



Commonwealth of Australia
APSJobs - Vacancies Daily
PS18 Daily Gazette Thursday - 08 May 2025.pdf

Australian Government

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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

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Vacancies

Vacancy VN-0758165

Australian Electoral Commission

Closing Date: Wednesday 21 May 2025

Data Capability Exchange
Enterprise Transformation Branch Enterprise Transformation Group

Job Title	Data Engineer, Data Capability Exchange
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	\$118,146 - \$133,138
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	The AEC supports flexible workplace arrangements as per operational requirements.
Classification	Executive Level 1
Position Number	2025-076 12810
Agency Website	https://www.aec.gov.au/

Job Description

<https://candidate.aurion.cloud/aec/production/vacancies/2912682421544199~1/edit>

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

The Data Capability Exchange team are a collaborative and driven team of professionals, supporting and facilitating the management of AEC data assets throughout the data lifecycle. We also lead the Information and Data Management Strategy (IDMS), which aims to ensure AEC continue to deliver best practice in election management and become a modern data-driven agency by investing in our people, processes and technologies to make data use a cultural norm.

We do this through our key service offerings which are Data and AI Governance, policies and governance, Data Analytics and Visualisations, Data Engineering and Geospatial services.

We actively engage with our business areas to support their business needs and improve the level of information management and data maturity across the AEC.

Duties

Outposted to Melbourne or Brisbane considered

It is an exciting time as the team works closely with the Election Systems Modernisation program to define the landscape for the new AEC systems and processes. As part of the team, you will get to see tangible outcomes from your work: most notably in the delivery of electoral events and services.

As an EL1 Data Engineer, you will lead the development, management, and optimisation of key stages of the data lifecycle within the AEC, including exploration, staging, integration, and presentation. You will also play a crucial role in shaping the broader data landscape, identifying and implementing improvements and uplift across data platforms, processes, and governance to elevate election forecasting, modelling, and reporting.

The role will be responsible for, but not limited to Lead and manage data engineering projects, Identify, evaluate and understand business needs and objectives, Develop patterns for ingesting data from varied sources and types, Build, manage and optimise data pipelines - including ETL/ELT processes Design, manage and optimise data warehouses, Develop ways to enhance data quality, availability & accessibility, Prepare data for modelling and analysis, Collaborate with relevant stakeholders on projects and outcomes. Supervise and mentor junior data engineers and analysts and ensure compliance with data governance policies and standards.

To excel you'll have:

- Extensive experience in a similar role, i.e. Data Engineer, Data Analyst, Developer, and strong numerical and analytical skills.
- Technical expertise in managing, optimising, overseeing and monitoring data retrieval, storage and distribution in a similar or large-size organisation, inc. ETL/ELT development, batch processing, real-time loading and data modelling.
- Hands-on experience with SQL database design, data warehousing, SQL Server, SSMS, SSIS and API development/management.
- Working knowledge of the Microsoft Azure/Fabric data engineering stack inc. Data Factory, Synapse Analytics, Databricks, Power BI, Data Lake, SQL Server database and/or Cosmos DB.
- Knowledge of programming languages and frameworks (e.g. Python, R, SQL, .Net/C#, Javascript).
- Proven leadership and project management skills, as well as strong strategic thinking and decision-making abilities.
- A degree and/or related certification.

Desirable:

- Understanding of user experience (UX) design, agile delivery and collaboration techniques.
- Data analysis experience, including report and dashboard development.
- Data science experience such as building and deploying machine learning frameworks and models.
- Experience in developing technical/solution architectural papers for senior management.

Eligibility

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

Notes

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

About the Australian Electoral Commission

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

To Apply

Position Contact	Leanne Simon, leanne.simon@aec.gov.au
Agency Recruitment Site	https://candidate.aurion.cloud/aec/production/vacancies/2912682421544199~1/edit

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Vacancy VN-0758217

Electoral Education
Communication, Education and Engagement Branch Deputy Electoral
Commissioner

Job Title	Assistant Director, Electoral Education
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	\$118,146 - \$133,138
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	The AEC supports flexible workplace arrangements as per operational requirements.
Classification	Executive Level 1
Position Number	2025-077 10426
Agency Website	https://www.aec.gov.au/

Job Description <https://candidate.aurion.cloud/aec/production/vacancies/2912681527142899~1/edit>

The Electoral Education section sits within the Communication Education and Engagement Branch at the AEC. The branch is a team of energetic, passionate and skilled practitioners, responsible for ensuring all people are informed about the process of voting in federal elections and referendums and encouraging voters to participate. This includes consideration of people who experience barriers and may need additional support to equitably participate. This is achieved through the collective work of our sections, covering electoral education, strategic communication, campaigns, community engagement, Indigenous electoral participation, and design.

The Electoral Education team are education experts who deliver innovative and high-quality programs that are inclusive, accessible and engaging. The section is responsible for the AEC's school and community education program including the highly regarded National Electoral Education Centre at Old Parliament House in Canberra; a digital 3D electoral game available to schools via an app; online education resources; and a teacher professional learning program.

The community program includes the Writs to Referendums exhibition at Old Parliament House; and a well-established community education program with a particular focus on communities that may face barriers to electoral participation.

Duties

The Assistant Director Electoral Education leads a team of education experts to deliver the AEC's education and schools programs, including education and professional development and learning for teachers.

The role is responsible for the delivery of the AEC's school education program that includes the AEC's highly regarded National Electoral Education Centre in Canberra; a digital 3D electoral game available to schools via an app; online education resources; and a teacher professional learning program.

The role is also responsible for building relationships with relevant education departments and stakeholders, other civics institutions, and the education sector in general.

Key position responsibilities include:

- Managing the daily operations of the National Electoral Education Centre, which has around 80,000 school visitors a year and managing the team of around 16 education professionals.

- Managing the design, implementation, review and evaluation of education materials and resources for students, teachers and schools on the Australian electoral system.
- Overseeing the roll-out of the electoral education 3D game, available to schools for download via an app.
- Engaging and collaborating on electoral education projects with partner agencies and cultural institutions.
- Developing and maintaining relationships with Commonwealth, state and territory education departments, cultural institutions, education professional associations and peak bodies and enabling tourism operators.
- Manage the electoral exhibition Writs to Referendums, which is part of the Museum of Australian Democracy.
- Ensure compliance with all relevant training for electoral educators and AEC policies.
- Managing facilities within Old Parliament House used for electoral education including the National Electoral Education Centre and Writs to Referendums exhibition.
- Leading and managing a team of around 18 electoral educators to ensure high quality program delivery.

To excel you'll have:

- Leadership in education and training, or community and adult education.
- Excellent communication and interpersonal skills with demonstrated ability to communicate effectively and strategically with diverse stakeholder groups to build support to achieve outcomes.
- Demonstrated high levels of personal integrity, accuracy and impartiality while achieving results within legislative and policy parameters.
- Demonstrated management of staff while developing capabilities, encouraging career development and embedding professionalism.
- Demonstrated ability to work in a fast-paced environment, managing multiple competing priorities with flexibility in the face of changing priorities and deadlines.
- Exceptional oral and written communication skills including demonstrated ability to prepare briefing documents and submissions and explain complex issues simply.

Desirable:

- Tertiary qualification in education, training or related field.
- Experience with the implementation of contemporary digital education, such as video casting, educational games, or virtual reality.
- Knowledge of, or ability to quickly gain knowledge of:
 - Australian Curriculum for schools
 - Australian electoral law and practice
 - Commonwealth frameworks, including Resource Management Framework and Procurement Framework

Eligibility

- AEC employees must be Australian citizens.
- Any person who is, and seen to be active in political affairs, and intends to publicly carry on this activity, may compromise the strict neutrality of the AEC and cannot be considered.
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To Apply

Position Contact	Terri Thomas, (02) 5137 2042
Agency Recruitment Site	https://candidate.aurion.cloud/aec/production/vacancies/2912681527142899~1/edit

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Vacancy VN-0758228

Job Title	AE3-AE4 Administration Officer
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	\$78,276 - \$94,964
Future Merit Locations	Canberra
Office Arrangement	On Site
Office Arrangement Details	On Site
Classification	APS Level 3;APS Level 4
Position Number	12320242025
Agency Website	www.asio.gov.au

Job Description

www.asio.gov.au/careers

The Organisation

The Australian Security Intelligence Organisation (ASIO) protects Australia and Australians from threats to their security. In a complex, challenging and changing security environment, our success is built on the imagination and intelligence of our team. ASIO's people are ordinary Australians but they do extraordinary things – they are our most important asset. To be successful in our mission, we need talented people who are highly capable, dedicated, adaptable and resilient.

We seek to reflect the diversity of the community we protect. ASIO is committed to fostering a diverse and inclusive environment, where all staff are valued and respected. We welcome applications from all eligible candidates, irrespective of gender, sexual orientation, ethnicity, religious affiliation, age or disability. Aboriginal and Torres Strait Islander Peoples are encouraged to apply. We are secretive about what we do, not what we value.

The opportunity

Administration Officer positions at the AE3 (APS3) and AE4 (APS4) level are available in teams across ASIO. As an Administration Officer you will provide administrative assistance and executive support. You will engage with teams across ASIO, as well as Australian government partner agencies to support timely and accurate advice can be provided relating to Australia's national security.

You will be working in a pivotal role within the Organisation, where you will use your strong administrative and organisational skills on a daily basis. You will work closely with other stakeholders, and be part of a supportive network.

Duties

Role responsibilities

AE3 Administration Officer:

- Provide basic administrative assistance to executive support teams and other areas within the branch.

- Provide administrative assistance within the branch as needed and requirements change.
- Work closely and collaboratively with other executive assistants.
- Undertake tasking such as record management, collating material, printing, and preparing briefing material.

AE4 Administration Officers:

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

What you will bring

As an AE3 Administration Officer you will:

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

As an AE4 Administration Officer you will:

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

What we offer you

ASIO provides a number of benefits to its staff including:

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

Eligibility

Eligibility

To be eligible for the role, you must be:

- An Australian citizen.
- Assessed as suitable to hold and maintain a TOP SECRET-Privileged Access security clearance.

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

Notes

Reasonable adjustments

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

Location

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

We advertise positions nationally to reach the broadest audience. Please refer to the above before applying.

How to apply

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

- A written pitch of up to 500 words using examples to demonstrate how your skills and experience meet the requirements for the position.
- A current CV, no more than 2 pages in length, outlining your employment history, the dates and a brief description of your role, as well as any academic qualifications or relevant training you may have undertaken.
- Details of 2 referees, which must include a current or previous manager – ideally within the last two years.

Before applying you should familiarise yourself with the ASIO People Capability Framework and Core Capability Guide, both available on the ASIO website. To increase your chances of success, tailor your application responses to align with the AE3 and AE4 capabilities and levels outlined in these frameworks. Please note, it is not necessary to address each of the capability criteria individually in your application.

You will need to demonstrate what you bring to the position in relation to the criteria below:

- Strategic Thinking
- Achieves Results
- Productive Working Relationships
- Personal Drive & Integrity
- Demonstrated Skills & Experience.

Consider ASIO's People Capability Framework and Core Capability Guide, and the position description and classification level you are applying.

Closing date and time

Monday 23 June 2025, 5:00pm AEST.

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

The Recruitment Selection Process – what to expect

We thank all applicants for their interest in applying for a position with ASIO. Please be advised that our selection process is rigorous and extensive.

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

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

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

Employment conditions

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

Australian Workplace Equality Index (AWEI)

In 2024, ASIO achieved the AWEI Gold Standard, recognising ASIO’s inclusion work and positive culture. ASIO was one of only 7 public sector employers, and the first Australian intelligence agency, to achieve this status.

The ASIO Diversity and Inclusion Strategy reflects ASIO’s commitment and recognises the benefits of being a diverse and inclusive organisation. For further information about ASIO’s Diversity and Inclusion networks, please visit: www.asio.gov.au/about/diversity-and-inclusion.

Enquiries

If you require further information after reading the selection documentation, please contact **ASIO Recruitment** at careers@asio.gov.au or phone **02 6263 7888**.

More information

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

About the Australian Security Intelligence Organisation

To Apply

Position Contact	careers@asio.gov.au , 62637888
Agency Recruitment Site	www.asio.gov.au/careers

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Vacancy VN-0758167

Defence Housing Australia

Closing Date:Wednesday 21 May 2025

Provisioning
Provisioning Leasing & Acquisitions

Job Title	Business Development Manager
Job Type	Full-Time, Ongoing
Location	North Fremantle WA
Salary	\$122,963 - \$150,065
Future Merit Locations	North Fremantle
Office Arrangement	On Site;Flexible;Hybrid
Office Arrangement Details	Flexible working arrangements can be negotiated
Classification	Executive Level 1
Position Number	493624
Agency Website	https://www.dha.gov.au/

Job Description

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

Defence Housing Australia (DHA) is seeking a highly motivated Business Development Manager with a proven track record of achievement in sales, acquisition and/or leasing to join the Leasing and Acquisitions Team.

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://www.dha.gov.au/) or read our latest [Annual Report](#).

Duties

About your team

The Provisioning Group is responsible for bringing quality properties into the portfolio to meet Defence requirements through leasing and acquisitions.

The Leasing and Acquisitions Team is responsible for the sourcing and delivery of new properties to the portfolio via lease or acquisition, as well as management of all lease agreements including extensions, new contracts and end of lease processes across the national portfolio of properties.

About the role

In this role, you will contribute to the delivery of the annual leasing and acquisition programs in accordance with the approved provisioning plan across multiple regions to achieve national objectives. You will be responsible for identifying and facilitating the leasing or acquisition of housing that meets required standards for Defence members and their families. You will achieve this with emphasis on business development opportunities to deliver bulk properties through industry integration and using a network of sources to provide positive outcomes for DHA.

The role will be responsible for a range of activities supporting team achievements and achieving targeted outcomes across multiple geographic regions, identifying and converting new business leads with emphasis on achieving bulk property transactions to add to DHA's portfolio via direct negotiation with stakeholders and integration across industry.

