



Commonwealth of Australia
APSJobs - Vacancies Daily
PS18 Daily Gazette Monday - 05 May 2025.pdf

Australian Government

Published by Commonwealth of Australia

APSJobs - Vacancies Daily

This electronic document contains notifications of Vacancies now being advertised daily. These notices will also be published in the electronic Public Service Gazette PS18 Weekly Gazette Thursday - 08 May 2025.pdf.

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

These Vacancies Daily will also appear in the Gazette PS18 Weekly Gazette Thursday - 08 May 2025.pdf.

Gazette Lodgement Inquiries

Phone: (02) 6202 3559

Email: contact@apsjobs.gov.au

IMPORTANT INFORMATION

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Vacancies

Vacancy VN-0758036

Australian Sports Commission

Closing Date: Sunday 18 May 2025

Transition Services
Technology

Job Title	Change & Release Manager
Job Type	Full-Time, Ongoing
Location	Canberra ACT, Melbourne VIC
Salary	\$120,162 - \$141,789
Future Merit Locations	Canberra, Melbourne
Office Arrangement	Flexible
Office Arrangement Details	Flexible
Classification	Executive Level 1
Position Number	2470
Agency Website	https://www.sportaus.gov.au/

Job Description

<https://ausport.nga.net.au/?jati=1FFE1EBF-6B11-B618-3516-E3D4919B14DA>

Duties

Applications close at **11:30 pm AEST 18 May 2025** (late applications will not be accepted).

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

Are you up for the challenge?

About the team – The Transition Services Teams provide a central point of coordination, control and governance for all ICT transition activities across an ITSM model and framework that supports ASC End Users and Technology Group to collaborate closely across all Service Towers.

They provide effective governance, control and management of change, release and deployment, knowledge and configurations

that are essential for a well-functioning IT ecosystem that enables effective use, sustainability, and scalability across the organisation.

About the role – The Change & Release Manager (ASC 6) is responsible, under broad direction, responsible for managing the transition of new technology projects and/or enhancements and/or fixes (changes) of existing services or service elements into service operation.

You will be responsible for managing both project related and operational ICT changes that will affect or has the potential to affect live services or service offerings and will have full responsibility of ensuring effective governance, control, assessment and mitigation of risk to the security, availability, performance and impact on the business and more importantly maintaining our services to internal and external stakeholders.

You will also be responsible for governing and controlling to processes related to Release and Deployment to ensure critical stage gate approvals and reviews are completed prior to review and assessment under a designed and documented Change, Release & Deployment framework.

About you – In consultation with the Director of Transition Services, within a small, hands-on, multidisciplinary team, drive and implement the organisational strategic agenda to achieve section and business outcomes. This includes:

- Lead, own and manage the Change Management process, including developing change processes and procedures as required.
- Develop implementation plans for complex requests for change, including leading assessment, risk evaluation, analysis, development, documentation, communication and implementation of changes based on requests for change.
- Lead the assessment, analysis, planning and design of release and deployment packages, including assessment of risk.
- Liaise with business and technology teams on release and deployment scheduling and communication of progress.
- Conduct post-change/release reviews to ensure release, deployment and change processes and procedures are applied and that changes can be rolled back as needed.
- Identify, evaluate and manage the adoption of appropriate change, release and deployment tools, techniques and processes (including automation).
- Develop and apply change control procedures to ensure governance is adhered to throughout the lifecycle of changes.

The successful candidate will have:

- Tertiary qualifications in ICT and/or demonstrated proven experience with coordination and facilitation of Technology Change, Release & Deployment Management processes and procedures.
- Understanding the Solution Delivery Lifecycle and relationship to Change Management and Release & Deployment Management.
- Strong knowledge and understanding of the ITIL best practice framework, with ITIL Certification considered advantageous.
- Knowledge and understanding of Project Management methodologies, including Agile project delivery.
- Excellent written and oral communication skills, with the ability to translate technical information to understanding of a layperson.
- Ability to work accurately under pressure.
- Strong stakeholder management skills and an ability to influence and persuade others to work toward a common vision or goal.

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

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

- The ASC is committed to protecting children from harm. We require all applicants that will work with children to undergo screening processes prior to appointment.
- Should a merit pool be established for this position, it may be used to fill ongoing or fixed term opportunities as they arise within 18 months from the date advertised.
- The ASC operates under the [Australian Sports Commission Act 1989](#) and is separate to the Public Service Act 1999. The ASC accepts most leave liability and recognition of prior service if you are currently employed at a Commonwealth agency.
- If you are experiencing issues or have any questions with the e-recruitment system, please contact the People & Culture Hub via email people@ausport.gov.au 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	Sarah Groube Director, Transition Services, 02 6214 1029
Agency Recruitment Site	https://ausport.nga.net.au/?jati=1FFE1EBF-6B11-B618-3516-E3D4919B14DA

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

Vacancy VN-0757850

Australian Submarine Agency

Closing Date: Monday 26 May 2025

Australian Submarine Agency
Chief Operating Officer (B2)

Job Title	Executive Assistant
Job Type	Full-Time, Ongoing
Location	Adelaide SA, Canberra ACT, Fishermans Bend VIC, Rockingham WA
Salary	\$79,176 - \$86,438
Future Merit Locations	Adelaide, Canberra, Fishermans Bend, Rockingham
Office Arrangement	On Site
Office Arrangement Details	ASA is committed to assisting its employees with flexible office arrangements. Flexible Office Arrangements are available for certain roles within ASA
Classification	APS Level 4
Position Number	ASA/03702/25
Agency Website	https://www.defence.gov.au/about/taskforces/aukus

Job Description <https://defencecareers.nga.net.au/?jati=79ACCDAC-9BD8-3687-6A4D-E3C391DB7331>

Duties

The Role

The acquisition of conventionally-armed, nuclear-powered submarines is an historic and transformative endeavour for Australia.

The whole-of-nation effort to safely and securely deliver the cutting edge nuclear-powered submarine program will transform Australia's economic and national security landscape for decades to come.

- The ASA 4 Executive Assistant (EA) is accountable under limited direction to perform and achieve moderately complex administrative support work within an integrated workforce to support two Senior Executive Service Officers within the Technical Division.
- They are accountable to have a good understanding of and compliance to relevant legislative frameworks, government decision-making and the Australian Submarine Agency's mission and policy requirements.
- The ASA 4 EA will be required to organise their workflow, making decisions relating to their area of responsibility and seeking guidance when required.
- They may exercise some discretion with respect to how legislation, procedures and guidelines are interpreted and applied to their work.
- They will provide administrative support that is informed and directed by their knowledge of the administration function.
- They may undertake some research and analysis activities.
- The ASA 4 EA will be required to share information, monitor work practices, set work priorities and develop local procedures.
- They may be required to provide coaching and on-the-job training for newer and less experienced team members.
- You will be accountable for timely and professional communication with a range of stakeholders, including providing advice on moderately complex operational and administrative issues to achieve outcomes for their work unit and the Australian Submarine Agency.
- They will be accountable to contribute towards ongoing self-improvement and professional development.

About our Team

Our people are capable, committed and diverse. We support an inclusive culture that emphasises respect and collaboration and prioritises safety and security. Our greatest asset is our people. Within the Administration, function of an APS 4 Executive Assistant is accountable under limited direction to perform and moderately complex administrative support work within an integrated workforce.

They are accountable to have a good understanding of and compliance to relevant legislative frameworks, government decision-making and the Australian Submarines' mission and policy requirements.

We offer flexible working arrangements and a range of formal and informal professional development opportunities.

Our Ideal Candidate

We are a dynamic organisation seeking employees who are agile, innovative and energised by high-paced work. We are seeking highly motivated and collaborative minded people who will have the opportunity to contribute to a once in a lifetime program.

Our ideal candidates will bring the following attributes and skills to the role:

- Our ideal candidate has the ability to manage competing priorities, work under pressure and meet deadline with little guidance.
- A positive attitude and willingness to learn and grow in the role are essential, as is the ability to work in a fast-paced and dynamic environment with a strong focus on customer service.

- Attention to detail is crucial, as the role involves maintaining accuracy and confidentiality in all tasks.
- Flexibility and adaptability are also essential, as the role may require the ability to work on a range of tasks and adjust to changing work demands and deadlines.

Overall, the ideal candidate should be a motivated and proactive individual with a strong work ethic, excellent communication skills, and a commitment to delivering high-quality administrative support.

ASA is seeking applicants to fill current and anticipated vacancies and to create a merit pool for future vacancies. Throughout the year ASA, may contact you to reconfirm your interest in roles and update you with relevant information. We request that you keep your contact details up to date and to advise us if your circumstances change, and you no longer wish to remain on the merit pool. **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 Australian Submarine Agency

The Australian Submarine Agency was established on 1 July 2023 and is responsible and accountable for the management and oversight of Australia’s nuclear-powered submarine program. Australia’s acquisition of conventionally-armed, nuclear-powered submarines through the AUKUS partnership will be critical to ensuring our Defence Force has the capabilities needed to keep Australians safe. The Australian Submarine Agency operates under the Defence portfolio and maintains strong linkages with the Department of Defence. Our workforce comprises a mixture of Australian Public Servants, Australian Defence Force members and contractors. At the Australian Submarine Agency, you will enjoy experiences and opportunities that, as an APS employee, you simply would not get in any other organisation. You are able to undertake interesting, challenging and unique work. This ranges from intelligence and strategic policy right through to human resources, communications, infrastructure and engineering, and information technology. As part of the Australian Submarine Agency you will be working at the cutting edge of capability delivery, supported by professionalisation pathways so you can continue to develop, along with unique and varied career opportunities. Our people are capable, committed and diverse. We support an inclusive culture that emphasises respect and collaboration and prioritises safety and security. Our greatest asset is our people. We offer flexible working arrangements and a range of formal and informal professional development opportunities.

To Apply

Position Contact	ASA Recruitment, asa.recruitment@defence.gov.au
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=79ACCDAC-9BD8-3687-6A4D-E3C391DB7331

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

Vacancy VN-0758054

Defence Housing Australia

Closing Date:Sunday 18 May 2025

Service Delivery
Service Operations Regional Operations

Job Title	Assistant Regional Operations Manager
Job Type	Full-Time, Ongoing
Location	North Fremantle WA
Salary	\$101,295 - \$116,452
Future Merit Locations	North Fremantle
Office Arrangement	On Site;Flexible;Hybrid
Office Arrangement Details	Flexible working arrangements can be negotiated
Classification	APS Level 6
Position Number	493622
Agency Website	https://www.dha.gov.au/

Job Description

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

DHA is seeking an experienced property manager to lead a team of highly skilled Property Managers to deliver high quality service outcomes to all stakeholders

About us
DHA was established in 1988 following passage of the Defence Housing Australia Act 1987 (DHA Act) to provide adequate and suitable housing for, and housing related services to, members of the Australian Defence Force (ADF) and their families. We remain committed to our purpose of providing housing, and housing related services, to ADF members and their families to support Defence’s operational needs.

DHA manages an expanding portfolio of housing solutions and provides housing for over 17,200 ADF members and their families and administers rent allowance for more than 16,000 ADF members and their families in private rental accommodation. DHA provides housing related services advising on eligibility, providing posting support, and managing bookings and allocation

services for all DHA provisioned housing and on-base accommodation to approximately 60,000 ADF members.

To find out more about DHA, please refer to our [DHA.gov.au](https://dha.gov.au) or read our latest [Annual Report](#).

Duties

About your team

The Service Delivery Group is responsible for meeting DHA's delivery objectives in the provision of quality housing services including provision, stock management, housing allocation, living-in accommodation and repairs, maintenance and tenancy services.

Service Operations maintain the regional offices which serve as the ADF member's first point-of-contact for all housing services including allocations, rent allowance and home maintenance. In addition to managing the incoming member's tenancy, regional office staff members are a valued source of local knowledge on community services and housing market conditions.

About the role

You will lead, motivate and provide clear direction, as well as manage the daily program of work of your team, focusing on staff performance and ensuring the resources are used effectively and efficiently to achieve business outcomes. You will ensure adherence to business procedures and processes, manage the workflow, resolve complex issues and manage the region's portfolio of service residences.

Required Skills:

- In-depth property experience within the residential property industry and a proven ability to deliver business outcomes.
- Exceptional communication and negotiation skills, with the ability to build and maintain positive working relationships with both internal and external staff and stakeholders.
- Proven experience in leading and managing a team in the provision of high-quality customer service to meet organisation/team objectives, including previous experience in developing work plans, team goals and monitoring team performance
- High level organisational, analytical, problem solving and decision-making skills, together with sound judgement and high attention to detail.
- Strong budget management experience, including managing asset-based decisions in the context of commercial outcomes.
- Demonstrated ability to be innovative, show initiative and provide sound business solutions to identified issues

Eligibility

Employment with DHA is conditional on successful applicants demonstrating that they are an Australian citizen, meeting the required medical standards, and obtaining and maintaining a security clearance at the required level.

Notes

Benefits for working at DHA include:

- 15.4% superannuation
- Generous leave entitlements, including 18 days personal leave and 20 days annual leave per year
- Work-life balance and flexible working options
- A positive workplace culture where you can bring your whole self to work
- Opportunities to broaden your industry knowledge and experience
- Career progression and opportunities
- ADF partner employment conditions when posting to a new location

For information on DHA's Employee Value Proposition, visit our [website](#) .

How to apply

Apply now via our [online careers site](#) with your current resume and a 500-word one page pitch, addressing the requirements of the role. We recommend you read the Australian Public Service

Commission's Cracking the Code guidance on how to write your response. Additionally, you should consider the expected behaviours described in the Australian Public Service Commission's Integrated Leadership System at this role's level.

For further information on the position, please refer to the **Candidate Information Pack** through the [online careers site](#).

Applications close: 11:55pm AEST Sunday, 18 May 2025. Any questions? Please contact Natalya Palassis, Regional Operations Manager T: (08) 9210 3411 E: Natalya.Palassis@dha.gov.au

Order of Merit

A merit pool will be established from this process which will be valid for 18 months from the date of advertising. This merit pool may be used throughout this period to fill similar positions in the event positions become vacant.

Inclusion and Diversity

DHA is committed to building an inclusive and 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+, ex-defence members, mature aged employees and carers.

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

About the Defence Housing Australia

At Defence Housing Australia, we provide quality housing and related services to Defence members and families. In doing this, we support the operational, recruitment and retention goals of the Department of Defence. To meet our Defence housing obligations, we are active in Australian residential housing markets, acquiring and developing land, and constructing and purchasing houses. Our staff are located in 19 offices in regional centres and nearby Defence outposts throughout Australia.

To Apply

Position Contact	Natalya Palassis, 0892103411
Agency Recruitment Site	https://careers.dha.gov.au/

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Vacancy VN-0758050

Department of Finance

Closing Date: Monday 19 May 2025

Job Title	Director, GovTEAMS
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	\$154,910 - \$182,377
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	On Site
Office Arrangement Details	Canberra based
Classification	Executive Level 2
Position Number	2025/067
Agency Website	www.finance.gov.au

Job Description

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

ABOUT THE BRANCH

The Government Services Branch (GSB) delivers innovative whole-of-government services to Commonwealth agencies, including developing and supporting the secure telecommunications and digital collaboration needs of the Australian Government.

The branch is responsible for providing and managing:

- GovLINK: a secure inter-agency communication service that encrypts all nominated traffic, classified up to the PROTECTED level, between agency internet gateways.
- GovTEAMS: a comprehensive collaboration service that allows the Australian Public Service to collaborate and connect with anyone in a secure environment, using Microsoft Office 365.
- Parliamentary Document Management System (PDMS): a transformational workflow system designed to streamline parliamentary records management across government.
- Strategic Operations: a central team supporting all GSB services with program management, resource management and recruitment, and standardising and sharing common functions such as architecture, communications, procurement, user research, and user experience.

GovTEAMS is the Whole-of-Government collaboration service where APS staff can connect, share, and collaborate with people across the APS and invite externals who are working with the APS. It includes the standard Microsoft applications and is used for work that involves people that are external to Finance, such as:

- Communities of Practice
- Multi-agency task forces
- Collaboration with state and local government
- Projects or procurements involving external stakeholders and Industry Partners

Duties

THE OPPORTUNITY

As the Director of the GovTEAMS you will lead an Agile Delivery Team overseeing the technical management, continuous enhancement, maintenance and support of the GovTEAMS services. You will also lead customer engagement activities and be responsible for financial/budget management. You will actively participate in and support Branch priorities, within the GovTEAMS team and across the Branch more widely.

You will be required to perform the following duties:

- Lead the development and implementation of strategic initiatives to enhance GovTEAMS' digital collaboration services.
- Oversee the management and optimisation of the GovTEAMS services, ensuring it meets the needs of the Australian Public Service.
- Drive the adoption and integration of new technologies and best practices to improve user experience and operational efficiency.
- Manage a team of professionals, providing guidance and mentorship.
- Ensure compliance with government standards, policies and regulations, maintaining the security and integrity of GovTEAMS' services.
- Develop and monitor budgets, ensuring efficient allocation of resources and cost-effective operations.

DETAILED VACANCY INFORMATION

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

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

Notes

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

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

About the Department of Finance

As a central agency of the Australian Government, the Department of Finance (Finance) plays an important role in assisting government across a wide range of policy areas to ensure its outcomes are met. Finance supports the government's ongoing priorities through the Budget process and fosters leading practice through the public sector resource management, governance and

accountability frameworks. Finance plays a leading role in advising the government on many of its strategic priorities. We do this through our professional and considered approach to providing advice, developing policy, delivering services and engaging with our clients and stakeholders. Finance's key areas of focus are: - Budget - Business Enabling Services - Commercial - Governance and Resource Management

To Apply

Position Contact	Natalie Roberts, 6215 3565
Agency Recruitment Site	https://financejobs.nga.net.au/cp/

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Vacancy VN-0758051

Department of Finance

Closing Date: Monday 19 May 2025

Job Title	Director Operational Capability
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Canberra ACT, Melbourne VIC, Sydney NSW, Brisbane QLD
Salary	\$154,910 - \$182,377
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible
Office Arrangement Details	Flexible
Classification	Executive Level 2
Position Number	2025/071
Agency Website	www.finance.gov.au

Job Description

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

ABOUT THE BRANCH

The COMCAR and Programs Branch is responsible for delivering high quality, secure and confidential car-with-driver, and other ground transport services to high profile clients, such as the Governor-General and Prime Minister (both current and former), parliamentarians, members of the Federal Judiciary and other high office holders. Additionally, the Branch provides secretariat support to the Australian Political Exchange Council and administers two grant programs. COMCAR has a national presence, with a fleet of vehicles and drivers located in each state and territory. It 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 (Association of Southeast Asian Nations) Special Summit, Group of Twenty meetings (G20), the Commonwealth Heads of Government Meeting (CHOGM) and other Ministerial forums hosted in Australia.

Duties

THE OPPORTUNITY

As a member of the COMCAR Executive, you will be actively involved in maintaining our operational capability including management of our facilities, contracts, and operations in a 24-hours a day, seven days per week environment which delivers high level, customer focussed car-with-driver service to our clients.

The Director Operational Capability, is required to:

- lead the delivery of facility, procurement, and projects, for COMCAR and programs including develop policy, plans, and reports for COMCAR contract and project programs of work
- communicate with influence with executive and stakeholders to deliver workforce and operational solutions
- engage with change and identify and exploit emerging technical and business opportunities to deliver business now and in the future
- deliver people services for the branch including, recruitment, onboarding, workforce talent and capability frameworks, payroll, and work health and safety
- with the Director Service Delivery, support the day-to-day management of the driving workforce to provide best practice and deliver national consistency

DETAILED VACANCY INFORMATION

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

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

Notes

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

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

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

About the Department of Finance

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

To Apply

Position Contact	Alex McKellar, +61262151609
Agency Recruitment Site	https://financejobs.nga.net.au/cp/

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Vacancy VN-0757979

Job Title	Personnel Security and Facilities Support Officer
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Darwin NT, Adelaide SA, Brisbane QLD, Cairns QLD, Canberra ACT, Hobart TAS, Melbourne VIC, Perth WA, Sydney NSW, Townsville QLD
Salary	\$75,119 - \$83,101
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible
Office Arrangement Details	Flexible work arrangements including work from home arrangements will be considered on a case-by case-basis.
Classification	APS Level 4
Position Number	25_30
Agency Website	

Job Description

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

Are you a proactive and detailed-oriented with a passion for maintaining secure and efficient work environments?

The Office of the Director of Public Prosecutions (Cth) (CDPP) is seeking a Personnel Security and Facilities Support Officer to join our dedicated team in delivering high-quality prosecution services to the Australian community. The Protective Security team plays a pivotal role in supporting the CDPP's operations and strategic objectives, ensuring the safety and functionality of our facilities and personnel security.

Duties

In addition to meeting the Integrated Leadership System profile of the APS Level 4, primary outcomes and accountabilities of the role will include:

- Deliver security vetting functions including liaising with the Australian Government Security Vetting Agency (AGSVA), pre-employment screening activities and registering new candidates using internal databases;
- Liaise with external stakeholders (security & facility) as required to coordinate routine maintenance inspections;
- Monitor local security alarm activity and escort visiting contractors;
- Process Security and Facility invoices as required;
- Manage the Personnel Security email inbox and provide support for the Facilities team inbox;
- Provide assistance where required for local records management i.e. archiving/disposal/retrieval of files;
- Assist with administrative functions as directed by the Manager of Property and Security;
- Generalised duties of a Security nature to assist the Agency Security Advisor (ASA); and

- Assist with coordinating a response to any out-of-hours alarms for the local office.

Eligibility

- To be eligible for employment with the CDPP, applications must be **Australian citizens**;
- The ability to obtain and maintain **Baseline AGSVA security clearance** upon commencement with an ability to obtain **NV2 AGSVA security clearance** in future is desirable;
- Australian **Drivers licence**; and
- Relevant experience or qualifications in security management or facilities management (**Desirable**).

Notes

No matter where you work with us, you'll have access to:

- unique and challenging work;
- professional development opportunities;
- generous leave entitlements with additional paid time off during the Christmas close-down period;
- clear and transparent salary progression, and scheduled salary increases;
- 15.4% superannuation;
- flexible working arrangements that promote work-life balance;
- a \$295 annual wellbeing allowance; and
- free and confidential 24/7 counselling through our Employee Assistance Program (EAP), available for staff and their family members.

Please refer to the [Candidate Information Pack](#) for more 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 Director of Public Prosecutions

To Apply

Position Contact	Ashley Bourne, 02 6206 5604
Agency Recruitment Site	https://cdppcareers.nga.net.au/cp/

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Vacancy VN-0758044

Director of Public Prosecutions

Closing Date: Sunday 25 May 2025

Enabling Services Group

Job Title	Senior Human Resources (HR) Advisor (multiple)
Job Type	Full-Time, Ongoing; Non-Ongoing
Location	Canberra ACT, Adelaide SA, Brisbane QLD, Cairns QLD, Darwin NT, Hobart TAS, Melbourne VIC, Perth WA, Sydney NSW, Townsville QLD
Salary	\$94,563 - \$105,910
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible
Office Arrangement Details	Flexible work arrangements including work from home arrangements will be considered on a case-by case-basis.
Classification	APS Level 6
Position Number	25_29
Agency Website	

Job Description

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

Are you an experienced HR Professional seeking to make a meaningful impact within APS?

We are looking for professionals who can bring their expertise, initiative, and collaborative mindset to one or more of the following areas:

- **Case Management** – including workplace performance, conduct, and work health and safety (WHS) matters. You'll manage sensitive and complex cases with confidence, providing tailored advice and support to managers and staff, while ensuring compliance with policy and legislation.
- **Capability and Learning & Development** – drive the design, delivery and evaluation of development initiatives that build organisational capability. You'll partner with stakeholders to deliver impactful learning strategies, programs and frameworks aligned with business needs.
- **HR Generalist** – provide broad human resource support across the employment lifecycle, including workforce planning, recruitment, policy advice and performance management. You'll play a key role in enabling effective people practices and supporting strategic workforce priorities.

As a Senior HR Advisor, you'll be part of a supportive and high-performing team, where your contributions directly influence workplace culture, employee engagement, and organisational outcomes. **Duties**

Case Management

1. Manage a broad range of HR casework – including complex employee relations issues, grievances, and sensitive complaints – with professionalism and discretion, achieving timely and appropriate resolutions in line with organisational policies and procedures.
2. Develop case management strategies that support early intervention and constructive sustainable outcomes.
3. Contribute to the development, review and implementation of relevant policies and procedures.
4. Manage work health and safety matters, including coordinating responses to workplace incidents, conducting preliminary investigations, maintaining incident records, and ensuring timely reporting.
5. Oversee rehabilitation and early intervention, cases, in accordance with relevant legislation (e.g. SRC Act, WHS Act), liaising with Comcare and other stakeholders to support employee well-being and successful return-to-work outcomes (WH&S Case Management).
6. Coordinate and deliver HR and wellbeing programs to promote a positive, healthy workplace culture and improve staff engagement across the organisation (WH&S Case Management).

Capability (L&D)

1. Manage the agency's Learning Management System (e.g. LearnHub) and related HR information systems, maintaining accurate training records and generating reports (using tools like Excel or Aurion) to support compliance and inform workforce development activities.
2. Lead the coordination of corporate training initiatives, including leadership development, mandatory training, and onboarding programs.
3. Collaborate with internal stakeholders to identify capability gaps and propose tailored development strategies.
4. Manage external provider relationships, ensuring value for money and alignment with the CDPP's objectives.
5. Contribute to the creation and implementation of a strategic capability framework that supports long-term workforce development.

Generalist and other:

1. Provide consistent, accurate, and timely HR advice and support to employees and managers, ensuring clear guidance on HR policies, procedures, and upholding best practices.
2. Support the CDPP's committees and governance forums by providing high-level secretariat services (such as preparing agendas, minutes, and briefing papers) and contributing expertise to inform discussions and decision-making.
3. Identify and implement HR business process improvements to streamline operations, enhance service delivery, and ensure the HR function operates efficiently and effectively.
4. Establish and maintain effective networks and relationships at all levels across the CDPP and with external partners (such as the APS Academy) to facilitate collaboration and share best practices in HR.

5. Lead or contribute to the design and delivery of HR projects, ensuring initiatives are well-planned, delivered on time, and aligned with organisational priorities.
6. Supervise and/or mentor junior HR staff (as required), providing guidance, feedback, and support to build team capability and ensure high-quality service delivery.

Eligibility

- The ability to obtain and maintain an **AGSVA** Baseline security clearance is required
- Australian Citizenship
- Tertiary qualifications in human resources or a related discipline (desirable)

Notes

No matter where you work with us, you'll have access to:

- *unique and challenging work;*
- *professional development opportunities;*
- *generous leave entitlements with additional paid time off during the Christmas close-down period;*
- *clear and transparent salary progression, and scheduled salary increases;*
- *15.4% superannuation;*
- *flexible working arrangements that promote work-life balance;*
- *a \$295 annual wellbeing allowance; and*
- *free and confidential 24/7 counselling through our Employee Assistance Program (EAP), available for staff and their family members.*

Please refer to [Candidate Information Pack](#) for details.

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

About the Director of Public Prosecutions

To Apply

Position Contact	Sandra Reay, 02 6206 5632
Agency Recruitment Site	https://cdppcareers.nga.net.au/cp/

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Vacancy VN-0758027

Murray-Darling Basin Authority

Closing Date: Sunday 18 May 2025

Business Services
Strategy Performance and Projects

Job Title	Portfolio Management Officer
Job Type	Full-Time, Ongoing
Location	Albury NSW, Canberra ACT, Goondiwindi QLD, Griffith NSW, Mildura VIC, Murray Bridge SA
Salary	\$102,321 - \$112,615
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible
Office Arrangement Details	Flexible
Classification	APS Level 6
Position Number	To be confirmed
Agency Website	

Job Description

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

Join us to shape the future of one of Australia's greatest natural assets and protect it for future generations.

We are seeking people who want to contribute to a significant water reform program that aims to respond to the impacts of climate change, support community and industry needs, and improve access to water for First Nations people.

The Murray-Darling Basin Authority (MDBA) is an independent government agency which, in partnership with Basin governments, manages the Murray–Darling Basin's water resources in the national interest. With the enactment of the Water Act 2007, the MDBA was established as an independent expertise-based statutory agency.

The MDBA aims to achieve a healthy working Basin for the benefit of all Australians. The Murray–Darling Basin contains a rich diversity of natural environments that are unique in Australia and the world. The Basin is also crucial to Australia's economy and home to 2.3 million Australians, including people from over 50 First Nations. How we manage the Basin as a whole connected system, manage our water carefully, and protect it for future generations is set out in the Murray-Darling Basin Plan.

The APS6 PMO role sits in the MDBA's Enterprise Portfolio Management Office, which forms part of our Business Services Division's Strategy, Performance and Portfolio Management Branch. The team is responsible for supporting the effective governance, oversight and assurance of the MDBA's investment portfolio. The role is focused on supporting project and program teams to optimise their delivery outcomes and to provide the MDBA's executive with performance reporting that enables them to make informed and dynamic decisions across the investment portfolio.

The PMO will work closely with internal stakeholders to increase the quality of project and program level planning and reporting. They will also support project health checks, professional development activities and internal standards reviews aimed at increasing project and program delivery capabilities across the agency.

Duties

- Develop, maintain and promote best practice project and program management standards to support effective change delivery across the MDBA.

