life. We work actively to fill skill gaps fundamental to Australia's economic growth by to identify industries with skill shortages and emerging industries fundamental to the prosperity of individuals, businesses, and our nation. We support a world leading vocational education and training sector offering apprenticeships, cadetships, and traineeships to connect people to alternative pathways to employment while helping to address future skill demands such as engineering, nursing, technology and teaching—driving better outcomes through an agile skills sector in tune with market demands. This work leads to local, stable, and secure employment, strengthened by work health and safety, and a safety net and conditions that help to define workplace rights and responsibilities that both employers and employees can have confidence in. Together, we contribute to a safe, secure and responsive employment sector where workers are assured of continued employment and employers retain a productive, reliable and skilled workforce to achieve long term goals—sustaining the future prosperity of our nation.

To Apply

Position Contact	Pauline Thornton, 02 6121 7727 or 0497 530 064
Agency Recruitment Site	https://dese.nga.net.au/?AudienceTypeCode=EXT-DEWR

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Employment and Workplace Relations

Vacancy VN-0740661

Department of Employment and Workplace Relations (DEWR)

Closing Date:Sunday 05 May 2024

Safety and Industry Policy
Office of the Federal Safety Commissioner Various

Job Title	Senior Program Officer – Multiple Positions
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Melbourne VIC, Adelaide SA, Brisbane QLD, Canberra ACT, Darwin NT, Hobart TAS, Perth WA, Sydney NSW
Salary	$98,105 - $107,880
Classification	APS Level 6
Position Number	24/0964
Agency Website	https://www.dewr.gov.au/

Job Description

https://dese.nga.net.au/?AudienceTypeCode=EXT-DEWR

The Office of the Federal Safety Commissioner (OFSC) works to promote safe and productive work sites in the building and construction industry. Representing the Federal Safety Commissioner, the OFSC administers the building and construction WHS Accreditation Scheme (the Scheme) by organising onsite inspections by Federal Safety Officers to assess the safety of construction sites.

The OFSC consists of five sections: Operational Policy and Compliance; Accreditation Operations; Intelligence, Systems and Engagement; Scheme Governance and Assurance, and Scheme Education and Outreach. Each section performs a crucial role in maintaining the Scheme and supporting the Commissioner.

The following roles are available in the OFSC:

Scheme Education and Outreach Senior Program Officer this is a new role focused on improving the understanding of the operation of the Scheme across all sectors of the construction industry. The role includes promoting the benefits to companies of obtaining Scheme accreditation through assisting in the development of presentations and webinars and engagement with industry and industry associations. The role requires experience in interpreting and applying data, guidelines, and policies.

Scheme Governance and Assurance Team has a new senior data analyst role. The role will entail working with a small team of data specialists with a strong culture of improvement and innovation, building and implementing sound data governance and data management approaches, collaborating with business units on their data analysis and reporting needs, and producing high quality data products for a range of internal and external stakeholders.

Accreditation Operations Senior Program Officer is responsible for the oversight of a small team of Program Officers as well as having responsibility for a large and complex caseload of accredited companies that are required to maintain their accreditation under the Scheme. Depending on changing priorities for the OFSC, the role may also involve working in applications processing, audit scheduling activities or providing assistance with financial payments.

Operational Policy and Compliance Senior Program Officer is responsible for managing a large and complex caseload of companies through the accreditation, audit, and compliance processes by carrying out associated administrative functions. This may include processing audits, reviewing audit reports and evidence, drafting correspondence and audit/accreditation/compliance/ incident recommendations) The role also supports the FSC's engagement with contracted WHS expert Federal Safety Officers and the OFSC Incident Management Process.

Duties

Responsibilities of the **Scheme Education and Outreach Operations Senior Program Officer** include:

- Assisting with the preparation of educational materials to explain the operation of the Scheme, including the process of applying for accreditation and the benefits of obtaining Scheme accreditation.

- Creating engaging content (webinars, presentations, web content and guidance materials) to communicate effectively with new applicants to the Scheme and companies already holding Scheme accreditation.
- Providing assistance to support effective liaison between the OFSC and construction industry stakeholders to outline the Scheme application process, Scheme requirements, and other assistance and support as required.
- Obtaining and maintaining an in-depth understanding of the Scheme's relevant legislative, policy and procedural frameworks.
- Contributing to operational program and/or policy development, and program design.