Required Skills:

- In-depth property experience within the residential property industry and a proven ability to deliver business outcomes.
- Exceptional oral, written and negotiation communication skills with the ability to build and maintain positive working relationships with both internal and external staff and stakeholders.
- Demonstrated experience in leasing, sales, and/or business development
- Advanced organisational, analytical, problem solving and decision-making skills together with sound judgement and 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 Wednesday, 21 May 2025. Any questions? Please contact Adrian Papahatzis, Leasing & Acquisitions Operations Manager T: (02) 9761 5830 E: Adrian.Papahatzis@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	Adrian Papahatzis, 02 9761 5830
Agency Recruitment Site	https://careers.dha.gov.au/

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Vacancy VN-0758008

Department of Home Affairs

Closing Date:Wednesday 21 May 2025

Procurement Property & Contracts
Property Capital Works and Infrastructure

Job Title	Director, Capital Works and Infrastructure
Job Type	Full-Time, Ongoing
Location	Various locations - ACT ACT, Various locations - NSW NSW, Various locations - NT NT, Various locations - QLD QLD, Various locations - SA SA, Various locations - TAS TAS, Various locations - VIC VIC, Various locations - WA WA
Salary	\$136,260 - \$177,318
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible
Office Arrangement Details	Flexible working arrangements can be negotiated in accordance with our Enterprise Agreement and the operational requirements of the role.
Classification	Executive Level 2
Position Number	137823
Agency Website	www.homeaffairs.gov.au

Job Description

<https://jobs.homeaffairs.gov.au/job-invite/137823/>

About our team

The Capital Works and Infrastructure Section (CW&I) within Property Branch is responsible for the efficient and effective management of the department's capital works program for both departmental property holdings onshore and offshore, as well as detention facilities onshore.

CW&I manages the department's capital works program, both major and minor. This includes co-ordination of the proposal and bid process, engagement and project management of external service providers (including project management, design, security, cost planning, building and construction services), and assistance with high-level costings with Finance Division. In the detention space, CW&I manages and supports Administered program budget under Program 3.5 (Onshore Compliance and Detention) in support of ABF Detention Operations. This is for planning, implementing and maintaining detention infrastructure and assets within the onshore Immigration Detention Network (IDN) property estate in Australia, inclusive of Christmas and Cocos (Keeling) Islands.

Our ideal candidate

- Knowledge of property related frameworks, or the ability to quickly learn, to make well researched and sound recommendations
- Experience in managing small to large scale property projects, or the ability to learn
- Ability to develop strategic financial advice and deliver briefings on complex issues (often within tight timeframes)
- Strong leadership skills in managing small teams and key stakeholder relationships to meet outcomes
- Possess high level stakeholder management skills, including negotiation and conflict resolution skills and the ability to deal with politically charged stakeholders

Duties

- Develop and deliver the annual capital works programs for the department's commercial property portfolio and onshore IDN.
- Lead a team of APS staff/project/contract managers and administrators.
- Maintain expert knowledge in relevant Commonwealth legislation and departmental policies and procedures - in particular, those relating to - financial management, procurement, contract management, project (including risk) management and internal/external reporting.
- Build and sustain positive and productive relationships with a diverse range of stakeholders order to achieve quality business outcomes.
- In consultation with relevant stakeholders, prepare detailed capital works funding submissions in accordance with the department's Capital Investment Program (CIP).
- Manage the receipt, evaluation, prioritisation and approval of business case submissions to the annual capital works programs.
- Implement the annual capital works programs, managing the end-to-end processes and deliverables of multiple projects, in accordance with agree parameters (e.g. scope, schedule, budget).

Eligibility

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

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

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

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

Notes

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

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

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

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

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

About the Department of Home Affairs

The Department of Home Affairs is responsible for central coordination, and strategy and policy leadership in relation to cyber and critical infrastructure resilience and security, immigration, border security and management, counter-terrorism, the protection of our sovereignty, citizenship and social cohesion. The Department implements a strategically coordinated approach to the cyber security and resilience of all Australians through the appointment of a Cyber Security Coordinator and continues to enable rapid responses to threats of foreign interference through the dedicated Counter Foreign Interference Coordinator. Additionally, the Department contributes to Australia's prosperity and unity through the management and delivery of the migration, humanitarian and

refugee programs. The Department also promotes social cohesion through multicultural programs, providing settlement services and through managing and conferring citizenship. We encourage applications from Indigenous Australians, people with disability and people from other diverse backgrounds. We are committed to providing a working environment that values diversity and inclusion and supports staff to reach their full potential. For more information www.homeaffairs.gov.au/about-us/careers/working-with-us/workplace-diversity

To Apply

Position Contact	Celia Medley, 0417 173 065
Agency Recruitment Site	https://jobs.homeaffairs.gov.au/job-invite/137823/

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Vacancy VN-0758009

Department of Home Affairs

Closing Date:Wednesday 21 May 2025

ICT Division
Risk, Data & Insight Systems Cloud Platforms

Job Title	Senior Cloud Engineer
Job Type	Full-Time, Ongoing
Location	Various locations - ACT ACT
Salary	\$136,260 - \$177,318
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	Flexible working arrangements can be negotiated in accordance with our Enterprise Agreement and the operational requirements of the role.
Classification	Executive Level 2
Position Number	137571
Agency Website	www.homeaffairs.gov.au

Job Description

<https://jobs.homeaffairs.gov.au/job-invite/137571/>

About our team

The Risk, Data and Insight Systems (RDIS) Branch delivers and maintains critical ICT systems capability to business areas across Home Affairs, the Australian Border Force (ABF), the National Emergency Management Agency (NEMA) and the Cyber and Infrastructure Security Centre (CISC).

RDIS has responsibility for threat and risk systems across visa, travel, cargo and mail, situational awareness, decision support and incident management systems for Maritime Border Command (MBC), ABF and NEMA, data applications and reporting systems, analysis and intelligence systems, data engineering and integration, and enterprise data and geospatial platforms.

The Cloud Platforms Section is responsible for overseeing the departments multi-tenant cloud environments, providing the foundational platforms and centralised services to underpin the departments cloud enablement and capabilities.

Our ideal candidate

Our ideal candidate will possess knowledge and hands-on experience architecting, implementing, configuring, and maintaining cloud platforms and services. The Cloud Engineering Leader will be instrumental in ensuring the continuity of the operation and optimisation of cloud applications and services within our organisation. This role requires a deep understanding of cloud technologies and involves managing a range of centrally managed cloud services within a multi cloud environment.

Duties

- Manage the department's Microsoft Azure and Amazon Web Services (AWS) cloud environments, including provisioning, configuration, and monitoring of core platforms, centralised cloud services, and landing zones.
- Apply processes to expedite service delivery across managed solutions. With a focus to enhance departmental maturity and resilience, elevating the existing security posture. With a focus to ensure alignment to corporate obligations.

- Adhering to the department's ICT service management practices, manage the prompt remediation of issues to ensure service availability and continuity.
- Provide leadership, mentoring and strategic guidance, to a diverse team of engineers with varying skill sets and backgrounds - ensuring sustainable operations through the development of comprehensive documentation to underpin enduring support.
- Foster departmental cloud adoption through positive collaboration with internal stakeholders - supporting the design and implementation of cloud solutions that meet emerging departmental requirements.

Additional information

The following would be considered highly desirable:

- In-depth experience in the delivery of cloud platforms services for AWS and/or Azure
- Experience developing and delivering large scale cloud platform services to a large government agency or corporate organisation
- Demonstrated experience in the design, implementation, and sustainment, of cost-effective, resilient cloud solutions that meet business demands. Providing alignment to security and compliance obligations
- Highly developed analytical, fault diagnosis and problem-solving skills and contribute to strategic solutions in a changing environment
- Demonstrated proficiency in the development of infrastructure as code to automate the provisioning and management of cloud resources
- Well-developed stakeholder engagement and relationship management skills, with ability to negotiate outcomes as required
- Strong understanding of cloud financial operations and modelling, to deliver fiscally responsible cloud solutions
- Cloud certifications for AWS, Microsoft Azure, or multi-cloud
- Tertiary qualifications in Cloud, ICT Infrastructure, Networking or Cyber Security

Eligibility

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

The successful candidate will be required to obtain and maintain a Negative Vetting Level 1 (AGSVA) security clearance, and:

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

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

Notes

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

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

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

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

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

About the Department of Home Affairs

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

To Apply

Position Contact	Adele Teer, 0466 684 633
Agency Recruitment Site	https://jobs.homeaffairs.gov.au/job-invite/137571/

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Vacancy VN-0758181

Department of Home Affairs

Closing Date: Wednesday 21 May 2025

People Division
Payroll & Conditions Workplace Relations

Job Title	Human Resources Adviser, Workplace Relations
Job Type	Full-Time, Ongoing
Location	Various locations - NSW NSW, Various locations - VIC VIC, Various locations - ACT ACT, Various locations - NT NT, Various locations - QLD QLD, Various locations - SA SA, Various locations - TAS TAS, Various locations - WA WA
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	Flexible
Office Arrangement Details	Flexible working arrangements can be negotiated in accordance with our Enterprise Agreement and the operational requirements of the role.
Classification	APS Level 5
Position Number	137352
Agency Website	www.homeaffairs.gov.au

Job Description

<https://jobs.homeaffairs.gov.au/job-invite/137352/>

Chief Operating Officer | People Division | Payroll & Conditions | Workplace Relations

The Workplace Relations Section provides expert policy advice and support on workplace relations matters to support the Department of Home Affairs Enterprise Agreement 2024 – 2027 (the EA). The team is responsible for Employment Conditions, Industrial Relations, Overseas Conditions and the National Staff Consultative Forum.

The Industrial Relations (IR) team consists of departmental employees and Australian Border Force (ABF) officers, who oversee a range of IR matters across the Department and the ABF.

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

Our ideal candidate

- A sound understanding of contemporary industrial relations and human resources issues, including consultation and change management (or the ability to quickly get across this subject matter)
- The ability to work in a fast-paced and complex operating environment with a strong ability to managing competing priorities
- Attention to detail, out of the box thinking and a calm, considered and measured approach when dealing with and responding to sensitive matters
- Oral and written communication skills and an ability to liaise with a broad range of people
- Experience in building effective working relationships with internal and external stakeholders.

Duties

- Provide advice on complex industrial relations matters for both the ABF and Department, particularly as they relate to the Fair Work Act 2009 (FW Act) and the Department of Home Affairs Enterprise Agreement (EA) and associated legislation, including the development of written material and briefs
- Provide advice and support on consultation requirements and dispute matters and assist with the management of formal industrial relations matters and cases before the Fair Work Commission
- Assist with the management of the National Staff Consultative Forum (NSCF)
- Communicate with respective unions (Community and Public Sector Union and the Australian Institute of Marine and Power Engineers) and their workplace representatives
- Provide advice regarding right of entry requests in accordance with the FW Act.

Additional information

Desirable

- Qualifications or experience in industrial relations or human resource management would be an advantage.

Eligibility

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

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

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

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

Notes

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

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

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

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

About the Department of Home Affairs

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

To Apply

Position Contact	Bronte Musgrave, 0435 521 421
Agency Recruitment Site	https://jobs.homeaffairs.gov.au/job-invite/137352/

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Vacancy VN-0758215

Job Title	Digital Manager
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Townsville QLD
Salary	\$94,563 - \$106,775
Future Merit Locations	Cairns, Canberra, Townsville, Yeppoon, Gladstone
Office Arrangement	On Site;Hybrid
Office Arrangement Details	Hybrid working arrangements are available and may be negotiated with the business area
Classification	APS Level 6
Position Number	344
Agency Website	

Job Description

<https://www2.gbrmpa.gov.au/careers>

We are seeking a highly experienced Digital Manager to join our small team at the Great Barrier Reef Marine Park Authority, Australia's lead management agency for the Reef. The ideal candidate will be knowledgeable and passionate about social and digital media, and excited to be at the forefront of transforming marketing and communications. This position is key to ensuring a consistent and professional look and feel to the Reef Authority's presence on digital and social media that reinforces our brand.

The role draws on marketing principles and strong marketing skills to administer our online channels and work within a team to develop, deliver and evaluate ongoing digital and marketing strategies. The manager produces and curates on-brand digital content for our external website, e-marketing and social media channels, and oversees in-house and external content producers. As well as tracks, reports and recommends innovative content strategies to communicate and engage online about the Great Barrier Reef's health and management.

Duties

1. In conjunction with the Assistant Director Digital and Marketing, coordinate the Authority's digital communication activities (within budget, deadlines and risk-based), contributing to the delivery and evaluation of the Communication Strategy 2024-27.
2. Manage the ongoing enhancement and maintenance of the Reef Authority's website using a content management system, including continuous search engine optimisation, user experience, and ensuring website issues are resolved within a reasonable timeframe.
3. Write, edit, produce, and curate content (including text, articles, reels, video, audio, photography, infographics, and e-newsletters) with in-house content producers or external suppliers that is sophisticated, original, relevant to the target audience, and meets production objectives.
4. Develop, schedule, post and evaluate online content and positively engage with our online communities.
5. Contribute to the leadership across the Reef Authority, manage in-house content producers and assist with workflow and other communication team activities.

6. Deliver sophisticated reporting and analysis of key digital metrics and channels and identify trends to help inform innovative content strategies.

Eligibility

- You are an experienced content creator who has managed online channels using marketing principles and best practice.
- You are solutions-focused and deliver on time, within budget and to a good standard.
- You're an active social media and website user who keeps up-to-date with latest trends.
- You thrive under pressure and don't get flustered when faced with competing priorities.
- You are good with detail, reports and technical systems.

Essential requirements

- Tertiary qualifications in digital or marketing, communication design or equivalent.
- Minimum four years' experience managing and developing online channels.
- The ability to travel and participate in the on-call media roster, including working weekends and outside core hours when required.

Desirable qualifications or equivalent experience

- Experience in website content management systems.

Notes

Applicants **must**:

1. be an Australian citizen at time of applying for position.
2. be able to obtain and maintain a Baseline security clearance, failure to do so will result in termination of employment.
3. be willing to provide identity documents and undergo an identity pre-employment check through a Document Verification Service, if you are deemed to be the successful candidate.
4. must hold or be able to obtain a Working with Children Check (QLD Blue Card), failure to obtain/maintain QLD Blue card will result in termination of employment.