- Provide accurate and meaningful reporting, analysis and recommendations on individual project/program health, the overall performance of the MDBA's investment portfolio and other ad hoc reports.
- Support project delivery assurance reviews aimed at improving delivery outcomes and increasing project management capabilities.
- Support the prioritisation of new investment proposals to optimise the strategic value of the MDBA's investments in change.
- Contribute to the other activities aimed at the effective governance, oversight and assurance of the MDBA's investment portfolio.

Eligibility

To be eligible for a position, you must be:

- an Australian Citizen
- satisfy all other MDBA engagement requirements, including health and character 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 Murray-Darling Basin Authority

To Apply

Position Contact	Jill Watson, 02 6279 0403
Agency Recruitment Site	https://www.mdba.gov.au/careers

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Vacancy VN-0758045

Job Title	Executive Officer/ Office Manager (APS Employees)
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Various locations - NSW NSW
Salary	\$101,786 - \$123,315
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	On Site
Office Arrangement Details	Sydney onsite - with the potential for one day per week working from home
Classification	APS Level 6
Position Number	EO-26-2025
Agency Website	https://igt.gov.au/

Job Description

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

A new role awaits:

The Executive Officer/ Office Manager is responsible for the success and the effective functioning of the Tax Ombudsman office. The Executive Officer/Office Manager performs various secretariat, operational, financial, human resources, and administrative tasks to ensure the office and agency operations run smoothly and provides executive support and advice to the Agency Head.

This is a non-ongoing position for up to 12 months commencing from 1 July 2025, with a possibility of extension. We may create an order of merit to fill similar roles both ongoing and non-ongoing in future. This vacancy is for APS employees only.

Duties

Key duties and responsibilities:

- Oversee day-to-day office management and operations, ensuring efficiency in workflow, processes and administrative functions.
- Provide Secretariat duties to the agency Executive and Health and Safety Committee – drafting agendas, minutes, actions, commissioning of papers
- Acting as the main point of contact and liaison for the office, establishing, promoting and managing positive and productive relationships with external stakeholders.
- Executive support – oversight and planning of the Agency head's diary and providing administrative support to make best use of their time.

- Support to the Chief Operating Officer in managing the employee recognition program, staff induction program, onboarding/offboarding and other HR duties.
- Manage minor procurements, invoice processing and acquittals and manage the supply of office materials.
- Continuously improve the Agency's core office management processes and procedures.
- Provide high level advice and support, and coordinate briefing to the Inspector-General, in support of the achievement of the strategic priorities of the agency and meeting key deadlines.
- Manage Agency property including physical security, employee safety and assets.
- Supporting the Executive in building organisational culture in line with the APS values.

Eligibility

Required qualifications and skills you will bring to the role:

- Proven experience as an Office Manager, Executive Assistant, Executive Officer or similar role, preferably in a government or public service setting.
- Strong organisational, multitasking skills, with a keen attention to detail and time management.
- Experience in Secretariat functions, supporting key governance committees
- Strong problem-solving abilities and an eye for process improvement and risk mitigation
- Strong communication skills, both written and verbal, with the ability to liaise with a range of stakeholders.
- High level of discretion and professionalism when handling confidential information.

Eligibility:

- Undergo pre-engagement checks and obtain and maintain a national police check.
- This vacancy is only available to existing public servants through a section 26 transfer.
- Australian Citizenship is a condition of eligibility.
- Ability to obtain and maintain a baseline security clearance.
- The position is only available in Sydney.

Why you'll love working with us:

Diverse, challenging, and varied work:

This isn't just an administrative role. This role is core to the success of the agency. You'll interact with a wide range of stakeholders, from Ministers' offices, government departments, tax professional bodies or our building management, while supporting the senior leadership to drive the smooth operation of the agency. No two days will be the same—your role will evolve as you manage the dynamic and fast-paced needs of a high-impact government office.

Small team, big impact

This is a unique opportunity to work in a micro agency of just 36 people. You will work closely with the agency head and Executive and see the whole organisation in practice. The whole team work closely together and there is a strong commitment to the purpose of the agency and a shared passion to create maximum impact on behalf of the taxpaying community. The role has a real breadth of responsibilities and a chance to lead on a wide range of functions not possible in larger organisations.

Empowering environment:

At the Tax Ombudsman, you'll have the autonomy to truly own your role and drive results aligned with our agency's strategic direction and day to day priorities. We foster a culture of innovation, inclusivity, and continuous improvement, encouraging you to bring fresh ideas and new ways of working.

Career growth:

This is your chance to develop a deep understanding of public sector governance, integrity and oversight.

You will join a team of passionate experts who are committed to ensuring fairness in the tax system. As part of working at the Tax Ombudsman you'll gain a unique, front-row seat to the intersection of systemic change, public administration, and service delivery. You will be exposed to deep dive reviews, complaint investigations, and enabling functions—providing you with valuable skills and experience that will propel your career.

Notes

How to Apply:

To apply, please submit your resume (maximum 4 pages) along with a 700-word pitch outlining your relevant skills and experience to the role. Applications can be submitted by emailing ruth.owen@igt.gov.au by **18 May 2025**. Please ensure you reference the job reference number (EO-26-2025) when submitting your application.

For any further inquiries, please contact on 0427902463 or by email at ruth.owen@igt.gov.au

The Tax Ombudsman acknowledges the value of a diverse workforce and the wealth of perspectives, experiences, and ideas it brings. A culture of inclusion strengthens collaboration, drives innovation, and enhances decision-making, allowing us to better serve the diverse communities we represent.

We encourage applications from people of all backgrounds, including but not limited to, individuals from Aboriginal and Torres Strait Islander communities, people with disabilities, those from culturally and linguistically diverse backgrounds, and individuals of all sexual orientations and gender identities. We are committed to providing reasonable adjustments to support applicants through the recruitment process where necessary.

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

About the Taxation Ombudsman

The Tax Ombudsman is an independent statutory office whose purpose is to improve the fairness and integrity of taxation and superannuation administration in Australia. In delivering against our purpose, our key activities are to: 1. investigate and help resolve complaints from taxpayers or tax practitioners on the administration of the ATO or TPB in a timely and efficient way 2. review and make recommendations on systemic issues relevant to improving tax administration 3. provide independent advice to the Government and Parliament on tax administration, and 4. raise awareness of the role of the agency and promote the integrity of the tax system. For further information about our office and our role, refer to the IGT website at igt.gov.au/

To Apply

Position Contact	Ruth Owen, 0427902463
Agency Recruitment Site	https://www.igt.gov.au/careers/

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Vacancy VN-0758059

Taxation Ombudsman

Closing Date: Sunday 18 May 2025

Job Title	Communications Officer (APS Employees)
Job Type	Full-Time, Ongoing; Non-Ongoing
Location	Various locations - QLD QLD, Various locations - ACT ACT, Various locations - VIC VIC, Various locations - SA SA, Various locations - NSW NSW
Salary	\$101,786 - \$123,315
Future Merit Locations	Various locations - QLD, Various locations - ACT, Various locations - VIC, Various locations - SA, Various locations - NSW
Office Arrangement	Flexible
Office Arrangement Details	Remote work from Queensland, New South Wales, South Australia, Australian Capital Territory and Victoria following an induction in Sydney.
Classification	APS Level 6
Position Number	CO-26-25
Agency Website	https://igt.gov.au/

Job Description

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

We are seeking a talented and driven Communications Officer to join our team. In this role, you will help shape and execute the Ombudsman's communications strategy, increasing awareness and engagement while building trust with stakeholders, including the public, tax professionals, government agencies, and the media. The role also includes responsibilities for internal communications and employee engagement within the agency workforce.

This vacancy is open to APS employees only. The role will initially be offered non-ongoing for up to 12 months with a possibility of extension. This is an expected vacancy commencing from 1 July 2025. We may create an order of merit from this selection to fill similar roles in future.

Duties

External communications

- Contribute to the writing, editing, and proofreading of a range of agency communications materials, including media releases, website content, reports, newsletters, and social media posts.
- Develop, draft and continuously improve the agency communications to customers including letters and forms.
- Support the creation and maintenance of digital content across the Tax Ombudsman platforms, including our website and social media channels and managing search engine optimisation.
- Advise and assist with media and public relations, stakeholder engagement, and brand management.
- Oversee stakeholder management including the Agency's Customer Relationship Management system.
- Organise stakeholder consultation events and Agency representation at stakeholder events/conferences.
- Contribute to the continuous improvement of the Agency's external communications processes, capabilities, and tools.
- Research and track media and communications opportunities and evaluation of communications campaigns.

Internal communications

- Manage and develop internal staff communications, as well as the cadence and communication channels.
- Plan and organise internal staff events.
- Develop and draft internal newsletters, intranet content and other material related to staff engagement.
- Contribute to the continuous improvement of the agency's internal communications processes, capabilities, and tools.

Why you'll love working at the Tax Ombudsman:

Meaningful work: At the Tax Ombudsman, you will have the chance to contribute to improving the fairness and transparency of Australia's tax system while supporting the rights of all taxpayers across Australia.

Empowerment and innovation: We encourage our employees to take ownership of their roles and drive change, fostering a culture of innovation and progress. This is a brand new role, and you will be encouraged to help shape it to maximise the impact of your work.

Work-life balance: We offer hybrid working arrangements with flexible hours to ensure a balanced career and personal life. Approximately 30% of our workforce currently works remotely, supporting a flexible and inclusive work environment.

Career growth: This role offers a unique opportunity to manage communications for a whole agency, not just a specific portfolio. As part of a small, impactful team, you'll build valuable skills for your future in the Australian Public Service (APS).

Eligibility

What skills and experience you will bring to the role

- Proven experience in communications, media, or public relations.
- Knowledge of change management practices or experience in supporting internal corporate communications.

- Exceptional writing and editing skills with strong attention to detail, capable of tailoring content to different audiences.
- Experience with managing digital communications, including content creation for websites and social media platforms.
- Sound judgment and initiative, with the ability to work both independently and collaboratively within a small team.
- Strong organisational skills and the ability to manage multiple priorities and deadlines.

Mandatory Qualifications

- Relevant qualifications in communications, media, journalism, or public relations.

Eligibility

- Undergo pre-employment checks.
- Ability to obtain and maintain a national police check.
- Australian Citizenship is a condition of eligibility.
- Ability to obtain and maintain a baseline security clearance.

Notes

To apply, please submit your resume (maximum 4 pages) along with a 700-word pitch outlining your relevant skills and experience to the role. Applications can be submitted by emailing recruitmentigt@igt.gov.au by **18 May 2025**. Please ensure you reference the job position number (CO-26-25) when submitting your application.

For any further inquiries, please contact Paul Wild – Paul.wild@igt.gov.au

Office arrangements: the office location is in Sydney, however, the Tax Ombudsman also welcomes applications from Queensland, New South Wales, South Australia, Australian Capital Territory and Victoria with a view to remote working after an initial induction at the Sydney office. Ongoing quarterly Sydney office attendance would be expected post the induction. More frequent attendance at the office may be requested. Where travel is required, expenses will be covered by the Agency in line with APS travel policies.

The Tax Ombudsman acknowledges the value of a diverse workforce and the wealth of perspectives, experiences, and ideas it brings. A culture of inclusion strengthens collaboration, drives innovation, and enhances decision-making, allowing us to better serve the diverse communities we represent. We encourage applications from people of all backgrounds, including but not limited to, individuals from Aboriginal and Torres Strait Islander communities, people with disabilities, those from culturally and linguistically diverse backgrounds, and individuals of all sexual orientations and gender identities. We are committed to providing reasonable adjustments to support applicants through the recruitment process where necessary.

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

About the Taxation Ombudsman

The Tax Ombudsman is an independent statutory office whose purpose is to improve the fairness and integrity of taxation and superannuation administration in Australia. In delivering against our purpose, our key activities are to: 1. investigate and help resolve complaints from taxpayers or tax practitioners on the administration of the ATO or TPB in a timely and efficient way 2. review and make recommendations on systemic issues relevant to improving tax administration 3. provide independent advice to the Government and Parliament on tax administration, and 4. raise awareness of the role of the agency and promote the integrity of the tax system. For further information about our office and our role, refer to the IGT website at igt.gov.au/

To Apply

Position Contact	Paul Wild, paul.wild@igt.gov.au
Agency Recruitment Site	https://www.igt.gov.au/careers/

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Vacancy VN-0758063

Taxation Ombudsman

Closing Date: Sunday 18 May 2025

Job Title	Communications Officer
Job Type	Full-Time, Ongoing; Non-Ongoing
Location	Various locations - ACT ACT, Various locations - SA SA, Various locations - NSW NSW, Various locations - QLD QLD, Various locations - VIC VIC
Salary	\$101,786 - \$123,315
Future Merit Locations	Various locations - ACT, Various locations - SA, Various locations - NSW, Various locations - QLD, Various locations - VIC
Office Arrangement	Flexible
Office Arrangement Details	Remote work from Queensland, New South Wales, South Australia, Australian Capital Territory and Victoria following an induction in Sydney
Classification	APS Level 6
Position Number	CO-EXT-25
Agency Website	https://igt.gov.au/

Job Description

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

We are seeking a talented and driven Communications Officer to join our team. In this role, you will help shape and execute the Ombudsman's communications strategy, increasing awareness

and engagement while building trust with stakeholders, including the public, tax professionals, government agencies, and the media. The role also includes responsibilities for internal communications and employee engagement within the agency workforce.

Initially the role will be offered non-ongoing for up to 12 months with a possibility of extension. This is an expected vacancy commencing from 1 July 2025. We may create an order of merit from this selection to fill similar roles in future.

Duties

External communications

- Contribute to the writing, editing, and proofreading of a range of agency communications materials, including media releases, website content, reports, newsletters, and social media posts.
- Develop, draft and continuously improve the agency communications to customers including letters and forms.
- Support the creation and maintenance of digital content across the Tax Ombudsman platforms, including our website and social media channels and managing search engine optimisation.
- Advise and assist with media and public relations, stakeholder engagement, and brand management.
- Oversee stakeholder management including the Agency's Customer Relationship Management system.
- Organise stakeholder consultation events and Agency representation at stakeholder events/conferences.
- Contribute to the continuous improvement of the Agency's external communications processes, capabilities, and tools.
- Research and track media and communications opportunities and evaluation of communications campaigns.

Internal communications

- Manage and develop internal staff communications, as well as the cadence and communication channels.
- Plan and organise internal staff events.
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Why you'll love working at the Tax Ombudsman

Meaningful work: At the Tax Ombudsman, you will have the chance to contribute to improving the fairness and transparency of Australia's tax system while supporting the rights of all taxpayers across Australia.

Empowerment and innovation: We encourage our employees to take ownership of their roles and drive change, fostering a culture of innovation and progress. This is a brand new role, and you will be encouraged to help shape it to maximise the impact of your work

Work-life balance: We offer hybrid working arrangements with flexible hours to ensure a balanced career and personal life. Approximately 30% of our workforce currently works remotely, supporting a flexible and inclusive work environment.

Career growth: This role offers a unique opportunity to manage communications for a whole agency, not just a specific portfolio. As part of a small, impactful team, you'll build valuable skills for your future in the Australian Public Service (APS).

Eligibility

What skills and experience you will bring to the role

- Proven experience in communications, media, or public relations.
- Knowledge of change management practices or experience in supporting internal corporate communications.
- Exceptional writing and editing skills with strong attention to detail, capable of tailoring content to different audiences.
- Experience with managing digital communications, including content creation for websites and social media platforms.
- Sound judgment and initiative, with the ability to work both independently and collaboratively within a small team.
- Strong organisational skills and the ability to manage multiple priorities and deadlines.

Mandatory Qualifications

- Relevant qualifications in communications, media, journalism, or public relations.

Eligibility

- Undergo pre-employment checks.
- Subject to a probation period.
- Ability to obtain and maintain a national police check.
- Australian Citizenship is a condition of eligibility.
- Ability to obtain and maintain a baseline security clearance.

Notes

How to Apply

To apply, please submit your resume (maximum 4 pages) along with a 700-word pitch outlining your relevant skills and experience to the role. Applications can be submitted by emailing recruitmentigt@igt.gov.au by **18 May 2025**. Please ensure you reference the job position number (CO-EXT-25) when submitting your application.

For any further inquiries, please contact Paul Wild – Paul.wild@igt.gov.au

Office arrangements: *The office location is in Sydney, however, the Tax Ombudsman also welcomes applications from Queensland, New South Wales, South Australia, Australian Capital Territory and Victoria with a view to remote working after an initial induction at the Sydney office. Ongoing quarterly Sydney office attendance would be expected post the induction. More frequent attendance at the office may be requested. Where travel is required, expenses will be covered by the Agency in line with APS travel policies.*

The Tax Ombudsman acknowledges the value of a diverse workforce and the wealth of perspectives, experiences, and ideas it brings. A culture of inclusion strengthens collaboration, drives innovation, and enhances decision-making, allowing us to better serve the diverse communities we represent. We encourage applications from people of all backgrounds, including but not limited to, individuals from Aboriginal and Torres Strait Islander communities, people with disabilities, those from culturally and linguistically diverse backgrounds, and individuals of all sexual orientations and gender identities. We are committed to providing reasonable adjustments to support applicants through the recruitment process where necessary.

About the Taxation Ombudsman

The Tax Ombudsman is an independent statutory office whose purpose is to improve the fairness and integrity of taxation and superannuation administration in Australia. In delivering against our purpose, our key activities are to: 1. investigate and help resolve complaints from taxpayers or tax practitioners on the administration of the ATO or TPB in a timely and efficient way 2. review and make recommendations on systemic issues relevant to improving tax administration 3. provide independent advice to the Government and Parliament on tax administration, and 4. raise awareness of the role of the agency and promote the integrity of the tax system. For further information about our office and our role, refer to the IGT website at igt.gov.au/

To Apply

Position Contact	Paul Wild, paul.wild@igt.gov.au
Agency Recruitment Site	https://www.igt.gov.au/careers/

This notice is part of the electronic Public Service Gazette PS18 Daily Gazette Monday - 05 May 2025.pdf Published by Australian Public Service Commission.

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Vacancy VN-0758065

Taxation Ombudsman

Closing Date: Sunday 18 May 2025

Job Title	Executive Officer/Office Manager
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Sydney NSW
Salary	\$101,786 - \$123,315
Future Merit Locations	Sydney
Office Arrangement	On Site
Office Arrangement Details	Sydney onsite - with the potential for one day per week working from home
Classification	APS Level 6
Position Number	EO-EXT-25
Agency Website	https://igt.gov.au/

Job Description

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

The Executive Officer/ Office Manager is responsible for the success and the effective functioning of the Tax Ombudsman office. The Executive Officer/Office Manager performs various secretariat, operational, financial, human resources, and administrative tasks to ensure the office and agency operations run smoothly and provides executive support and advice to the Agency Head.

We may offer ongoing or non-ongoing for up to 12 months from this selection. This is an anticipated vacancy to commence from 1 July 2025. We may create an order of merit to fill similar roles both ongoing and non-ongoing in future.

Duties

Key duties and responsibilities:

- Oversee day-to-day office management and operations, ensuring efficiency in workflow, processes and administrative functions.
- Provide Secretariat duties to the agency Executive and Health and Safety Committee – drafting agendas, minutes, actions, commissioning of papers
- Acting as the main point of contact and liaison for the office, establishing, promoting and managing positive and productive relationships with external stakeholders.
- Executive support – oversight and planning of the Agency head's diary and providing administrative support to make best use of their time.
- Support to the Chief Operating Officer in managing the employee recognition program, staff induction program, onboarding/offboarding and other HR duties.

- Manage minor procurements, invoice processing and acquittals and manage the supply of office materials.
- Continuously improve the Agency's core office management processes and procedures.
- Provide high level advice and support, and coordinate briefing to the Inspector-General, in support of the achievement of the strategic priorities of the agency and meeting key deadlines.
- Manage Agency property including physical security, employee safety and assets.
- Supporting the Executive in building organisational culture in line with the APS values.

Why you'll love working with us:

Diverse, challenging, and varied work

This isn't just an administrative role. This role is core to the success of the agency. You'll interact with a wide range of stakeholders, from Ministers' offices, government departments, tax professional bodies or our building management, while supporting the senior leadership to drive the smooth operation of the agency. No two days will be the same—your role will evolve as you manage the dynamic and fast-paced needs of a high-impact government office.

Small team, big impact

This is a unique opportunity to work in a micro agency of just 36 people. You will work closely with the agency head and Executive and see the whole organisation in practice. The whole team work closely together and there is a strong commitment to the purpose of the agency and a shared passion to create maximum impact on behalf of the taxpaying community. The role has a real breadth of responsibilities and a chance to lead on a wide range of functions not possible in larger organisations.

Empowering environment

At the Tax Ombudsman, you'll have the autonomy to truly own your role and drive results aligned with our agency's strategic direction and day to day priorities. We foster a culture of innovation, inclusivity, and continuous improvement, encouraging you to bring fresh ideas and new ways of working.

Career growth

This is your chance to develop a deep understanding of public sector governance, integrity and oversight. You will join a team of passionate experts who are committed to ensuring fairness in the tax system. As part of working at the Tax Ombudsman you'll gain a unique, front-row seat to the intersection of systemic change, public administration, and service delivery. You will be exposed to deep dive reviews, complaint investigations, and enabling functions—providing you with valuable skills and experience that will propel your career.

Eligibility

Required qualifications and skills you will bring to the role:

- Proven experience as an Office Manager, Executive Assistant, Executive Officer or similar role, preferably in a government or public service setting.
- Strong organisational, multitasking skills, with a keen attention to detail and time management.
- Experience in Secretariat functions, supporting key governance committees
- Strong problem-solving abilities and an eye for process improvement and risk mitigation
- Strong communication skills, both written and verbal, with the ability to liaise with a range of stakeholders.
- High level of discretion and professionalism when handling confidential information.

Eligibility:

- Undergo pre-engagement checks and obtain and maintain a national police check.
- Subject to a probation period.
- Australian Citizenship is a condition of eligibility.
- Ability to obtain and maintain a baseline security clearance.
- The position is only available in Sydney.

Notes

How to apply:

To apply, please submit your resume (maximum 4 pages) along with a 700-word pitch outlining your relevant skills and experience to the role. Applications can be submitted by emailing ruth.owen@igt.gov.au by **18 May 2025**. Please ensure you reference the position number (EO-EXT-25) when submitting your application.

For any further inquiries, please contact on 0427902463 or by email at ruth.owen@igt.gov.au

The Tax Ombudsman acknowledges the value of a diverse workforce and the wealth of perspectives, experiences, and ideas it brings. A culture of inclusion strengthens collaboration, drives innovation, and enhances decision-making, allowing us to better serve the diverse communities we represent.

We encourage applications from people of all backgrounds, including but not limited to, individuals from Aboriginal and Torres Strait Islander communities, people with disabilities, those from culturally and linguistically diverse backgrounds, and individuals of all sexual orientations and gender identities. We are committed to providing reasonable adjustments to support applicants through the recruitment process where necessary.

About the Taxation Ombudsman

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To Apply

Position Contact	ruth.owen@igt.gov.au , 0427902463
Agency Recruitment Site	https://www.igt.gov.au/careers/

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Vacancy VN-0758066

Taxation Ombudsman

Closing Date: Sunday 18 May 2025

Job Title	Director Communications (APS Employees)
Job Type	Full-Time, Ongoing; Non-Ongoing
Location	Various locations - ACT ACT, Various locations - SA SA, Various locations - NSW NSW, Various locations - QLD QLD, Various locations - VIC VIC
Salary	\$162,174 - \$186,120
Future Merit Locations	Various locations - ACT, Various locations - SA, Various locations - NSW, Various locations - QLD, Various locations - VIC
Office Arrangement	Flexible
Office Arrangement Details	The office location is in Sydney, however, we also welcome applications from Queensland, New South Wales, South Australia, Australian Capital T
Classification	Executive Level 2
Position Number	DC-S26-25
Agency Website	https://igt.gov.au/

Job Description

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

Are you a communications professional with a passion for shaping public perception, driving organisational change, and contributing to strategic leadership? Do you thrive in dynamic environments where you can engage diverse stakeholders and communicate effectively across multiple platforms? The Tax Ombudsman is looking for a talented Director of Communications to commence in July 2025 to help amplify our message, support organisational change, and contribute to enhancing the fairness and transparency of Australia's tax system. The role requires flexibility to lead at a strategic level while also being hands on for operational drafting and delivery.

This vacancy is open to current APS employees as a section 26 transfer. Initially the role will be offered non-ongoing for up to 12 months from 1 July 2025, with a possibility of extension. We may create an order of merit from this selection to fill similar roles in future.

Duties

Key duties:

- Lead the development and implementation of the Tax Ombudsman's internal and external communications strategies to support organisational objectives and improve engagement with key stakeholders, including the public, government, tax professionals, and media.
- Develop and execute external communications strategies and campaigns specifically aimed at increasing public awareness of the Tax Ombudsman's role in ensuring fairness, transparency, and accountability within the Australian tax system.
- Provide advice to the agency head on all matters relating to communications, brand, reputation management and media, as well as stakeholder relationships.
- Develop and implement strategies to improve employee engagement, fostering a motivated and informed workforce, and ensuring staff are aligned with the agency's mission, values, and strategic goals.
- Own and maintain the Agency's website style, design and content (including coordinating Subject Matter Expertise/content owners to maintain accuracy and regularly review)
- Own and maintain the agency's writing style guide and provide advice to staff on communicating accessibly and with impact.
- Oversee the creation, editing, and dissemination of key communication materials, including media releases, reports, social media content, newsletters.
- Manage and refine the Tax Ombudsman's digital and social media communications strategy, ensuring the effective use of platforms to engage diverse audiences and encourage interaction with the agency's services.
- Coordinate crisis communication and public relations efforts, ensuring the Agency's messaging is clear, timely, and aligned with its core values.
- Build and manage Agency relationships with the media, as well as managing contracted services such as graphic design.
- Monitor media and public commentary relevant to the Agency, ensuring effective responses to issues as they arise.
- Develop key performance indicators (KPIs) to measure the success of communication campaigns, public awareness initiatives, and team performance, reporting results to senior leadership.
- Manage relationships with key stakeholders who can amplify the messages of the Tax Ombudsman, as well as regular liaison with Communications teams in the Australian Tax Office and the Treasury.
- Lead the continuous improvement of the Agency's communications processes, tools, and capabilities.

Why work with us?

A diverse, impactful role: This position combines both internal and external communications responsibilities, giving you the chance to make a meaningful impact across multiple fronts. From creating engaging content for external audiences (media, government, taxpayers) to developing clear internal messaging, you'll play an essential part in increasing the visibility of our agency and communicating our message effectively.

End-to-end communication management: You will manage the Agency's entire communications strategy, from media relations to stakeholder engagement and content creation as well as internal communications and engagement. This role provides an opportunity to broaden your skills in communications and scale up your impact.

Support organisational change: As the organisation evolves, your role will be pivotal in supporting the communication of organisational change. You'll help staff understand and embrace change initiatives, while ensuring external stakeholders are informed about how these changes improve transparency, accountability, and the taxpayer experience. You will help maintain alignment and momentum as we move toward new strategies and objectives.

Strategic leadership opportunity: As a key member of the agency's Executive team, you will collaborate with senior leadership to align communications strategies with organisational goals, ensuring that the agency's vision and strategic priorities are effectively communicated across all levels and platforms.

Empowerment to lead change: You will lead a small but high-performing team (of 1-2 FTE), fostering a culture of innovation and continuous improvement in communications practices. You will also be empowered to drive the agency's transformation and enhance how we engage with the public, government, and stakeholders.

Work-life balance: We offer hybrid working arrangements with flexible hours to support a balanced career and personal life. Approximately 30% of our workforce works remotely, and the team is encouraged to utilize flexible working options.

Career growth: This is an excellent opportunity to further develop your leadership skills and make a significant impact in the Australian Public Service (APS). You will manage the full spectrum of communications activities for a government agency, not just a defined portfolio—providing you with a well-rounded, career-defining experience.

Eligibility

What skills and experience you will bring to the role

- Exceptional strategic communications thinking with the ability to drive large-scale communications initiatives that align with organisational goals.
- Strong writing and editing skills with a keen eye for detail, capable of tailoring messages for different stakeholders and media.
- Highly developed stakeholder management and collaboration skills, with experience working closely with senior executives, government departments, and external partners.
- Strong analytical and problem-solving skills, with the ability to make sound judgments under pressure.
- Experience in creating public awareness campaigns, community outreach programs, and increasing service uptake.
- Experience managing organisational change communications and helping organisations through smooth transitions.
- A solid understanding of the Australian public sector or government communication protocols is a plus.
- Exceptional organisational skills with the ability to juggle multiple projects and meet deadlines.
- Demonstrated experience in digital communications, including content creation for websites, social media platforms, and other digital channels.

Mandatory Qualifications

- Relevant tertiary qualifications (or equivalent experience) in communications, media, public relations, or a related field.

- Experience in leading communications teams and/or managing complex, high-profile communications projects.

Eligibility Requirements

- Undergo pre-engagement checks and obtain and maintain a national police check.
- This position is only open to APS employees.
- Australian Citizenship is a condition of eligibility.
- Ability to obtain and maintain a baseline security clearance.

Notes

How to Apply

To apply, please submit your resume (maximum 4 pages) along with a 700-word pitch outlining your relevant skills and experience to the role. Applications can be submitted by emailing ruth.owen@igt.gov.au by **18 May 2025**. Please include the job reference number (DC-S26-25) in your application.

For further information, please contact Paul Wild – Paul.wild@igt.gov.au

Office Arrangements: The office location is in Sydney, however, the Tax Ombudsman also welcomes applications from Queensland, New South Wales, South Australia, Australian Capital Territory and Victoria with a view to remote working after an initial induction at the Sydney office. Ongoing quarterly Sydney office attendance would be expected post the induction. More frequent attendance at the office may be requested. Where travel is required, expenses will be covered by the Agency in line with APS travel policies.