Responsibilities of the **Scheme Governance and Assurance Senior Data Analyst** include:

- Collaborating with a small team of data professionals and contributing to a culture of learning, improvement, and innovation.
- Developing and implementing analytical processes with the use of microsoft power bi and other microsoft tooling.
- Developing and implementing sound data governance and data management approaches.
- Liaising with business units on their needs and identifying opportunities for improvement and efficiency gains through data analysis and reporting.
- Building high quality data reporting products.

Responsibilities of an **Accreditation Operations Senior Program Officer** include:

- Administering the Scheme: coordinating safety audits, reviewing audit reports and regular liaison with accredited companies.
- Providing responses to general queries received regarding the Scheme, audits, audit criteria, accreditation or reporting obligations.
- Supervision and mentoring of a small team of Project Officers
- Reviewing reportable injury or potential injury related incidents and Scheme enforced bi-annual reporting from accredited companies.
- Collecting, interpreting, analysing, and presenting data for the Federal Safety Commissioner, Government, accredited companies, the industry, and the public.
- Preparation of internal and external documents including Audit Reports, written correspondence, briefings, and assessments.
- Obtaining and maintaining an in-depth understanding of relevant legislative, policy and procedural frameworks
- Contributing to operational program and/or policy development, intelligence gathering and program design
- Assisting with developing and implementing procedures and processes'
- If required, assisting with the processing of applications for accreditation under the Scheme.
- If required, assisting with the scheduling and management of safety audits.
- If required, assisting with the processing of financial payments to service providers.

Responsibilities of an **Operational Policy and Compliance Senior Program Officer** include:

- Administering the Scheme: coordinating safety audits, reviewing audit reports and regular liaison with accredited companies.
- Providing responses to general queries received regarding the Scheme, audits, audit criteria, accreditation or reporting obligations.
- Supervise and support subordinate staff in undertaking their allocated caseload.
- Reviewing reportable injury or potential injury related incidents and Scheme enforced
- bi-annual reporting from accredited companies.
- Prepare a complex range of written materials including correspondence and internal briefings that support administration of the WHS Accreditation Scheme.

- Obtaining and maintaining an in-depth understanding of relevant legislative, policy and procedural frameworks.
- Contributing to operational program and/or policy development, intelligence gathering and program design.
- Assisting with developing and implementing procedures and processes.
- Oversee the implementation of administrative policies and procedures for incident management, including the OFSC Post Fatality Process.
- Assist in developing and implementing the FSO Management function, including engagement, onboarding, and performance matters.

Eligibility

Please note, under section 22(8) of the Public Service Act 1999, employees must be Australian citizens to be employed in the APS unless the Agency delegate has agreed, in writing.

This is a designated security assessed position. The successful candidate will have the ability to obtain and maintain a Baseline security clearance.

This selection process may be used to establish a merit pool. The pool might be accessed to fill ongoing and non-ongoing vacancies for similar roles in the Department over the next 18 months.

Notes

RecruitAbility applies to this vacancy. Under the RecruitAbility scheme you will be invited to participate in further assessment activity for the vacancy if you choose to apply under the scheme; declare you have a disability; and meet the minimum requirements for the job. For more information visit: https://www.apsc.gov.au/recruitability

About the Department of Employment and Workplace Relations (DEWR)

The Department of Employment and Workplace Relations enables access to quality skills, training and employment to support Australians find secure work in fair, productive and safe workplaces – supporting individuals and our nation to prosper. Secure jobs are vital for our nation to prosper—driving future economic growth and providing people with the certainty to achieve their life goals. In the midst of fast-paced, social, economic and global changes, we focus on equipping Australians who are starting, advancing or changing their career with the relevant skills, knowledge and experience to gain or regain employment to achieve their aspirations in life. We work actively to fill skill gaps fundamental to Australia's economic growth by to identify industries with skill shortages and emerging industries fundamental to the prosperity of individuals, businesses, and our nation. We support a world leading vocational education and training sector offering apprenticeships, cadetships, and traineeships to connect people to alternative pathways to employment while helping to address future skill demands such as engineering, nursing, technology and teaching—driving better outcomes through an agile skills sector in tune with market demands. This work leads to local, stable, and secure employment, strengthened by work health and safety, and a safety net and conditions that help to define workplace rights and responsibilities that both employers and employees can have confidence in. Together, we contribute to a safe, secure and responsive employment sector where workers are assured of continued employment and employers retain a productive, reliable and skilled workforce to achieve long term goals—sustaining the future prosperity of our nation.