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

About the Great Barrier Reef Marine Park Authority

To Apply

Position Contact	Chelsea McLennan, 0421 240 885
Agency Recruitment Site	https://www2.gbrmpa.gov.au/careers

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Agriculture, Water and the Environment

Vacancy VN-0758218

Department of Agriculture, Fisheries and Forestry

Closing Date: Thursday 22 May 2025

Biosecurity Operations
Cargo & Conveyance Policy & Detection Capability Detection Capability

Job Title	Detector Dog Kennel Attendant
Job Type	Full-Time, Ongoing
Location	Brisbane QLD, Perth WA, Sydney NSW
Salary	\$68,946 - \$77,125
Future Merit Locations	Brisbane, Perth, Sydney
Office Arrangement	On Site
Office Arrangement Details	On Site
Classification	APS Level 3
Position Number	2025/1262
Agency Website	https://www.agriculture.gov.au

Job Description

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

Who we are

Cargo & Conveyance Policy & Detection Capability is responsible for determining, developing and enabling the strategies, regulatory frameworks, tactics and interventions that manage biosecurity and other risks within the transport and trade pathways into Australia. This pathway brings together how the department detects and responds to biosecurity risk and non-compliance, including through deploying surveillance and verification tools and capabilities such as detector dog teams and x-rays. The branch sets operational policy for the biosecurity clearance of all air and sea cargo, conveyances and ports, seasonal pests and policy assessment related matters.

Detection Capability is responsible for improving the effectiveness of the Biosecurity Operations Division by providing detection, system, legislative and policy capability. The section provides centralised expertise, coordination, management, and resource capability through a range of services for consistent use across the division. The section is responsible for detection technology

including x-ray and Detector Dogs. The provision of kennelling services plays a key role in the delivery of national detector dog capability.

Duties

The Jobs

As a Detector Dog Kennel Attendant your duties will include, but are not limited to:

- observing and reporting on health and/or behavioural abnormalities in our dogs
- providing a range of suitable fitness and enrichment activities for our dogs as directed
- cleaning kennels and yards
- conducting canine health maintenance including washing, nail clipping, ear cleaning and administering oral medications
- transporting detector dogs to work locations (Airport/Mail Facility) utilising a range of vehicles including a large van and/or ute (Sydney only)
- transporting dogs to veterinary services as required
- safely loading and unloading dogs in and out of vehicles
- maintaining husbandry logs and kennel records
- monitoring and reporting on the facilities general maintenance requirements
- stock control, obtaining quotes and placing orders, collecting goods and reconciling expenses
- attending daily team briefings.

Please note that this recruitment process will initially be used to fill **one current vacancy in Sydney**. 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 Brisbane, Perth and Sydney**.

Eligibility

What we are looking for

Knowledge and experience

- Experience in the housing and welfare of dogs in a kennel environment.
- A sound knowledge and understanding of canine behaviour and interaction.
- Experience using the Microsoft Office suite of applications.
- Experience transporting animals and/or operating large transport vehicles (desirable but not mandatory).

Eligibility and other requirements

The successful applicants must:

- hold and maintain a valid Australian motor vehicle drivers licence
- note that the ability to perform shift work (as part of a seven day roster) is a requirement when applying for this position(s)
- note that the physical requirements of the role(s) involve a combination of outdoor and office-based work
- wear an official uniform supplied by the department, including during field operations (as applicable), in accordance with the department's uniform policy
- wear appropriate protective personal equipment and clothing to comply with departmental Work Health & Safety policies and procedures.

Notes

Positions in Sydney will initially be located at the Banksmeadow kennel facility however some of these roles will transition to Western Sydney Airport once it becomes operational.

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

This vacancy has been identified to participate in VetPaths. The Australian Public Service (APS) values the unique skills, perspectives, and experiences that veterans gain during their Australian Defence Force (ADF) employment and encourage veterans to apply. Support may be available to veterans transitioning to meaningful APS careers through participation in VetPaths, which offers veterans an opportunity to participate in a six-month program offering formal learning and development, career mentoring and activities for wellness and peer supports. For more visit: <https://www.dva.gov.au/about/careers/continuing-serve-vetpaths-support-pathway-veterans-new-australian-public-service-aps>

About the Department of Agriculture, Fisheries and Forestry

To Apply

Position Contact	Sarah Darrell, 0415 908 036
Agency Recruitment Site	https://www.agriculture.gov.au/about/jobs/apply

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Attorney-General's

Vacancy VN-0758206

Attorney-General's Department

Closing Date: Thursday 22 May 2025

Integrity Frameworks
Transparency Frameworks

Job Title	Assistant Director
Job Type	Full-Time;Part-Time, Ongoing
Location	Canberra ACT
Salary	\$119,142 - \$144,964
Future Merit Locations	Canberra
Office Arrangement	Flexible
Office Arrangement Details	Flexible working arrangements will be supported where possible.
Classification	Executive Level 1
Position Number	0159/25_II/IFD-EXT
Agency Website	https://www.ag.gov.au/Pages/default.aspx

Job Description

<https://agcareers.nga.net.au/?jati=7A613649-EF17-9A21-FA52-E3D5BC9207CD>

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

Duties

Employment Opportunity

Attorney-General's Department's Transparency Frameworks Section (TFS) administers the Lobbying Code of Conduct and Foreign Influence Transparency Scheme (the Scheme), established by the *Foreign Influence Transparency Scheme Act 2018* (FITS Act). We are seeking to fill upcoming EL1 vacancies within TFS. Applicants should indicate which team(s) they are interested in working for.

The Casework Assistant Director will:

- lead a team undertake complex casework and consultation with stakeholders across government in support of the administering the FITS Act, assuring the quality of written work and effectively managing team priorities and resourcing
- guide staff in developing written advice to the Secretary on her ability to exercise enforcement powers under the FITS Act, preparation of briefs and Cabinet input
- identify and support other enforcement or compliance priorities under the Scheme
- oversee input to briefings and Cabinet requests in support of other frameworks that support the integrity of Australia's democratic system
- previous legal experience desirable but not required.

The lobbying/Outreach Assistant Director will:

- lead outreach and engagement across government and within industry to promote awareness of the Lobbying Code and the FITS Acts, to assist people understand how the frameworks may apply to them, and undertaking targeted compliance activities
- lead the development of Lobbying policy, performance reporting and the FITS annual report
- lead on Organisation for Economic Co-operation and Development (OECD) Public Integrity and Anti-Corruption (PIAC) allocation and scrutiny
- develop innovative outreach products to raise awareness of the Code and the scheme
- supervise staff administering the Lobbying and FITS registers, including processing registrations, responding to public inbox queries, liaising with potential registrants and external stakeholders.

How you can help us make a difference

The successful candidate will possess:

- casework experience and/or analytical or investigative skills, including the ability to interpret and apply legislation to particular cases (for a casework role in particular)
- highly developed verbal and written communication skills
- leadership skills, including an ability to effectively manage a diverse team, take responsibility for shaping team culture and build team capability
- sound judgement, logical reasoning and the ability to effectively manage risks
- strong stakeholder engagement skills, in order to confidently and professionally engage with a wide range of stakeholders on the operation and application of Foreign Influence Transparency Scheme or Lobbying Code
- prioritisation skills and an ability to work effectively to short timeframes.

Eligibility

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

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

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

Notes

A merit pool of suitable applicants may be created from this process, and will be active for 18 months after the date of this gazettal.

If you have any questions regarding the recruitment process or require any reasonable adjustments, please contact HR Assist at hr.assist@ag.gov.au or 02 6141 6111 (Option 2).

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

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

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

About the Attorney-General's Department

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

To Apply

Position Contact	Lydia York, (02) 6141 6035
Agency Recruitment Site	https://agcareers.nga.net.au/?jati=7A613649-EF17-9A21-FA52-E3D5BC9207CD

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Attorney-General's

Vacancy VN-0758199

Australian Federal Police

Closing Date: Wednesday 21 May 2025

Job Title	Executive Level - Corporate Business Partner
Job Type	Full-Time, Ongoing
Location	Adelaide SA, Sydney NSW, Canberra ACT, Darwin NT, Brisbane QLD, Hobart TAS, Melbourne VIC, Perth WA
Salary	\$168,355 - \$222,149
Future Merit Locations	Sydney, Adelaide, Canberra, Darwin, Brisbane, Hobart, Melbourne, Perth
Office Arrangement	On Site
Office Arrangement Details	On Site
Classification	Executive Level 1; Executive Level 2
Position Number	14370
Agency Website	https://careers.afp.gov.au

Job Description

<https://careers.afp.gov.au/job-invite/14370/>

Did you know?

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

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

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

- Five weeks (25 days) of paid annual leave per year + additional paid Christmas stand down
- 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 professional development opportunities

Duties

The AFP's corporate enabling services (human resources, finance and commercial, procurement and contract management and strategy, policy and governance; property and exhibits) are delivered through a tiered operating model. Service standards are set by the Chief Operating Officer (COO) portfolio, with generalist support/triage services being delivered through a centralised corporate helpdesk (Tier 1). Command-specific corporate services are delivered by co-located multi-disciplinary Command Corporate Service Units (CCSU's – Tier 2). Strategic and specialist services are delivered by centrally operating centres of excellence (Tier 3).

This role leads a high performing CCSU to deliver diverse corporate services at Tier 2.

As a Corporate Business Partner (CBP), you lead by example, embodying the AFP's values and inclusive culture and are willing to adapt and learn, and apply an intelligent, problem-solving approach to your work. You apply a strategic and practical lens to CCSU services requiring sound business principles to effectively and efficiently manage resources to meet the needs of the Commands priorities.

You are highly regarded for your contemporary leadership capabilities, effectively leading and managing a team of professional, unified and engaged corporate enabling services staff who stand together with the frontline. As an effective communicator and change management advocate you contribute to the achievement of outcomes in accordance with the AFP Code of Conduct, AFP Governance Instruments and other regulatory frameworks.

As an AFP Corporate Executive Level Leader work under the broad direction of both Senior Executives. You are responsible for shaping the AFP's strategic direction through the professional services your team delivers consistent with the [AFP values](#), the [AFP Corporate Plan](#), AFP Core Leadership Continuum, and your Charter of Performance.

You have an in-depth knowledge and understanding of the AFP business (or the ability to develop this), and the impact of corporate functions and roles to effectively manage operations.

You are a motivated, skilled, and client-focused professional, who is forward thinking in driving corporate excellence. Possessing high calibre relationship management skills, including the ability to provide insightful, persuasive and trusted advice to a diverse range of stakeholders.

You leverage your partnerships to connect locally, nationally and globally to share common problems and build sustainable solutions. Balancing strategic decision making while exhibiting sound judgement, a willingness to innovate and an appetite to try different approaches.

What will you do?

As a Corporate Business Partner, you are responsible for the leadership and management of a CCSU to deliver a range of timely, high-quality consistent strategic advice and support. In this role you contribute to the AFP's broader CCSU network and the organisation's corporate capability. You actively support the maturation of the CCSU model and build strong connections with national corporate areas. Your experience, knowledge and expertise is applied to enhance the AFP's corporate capacity and capability in support of AFP operations.

Your responsibilities include the following:

- Leading an agile, multi-disciplined, high performing business area providing a range of corporate and operational support services to achieve the AFP's strategic corporate direction. Cultivating a customer-centric, innovative, inclusive and diverse workplace culture.
- Effectively building and maintaining corporate capability, efficiency and productivity to deliver timely, high-quality, contemporary and integrated corporate services in a complex operating environment.
- Work collaboratively with COO Portfolio leadership and centres of excellence to effectively lead the delivery of high quality, relevant and timely corporate services in accordance with enterprise-wide strategy and Command-specific service expectations.
- Planning, prioritising and managing CCSU resources and workflows to ensure consistent application of corporate standards and responsiveness to organisational priorities.
- Embracing acceptable risk/s inherent in creating new ways of doing business, driving innovation while demonstrating effective leadership in managing risk.
- Planning, leading and managing the strategic, business and project activities of the CCSU.
- Assessing and evaluating policy and business improvement initiatives, identifying issues and implementing enhanced procedures and work practices.
- Modelling professional, ethical and leadership behaviours to all employees, and in the capacity of representing the AFP and CCSU.
- Building a strong business acumen to anticipate, respond and support the Senior Executive across complex Command-specific corporate matters.

- Representing the Command, the CCSU network, and/or corporate in key Reference Group Meetings and approaching discussions and negotiations with a strong grasp of key issues to deliver successful outcomes for the enterprise.

Eligibility

Essential Requirements

- Must be an Australian citizen
- Negative Vetting 1 (Secret) security clearance or the ability to obtain one
- Demonstrated experience in providing high-level consultancy and partnership support to senior management teams.
- Excellent communication and stakeholder management skills
- Formal qualifications and/or substantial professional experience in corporate services.

Notes

- This position is an AFP Executive Level
- This position has been advertised in multiple locations, however the role is located in Sydney, NSW. Successful applicants must be willing to relocate to Sydney.
- This advertisement is to create a merit list for future ongoing or non-ongoing vacancies arising over the next 12 months.

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 LGBTQI 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	Tracy HOFMAN, (02) 5126 5096
Agency Recruitment Site	https://careers.afp.gov.au/job-invite/14370/

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

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Attorney-General's

Vacancy VN-0758210

Australian Federal Police

Closing Date: Thursday 22 May 2025

Job Title	People Data Analysts
Job Type	Full-Time, Ongoing
Location	Canberra ACT, Sydney NSW, Melbourne VIC, Brisbane QLD, Adelaide SA, Hobart TAS, Perth WA
Salary	\$99,285 - \$118,673
Future Merit Locations	Canberra, Sydney, Melbourne, Brisbane, Adelaide, Hobart, Perth
Office Arrangement	On Site
Office Arrangement Details	On Site
Classification	APS Level 5; APS Level 6
Position Number	14349
Agency Website	https://careers.afp.gov.au

Job Description

<https://careers.afp.gov.au/job-invite/14349/>

Did you know?

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

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

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

- Six weeks (30 days) of paid annual leave per year + additional paid Christmas stand down
- 4 extra 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 professional development opportunities

Duties

Applications are sought from suitably qualified applicants wishing to be considered for the role of People Data Analyst (Band 5 & Band 6).

Do you like developing your skills in People and/or data analytics? Do you get excited when you hear words like problem solve, integrate, agile, ideate, co-design, business mindset, data-driven decision making and/or root cause analysis?

If you have a keen interest in HR strategy, people experience and/or data analytics, then we want to hear from you! There are a number of vacancies across the People Analytics team. We are establishing a pool to fill current and future vacancies.