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

About the Taxation Ombudsman

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To Apply

Position Contact	Paul Wild, paul.wild@igt.gov.au
Agency Recruitment Site	https://www.igt.gov.au/careers/

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Vacancy VN-0758067

Taxation Ombudsman

Closing Date: Sunday 18 May 2025

Job Title	Director Communications
Job Type	Full-Time, Ongoing; Non-Ongoing
Location	Various locations - NSW NSW, Various locations - ACT ACT, Various locations - QLD QLD, Various locations - NSW NSW, Various locations - VIC VIC
Salary	\$162,174 - \$186,120
Future Merit Locations	Various locations - NSW, Various locations - ACT, Various locations - QLD, Various locations - VIC
Office Arrangement	Flexible
Office Arrangement Details	Flexible – in Queensland, New South Wales, South Australia, Australian Capital Territory or Victoria following an induction in Sydney.
Classification	Executive Level 2
Position Number	DC-EXT-25
Agency Website	https://igt.gov.au/

Job Description

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

Are you a communications professional with a passion for shaping public perception, driving organisational change, and contributing to strategic leadership? Do you thrive in dynamic environments where you can engage diverse stakeholders and communicate effectively across multiple platforms? The Tax Ombudsman is looking for a talented Director of Communications to commence in July 2025 to help amplify our message, support organisational change, and contribute to enhancing the fairness and transparency of Australia's tax system. The role requires flexibility to lead at a strategic level while also being hands on for operational drafting and delivery.

Initially the role will be offered non-ongoing for up to 12 months, commencing from 1 July 2025, with a possibility of extension. We may create an order of merit from this selection to fill similar

roles in future.

Duties

Key duties

- Lead the development and implementation of the Tax Ombudsman's internal and external communications strategies to support organisational objectives and improve engagement with key stakeholders, including the public, government, tax professionals, and media.
- Develop and execute external communications strategies and campaigns specifically aimed at increasing public awareness of the Tax Ombudsman's role in ensuring fairness, transparency, and accountability within the Australian tax system.
- Provide advice to the agency head on all matters relating to communications, brand, reputation management and media, as well as stakeholder relationships.
- Develop and implement strategies to improve employee engagement, fostering a motivated and informed workforce, and ensuring staff are aligned with the agency's mission, values, and strategic goals.
- Own and maintain the Agency's website style, design and content (including coordinating Subject Matter Expertise/content owners to maintain accuracy and regularly review)
- Own and maintain the agency's writing style guide and provide advice to staff on communicating accessibly and with impact.
- Oversee the creation, editing, and dissemination of key communication materials, including media releases, reports, social media content, newsletters.
- Manage and refine the Tax Ombudsman's digital and social media communications strategy, ensuring the effective use of platforms to engage diverse audiences and encourage interaction with the agency's services.
- Coordinate crisis communication and public relations efforts, ensuring the Agency's messaging is clear, timely, and aligned with its core values.
- Build and manage Agency relationships with the media, as well as managing contracted services such as graphic design.
- Monitor media and public commentary relevant to the Agency, ensuring effective responses to issues as they arise.
- Develop key performance indicators (KPIs) to measure the success of communication campaigns, public awareness initiatives, and team performance, reporting results to senior leadership.
- Manage relationships with key stakeholders who can amplify the messages of the Tax Ombudsman, as well as regular liaison with Communications teams in the Australian Tax Office and the Treasury.
- Lead the continuous improvement of the Agency's communications processes, tools, and capabilities.

Why work with us?

A diverse, impactful role: This position combines both internal and external communications responsibilities, giving you the chance to make a meaningful impact across multiple fronts. From creating engaging content for external audiences (media, government, taxpayers) to developing clear internal messaging, you'll play an essential part in increasing the visibility of our agency and communicating our message effectively.

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Empowerment to lead change: You will lead a small but high-performing team (of 1-2 FTE), fostering a culture of innovation and continuous improvement in communications practices. You will also be empowered to drive the agency's transformation and enhance how we engage with the public, government, and stakeholders.

Work-life balance: We offer hybrid working arrangements with flexible hours to support a balanced career and personal life. Approximately 30% of our workforce works remotely, and the team is encouraged to utilize flexible working options.

Career growth: This is an excellent opportunity to further develop your leadership skills and make a significant impact in the Australian Public Service (APS). You will manage the full spectrum of communications activities for a government agency, not just a defined portfolio—providing you with a well-rounded, career-defining experience.

Eligibility

What skills and experience you will bring to the role

- Exceptional strategic communications thinking with the ability to drive large-scale communications initiatives that align with organisational goals.
- Strong writing and editing skills with a keen eye for detail, capable of tailoring messages for different stakeholders and media.
- Highly developed stakeholder management and collaboration skills, with experience working closely with senior executives, government departments, and external partners.
- Strong analytical and problem-solving skills, with the ability to make sound judgments under pressure.
- Experience in creating public awareness campaigns, community outreach programs, and increasing service uptake.
- Experience managing organisational change communications and helping organisations through smooth transitions.
- A solid understanding of the Australian public sector or government communication protocols is a plus.
- Exceptional organisational skills with the ability to juggle multiple projects and meet deadlines.
- Demonstrated experience in digital communications, including content creation for websites, social media platforms, and other digital channels.

Mandatory Qualifications

- Relevant tertiary qualifications (or equivalent experience) in communications, media, public relations, or a related field.
- Experience in leading communications teams and/or managing complex, high-profile communications projects.

Eligibility Requirements

- Undergo pre-engagement checks and obtain and maintain a national police check.
- Subject to a probation period.
- Australian Citizenship is a condition of eligibility.
- Ability to obtain and maintain a baseline security clearance.

Notes

How to Apply

To apply, please submit your resume (maximum 4 pages) along with a 700-word pitch outlining your relevant skills and experience to the role. Applications can be submitted by emailing ruth.owen@igt.gov.au by **18 May 2025**. Please ensure you reference the job position number (DC-EXT-25) when submitting your application.

For further information, please contact Paul Wild – Paul.wild@igt.gov.au

Office arrangements: *The office location is in Sydney, however, the Tax Ombudsman welcomes applications from locations in Queensland, NSW, South Australia, ACT and Victoria with a view to remote working after an initial two -week induction at the Sydney office. Ongoing quarterly Sydney office attendance would be expected post the induction. More frequent attendance at the office may be requested. Where travel is required, expenses will be covered by the Agency in line with APS travel policies.*

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To Apply

Position Contact	Paul Wild, paul.wild@igt.gov.au
Agency Recruitment Site	https://www.igt.gov.au/careers/

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Agriculture, Water and the Environment

Vacancy VN-0757758

Department of Agriculture, Fisheries and Forestry

Closing Date:Monday 12 May 2025

Plant and Live Animal Exports, Animal Welfare and Regulation
Plant Exports Branch Authorised Officer Program

Job Title	Plant Export Assessor
Job Type	Full-Time, Ongoing
Location	Perth WA
Salary	\$84,794 - \$93,020
Future Merit Locations	Perth
Office Arrangement	Flexible
Office Arrangement Details	to be negotiated
Classification	APS Level 5
Position Number	2025/617
Agency Website	https://www.agriculture.gov.au

Job Description

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

Who we are
The Plant and Live Animal Exports, Animal Welfare and Regulation Division supports Australian agriculture industries and the government through development of animal welfare policy for export and domestic issues; management of policy, operations and certification for the export of live animals, animal reproductive material, plants, and plant products; management of the government priority to phase out live sheep exports; and we foster regulatory stewardship across export related functions.

The Plant Exports Branch facilitates trade and market access through the development of technical operational phytosanitary export inspection and certification policies. The branch does this by developing and implementing policies and guidance materials that ensure Australian horticulture, grain and other plant-based exports meet Australia's export legislation, international obligations and importing country conditions. The branch works with all participants in the export pathway to continuously improve the export regulatory framework and ensure expert advice and support is available to the horticulture, grain and other plant export industries. In addition, the branch administers the development and training of authorised officers to conduct inspections as part of the export regulatory system.

The Authorised Officer Program manages the Plant export authorised officer model from application through to appointment,

provides ongoing support to authorised officers, develops and maintains training and assessment material and provides communication support to the Plant Exports Branch.

Duties

The Job

The successful applicant will contribute to the work of the team with specific responsibilities for:

- providing both face-to-face and virtual training to plant export authorised officer candidates
- conducting both face-to-face and virtual competency assessments of plant export authorised officer candidates
- conducting assessment validation
- contributing to the development of training and assessment material
- contributing to the review of instructional material
- contributing to strategic planning
- providing feedback to the relevant programs on the effectiveness of training, assessment and instructional materials
- developing and supporting productive relationships with internal and external stakeholders
- representing the program at relevant fora and providing technical advice as required.

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

What are we looking for knowledge and experience

- adult training and assessment, including both face-to-face and virtual delivery
- the operations within the plant exports supply chain
- working remotely from their team and manager
- communicating with and developing productive relationships with both internal and external stakeholders.

Mandatory qualifications

To be considered for this position you must hold or be willing to obtain a Certificate IV in Training and Assessment, diploma or higher-level qualification in adult education. **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	Michael Greenhalgh, 0407 182 720
Agency Recruitment Site	https://www.agriculture.gov.au/about/jobs/apply

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Attorney-General's

Vacancy VN-0757990

Administrative Review Tribunal

Closing Date: Sunday 18 May 2025

Tribunal Operations
Enterprise Technology Group

Job Title	Senior ETG Support Officer
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Adelaide SA, Perth WA, Hobart TAS
Salary	\$85,755 - \$91,809
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	On Site
Office Arrangement Details	Onsite
Classification	APS Level 5
Position Number	Multiple
Agency Website	https://www.art.gov.au/

Job Description

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

The Administrative Review Tribunal (ART) is currently seeking applications for multiple Senior Level 1 and 2 IT Support Officer to join our supportive, friendly, and collaborative Enterprise Technology Group. Please note this role is internally known as APS5 Senior Enterprise Technology Group (ETG) Support Officer.

These onsite positions can be located in **Adelaide and Perth on a full-time basis** and in **Hobart on a part-time basis (15hr per week either 2 days or 3hr a day for 5 days negotiable)**.

About the opportunity:

We are looking for Level 1 & 2 desktop engineers wanting to develop their careers. You will be hardworking, bright, knowledgeable, and keen to learn more and advance.

Reporting to the Team Leader the Senior Level 1 and 2 IT Support Officer (APS5 Senior ETG Support Officers) are responsible for providing high quality, responsive and timely 1st and 2nd level IT support to members and staff. In this role you will assist the Team

Leader with managing the Service Desk, and ensuring ITIL processes are followed, especially with regard to incident management and the communication of solutions and technical knowledge.

This role is a fantastic pathway into other IT teams such as Cyber Security, Network and Systems Administration/Engineering, Application Development and Support as well as Project Management, providing the successful applicant with a genuine opportunity to progress their career.

About the Tribunal:

The Administrative Review Tribunal 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.

You can learn more about the Tribunal on the [ART website](#).

What we offer:

- flexible working options, including flexi-time and remote working to support you with your commitments outside of work.
- competitive salary including generous superannuation employer contribution of 15.4%
- salary packaging options
- supportive career development opportunities
- access to holistic health and wellbeing programs support including Fitness Passport which provides discount to 350+ gyms, free annual influenza vaccinations and free eye tests
- generous leave allowances including Christmas to New Year office closure with no deduction from your leave balance
- Employee Assistance Program for you and your family
- positive and inclusive culture.

Read our [Enterprise Agreement](#) for more information about our terms and conditions of employment. **Duties**

- **Service delivery:** Provide high quality, responsive and timely 1st and 2nd level IT support to members and staff of the ART. Availability to adequately cover Service Desk functions onsite as rostered and required.
- **Delivery and stakeholder management:** Foster effective and productive working relationships with internal and external ART stakeholders. Liaise with external service providers in relation to support arrangements, procurement, invoicing, and project tasks as required. Represent the ETG in projects, meetings, forums, etc. Maintain the security, confidentiality, integrity, availability and accountability of ART's systems and information assets, ensuring compliance with ART and whole of government policies and standards.
- **Advice and education:** Provide team members and clients at all levels with specialist technical advice, ensuring advice is clear, targeted, and educative. Assist with developing and delivering training and producing self-help and user guides. Provide planned or ad hoc training for clients with varying technical competencies.
- **Management support:** Support the Team Leader in ensuring technology support follows ITIL principles and is managed efficiently, balancing resources, time, and cost. Provide advice and support to the Team Leader in automating Service Desk tasks and solutions. Ensure all procedures are fit for purpose, drafting revised procedures for Team Leader consideration where deficiencies are identified.

Our ideal candidate will have:-

- Experience managing and operating service desk functions.
- Demonstrated ability at coordinating responses to incident reports, ensuring incidents are investigated accordingly.
- Demonstrated experience providing problem fixes and remedies.
- Experience Installing and Testing systems or system components.

- A strong ability and willingness to adapt to change.
- A track record of delivering against set timeframes.
- Excellent communication and customer service skills.

Eligibility

- The Tribunal requires Australian Citizenship as a condition of engagement.
- All employees are required to undertake an Australian Federal Police Check and a Health Assessment.

Essential:

- Must have or be able to obtain and maintain a Baseline Security Clearance

Desirable:

- Academic qualification (degree, postgraduate) in technology and/or aligned qualifications
- Vocational certification in modern technologies (e.g. Agile, network, cloud, platforms)

Please submit a CV (of no more than 4 pages) and cover letter (of no more than 2 pages) addressing how you feel your experience matches the capabilities and experience of role. **Notes**

We are a Circle Back Initiative Employer and commit to responding to every applicant.

Please note a merit list/pool may be created to fill future like vacancies. Suitable candidates on this merit list/pool may be contacted in relation to identical or similar non-ongoing and ongoing roles in the Tribunal, or the broader APS, within 18 months from the original advertised date in gazettal.

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

The Administrative Review Tribunal is an Equal Opportunities employer committed to providing an inclusive workplace that embraces diversity and inclusion for all employees. We encourage and welcome applications from people with disability, Aboriginal and Torres Strait Islander descent, culturally and linguistically diverse backgrounds, all genders, LGBTQI+ community and mature age people. If you have any support or access requirements, we encourage you to advise us if invited to interview.

RecruitAbility applies to this vacancy. Under the RecruitAbility scheme you will be invited to participate in further assessment activity for the vacancy if you choose to apply under the scheme; declare 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 Review Tribunal

The ART 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 ART 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 ART 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. You can learn more about the ART here: <https://www.art.gov.au/>.

To Apply

Position Contact	Bede Carroll, 0730523007
Agency Recruitment Site	https://www.art.gov.au/about-us/careers

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Attorney-General’s

Vacancy VN-0757494

Australian Federal Police

Closing Date: Sunday 01 June 2025

Job Title	2026 AFP First Nations Pathway Program
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	\$64,754 -
Future Merit Locations	Canberra
Office Arrangement	On Site
Office Arrangement Details	On Site
Classification	APS Level 2
Position Number	14392
Agency Website	https://careers.afp.gov.au

Job Description

<https://careers.afp.gov.au/job-invite/14392/>

Giving First Nations people a unique path into a career with the AFP

Are you ready to kickstart your career in an agency where you can make a real difference and use your skills to protect and shape the future of Australia?

At the Australian Federal Police (AFP) we value the unique perspectives and lived experiences of First Nations people. We are seeking enthusiastic and driven individuals to join our agency in a variety of roles. If you are interested in launching a fulfilling career with us, we offer a wide range of opportunities to contribute to meaningful and life-impacting policies, programs and practices that will shape the security landscape of Australia.

By joining the Australian Federal Police, you will be part of a team that values who you are and your lived experience. You will embark on a professional journey where every day brings a new challenge, opportunities to grow and a chance to create a safer Australia. What the AFP offers is more than just a job, instead it's your opportunity to play a pivotal role behind the scenes by contributing to innovative solutions and supporting critical operations while growing your skills in a dynamic and rewarding environment.

The AFP is offering a wide range of roles and opportunities through the AFP's First Nations Pathway Program. As Australia's national policing agency, we are committed to serving and protecting our community with integrity, courage and professionalism. In a time of rapidly evolving criminal activity, our global networks and world-leading expertise across multiple areas helps us stay a step ahead. While much of our work happens on the frontline, our success relies on a team of dedicated professionals working in area such as ACT Policing, intelligence, forensics, procurement and logistics, investigations, corporate support, protection, media and communications and human resources.

We are an inclusive organisation, providing the opportunity for all Australians to fairly gain employment with the AFP. We appreciate that everyone is unique and acknowledge that diversity in thought leads to greater transparency and improved consideration in our decision making. To support our employees we also provide flexible work arrangements.

A career with the AFP can take you around Australia and the world, doing work that's critical to keep all Australians safe. It's an agency like no other.

Duties

AFP First Nations Pathway provides employment pathways in a variety of roles such as intelligence, forensics, ICT, intelligence, corporate support, protection, finance, media and communications and human resources.

These are all non-policing corporate support roles and will provide successful candidates the opportunity to learn about the dynamic work and career pathways the AFP has to offer.

Whilst on the program you will:

- gain a nationally recognised Certificate IV in Government Investigations. Successful completion of this qualification is an important requirement of the program, and you will be provided with generous study time to support you.
- undertake targeted professional development opportunities that provide you with the knowledge and skills to set up your career.
- complete a number of work area rotations, exposing you to different areas of the AFP.
- access First Nations Pathway Program specific support including buddies and other organisational networks.

Please note: While the First Nations Pathway Program provides an introduction to the various roles available at the AFP, this is not a direct gateway to becoming a police officer. If you are interested in sworn policing in the future, the First Nations Pathway Program is an excellent starting point to prepare you for this career path, however you will still be required to pass through the [relevant processes](#) applicable for sworn roles.

What is the role?

The AFP First Nations Pathway Program is a unique path to a range of challenging and rewarding roles.

As a First Nations Pathway participant you will be empowered to contribute to national and international operation while developing your expertise through tailored training and hands on experience. You will receive bespoke opportunities tailored to developing our future leaders. The 12-month integrated employment and development program runs annually from February. The program provides permanent, full-time employment in specialist or support roles, working in a variety of areas and playing a key role in helping the AFP stay a step ahead of crime.

The program is underpinned by a structured learning and development journey, offering training and touchpoints in both face-to-face and virtual settings. Supported by your Team Leader, buddy, co-workers and the Emerging Talent Team. At the end of the program, you'll launch straight into an exciting career in a specialist or support team in the area that recruited you, with a guaranteed permanent position.

Throughout the structured 12 month program, you may work in a number of roles across multiple teams, exposing you to opportunities that will provide the tools and resources you need to begin a fulfilling career at the AFP. Your work will contribute to, and influence, programs and policies impacting on all Australians, including First Nations families and communities. It also helps ensure the AFP's workforce is representative of the communities we serve.

As a member of the AFP First Nations Pathway Program you will be required to contribute to the achievement of outcomes in accordance with the [AFP Work Level Standards](#), the AFP Code of

Conduct and the AFP Governance Instruments. It is expected that successful applicants will deliver on the core responsibilities and meet any requirements of the position(s) they are assigned.

What We Are Looking For

- Effective communicators
- Out of the box thinkers
- Team players
- A demonstrated willingness to learn new skills
- Experience using basic IT including Microsoft Word, Microsoft Excel, Microsoft PowerPoint and Outlook

Salary and Benefits

The AFP First Nations Pathway Program provides a number of benefits including:

- Generous salaries with a starting annual salary of \$64,754 + 15.4% Superannuation
- Six weeks (30 days) of paid annual leave per year + additional paid Christmas stand down
- 18 days of paid personal leave and 4 extra mandatory leave rest days per year
- Cultural, Ceremonial and NAIDOC leave
- Culturally safe recruitment and training process
- Flexible and hybrid working arrangement that provides work/life balance
- Health & wellbeing services – with a focus on early intervention, education and prevention
- Opportunities with rotations across exciting and high impact areas
- Access to AFP Tertiary Study Assistance Scheme (ATSAS)
- Impactful opportunities that support real world operations to protect and safeguard Australia
- A supportive culture and a forward-thinking workplace where everyone's contributions are valued
- Positions will be located in Canberra and relocation assistance is provided if you are moving interstate
- Opportunity for advancement at the completion of the program
- Professional networking through access to mentors and senior executives of the AFP
- Ongoing support from the Emerging Talent Team, First Nations Unit, First Nations Pathway Buddies, and the Mulunggang Indigenous Officer Network.
- Health & wellbeing services - with a focus on early intervention, education and prevention
- A variety of work and developmental experiences
- Further details and other generous employment conditions can be found [in the AFP Enterprise Agreement](#).

Eligibility

Essential Requirements

- Provide Confirmation of Heritage documentation to confirm you are of First Nations heritage. Evidence of heritage is a document provided by a registered Indigenous community organisation, issuing a letter of confirmation.
- Be at minimum 18 years of age by December 2025.

- You must be an Australian Citizen at the time of application.
- A Negative Vetting 1 (Secret) security clearance or the ability to obtain one.

Desirable Requirements

- Minimum 12 months of work experience preferred.

Notes

- This positions is an AFP Band level 2.
- Roles are based in Canberra and candidates will be required to relocate if securing a role.

Commitment to Diversity & Inclusion

At the AFP we value the different perspectives, approaches and lived experiences of our people, and recognise that our collective intelligence and diversity is what makes us stronger. As such, we encourage applications from people from all walks of life, including people from culturally and linguistically diverse backgrounds, First Nations people, women, the LGBTQIA+ community and people with disability.

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 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	Emerging Talent Team, 02 5127 2555 (Option 3)
Agency Recruitment Site	https://careers.afp.gov.au/job-invite/14392/

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Australian Federal Police

Closing Date: Monday 19 May 2025

Job Title	Project Officer - Forensics Infrastructure & Facilities
Job Type	Full-Time, Ongoing
Location	Canberra ACT, Sydney NSW
Salary	\$107,559 - \$118,673
Future Merit Locations	Canberra, Sydney
Office Arrangement	On Site
Office Arrangement Details	On Site
Classification	APS Level 6
Position Number	14440
Agency Website	https://careers.afp.gov.au

Job Description

<https://careers.afp.gov.au/job-invite/14440/>

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 to 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 days of mandatory rest leave per year
- 18 days of paid personal leave per year
- Generous superannuation of 15.4%
- 18 weeks paid Parental Leave for Primary Caregiver (and 11 weeks for Secondary Caregiver) + additional unpaid leave entitlements for up until 24 months from the child's date of birth or placement
- 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 development to support ambitions

Duties

An exciting opportunity is available for an experienced and dynamic individual to join the AFP in a key strategic role responsible for the development and delivery of modern facilities to meet the needs of our advanced forensic science capabilities. Applications are sought from people who have the ability to ask the right questions and find the right solutions, to act with integrity and place the stakeholder at the centre of everything you do.

The Project Officer, Forensics Infrastructure and Facilities is a new position in a team of experienced Infrastructure, Facilities and Laboratory Management staff within the AFP's Forensics Command. The Project Officer will work collaboratively with members of this team as well as AFP Commercial and Property teams to maintain and uplift Forensics facilities located around Australia. The successful candidate will also work closely with AFP Infrastructure Project teams to contribute to the design and delivery of new work environments that meet the needs of our exceptional Forensic Scientists. The Project Officer will take carriage of project procurement and administrative tasks and prepare well-informed project reports for the AFP Executive and key stakeholders.

This position requires a proactive and pragmatic attitude and high levels of organisational skills, self-drive and initiative. The candidate will be able to identify risks and work effectively under pressure in a changing environment, to assist in the delivery of advice and outcomes. The successful candidate will need to develop relationships and networks quickly and be able to sustain a synergistic environment to achieve optimal outcomes.

As a Team Member in the AFP you will be required to contribute to the achievement of outcomes in accordance with the regulatory framework, the AFP Code of Conduct and the AFP Governance Instruments. It is expected that the successful applicant will deliver on the core responsibilities and meet any requirements of the position as outlined below. This is a Canberra or Sydney based role but travel to inspect Forensics Facilities and Infrastructure projects in other regions is expected.

What will you do?

As a Project Officer - Forensics Infrastructure & Facilities, you will:

- Provide the Senior Leadership Team and AFP Executive with high quality advice and provide progress reports/briefings on capital works projects.
- Contribute to the development, delivery and implementation of capital works projects including managing minor capital project activities.
- Engage with key stakeholders and form project specific relationships to support the delivery of project outcomes in a successful and collaborative environment.
- With guidance and support, manage project procurement and contract management activities, and participate in the negotiation of contracts and agreements, relating to the capital works projects.
- Contribute to reporting and contractual administrative tasks.
- Pursue, develop and nurture internal and external professional networks appropriate to the Band level to support the efficient and effective management of the AFP's capital works projects.
- Maintain accurate records and comply with the reporting and other regulatory requirements of Government.
- Contribute to the development, implementation and evaluation of procedural and process level accommodation and project artefacts, in order to achieve efficient and optimal use of AFP premises and resources.

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 ability to be flexible and dynamic in response to changing priorities.
- Ability to cultivate productive and effective working relationships.
- Experience in project support or financial or contract administration.

Desirable Requirements

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

- Certificate IV in Government Procurement and Contracting is preferred
- Project Management qualifications or experience in infrastructure projects is preferred

Notes

- This position is an AFP Band 6 level.
- The location of the Project Officer position is restricted to Canberra, ACT or Sydney, NSW.

Commitment to Diversity & Inclusion

At the AFP we value the different perspectives, approaches and lived experiences of our people, and recognise that our collective intelligence and diversity is what makes us stronger. As such, we encourage applications from people from all walks of life, including people from culturally and linguistically diverse backgrounds, First Nations people, women, the LGBTQIA+ community and people with disability.

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	Nicole Banicevic, 02 5126 7625
Agency Recruitment Site	https://careers.afp.gov.au/job-invite/14440/

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Attorney-General's

Vacancy VN-0757915

Australian Transaction Reports and Analysis Centre
(AUSTRAC)

Closing Date:Sunday 18 May 2025

Regulation
Regulatory Operations

Job Title	Administrative Support Officer, Regulatory Operations
Job Type	Part-Time, Non-Ongoing
Location	Docklands VIC
Salary	\$65,357 - \$71,893
Future Merit Locations	Docklands
Office Arrangement	Flexible
Office Arrangement Details	AUSTRAC employees are currently required to spend 40% of their working week in the office, in line with our flexible working arrangement policy.
Classification	APS Level 2
Position Number	TBC
Agency Website	https://www.austrac.gov.au/

Job Description

<https://www.austrac.gov.au/>

About the opportunity

As Australia's AML/CTF regulator and financial intelligence unit, AUSTRAC is responsible for detecting, deterring and disrupting criminal exploitation of the Australian financial system, to protect the Australian community from serious and organised crime. AUSTRAC's unique value is our dual, interconnected regulation and intelligence functions, and our collaboration with industry and government partners in working towards the vision of a financial system free from criminal abuse. AUSTRAC's regulation hardens the financial sector against criminal exploitation, while our intelligence provides crucial information to national security and law enforcement partners.

The Administrative Support Officer will provide one-on-one assistance to other staff in a range of administrative and support tasks. Responsibilities include retrieving information from internal databases and systems, conducting general research, note-taking and collaborating with colleagues requiring administrative help. The ideal candidate will demonstrate emotional intelligence, patience, and a proactive approach to supporting individual and team needs.

What are we looking for

While we are looking for these capabilities, we consider transferrable skills and encourage applicants who embody [AUSTRAC's culture and values](#) to apply.

- **Relate and Network** - Establishes rapport and deals sensitively, courteously and equitably with clients and stakeholders, and liaise and respond to routine enquiries with team members and clients.
- **Plan and Organise** - Demonstrates ability to organise work, set priorities and monitor work flow to achieve workplace goals within set timeframes.
- **Communicate Effectively** - Communicates clearly, concisely and unambiguously, listens attentively and asks appropriate questions, and ensures communication is appropriate to ensure audience understanding.
- **Technology** - Committed to using technology effectively, efficiently and lawfully, and understands information, communication and document control policies and systems, and security protocols.

Duties

The Administrative Support Officer, under routine direction will assist in:

1. Accessing, retrieving and summarising information from internal databases and systems.
2. Providing one-on-one support with reading a range of documents, including legislation, policies, and other written material.
3. Taking detailed and accurate notes during meetings held internally and externally.
4. Providing assistance at on-site compliance assessments which may require occasional travel.
5. Maintaining accurate record keeping tasks such as filing of documents for team use.
6. Assist in organising administrative tasks to ensure outcomes are achieved.
7. Collaborate with team members and contribute to a supportive and inclusive workplace culture.

Eligibility

To be eligible for this role you:

- Must be an Australian citizen at the time you apply.
- Will need to undertake AUSTRAC's pre-engagement checks.
- Will need to obtain and maintain an ongoing Baseline Clearance

Notes

AUSTRAC is an inclusive employer, and we actively encourage applications from Indigenous Australians, people with disabilities, LGBTI+ people and people with diverse linguistic and cultural backgrounds and those of mature age. We are committed to creating a working environment that values and uses the contributions and experiences of employees from a diversity of backgrounds. We are committed to providing flexibility in working arrangements to recognise the importance of balancing work commitments with family, caring and other personal commitments of employees outside of work. AUSTRAC operates within a hybrid work arrangement.