To Apply

Position Contact	Pauline Thornton, (02) 6121 7727 or 0497 530 064
Agency Recruitment Site	https://dese.nga.net.au/?AudienceTypeCode=EXT-DEWR

- applicants found suitable may be offered similar employment opportunities by other Australian Public Service agencies

Employment and Workplace Relations

Vacancy VN-0740549

Fair Work Ombudsman

Closing Date:Friday 03 May 2024

Legal Group
Advice Branch

Job Title	Senior Lawyer - Legal Advice Team
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Canberra ACT, Melbourne VIC, Sydney NSW
Salary	$123,114 - $132,866
Classification	Executive Level 1
Position Number	24/028EA
Agency Website	http://www.fairwork.gov.au

Job Description

https://fwocareers.nga.net.au/cp/index.cfm?event=jobs.home&CurATC=EXT&CurBID=7A26A857%2D2489%2D43

We are seeking a Senior Lawyer for our Canberra, Melbourne or Sydney office locations.

Full-time and part-time hours are available. Operational needs will often require you to work part of the week in the office but flexibility requests will be considered on a case by case basis. Any offers will be based on candidate performance and operational requirements.

A merit list may also be formed through this recruitment process which may be used to fill upcoming vacancies that arise over the next 18 months.

About the OFWO

The Office of the Fair Work Ombudsman (OFWO) is an independent statutory office established by the Fair Work Act 2009 (Fair Work Act). Our functions outline the responsibilities we have as set by the Fair Work Act and other legislation to achieve our purpose:

- provide education, assistance, advice and guidance to employers, employees, outworkers, outworker entities and organisations
- promote and monitor compliance with workplace laws
- inquire into and investigate breaches of the Fair Work Act
- take appropriate enforcement action
- perform our statutory functions efficiently, effectively, economically and ethically.

About the team

The Legal Advice Team in the Advice Branch is a team of specialist lawyers working closely with internal and external stakeholders to provide strategic legal advice on complex workplace relations

issues, outside of the FWO's compliance and enforcement functions. We also provide or obtain legal advice on a wide range of other matters, including workplace relations educational materials, corporate and commercial matters, and public sector law issues such as privacy.

What our employees say about us

We are one of the most engaged and high performing agencies in Australia; consistently scoring above average on employee engagement and wellbeing when surveyed against other APS agencies.

What we offer you

We provide a diverse, inclusive and supportive work environment with access to:

- Great training and development opportunities
- Generous leave and flexible working arrangements
- Our Employee Assistance Program (EAP), a free counselling service for you and your family
- A competitive salary, plus 15.4% superannuation
- Rewards and recognition initiatives

We Value Diversity

OFWO has been accredited as a Breastfeeding Friendly Workplace since 2011. We are also members of the Australian Network on Disability and Pride in Diversity. We encourage and welcome applications from Aboriginal and Torres Strait Islander peoples, people with disability, LGBTQIA+ people, people from culturally and linguistically diverse backgrounds and mature age people. **Duties**

Typical duties

As a Senior Lawyer in the Legal Advice Team, you will have the opportunity to:

- demonstrate leadership and management skills including by supervising and assisting to develop lawyers within the team to enhance their capabilities and achieve effective outcomes
- in support of the FWO's statutory functions, including its education and advice functions:
    - o prepare and review high-quality, practical and strategic advice on complex workplac issues under limited supervision
    - o conduct high-quality reviews of web content, templates, guides and other workplace educational materials
- manage risks and provide or obtain high-quality and practical advice on other areas of law, such as commercial, corporate and public sector law, including freedom of information, privacy and procurement
- demonstrate sound legal research skills on a wide range of legal topics
- develop and maintain strong working relationships with a broad cross-section of colleagues and stakeholders
- drive projects and innovation initiatives.