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

For more information about the role please refer to the [candidate pack](#).

What will you do?

As a People Data Analyst, you will support your Team Leader to provide the AFP with relevant and timely HR reporting to assist in sound business decisions. Day to day activities will include:

- Working with stakeholders to develop innovative dashboards using SAS Visual Analytics that engage the end users and drive data-driven decision making
- Applying analytical techniques to draw insights into complex business problems
- Identifying current and future data requirements and contributing to the design of datasets
- Understanding how corporate systems work to inform what data and HR metrics can be utilised
- Maintaining, QAing and providing advice on organisational structure processes.

In addition to the above, the **Band 6** will be responsible for:

- Promoting and educating the wider workforce on analytics
- Quality assuring junior members' dashboards/reports
- Assisting Team Leader to mentor and develop junior team members

The AFP has range of informal learning opportunities to help you build and enhance your skills in analytics.

Eligibility

Essential Requirements

- A Negative Vetting 1 (NV1) security clearance or ability to obtain one
- Conceptual and analytical skills
- A learning mindset, particularly in relation to HR
- A strong customer focus, designing products with the end user in mind
- Ability to demonstrate initiative and self-management
- Proficiency in excel

Desirable Requirements

- Relevant HR qualifications and/or experience in one or more fields of HR and/or data analytics (desirable for Band 6's).

Notes

- These roles have been advertised nationally, however they will need to be worked from one of the following cities: Canberra, Sydney and Melbourne.
- These roles are an AFP Band 5 and 6 level.

Commitment to Diversity and 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	Ruhi Shah, 02 5126 0912
Agency Recruitment Site	https://careers.afp.gov.au/job-invite/14349/

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Attorney-General’s

Vacancy VN-0758037

Australian Financial Security Authority

Closing Date:Thursday 22 May 2025

Regulatory Operations
Estate Administration

Job Title	Case Manager
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Canberra ACT, Adelaide SA, Brisbane QLD, Melbourne VIC, Hobart TAS, Sydney NSW
Salary	\$88,123 - \$95,173
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	On Site;Flexible;Hybrid
Office Arrangement Details	On Site, Flexible and Hybrid arrangements available
Classification	APS Level 5
Position Number	30799
Agency Website	

Job Description

<https://www.afsa.gov.au/current-vacancies>

Purpose of the Position

As a **Case Manager**, you will be responsible for managing, assessing, and investigating complex matters, undertaking the administration of estates, and delivering high-quality operational and regulatory personal insolvency services to the Australian public.

You will provide information, guidance, and support to team members, contributing to a collaborative and high-performing team environment. The role promotes a culture that values innovation, continuous improvement, and a commitment to delivering outcomes that enhance public value.

Duties

- Manage allocated matters and tasks through to completion, effectively and efficiently overseeing a caseload from initiation to case closure
- Assess, approve, and issue applications in accordance with legislation, operational practices, policies, and procedures
- Conduct complex investigations, including those involving legal matters, applying critical analysis and evidence-based decision-making
- Identify and escalate complex issues that require further investigation or higher-level decision-making
- Maintain corporate and legislative records in line with established requirements (e.g. National Personal Insolvency Index (NPII), trustee file management, and case notes)
- Prepare and generate correspondence and reports for key stakeholders, ensuring information is accurate, timely, and aligned with legal and procedural requirements
- Engage with clients and stakeholders to address enquiries of a complex or technical nature and identify matters that require escalation

- Collaborate within a team environment to achieve operational quality and quantity targets and contribute to a supportive workplace culture
- Support continuous improvement by contributing to the development and implementation of best practices and process enhancements

All duties will be performed in accordance with:

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

Qualifications and experience

Tertiary qualifications in Law, Accounting, or relevant discipline from an Australian tertiary institution (or comparable overseas institution), or demonstrated equivalent experience gained within the Insolvency or Finance Industries are highly desirable

Why AFSA?

You will enjoy excellent conditions including:

- Generous superannuation (15.4%)
- A modern work environment
- Access to Employee Assistance Provider
- Flexibility to balance work and personal life (including working from home arrangements and flexible start and finish times where applicable).

We are a workplace committed to providing an environment that values diversity and supports staff to reach their full potential. We encourage applications from Indigenous Australians, people from culturally diverse backgrounds and people with disability. At AFSA we encourage every employee balance their family commitments and personal interests with flexible working options.

Eligibility

Please note that this opportunity is open only to Australian Citizens. The successful applicant must have or be willing to undergo a security clearance to the level of **Baseline** as a condition of employment. To satisfy character requirements all AFSA employees must undergo a police records check.

Where a person has received a redundancy benefit from APS agency employment and their corresponding redundancy benefit period has not expired, they may be ineligible for employment. We encourage applications from peoples from culturally diverse backgrounds and people with disability.

How to apply

Applications close **Thursday 22 May 2025 at 11:59 PM AEST**

Applications for this vacancy are submitted online through the AFSA careers portal. Further instructions on how to apply can be found on the advertisement webpage.

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 Financial Security Authority

To Apply

Position Contact	Jamie Ng, NA
Agency Recruitment Site	https://www.afsa.gov.au/current-vacancies

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Attorney-General's

Vacancy VN-0758175

Federal Court of Australia

Closing Date:Thursday 22 May 2025

Federal Circuit and Family Court of Australia
Judicial Support

Job Title	Deputy Associate (FCFCOA - Div 2)
Job Type	Full-Time, Non-Ongoing
Location	Sydney NSW
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	On Site
Office Arrangement Details	On Site
Classification	APS Level 4
Position Number	0369-05-25
Agency Website	https://www.fedcourt.gov.au/about/employment

Job Description

<https://fcajobs.nga.net.au/?jati=4BE2D5C6-BE38-7D1E-8992-E3D5BA3A1B59>

Purpose of Position

The Deputy Associate is part of a team who assist the Judge in the day-to-day management of Chambers and Court. The role of the Deputy Associate is to assist the Associate and deputise for them when they are on leave or on circuit.

Duties

- Assist in the conduct of Court proceedings, including the transcription of orders, ensuring the orderly conduct of matters and general Courtroom management.
- Assist the Associate in the day-to-day management of chambers including responding to enquiries and as required, managing the Associate inbox on behalf of the Judge.
- Undertake legal research as required by the Judge, including identifying relevant legislation, summarising key legal authorities and preparation and maintenance of legal research materials.
- Assist the Judge with the management of cases and, as required, enter data into the Court's case management systems to reflect the outcomes of Court events.
- Assist with the preparation of matters for both the Court and the Judge, which may include the preparation of case summaries, general file maintenance and other tasks as required.
- Assist the Judge with the preparation and delivery of judgments, which may include undertaking complex legal research as well as editing in line with the Courts' judgments publication standards.
- Assist with the general operation of chambers; and
- Other duties, as required.

Eligibility

Qualifications

It is a mandatory that candidates have completed (or near completed) a qualification in law with a strong academic record.

Selection Criteria

1. Well-developed interpersonal skills including tact, discretion, initiative and the ability to communicate effectively with members of the judiciary, the legal profession, the public and other court staff.
2. Ability to undertake legal research (including on-line research) and prepare reports and written correspondence.
3. Demonstrated organisational skills, including the ability to manage priorities, meet deadlines and work effectively under pressure in a team environment.
4. Demonstrated high-level keyboard skills and ability to use relevant software applications including Microsoft Office applications and the Internet.
5. The ability to adapt to changing situations and priorities and participate in collective work practices.
6. The ability to travel on circuits.

Eligibility

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

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

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

Notes

Diversity and Inclusion

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

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

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

How to apply

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

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

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

Application Close: Thursday 22 May 2025, at 11:30 pm (AEST)

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

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

About the Federal Court of Australia

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	Michelle Thornley, 02 8067 2252
Agency Recruitment Site	https://fcajobs.nga.net.au/?jati=4BE2D5C6-BE38-7D1E-8992-E3D5BA3A1B59

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Defence

Vacancy VN-0757233

Department of Defence

Closing Date:Thursday 22 May 2025

Naval Shipbuilding and Sustainment Group
Maritime Sustainment

Job Title	Product Portfolio Manager
Job Type	Full-Time, Non-Ongoing
Location	Waverton NSW
Salary	\$120,303 - \$135,701
Future Merit Locations	Waverton
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	NSSG/03337/25
Agency Website	

Job Description <https://defencecareers.nga.net.au/?jati=632D2CBB-D33F-BB7B-245C-E3D543BC48F3>

Duties

The Role

Within the Product Management function the EL 1 Product Manager and is accountable under broad direction to manage a number of products within an integrated workforce. They will require an in-depth knowledge of and compliance with legislative frameworks, government decision-making and Defence's mission and policy requirements. An EL 1 Product Manager will exercise a considerable degree of independence and perform a leadership role.

They will exercise sound decision making and judgement to provide expert policy advice. They will have in-depth knowledge of the Product Management function and are responsible for the development, implementation, compliance and review of policies and procedures relevant to their work within that function. They will engage in complex to very complex problem solving and issues management and may coordinate and perform detailed or sensitive projects that impact on strategic, political or operational outcomes for Defence.

About our Team

The DAS SPO is responsible for the sustainment and through-life support of the Mine Hunter Coastal vessels, Deployable Autonomous and Robotic Mine Warfare Systems, Sail Training Ship Young Endeavour, Mine Clearance Diving, Hyperbaric Systems, General Specialist Dive Equipment, Signature Measurement and Autonomous so the Australian Defence Force (ADF) can fight and win in the Maritime environment.

Within the Product Management function an EL1 Product Manager is accountable under broad direction to perform and achieve complex to very complex product management work within an integrated workforce. They will require an in-depth knowledge of and compliance with legislative frameworks, government decision-making and Defence's mission and policy requirements.

An EL 1 Product Manager will exercise a considerable degree of independence and perform a leadership role for a number of products. They will exercise sound decision making and judgement to provide expert policy advice. They will have in-depth knowledge of the Product Management function and are responsible for the development, implementation, compliance and review of policies and procedures relevant to their work within that function. They will engage in complex to very complex problem solving and issues management and may coordinate and perform detailed or sensitive projects that impact on strategic, political or operational outcomes for Defence.

Our Ideal Candidate

The Diving, Autonomous and Signatures System Program Office (DAS SPO) is seeking an EL 1 Product Manager, to head up the Diving and Hyperbaric Products Sustainment team, within the Sustainment Branch of DAS SPO. The incumbent will have a degree of autonomy to achieve tasks and on how best to work with a large range of stakeholders. The successful candidate will need to be able to manage a complex workload independently whilst being able to influence others who they do not have direct management control over. The role is designed for someone who can make decisions with a demonstrated track record of delivering excellent outcomes, regardless of timeframe pressures. If you are highly organised, self-motivated, able to work independently and can confidently brief others, than this role is for you

The ideal candidate will:

- Have strong product management, and complex problem solving skills and experience to the meet the demands of this position.
- Be able to communicate effectively via a range of means and mediums, including the ability to represent DAS SPO at high level forums.
- Have strong stakeholder management / networking skills, and no difficulty engaging with senior leadership, and representatives on complex management work.
- Possess an ability to lead a team, as well as an ability to achieve required outcomes, while maintaining a good ability to interact and cooperate with other stakeholders as part of normal duties.
- Exercise Section 23 delegations in accordance with Defence Accountable Instructions, Commonwealth Procurement Rules (CPRs) and The Public Governance, Performance and Accountability (PGPA) Act 2013.

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

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	Mr Luke Radic, 02 9537 7880
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=632D2CBB-D33F-BB7B-245C-E3D543BC48F3

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Defence

Vacancy VN-0757336

Department of Defence

Closing Date: Thursday 22 May 2025

NAVY
ADFHQ - Office of Chief of Navy

Job Title	Deputy Director ANC Rules and Authorities
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	\$120,303 - \$135,701
Future Merit Locations	Canberra
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	NAVY/03365/25
Agency Website	

Job Description

<https://defencecareers.nga.net.au/?jati=822C6736-7128-42DD-9F8A-E3C0C817FBFE>

Duties

The Role

Australian Naval Classification (ANC) Framework Directorate requires an experienced, agile self-starter to support the development and up keep of the ANC Framework. The Deputy Director ANC Rules and Authorities reports directly to the Director ANC Framework and has an important role in establishing, managing and continuously improving the ANC Framework.

The Deputy Director, ANC Rules and Authorities leads a small team responsible for the development and upkeep of Naval Classification Rules and management of competent organisations within a regulatory framework. This position involves leading projects and completing tasks under broad direction to achieve outcomes within an integrated workforce. You will need to exercise decision-making and judgement skills, analyse and identify areas of improvement to optimise future delivery of ANC Framework.

Your role includes:

- Managing and leading a team, including providing clear and consistent communication, setting clear performance and behavioural standards, managing performance, delegating responsibility and guiding and developing people.
- Directing and motivating team members to meet tight deadlines and deliver complex products.
- Leading, planning and delivering critical and complex to very complex engineering activities including providing advice in all relevant engineering disciplines and management systems.
- Evaluating engineering activities to understand critical factors for success and engage in continuous improvement and innovation to ensure that delivered materiel meets requirements.
- Work collaboratively, liaising and communicate effectively with internal and external stakeholders and influence the work of teams.

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 Australian Naval Classification Authority (ANCA) is responsible for developing and implementing world leading rules for the design and classification of Australian Defence Vessels. ANCA is responsible for determining the classification rules which apply for each Australian Defence Vessel for design, construction and through life maintenance. As a newly established Defence regulatory authority, ANCA plays a critical role assuring the materiel seaworthiness aspects of defence vessels. The ANC Framework Directorate within ANCA is responsible for development and maintenance of the ANC Framework which brings together best practice international shipping rules and Australian Defence rules to comply with Australian requirements.

Our Ideal Candidate

As part of the ANCA team, the Deputy Director ANC Rules and Authorities will manage a broad range of activities including Governance of ANC Rule Framework Rule and Delegations. You should have strong analytical and critical thinking skills, a proven level of stakeholder engagement, and sound professional judgement.

Our ideal candidate will have:

- Excellent interpersonal skills and be able to effectively communicate to various audiences influencing informed decision making.
- Liaison skills and be able to develop productive working relationships with internal and external stakeholders.
- Leadership skills, to motivate and guide a collaborative team on various tasks to achieve outcomes.
- Resilience, responsiveness and attention to detail with a continuous improvement mindset.