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

About the Australian Transaction Reports and Analysis Centre (AUSTRAC)

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

To Apply

Position Contact	Ravin Seneviratne, Please contact the email listed below
Agency Recruitment Site	https://www.austrac.gov.au/

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Attorney-General's

Vacancy VN-0757918

Australian Transaction Reports and Analysis Centre (AUSTRAC)

Closing Date: Sunday 18 May 2025

Regulation
Regulatory Operations

Job Title	Administrative Support Officer, Regulatory Operations (Affirmative Measures - First Nations)
Job Type	Part-Time, Non-Ongoing
Location	Docklands VIC
Salary	\$65,357 - \$71,893
Future Merit Locations	Docklands
Office Arrangement	Flexible
Office Arrangement Details	AUSTRAC employees are currently required to spend 40% of their working week in the office, in line with our flexible working arrangement policy.
Classification	APS Level 2
Position Number	TBC
Agency Website	https://www.austrac.gov.au/

Job Description

<https://www.austrac.gov.au/>

About the opportunity

As Australia's AML/CTF regulator and financial intelligence unit, AUSTRAC is responsible for detecting, deterring and disrupting criminal exploitation of the Australian financial system, to protect the Australian community from serious and organised crime. AUSTRAC's unique value is our dual, interconnected regulation and intelligence functions, and our collaboration with industry and government partners in working towards the vision of a financial system free from criminal abuse. AUSTRAC's regulation hardens the financial sector against criminal exploitation, while our intelligence provides crucial information to national security and law enforcement partners.

The Administrative Support Officer will provide one-on-one assistance to other staff in a range of administrative and support tasks. Responsibilities include retrieving information from internal databases and systems, conducting general research, note-taking and collaborating with colleagues requiring administrative help. The ideal candidate will demonstrate emotional intelligence, patience, and a proactive approach to supporting individual and team needs.

What are we looking for

While we are looking for these capabilities, we consider transferrable skills and encourage applicants who embody [AUSTRAC's culture and values](#) to apply.

- **Relate and Network** - Establishes rapport and deals sensitively, courteously and equitably with clients and stakeholders, and liaise and respond to routine enquiries with team members and clients.
- **Plan and Organise** - Demonstrates ability to organise work, set priorities and monitor work flow to achieve workplace goals within set timeframes.
- **Communicate Effectively** - Communicates clearly, concisely and unambiguously, listens attentively and asks appropriate questions, and ensures communication is appropriate to ensure audience understanding.
- **Technology** - Committed to using technology effectively, efficiently and lawfully, and understands information, communication and document control policies and systems, and security protocols.

Duties

The Administrative Support Officer, under routine direction will assist in:

1. Accessing, retrieving and summarising information from internal databases and systems.
2. Providing one-on-one support with reading a range of documents, including legislation, policies, and other written material.
3. Taking detailed and accurate notes during meetings held internally and externally.
4. Providing assistance at on-site compliance assessments which may require occasional travel.
5. Maintaining accurate record keeping tasks such as filing of documents for team use.
6. Assist in organising administrative tasks to ensure outcomes are achieved.
7. Collaborate with team members and contribute to a supportive and inclusive workplace culture.

Eligibility

To be eligible for this role you:

- Must be an Australian citizen at the time you apply.
- Will need to undertake AUSTRAC's pre-engagement checks.
- Will need to obtain and maintain an ongoing Baseline Clearance

Notes

AUSTRAC is an inclusive employer, and we actively encourage applications from Indigenous Australians, people with disabilities, LGBTI+ people and people with diverse linguistic and cultural backgrounds and those of mature age. We are committed to creating a working environment that values and uses the contributions and experiences of employees from a diversity of backgrounds. We are committed to providing flexibility in working arrangements to recognise the importance of balancing work commitments with family, caring and other personal commitments of employees outside of work. AUSTRAC operates within a hybrid work arrangement.

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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	Ravin Seneviratne, Please contact the email listed below
Agency Recruitment Site	https://www.austrac.gov.au/

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Attorney-General's

Vacancy VN-0757919

Australian Transaction Reports and Analysis Centre (AUSTRAC)

Closing Date: Sunday 18 May 2025

Regulation
Regulatory Operations

Job Title	Administrative Support Officer, Regulatory Operations (Affirmative Measures - Disability)
Job Type	Part-Time, Non-Ongoing
Location	Docklands VIC
Salary	\$65,357 - \$71,893
Future Merit Locations	Docklands
Office Arrangement	Flexible
Office Arrangement Details	AUSTRAC employees are currently required to spend 40% of their working week in the office, in line with our flexible working arrangement policy.
Classification	APS Level 2
Position Number	TBC
Agency Website	https://www.austrac.gov.au/

Job Description

<https://www.austrac.gov.au/>

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What are we looking for

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- **Plan and Organise** - Demonstrates ability to organise work, set priorities and monitor work flow to achieve workplace goals within set timeframes.
- **Communicate Effectively** - Communicates clearly, concisely and unambiguously, listens attentively and asks appropriate questions, and ensures communication is appropriate to ensure audience understanding.
- **Technology** - Committed to using technology effectively, efficiently and lawfully, and understands information, communication and document control policies and systems, and security protocols.

Duties

The Administrative Support Officer, under routine direction will assist in:

1. Accessing, retrieving and summarising information from internal databases and systems.
2. Providing one-on-one support with reading a range of documents, including legislation, policies, and other written material.
3. Taking detailed and accurate notes during meetings held internally and externally.
4. Providing assistance at on-site compliance assessments which may require occasional travel.
5. Maintaining accurate record keeping tasks such as filing of documents for team use.
6. Assist in organising administrative tasks to ensure outcomes are achieved.
7. Collaborate with team members and contribute to a supportive and inclusive workplace culture.

Eligibility

To be eligible for this role you:

- Must be an Australian citizen at the time you apply.
- Will need to undertake AUSTRAC's pre-engagement checks.
- Will need to obtain and maintain an ongoing Baseline Clearance

Notes

AUSTRAC is an inclusive employer, and we actively encourage applications from Indigenous Australians, people with disabilities, LGBTI+ people and people with diverse linguistic and cultural backgrounds and those of mature age. We are committed to creating a working environment that values and uses the contributions and experiences of employees from a diversity of backgrounds. We are committed to providing flexibility in working arrangements to recognise the importance of balancing work commitments with family, caring and other personal commitments of employees outside of work. AUSTRAC operates within a hybrid work arrangement.

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

About the Australian Transaction Reports and Analysis Centre (AUSTRAC)

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

To Apply

Position Contact	Ravin Seneviratne, Please contact the email listed below
Agency Recruitment Site	https://www.austrac.gov.au/

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Attorney-General's

Vacancy VN-0757984

Australian Transaction Reports and Analysis Centre (AUSTRAC)

Closing Date: Sunday 18 May 2025

Enterprise Enablement
Finance, Property and Procurement

Job Title	Manager, Procurement, Contracts and Travel
Job Type	Full-Time, Ongoing; Non-Ongoing
Location	Melbourne VIC, Canberra ACT, Sydney NSW
Salary	\$123,799 - \$140,935
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible; Hybrid
Office Arrangement Details	60% at home, 40% in office
Classification	Executive Level 1
Position Number	121
Agency Website	https://www.austrac.gov.au/

Job Description

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

About the opportunity

We're looking for a Manager, Procurement, Contracts and Travel to lead delivery of procurement and travel functions for AUSTRAC. You'll step into an influential role shaping financial and corporate governance, strategic planning and performance, and program management. To support AUSTRAC's goals and reporting obligations, you'll bring a calm, measured approach in assessing data and optimising value for money. As a visionary leader, you'll bring fresh new perspectives and challenge ideas to uplift processes and systems. You'll also be guiding and developing a small team creating an environment where people feel empowered and encouraged to contribute their best ideas.

If you possess strong knowledge of procurement practices, embrace challenges diligently, and eager to make a meaningful impact we encourage you to apply.

What are we looking for

While we are looking for these attributes, we consider transferrable skills and encourage applicants who embody [AUSTRAC's culture and values](#) to apply.

- Process relevant qualifications such as a Certificate IV or Diploma in Government Procurement and Contracting.
- Well-developed understanding of legislation, policies, guidelines and the Commonwealth Procurement Framework.

For more information about the capabilities we're looking for, please refer to the Candidate Pack in the [AUSTRAC Careers Page Duties](#)

- Manage procurement function to ensure value for money and compliance with Public Governance, Performance and Accountability Act 2013 (PGPA Act).
- Manage effective travel function and compliant with the Whole of Australian Government (WoAG) Travel Policies.
- Identify and implement continuous improvements.
- Deliver AUSTRAC's procurement reporting obligations.
- Provide accurate reports for external reporting and executive briefing.
- Advise on procurement and contract managements including the development of strategies, tender processes and contract negotiations.
- Lead and develop of procurement and travel teams.

Eligibility

To be eligible for this role you:

- Must be an Australian citizen at the time you apply.
- Will need to undertake AUSTRAC's pre-engagement checks.
- Will need to obtain and maintain an ongoing Negative Vetting 1 security clearance.

Notes

Why AUSTRAC?

- **Flexible, hybrid work environment:** 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 currently operates under a hybrid work arrangement with 60% at home and 40% in office.
- **Generous Leave Entitlements** including parental leave, cultural leave, compassionate leave, carers leave, blood donation leave and community work leave.
- **Diversity and Inclusion:** Our core values of diversity, inclusion, and integrity drive everything we do. We actively encourage applications from Indigenous Australians, people with disabilities, LGBTQIA+ individuals, people with diverse linguistic and cultural backgrounds, and those of mature age. We recognise that united behaviours and mindsets will support our agency today and guide us into the future.
- **Mission Driven:** Make an impact at Australia's anti-money laundering and counter terrorism financing regulator and financial intelligence unit. We offer you a challenging and rewarding career with meaningful 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 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	Janet Boyd, 02 6186 0206
Agency Recruitment Site	https://austraccareers.nga.net.au/cp/

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Attorney-General's

Vacancy VN-0758062

Australian Transaction Reports and Analysis Centre (AUSTRAC)

Closing Date: Sunday 18 May 2025

Enterprise Enablement
Finance, Property and Procurement

Job Title	Manager, Procurement, Contracts and Travel (Affirmative Measures Indigenous)
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Melbourne VIC, Canberra ACT, Sydney NSW
Salary	\$123,799 - \$140,935
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible;Hybrid
Office Arrangement Details	60% at home, 40% in office
Classification	Executive Level 1
Position Number	121
Agency Website	https://www.austrac.gov.au/

Job Description

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

About the opportunity

We're looking for a Manager, Procurement, Contracts and Travel to lead delivery of procurement and travel functions for AUSTRAC. You'll step into an influential role shaping financial and corporate governance, strategic planning and performance, and program management. To support AUSTRAC's goals and reporting obligations, you'll bring a calm, measured approach in assessing data and optimising value for money. As a visionary leader, you'll bring fresh new perspectives and challenge ideas to uplift processes and systems. You'll also be guiding and developing a small team creating an environment where people feel empowered and encouraged to contribute their best ideas.

If you possess strong knowledge of procurement practices, embrace challenges diligently, and eager to make a meaningful impact we encourage you to apply.

What are we looking for

While we are looking for these attributes, we consider transferrable skills and encourage applicants who embody [AUSTRAC's culture and values](#) to apply.

- Process relevant qualifications such as a Certificate IV or Diploma in Government Procurement and Contracting.
- Well-developed understanding of legislation, policies, guidelines and the Commonwealth Procurement Framework.

For more information about the capabilities we're looking for, please refer to the Candidate Pack in the [AUSTRAC Careers Page](#)

Duties

- Manage procurement function to ensure value for money and compliance with Public Governance, Performance and Accountability Act 2013 (PGPA Act).
- Manage effective travel function and compliant with the Whole of Australian Government (WoAG) Travel Policies.

- Identify and implement continuous improvements.
- Deliver AUSTRAC's procurement reporting obligations.
- Provide accurate reports for external reporting and executive briefing.
- Advise on procurement and contract managements including the development of strategies, tender processes and contract negotiations.
- Lead and develop of procurement and travel teams.

Eligibility

This vacancy is open to Aboriginal and Torres Strait Islander people. This helps to support and grow Aboriginal and Torres Strait Islander employment in AUSTRAC and the APS. For more information see [Affirmative Measures Indigenous on the APSC website](#).

To be eligible for this role you:

- May be asked to provide evidence that you are a person of Aboriginal or Torres Strait Islander background, if an offer of employment is made.
- Must be an Australian citizen at the time you apply.
- Will need to undertake AUSTRAC's pre-engagement checks.
- Will need to obtain and maintain an ongoing Negative Vetting 1 security clearance.

Notes

Why AUSTRAC?

- **Flexible, hybrid work environment:** 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 currently operates under a hybrid work arrangement with 60% at home and 40% in office.
- **Generous Leave Entitlements** including parental leave, cultural leave, compassionate leave, carers leave, blood donation leave and community work leave.
- **Diversity and Inclusion:** Our core values of diversity, inclusion, and integrity drive everything we do. We actively encourage applications from Indigenous Australians, people with disabilities, LGBTQIA+ individuals, people with diverse linguistic and cultural backgrounds, and those of mature age. We recognise that united behaviours and mindsets will support our agency today and guide us into the future.
- **Mission Driven:** Make an impact at Australia's anti-money laundering and counter terrorism financing regulator and financial intelligence unit. We offer you a challenging and rewarding career with meaningful work.

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 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	Janet Boyd, 02 6186 0206
Agency Recruitment Site	https://austraccareers.nga.net.au/cp/

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Attorney-General's

Vacancy VN-0758064

Australian Transaction Reports and Analysis Centre (AUSTRAC)

Closing Date: Sunday 18 May 2025

Enterprise Enablement
Finance, Property and Procurement

Job Title	Manager, Procurement, Contracts and Travel (Affirmative Measures Disability)
Job Type	Full-Time, Ongoing; Non-Ongoing
Location	Melbourne VIC, Sydney NSW, Canberra ACT
Salary	\$123,799 - \$140,935
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible; Hybrid
Office Arrangement Details	60% at home, 40% in office
Classification	Executive Level 1
Position Number	121
Agency Website	https://www.austrac.gov.au/

Job Description

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

About the opportunity

We're looking for a Manager, Procurement, Contracts and Travel to lead delivery of procurement and travel functions for AUSTRAC. You'll step into an influential role shaping financial and corporate governance, strategic planning and performance, and program management. To support AUSTRAC's goals and reporting obligations, you'll bring a calm, measured approach in assessing data and optimising value for money. As a visionary leader, you'll bring fresh new perspectives and challenge ideas to uplift processes and systems. You'll also be guiding and developing a small team creating an environment where people feel empowered and encouraged to contribute their best ideas. If you possess strong knowledge of procurement practices, embrace challenges diligently, and eager to make a meaningful impact we encourage you to apply.

What are we looking for

While we are looking for these attributes, we consider transferrable skills and encourage applicants who embody [AUSTRAC's culture and values](#) to apply.

- Process relevant qualifications such as a Certificate IV or Diploma in Government Procurement and Contracting.
- Well-developed understanding of legislation, policies, guidelines and the Commonwealth Procurement Framework.

For more information about the capabilities we're looking for, please refer to the Candidate Pack in the [AUSTRAC Careers Page Duties](#)

- Manage procurement function to ensure value for money and compliance with Public Governance, Performance and Accountability Act 2013 (PGPA Act).
- Manage effective travel function and compliant with the Whole of Australian Government (WoAG) Travel Policies.
- Identify and implement continuous improvements.
- Deliver AUSTRAC's procurement reporting obligations.
- Provide accurate reports for external reporting and executive briefing.
- Advise on procurement and contract managements including the development of strategies, tender processes and contract negotiations.
- Lead and develop of procurement and travel teams.

Eligibility

This vacancy is open to people with disability. These roles help to grow representation of people with disability in AUSTRAC and the APS. For more information see [Affirmative Measures Disability](#) on the APSC website.

To be eligible for this role you:

- May be asked to provide evidence that you are a person with disability, if an offer of employment is made.
- Must be an Australian citizen at the time you apply.
- Will need to undertake AUSTRAC's pre-engagement checks.
- Will need to obtain and maintain an ongoing Negative Vetting Level 1 security clearance.

Notes

Why AUSTRAC?

- **Flexible, hybrid work environment:** 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 currently operates under a hybrid work arrangement with 60% at home and 40% in office.
- **Generous Leave Entitlements** including parental leave, cultural leave, compassionate leave, carers leave, blood donation leave and community work leave.

- **Diversity and Inclusion:** Our core values of diversity, inclusion, and integrity drive everything we do. We actively encourage applications from Indigenous Australians, people with disabilities, LGBTQIA+ individuals, people with diverse linguistic and cultural backgrounds, and those of mature age. We recognise that united behaviours and mindsets will support our agency today and guide us into the future.
- **Mission Driven:** Make an impact at Australia’s anti-money laundering and counter terrorism financing regulator and financial intelligence unit. We offer you a challenging and rewarding career with meaningful work.

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 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	Janet Boyd, 02 6186 0206
Agency Recruitment Site	https://austraccareers.nga.net.au/cp/

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Attorney-General’s

Vacancy VN-0758033

Federal Court of Australia

Closing Date:Friday 30 May 2025

Federal Circuit and Family Courts of Australia (Division 1 and Division 2)
Family Law Registrars (Legal)

Job Title	Deputy Registrar
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Wollongong NSW, Albury NSW, Adelaide SA, Brisbane QLD, Cairns QLD, Canberra ACT, Dandenong VIC, Darwin NT, Hobart TAS, Lismore VIC, Melbourne VIC, Newcastle NSW, Parramatta NSW, Rockhampton QLD, Sydney NSW, Townsville QLD
Salary	\$120,390 - \$145,107
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	On Site;Hybrid
Office Arrangement Details	Based on the preferred candidate this role will be on site and Hybrid.
Classification	Executive Level 1
Position Number	0330-04-25
Agency Website	https://www.fedcourt.gov.au/about/employment

Job Description

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

Position overview

Deputy Registrars will perform certain delegated judicial functions in the FCFCOA (Division 1) and the FCFCOA (Division 2) pursuant to sections 98 and 254 of the FCFCOA Act, respectively and other legislative instruments, assisting with a variety of legal work across both Courts.

Duties

Key Duties

The Deputy Registrar position can be multi-faceted and plays a key role within the Courts, including in the following areas:

- Court work, at the local and national level, conducting national divorce lists.
- A variety of chambers work, including determining Applications for Consent Orders and considering certain applications as a duty registrar.
- After appropriate training, undertaking conciliation conferences in small-mid level disputes.
- Assisting with the formulation of legal policy within the Courts, including in support of various Court Committees and with the implementation of policies on a national basis.
- National/operational work, assisting with the assessment of the Courts' caseload under new legislative arrangements in support of the Chief Justice of the FCFCOA (Division 1)/Chief Judge of the FCFCOA (Division 2) (Chief Justice) and the Chief Executive Officer and Principal Registrar (CEO/PR) of the Courts.

- Playing an important role locally and nationally in helping to deliver and implement the Courts' reform agenda, together with delivering key Court initiatives, demonstrating leadership in the performance of their legal and other duties and functions.
- Liaising with internal and external stakeholders in areas of Deputy Registrar practice and matters of jurisdiction, including with the legal profession.

Deputy Registrars may also undertake additional national roles and responsibilities, including participating in case management initiatives within the Court, assisting with the development of coherent and consistent practice and procedure, analyses of workload, and liaison with, and education of, the profession.

After undertaking the duties of a Deputy Registrar at a high level for an appropriate period of time, consideration will be given to Deputy Registrars undertaking higher-level Registrar duties, subject to their performance, skills and experience. **Eligibility**

Selection Criteria

The successful applicants will need to have:

1. The ability to exercise judicial discretion in an appropriate manner: capacity to preside in court and exercise delegated powers and functions in the FCFCOA (Division 1) and the FCFCOA (Division 2) pursuant to sections 98 and 254 of the FCFCOA Act, respectively.
2. Demonstrated experience and understanding or ability to acquire such knowledge quickly, of the Family Law Act 1975, the FCFCOA Act, Rules and Regulations; and the jurisdiction and practices and procedures of the FCFCOA (Division 1) and family law work in the FCFCOA (Division 2).
3. Well-developed understanding of civil litigation and practice in superior courts of Australia, including in family law.
4. Well-developed legal research, analysis and drafting skills underpinned by exceptional attention to detail and accuracy.
5. Demonstrated ability to work autonomously, critically evaluate large volumes of information, manage competing priorities effectively, and exercise sound judgment in decision-making.
6. Highly developed communication skills, including the ability to build and maintain positive professional relationships with key stakeholders.
7. Demonstrated proficiency with administrative tasks and technology, including the use of electronic legal resources and the ability to learn and use the Courts' case management systems and courtroom technology.

Notes

Eligibility

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

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

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

Diversity and Inclusion

Federal Court Australia is committed to supporting an inclusive and diverse workforce and welcomes and encourages applications from People with Disability. First Nations peoples, LGBTIQ+ people, people from Culturally and Linguistically Diverse backgrounds, Mature age

workers, as well as young workers and supporting an inter-generational workforce and supporting gender equity and families.

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

How to apply

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

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

About the Federal Court of Australia

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

To Apply

Position Contact	Brigida Corte-Real, (07) 3052 4054
Agency Recruitment Site	https://www.fedcourt.gov.au/about/employment

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Attorney-General's

Vacancy VN-0758047

Federal Court of Australia

Closing Date:Monday 19 May 2025

Job Title	Executive Director - Corporate Services
Job Type	Full-Time, Ongoing
Location	Sydney NSW, Melbourne VIC, Canberra ACT, Brisbane QLD, Perth WA, Darwin NT, Alice Springs NT, Hobart TAS
Salary	-
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Hybrid
Office Arrangement Details	TBC
Classification	Senior Executive Service Band 2
Position Number	0358-04-25
Agency Website	https://www.fedcourt.gov.au/about/employment

Job Description

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

Overview

Corporate Services Division sits within the Federal Court of Australia Entity, the administrative organisation that engages employees under the Public Service Act 1999 to work in support of one or more of the following courts or Tribunal:

- Federal Court of Australia (FCA);
- Federal Circuit and Family Court of Australia (Divisions 1 and 2) (FCFCoA); and
- National Native Title Tribunal (NNTT).

The Courts Administration Legislation Amendment Act 2016 established the Federal Court entity however, each court continues to maintain its distinct statutory identity, with separate functions and judicial independence. Employees are covered by the Federal Court of Australia Enterprise Agreement 2024–2027.

The Division provides a shared service to the Courts and Tribunal for all corporate functions including the management of finance, information technology, human resources, property and facilities, risk and compliance, contract administration, communications and records and library services.

Position overview

The Entity is currently recruiting for two Executive Director roles within Corporate Services Division:

- Corporate Operations
- Corporate Strategy and Programs

Both leadership roles require strong stakeholder engagement skills to ensure the effective delivery

of corporate services to support the operations of the Courts and the Tribunal.

Engagement with Heads of Jurisdiction, Judges, Chief Executive Officers, Principal Registrars, and staff is crucial to align corporate services with strategic priorities. An ability to build and maintain relationships with government agencies, the legal profession, and other relevant stakeholders is essential.

Additionally, as a senior executive, you will lead and mentor the Corporate Services team, fostering a culture of collaboration and continuous improvement. Your contributions will be critical to enhancing service delivery and achieving the goals of the Federal Courts, the Family Court, and the National Native Title Tribunal.

Duties

Executive Director Corporate Operations

The Executive Director Corporate Operations reports directly to the Chief Executive Officer and Principal Registrar of the Federal Court of Australia to support them in their statutory duty under the Federal Court of Australia Act 1976 (Cth) to provide corporate services to the Courts and Tribunal.

The Executive Director Corporate Operations is responsible for high-quality delivery of day-to-day operational services, including property, facilities, security, human resources, communications, and library services, to the Courts and Tribunal and leading service improvement, and the delivery of the Entity's strategic and operational objectives and strategic priorities.

The Executive Director Corporate Operations is a multi-faceted position and plays a critical leadership role across the Entity and is a key member of the Entity's Executive Committee. This position will lead multidisciplinary teams, foster a high-performance culture and ensure that corporate operations are future-focused, efficient and aligned with Government priorities and Australian Public Service values.

The successful candidate will be a highly motivated, innovative and experienced executive leader with proven skills in effectively leading, developing and managing corporate operations in large and/or complex environments. You will have a strong understanding of the public sector environment, and possess exceptional influencing and relationship management skills.

Key responsibilities

Lead the delivery of corporate operations:

- Leading the provision of high-quality corporate operations to the Courts and Tribunal.
- Driving operational reform by anticipating, planning and implementing change to achieve efficiencies in the provision of corporate operations.
- Ensuring corporate operations resources are structured and deployed to support the Courts and the Tribunal to achieve their objectives.
- Promoting a culture of innovation, problem solving and continuous improvement among Corporate Services staff, and promoting ongoing learning and career development opportunities.
- Ensuring that the Entity's statutory obligations are met, including, but not limited to, the legislative framework for the Australian Public Service, the Work Health and Safety Act 2011 (Cth) and the Fair Work Act 2009 (Cth).
- Designing and leading the implementation of targeted action plans, including for APS Census, wellbeing initiatives, gender equality and the Entity's Reconciliation Action Plan.

Selection criteria

In addition to the Integrated Leadership System (ILS), candidates will be expected to demonstrate the leadership attributes and qualities outlined in the Secretaries' Charter of Leadership Behaviours, and the SES Capability Framework:

- **Visionary:** Demonstrated ability to champion the organisation's vision and goals, and promote a shared commitment to the strategic direction, including likely future requirements.
- **Delivers Results:** Proven ability to lead complex, and collaborative cross-functional corporate operations at a senior executive level. This includes a deep understanding of public sector governance, procurement, security frameworks, and workforce strategy.
- **Enabling:** Demonstrated ability to create an environment that empowers diverse individuals and teams to deliver their best for government and court users. This includes setting expectations, being inclusive, nurturing talent and building organisational capability.

- **Influential:** Strong capability in building trust, balancing competing interests and finding common ground. An openness to diverse perspectives is critical, as is sustaining collaborative relationships. Ability to negotiate persuasively and represent the court externally.
- **Self-Awareness:** Demonstrates resilience and a strong commitment to ethical practices and APS values. High level of personal integrity, emotional intelligence and self-motivation.

Executive Director Corporate Strategy and Programs

The Executive Director Corporate Strategy and Programs reports directly to the Chief Executive Officer and Principal Registrar of the Federal Court of Australia to support them in their statutory duty under the Federal Court of Australia Act 1976 (Cth) to provide corporate services to the Courts and Tribunal. The Executive Director Corporate Strategy and Programs is responsible for strategic planning processes, governance, financial management, digital transformation and organisational change, and the delivery of the Entity's strategic priorities. The role will also be responsible for a new 'Strategic Programs Office' which will provide strategic support services, including strategic advice and program and project management support.

The Executive Director Corporate Strategy and Programs is a multi-faceted position and plays a critical leadership role across the Entity and is a key member of the Entity's Executive Committee. This position will lead multidisciplinary teams, foster a high-performance culture and lead and develop the implementation of innovative and future focused strategy for the Entity, and to ensure that the Entity's strategic priorities are in alignment with Government priorities and Australian Public Service values.

The successful candidate will be a highly motivated, innovative and experienced executive leader adept at navigating complex operating environments to enhance corporate governance, strategic program delivery and financial sustainability. You will have a strong understanding of the public sector environment, and possess exceptional influencing and relationship management skills. Your ability to drive collaboration across a broad range of key stakeholders, build trust, and inspire high performance, innovation and continuous improvement in your teams will be evident as will your highly advanced strategic, analytical and change management skills.

Key responsibilities

Lead corporate services strategy and program initiatives:

- Leading and managing strategy and organisational development across the Entity and ongoing review and management of organisational risk.
- Leading the development and implementation of innovative corporate strategy and functions to support the courts and tribunal to achieve their strategic objectives, including by leading and overseeing the Entity's Digital Transformation Program.
- Anticipating, planning and implementing change to achieve efficiencies in the provision of corporate services through enhancing and monitoring the Entity's strategic planning framework.
- Providing high-level strategic leadership to optimise funding and ensure financial sustainability, and ensure that the Entity's obligations under the PGPA Act are met, including responsibilities for corporate planning, performance reporting, resource management and accountability obligations.
- Ensuring corporate services resources are structured and deployed to support the Courts and the Tribunal to achieve their strategic objectives.
- Strengthening and maintaining governance structures to ensure transparency, efficiency and accountability. This involves fostering a culture of appropriate risk management whilst balancing opportunity and innovation.
- Promote a culture of innovation, problem solving and continuous improvement among corporate services staff.

Selection Criteria

In addition to the Integrated Leadership System (ILS), candidates will be expected to demonstrate the leadership attributes and qualities outlined in the Secretaries' Charter of Leadership Behaviours, and the SES Capability Framework:

- **Visionary:** Demonstrated experience in the development and implementation of strategic planning and advice at the most senior levels. Ability to champion the organisation's vision and goals and promote a shared commitment to the strategic direction, including likely future requirements.
- **Delivers Results:** Expertise in delivering outcomes in line with the Public Governance, Performance and Accountability Act 2013. Proven track record overseeing the implementation of multiple initiatives in Digital Transformation, ensuring stakeholders are kept informed and engaged in an environment of ongoing change and uncertainty.
- **Enabling:** Demonstrated ability to create an environment that empowers diverse individuals and teams to deliver their best for government and court users. This includes setting expectations, being inclusive, nurturing talent and building organisational capability.
- **Influential:** Strong capability in building trust, balancing competing interests and finding common ground. As this role is a facilitator for strategic alignment, an openness to diverse perspectives is critical, as is sustaining collaborative relationships. Ability to negotiate persuasively and represent the court externally.
- **Self-Awareness:** Demonstrates resilience and a strong commitment to ethical practices and APS values. High level of personal integrity, emotional intelligence and self-motivation.