What we are looking for

We are seeking an exceptional senior lawyer with strong legal, leadership and management skills who is adaptable, proactive and committed to achieving fairness in Australian workplaces.

You must have **at least 5 years of post-admission experience** working as a lawyer and be experienced in providing advice on complex workplace relations issues with limited supervision. Experience working in a regulatory context, advising on public sector law, and conducting corporate and commercial advice and transactional work is also highly desirable.

You must hold a degree in Law from an Australian university (or an overseas equivalent qualification) and have been admitted or be eligible to be admitted to the Supreme Court in your State or Territory and the High Court of Australia. You must also have or be able to obtain a practising certificate without a supervised legal practice condition.

You are able to produce work autonomously with a proven track-record of achieving results within short timeframes and under pressure. You must be skills in conducting legal research and legal drafting with a well-developed ability to identify and manage risk. You will also have excellent written and oral communication skills and be able to effectively convey your views on a matter, while building and maintain relationships with a broad cross-section of internal and external stakeholders. You will also be expected to use your leadership and management skills to develop more junior lawyers' capabilities and skills. **Eligibility**

- To be eligible for employment with the OFWO you must be an Australian citizen.
- The successful candidate must hold a current Australian Government Security Clearance (AGSVA) or be willing to undergo and obtain a Baseline security clearance.

A range of other conditions may be required depending on the role you are applying for. **Notes**

How to apply

If you are excited about this opportunity, please tell us in no more than 800 words:

- Why you want to apply for this role?
- How your skills, knowledge and experience address the requirements of this role.

All applications must be submitted via our online application system through the OFWO website.

If you have any questions about this recruitment exercise, please email recruitment@fwo.gov.au.

Please ensure you check your junk mail throughout the recruitment process, as sometimes our emails sent from our online system end up in junk mail folders.

Applications close 11:00pm (AEST) Friday 3 May 2024

More Information

- Working with us and tips on applying, visit https://www.fairwork.gov.au/about-us/careers
- Office of the OFWO purpose and functions, visit https://www.fairwork.gov.au/about-us/our-role-and-purpose
- Office locations, visit https://www.fairwork.gov.au/about-us/contact-us/offices

About the Fair Work Ombudsman

The Fair Work Ombudsman (FWO) is an independent government agency created by the Fair Work Act 2009. The FWO is responsible for promoting harmonious, productive, cooperative and compliant workplace relations in Australia. Please visit the

FWO website for further information. For a full list of our current office locations in each state, please visit: https://www.fairwork.gov.au/contact-us/offices The FWO provides a challenging and supportive work environment with access to great training and development opportunities and flexible working arrangements. To be eligible for employment with the FWO, you must be an Australian citizen.

To Apply

Position Contact	Recruitment Team, 00000000
Agency Recruitment Site	https://fwocareers.nga.net.au/cp/index.cfm?event=jobs.home&CurATC=E

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Employment and Workplace Relations

Vacancy VN-0740763

Fair Work Ombudsman

Closing Date:Tuesday 07 May 2024

Corporate Group

Job Title	Assistant Director – Digital Experience and Strategy
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Sydney NSW, Melbourne VIC, Perth WA, Brisbane QLD
Salary	$123,114 - $132,866
Classification	Executive Level 1
Position Number	24/031EA
Agency Website	http://www.fairwork.gov.au

Job Description

https://fwocareers.nga.net.au/cp/index.cfm?event=jobs.home&CurATC=EXT&CurBID=7A26A857%2D2489%2D43

We are seeking an Assistant Director – Digital Experience and Strategy across our Brisbane, Melbourne, Perth or Sydney office locations. Full-time and part-time hours are available. Offers will be based on candidate performance and operational requirements.

About the OFWO

The Office of the Fair Work Ombudsman (OFWO) is an independent statutory office established by the Fair Work Act 2009 (Fair Work Act). Our functions outline the responsibilities we have as set by the Fair Work Act and other legislation to achieve our purpose:

- provide education, assistance, advice and guidance to employers, employees, outworkers, outworker entities and organisations
- promote and monitor compliance with workplace laws
- inquire into and investigate breaches of the Fair Work Act
- take appropriate enforcement action
- perform our statutory functions efficiently, effectively, economically and ethically.