This is an exciting opportunity to join an innovative, high-impact team. ANCA offers a dynamic and collaborative environment where highly skilled professionals and technical engineering experts contribute to cutting-edge work that is shaping the future of Australian Defence vessels.

Eligibility

Security Clearance

Applicants must be able to obtain and maintain a security clearance of 'Negative Vetting1'

Mandatory Qualifications

This engineering position requires a Bachelor of Engineering from an Australian institution, or a qualification gained elsewhere, that satisfies the requirements of the Washington Accord for recognition as a Professional Engineer.

This engineering position may require the individual to be able to meet the requirements of Chartered Professional Engineer ([Engineers Australia](#)), Registered Professional Engineer ([Professionals Australia](#)) or [Fellow/Member of Royal Institution of Naval Architects](#) or demonstrated the ability to obtain such status within 12 months.

Applications not meeting this requirement will be considered unsuitable to progress to the next stage of recruitment.

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	Ms Raelene West, 02 6132 7254
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=822C6736-7128-42DD-9F8A-E3C0C817FBFE

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Defence

Vacancy VN-0757350

Department of Defence

Closing Date:Thursday 22 May 2025

NAVY
ADFHQ - Office of Chief of Navy

Job Title	Competent Organisation and Delegation Manager
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	\$95,187 - \$108,734
Future Merit Locations	Canberra
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	NAVY/03366/25
Agency Website	

Job Description <https://defencecareers.nga.net.au/?jati=5E81ECD1-09A5-598A-E257-E3C0C86D08A3>

Duties

The Role

As part of the Australian Naval Classification Authority (ANCA) team, the Competent Organisation and Delegation Manager will support the development and management of Competent Organisations and the framework they will operate within. Competent Organisations are an integral part of the Australian Naval Classification (ANC) Framework as they provide permissible evidence and compliance findings in support of Naval Classification.

You will be responsible for engaging and communication with key stakeholders, respond and provide advice on issues in relation to Competent Organisations to achieve outcomes for ANCA and Defence, support development of processes and procedures for the Competent Organisation Framework. You will be accountable under broad direction to perform and achieve management of the Competent Organisation Framework, which includes auditing of those organisations.

Your role includes:

- Applying knowledge and experience to identify risks and uncertainties and take these into account in planning, decision making and priority setting.
- Providing advice and recommendations on the development of established engineering principles, techniques, methods and regulations.
- Building and sustaining positive relationships with key stakeholders and team members, actively participate in team work and motivate and mentor developing engineers.
- Being able to tailor communication style and language to communicate effectively with internal and external stakeholders.

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

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

About our Team

The ANCA is responsible for developing and implementing world leading rules for the design and classification of Australian Defence Vessels. ANCA is responsible for determine the classification rules which apply for each Australian Defence Vessel for design, construction and through life maintenance. As a newly established Defence regulatory authority, ANCA plays a critical role assuring the materiel seaworthiness aspects of defence vessels. The ANC Framework Directorate within ANCA is responsible for development and maintenance of the ANC Framework which brings together best practice international shipping rules and Australian Defence rules to comply with Australian requirements.

Our Ideal Candidate

As the APS 6 Competent Organisation and Delegation Manager, you should be a team player with an eagerness to learn, detail orientated, degree of flexibility and be able to prioritise tasks.

Your attention to detail, critical thinking skills, ability to build productive relationships and interest in continuous improvement will see you succeed in this role.

This is an exciting opportunity to join an innovative, high-impact team. ANCA offers a dynamic and collaborative environment where highly skilled professionals and technical engineering experts contribute to cutting-edge work that is shaping the future of Australian Defence vessels. **Eligibility**

Security Clearance

Applicants must be able to obtain and maintain a security clearance of 'Negative Vetting 1'

Mandatory Qualifications

This Engineering position requires a Bachelor of Engineering from an Australian institution, or a qualification n gained elsewhere, that satisfies the requirements of the Washington Accord for recognition as a Professional Engineer.

This engineering position may require the individual to be able to meet the requirements of Chartered Professional Engineer (Engineers Australia), Registered Professional Engineer (Professionals Australia) or Fellow/Member of Royal Institution of Naval Architects or demonstrated the ability to obtain such status within 12 months.

Applications not meeting this requirement will be considered unsuitable to progress to the next stage of recruitment.

Notes

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To Apply

Position Contact	Ms Melissa Wells, 02 5109 6895
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=5E81ECD1-09A5-598A-E257-E3C0C86D08A3

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Defence

Vacancy VN-0757405

Department of Defence

Closing Date: Thursday 22 May 2025

Joint Capabilities Group
National Support Command

Job Title	Deputy Director National Coordination
Job Type	Full-Time, Ongoing
Location	Russell ACT
Salary	\$120,303 - \$135,701
Future Merit Locations	Russell
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	JCG/03415/25
Agency Website	

Job Description <https://defencecareers.nga.net.au/?jati=9AD26B69-B4AC-72A9-8A46-E3C0157CD373>

Duties

The Role

Joint Capabilities Group (JCG) is seeking a highly motivated Deputy Director to undertake the management for the National Coordination role within the Directorate of National Support Coordination.

In response to the National Defence Strategy, the Government directed Defence to establish a National Support Division (NSD) and National Support Concept. The NSD coordinates Defence's ability to plan, organise and draw upon whole-of government and whole-of-nation capabilities to improve Defence and the nation's resilience. This provides an exciting opportunity for the right candidate to contribute to the direction and development of this new Division.

A key function of the Directorate is to build and maintain relationships with a broad range of internal and external stakeholders (both domestic and international). These stakeholders are specifically state, territory, and federal government agencies, in addition the private sector. The Directorate will seek to establish and/or maintain extant arrangements and agreements that improve the nation's resilience and facilitate Defence access to the national support base.

We are seeking applications from high-performing individuals who are agile and have proven abilities to work with and manage a small team, are positioned to offer high levels advice and support to senior executive officers, and who can think and act strategically to accomplish outcomes in an evolving geopolitical environment. This role will also require official travel within Australia.

The responsibilities of this dynamic and evolving role will include (but are not limited to):

- Coordinate engagements with State and Territories through State and Territory Consultative Forums to communicate Defence's requirements, and to inform the prioritisation of finite national resources. As the Secretariat for these meetings, you will be responsible for the administrative and logistical aspects of organising these fora, including elements such as the development of agendas and forward work plans.
- Lead a body of work on stakeholder engagement, including the development of stakeholder profiles and maps, and stakeholder engagement plans.
- Lead external engagements with other state and federal government agencies for the Directorate, to facilitate the delivery of legislative or policy changes where required.
- Manage, contribute and support to achieving outcomes that will inform the Departments response to requests from Government.

About our Team

National Support teams will work collaboratively to enable Defence to plan, organise and draw upon whole-of government and whole-of-nation capabilities to improve Defence and the nation's resilience. Led by Head National Support, NSD staff will work with Joint Logistics Command (JLC), JCG and the other Groups within Defence to contribute to NSD and Defence wide outcomes.

NSD is an integrated workforce comprised of both APS and ADF staff. We work together in a dynamic environment towards the goal of ensuring national preparedness.

The successful candidates will have the opportunity to contribute advice and expertise at the foundational level for the NSD. Deputy Directors can expect to engage across Defence and as required across Whole of Government and industry.

Our Ideal Candidate

An ideal National Support Division Deputy Director will need the ability to work collaboratively, providing management, advice and support within a team and developing and maintaining strong working relationships with internal and external stakeholders. These roles will require the ability to work effectively with JCG's Divisions and Commands and other groups across Defence to achieve Group and Defence wide outcomes.

To be successful in a National Support management role, you will need to demonstrate:

- Strong communication, interpersonal skills and the ability to lead yourself and others through collaborative relationships and planning.

- The ability to make recommendations to resolve problems using expertise, taking the initiative to identify alternative courses of action.
- High-level organisational skills, self-drive and initiative with the ability to influence others to achieve tasks and business objectives.
- The ability to actively influence and engage personnel within the business to ensure that directorate risks are identified and addressed proactively.
- In-depth knowledge of and compliance with legislative frameworks, government decision-making and policy requirements.
- High-level interpersonal skills with the ability to foster and promote a positive and inclusive workplace culture that aligns with Defence values.

Eligibility

Security Clearance:

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

Notes

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

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To Apply

Position Contact	Anne Fuller, 02 5108 9582
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=9AD26B69-B4AC-72A9-8A46-E3C0157CD373

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Department of Defence

Closing Date: Thursday 22 May 2025

Defence People Group
Joint Support Services

Job Title	Defence Social Worker
Job Type	Full-Time, Ongoing
Location	Amberley QLD
Salary	\$95,187 - \$108,734
Future Merit Locations	Amberley
Office Arrangement	On Site;Flexible
Office Arrangement Details	Defence is committed to supporting workplace flexibility. Please contact the contact officer for further details.
Classification	APS Level 6
Position Number	DPG/03672/25
Agency Website	

Job Description <https://defencecareers.nga.net.au/?jati=2631A35B-C52E-E8DE-3605-E3C3CD2A5D19>

Duties

The Role

Defence Social Workers deliver a range of services and programs to Defence members and families, and assessments to assist Commanders in making decisions that impact Defence families and Defence capability. They are at the forefront of helping Defence families navigate the unique factors of the Defence lifestyle.

Defence Social Workers:

- Conduct quality assessments and write reports to assist in decision making.
- Provide complex social work services in a generalist practice framework, including comprehensive assessments, bereavement support, brief intervention and referrals to support members and their families.
- Provide support to Defence families to manage the military lifestyle.
- Provide training to Defence members and Command, and psychosocial programs to Defence families.
- Assist Defence families engage with their communities and local services.
- Deliver national programs in relation to partner employment, education and critical incidents to Defence families.
- Develop strong community links between the wider Australian community, Defence families, and the Defence organisation.

About our Team

Defence Member and Family Support (DMFS), Directorate of Regional Engagement offers a broad range of programs and services to help Commanders, Australian Defence Force members and their families manage the military way of life. DMFS supports Defence families' self-reliance and increases the capacity of the wider community to understand and support the needs of Defence families.

The Defence Social Worker for Amberley will form part of the South Queensland team that consists of Family Liaison Officers, Military Support Officers, an Educational Liaison Officer and Business Support Officer. DMFS South Queensland covers Amberley, Brisbane, Canungra and the Darling Downs.

We work collaboratively to provide crisis support, advice to Commanders, information regarding DMFS programs and services, referrals to external agencies, information on local services, education advice and general information on Defence matters.

Our Ideal Candidate

Our Ideal Candidate will demonstrate the following:

- Strong written and verbal communication skills.
- Proven ability to build and sustain positive relationships with team members and stakeholders.
- Critical thinking skills.
- an ability to write detailed reports that utilise well-developed human service skills to objectively assess individual circumstances - information for reports is collected from individual interviews, specialist reports and observations.
- An ability to work with clients from diverse backgrounds and be respectful of cultural beliefs and practices.

The Candidate will:

- Apply professional expertise in social work including case management, individual assessments and crisis intervention.
- Operate within the boundaries of organisational processes and policies to provide brief interventions, psychosocial assessments and reports, and critical incident management support.
- Utilise professional judgement in support of individual needs and work from a customer centred framework.
- Possess strong stakeholder engagement and presentation skills.
- Possess an ability to work independently, manage competing priorities and meet deadlines.

Eligibility

Security Clearance

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

Notes

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

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To Apply

Position Contact	Elizabeth Rawson, 07 4571 3144
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=2631A35B-C52E-E8DE-3605-E3C3CD2A5D19

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Defence

Vacancy VN-0757921

Department of Defence

Closing Date: Thursday 22 May 2025

NAVY
ADFHQ - Office of Chief of Navy

Job Title	Web Administrator
Job Type	Full-Time, Ongoing
Location	Russell ACT, Campbell ACT
Salary	\$95,187 - \$108,734
Future Merit Locations	Russell, Campbell
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	NAVY/03691/25
Agency Website	

Job Description <https://defencecareers.nga.net.au/?jati=172BB244-285A-15A1-EB55-E3D454B3351B>

Duties

The Role

The Navy Communication Team is seeking an enthusiastic APS6 Web Administrator who will manage the Intranet Renewal Project (IRP) delivering in line with the new Defence Web Policy. Defence is upgrading to the IRP to provide a more modern, reliable, consistent and sustainable intranet experience for all Defence personnel and the APS 6 Web Administrator will be a key member of delivering this capability.

The successful applicant will facilitate the decommissioning of SharePoint2010 and provide expertise to the continuous improvement of the Defence web environment, via the provision of exceptional customer service, project delivery and content production that guides the efficient and effective delivery of digital initiatives.

Applicants will need to demonstrate an ability to:

- Manage the creation and compliance review of content on the Defence intranet website.
- Create digital design in line with Enterprise Web Directorate (EWD) standards.
- Ability to build networks and leverage off these.
- Critical thinking and problem solving skills.
- Strong communication skills and collaborative mindset to establish and maintain professional relationships with Navy stakeholders.
- Ability to prioritise requests received in the team's group mailbox, and the publication and quality assurance of web content in compliance with Web Content Accessibility Guidelines (WCAG).

About our Team

The APS 6 Web Administrator is part of the Navy Communication Branch within Chief of Staff Navy Headquarters, Russell (COSNHQ). The branch is a blended workforce with a mix of APS

staff members and Navy uniformed personnel. The branch in total has approximately 20 staff members that are located in Russell Offices, Campbell Park and Fleet Bases East and West.

The branch encompasses staff with a broad range of skills; including media and marketing skills, social media experts, imagery specialists, public affairs officers and strategic communication advisors. The team works collaboratively in developing tactical and strategic communication outcomes for Navy and the Department of Defence.

Our Ideal Candidate

The APS 6 Web Administrator will need to be highly motivated, have high levels of administrative and organisational abilities and excellent time management skills.

Applicants will need to demonstrate:

- An ability to manage web project tasks and triage web support requests.
- Ability to manage a team to achieve Navy outcomes.
- Customer service skills.
- An ability to work as part of a team as well as independently.
- An ability to think outside the box and show experience in the use of digital communication channels.
- Strong commitment to web standards and delivery of user experience products.
- An ability to work with autonomy and accountability for the achievement and outcomes for their work.
- An ability to innovate positively on the improvement of the Defence web environment and primary internal communication channel.