Eligibility

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

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

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

Notes

Diversity and Inclusion

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

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

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

How to apply

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

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

If you have any technical issues with applying, please email recruitment@fedcourt.gov.au

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

About the Federal Court of Australia

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

To Apply

Position Contact	Andrea Jarrat, 03 8638 6814
Agency Recruitment Site	https://www.fedcourt.gov.au/about/employment

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Attorney-General’s

Vacancy VN-0758052

Federal Court of Australia

Closing Date:Friday 30 May 2025

National Native Title Unit

Job Title	Administration Officer
Job Type	Full-Time, Ongoing
Location	Adelaide SA
Salary	\$75,022 - \$81,775
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible
Office Arrangement Details	Positions may be offered for working from home
Classification	APS Level 4
Position Number	0355-04-25
Agency Website	https://www.fedcourt.gov.au/about/employment

Job Description

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

Position Overview

The Administration Assistant is part of a small team supporting the National Judicial Registrar, National Logistics and Remote Hearing Coordinator and other senior staff in the management and operation of the FCA's Native Title Unit

Duties

Major Activities

1. Provide high level administrative support to the National Judicial Registrar, National Logistics and Remote Hearing Coordinator and other senior staff.
2. Book flights, accommodation, and any associated requirements for travel.
3. Maintain and update Registrar calendars.
4. Assist with meetings by preparing material, sending correspondence, and taking minutes.
5. Correspond with internal and external stakeholders, including responding to administrative and procedural enquiries.
6. Participate in national projects as required, including updating databases and other administrative projects.
7. Proof and format documents.
8. Assist with document management using Sharepoint.
9. Other duties as required.

Selection Criteria

1. High level administrative and organisational skills.
2. Good attention to detail and the ability to meet deadlines.

3. Ability to work independently and as part of a team, and with limited supervision.
4. Ability to use electronic information systems and information technology, in particular the Microsoft suite.
5. Strong oral, written and interpersonal communication skills, including with people from diverse backgrounds.

Eligibility

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

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

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

Diversity and Inclusion

Federal Court Australia is committed to supporting an inclusive and diverse workforce and welcomes and encourages applications from People with Disability. First Nations peoples, LGBTIQ+ people, people from Culturally and Linguistically Diverse backgrounds, Mature age workers, as well as young workers and supporting an inter-generational workforce and supporting gender equity and families.

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

How to apply

As part of your application, you will be required to submit a two page response outlining your suitability for this position having regards to the selection criteria and duties of the position which are described in the position description (maximum word limit 1000). Please ensure this document is attached before submitting your application.

To apply, please complete the application form on the Court's careers portal. If you have any issues with applying please email recruitment@fedcourt.gov.au

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

About the Federal Court of Australia

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

To Apply

Position Contact	Coralie Talbot, 08 7201 6076
Agency Recruitment Site	https://www.fedcourt.gov.au/about/employment

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Attorney-General's

Vacancy VN-0758021

Office of the Inspector-General of Intelligence and Security

Closing Date: Sunday 18 May 2025

Job Title	Director, Legal
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	\$140,938 - \$167,436
Future Merit Locations	Canberra
Office Arrangement	On Site;Hybrid
Office Arrangement Details	Canberra based – hybrid working arrangements can be negotiated
Classification	Executive Level 2
Position Number	0149/25_OIGIS-EXT
Agency Website	https://www.igis.gov.au/

Job Description

<https://agcareers.nga.net.au/?jati=5C159D2C-F827-689E-5D35-E3D457A40E96>

Who are we?

The Office of the Inspector-General of Intelligence and Security (IGIS) is central to the independent oversight of the Australian intelligence and security agencies. The Inspector General is an independent statutory office holder who reviews the activities of Australia's intelligence and security agencies to ensure they act legally and with propriety, comply with ministerial guidelines and directives, and respect human rights. All IGIS staff members assist the Inspector-General to provide assurance to ministers, the

parliament and the public that these agencies are using their powers as intended.

We are a small portfolio agency, proud of our contribution to the national interest. We recognise that our people are our greatest asset – we recruit and retain highly capable, motivated professionals with high levels of integrity and personal drive; and we invest in, and value, their development. Further, we offer a rewarding, positive, and inclusive environment, empowering staff to work flexibly in their contribution to the achievement of agency goals.

What we offer

At IGIS, we offer an attractive package which includes a combination of competitive remuneration, rewarding job opportunities and a high performing team environment, including:

- generous employee benefits with competitive salary and the potential for other allowances and benefits
- flexible working arrangements including family friendly, caring and work-life balance provisions
- professional development opportunities including further study, training and professional memberships
- a team of intelligent, experienced and engaged leaders committed to achieving outcomes
- the opportunity to liaise across a range of agencies including security and intelligence agencies
- a supportive, balanced culture that fosters inclusion, personal growth and the balance between professional and personal endeavours.

Duties

The opportunity

The Legal team within the Legal and Assurance Branch of the Inspector-General of Intelligence and Security (IGIS) is a dedicated team of legal officers and legal policy officers responsible for the provision and facilitation of legal advice, services, training and support in fulfilment of the IGIS' functions.

The Director, Legal, is an experienced legal officer who plays a critical role in managing the IGIS' legal practice to meet organisation and strategic objectives. As a senior leader, the Director Legal provides strategic advice and direction, translates strategy into operational goals and engages peers and team members to deliver service excellence and continuous improvement. Director Legal is responsible for supervising two work streams within the Legal team: Legal Advising and Legislation & Legal Policy.

Key responsibilities of Director, Legal

- provide high quality legal advice on:
 - the functions of the IGIS, including in relation to oversight, complaints and public interest disclosures
 - issues relating to procurement processes, including contract formation and tendering procedures
 - office policies and procedures to ensure compliance with all relevant laws and statutory obligations
 - employment related matters
 - ad hoc issues including relating to privacy and confidentiality
- work alongside complaints and oversight officers to provide advice on matters relating to current inspections, investigations and inquiries on foot, which may include:
 - assisting in the initial assessment of complex complaints or public interest disclosures, and advising on whether oversight activities are best conducted under the Inspector-General of Intelligence and Security Act 1986 or the Public Interest Disclosure Act 2013.
 - planning for and participating in the interviewing of both members of the public and staff of intelligence agencies, which in some cases may occur using compulsive powers

- evaluating evidence and providing input into findings and recommendations made with respect of intelligence agency activities
- lead, manage and mentor staff
- contribute to legislative development and reform relevant to the functioning of the IGIS and oversight of intelligence and security matters
- prepare and conduct internal and external legal training and development for both the Legal team and the office
- build effective and solutions driven relationships with a wide variety of stakeholders, including legal policy agencies
- prepare decision briefs relating to requests from the Freedom of Information Commissioner for the Inspector-General to give evidence under the Freedom of Information Act 1982 (Cth)
- draft submissions and prepare briefing packs to support the appearance of the Inspector-General before the Parliamentary Joint Committee on Intelligence and Security, Independent National Security Legislation Monitor and other parliamentary committees
- provide leadership and contribute to the effective functioning of the Agency Oversight, Enterprise Management, and Legal and Assurance Branches, and the IGIS more broadly.

Essential requirements

- the ability to obtain and maintain a Top-Secret Positive Vetting clearance
- a degree in law from an Australian university, or a comparable overseas degree which is recognised in Australia for admission to practice
- a practicing certificate, or eligibility to hold a practicing certificate, in the ACT.
- admission on the roll of an Australian State or Territory Supreme Court, or of the High Court of Australia
- a minimum of six years Post Admission Experience

Desirable skills

- a highly developed understanding of national security and intelligence legislative frameworks
- strong understanding of the legislative process, including Cabinet and Parliamentary processes.

To be successful in this role you will have:

- experience in providing legal advice, especially in the context of statutory interpretation and/or administrative law
- experience in legislation reform and review, including considering new policy proposals and/or experience providing legal advice in a regulatory or investigative environment in support of investigations or other compliance activity
- a demonstrated ability to guide, mentor and develop team members
- high-level management skills, to manage a complex work load and lead a small team with two different work streams
- a desire to work in a productive, values-driven organisation and to achieve results
- a positive attitude, energy and commitment to the objectives of the IGIS
- the ability to conduct thorough legal research and have excellent familiarity with legal research tools and resources
- a collaborative and respectful approach to all aspects of your work
- the ability to conduct your work in an organised and flexible manner
- a demonstrated ability to exercise sound judgment, show initiative and work effectively in a small team

- a demonstrated ability to work in a highly sensitive workplace and to resolve complex problems
- an aptitude for relationship building, and the ability to influence and build relationships with senior executives and a network of stakeholders
- strong interpersonal skills, including excellent written and verbal communication

Eligibility

Security, suitability and integrity requirements

Positions at IGIS are positions of trust. Appointment to our Office depends on the outcome of an employment suitability assessment. Appointment and ongoing employment at the Office are subject to a Positive Vetting clearance being granted and maintained. Security vetting may take many months to complete and requires candidates to provide significant personal information to the vetting authority. In addition, all IGIS staff are required to make annual conflict of interest declarations to ensure the independence and integrity of the Office.

Am I eligible to apply?

- You must be an Australian citizen and you must have a checkable background
 - Note: we must be able to practically verify, from independent and reliable sources, [cumulative] periods of 12-months or more spent outside Australia.
- You must be willing to undergo a comprehensive security clearance suitability assessment
 - Note: 'willing to undergo' means fully cooperating in the assessment process, including the timely provision of information and documentary evidence.

Notes

How to apply

Applicants are required to apply using the webform on the IGIS website (www.igis.gov.au/careers/current-opportunities) by Sunday 18 May 2025 at 11:30pm AEST. No extensions will be granted and late applications will not be accepted.

All applications must be provided at the OFFICIAL level. Classified applications will not be accepted.

As part of your application you will need to provide:

- your resume;
- the contact details of two referees; and
- a statement of no more than 750 words explaining how your education, skills, knowledge and experience make you suitable for the position.

When framing your response, you should also refer to the Integrated Leadership System (ILS) and the capabilities required to be successful at the Executive Level 2. Information about the ILS is available on the Australian Public Service Commission website at: (www.apsc.gov.au/working-aps/aps-employees-and-managers/classifications/integrated-leadership).).

About the Office of the Inspector-General of Intelligence and Security

The Inspector-General of Intelligence and Security is an independent statutory office holder who reviews the activities of six intelligence agencies within IGIS jurisdiction: • Australian Security Intelligence Organisation - ASIO • Australian Secret Intelligence Service - ASIS • Australian Signals Directorate - ASD • Australian Geospatial-Intelligence Organisation – AGO • Defence Intelligence Organisation - DIO • Office of National Intelligence - ONI The purpose of this review is to ensure that these agencies act legally and with propriety, comply with ministerial guidelines and directives and respect human rights. The functions of the Inspector-General are prescribed under sections 8, 9 and 9A of the Inspector-General of Intelligence and Security Act 1986

(Comlaw). The Inspector-General can undertake a formal inquiry into the activities of an agency in response to a complaint or a reference from a minister. The Inspector-General can also act independently to initiate inquiries and conducts regular inspections and monitoring of agency activities. In conducting an inquiry, the Inspector-General has significant powers which include requiring the attendance of witnesses, taking sworn evidence, copying and retention of documents and entry into the premises of an agency within jurisdiction. The Inspector-General can also conduct preliminary inquiries into matters in order to decide whether to initiate a full inquiry.

To Apply

Position Contact	OIGIS Recruitment Team, (02) 6141 4490
Agency Recruitment Site	https://agcareers.nga.net.au/?jati=5C159D2C-F827-689E-5D35-E3D457A40E96

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Defence

Vacancy VN-0758039

Australian War Memorial

Closing Date:Monday 19 May 2025

Corporate Services
Corporate Services Executive

Job Title	Executive Assistant to the Assistant Directors
Job Type	Full-Time, Ongoing
Location	Campbell ACT
Salary	\$84,228 - \$91,809
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	On Site
Office Arrangement Details	Working from home arrangements may be requested by the successful candidate and will be considered based on AWM policies.
Classification	APS Level 5
Position Number	25-058
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

- 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 AWM that are offered employment will be required to successfully undergo a National Police Check, even if they currently hold a security clearance. The check is conducted in accordance with the Australian Government Protective Security Policy Framework requirements.

Additional Requirements

- The successful candidate will be required obtain and/or maintain a Baseline Vetting (AGSVA) security clearance
- Hold a current unrestricted Australian driver licence and be willing to drive senior management to and from appointments at various times

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 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	Rick Berry, 02 6206 9821
Agency Recruitment Site	https://www.awm.gov.au/get-involved/employment

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Defence

Vacancy VN-0757860

Department of Defence

Closing Date: Monday 19 May 2025

Associate Secretary Group
Enterprise Transformation and Governance

Job Title	Web Administrator
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	\$86,887 - \$93,066
Future Merit Locations	Canberra
Office Arrangement	Flexible
Office Arrangement Details	Defence is committed to supporting workplace flexibility. Please contact the contact officer for further details.
Classification	APS Level 5
Position Number	ASG/03692/25
Agency Website	

Job Description <https://defencecareers.nga.net.au/?jati=771BA956-549B-F63E-6137-E3C392DD656C>

Duties

The Role

The Web Administrator assists in the delivery of services and advice to internal stakeholders. They are the first point of contact for all web support requests to the Enterprise Web team and are responsible for managing the team mailbox.

The Web Administrator is responsible for the publication and quality assurance of web content. They will use various publishing, media hosting, data analytics and compliance checking tools to ensure high-quality user experiences.

The Web Administrator uses their strong communication skills and collaborative mindset to:

- Provide web best practice advice
- Establish and maintain professional relationships
- Provide exceptional customer service at all times
- Prioritise work to align to broader organisational objectives
- Contribute and assist in documenting standards and processes
- Assist with testing and verification activities.

About our Team

The Enterprise Web Directorate is in the Enterprise Transformation Branch in the Enterprise Transformation and Governance Division.

Enterprise Web is a team of web experts, including designers and developers, content and audience engagement strategists, content publishers and data analysts. The team works collaboratively with a mindset of continuous improvement to optimise the user experience of Defence internal and public websites and supports efficient delivery of web communication.

Our Ideal Candidate

The Web Administrator will have a passion for customer service and be committed to maintaining Enterprise Web's excellent reputation. They will enthusiastically assist with web project tasks and look beyond the request to identify potential issues, committing to tight deadlines when needed.

The Web Administrator will have experience in digital communication channels and a strong commitment to web standards and user experience. They will contribute to the continuous improvement of the Defence web environment and positively impact Defence's primary communication channel.

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	Tracy Styles, 02 6132 7997
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=771BA956-549B-F63E-6137-E3C392DD656C

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

Vacancy VN-0757879

Department of Defence

Closing Date: Monday 19 May 2025

ARMY
ADFHQ-Office of Chief of Army

Job Title	Governance and Risk Manager
Job Type	Full-Time, Ongoing
Location	Russell ACT
Salary	\$95,187 - \$108,734
Future Merit Locations	Russell
Office Arrangement	Flexible
Office Arrangement Details	Defence is committed to supporting workplace flexibility. Please contact the contact officer for further details.
Classification	APS Level 6
Position Number	ARMY/03527/25
Agency Website	

Job Description <https://defencecareers.nga.net.au/?jati=D6165E6B-1D9D-A5E3-91ED-E3C39445E6EC>

Duties

The Role

Within the Governance and Control function an APS6 Governance & Risk Manager is accountable under broad direction to undertake complex governance, compliance and risk management activities within an integrated workforce. They are accountable to ensure they possess and maintain knowledge of, and compliance with, legislative frameworks, government decision-making and Defence's mission and policy requirements.

The APS 6 Governance & Risk Manager will work independently, with a high-level of autonomy and accountability for work outcomes. They will exercise both initiative and judgement in the interpretation of policy and application of organisational practices and procedures. They will provide specialist governance, technical, professional and policy advice in relation to complex work and contribute to strategic planning, program and project management and policy development.

An APS 6 Governance & Risk Manager will lead and mentor the Governance Support Manager and be accountable for setting work priorities and managing team workflows. They are expected to be capable of building team capability through coaching, feedback and oversight of the quality of work produced within the team. They will exercise the associated people and financial responsibilities to support the delivery of work unit outcomes.

An APS 6 Governance & Risk Manager will have considerable level of stakeholder engagement and will liaise with stakeholders to resolve complex governance and risk issues. They will be required to identify, anticipate and respond to stakeholders' needs and expectations to support both unit deliverables and broader Defence objectives. They will be accountable to contribute towards ongoing professional development and capability enhancement.

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

About our Team

The Land Command, Control, Communications, and Computing (LC4) Program plays a critical role in delivering and sustaining communications and information systems (CIS) that enable effective command and control, situational awareness, and targeting for the Australian Defence Force. By providing cutting-edge capabilities, the program ensures land commanders can achieve decision superiority in complex operational environments. Our team works collaboratively across Army, Defence, and external partners to develop and manage the Land C4 Capability System (LC4CS).

We are a highly skilled and diverse group of professionals, committed to continuous improvement, governance excellence, and risk assurance. Our success is built on leveraging each other's expertise, maintaining a strong focus on service delivery, and driving innovation in military communications and information capabilities. If you are a results-driven professional with strong business acumen, excellent interpersonal skills, and a passion for budget management, you will thrive in our team. Together, we ensure that LC4 remains at the forefront of Defence capability, supporting the preparedness and operational effectiveness of the land force.

Our Ideal Candidate

The ideal candidate will bring a proactive and outcomes-oriented approach to enhancing governance frameworks and mitigating risks within the LC4 Program.

They will:

- Coordinate, monitor and report on governance compliance; identify risks; and determine appropriate course of action to meet stakeholder needs in accordance with Defence governance and policy requirements.
- Coordinate the maintenance of risk management documentation including up-to-date risk management plans, risk registers and a centralised program risk database.
- Be accountable for the development and implementation of policies, processes and procedures that align with Defence governance frameworks and compliance obligations.
- Review risk management practices and documents to confirm alignment with Defence policy, procedures, and risk tolerance thresholds.
- Apply internal and external knowledge and experience to improve the effectiveness and defensibility of governance and risk management practices.
- Provide advice and assistance to internal and external stakeholders on complex governance and risk matters in accordance with relevant policy and procedures.
- Prioritise governance activities and tasks and take the initiative to manage competing demands and deliver outcomes aligned to business objectives.
- Recommend approaches for risk identification, analysis, treatment and control; leveraging subject matter expertise to enhance risk management maturity and identify emerging and strategic risks.
- Work collaboratively, build and sustain effective relationships and provide clear, constructive and timely feedback.
- Analyse information for continuous improvement opportunities, resolve problems and propose and implement alternative courses of action.
- Conduct audit activities and plan, schedule and implement risk-based quality assurance initiatives.

Most importantly, we seek a candidate who is passionate about driving governance excellence and risk assurance, supporting the operational preparedness and strategic objectives of Land Capabilities in a complex environment.

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	Beth Dodson, 03 9290 2731
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=D6165E6B-1D9D-A5E3-91ED-E3C39445E6EC

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Defence

Vacancy VN-0757884

Department of Defence

Closing Date:Monday 12 May 2025

Naval Shipbuilding and Sustainment Group
Patrol Boats and Specialist Ships

Job Title	Project Director
Job Type	Full-Time, Ongoing
Location	Russell ACT
Salary	\$139,681 - \$167,659
Future Merit Locations	Russell
Office Arrangement	Flexible
Office Arrangement Details	Defence is committed to supporting workplace flexibility. Please contact the contact officer for further details.
Classification	Executive Level 2
Position Number	NSSG/02515/25
Agency Website	

Job Description <https://defencecareers.nga.net.au/?jati=FF889025-1C95-1BBE-23BE-E3C394CAD2CE>

Duties

The Role

The Arafura Class Offshore Patrol Vessel Project (SEA1180-1) is a foundational project within the continuous naval shipbuilding enterprise that successive governments have committed to. The Project Director leads the delivery of six Arafura Class Offshore Patrol Vessels (OPVs) under construction by Luerssen Australia, and the associated support system.

The role involves:

- Lead the delivery of the Arafura Class OPV.
- Oversee the project management function in Canberra and Henderson Western Australia, and work closely with the technical and business functions of the OPV Branch to achieve results.
- Lead engagement with the Prime contractor and other materiel delivery contractors.
- Work closely with stakeholders including the Naval Construction Branch within the Naval Shipbuilding & Sustainment Group (NSSG), Royal Australian Navy (RAN) Sponsor, the sustainment organisation, and in the broader continuous naval shipbuilding enterprise.
- Undertake planning with, and reporting to, senior Defence executives and Government. This includes annual reporting for the Major Projects Report, regular ministerial submissions, and a range of weekly and monthly reporting.

About our Team

The OPV Branch in the NSSG is delivering the OPV Project and other requirements as periodically assigned. The primary role of the OPVs is maritime patrol and response operations in support of the National Civil Surveillance Program in order to contribute to protecting Australia's territory, territorial seas, and Economic Exclusion Zone. The Branch consists of mostly APS

employees, with individuals based in Canberra and around the country.

Our Ideal Candidate

The \$4 billion OPV Project presents an exciting opportunity for a dedicated and aspirational leader to successfully deliver six OPVs to the RAN.

- The successful candidate will be driving improvement that will propel the growth of the shipbuilding industrial landscape at the Henderson shipyard, and building up capability within Defence to manage complex projects both now and into the future.
- The ideal candidate will be a collaborative leader who is diligent, has a positive attitude, particularly towards respecting diversity of ideas and empathetic of the perspectives of others.
- A strong track record in leading teams through change is vital.
- Experience in project management and leading teams through significant schedule and delivery challenges would be highly regarded.
- Expertise in working with teams in multiple locations and managing stakeholders across Defence, and either project management qualifications or the ability and willingness to obtain project management qualifications while in the role.

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	Carol Medhurst, 02 5108 7175
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=FF889025-1C95-1BBE-23BE-E3C394CAD2CE

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Defence

Vacancy VN-0757900

Department of Defence

Closing Date: Monday 19 May 2025

Capability Acquisition and Sustainment Group
Joint Aviation Systems Division

Job Title	Administration Officer
Job Type	Full-Time, Ongoing
Location	Nowra NSW
Salary	\$86,887 - \$93,066
Future Merit Locations	Nowra
Office Arrangement	Flexible
Office Arrangement Details	Defence is committed to supporting workplace flexibility. Please contact the contact officer for further details.
Classification	APS Level 5
Position Number	CASG/03709/25
Agency Website	

Job Description <https://defencecareers.nga.net.au/?jati=D5E2FE43-6145-C32E-11B2-E3C3CB9AFC11>

Duties

The Role

The Romeo Enterprise Office (REO) Administration Officer is accountable under broad direction to perform procedural, administrative and business support work, continuously providing support for the REO program including program administration, data management, communication activities, provision of professional advice and stakeholder engagement.

Key Duties and Skills include:

- Performing moderately complex to complex administration activities to manage correspondence and technical data requirements
- Controlling of all data management databases / systems to support outcomes
- Contribute to the promulgation and enforcement of clear business rules and protocols.
- Monitor and ensure ease of access to knowledge repositories in accordance with relevant legislation, policies and procedures.

- Demonstrate knowledge management skills to design processes, tools and structures to increase, renew, share and improve the use of knowledge.
- Engage with stakeholders to understand their expectations and concerns to meet business objectives.
- Work collaboratively and operate effectively within the team.

About our Team

The Romeo Enterprise Office 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 provision of support services via Foreign Military Sales agreements with the US Government, and International and Australian Industry Partners.

The successful applicant will join a diverse team made up of APS, ADF, US Navy and contractors, all driven to ensure the availability of the RAN's MH-60R Seahawk Romeo Helicopter fleet and the safety of its aviators and aircraft maintenance staff is delivered under a cost effective and financially compliant framework.

Our Ideal Candidate

The ideal candidate will be enthusiastic, experienced, self-driven and highly motivated to make a difference through application and innovation.

They will possess high level administrative task knowledge in relation to data management.

They will possess strong communication skills and the ability to work collaboratively with diverse stakeholders.

They will be responsive and innovative in their approach, enabling them to achieve and optimise organisational outcomes.

They will have a well-developed understanding of, and compliance to, legislative frameworks and policy requirements.

They will have sound computer proficiency including the MS Office Suite of programs and EXCEL.

Eligibility

Security Clearance:

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

Notes

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To Apply

Position Contact	Michael Howlett, 02 4449 3513
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=D5E2FE43-6145-C32E-11B2-E3C3CB9AFC11

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Defence

Vacancy VN-0757903

Department of Defence

Closing Date: Monday 12 May 2025

Australian Defence Force HeadQuarters
Vice Chief of Defence Force Group

Job Title	Business Operations Assistant Director
Job Type	Full-Time, Ongoing
Location	Brindabella Business Park ACT
Salary	\$120,303 - \$135,701
Future Merit Locations	Brindabella Business Park
Office Arrangement	On Site
Office Arrangement Details	Defence is committed to supporting workplace flexibility. Please contact the contact officer for further details
Classification	Executive Level 1
Position Number	ADFHQ/03788/25
Agency Website	

Job Description <https://defencecareers.nga.net.au/?jati=EBD10876-935A-1E8E-772D-E3C3CC37A3A3>

Duties

The Role

The duties of the Business Operations Assistant Director include the following:

- Perform complex procedural, operational, administrative and business management activities and tasks that support the delivery of outcomes across ASCA and Defence.
- Lead and deliver budget support and financial processing, including coordination of budget preparation, financial performance monitoring and reporting in accordance with Defence policies and procedures.
- Coordinate business support activities for the organisation, identify risks and determine appropriate course of action to meet stakeholder needs.
- Engage and negotiate with stakeholders on complex issues to achieve business outcomes.
- Identify and interpret relevant legislation, policies, strategies, business and team requirements and apply these.
- Work collaboratively, build and sustain effective relationships and provide constructive feedback.
- Manage and lead a team, including providing clear and consistent communication, setting clear performance and behavioural standards, managing performance, delegating responsibility and guiding and developing people.
- Demonstrate and apply the skills, knowledge and experience necessary to provide advice and services for a range of complex to very complex activities.

About our Team

The Business Operations Directorate supports and delivers critical internal functions to efficiently achieve organisational goals. The directorate is responsible for providing business support including complex personnel, physical and project security functions; human resource management and workforce planning; financial management support including budget preparation and financial performance monitoring and reporting, as well as infrastructure and facilities management.

The directorate coordinates these functions with other areas of Defence to support the breadth of its functions. The team is agile and works in a fast-paced and ever-evolving environment. The team often faces unique problems and relies on innovative and creative problem-solving to meet stakeholder requirements.

Our Ideal Candidate

ASCA is seeking an exceptional leader who is comfortably able to wear a variety of hats to manage a team that supports a fast-paced organisation. This role provides key support and direction across ASCA through the management of critical business taskings and implementation of business plans. To succeed in this role, you must be an excellent communicator, with demonstrated stakeholder management and interpersonal skills.

The successful candidate will have experience in preparing and providing advice on complex financial policy to stakeholders. They will be able to apply financial and budgeting knowledge to undertake objective and systematic analysis to draw conclusions.

ASCA is seeking someone who is able to drive efficient business processes, and contribute to a respectful and productive workplace. The successful candidate will be an experienced team leader and be able to operate autonomously and collaborate confidently at all levels. They will have the ability to work in a fast-paced environment with changing and competing priorities.

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	Caitlin Bourke, 02 6249 0014
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=EBD10876-935A-1E8E-772D-E3C3CC37A3A3

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Defence

Vacancy VN-0757927

Department of Defence

Closing Date:Monday 19 May 2025

Naval Shipbuilding and Sustainment Group
Maritime Sustainment

Job Title	Deputy Project Manager
Job Type	Full-Time, Ongoing
Location	Garden Island NSW
Salary	\$95,187 - \$108,734
Future Merit Locations	Garden Island
Office Arrangement	On Site
Office Arrangement Details	Defence is committed to supporting workplace flexibility. Please contact the contact officer for further details.
Classification	APS Level 6
Position Number	NSSG/03759/25
Agency Website	

Job Description <https://defencecareers.nga.net.au/?jati=8EF6953E-5EDB-4712-6E13-E3C3CE0C2D16>

Duties

The Role

- The Amphibious Combat and Support Systems Program Office (ACSSPO) is responsible for the sustainment of the Landing Ship Dock, Landing Helicopter Dock (LHD) ships as well as the Auxiliary Oil Replenishment (AOR) ships (from 1 July 2025). The organisation delivers Asset Management, Engineering, Maintenance and Inventory Management services to ensure the ships are available to Navy in a seaworthy state.
- The Project Management section is responsible for the delivery of the SEA2048 LHD Capability Assurance Program for the LHD ships HMAS Canberra and HMAS Adelaide. This Program involves the design and implementation of major capability updates and upgrades to ensure the LHD capability continues to meet Navy's expectations into the future.
- From 1 July 2025, the Project Management section will be responsible for managing the remediation of all outstanding issues relating to the acquisition of the AORs. This will involve management of complex engineering, logistics and maintenance activities.
- ACSSPO is seeking a Deputy Project Manager with experience delivering complex programs of work in an engineering or maintenance context. The Deputy Project Manager will have the flexibility to respond to the changing context and shifting priorities of the Defence environment with the agility to realign resourcing to meet new demands. The Deputy Project Manager will be an outcomes-focussed leader with strong team management and communication skills.