What our employees say about us

We are one of the most engaged and high performing agencies in Australia; consistently scoring above average on employee engagement and wellbeing when surveyed against other APS agencies.

What we offer you

We provide a diverse, inclusive and supportive work environment with access to:

- Great training and development opportunities
- Generous leave and flexible working arrangements
- Our Employee Assistance Program (EAP), a free counselling service for you and your family
- A competitive salary, plus 15.4% superannuation
- Rewards and recognition initiatives.

We Value Diversity

OFWO has been accredited as a Breastfeeding Friendly Workplace since 2011. We are also members of the Australian Network on Disability and Pride in Diversity. We encourage and welcome applications from Aboriginal and Torres Strait Islander peoples, people with disability, LGBTQIA+ people, people from culturally and linguistically diverse backgrounds and mature age people.

About the Team

The Digital Experience and Strategy team is part of the Fair Work Ombudsman’s Corporate Group.
The Digital Experience and Strategy team centrally manage and maintain the agency’s digital advice and education channels, including www.fairwork.gov.au, horticulture.fairwork.gov.au, smallbusiness.fairwork.gov.au and the agency’s virtual assistant, to ensure they are accessible, reliable and credible sources of information for our online customers.

We work in partnership with business units across the organisation to deliver exceptional digital experiences for our customers and stakeholders, informed by evidence, expertise and best practice.

About the role

The Assistant Director – Digital Experience and Strategy role is a critical contributor to the success of the agency’s digital services. The successful candidate will lead a creative, dynamic and enthusiastic team who manage a range of critical functions for the agency’s digital services,

including content strategy and development, user experience design, reporting and analysis.

The successful applicant will also collaborate with stakeholders across the organisation to deliver digital solutions that provide a seamless customer experience. **Duties**

Typical Duties

Key responsibilities of the role include:

- Leading a dynamic and multidisciplinary team, including mentoring and coaching staff, to:
  - manage the delivery and ongoing refinement of a range of workplace relations information and content across various digital channels and services
  - identify opportunities to improve the agency's digital content offerings
  - make recommendations and decisions about enhancing the digital experience of the agency's digital offerings
  - deliver outcomes against agency objectives and priorities.
- Engaging and collaborating with stakeholders across and outside the agency to identify opportunities, achieve outcomes and facilitate co-operation and long-term relationships.
- Applying and championing best practice content design and user experience approaches and techniques.
- Demonstrating a commitment to continuous improvement.

Selection Criteria

- Strong leadership skills, with a people-first mindset and experience developing and mentoring staff.
- Excellent stakeholder engagement skills with the ability to build strong working relationships within the agency across multiple locations.
- Demonstrated experience developing, designing and evaluating digital content.
- Excellent verbal and written communication skills, including the ability to communicate with influence across a range of audiences.
- Strong organisational skills and proven ability to deliver competing priorities and projects in tight timeframes.

Eligibility

- To be eligible for employment with the OFWO you must be an Australian citizen.
- The successful candidate must hold a current Australian Government Security Clearance (AGSVA) or be willing to undergo and obtain a Baseline security clearance.

A range of other conditions may be required depending on the role you are applying for. **Notes**

How to Apply

If you are excited about the opportunity, please tell us in no more than **500 words:**

- Why are you applying for this role?
- How do your skills and experience address the requirements of this role (with consideration of the selection criteria)?

All applications must be submitted via our online application system through the OFWO website.

If you have any questions about this recruitment exercise, please email recruitment@fwo.gov.au.

Please ensure you check your junk mail throughout the recruitment process, as sometimes our emails sent from our online system end up in junk mail folders.

Applications close 11:00pm (AEST) on Tuesday 7 May 2024.