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	David Ascencio Navarro, 02 6203 6342
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=172BB244-285A-15A1-EB55-E3D454B3351B

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Defence

Vacancy VN-0757923

Department of Defence

Closing Date: Thursday 29 May 2025

Capability Acquisition and Sustainment Group
Air Defence & Space Systems Division

Job Title	Integrated Logistics Support Officer
Job Type	Full-Time, Ongoing
Location	Brindabella Business Park ACT
Salary	\$95,187 - \$108,734
Future Merit Locations	Brindabella Business Park
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/03754/25
Agency Website	

Job Description <https://defencecareers.nga.net.au/?jati=32C11155-652A-C989-2BC9-E3C3CF1BEC72>

Duties

The Role

The Satellite Communications System Program Office (SATCOM SPO) is seeking an APS 6 Integrated Logistics Support (ILS)

Officer to join their sustainment team. The ideal candidate would be accountable to perform and achieve complex logistics inventory management work within an integrated workforce.

They are required to have knowledge of legislative frameworks, government decision-making, Defence's mission, policy requirements as well as have a sound working understand of the Defence Logistics framework and system.

The role will have considerable level of stakeholder engagement and will liaise with stakeholders in relation to complex issues. They will be required to identify, anticipate and respond to stakeholders' needs and expectations to achieve SATCOM SPO and wider Defence outcomes. They will be accountable to contribute towards ongoing self-improvement and professional development.

The duties of an APS 6 ILS Officer – Sustainment in Defence includes, but not limited to, the following:

- Develop and contribute to strategies and plans for logistics inventory management and perform activities that support the ADF.
- Accountable to develop policies, procedures and processes for logistics inventory management.
- Compose responses to correspondence, briefs and reports on performance in logistics inventory management.
- Advise on logistics inventory management activities, policies and legislation for Defence.
- Build and sustain effective relationships with team members and actively participate in teamwork and group activities.
- Work collaboratively with stakeholders and subject matter experts to resolve logistics inventory management matters.
- Interpret and comply with legislative, policy and regulatory frameworks.
- Resolve problems using expertise, taking the initiative to identify alternative courses of action.

About our Team

SATCOM SPO is responsible for delivering the acquisition and in-service support of space and terminal satellite communications capabilities to support the ADF both here and overseas. These capabilities range from strategic and tactical satellite communication systems, to global positioning systems and communications networks.

The SPO is based at Brindabella Business Park in Canberra, Damascus Barracks in Brisbane, and comprises of over 90 personnel. The team comprises professionals from various disciplines including project management, engineering, commercial, and logistics. This multi-disciplinary team is composed of highly skilled and motivated Australian Public Service, Australian Defence Force and contracted personnel.

The Logistics team are responsible for the management and execution of in-service logistics support and disposals (on-going), including liaising with end users and support contractors to facilitate the movement of inventory through the Logistics Information Management System.

Our Ideal Candidate

The ideal candidates will have experience in similar roles, with knowledge of logistics, finance, asset and contract management, be able to demonstrate the ability to work independently and as a contributing member of a team. They must have a good understanding of Logistics Information Management Systems and ability to interpret different systems for information.

Key attributes:

- Demonstrated experience & knowledge of logistics methodologies, systems and procedures.
- Demonstrated experience or understanding of contract management, including compliance with relevant legislation, policies and procedures.
- Demonstrated experience in working within a team in a complex environment.
- Excellent communication and customer engagement skills with ability to negotiate and build relationships with stakeholders.

- Excellent organisational skills, self-drive and initiative with the ability to influence others to achieve results and business objectives.

As part of this role you will be responsible for the following activities:

- Manage the procurement of equipment and services under the Support Contract.
- Managing Logistics Activities including Receipts, Issues, Procurements, Stocktaking and Disposals.
- Contribute to Engineering Change Proposals, including advising on ILS Factors and managing the execution of updates to Supply Support Elements e.g. Codification and Cataloguing.
- Contribute to Contract Performance Reviews and to the review of Contractor Deliverables.

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	Glenn Foster, 02 6246 8951
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=32C11155-652A-C989-2BC9-E3C3CF1BEC72

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Department of Defence

Closing Date: Thursday 22 May 2025

Capability Acquisition and Sustainment Group
Joint Systems

Job Title	Assistant Product Manager
Job Type	Full-Time, Ongoing
Location	Edinburgh SA
Salary	\$95,187 - \$108,734
Future Merit Locations	Edinburgh
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	CASG/03776/25
Agency Website	

Job Description <https://defencecareers.nga.net.au/?jati=3CA959B8-B341-A539-1973-E3C3CF0CC5A4>

Duties

The Role

The Electromagnetic Warfare Intelligence Systems, Joint and Air Systems Program Office (EWIS J&A SPO) is seeking a highly professional, motivated APS6 Assistant Product Manager to join the team.

Working in the Intelligence, Air and Classified Programs, you will part of CAF15 Sustainment team with a mixture of APS, ADF and Contractor team members in sustaining Electronic Warfare systems used by the Australian Defence Force.

The CAF15 APS6 Assistant Product Manager will be responsible for (but not limited to):

- Development of product management strategies and plans, enabling delivery and reporting on the requirements and expectations of the management of Defence assets.
- Completion of work within agreed schedules and requirements of product management plans to ensure that product management requirements are fully considered, costed and documented.
- Resolve logistical and engineering issues using expertise gained or sought from subject matter experts.
- Document engineering decisions and maintain configuration baseline documentation in accordance with Engineering Management System.
- Understand and apply product management policies, processes and procedures to support the product management of Defence assets.

- Engage and negotiate with stakeholders on complex issues to achieve business outcomes.
- Build and sustain productive working relationships to achieve product management outcomes.
- Investigate and identify product management risks and issues and take the initiative to provide solutions.
- Review, analyse and report upon product performance.
- Completion of work within timeframes, share own expertise with others and guide and coach less experienced employees.
- Analyse, develop and recommend product management options that achieve optimal use of Defence assets, balancing cost, opportunities and risks against desired asset performance.
- Translate, apply and implement the administrative, operational, contract management, technical and resource requirements for complex product management activities.
- Analyse, track and report the CAF15 financial budget.

About our Team

The EWIS J&A SPO undertakes the acquisition and through-life-support of assigned Joint and Air Electronic Warfare Capabilities used by the Australian Defence Force. It delivers countermeasures development and validation services and supports a number of projects being delivered to the Intelligence and Security Group.

The EWIS J&A SPO are comprised of members of diverse skills and disciplines who work together to provide a wide variety of activities undertaken by EWIS. It has a high performing culture and the successful candidates can expect to be challenged in this role and supported by an inclusive and considerate team and leadership group.

Our Ideal Candidate

Do you enjoy working in a varied and fast-paced role?

Are you interested in joining a diverse and supportive team in a great workplace?

As the ideal candidate you have the passion and ability to solve unique customer product challenges by applying your technical skills to support Defence and National Security priorities.

- You will apply your knowledge and experience to perform and achieve complex product management work within an integrated workforce.
- You will work independently with the opportunity for reasonable autonomy and accountability for the achievement of outcomes of their work.
- Exercise both initiative and judgement in the interpretation of policy and in the application of practices and procedures.
- Provide detailed product management technical, professional and policy advice in relation to complex work and contribute to strategic planning, program and project management and policy development.
- You may be a team coach or lead a team and be accountable to set work priorities and manage workflows and expected to be capable of building team capability through coaching, feedback and developing the quality of work undertaken by others within a work unit.
- You may have a considerable level of stakeholder engagement and will liaise with stakeholders in relation to complex issues and required to identify, anticipate and respond to stakeholders' needs and expectations to achieve work unit and Defence outcomes.

Eligibility

Security Clearance

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

Notes

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

About the Department of Defence

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To Apply

Position Contact	Leon Schutz, 08 7374 7557
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=3CA959B8-B341-A539-1973-E3C3CF0CC5A4

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Defence

Vacancy VN-0757939

Department of Defence

Closing Date:Thursday 22 May 2025

Joint Capabilities Group
Cyber Operations Division

Job Title	Contract Manager
Job Type	Full-Time, Ongoing
Location	Canberra ACT, Laverton VIC
Salary	\$120,303 - \$135,701
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	Defence is committed to supporting workplace flexibility. Please contact the contact officer for further details.
Classification	Executive Level 1
Position Number	JCG/03383/25
Agency Website	

Job Description <https://defencecareers.nga.net.au/?jati=871D6565-EE2B-E9BD-353E-E3C3CFAC78CA>

Duties

The Role

Within the Contract Management function an EL 1 Contract Manager is accountable under broad direction to perform and achieve complex to very complex contract management work within an integrated workforce. They will require an in-depth knowledge of and compliance with legislative frameworks, government decision-making and Defence's mission and policy requirements.

An EL 1 Contract Manager will exercise a considerable degree of independence and perform a leadership role. They will exercise sound decision making and judgement to provide expert policy advice. They will have in-depth knowledge of the contract management function and are responsible for the development, implementation, compliance and review of policies and procedures relevant to their work within that function.

They will engage in complex to very complex problem solving and issues management and may coordinate and perform detailed or sensitive projects that impact on strategic, political or operational outcomes for Defence.

About our Team

Enterprise Technology Operations Branch (ETOB) delivers quality ICT services to Defence in support of military operations and corporate business. Our purposes and activities centre on supporting ICT operations and maintaining sustainable service levels to provide an effective ICT capability for our customers.

ETOB's role in supporting Joint Capabilities Group (JCG) is integral to the ADF's role in the protection and projection of national power. Our role will enable Chief of Joint Capabilities (CJC) and Chief Information Officer (CIO) to provide Defence users with access to a secure, reliable and integrated information, communications and technology environment.

Our Ideal Candidate

The duties of an EL 1 Contract Manager occupation in Defence include the following:

- Accountable for managing allocated resources, setting work area priorities, managing workflows, developing strategies and evaluating business outcomes.
- Accountable for managing and leading a team.

- Accountable for leading and undertaking procurement planning, tendering and contract formation and contract management activities while ensuring compliance with legislation, procurement policies, processes and procedures.
- Manage and provide clear direction and provide assistance where applicable in order to support contract management outcomes.
- Implement procurement related documentation.
- Design and implement mitigation strategies for the risks associated with contract management activities, supplier's performance and compliance with mandatory requirements and suggest relevant improvement.
- Interpret and provide advice and assistance on complex to very complex procurement and contract management issues.
- Monitor and manage contract administration, performance and risks against the contract and contribute to appropriate action.

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	Aravind Chandrasekhar, 03 8850 1541
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=871D6565-EE2B-E9BD-353E-E3C3CFAC78CA

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Defence

Vacancy VN-0757961

Department of Defence

Closing Date:Thursday 22 May 2025

Air Force
Chief of Air Force

Job Title	Health Clerk
Job Type	Full-Time, Ongoing
Location	Edinburgh SA
Salary	\$69,898 - \$77,016
Future Merit Locations	Edinburgh
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 3
Position Number	AF/03601/25
Agency Website	

Job Description <https://defencecareers.nga.net.au/?jati=A4CC52E9-ED99-B8B2-93FB-E3D4539DEF84>

Duties

The Role

The role of the APS 3 Health Clerk is to provide administrative support to the Senior Aviation Medical Officers in the processing and dissemination of specialist medical advice regarding members of Australian Defence Force Aviation. Key Responsibilities:

- Accessing electronic health records to obtain clinical information.
- Formatting written guidance in accordance with the Defence Writing Manual.
- Performance of document handling tasks including correct filing and storage practices to maintain sensitive personal data security.
- Maintenance of database and electronic files.
- Entering sensitive in-confidence data into Defence Record Systems.
- Monitoring and managing the Clinical Flight electronic mailbox and responding to enquiries.
- Assign case prioritisation to Aviation Medical Officers.
- Share information with less experienced health clerks and guide staff in completing clerical duties.

- Preparation of statistical data pertaining to Clinical Flight activity.
- Review and maintenance of procedural documents for administration tasks.
- Maintenance of Clinical Flight documents on the official webpage.
- Liaison with Defence stakeholders (ie Health Establishments, Recruiting Centres and Career Management Agencies).

About our Team

The role of Clinical Flight at the Royal Australian Air Force Institute of Aviation Medicine is to assist in optimising aviation health and performance across the Australian Defence Force. This includes assessing medical conditions that arise amongst aviation members and providing specialist advice on the impact this has to the member's ability to perform and execute aviation related duties. Clinical Flight determine medical and specialist employment category classifications relating to aviation related occupation members and also provide input into aviation medical reviews.

Our Ideal Candidate

Our Ideal candidate has:

- Ability and eagerness to learn processes quickly in a fast-paced environment.
- Attention to detail and accuracy.
- Ability to manage and prioritise a high volume of requests and meet time sensitive deadlines.
- Ability to work in a professional team environment, but also to work autonomously in an effective manner.
- Excellent communication skills, both written and verbal.
- Ability to familiarise with Defence protocol, procedure and policy (ie. Defence Health Manual; Military Personnel Manual) and execute in a professional manner in the workplace.

Eligibility

Security Clearance

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

Notes

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

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To Apply

Position Contact	Flying Officer Shane Formosa, 08 7374 1330
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=A4CC52E9-ED99-B8B2-93FB-E3D4539DEF84

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Defence

Vacancy VN-0757962

Department of Defence

Closing Date: Thursday 22 May 2025

Naval Shipbuilding and Sustainment Group
Patrol Boats and Specialist Ships

Job Title	Contracting Officer
Job Type	Full-Time, Ongoing
Location	Henderson WA
Salary	\$95,187 - \$108,734
Future Merit Locations	Henderson
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/03804/25
Agency Website	

Job Description <https://defencecareers.nga.net.au/?jati=826EDC98-4F10-1454-B879-E3D45409E4E5>

Duties

The Role

Within the Contract Management function an APS 6 Contract Management Officer is accountable under broad direction to perform

and achieve complex contract management work within an integrated workforce. They are accountable to ensure they have knowledge of and compliance with legislative frameworks, government decision-making and Defence's mission and policy requirements.