This role is eligible for an additional remuneration benefit known in Defence as a Building Defence Capability Payment (BDGP). This enables Defence to provide a premium, in addition to the base

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

About our Team

- The Project Manager is a member of an integrated, multi-disciplinary team of Defence and Industry personnel
- The team is responsible for delivering a complex program of capability upgrades for the LHD capability in close consultation with Navy as the project sponsor

Our Ideal Candidate

Key attributes and experience we are looking for:

- Demonstrated Project Management experience in an engineering or maintenance context
- Proven ability to manage quality, cost and schedule
- Proven ability to deliver Project Management Plans, Schedules, execution strategies, program status reports and performance management reports
- Excellent commercial acumen and financial management skills
- Demonstrated excellent leadership and interpersonal skills, including strong emotional intelligence, resilience and adaptability
- Excellent communication and stakeholder engagement skills, with the ability to negotiate and build relationships with stakeholders
- High level organisational skills, self-drive and initiative with the ability to influence others to achieve tasks and business objectives

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	Erin Sweet, 02 9537 6543
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=8EF6953E-5EDB-4712-6E13-E3C3CE0C2D16

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Defence

Vacancy VN-0757980

Department of Defence

Closing Date: Monday 19 May 2025

Capability Acquisition and Sustainment Group
Joint Aviation Systems Division

Job Title	Assistant Product (Fleet) Manager
Job Type	Full-Time, Ongoing
Location	Nowra NSW
Salary	\$95,187 - \$108,734
Future Merit Locations	Nowra
Office Arrangement	Flexible
Office Arrangement Details	Defence is committed to supporting workplace flexibility. Please contact the contact officer for further details.
Classification	APS Level 6
Position Number	CASG/02613/25
Agency Website	

Job Description <https://defencecareers.nga.net.au/?jati=1A4B652E-1E50-5DBD-45E7-E3D4556C4594>

Duties

The Role

The role is significant and directly contributes to the delivery of Navy Aviation effects in a diverse and challenging global

environment now and into the future.

The APS 6 Assistant Product (Fleet) Manager:

- Is accountable for the development of product management strategies and plans, enabling delivery and reporting on the requirements and expectations of the management of Defence assets.
- Is required to understand and apply product management policies, processes and procedures to support the product management of Defence assets.
- Engages and negotiates with stakeholders on complex issues to achieve business outcomes.
- Builds and sustains productive working relationships to achieve product management.

About our Team

The Romeo Enterprise Office 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 provision of support services via Foreign Military Sales agreements with the US Government, and International and Australian Industry Partners.

The successful applicant will join a diverse team made up of APS, ADF, US Navy and contractors, all driven to ensure the availability of the RAN's MH-60R Seahawk Romeo Helicopter fleet and the safety of its aviators and aircraft maintenance staff is delivered under a cost effective and financially compliant framework.

Our Ideal Candidate

The ideal candidate is enthusiastic, experienced, self-driven and highly motivated to make a difference through application and innovation.

You will apply your highly developed logistics, contract management, Continuing Airworthiness Management support and business acumen skills to ensure MH-60R availability and readiness requirements are achieved.

You will apply your highly developed communication and engagement skills to prepare briefings, submissions, reports and communicate issues and opportunities. **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

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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	Michael Howlett, 02 4449 3513
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=1A4B652E-1E50-5DBD-45E7-E3D4556C4594

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Defence

Vacancy VN-0757999

Department of Defence

Closing Date: Monday 19 May 2025

Capability Acquisition and Sustainment Group
Joint Aviation systems Division

Job Title	CAMM2e Maintenance Requirements Determination Team Leader
Job Type	Full-Time, Ongoing
Location	Nowra NSW
Salary	\$95,187 - \$108,734
Future Merit Locations	Nowra
Office Arrangement	Flexible
Office Arrangement Details	Defence is committed to supporting workplace flexibility. Please contact the contact officer for further details.
Classification	APS Level 6
Position Number	CASG/03698/25
Agency Website	

Job Description <https://defencecareers.nga.net.au/?jati=E4222AC0-36D2-8367-E925-E3D457A75C06>

Duties

The Role

As the APS 6 Computer Aided Maintenance Management (CAMM2) Electronic Maintenance Requirements Determination (MRD) Team Leader, you will be delivering engineering and airworthiness enabling services and advice to the Fleet Air Arm in relation to aircraft maintenance optimisation programs. Providing support analysis inclusive of maintenance, spares and engineering review and optimisation, and manage the Logistics Support Analysis (LSA) Record.

The suitable candidate requires the a level of technical experience and aptitude at the APS 6 level to obtain and maintain Engineering Authority relevant to the MH-60R Platform as per Defence Aviation Safety Regulation (DASR) and Capability Acquisition and Sustainment Group (CASG) Engineering Authority policy requirements.

About our Team

Navy Aviation System Program Office (NASPO), within Capability Acquisition and Sustainment Group, is responsible for supporting current Navy Aviation capabilities while developing and supporting new technologies into the future.

Technical Engineering Services & Support Unit (TESSU) is a specialised aviation engineering team embedded within NASPO who are responsible for providing core-engineering design and engineering support services for NASPO managed Aviation platforms.

TESSU comes under direct management of the NASPO Chief Engineer and provides the central engineering resources for NASPO to provide Defence Aviation Safety Authority (DASA) authorised Rotary Wing Design Organisation services (Part 21J) to the Navy Fleet Air Arm.

Our Ideal Candidate

As our ideal candidate:

- You have the ability to apply your knowledge and experience in problem solving, self-management and teamwork;
- You will be a strong communicator who is able to influence as well as present at a professional level, due to your impeccable attention to detail; and

- You will hold qualifications in aircraft maintenance from a recognised institution, and/or equivalent relevant experience (preferably within the Defence industry).

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 5 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	Damian Doroni-Dawes, 02 4449 4017
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=E4222AC0-36D2-8367-E925-E3D457A75C06

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Environment and Energy

Vacancy VN-0758049

Clean Energy Regulator

Closing Date: Sunday 18 May 2025

Corporate Strategic Communications

Job Title	Assistant Manager – Media
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Canberra ACT
Salary	\$121,724 - \$138,463
Future Merit Locations	Canberra
Office Arrangement	Flexible
Office Arrangement Details	The agency supports and promotes flexible working, including remote options on negotiation
Classification	Executive Level 1
Position Number	CER 037/25
Agency Website	https://cer.gov.au/about-us/who-we-are

Job Description

<https://cleanenergyregulatorcareers.nga.net.au/cp/index.cfm>

About the Branch

The Corporate Branch is responsible for delivering enabling services that support the effective and efficient operation of the agency and facilitates the agency's compliance with legislation, policies and guidelines as a non-corporate Commonwealth entity.

The branch complements the scheme-focus of other agency divisions by providing digital services for internal and client-facing systems and facilitating strategic communications and client engagement through the agency's website and contact centre. In addition, the Branch supports efficient resource management and corporate accountability through functions such as financial management, performance reporting, parliamentary services, procurement, risk management and assurance, facilities management and human resource management.

About the Section

The Strategic Communication section provides specialist communications, stakeholder engagement and education services to drive and deliver on agency outcomes. We manage external communications channels for the agency, including, social media and media liaison function. We are focussed on client experience and use a range of digital and traditional communication approaches.

Duties

We are seeking a proactive and passionate professional with media expertise to join our team as an Assistant Manager – Media. In this role, you will manage our small and busy media and audiovisual team, ensuring the delivery of high-quality content and effective media strategies.

Under broad direction, the Assistant Manager – Media will:

- Lead a small team to deliver media, social media, audiovisual, and communication account management functions.
- Provide expert strategic media advice to CER management and executive, influencing decisions for optimal outcomes.
- Deliver timely and accurate media products, including enquiries, releases, talking points, Q&As, briefings and reactive statements.
- Oversee internal review and clearance processes for media products, working closely with the Manager – Strategic Communications, business areas and executive.
- Support the implementation of media strategies and draft op-eds under tight deadlines.
- Monitor media coverage and provide summaries, analysis, and media scans to internal stakeholders.
- Coordinate media engagement logistics, including interview briefs, liaising with media outlets, and arranging spokespeople.
- Contribute to the preparation of team reporting, dashboards and briefing packs.
- Oversee administrative tasks for the media team, including tracking requests, managing inboxes, and updating records.
- Maintain productive relationships with internal stakeholders and counterparts in other Australian Government agencies.
- Demonstrate ability Supervise and mentor APS staff, fostering their professional growth and development through effective coaching, training, and performance management.

Qualifications/Experience

The ideal candidate will have:

- Proficient experience in media, public affairs, journalism, or strategic communications, ideally within or closely connected to government.
- Proven ability to supervise the development of APS staff and demonstrated people management experience, with a focus on enhancing internal capability.
- Excellent writing and editing skills with the ability to produce high-quality content tailored to various audiences and channels.
- Collaborative and delivery-focused mindset with strong relationship and negotiation skills, and the ability to manage competing priorities in a fast-paced environment.
- High attention to detail and sound judgement, particularly when handling sensitive or time-critical issues.
- Strong organisational skills with experience in supporting team processes and reporting requirements.
- Good understanding of government operations, media cycles, and stakeholder engagement.
- Qualifications in media, communications, journalism, marketing, public policy, or a relevant field are highly regarded.

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, • Nature Repair Market, under the Nature Repair Act 2023, • Guarantee of Origin, under the Future Made in Australia (Guarantee of Origin) Bill 2024. 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. 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	Andrea Close, 02 6159 3356
Agency Recruitment Site	https://cleanenergyregulatorcareers.nga.net.au/cp/index.cfm

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Health

Vacancy VN-0758056

Australian Digital Health Agency

Closing Date:Sunday 18 May 2025

Digital Solutions
Executive Executive

Job Title	Divisional Business Coordinator
Job Type	Full-Time, Non-Ongoing
Location	Canberra ACT
Salary	-
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Work From Home
Office Arrangement Details	Attractive working from home policy
Classification	APS Level 6
Position Number	0346_05/25
Agency Website	https://www.digitalhealth.gov.au/

Job Description

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

The APS6 Divisional Business Coordinator is responsible for providing a range of complex administration and business management activities in support of the office of the Chief Digital Officer. The Divisional Business Coordinator is a Full-time Non-ongoing position available for 16 months with the potential of extension. This includes coordination of division governance, recruitment, reporting and management of the divisional travel coordinator. The Divisional Business Coordinator will be responsible for organising and prioritising the workflow of the divisional office to provide advice to divisional staff, in particular Branch Support Officers (BSOs), to ensure the smooth and timely creation of high-quality, accurate divisional materials. The APS6 Divisional Business Coordinator will work closely with the Executive Officer and Executive Assistant to support the Chief Digital Officer and will exercise sound judgment in relation to sensitive issues, including understanding when and how to escalate matters. The APS6 Divisional Business Coordinator must also develop and maintain positive working relationships across the division and the Agency more broadly.

Duties

Skills and Experience

- Possesses prior experience in administrative roles with Senior Executives.
- Exceptional verbal, written, and presentation skills, capable of delivering clear and concise communication to the Executive Team and the Chief Digital Officer.
- Work under broad direction with a high degree of independence and demonstrate initiative to progress work to meet the Division Heads' business objectives and outcomes.
- Demonstrates the ability to discern and prioritise the business needs of the division.
- Proven experience in stakeholder management to achieve operational objectives, with the ability to anticipate stakeholders needs and expectations.
- Have experience and an understanding of working within Federal Government.

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.
- Ability to obtain and maintain national police check.
- Australian Citizenship is a condition of eligibility.

Notes

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

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

About the Australian Digital Health Agency

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

To Apply

Position Contact	Leah Karapanagos, Leah.Karapanagos@digitalhealth.gov.au
Agency Recruitment Site	https://www.digitalhealth.gov.au/about-us/careers

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Health

Vacancy VN-0758068

Australian Digital Health Agency

Closing Date: Tuesday 13 May 2025

Technology Services
Information Technology Services IT Engineering Systems and Operations

Job Title	Support Analyst
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	\$87,585 - \$94,719
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	On Site
Office Arrangement Details	Onsite
Classification	APS Level 5
Position Number	TBC
Agency Website	https://www.digitalhealth.gov.au/

Job Description

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

About the Agency

As the steward for digitally enabling Australia's health system, the Agency plays a key role in coordinating national engagement, delivery, and adoption of digital health to facilitate person-centred, connected healthcare. Our responsibilities span national digital health services and systems, including My Health Record, Electronic Prescriptions, and the MyHealth App.

About the Role

As an IT Support Analyst, you will be accountable for the IT Service Desk, User Support and Basic Administration for the Agency's Business Applications/Systems, End User Computing, and other related technology, under the broad direction of the Assistant Director - IT Support in the IT Services Branch.

The IT Service Branch are responsible for the evolution and operation of Agency's business applications/systems and information technology; the engineering of external-facing and internal-facing products and systems across web, mobile, api, data and analytics technologies, and associated cloud and on-premises infrastructure and networking; and the build and reliability processes and technologies to ensure the quality, trust, reliability, and security in our products and systems.?

Duties

What You'll Bring

- Tertiary qualifications in Information Technology and/or Business (desirable)
- IT / Digital / Business certifications and/or training in areas relevant to the role (desirable)
- Previous experience in supporting a complex organisational structure with multiple stakeholders with IT infrastructure, network support, configuration management, systems release and deployment, and storage management as well as other service management activities, such as incident management, problem management, and asset management

Eligibility

- Ability to obtain and maintain a NV1 security clearance with the ability to obtain and maintain a higher clearance if required by the Agency
- Ability to obtain and maintain national police check.
- Australian Citizenship is a condition of eligibility

Notes

Our Benefits

Ask us about our 2026 salary increases, annual performance reviews and superannuation employer contribution of 15.4%.

Salary packaging (also known as salary sacrifice) is available.

Annual Christmas closedown– with no leave deduction!

Our Wellbeing Sessions & Employee Assistance Program will give you the best opportunity to balance work and life

Additional Information

The position to be filled in Canberra. To apply, submit your resume and a cover letter.

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

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

Closing Date: 13th May 2025, 11:00pm

Salary: This role offers between \$87,584 - \$94,719 plus 15.4% superannuation depending on skills and experience.

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

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To Apply

Position Contact	Talent Acquisition Team, adharecruitment@digitalhealth.gov.au
Agency Recruitment Site	https://www.digitalhealth.gov.au/about-us/careers

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Health

Vacancy VN-0756574

Department of Health and Aged Care

Closing Date: Sunday 01 June 2025

Benefits Integrity Division
Compliance Enabling Branch Risk Analytics Section

Job Title	APS Level 6 - Data Scientist, Risk Analytics Section
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Canberra ACT, Sydney NSW, Hobart TAS, Melbourne VIC, Brisbane QLD
Salary	\$98,336 - \$110,937
Future Merit Locations	Canberra, Sydney, Hobart, Melbourne, Brisbane
Office Arrangement	Flexible
Office Arrangement Details	Flexible working arrangements can be negotiated
Classification	APS Level 6
Position Number	25-BIDIV-28695
Agency Website	

Job Description

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

Risk Analytics Section is looking for a Data Scientist to develop models and analytics solutions, collaborate with stakeholders, and effectively communicate findings.

We leverage advanced data analytics to detect fraud and non-compliant behaviour through developing sophisticated statistical, machine learning, and data visualization tools to protect the integrity of Australia's health payments system.

Mandatory qualifications:

- A degree in Health, Data Science, Computer Science, Analytics, Statistics, Economics or related field, and
- A post graduate technical degree and/or considerable applied advanced analytical experience
- Experience working in a compliance, health or data analytics role

Desirable Experience:

- Hands on experience with enterprise data warehouse technologies such as Google Cloud Platform and Teradata
- Hands on experience with SQL, and R or Python programming
- Hands on experience with data analytical platforms such as R Shiny, SAS, Power BI and Qlik
- Knowledge of the Medicare Benefits Schedule or the Pharmaceutical Benefits Scheme
- Experience with statistical methods
- Experience in programming for AI, machine learning and big data

Duties

- Utilise advanced statistical and machine learning methods to analyse complex datasets, delivering actionable insights that inform policy and operational decisions
- Work closely with stakeholders to ensure data science projects are effectively integrated into larger government initiatives
- Clearly and effectively convey technical results and findings to non-technical audiences, such as senior executives, stakeholders and community groups, using reports, presentations and data visualisation tools
- Contribute to team efforts as required, and representing the team in forums and meetings
- Introduce analytical and data science methods that are new to compliance systematically embedding capability in team
- Identify, develop and maintain relationships to deliver work outcomes
- Create analytical methodologies and standards for the team

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 Sunday 1 June 2025 at 11:30pm AEST.
- Applicants are asked to quote reference number 25-BIDIV-28695 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.
- This recruitment process is being used to fill both ongoing and non-ongoing positions. Non-ongoing positions will be offered on a specified term basis for an initial period of up to 12 months with the possibility of being extended (this will not exceed a total of 24 months in the same or similar 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 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	Mohsen Kazemi, (03) 7041 0824
Agency Recruitment Site	https://www.health.gov.au/about-us/work-with-us

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Health

Vacancy VN-0757837

Department of Health and Aged Care

Closing Date:Monday 19 May 2025

Australian Centre for Disease Control Establishment Taskforce Division
Strategy Branch Data Strategy Section

Job Title	APS Level 6 - Senior Project Officers - Data Strategy Section
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Sydney NSW, Canberra ACT, Darwin NT, Adelaide SA, Hobart TAS, Perth WA, Melbourne VIC, Brisbane QLD
Salary	\$98,336 - \$110,937
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Work From Home;Flexible
Office Arrangement Details	Flexible working arrangement can be discussed
Classification	APS Level 6
Position Number	25-ACDCETDIV-29041
Agency Website	

Job Description

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

Senior Project Officer - Data Governance

We are looking for someone with experience in health data governance and data management practices. Working within the Australian CDC Establishment Taskforce, this role will support development of the Australian CDC data strategy by supporting development of a data governance framework.

This work involves development of policy and processes for CDC data governance and management throughout the data lifecycle.

Senior Project Officer - Data Development and Standards

We are looking for someone with experience in health information management, data development or standardisation. Working within the Australian CDC Establishment Taskforce, this role will support development of the Australian CDC data strategy by supporting development of an approach to data standardisation and interoperability. This work involves establishing processes for metadata development and for handling clinical terminologies and statistical classifications.

Senior Project Officer - Data Policy

Core to the CDC Establishment program is development of an Australian CDC Data Strategy to guide CDC data use. This position will undertake data policy development activities, guided by the Preliminary Data Strategy which charts a course to establish the Australian CDC as a data-driven organisation by describing priority action over the interim phase of the Australian CDC to harness data as a strategic asset, and to deliver data innovation that supports better health outcomes for all Australians.

Duties

Responsibilities include:

Senior Project Officer - Data Governance

- Support establishment and implementation of the Australian Centre for Disease Control's data governance and data management functions, including policy and process development for management of the full data lifecycle for CDC held data.

- Undertake the development, maintenance and periodic review of documents regarding data policy development, program governance, processes, actions and interactions across stakeholders.
- Provide advice, expertise and options on a wide range of professional, technical and administrative matters.
- Track and facilitate defined activities and processes to achieve desired outcome Draft high-quality communications to support program delivery and stakeholder engagement requirements

Senior Project Officer - Data Development and Standards

- Support establishment of the Australian Centre for Disease Control's approach to data standardisation, metadata and ontology development, including use of clinical terminologies and statistical classifications.
- Undertake the development, maintenance and periodic review of documents regarding data policy development, program governance, processes, actions and interactions across stakeholders.
- Undertake a range of research, design, project planning or data development tasks to deliver required outcomes and outputs.
- Provide advice, expertise and options on a wide range of professional, technical and administrative matters.
- Track and facilitate defined activities and processes to achieve desired outcome.
- Draft high-quality communications to support program delivery and stakeholder engagement requirements.

Senior Project Officer - Data Policy

- Undertake strategic planning, coordination and implementation of Australian CDC data strategy and policy.
- Contribute to identification of opportunities to optimise the use of data in the performance of the CDC's functions, with an emphasis on enabling accurate and efficient public health surveillance, preparation, response, prevention and coordination.
- Utilise strong stakeholder engagement skills and will be responsible for working with key internal and external stakeholders to understand, negotiate and resolve complex and/or sensitive issues to support optimal use of data in the CDC.
- Contribute to investigation and assessment of data governance policy and legislation across jurisdictions.

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.

Desirable Qualifications:
Senior Project Officer - Data Governance - Data/information management or related qualification.
Senior Project Officer - Data Development and Standards - Health information management or related qualification.
Senior Project Officer - Data Policy - Public health, public policy, data policy or related qualifications.

Notes

Applications close 11:30pm AEST.
Applicants are asked to quote reference number 25-ACDCETDIV-29041 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.
This recruitment process is being used to fill both ongoing and non-ongoing positions. Non-ongoing positions will be offered on a specified term basis for an initial period of up to 12 months with the possibility of being extended (this will not exceed a total of 24 months in the same or similar 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 Health and Aged Care

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To Apply

Position Contact	Alexandra Bell, (02) 5132 0674
Agency Recruitment Site	https://www.health.gov.au/about-us/work-with-us/current-vacancies

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Department of Health and Aged Care

Closing Date: Sunday 18 May 2025

Independent Health Aged Care Pricing Auth Division
Office of the CEO Branch Office of the CEO

Job Title	APS Level 6 - Procurement Officer - Office of the CEO
Job Type	Full-Time;Part-Time, Ongoing
Location	Sydney NSW
Salary	\$98,336 - \$110,937
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible
Office Arrangement Details	Flexible working arrangement are available
Classification	APS Level 6
Position Number	25-IHACPADIV-29042
Agency Website	

Job Description

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

The role of the Procurement Officer is to support the Procurement Manager, CFO and Finance in providing advice and support across the branch for procurement activities.

Duties

- Provide advice and support to IHACPA staff regarding procurement activities, in accordance with the Australian Government's procurement policy framework and IHACPA's Accountability Instructions
- Provide procurement and/or probity advice in support of the development of requests for quotes and contracts
- Undertake regulatory reporting
- Develop and update procurement templates, policies and guidance as required
- Participate in Quote and/or Tender Evaluation Committees as needed
- Assist with financial duties as required
- Assist in preparing monthly finance reports
- As required, provide Probity Advice on procurement
- Provide training and support in SAP ESS.

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
- 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.

Desirable Qualification:

To be eligible for this position applicants must hold qualifications in Commonwealth government procurement will be an advantage or demonstrated commensurate industry experience. **Notes**

Applications close 11:30pm AEST

Applicants are asked to quote reference number 25-IHACPADIV-29042 to assist when making an enquiry.

Employees perform their duties at one of the Department of Health and Aged Care 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	David Woodcock, 02 7232 5940
Agency Recruitment Site	https://www.health.gov.au/about-us/work-with-us

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

Closing Date: Sunday 18 May 2025

National Measurement Institute
Chemical & Biological Metrology Aust Sports Drug Testing Lab

Job Title	Senior Scientist - Steroids and IRMS, Science & Technical Level 6
Job Type	Full-Time, Ongoing
Location	North Ryde NSW
Salary	\$98,716 - \$108,398
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	On Site
Office Arrangement Details	Office arrangements will be negotiated with successful candidates.
Classification	APS Level 6
Position Number	0834_04/25
Agency Website	https://www.industry.gov.au/

Job Description

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

About the department

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

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

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

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

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

value of employment within the APS.

About the team

The National Measurement Institute (NMI) is the Australian Government's national measurement authority. We play an important role in the Australian economy. NMI does this by leading, maintaining and regulating Australia's measurement system.

We deliver world-class measurement products, advice and client services. NMI also administers 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 provides all employees with learning and development opportunities. We work to give everyone an equal opportunity to contribute and progress.

The Chemical and Biological Metrology Branch provides measurement standards such as certified reference materials, these include pure chemicals, gas standards, matrix materials and DNA standards. The branch also co-ordinates proficiency testing programs to assist laboratories assess their ongoing quality and performance. The branch houses three of Australia's national testing laboratories for anti-doping, forensic drugs and ultra-trace analysis. The branch delivers services across all of these fields and carries out research and development to enhance our capabilities in line with national and international requirements.

The Australian Sports Drug Testing Laboratory (ASDTL), as part of the National Measurement Institute, is the only World Anti-Doping Agency (WADA) accredited laboratory conducting the testing of athlete samples in the Oceania region as well as conducting research in the field of human sports anti-doping. The ASDTL provides testing service to two key clients, Sport Integrity Australia (SIA) and Sport Integrity Commission New Zealand (SICNZ), as well as international sporting federations and anti-doping organisations.

The ASDTL is a proactive team that effectively manages diverse tasks under tight deadlines while ensuring delivery of high-quality services to stakeholders is maintained.

What's in it for you?

Working at NMI means you are joining one of the world leaders in measurement science. NMI has a diverse range of roles and priorities that will enable you to learn new skills and expand your career in interesting and exciting ways. As part of the department, employees at NMI are covered by the relevant enterprise agreement and benefits include:

- 15.4% employer superannuation contribution .
- 4 weeks annual leave per year.
- 18 days paid personal leave per year.
- maternity and paternity leave.
- a vacation care subsidy.
- \$235 healthy lifestyle subsidy.
- flexible working arrangements such as teleworking, part time and job sharing where possible.
- salary packaging which allows you to make certain payments using your pre-tax salary.
- access to study assistance.
- access to staff counselling services.

Our ideal candidate

It is expected that our ideal candidate will be able to support and promote NMI's vision, mission and business objectives, by actively contributing to the ASDTL's team goals, strategies and work plans while achieving quality outcomes and adhering to documented procedures.

Our ideal candidate will have:

- Demonstrated experience and competence in the analysis of small molecules in biological matrices (urine and blood) and working knowledge of drug (steroid) metabolism and pharmacokinetics as it relates to anti-doping testing (essential)
- Demonstrated experience with liquid- and gas- chromatography coupled to mass spectrometry and/or isotope ratio mass spectrometry as applied to the analysis of small molecules. Should also be able to demonstrate expertise in instrument operation, maintenance and troubleshooting (essential)
- Demonstrated project management skills, including the ability to work as part of a team and develop staff, and to manage priorities and monitor workflows for the maintenance of a laboratory quality system (essential)
- Demonstrated working knowledge of the ISO 17025 accreditation requirements, WADA International Standard for Laboratories and technical documents related to operations of laboratory and the analysis of small molecules prohibited by WADA
- Demonstrated oral and written communication skills, and ability to undertake complex analyses, by exercising independence, initiative, judgement to produce results within the required deadlines
- Experience in the use of laboratory Information Management Systems (LIMS) and/or other related laboratory database systems (e.g. chemical inventory), and the ability to operate in a paperless laboratory (desirable)

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 **Duties**

As a Senior Scientist within the Steroids and IRMS Team, your key duties are:

- Service Delivery to Stakeholders: Perform sample analysis and data review of small molecules in biological matrices using gas chromatography tandem mass spectrometry (GC-MS) and specialised methods such as gas chromatography combustion isotope ratio mass spectrometry (GC-C-IRMS), while meeting key performance indicators such as turnaround times and quality system requirements related ISO/IEC 17025 and WADA accreditation
- Instrument Maintenance: Perform instrument calibration, maintenance and troubleshooting of instruments and equipment to ensure continuous workflow of analysis. Methods applied within the laboratory includes the use of gas chromatography tandem mass spectrometry (GC-MS), high performance liquid chromatography (HPLC), and gas chromatography combustion isotope ratio mass spectrometry (GC-C-IRMS)
- Sample Management: Maintain accountability for the sample chain of custody using electronic documentation from initial receipt to final disposal by following applicable laboratory policies and procedures using laboratory information management system (LIMS) Sample Manager and Anti-Doping Administration & Management System (ADAMS)
- Research Activities and Method Validation: Assist the Team Lead in research and development and/or method validation activities within the steroids team to ensure the ASDTL methods are of high standard

- **Communication Skills:** Prepare reports and methods in relation to the work being undertaken as well as making presentation internally and externally to the ASDTL.
- Travel to domestic and overseas conferences, meetings or symposium as required

Eligibility

A Bachelor of Science (or equivalent) qualification ideally in chemistry and/or experience.

Vaccination for Hepatitis B is required for this position. NMI will provide the vaccination for the successful applicant if required.

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 to fill future ongoing and non-ongoing Science and Technical 6 stream (S&T6) vacancies, should they become available within 18 months from the date advertised.

This role is conducted on site and as such there is limited capacity to work flexibly outside of an ad-hoc basis. Please reach out to the contact officer to discuss further

The laboratory offers flexible working arrangements but during major sporting events there is an expectation for all staff to work shifts and on weekends or public holidays.

The position will be based in North Ryde, Sydney at the National Measurement Institute.

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

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

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

To Apply

Position Contact	ChemBio Recruitment, N/A
Agency Recruitment Site	https://industrycareers.nga.net.au/?AudienceTypeCode=EXT

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Industry, Science, Energy and
Resources

Vacancy VN-0757845

Department of Industry, Science and Resources
(DISR)

Closing Date:Sunday 18 May 2025

National Measurement Institute
Chemical & Biological Metrology Aust Sports Drug Testing Lab

Job Title	Quality Officer, Science & Technical Level 4
Job Type	Full-Time, Ongoing
Location	Various locations - ACT ACT
Salary	\$78,770 - \$85,027
Future Merit Locations	Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	On Site
Office Arrangement Details	Office arrangements will be negotiated with successful candidates.
Classification	APS Level 4
Position Number	0836_04/25
Agency Website	https://www.industry.gov.au/

Job Description

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

About the department

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

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

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

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

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

About the team

The National Measurement Institute (NMI) is the Australian Government's national measurement authority. We play an important role in the Australian economy. NMI does this by leading, maintaining and regulating Australia's measurement system.