More Information

- Working with us and tips on applying, visit https://www.fairwork.gov.au/about-us/careers
- Office of the OFWO purpose and functions, visit https://www.fairwork.gov.au/about-us/our-role-and-purpose
- Office locations, visit https://www.fairwork.gov.au/about-us/contact-us/offices

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To Apply

Position Contact	Recruitment Team, 00000000
Agency Recruitment Site	https://fwocareers.nga.net.au/cp/index.cfm?event=jobs.home&CurATC=E

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Communications and the Arts

Vacancy VN-0740620

Australian Communications and Media Authority

Closing Date:Monday 06 May 2024

Communications Infrastructure
Spectrum Allocations Economics Advisory

Job Title	Economist
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Belconnen ACT, Melbourne VIC
Salary	$82,739 - $102,958
Classification	APS Level 5;APS Level 6
Position Number	1870-2024-1
Agency Website	http://www.acma.gov.au

Job Description

https://www.acma.gov.au/careers

Spectrum is a critical enabler of our everyday lives—mobile phones, wi-fi modems, Defence satellite systems, CB radios in trucks and new wireless technologies all rely on access to spectrum.
As a member of the Economics Advisory Section, you will help to ensure that economic, quantitative, market and regulatory considerations are factored into the ACMA's decisions, including to deliver the ACMA's high-value spectrum allocations and have opportunities to administer and reform our spectrum pricing arrangements.
You'll work with an experienced economics and policy team, collaborate with economic, policy, technical and legal experts and liaise and engage with various government departments and spectrum users.
You will undertake research and complex analysis, prepare high-quality research, quantitative analysis and written work (briefings, reports, consultation, and board-level decision papers), and be involved in bringing an economic lens to resource allocation and regulatory matters.

Duties

We are seeking a candidate who will work professionally and to a high standard under pressure. They will enjoy working with internal and external stakeholders from diverse professional backgrounds to build positive working relationships.
To succeed in this role, you will have strong communication skills, and be able to convey complex ideas to a wide range of audiences. You will be able to write clearly and confidently, and with sophistication.
The role will be offered at the APS 5/6 classification, commensurate with the successful candidate's skills and experience.

Eligibility

To be eligible for employment with the ACMA, applicants must be an Australian citizen.

Notes

Suitable candidates may be placed in a merit pool from this selection process and the pool may be used to fill similar ongoing or non-ongoing roles. Non-ongoing vacancies filled from a merit pool may be offered as a specified term. Applicants may have their application and assessment results shared with other Australian Public Service (APS) agencies looking to fill similar roles.

RecruitAbility applies to this vacancy. Under the RecruitAbility scheme you will be invited to participate in further assessment activity for the vacancy if you choose to apply under the scheme; declare you have a disability; and meet the minimum requirements for the job. For more information visit: https://www.apsc.gov.au/recruitability

About the Australian Communications and Media Authority

ACMA is Australia's regulator for broadcasting, some online content, radiocommunications and telecommunications. We work with industry and government, locally and internationally, so that Australians can enjoy the best and most innovative media and

communications services in a fair, responsible, safe and productive way. The ACMA provides a supportive and respectful work environment that values the diversity of our employees. Our three main offices are in Canberra, Melbourne and Sydney. Visit acma.gov.au for more information on joining our team.

To Apply

Position Contact	Nicholas Chu, 03 9963 6730
Agency Recruitment Site	https://www.acma.gov.au/careers

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Communications and the Arts

Vacancy VN-0740629

Australian Communications and Media Authority

Closing Date:Wednesday 08 May 2024

National Self-Exclusion Register
Gambling & Mis/Disinformation Content

Job Title	Contract Manager
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Pyrmont NSW, Belconnen ACT, Melbourne VIC
Salary	$91,193 - $124,958
Classification	APS Level 6;Executive Level 1
Position Number	2519-2024-2
Agency Website	http://www.acma.gov.au

Job Description

https://www.acma.gov.au/careers

We are seeking an experienced and motivated contract manager to support our team to manage the contract for BetStop - the National Self-Exclusion Register and achieve real outcomes for Australians. This important new consumer safeguard allows Australians to self-exclude from all licensed interactive wagering services in a single process. We launched on 21 August 2023 and have supported more than 20,000 Australians register for the service and make changes to their gambling behaviours. This role is being advertised as either an APS6 or Executive Level 1 opportunity, subject to the skills and experience of the successful

candidate. We are looking for candidates with a sound understanding of the Australian Government's resource management framework and contract management best practice and apply these to oversee management of the contract. You will have excellent oral and written communications skills and be able to work effectively with internal and external stakeholders.