An APS 6 Contract Management Officer will work independently with the opportunity for reasonable autonomy and accountability for the achievement of outcomes of their work. They will exercise both initiative and judgement in the interpretation of policy and in the application of practices and procedures. They will provide detailed contract management 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 Contract Management Officer may be a team coach or lead a team and be accountable to set work priorities and manage workflows. They are expected to be capable of building team capability through coaching, feedback and developing the quality of work undertaken by others within a work unit. They may exercise the associated people and financial responsibilities to achieve work unit outcomes.

An APS 6 Contract Management Officer will have considerable level of stakeholder engagement and will liaise with stakeholders in relation to complex or difficult issues. They will be required to identify, anticipate and respond to stakeholders' needs and expectations to achieve work unit and Defence outcomes. They will be accountable to contribute towards ongoing self-improvement and professional development.

Duties include:

- Assistance to manage, monitor, assess and report on contractor performance.
- Develop request for quotation and tasking statements, utilise standing offer panels and evaluate supplier submissions.
- Provide guidance, advice and support services throughout the procurement lifecycle of contracting activities including the coordination of legal and financial services.
- Review and assess commercial documentation.
- Develop and/or amend contract change proposals and purchase orders.
- Perform contract governance and financial reporting activities.
- Conduct the cost review and coordinate the payment clearances of supplier invoices.

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

About our Team

The Henderson Consolidation Taskforce was established in July 2024. The intent will be that the Taskforce will transition into a new Henderson Consolidation Branch, under the Patrol Boats and Specialist Ships Division within Naval Shipbuilding and Sustainment Group (NSSG). The APS 6 Contracting Officer role is one of many new APS positions that have been established in support of Henderson Consolidation.

This is an exciting and complex environment, offering a rewarding career in one of the most dynamic organisations within NSSG. You will enjoy Australian Public Service conditions, which include an attractive salary package and flexible, family-friendly working arrangements. Our staff have access to flexible working hours with opportunities for part-time.

Defence provides employees with the option to undertake further studies, training and a superannuation contribution of 15.4 per cent, higher than most industries, with the opportunity for you to make additional personal contributions. We are committed to the personal and professional development of our staff, and welcome interested candidates to apply to join our team.

Our Ideal Candidate

The ideal candidate will be highly motivated, self-starting and competent with a successful track record performing in similar role(s) which includes:

- Background in complex commercial transactions and policy, procurement and contract management.
- Solid commercial acumen with a demonstrated understanding of contract fundamentals and supplier relationship management.
- Ability to manage competing priorities in a work environment often under time pressures.
- Effective problem solving and organisational skills with attention to detail.
- Excellent communication and interpersonal skills to meet stakeholder expectations and to achieve outcomes.
- Understand and apply contract management principles, legislative and mandatory policy compliance obligations and commercial risk and performance requirements.
- Critical thinking skills, with the ability to be assertive in decision making.
- Act with confidence, professionalism and the highest level of integrity when engaging with all stakeholders.
- Ability to adapt and reprioritise work in accordance with changing priorities to meet deadlines.

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	Jason Li, 02 6155 9387
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=826EDC98-4F10-1454-B879-E3D45409E4E5

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Defence

Vacancy VN-0757963

Department of Defence

Closing Date:Thursday 22 May 2025

Naval Shipbuilding and Sustainment Group
Submarines

Job Title	Product Manager
Job Type	Full-Time, Ongoing
Location	Rockingham WA
Salary	\$95,187 - \$108,734
Future Merit Locations	Rockingham
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/03832/25
Agency Website	

Job Description <https://defencecareers.nga.net.au/?jati=C742E690-3232-44A0-4DBC-E3D454162D2D>

Duties

The Role

As the Submarine Electronic Warfare Asset Manager, you will work in an integrated workforce within the Sustainment function of the Defence APS Asset Management Job Family. You will be responsible for managing and coordinating the development of sustainment strategies and plans, enabling delivery and reporting on the requirements and expectations of sustainment of submarine systems. This includes the delivery of required functional performance, supportability and obsolescence, reliability and maintenance requirements.

You will work independently and with some authority and discretion to investigate information from multiple sources and explore innovative approaches to support the longer-term sustainment objectives, and will undertake objective, systematic analysis to draw accurate conclusions based on evidence, providing detailed technical, professional, and procedural advice in relation to complex sustainment activities. You will be supported by peers with extensive knowledge in the processes and procedures to conduct your business and the technical solutions you will be asked to implement.

The successful candidate may be required to undertake work on and be provided with technical information pertaining to defence articles of United States of America (US) origin. In accordance with the US International Traffic in Arms Regulations (ITAR), any applicant who holds, or has previously held, citizenship or permanent residency of a country other than Australia will be required to declare and indicate the country or countries of citizenship or permanent residency. Restrictions on access to defence articles and associated technical data subject to the ITAR by dual national employees may apply.

About our Team

Submarine Combat Systems Program within Naval Shipbuilding & Sustainment group (NSSG) is responsible for the acquisition and sustainment of Collins Class Submarine Combat Systems. You will have access to generous and attractive working conditions as an Australian Public Servant in Defence. Working for Defence will support you in balancing work life with family and other priorities. You can access a variety of flexible working arrangements, including part-time work, occasionally working from home and working hours that are not always nine to five.

Information on Defence employees' working conditions, including an attractive remuneration package that may respond to industry variations and a generous Superannuation contribution (15.4%), can be sourced from the Defence Enterprise Agreement. If you require further information, please email nssg.submamarines.workforcemgt@defence.gov.au.

Our Ideal Candidate

Our ideal candidate will be someone who is a strong team player who will contribute to a positive and high performing team culture. You must be self-motivated with a genuine can-do attitude. As the ideal candidate, you will have knowledge of Electronic Warfare systems, preferably in the submarine environment, or a demonstrated ability to learn such technical and complex systems. You will have sound decision-making and judgement skills, excellent communication and stakeholder engagement including the ability to communicate with influence.

You will be accountable to set work priorities, providing clear and consistent communication, manage workflow and resources, motivate team members and actively lead group activities whilst working in a busy Defence environment. You will be required to identify, anticipate and respond to stakeholders' needs and expectations to achieve Defence outcomes, and will contribute towards ongoing self-improvement and professional development.

The successful candidate may be required to travel interstate or overseas. You will be able to:

- Perform your role under limited direction.
- Be a critical thinker, skilled listener and effective communicator.
- Build and sustain productive working relationships.
- Able to work collaboratively in a team, as well as working independently.
- Pay exceptional attention to detail with a high level of accuracy.
- Demonstrate commitment to the Defence Behaviours and Values.

Eligibility

Security Clearance

Applicants must be able to obtain and maintain a security clearance of 'Negative Vetting 1'

Notes

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

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To Apply

Position Contact	NSSG Submarines Workforce, nssg.submarines.workforcemgt@defence.gov
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=C742E690-3232-44A0-4DBC-E3D454162D2D

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Defence

Vacancy VN-0757965

Department of Defence

Closing Date: Thursday 22 May 2025

Naval Shipbuilding and Sustainment Group
Naval Shipbuilding Sustainment Enterprise Headquarters

Job Title	Policy & Communications Manager
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	NSSG/02659/25
Agency Website	

Job Description <https://defencecareers.nga.net.au/?jati=A7CDBD8D-83F5-316E-2122-E3D4548F023C>

Duties

The Role

We are seeking a motivated and skilled individual for the role of EL 1 Policy and Communications Manager. The Policy and

Communications Manager will lead an agile team to develop, consult and distribute strategic communications and policy product on the uplift of the maritime industrial base in Australia.

This role requires an individual who likes working on high-profile projects, in a dynamic environment. In this role, you will lead activities including strategy development and implementation, strategic issues briefing, and prominent public policy development. The key responsibilities of the role are:

- Support alignment of ongoing departmental policy activities to the 2024 Naval Shipbuilding and Sustainment Plan, including linkages to the Defence Industry Development Strategy, National Defence Strategy, Integrated Investment Program.
- Support the implementation of 2024 Naval Shipbuilding and Sustainment Plan, including advice to Government on continuous naval shipbuilding and sustainment project performance.
- Lead the development and implementation of a Communications Strategy that focusses on improving stakeholder understanding of the 2024 Naval Shipbuilding and Sustainment Plan and the broader industrial uplift required to deliver and sustain maritime capability.
- Support the development of the 2026 Naval Shipbuilding and Sustainment Plan, including stakeholder engagement, consultation, drafting, editing and quality assurance.
- Develop materials to support briefings, senate estimates, media enquiries, presentations and other stakeholder engagement activities.

About our Team

Continuous Naval Shipbuilding & Sustainment (CNSS) supports the development of the sovereign maritime industrial base that manufactures, sustains and upgrades naval capability in Australia. The CNSS Branch coordinates the development of the CNSS Key Enablers (industry, workforce, infrastructure, security and innovation) and administratively supports the Department Secretary for Naval Shipbuilding Sustainment Group in their role as the Capability Manager for maritime industrial uplift.

Our Ideal Candidate

Our ideal candidate will be able to demonstrate substantial experience and skills within policy and/or communications along with the ability to:

- Provide expert advice on policy, complex problem solving and issues management for internal and external stakeholders.
- Effectively manage competing priorities and strategic directions when achieving team planning and project outcomes in line with team goals and objectives.
- Engage and collaborate with key stakeholders to identify opportunities, achieve outcomes and facilitate cooperation.
- Prepare and review draft policy reports, briefing papers, speeches and discussion papers for presentation to senior staff and the Senior Executive.

Eligibility

Security Clearance

Applicants must be able to obtain and maintain a security clearance of 'Negative Vetting 1'

Notes

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To Apply

Position Contact	Brandon Palmer, 02 5130 4195
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=A7CDBD8D-83F5-316E-2122-E3D4548F023C

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Defence

Vacancy VN-0757975

Department of Defence

Closing Date: Thursday 22 May 2025

Naval Shipbuilding and Sustainment Group
Submarines

Job Title	Product Manager
Job Type	Full-Time, Ongoing
Location	Rockingham WA
Salary	\$120,303 - \$135,701
Future Merit Locations	Rockingham
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	NSSG/03829/25
Agency Website	

Job Description <https://defencecareers.nga.net.au/?jati=6339BB6E-29B8-28DA-2BBD-E3D454D38CA2>

Duties

The Role

As the Combat System Support Facility Asset Manager, you will work in an integrated workforce within the Sustainment function of the Defence APS Product Management Job Family. You will be responsible for managing and coordinating the development of sustainment strategies and plans, enabling delivery and reporting on the requirements and expectations of sustainment of submarine support systems.

This includes the delivery of required functional performance, supportability and obsolescence, reliability and maintenance requirements. You will be accountable under broad direction to undertake complex activities that ensure the sustainment of Defence assets, working within a framework of legislation, established principles, work practices and procedures in accordance with Defence mission and business objectives.

You will exercise a considerable degree of independence and perform a leadership role as you explore innovative approaches to support the longer-term sustainment objectives, and will undertake objective, systematic analysis to draw accurate conclusions based on evidence, providing detailed technical, professional, and procedural advice in relation to complex sustainment activities. You will be supported by staff and peers with extensive knowledge in the processes and procedures to conduct your business and the technical solutions you will be asked to implement.

The successful candidate may be required to undertake work on and be provided with technical information pertaining to defence articles of United States of America (US) origin. In accordance with the US International Traffic in Arms Regulations (ITAR), any applicant who holds, or has previously held, citizenship or permanent residency of a country other than Australia will be required to declare and indicate the country or countries of citizenship or permanent residency. Restrictions on access to defence articles and associated technical data subject to the ITAR by dual national employees may apply.

About our Team

Submarine Combat Systems Program within Naval Shipbuilding & Sustainment group (NSSG) is responsible for the acquisition and sustainment of Collins Class Submarine Combat Systems.

You will have access to generous and attractive working conditions as an Australian Public Servant in Defence. Working for Defence will support you in balancing work life with family and other priorities. You can access a variety of flexible working arrangements, including part-time work, occasionally working from home and working hours that are not always nine to five.

Information on Defence employees' working conditions, including an attractive remuneration package that may respond to industry variations and a generous Superannuation contribution (15.4%), can be sourced from the Defence Enterprise Agreement. If you require further information, please email nssg.submamarines.workforcemgt@defence.gov.au .

Our Ideal Candidate

Our ideal candidate will be someone who is enthusiastic, experienced, self-motivated with a positive attitude.

You will be able to:

- Be critical thinker, skilled listener and effective communicator.
- Build and sustain productive working relationships.
- Able to work collaboratively in a team, as well as working independently.
- Demonstrated the ability to conduct long-term planning, gaining consensus from multiple stakeholders with conflicting requirements.
- Demonstrated ability to work in a configuration controlled 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>

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To Apply

Position Contact	NSSG Submarines Workforce, Number Withheld
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=6339BB6E-29B8-28DA-2BBD-E3D454D38CA2

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Department of Defence

Closing Date: Thursday 22 May 2025

Capability Acquisition and Sustainment Group
Joint Aviation Systems Division

Job Title	Information & Records Management 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/03700/25
Agency Website	

Job Description <https://defencecareers.nga.net.au/?jati=CF2DB62E-939A-984E-958A-E3D457266FA2>

Duties

The Role

The Information and Records Management Officer is accountable for the management of records in the Defence Corporate Records Management system.

The role is responsible for the management of Defence records through all stages of the records lifecycle within the Navy Aviation Systems Program Office (NASPO). The position will ensure all data held is accurate and stored in accordance with relevant legislative frameworks, government decision-making and Defence's mission and policy requirements.

The position engages and communicates with stakeholders to identify, respond and provide advice on information and records management issues to achieve work unit and Defence outcomes. The position coordinates to the work of the Business Management team, ensuring records are complete, reliable and accurate.

About our Team

Working in the Navy Aviation Systems Program Office (NASPO), you will be a key team member within the Business Management Unit (BMU). This team delivers consistently high standards of outputs for Fleet Air Arm and Navy Aviation, Aircrew Training and Commons Branch. Each role within this team contributes to supporting the delivery of capability for Navy.

Our Ideal Candidate

Our ideal candidate will:

- Contribute to the communication and enforcement of clear business rules and protocols.
- Monitor and ensure ease of access to information systems and encourage knowledge transfer throughout Defence in accordance with relevant legislation, policies and procedures.

- Demonstrate good record keeping practices to improve the creation, sharing and application of Defence records.
- Manage and maintain repositories within the Defence records information management structure,
- Engage with stakeholders to understand their expectations and concerns to meet business objectives and ensure Defence records management compliance.
- Work collaboratively and operate as an effective team member.
- Analyse lessons learned and identify opportunities for continuous improvement for the work area.
- Assess processes to improve the creation, sharing and application of knowledge.