We deliver world-class measurement products, advice and client services. NMI also administers 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 provides all employees with learning and development opportunities. We work to give everyone an equal opportunity to contribute and progress.

The Chemical and Biological Metrology Branch provides measurement standards such as certified reference materials, these include pure chemicals, gas standards, matrix materials and DNA standards. The branch also co-ordinates proficiency testing programs to assist laboratories assess their ongoing quality and performance. The branch houses three of Australia's national testing laboratories for anti-doping, forensic drugs and ultra-trace analysis. The branch delivers services across all of these fields and carries out research and development to enhance our capabilities in line with national and international requirements.

The Australian Sports Drug Testing Laboratory (ASDTL), as part of the National Measurement Institute, is the only World Anti-Doping Agency (WADA) accredited laboratory conducting the testing of athlete samples in the Oceania region as well as conducting research in the field of human sports anti-doping. The ASDTL provides testing service to two key clients, Sport Integrity Australia (SIA) and Sport Integrity Commission New Zealand (SICNZ), as well as international sporting federations and anti-doping organisations.

The ASDTL is a proactive team that effectively manages diverse tasks under tight deadlines while ensuring delivery of high-quality services to stakeholders is maintained.

It is expected that our ideal candidate will be able to support and promote NMI's vision, mission and business objectives, by actively contributing to the ASDTL's team goals, strategies and work plans while achieving quality outcomes and adhering to documented procedures.

What's in it for you?

Working at NMI means you are joining one of the world leaders in measurement science. NMI has a diverse range of roles and priorities that will enable you to learn new skills and expand your career in interesting and exciting ways. As part of the department, employees at NMI are covered by the relevant enterprise agreement and benefits include:

- 15.4% employer superannuation contribution.

- 4 weeks annual leave per year.
- 18 days paid personal leave per year.
- maternity and paternity leave.
- a vacation care subsidy.
- \$235 healthy lifestyle subsidy.
- flexible working arrangements such as teleworking, part time and job sharing where possible.
- salary packaging which allows you to make certain payments using your pre-tax salary.
- access to study assistance.
- access to staff counselling services.

Our ideal candidate

Our ideal candidate will have:

- Demonstrated working knowledge of ISO/IEC 17025, WADA International Standard for Laboratories, technical documents and guidelines to support the development and implementation of quality procedures within the laboratory
- Demonstrated organisational skills to manage complex workloads in a timely manner including the ability to oversee workflow and manage or assist others to achieve the section's key performance indicators for quality and safety
- Demonstrated oral and written communication skills and ability to work productively in a team and independently to ensure smooth workflow for the laboratory team and maintain positive and professional rapport with staff
- Demonstrated experience operating a personal computer utilising standard software and specialised software such as data management using laboratory information management system (LIMS) Sample Manager, ChemWatch and WADA prohibited substance standard database (highly desirable)
- Knowledge of liquid chromatography and/or gas chromatography coupled to mass spectrometry as applied to the analysis of molecules prohibited by WADA (highly desirable).
- Knowledge of health and safety management requirements to support the development and implementation of policies with experience in biological or clinical laboratory setting (desirable).

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As a Quality Officer in ASDTL, your key duties are:

- Maintain the Laboratory/s Quality System
 - In consultation with the Quality Manager, maintain the WADA prohibited substance standard database including purchase of reference drug materials, preparation of standard solutions, checking of stability of prepared solutions through instrumental analysis (e.g. liquid chromatography high resolution mass spectrometry) and inclusion of new substances into analytical methodologies with support from team leaders.
 - Perform and facilitate calibration of pipettes, balances, and other measuring equipment including keeping schedules and documented evidence of completion of tasks in database.

- Update processes and templates to deal with new or changing circumstances, requirements or results where required (e.g. changes to requirements set out in the ISO/IEC 17025 or WADA International Standard for Laboratories, technical documents, guidelines or letters, the development and validation of new analytical test methods).
- Maintain the Laboratory's Safety System
 - Assist in updating ChemWatch (online chemical management and compliance solution) through auditing of chemicals held within the laboratory and review related risk assessments.
 - Assist in ensuring waste is being collected and tagged properly and staff are familiar with hazardous waste requirements and storage.
 - Ensure that the monthly and six-monthly checks are being done in the area.
- Service Delivery to Stakeholders
 - Assist in receiving samples from customers, data entry in the laboratory information management system (LIMS) Sample Manager, opening of samples, maintaining chain of custody and distribution of sample to analysts during major sporting events or as required.

Eligibility

A Bachelor of Science (or equivalent) qualification ideally in chemistry and/or relevant experience.

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 to fill future ongoing and non-ongoing Science and Technical 4 stream (S&T4) vacancies, should they become available within 18 months from the date advertised.

Some travel may be required.

This role is conducted on site and as such there is limited capacity to work flexibly outside of an ad-hoc basis. Please reach out to the contact officer to discuss further

The laboratory offers flexible working arrangements but during major sporting events there is an expectation for all staff to work shifts and on weekends or public holidays.

Vaccination for Hepatitis B is required for this position. NMI will provide the vaccination for the successful applicant if required.

The position will be based in North Ryde, Sydney at the National Measurement Institute.

RecruitAbility applies to this vacancy. Under the RecruitAbility scheme you will be invited to participate in further assessment activity for the vacancy if you choose to apply under the scheme; declare 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	ChemBio Recruitment, N/A
Agency Recruitment Site	https://industrycareers.nga.net.au/?AudienceTypeCode=EXT

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Infrastructure, Transport, Regional
Development and Communications

Vacancy VN-0758024

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

Closing Date:Sunday 25 May 2025

Access, Participation and Inclusion

Job Title	Assistant Director, Arts and Disability (Affirmative Measures - Disability)
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Canberra ACT
Salary	\$122,667 - \$139,534
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Work From Home;Hybrid
Office Arrangement Details	The Department does not impose a minimum number of days a person must work in the office, each request is considered on its merits
Classification	Executive Level 1
Position Number	46712
Agency Website	https://www.infrastructure.gov.au/

Job Description

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

The opportunity we have available

The Access, Participation and Inclusion Section, within the Creative Economy and the Arts Group (which includes the Office for the Arts), is a policy section responsible for developing and delivering a range of initiatives under Revive: a place for every story, a story for every place – Australia's Cultural Policy (Revive). The key priority for the section is implementing Equity: the Arts and Disability Associated Plan (the Plan) under Revive and Australia's Disability Strategy 2021-2031. The section is also responsible for progressing arts and mental health outcomes under Revive; oversight of social cohesion and multicultural initiatives under Revive and policy issues on arts and social cohesion; and whole-of-Australian Government disability, mental health and social cohesion policy engagement.

The Plan was released on 14 November 2024. The Plan is a four-year roadmap of activities to build the foundations for equity for artists, arts workers and audiences with disability across Australia, with an \$8.1 million investment in actions to drive change. The Plan is being delivered in partnership with Creative Australia and close consultation with Screen Australia.

Under the Plan, the Australian Government committed to establish a new disability affirmative role to support implementation of the Plan. This forms part of the Government's ongoing commitment to ensuring people with disability take part in the development and implementation of disability policy.

The Assistant Director (Affirmative Measures – Disability) position will lead a small team to support the administration and operation of the Plan's Implementation Advisory Group (Advisory Group), which is an advisory body made up of people with disability from diverse backgrounds and with experience in the arts, screen, digital games and cultural sectors. The Plan's Implementation Advisory Group is currently in the process of being established and expects to meet for the first time in mid-2025, with between 4-8 meetings held annually to:

- Consider and shape implementation of key actions and commitments under the Plan
- Contribute to the Plan's monitoring and reporting activities
- Design the Plan's evaluation framework.

The Advisory Group will have up to 13 people with disability from diverse backgrounds as paid members, and a number of government representatives. Meetings will primarily be virtual, and will be facilitated by a person with disability.

There are multiple streams of activity underway to support the implementation of the Plan, and the Advisory Group will need to be engaged with many of these activities, so there is an opportunity to work closely with all members of the section, as well as with Creative Australia and Screen Australia, to deliver the Plan. **Duties**

What will you do?

You will be responsible for providing administrative support for the Advisory Group, including:

- Providing strategic support to the group so they can work effectively to shape actions and activities under the Plan – this includes by:
 - developing key strategic planning documents for the group (such as annual workplans); and
 - working with other members of the Access, Participation and Inclusion section, as well as Creative Australia and Screen Australia, to develop material to support them to engage the Advisory Group on key actions under the Plan.
- Providing secretariat support for the group, including scheduling meetings, distributing papers, preparing and circulating minutes and developing communications material for the Advisory Group (if required).
- Undertaking activities to ensure all members of the Advisory Group can equitably take part in the deliberations of the group, including managing accessibility arrangements for all activities.
- Undertaking procurement and managing contracts to support the Advisory Group's activities.

You will also:

- supervise a staff member, and
- contribute to the section's cross-government engagement on disability policy matters, including by preparing formal briefings or developing other communications material such as correspondence or reports.

Who we are looking for

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

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

- Achieve results through effective planning and analytical thinking, including by:
 - identifying, understanding and explaining the frameworks and policies that govern the activities and processes for which you are responsible.
 - maintaining awareness of the broader factors and influences that may impact on work objectives.
 - demonstrating adaptability and resilience to changing circumstances, and the ability to deal with ambiguity.
- Communicate with influence, including that you can prepare high-quality written materials, such as meeting papers, reports and other correspondence, that are fluent, persuasive and tailored for their audience
- Manage a small team to deliver outcomes, including by motivating people, building a supportive and cohesive environment and ensuring staff understand and are held accountable to deliver goals.
- Develop productive and supportive working relationships with colleagues and stakeholders, engage with various audiences sensitively and with credibility, and represent the organisation in an ethical and professional way.
- Understand the importance of ensuring diversity, access and inclusion in the arts for all people in Australia, or have the capacity to develop this understanding.

Eligibility

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

- **Citizenship:** candidates must be an Australian citizen at the time of submitting your application.
- **Health Assessment:** The preferred candidate may be required to undergo a medical examination conducted by the department's preferred medical provider.
- **Security Clearance:** The successful candidate must be able to obtain and/or maintain a security clearance at Baseline. 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.

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 Infrastructure, Transport, Regional Development, Communications and the Arts

Our work connects and enriches every Australian community, underpins our economy and society, and empowers our regions. We provide strategic policy advice, fit-for-purpose regulation, and deliver programs, projects and services in the major infrastructure, transport, communications and arts sectors, supporting our regions, cities and territories. Our staff have the opportunity to work on high profile and diverse national projects that have a meaningful impact on the lives of all Australians. We seek people with a wide range of skills and competencies. Whether you write policy, deliver programs, projects or corporate services, or have experience in research, data or technology, we look for employees who are innovative, respectful and professional. We are an inclusive employer and promote, value and support diversity among our employees with the aim of ensuring our workforce reflects, respects and benefits from diverse communities including Aboriginal and/or Torres Strait Islander peoples, people with cultural and linguistic diversity, people with disability and LGBTQI+ people. We are committed to achieving gender equality and, in particular, supporting women's progression into senior leadership.

To Apply

Position Contact	Camilla Brzoska-Smith, 02 6136 6647
Agency Recruitment Site	https://www.infrastructure.gov.au/department/careers

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Prime Minister and Cabinet

Vacancy VN-0757943

Workplace Gender Equality Agency

Closing Date:Monday 19 May 2025

Workplace Gender Equality Agency

Job Title	Senior Data Scientist/Data Analytics Manager
Job Type	Full-Time, Ongoing
Location	Sydney NSW
Salary	\$122,574 - \$132,269
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible
Office Arrangement Details	Flexible
Classification	Executive Level 1
Position Number	48204 / 55673
Agency Website	https://www.wgea.gov.au

Job Description

<https://www.wgea.gov.au/about/our-team/current-vacancies>

We are looking for experienced data professionals to join our growing team in the following roles:

- Senior Data Scientist (EL1): This role will conduct complex and meaningful data analysis to support internal decision-making and contribute to nationally significant publications.
- Data Analytics Manager (EL1): This role will coordinate major data analytics projects and will be responsible for developing and maintaining high-quality interactive dashboards.

Both roles offer a high degree of autonomy and the opportunity to lead data analytics projects that have a positive impact on Australian workplaces.

The team

The Data & Analytics team manages one of the world's leading datasets on employer policies and gender equality in the workplace. We are responsible for developing robust data products, providing in-depth analysis, and producing impactful data visualisations that drive change. As part of a small high-performing team, you will contribute to projects across the data lifecycle and work closely with our research, technology, and communications teams.

Duties

The key duties of the position include:

Data Analysis and Research

- Conduct in-depth statistical analysis of the Agency's datasets to identify trends and patterns related to workplace gender equality.
- Provide advice and recommendations on research methodology to ensure that current best practices are employed in the Agency's internal decision-making and external publications.

Data Management and Governance

- Ensure that the Agency's datasets are fit for purpose for analysis and external publication, including the development of documentation and data quality statements.
- Support the development and implementation of automated data validation systems to detect and address potential errors and inconsistencies.

Data Visualisation and Storytelling

- Create compelling and informative data visualisations for published reports, interactive dashboards, and presentations.
- Effectively translate complex data insights into clear, concise, and engaging narratives for diverse audiences, both technical and non-technical.

Team and Project Management

- Take ownership of projects by establishing clear objectives, monitoring progress, and ensuring the successful delivery of high-quality outcomes.
- Support the production of research reports, coordinating with academic research partners to ensure robust, evidence-based findings.

Communication and Collaboration

- Engage in effective communication with teams across the agency and external contractors to facilitate successful collaboration on cross-functional projects.
- Build team capability by mentoring and coaching colleagues, sharing expertise, and supporting professional development.

Eligibility

Capabilities

We are seeking an individual with the following minimum requirements and experience

- A degree (or equivalent experience) in Data Analytics, Statistics, Social Sciences, or a related field.
- Proficiency in using SQL and experience with statistical programming languages, such as R or Python.
- Strong ability to communicate analytical concepts clearly to both technical and non-technical audiences.
- An analytical mindset with the ability to interpret trends, issues, and policies relevant to workforce dynamics.
- Strong project management skills, a proactive approach, and a commitment to delivering accurate and timely work.

- Demonstrated stakeholder management skills, including building and maintaining collaborative partnerships and liaising and engaging with a range of internal and external stakeholders.
- Baseline Security Clearance or the ability to obtain clearance (this includes being an Australian Citizen).

Notes

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

About the Workplace Gender Equality Agency

Created by the Workplace Gender Equality Act 2012, the Workplace Gender Equality Agency (WGEA) is charged with promoting and improving gender equality in Australian workplaces through the provision of advice and assistance to employers and the assessment and measurement of workplace gender data. As a driver of change our Agency seeks to motivate, educate, and influence improved gender equality in Australian workplaces by promoting informed, evidence-based public discussion and understanding of gender equality, collaborating strategically to build strong relationships and support between the Agency and employers, and using the Agency's data-rich research to position it as the leading source of information and advice on workplace gender equality issues. We work collaboratively with employers providing advice, practical tools and education to help them improve their gender equality performance. Our staff are workplace gender equality specialists and provide industry-specific advice. We also work with employers to help them comply with the reporting requirements under the Workplace Gender Equality Act 2012. This reporting framework aims to encourage measures that improve gender equality outcomes and has been developed to address the most pressing contemporary challenges to gender equality in Australian workplaces. At WGEA, we understand what working flexibly means and pride ourselves on being a respectful, diverse, and inclusive community. We encourage equal representation and welcome applications from people of all genders, Indigenous Australians, people with disability, people from culturally and linguistically diverse backgrounds and mature-age people. Further information about our Agency is available at www.wgea.gov.au

To Apply

Position Contact	Joel Holweda, 02 9432 7067
Agency Recruitment Site	https://www.wgea.gov.au/about/our-team/current-vacancies

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Services Australia (part of the Social Services Portfolio)

Vacancy VN-0757724

Services Australia

Closing Date: Monday 19 May 2025

Enterprise Strategy and Governance

Job Title	Assistant Director
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Adelaide SA, Brisbane QLD, Canberra ACT, Melbourne VIC, Perth WA, Robina QLD, Sydney NSW
Salary	\$118,465 - \$131,268
Future Merit Locations	Adelaide, Brisbane, Canberra, Melbourne, Perth, Robina, Sydney
Office Arrangement	Flexible
Office Arrangement Details	Office arrangements may be negotiated with the successful candidate.
Classification	Executive Level 1
Position Number	EXT-EL-2025-702
Agency Website	https://www.servicesaustralia.gov.au/organisations/about-us/careers

Job Description

<https://servicesaustraliacareers.nga.net.au/cp/?audiencecode=ext>

Services Australia (the agency) Enterprise Strategy and Governance Division supports the Executive to drive the agency's strategic direction, providing a whole of agency perspective and coordinated strategic view.

The Division is a central hub, working with groups across the agency, as well as with external stakeholders including the Department of Social Services and central agencies.

Our four branches – Enterprise Strategy, Governance, Ministerial and Parliamentary, and Performance, Priorities and Reporting – support the agency's executive and the Minister for Government Services in achieving enterprise outcomes.

As an Assistant Director, you will support work to deliver high quality and timely strategic products, appropriately reflecting the direction of the agency's and government priorities.

You will demonstrate sound research, analytical and problem-solving skills, and have experience collaborating and consulting across business areas, policy and central agencies to contribute to a sound evidence base.

The role requires good judgement and the ability to represent the branch and agency at various forums. Successful candidates will be self-motivated strategic thinkers with well-developed leadership qualities.

Duties

- Preparing and quality checking a range of written material including business cases, senate estimate briefs, Ministerial and agency briefs, and corporate documentation.
- Conducting research and analysis activities to support the development of strategic advice, including anticipating emerging strategic issues, focusing on their impact on the agency, and advise on potential resolutions.
- Undertaking coordination tasks and project work related to governance matters for the branch and agency, as required.
- Managing effective and productive working relationships with internal staff at all levels, external Australian Public Service (APS) agencies and other key stakeholders.
- Providing leadership to the relevant team, including supervision of team members and working across the Division to support broader activities.

Eligibility

Essential requirements:

- Security clearance level required: Baseline (or ability to obtain and maintain).

In accordance with section 22(6) of the Public Service Act 1999, Services Australia requires applicants to be Australian citizens to be eligible for employment with Services Australia.

An applicant's suitability for employment with the agency will be assessed through a pre-employment screening process. This process includes but is not limited to a national police history check, referee checks, code of conduct check and an employment history integrity check.

Some positions within Services Australia may be required to work in settings where mandatory COVID-19 vaccinations are required. Staff in such positions will need to demonstrate that they meet the vaccination requirements or have a relevant exemption. **Notes**

Services Australia's workforce operates using an agile approach, and all staff should be prepared to redeploy to critical frontline functions as required. Should you need to redeploy as part of the agency's surge workforce, all learning and development and technical/pastoral support will be provided to you to enable you to undertake that work.

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

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	Niki Gadzic, 0467 969 831
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-0757957

Services Australia

Closing Date: Monday 19 May 2025

Technology and Digital Programs
Infrastructure and Operations Various

Job Title	Network Engineer/Senior Network Engineer
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Canberra ACT
Salary	\$85,559 - \$109,518
Future Merit Locations	Canberra
Office Arrangement	Flexible
Office Arrangement Details	Office arrangements may be negotiated with the successful candidate.
Classification	APS Level 5;APS Level 6
Position Number	EXT-M-2025-705
Agency Website	https://www.servicesaustralia.gov.au/organisations/about-us/careers

Job Description

<https://servicesaustraliacareers.nga.net.au//cp/?audiencetypecode=ext>

About the job

Services Australia (the agency) is at the frontline of government service delivery, supporting millions of Australians.

We are TDP | Secure and simple digital government services that Australian's trust.

Technology and Digital Programs (TDP) makes it simple for Australians to interact digitally with government with some of the largest and most complex ICT environments in Australia.

Our solutions are scalable, adaptable and position the Group as an industry leader. We operate cutting edge technology solutions critical to Australians citizens across major life events.

Working in TDP, the opportunities are great and varied, you can grow your capabilities and develop a well-rounded career in ICT and Digital.

Be part of a dynamic, supportive and collaborative work environment.

What we do

The Infrastructure and Operations Division maintains national critical infrastructure for Services Australia and across government.

We deliver a robust, secure, and resilient ICT environment so Australian citizens can access government services 24x7.

The Telecommunications and Network Engineering branch delivers network, telecommunications, gateway, data centre facilities and cloud connectivity. The network supports large scale mainframe, mid-range and private cloud infrastructure that underpin Centrelink, Medicare, and Child Support services. Our network covers more than 1,000 locations across Australia and supports secure network and gateway services for 12 other government agencies.

About the role

Network Engineers are responsible for supporting and delivering network solutions for Services Australia and our shared services agencies. This includes designing, managing and supporting of agency's Data Centre network.

The key functions are to assist design, build and support data centre network infrastructure capabilities both in house and in a shared service arrangement to deliver critical high availability, secure, stable solutions to staff and customers.

Network Engineers work under the support and general direction of senior staff. They exercise a degree of independent judgement and make decisions within defined parameters that require some reliance on skills and knowledge. They plan their work in the context of competing priorities.

Duties

- Provide/assist with network design, management and support of agency's Data Centre network infrastructure including deployment of routers, switches etc.
- Monitor and provide operational support to ensure network systems are performing as expected and escalate/resolve any issues.
- Provide technical advice and support to colleagues and stakeholders.
- Collaborate with stakeholders including vendors in relation to managed services, incidents, issues and to provide ongoing support.
- May include managing and supporting a small team and contributing to development of staff capability through coaching and mentoring if required.
- Draft and maintain documentation including network diagrams, support procedures, reports and presentations and contribute to the development and implementation of improvements and best practice.
- Assist with and/or undertake deployment of changes to hardware, software and related assets.

Eligibility

Essential requirements:

Security clearance level required: Negative Vetting Level 1 (or ability to obtain and maintain).

Desirable qualifications:

- Tertiary qualifications in ICT.
- Professional Certification – Relevant certifications such as CCNA or equivalent are highly desirable.
- 2 years' experience working in a similar role including:
 - Experience in designing, configuring, managing and troubleshooting a large-scale, highly available, secure enterprise network infrastructure
 - Experience with Cisco routers, switches, wireless, Software Defined Network (SDN) and F5 load balancers etc.
 - Experience in designing and supporting network services and Data Centre network.

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**

Applicants may be required to be on an after-hour on-call roster and to undertake some change related activities outside of normal business hours.

Services Australia's workforce operates using an agile approach, and all staff should be prepared to redeploy to critical frontline functions as required. Should you need to redeploy as part of the agency's surge workforce, all learning and development and technical/pastoral support will be provided to you to enable you to undertake that work.

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

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To Apply

Position Contact	Sisanouk Sirimanotham, 02 5163 4133
Agency Recruitment Site	https://servicesaustraliacareers.nga.net.au//cp/?audiencetypecode=ext

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Social Services

Vacancy VN-0758030

National Disability Insurance Agency

Closing Date: Sunday 25 May 2025

Chief Information Officer Division
Agency ICT Services Corporate Applications

Job Title	APS 6 DevOps Engineer
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Richmond VIC, Canberra ACT, Surry Hills NSW, Perth WA, Brisbane QLD, Adelaide SA
Salary	\$96,737 - \$106,950
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible
Office Arrangement Details	Working from home arrangements can be discussed with your line manager.
Classification	APS Level 6
Position Number	0686_03/25_EXT
Agency Website	https://www.ndis.gov.au

Job Description

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

A new role awaits

The NDIA has an exciting opportunity for a motivated and confident individual to join our ICT Services Branch, where you will work in a fast-paced environment supporting ICT services to Agency Staff and Partners.

The directorates and broad functions within the branch include ICT Support, ICT Service Reliability, Corporate Applications, End User Computing, Site Technology and Networks and Cloud Infrastructure Platforms. The branch has an excellent cohesive culture. New starters frequently remark how helpful and supportive our staff are. The branches motto is: think big, have fun, get stuff done. This statement serves both as a description of who were looking for and who we strive to be.

Duties

Where you can add value

As an APS6 DevOps Engineer you will be leading the development of project work that requires high-level strategic thinking, ability to support positive outcomes to complex problems and provide knowledge advice across technical forums. Your highly developed interpersonal and capability to Identify areas for process improvement skills, will be highly regarded.

Responsibilities include but not limit to:

- Strong background in software development, SDLC and IT operations
- Strong experience with CI/CD pipelines
- Solid understanding of containerization technologies (Docker, Kubernetes)
- Solid scripting and automation skills (Python, Shell, Lambda, JavaScript, Typescript)
- Effective communication (verbal and written)
- Strong analytical and troubleshooting skills

Enough about us, let’s talk about you

Our ideal candidate has a strong ICT background, strategic planning abilities and stakeholder engagement experience. You will have exceptional communication skills and be able to track team progress and performance to ensure deadlines are met. Demonstrated experience in building and maintaining productive relationships as well as the ability to present and negotiate with influence at all levels is pivotal to success in this role. **Eligibility**

Successful candidates will be required to undergo a pre-employment National Police History check, Worker Screening check and/or Working with Children Check (where required) and provide evidence of Australian Citizenship.

Notes

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

About the National Disability Insurance Agency

The NDIS provides funding to eligible people with disability to gain more time with family and friends, greater independence, access to new skills, jobs, or volunteering in their community, and an improved quality of life. The NDIS also connects anyone with disability to services in their community. This includes connections to doctors, community groups, sporting clubs, support groups, libraries and schools, as well as providing information about what support is provided by each state and territory government. The NDIS now supports over 500,000 Australians with disability to access the services and supports they need. This includes supporting approximately 80,000 children with developmental delay, ensuring they receive supports early so that they achieve the best outcomes throughout their lives.

To Apply

Position Contact	Jack Brightwell, Email Preferred
Agency Recruitment Site	https://www.ndis.gov.au/about-us/careers-ndia

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Treasury

Vacancy VN-0757817

Australian Taxation Office

Closing Date:Monday 19 May 2025

Enterprise Solutions and Technology
Various teams

Job Title	IT Systems Analyst
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Adelaide SA, Albury NSW, Brisbane QLD, Canberra ACT, Melbourne VIC, Penrith NSW, Sydney NSW, Wollongong NSW
Salary	\$97,816 - \$112,312
Future Merit Locations	Adelaide, Albury, Box Hill, Brisbane, Canberra, Dandenong, Melbourne, Moonee Ponds, Parramatta, Penrith, Sydney, Upper Mount Gravatt, Wollongong
Office Arrangement	Flexible
Office Arrangement Details	Flexible working arrangements are available in the ATO, including working between the office and home, and is considered on a case-by-case basis.
Classification	APS Level 6
Position Number	EXT_EST_305_2025
Agency Website	http://www.ato.gov.au/careers

Job Description

<https://ato.nga.net.au/?jati=37344617-450D-ADE2-3151-E3C3572AC9C6>

Duties

We are seeking motivated and highly experienced IT Systems Analysts to join our Enterprise Solutions and Technology business area.

As an IT Systems Analyst, you will specialise in analysing, designing, developing, testing, implementing and enhancing complex IT systems and applications. You'll collaborate with business areas, end users and vendors to assess the suitability of IT systems and applications to ensure their effectiveness.

You will contribute to cost analysis, design considerations, development and testing, staff improvement approaches, and implementation timelines. You'll also participate in planning, coordinating and delivering tactical initiatives and project work that contribute to key outcomes for the agency.

We embrace the strength of diversity – through our people and the experiences they bring with them. We provide reasonable adjustments to support candidates with disability to participate in our recruitment processes and encourage people with disability and Aboriginal and Torres Strait Islander peoples to apply.

Eligibility Notes

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

About the Australian Taxation Office

We are globally recognised for leading best practice in the administration of tax and superannuation, promoting a level playing field and fairness for all. Our work makes a real difference to the lives of Australians and positively impacts their economic and social wellbeing. Our people are problem-solvers, curious, dynamic and are at the heart of our success. We are inclusive and embrace the strength of diversity. Flexible working arrangements are available to help balance work and life. We offer more than you expect. We offer a place where you can belong, a say in how you make a difference, and the chance to grow a successful career.

To Apply

Position Contact	Andrew Chia, (03) 9275 9992
Agency Recruitment Site	https://ato.nga.net.au/?jati=37344617-450D-ADE2-3151-E3C3572AC9C6

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Treasury

Vacancy VN-0757827

Australian Taxation Office

Closing Date:Monday 19 May 2025

Enterprise Solutions and Technology
Various teams

Job Title	IT Systems Analyst
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Adelaide SA, Albury NSW, Brisbane QLD, Canberra ACT, Melbourne VIC, Penrith NSW, Sydney NSW, Wollongong NSW
Salary	\$125,291 - \$136,595
Future Merit Locations	Adelaide, Albury, Box Hill, Brisbane, Canberra, Dandenong, Melbourne, Moonee Ponds, Parramatta, Penrith, Sydney, Upper Mount Gravatt, Wollongong
Office Arrangement	Flexible
Office Arrangement Details	Flexible working arrangements are available in the ATO, including working between the office and home, and is considered on a case-by-case basis.
Classification	Executive Level 1
Position Number	EXT_EST_307_2025
Agency Website	http://www.ato.gov.au/careers

Job Description

<https://ato.nga.net.au/?jati=622D42E8-2831-4B7C-8E81-E3C357D433C0>

Duties

We are seeking professional and highly experienced IT Systems Analysts to join our Enterprise Solutions and Technology business area.