Duties

The role of Contract Manager is pivotal to the ongoing delivery of this important safeguard that tens of thousands of Australian rely on. As Contract Manager, you will lead the management of the contract with the register operator to ensure it is providing a high-quality consumer-facing service, in line with its contractual and legal obligations.

In this role, you will promote an environment of high performance and cultivate positive working relationships with internal and external stakeholders to deliver high quality outcomes. You will use your contract management experience to proactively manage contract issues in line with contract management best practice and provide strategic advice to senior management in relation to the contract.

You will also collaborate strongly with other team members to provide this important safeguard for Australians in accordance with the ACMA's Corporate Plan.

Eligibility

To be eligible for employment with ACMA, applicants must be an Australian citizen.

Successful candidates must be able to obtain and maintain a Baseline level security clearance or hold a current security clearance of an appropriate level. Australian Government Security Vetting Agency (AGSVA).

Notes

Suitable candidates will be placed in a merit pool from this selection process and may be used to fill similar ongoing roles in other areas of ACMA. Non-ongoing opportunities may be offered as a specified term.

RecruitAbility applies to this vacancy. Under the RecruitAbility scheme you will be invited to participate in further assessment activity for the vacancy if you choose to apply under the scheme; declare you have a disability; and meet the minimum requirements for the job. For more information visit: https://www.apsc.gov.au/recruitability

About the Australian Communications and Media Authority

ACMA is Australia's regulator for broadcasting, some online content, radiocommunications and telecommunications. We work with industry and government, locally and internationally, so that Australians can enjoy the best and most innovative media and communications services in a fair, responsible, safe and productive way. The ACMA provides a supportive and respectful work environment that values the diversity of our employees. Our three main offices are in Canberra, Melbourne and Sydney. Visit acma.gov.au for more information on joining our team.

To Apply

Position Contact	Ed Walton, 03 9963 6767
Agency Recruitment Site	https://www.acma.gov.au/careers

This notice is part of the electronic Public Service Gazette PS17 Weekly Gazette Thursday (Vacancy Notices) - 25 April 2024.pdf
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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

Communications and the Arts

Vacancy VN-0740660

Australian Communications and Media Authority

Closing Date:Monday 06 May 2024

Corporate and Research
Research, Data, Regulation and Governance Performance, Governance, Audit and Risk

Job Title	Assistant Manager - Governance
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Pyrmont NSW, Melbourne VIC, Belconnen ACT
Salary	$110,807 - $124,958
Classification	Executive Level 1
Position Number	260-2024-1
Agency Website	http://www.acma.gov.au

Job Description

https://www.acma.gov.au/careers

We are seeking an experienced governance professional to help manage the work of the Performance, Governance, Audit and Risk section. As an Assistant Manager you will play a vital role providing guidance and supervision to staff, managing stakeholder relations and helping to develop governance deliverables. We are looking for someone with highly developed interpersonal skills who can form strong working relationships with a broad range of stakeholders at all levels of the Agency.

Duties

The Performance, Governance, Audit and Risk section is responsible for ensuring the ACMA's ongoing compliance with its governance requirements under the PGPA Act and other legislation.

You will be responsible for leading and delivering:

- The ACMA's corporate plan, preparation of the non-financial performance information in the Portfolio Budget Statements, the ACMA's annual report and annual performance statement
- Internal performance reporting and the timely coordination of corporate and other processes for the division including business planning, and reporting
- High-quality evidence-based impact analysis through the requirements and processes for developing Impact Analysis statements.

Eligibility

To be eligible for employment with ACMA, applicants must be an Australian citizen.

Successful candidates must be able to obtain and maintain a Baseline level security clearance or hold a current security clearance of an appropriate level. Australian Government Security Vetting Agency (AGSVA).

Notes

Suitable candidates will be placed in a merit pool from this selection process and may be used to fill similar ongoing roles in other areas of ACMA. Non-ongoing opportunities may be offered as a specified term.

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To Apply

Position Contact	Sandra Hannan, 02 6219 5311
Agency Recruitment Site	https://www.acma.gov.au/careers

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