As an IT Systems Analyst, you will specialise in and oversee the analysis, design, implementation and enhancement of highly complex IT systems and applications. You'll manage relationships with key partners to evaluate the suitability and effectiveness of IT systems and applications, ensuring high value outcomes.

You will develop and lead cost analysis, design strategies, improvement initiatives, and implementation timelines while applying various methodologies. You'll plan, lead, and deliver projects and initiatives that contribute to key outcomes for the agency.

We embrace the strength of diversity – through our people and the experiences they bring with them. We provide reasonable adjustments to support candidates with disability to participate in our recruitment processes and encourage people with disability and Aboriginal and Torres Strait Islander peoples to apply.

Eligibility Notes

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

About the Australian Taxation Office

We are globally recognised for leading best practice in the administration of tax and superannuation, promoting a level playing field and fairness for all. Our work makes a real difference to the lives of Australians and positively impacts their economic and social

wellbeing. Our people are problem-solvers, curious, dynamic and are at the heart of our success. We are inclusive and embrace the strength of diversity. Flexible working arrangements are available to help balance work and life. We offer more than you expect. We offer a place where you can belong, a say in how you make a difference, and the chance to grow a successful career.

To Apply

Position Contact	Rebecca Wade, (08) 7422 2817
Agency Recruitment Site	https://ato.nga.net.au/?jati=622D42E8-2831-4B7C-8E81-E3C357D433C0

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Treasury

Vacancy VN-0757835

Australian Taxation Office

Closing Date: Monday 19 May 2025

Enterprise Solutions and Technology
Various teams

Job Title	IT Systems Analyst (Affirmative measure – Aboriginal and Torres Strait Islander employment)
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Adelaide SA, Canberra ACT, Albury NSW, Brisbane QLD, Melbourne VIC, Penrith NSW, Sydney NSW, Wollongong NSW
Salary	\$97,816 - \$112,312
Future Merit Locations	Adelaide, Albury, Box Hill, Brisbane, Canberra, Dandenong, Melbourne, Moonee Ponds, Parramatta, Penrith, Sydney, Upper Mount Gravatt, Wollongong
Office Arrangement	Flexible
Office Arrangement Details	Flexible working arrangements are available in the ATO, including working between the office and home, and is considered on a case-by-case basis.
Classification	APS Level 6
Position Number	EXT_EST_306_2025
Agency Website	http://www.ato.gov.au/careers

Job Description

<https://ato.nga.net.au/?jati=CE7C0EFE-6961-32DE-9B59-E3C35A7038B8>

This vacancy is only open to Aboriginal and Torres Strait Islander applicants. This initiative helps to increase the number of Aboriginal and Torres Strait Islander people employed in the APS, to better reflect the diversity of the Australian community.

Duties

We are seeking motivated and highly experienced IT Systems Analysts to join our Enterprise Solutions and Technology business area.

As an IT Systems Analyst, you will specialise in analysing, designing, developing, testing, implementing and enhancing complex IT systems and applications. You'll collaborate with business areas, end users and vendors to assess the suitability of IT systems and applications to ensure their effectiveness.

You will contribute to cost analysis, design considerations, development and testing, staff improvement approaches, and implementation timelines. You will also participate in planning, coordinating and delivering tactical initiatives and project work that contribute to key outcomes for the agency.

We embrace the strength of diversity – through our people and the experiences they bring with them. We provide reasonable adjustments to support candidates with disability to participate in our recruitment processes and encourage people with disability and Aboriginal and Torres Strait Islander peoples to apply.

Eligibility

Candidates applying under the affirmative measure provision must provide confirmation of their Aboriginal and/or Torres Strait Islander heritage.

For further information about this requirement and the application process please select the Apply now button.

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 Taxation Office

We are globally recognised for leading best practice in the administration of tax and superannuation, promoting a level playing field and fairness for all. Our work makes a real difference to the lives of Australians and positively impacts their economic and social wellbeing. Our people are problem-solvers, curious, dynamic and are at the heart of our success. We are inclusive and embrace the strength of diversity. Flexible working arrangements are available to help balance work and life. We offer more than you expect. We offer a place where you can belong, a say in how you make a difference, and the chance to grow a successful career.

To Apply

Position Contact	Andrew Chia, (03) 9275 9992
Agency Recruitment Site	https://ato.nga.net.au/?jati=CE7C0EFE-6961-32DE-9B59-E3C35A7038B8

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Treasury

Vacancy VN-0757852

Australian Taxation Office

Closing Date:Monday 19 May 2025

Enterprise Solutions and Technology
Various teams

Job Title	IT Systems Analyst
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Adelaide SA, Penrith NSW, Albury NSW, Brisbane QLD, Canberra ACT, Melbourne VIC, Sydney NSW, Wollongong NSW
Salary	\$90,596 - \$96,042
Future Merit Locations	Adelaide, Albury, Box Hill, Brisbane, Canberra, Dandenong, Melbourne, Moonee Ponds, Parramatta, Penrith, Sydney, Upper Mount Gravatt, Wollongong
Office Arrangement	Flexible
Office Arrangement Details	Flexible working arrangements are available in the ATO, including working between the office and home, and is considered on a case-by-case basis.
Classification	APS Level 5
Position Number	EXT_EST_304_2025
Agency Website	http://www.ato.gov.au/careers

Job Description

<https://ato.nga.net.au/?jati=3AA4971C-652B-FD4A-1D6C-E3C3914B39DE>

Duties

We are seeking motivated and experienced IT Systems Analysts to join our Enterprise Solutions and Technology business area.

As an IT Systems Analyst, you will analyse, design, develop, test, implement and enhance IT systems and applications. You'll collaborate with business areas, end users and vendors to assess and assure the suitability of IT systems or applications.

Working closely with technical teams and business areas you will resolve issues, and ensure applications are stable, and performing as intended. You'll also guide users on how to effectively use these systems. You'll help build team capabilities by mentoring and supporting less experienced staff. Additionally, you will participate in critical planning, coordinating and delivery of initiatives and projects that contribute to key outcomes for the agency.

We embrace the strength of diversity – through our people and the experiences they bring with them. We provide reasonable adjustments to support candidates with disability to participate in our recruitment processes and encourage people with disability and Aboriginal and Torres Strait Islander peoples to apply.

Eligibility Notes

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

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To Apply

Position Contact	Carol Bailey, (03) 9285 1993
Agency Recruitment Site	https://ato.nga.net.au/?jati=3AA4971C-652B-FD4A-1D6C-E3C3914B39DE

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Treasury

Vacancy VN-0757970

Royal Australian Mint

Closing Date:Sunday 18 May 2025

Human Resources

Job Title	Assistant Director, Workforce and HR Operations
Job Type	Full-Time;Part-Time, Ongoing
Location	Deakin ACT
Salary	\$121,066 - \$134,960
Future Merit Locations	Deakin
Office Arrangement	On Site;Hybrid
Office Arrangement Details	Flexible working arrangements may be negotiated.
Classification	Executive Level 1
Position Number	1216
Agency Website	https://www.ramint.gov.au

Job Description

<https://www.ramint.gov.au/employment-opportunities>

About the Mint

The Royal Australian Mint makes coins and other minted products to serve the needs of the Australian Economy, foreign countries, investors and collectors. We are stewards of a thriving National Institution that showcases our Nation's stories through the National Coin Collection and a world-class museum and gallery experience.

The Royal Australian Mint (RAM) is a small government agency operating within the Commonwealth Government portfolio of the Treasury. The Mint is a Non-Corporate Commonwealth Entity and is Listed under the *Public Governance, Performance and Accountability Act 2013* (PGPA Act). The Mint is covered by the *Public Service Act 1999* (Cth) (PS Act).

The Mint's HR function provides a broad range of HR services and support to the Agency, ranging from recruitment, induction, payroll, performance management, workplace relations, workforce planning and reporting, organisational change, learning and development, workforce culture initiatives and HR strategy.

About the Role

The Assistant Director, Workforce and HR Operations is primarily responsible for managing the Mint's recruitment and payroll services, as well as workforce planning, analytics and reporting.

The role manages the relationship with the Mint's outsourced payroll (Aurion) and recruitment provider (Big Red Sky), managing the contracts and ensuring service levels are adhered to and remain fit for purpose.

They will support the drafting and implementation of the next Strategic Workforce Plan, developing workforce management strategies, using data for workforce forecasts, and tracking the success of workforce initiatives. The successful candidate will possess demonstrated experience in translating complex data into actionable insights that drive informed decision-making. Strong data analysis skills and experience are essential to ensure that our people analytics capabilities are leveraged to their fullest potential.

This role requires a high degree of autonomy, strategic thinking, and the ability to manage a diverse HR workload and stakeholder relationships effectively.

The successful candidate will demonstrate sound judgment and initiative in making decisions, provide advice that relies on specialist HR and data skills, and use Aurion and other data sources to produce a wide variety of reports for different audiences and purposes.

The Assistant Director, Workforce and HR operations is people-focused, possesses excellent interpersonal skills and has attention to detail. They must also have statutory interpretation skills and excellent writing skills.

Duties

1. Providing oversight and information in relation to employees' pay and conditions having regard to various laws relevant to public sector employment including the *Public Service Act 1999*, the *Fair Work Act 2009*, superannuation and taxation law, the *Long Service Leave (Commonwealth Employees) Act 1976*, the *Maternity Leave (Commonwealth Employees) Act 1973*, the *Safety, Rehabilitation and Compensation Act 1988*, the *Archives Act 1983* and the *Privacy Act 1988*, among other laws.
2. Providing oversight of recruitment, and advice and support to managers and selection advisory committees.
3. Leading a small team in their processing of pay and recruitment, overseeing the fortnightly pay run process whilst ensuring compliance with payroll process and relevant APS legislative requirements.
4. Managing the relationship with the Mint's outsourced payroll and recruitment providers and undertaking contract management activities.
5. Supporting the review and update of the Strategic Workforce Plan; developing workforce management strategies; using data for workforce forecasts and tracking the success of workforce initiatives.
6. Providing expert, evidence based, legislatively compliant and accurate HR advice and reports to the Senior Leadership Team and the Mint's Advisory Board, and providing insightful analysis to support decision making.
7. Preparing and providing human resource data and information for whole of government requests, corporate publications and HR strategies.

8. Reviewing and updating human resource policies and procedures relating to payroll and recruitment.
9. Developing and delivering training and information sessions for managers and other employees in relation to entitlements and their administration, and recruitment.
10. Liaising with relevant Commonwealth departments and agencies and external service providers.
11. Representing the Mint at external forums and meetings.
12. Assisting the HR Branch in the delivery of its full range of services.

Eligibility

Eligibility

To be eligible for this role you must:

- hold Australian Citizenship
- satisfy a police check

Qualifications in Human Resources, Industrial Relations, Organisational Development and/or Business management (or equivalent breadth of experience in similar roles) is desirable. Experience working in the APS will also be an advantage.

Security clearance

This position requires a **Negative Vetting Level 1** 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 **Sunday 18 May 2025**. You will need to upload:

- A current resume
- A 600-word 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	Mel Cayzer, (02) 6202 6817
Agency Recruitment Site	https://www.ramint.gov.au/employment-opportunities

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Parliamentary Department

Vacancy VN-0758020

Department of Parliamentary Services

Closing Date: Monday 19 May 2025

Parliamentary Library
Library Collections and Systems Collection Management

Job Title	Senior Library Assistant
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	\$75,685 - \$79,091
Future Merit Locations	Canberra
Office Arrangement	On Site
Office Arrangement Details	This position requires onsite work at one of the DPS office locations in Canberra
Classification	APS Level 3
Position Number	JR32879
Agency Website	https://www.aph.gov.au/About_Parliament/Parliamentary_Departments/Department_of_Parliamentar

Job Description

<https://jobs.dps.gov.au/>

The Department of Parliamentary Services (DPS) is recruiting for a Senior Library Assistant within the Parliamentary Library. 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 Systems Branch, and undertakes print and electronic collection maintenance activities and assists in maintaining records in the library system. This includes accessioning and processing print and electronic serials items, archiving electronic serials, assisting in maintaining print collection, binding the library collection, claiming of missing serial issues, and liaising with clients, internal staff and external agencies for the successful delivery of library products and services.

Applicants should have a strong client focus, attention to detail, excellent communication and organisational skills, and the ability to work effectively in a team. We require flexible, proactive individuals with strong digital literacy skills and a willingness to learn new skills.

Qualifications in library and/or information studies recognised by the Australian Library and Information Association, or equivalent library experience is also desirable.

Our ideal candidate will be:

- a motivated and professional team player
- confident with digital resources and the online environment
- able to demonstrate a high quality interpersonal
- highly organised, able to assess competing priorities, and have excellent attention to detail.

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 Baseline Vetting (Protected/Restricted) security clearance.

Notes

At DPS, we acknowledge the value diversity brings. We are committed to building a diverse and inclusive workplace that ensures all our people can contribute to our shared purpose. We welcome applications from Aboriginal and Torres Strait Islander people, mature age people, people from diverse backgrounds and people with disability.

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	Tuti Geary, 02 6277 2586
Agency Recruitment Site	https://jobs.dps.gov.au/

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Climate Change, Energy, the Environment and Water

Vacancy VN-0758046

Bureau of Meteorology

Closing Date:Monday 19 May 2025

Data and Digital
Observing Systems and Operations

Job Title	Field Services Technician Lead - Flood Warning
Job Type	Full-Time, Non-Ongoing
Location	Brisbane QLD
Salary	\$94,563 - \$105,910
Future Merit Locations	Brisbane
Office Arrangement	Flexible
Office Arrangement Details	Flexible work conditions may be considered in line with operational requirements
Classification	APS Level 6
Position Number	60014384
Agency Website	

Job Description

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

We are seeking an enthusiastic and qualified Electronics, Electrical or Instrumentation technician or engineer, ideally with previous field experience.

You take pride in developing and mentoring staff. Your strong teamwork abilities ensure you can empower and inspire the field teams you are responsible for managing.

Who are you?

You have an appetite for working in remote locations so a willingness to travel is essential.

You are a suitably qualified team player who likes to get hands-on in the field, and the prospect of seeing many parts of Australia excites you.

You have strong communication skills to support your field team, negotiate and manage stakeholder relationships, and leverage emotional intelligence.

Who are we?

The Observing Operations Hubs are the Bureau of Meteorology's Technical Operations centres comprising of 8 Hubs, one in each capital city and Cairns.

Staff based at the Observing Operations Hub travel far and wide and into remote areas, utilising 4WD's, plane's, boats, and helicopters to maintain service delivery within the various instrumentation networks. This includes:

- Rain Radars
- Automatic Weather Stations (AWS)
- Upper-Air monitoring systems (sounding balloons)
- Sea Level Monitoring Stations
- Wave and Wave height buoys
- Satellite ground reception and space weather instruments
- Flood warning/rainfall monitoring systems
- Cooperative observers, volunteer rainfall stations
- Communications, telemetry and instrumentation systems

We are part of a national maintenance workforce and there is every likelihood of travel to other parts of Australia on occasion to support the other seven Hubs around the country.

We offer specialised, in-house competency-based training on all our equipment and will ensure you have the necessary tools and skills to undertake this work.

We strive to deliver exceptional customer service, as we engage with stakeholders, contractors, support staff and the Australian public.

We promote a diverse and inclusive workplace culture that prioritises the health, safety and wellbeing of all our staff.

You will report to and be mentored by the Hub Manager or another Team lead in the Observing Operations Hub. **Duties**

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

- **Maintenance & Operations:** Undertake routine and detailed operational diagnostics, fault finding, repair and return to service of moderate to complex field equipment. Verify the performance of meteorological instruments against calibrated reference standards. At a medium level of difficulty, take, record and report observations from meteorological systems. Undertake site inspections and document the meteorological exposure and maintain associated records.
- **Asset and Service Management:** Support a strong asset management culture and consistent usage of enterprise asset management system (Maximo) to accurately record asset

information, asset performance and issue stakeholder communication. Adhere to service management processes based on the ITIL framework and work to meet service level targets for maintenance completion and outage restoration response times.

- Documentation & Record Keeping: Prepare operational and technical maintenance reports and associated documentation. Undertake administrative tasks such as finance reconciliations, procurement, inventory records, stores and stock control.
- Travel & Incident Response: Regular travel away from your home base by air, sea and road is an essential part of this role. Field work and incident response support may require working outside of normal business hours including weekends, for which over-time and other allowances are payable.
- Supervision: Mentor, manage, supervise and develop junior staff.
- Data Quality: Manage Observation network data quality through remote monitoring. Diagnose and triage faults within the Observations networks as they arise.
- Liaison and Representation: Liaise with various internal and external stakeholders at the appropriate level and represent the Bureau in a professional manner in accordance with Australian Public Service values and Code of Conduct. Respond to queries on observing assets in your area of responsibility and provision of asset information and data.
- Quality Management: Participate in ensuring the quality and effectiveness of products and services and the ongoing development, implementation and continual improvement of the quality management system to achieve and maintain the ongoing certification of compliance with the ISO 9001 quality management Standard.
- Other Relevant Duties: Undertake other relevant Hub, station, field and business duties as required, such as new site selection, installations, decommissioning of assets, project support and work package delivery.
- Compliance: Comply with all relevant legislation, policies, procedures and guidance in the course of your work.
- Diversity & Inclusion: Understand and promote an inclusive environment that respects and values diversity and complies with the Diversity and Inclusion Statement of Commitment.
- WHSE: Comply with all Bureau work, health, safety and environment policies and procedures, and take reasonable care for your own wellbeing and that of your team members, other employees, contractors and visitors who may be affected by your conduct.

Lead Specialisation Responsibilities:

This lead role is responsible for leading activities associated with the operation of the Flood Warning network within the Hub's geographic area of responsibility including

- Planning and execution of annual maintenance program - river height and rainfall monitoring sensor networks
- Collect and verify Hydrometric data
- Remote diagnostics and repair of monitoring stations, communications and telemetry networks
- Provide subject matter expert support during flood events
- Site selection and installation of remote field sites

Regardless of Lead specialisation, the role supports all Observing Operations and may be required to gain competencies outside of this specialisation, thereby providing career diversity and operational flexibility. They will liaise with customer and stakeholder groups, providing technical expertise on all Hub observing networks and may be tasked with additional relevant duties at the appropriate level. **Eligibility**

Mandatory Qualifications:

- A Certificate III (AQF Level 3 or above) electronics or electrical preferred from an Australian educational institution, OR
- A comparable overseas qualification, which is appropriate to the duties, OR

- Relevant experience and training, which enables the employee to competently perform the duties at this level, OR
- Other comparable qualifications, which are appropriate to the duties.

Successful applicants will be required to:

- Hold a Current Australian Drivers Licence
- Eligible to obtain and maintain a Baseline security clearance from the Australian Government Vetting Agency (AGSVA)

Desirable Competencies

Applicants should have experience working in a technical environment or a maintenance organisation. Experience in Flood monitoring and hydrography would be advantageous.

Applicants should hold or have capability to acquire

- Electrical Test and Tag
- Working at heights
- National Restricted Electrical Licence (NREL)
- Remote First Aid
- 4WD Competency

A reasonable level of Physical fitness is required as this role entails some heavy lifting, pushing/pulling various weights, kneeling, squatting, climbing ladders and stairs, traversing uneven terrain including steep riverbanks, long distance driving (with breaks) as driver and passenger on dirt and bitumen roads, 4WDing, long flights on small aircraft and working outdoors in the changing environment.

Please include details of your qualifications/competencies with your application.

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, tsunamis 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	Sally Wintour, 0447 129 238
Agency Recruitment Site	https://bomcareers.nga.net.au/

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Climate Change, Energy, the
Environment and Water

Vacancy VN-0757901

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

Closing Date:Sunday 18 May 2025

Australian Antarctic
Science Environmental Stewardship Program

Job Title	Environmental Manager
Job Type	Full-Time, Ongoing
Location	Kingston TAS
Salary	\$146,942 - \$170,725
Future Merit Locations	Kingston
Office Arrangement	On Site
Office Arrangement Details	The successful applicant will need to work on site
Classification	Executive Level 2
Position Number	2025/1068
Agency Website	https://www.dcceew.gov.au/

Job Description

<https://dcceewjobs.nga.net.au/?jati=364EFABB-1B6B-AC6D-44C3-E3C3CBA06DA7>

The Environmental Stewardship Program (ESP), within the Science Branch, is a multidisciplinary program that conducts scientific research and implements evidence-based conservation, environmental management, environmental assessments, remediation and mitigation actions in Antarctica and the sub-Antarctic.

Duties

- Elevate and continually promote excellence in environmental protection, including the AAD's commitment to best practice environmental stewardship throughout the Australian Antarctic Program.
- Through a whole-of-AAD approach, oversee and coordinate the delivery and implementation of a full range of environmental management strategies and plans, complex environmental impact assessments, operational environmental performance and monitoring, and environmental audits and assurance reporting.
- Lead environmental education, training and awareness for AAD staff and AAP expeditioners, embedding a culture across the AAP that is committed to environmental protection and stewardship founded on: an understanding of the unique environmental values of the Antarctic and sub-Antarctic, obligations and expectations, compliance with regulations and policy, and continual improvement.
- Strategically commission / facilitate scientific research and engage with research partners to deliver science in support of the breadth of the AAD's environmental management needs (examples include: biosecurity/invasive species monitoring, data derived for station management and "town planning", net-zero commitments etc).
- Oversee implementing and maintaining the AAD's environmental management system.
- Provide leadership and advice to and during environmental incidents including: response and recovery, remediation, monitoring, reporting and implementation of corrective actions.
- Engage strategically to develop and maintain effective and trusted relationships with a diverse group of collaborative partners and stakeholders throughout the AAD and DCCEEW, and with domestic and international partners to deliver on environmental stewardship priorities. This includes representing the AAD in the consultation with regulators, with a particular focus on Commonwealth and State legislation and Australia's Antarctic Treaty obligations, and at national professional and public forums.
- Manage the AAD's Environmental Management Unit, including managing resources, supervision of staff, recruitment, performance management, conflict resolution and the identification of the training needs of employees.
- Lead and actively promote a positive workplace culture at the AAD, with a commitment to collaboration, inclusion, safety, compliance and continuous improvement.

For detailed information about the job-specific capabilities for this role, please view the Job Description which can be downloaded from our website - the **Apply Now** link will take you there.

Eligibility

Mandatory qualifications

- A relevant tertiary qualification from an Australian tertiary institution, or a comparable overseas institution, or demonstrated equivalent relevant experience (e.g. a minimum of 7 years in a relevant environmental management role).

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

Security Clearance - this position requires a **Negative Vetting Level 1** security clearance. You will be required to obtain and maintain a clearance at this level.

Pre-employment checks - your suitability for employment will be assessed through a

pre-employment screening process. This process includes a requirement to undergo and satisfy a National Police Check, referee checks, character clearance and where required a pre-employment medical assessment, specified mandatory qualification(s) validation and a probation period.

Notes

We currently have one vacancy available for immediate filling in Kingston, TAS. A merit pool for filling the same or similar position in this location may be established at the conclusion of this selection process.

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

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

To Apply

Position Contact	Tim Spedding, 03 6232 3473
Agency Recruitment Site	https://dcceewjobs.nga.net.au/?jati=364EFABB-1B6B-AC6D-44C3-E3C3CBA06DA7

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Employment and Workplace Relations

Vacancy VN-0757952

Comcare

Closing Date:Sunday 18 May 2025

Corporate Group
Governance, Assurance and Integrity Team

Job Title	Senior Governance and Assurance Officer
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Canberra ACT, Melbourne VIC
Salary	\$99,985 - \$110,946
Future Merit Locations	Canberra, Melbourne
Office Arrangement	Hybrid
Office Arrangement Details	Hybrid work is available and can be negotiated with the business area
Classification	APS Level 6
Position Number	00211
Agency Website	

Job Description

https://www.comcare.gov.au/careers/current_vacancies

Team Overview

The Governance, Assurance and Integrity team sits within the Corporate Group and is responsible for developing, maintaining and monitoring adherence to policies, frameworks and processes used for governance, risk, fraud control and assurance.

Duties

The Senior Governance and Assurance Officer is responsible for supporting the delivery of high-quality secretariat services to Comcare's governance committees. The officer also contributes to the implementation of Governance and Assurance frameworks in line with legislative requirements and better practice.

Primary Responsibilities:

1. Provides the Audit and Risk Committee and Operations Committee with high level secretariat, policy and administrative support to enable them to perform their functions under their respective legislation. This includes:

- providing excellent customer service and advice to Committee Members.
- implementing and delivering governance arrangements, including maintaining policies, procedures, terms of reference and workplans.
- delivering meetings, drafting agendas, papers, minutes and outcome statements, management of actions arising, and management of governance and statutory requirements within set timeframes.

- preparing briefs and correspondence for the Committees.
 - contract administration for the Audit and Risk Committee members.
2. Supports the development and implementation of Governance and Assurance frameworks. This includes:
- maintaining policies and procedures to support the frameworks.
 - providing advice and support to stakeholders on the application of the frameworks.
 - coordinating communication and training to raise awareness within Comcare.
3. Manage compliance with, and reporting on, governance, statutory and administrative requirements. This includes using Comcare's governance and compliance management system, Lighthouse.
4. Contributes to the administrative and contract management processes for Comcare's internal audit program.
5. Develops and maintains internal and external relationships with stakeholders, providing appropriate advice and managing the resolution of issues.
6. Contributes to the development of team objectives for short term tasks and strategic planning for longer-term initiatives.
7. Represent Comcare effectively at internal and external meetings.
8. Undertakes other duties as directed

Desirable Qualifications and Experience

- Tertiary qualifications in governance or business administration and/or management.

Eligibility

1. Australian citizenship.
2. Character clearance (Australian Criminal History Check).
3. Employee Health Declaration.
4. Six months probationary period for new engagements.

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>

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@comcare.gov.au, 1300366979
Agency Recruitment Site	https://www.comcare.gov.au/careers/current_vacancies

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Communications and the Arts

Vacancy VN-0757913

Australian Communications and Media Authority

Closing Date: Monday 19 May 2025

Consumer
Unsolicited Communications and Scams Investigations & Enforcement

Job Title	Multiple Roles - Investigations & Enforcement Officers
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Melbourne VIC
Salary	\$115,443 - \$129,706
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible;Hybrid
Office Arrangement Details	Flexible working arrangements such as working from home days may be considered.
Classification	Executive Level 1
Position Number	1469-2025-1
Agency Website	http://www.acma.gov.au

Job Description

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

Are you concerned about the large number of Australians who are impacted by unwanted calls and messages? Do you want to help stop scammers targeting Australians and be a part of a team that delivers meaningful outcomes?

We are looking to fill multiple roles in our Investigations and Enforcement team. The team conduct a range of investigations and enforcement actions. We are looking to build our investigative capability to successfully enforce existing and proposed new anti-scam, spam and telemarketing laws.

EL1 officers are a key cohort at the ACMA. They supervise staff, undertake complex regulatory work and support Managers and Executive Managers to deliver on strategic and operational priorities.

Duties

In these roles you lead or oversee a variety of tasks, including:

- Selecting cases for investigation, running investigations and gathering information from regulated entities (including by using compulsory information-gathering powers).
- Analysing evidence obtained during investigations and forming a view about whether there has been a contravention of the law.
- Assessing enforcement options and providing advice on the most appropriate action to take.
- Engaging with key stakeholders in the regulation of unsolicited communications, scams and mobile number fraud, including other regulators and government departments.

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	Evan Westmore, (03) 9963 6763
Agency Recruitment Site	https://www.acma.gov.au/careers

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Communications and the Arts

Vacancy VN-0757951

Australian Communications and Media Authority

Closing Date: Sunday 18 May 2025

Corporate and Research
Human Resources & COmmunications HR Operations

Job Title	Assistant Manager - Human Resources
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Canberra ACT, Melbourne VIC, Sydney NSW
Salary	\$115,443 - \$129,706
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible;Hybrid
Office Arrangement Details	Flexible working arrangements such as working from home days may be considered.
Classification	Executive Level 1
Position Number	2061-2025-1
Agency Website	http://www.acma.gov.au

Job Description

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

The ACMA is looking for dynamic HR professionals with a passion for driving organisational performance. Are you an experienced and innovative HR Manager looking to lead HR initiatives and foster a thriving workplace culture? Are you interested in working within a small agency where you can work closely with Executive and staff to deliver real workforce change? This job may be for you! We have some immediate vacancies and we are also looking to build a talent pipeline to fill vacancies in ACMA and eSafety HR as they arise over the next 18 months.

These positions may see you expand your knowledge and capabilities across a range of functions such as:

- Recruitment & Entry level programs
- Organisational Capability (including L&D, talent, rewards & recognition, inclusion, and performance)
- Strategic HR Business partnering
- Payroll
- Work, health, and safety (including rehabilitation case management)
- HR reporting & systems
- Workplace relations (including code of conduct and performance management)

Duties

Key duties of an **Assistant Manager, Human Resources** include:

- Leading the development and implementation of HR projects, policies, processes, guidance material, key business improvements and strategies relating to the delivery of HR services.
- Establishing and fostering professional relationships with internal and external stakeholders and relevant networks.
- Managing change, identifying and implementing process improvements and creating efficiencies.

- Leading a small team, setting tasks, priorities and workflows and building team capability through coaching, performance feedback and encouraging development opportunities.
- Providing accurate and specialised HR advice on complex people matters as well as HR departmental policies and procedures.
- Partnering with business areas and senior leaders to manage complex matters with expertise, sensitivity and discretion.
- Reviewing and updating HR policies in line with legislation changes, best practice and business improvements.

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	Bronwyn McEvoy, (02) 6219 5109
Agency Recruitment Site	https://www.acma.gov.au/careers

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