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	Danielle Clunes, 02 4449 4219
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=CF2DB62E-939A-984E-958A-E3D457266FA2

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Defence

Vacancy VN-0758022

Department of Defence

Closing Date: Thursday 22 May 2025

Capability Acquisition and Sustainment Group
Air Defence & Space Systems Division

Job Title	Project Support Officer
Job Type	Full-Time, Ongoing
Location	Williamtown NSW
Salary	\$86,887 - \$93,066
Future Merit Locations	Williamtown
Office Arrangement	On Site
Office Arrangement Details	Defence is committed to supporting workplace flexibility. Please contact the contact officer for further details.
Classification	APS Level 5
Position Number	CASG/03723/25
Agency Website	

Job Description <https://defencecareers.nga.net.au/?jati=95D1EE6A-3A96-1629-06A9-E3D48FA63B5F>

Duties

The Role

Surveillance and Control System Program Office (S&CSPO), based at RAAF Base Williamtown has an opportunity for an Air Battlespace Management (ABM) Project Support Officer to join their team. Operating in an integrated environment comprising of Military, Australian Public Servants and Industry Partners, the role is responsible for the high quality administrative and operational support to the business management and capability delivery teams to ensure the successful delivery of products.

The role requires excellent communication and coordination skills, as well as a strong acumen for administrative activities, document control and preparation of project plans, reports and briefs. You will be working closely with the executive team to support product delivery through the coordination of executive forums, audits, and briefings whilst developing and maintaining business artefacts.

About our Team

The Air Battlespace Management Enterprise (ABME) is an established partnership model between Defence and Industry (Surveillance and Control System Program Office, Surveillance and Response Group, Boeing Defence Australia, Lockheed Martin Australia, and Daronmont Technologies). Within the ABME we are responsible for governance oversight to Industry Partners by contributing to various technical, engineering and project management activities, including capability delivery and system integration management.

The Project Support Officer will work within the ABME team at RAAF Base Williamtown and will be interacting with staff across Industry and Defence to support the delivery of integrated Air Battle Management capability

Our Ideal Candidate

S&CSPO is a fast-paced, integrated and dynamic environment where the Project Support Officer is integral to the administration and coordination of project deliverables in a cost effective and efficient manner that meet the Capability Manager's needs.

The successful candidate will have a high level of organisational, coordination and time management skills with the ability to work under pressure with limited resources. Strong written, verbal and presentation skills are also required in order to engage with internal and external stakeholders as necessary to achieve the required outcomes for Defence.

Our ideal candidate is a self-starter who has had experience supporting executive teams, schedule management activities, document management, development and coordination of project and business artefacts, whilst also managing priorities and deadlines within an integrated workforce. The candidate needs to be motivated and willing to take on new challenges, whilst identifying process improvements.

Eligibility

Security Clearance

Applicants must be able to obtain and maintain a security clearance of 'Negative Vetting 1'.

Notes

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

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To Apply

Position Contact	Stephanie Hollier, 02 4987 8632
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=95D1EE6A-3A96-1629-06A9-E3D48FA63B5F

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Defence

Vacancy VN-0758023

Department of Defence

Closing Date: Thursday 22 May 2025

Joint Capabilities Group
Cyber Operations Division

Job Title	ICT Service Manager
Job Type	Full-Time, Ongoing
Location	Glenbrook NSW, Various locations - ACT ACT
Salary	\$79,176 - \$86,438
Future Merit Locations	Glenbrook, Various locations - ACT
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 4
Position Number	JCG/03868/25
Agency Website	

Job Description <https://defencecareers.nga.net.au/?jati=3506744D-CBF2-3523-B2E6-E3D48FD4AA38>

Duties

The Role

Within the Directorate of Service Enablement the APS 4 ICT Service Manager is accountable under routine direction to perform and achieve moderately complex ICT service provision work within an integrated workforce. They will work in areas of ICT Change Management, Governance and Configuration Management. They are accountable to have a good understanding of and compliance to relevant legislative frameworks, government decision-making and Defence's mission and policy requirements.

The APS 4 ICT Service Manager will be accountable for organising their workflow, making decisions within their defined parameters relating to area of responsibility and will seek 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 specialist support that is informed and directed by their knowledge of the ICT service delivery function. They may undertake some research and analysis activities.

The APS 4 ICT Service Manager will be required to share information, monitor work practices, set work priorities and develop local procedures. They may be required to communicate with, respond and provide advice to a range of stakeholders on moderately complex operational and administrative issues to achieve work unit and Defence outcomes. They will be accountable to contribute towards ongoing self-improvement and professional development. You will be responsible for:

- Monitor service delivery performance metrics and liaise with managers to ensure that service level.
- Agreements are not breached without stakeholders being given the opportunity of planning for deterioration in service.
- Develop, document and implement changes based on requests for change as directed.
- Acquire and apply knowledge of the system's current functionality and related Defence hardware and software products.
- Understand and apply vendor product directions for the purpose of ICT service delivery.

- Build and sustain effective relationships with team members and actively participate in team work and group activities.
- Listen to internal and external stakeholders to meet needs and expectations.
- Recommend solutions to issues impacting on the achievement of desired outcomes.
- Interpret and comply with legislative, policy and regulatory frameworks.

About our Team

The ICT Service Manager sits within the Directorate of Service Enablement and supports the governance and assurance of new, modified and decommissioned ICT service on the cyber domain. Our team is an integrated workforce of APS and contracted personnel.

We embody a 'One Defence' culture through a People First Approach.

Our Ideal Candidate

Our ideal applicant will be a motivated self-starter with the following core skill set:

- Interest in ITIL Process Management.
- Interest in Governance IT Environments.
- Analytical and problem solving skills.
- Strong interpersonal skills with the ability to communicate clearly and with influence.
- Strong oral and written communications skills.
- Strong organisational skills, including the ability to monitor progress and deliver high-quality outcomes on time in the context of multiple competing demands.
- The ability to work with diverse stakeholders.
- A willingness to work independently and collaboratively as part of a high performing team.

Eligibility

Security Clearance

Applicants must be able to obtain and maintain a security clearance of 'Negative Vetting 1'.

Notes

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

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To Apply

Position Contact	Michael Bartlett, 02 5130 1746
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=3506744D-CBF2-3523-B2E6-E3D48FD4AA38

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Defence

Vacancy VN-0758029

Department of Defence

Closing Date: Thursday 22 May 2025

NAVY
Fleet Command

Job Title	Warfare Knowledge 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	NAVY/03481/25
Agency Website	

Job Description <https://defencecareers.nga.net.au/?jati=F60E9872-63C3-ADEC-58AD-E3D490E5A3F9>

Duties

The Role

This role will be 'gold class' example of how a center of excellence will ensure the right people have the right information at the right

time. You will thrive on high volume, high value, actions, where your advice and recommendations are trusted. You will administer the Centre's physical and electronic knowledge repositories and be responsible for continuous improvement to knowledge workflows, processes, tools, and governance and user capabilities. You will assist in developing trusted Business Intelligence to present analytical information in a clear, simple and visual manner.

The Maritime Warfare Centre is currently developing exciting solutions for sharing critical knowledge and insights within Defence in a resilient way. The Knowledge Management Officer, will work with the Executive, and its customers, to ensure solutions make the business more relevant backed up by objective qualitative evidence.

The contact officer can help you understand how your experience & talent will support you in this role. Fundamentally, our team is dedicated to reducing the susceptibility of our fleet to modern threats through lethality and survivability products. In addition, we enhance the 'rule book' for warfighting as threats emerge and the world changes around us.

This role is one of the team that is responsible to provide trusted information on how effective warfighting is in Navy. We don't anticipate that you will start as a subject matter expert but we commit to supporting you develop and enhance your skills including training on Defence systems. We are also dedicated to fostering your career growth and will provide training in the systems and skills required to expand your career and achieve your professional goals.

About our Team

The MWC mission is to optimise and improve the warfighting effectiveness and lethality of Australia's maritime capability. This is achieved through the delivery of highly effective warfare products that support both the Fleet Commander and the Head of Navy Capability in the context of risk based decision making.

The teams you will be working in directly support this mission by providing decision support information.

- Use and distribution of data as the source of truth to inform decision-making.
- Use dashboards and predictive tools to inform priority and change in situation.

Come join a team which works collaboratively with different disciplines, industry and Government, civilian and military, to understand, shape and improve warfighting capabilities across Navy.

Our Ideal Candidate

The ideal candidate will have a strong interest in working for Navy and ability to stream line information flows in their DNA. You will contribute to a culture of cooperation for development and sharing of knowledge whilst exercising initiative and judgement.

Candidates are sought with interest in the following areas:

- Has a 'thirst' to organize and encourage proactivity to reduce volume and increase quality.
- Exceptional ability to identify priorities based on changing criteria and an ongoing MWC product understanding.
- Expert in encouraging pro-active behaviors using enterprise wide systems such as MS office tools, Enterprise Resource Planning tools, workflows and other emerging technology.
- Will hold 1-1 or group training on the 'value' of Defense wide process to accelerate MWC delivery to customers.
- Demonstrates experience working with high performance teams where BAU priorities change for valid reasons.

The Warfare Knowledge Manager will work as part of a team to:

- Assist consultations with Directors that business stakeholders, SMEs, customers, and external stakeholders from five eyes partners are receiving relevant information in a timely manner.
- Identify MWC priority 'advice and guidance' product consumption and ensure our responsiveness is collaborative, resilient, discoverable and highly valued.
- Provide insights to the HOD's on customer feedback and recommended improvements to relevant and timely information flows.
- Collaborate with the Warfare Data Engineer to ensure customer interactions are represented in MWC performance metrics at the quality level that generates reputation.

- Foster a blended team environment where the combination of skills result in higher quality outcomes in a more timely and customer focused way.

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	Peter Gaca, 0408 500 092
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=F60E9872-63C3-ADEC-58AD-E3D490E5A3F9

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Defence

Vacancy VN-0758043

Department of Defence

Closing Date:Thursday 05 June 2025

Defence People Group
Joint Health Command

Job Title	Health Policy Implementation Officer
Job Type	Full-Time, Ongoing
Location	Campbell ACT
Salary	\$95,187 - \$108,734
Future Merit Locations	Campbell
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	DPG/03822/25
Agency Website	

Job Description <https://defencecareers.nga.net.au/?jati=8D7165C9-F58B-F416-7B3B-E3D49315EC64>

Duties

The Role

The role of the APS 6 Health Policy Implementation Officer within the Directorate of Defence Health Policy is to work with health policy developers, Defence stakeholders and decision-makers to coordinate the implementation and evaluation of new and updated Defence health policies across Defence.

This includes ensuring that endorsed policies and policy changes are appropriately approved by delegates; packaged for publishing; and supported through effective communications activities, artifacts, training and systems.

They will need to consider the needs of diverse audiences, including people from multicultural backgrounds and First Nations audiences, and develop targeted products and content that encourages and promotes health practices that support them.

They will work collaboratively with stakeholders to manage, integrate and implement health policy and guidance across multiple channels, as well as resolve identified stakeholder issues.

They will be required to produce a variety of products, including implementation plans, briefs, communication/educational products, talking points and correspondence.

They may provide advice on health policies, health guidance and materials regarding specific health related matters.

About our Team

The Directorate of Defence Health Policy is a highly motivated, integrated team responsible for driving agile health policy development to meet Defence's needs in-line with strategic intent and best available clinical practice.

The Directorate manages a high volume of work to meet the health policy needs of Defence and is comprised of a number of subject matter experts in health policy within the Defence context. The APS 6 Health Policy Implementation Officer will work to the EL 1 Health Policy Implementation Officer, and will be part of the core team that coordinates and manages all health-related policy development, with a focus on post Defence Health Policy Steering Group endorsement implementation activities.

Technical expertise in a health discipline is an advantage, but is not critical for this role. A strong background in project management and / or delivery, as well as the ability to bring stakeholders together and influence outcomes is of greater importance.

Our Ideal Candidate

Our ideal candidate will have experience in developing a range of products that supports implementation of health policy across Defence's health domain.

They should have a passion for health care in order to drive successful implementation of a range of Defence health policies through implementation plans, creative communication/education products, and other health activities as required.

They will have attention to detail, along with strong written and verbal communication skills. They will need to actively manage multiple projects and stakeholders, manage competing priorities, and deliver outcomes.

They should be able to engage with stakeholders at all levels, and tailor their communication style to different audiences.

They will exercise sound decision making and judgment to implement health policy and guidance.

Eligibility

Security Clearance:

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

Notes

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To Apply

Position Contact	Amber Brentnall, 02 5108 3521
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=8D7165C9-F58B-F416-7B3B-E3D49315EC64

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Department of Defence

Closing Date: Thursday 05 June 2025

Defence People Group
Joint Health Command

Job Title	Health Policy Implementation Officer
Job Type	Full-Time, Ongoing
Location	Campbell ACT
Salary	\$120,303 - \$135,734
Future Merit Locations	Campbell
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	DPG/03852/25
Agency Website	

Job Description <https://defencecareers.nga.net.au/?jati=D5DCED1-96C6-E4B6-041F-E3D543C1B3D8>

Duties

The Role

The role of the EL 1 Health Policy Implementation Officer within the Directorate of Defence Health Policy is to work with health policy developers, Defence stakeholders and decision-makers to manage the implementation and evaluation of new and updated Defence health policies across Defence. This includes ensuring that endorsed policies and policy changes are appropriately approved by delegates; packaged for publishing; and supported through effective communications activities, artefacts, training and systems.

They will need to consider the needs of diverse audiences, including people from multicultural backgrounds and First Nations audiences, and develop targeted products and content that encourages and promotes health practices that support them.

They will analyse relevant data and information associated with policy implementation and its application, and prepare written submissions and other correspondence, with associated recommendations.

They will work collaboratively with stakeholders to manage, integrate and implement health policy and guidance across multiple channels, as well as resolve identified stakeholder issues.

They will be required to produce a variety of products, including implementation plans, briefs, communication/educational products, talking points and correspondence.

They may provide advice on health policies, health guidance and materials regarding specific health related matters.

About our Team

The Directorate of Defence Health Policy is a highly motivated, integrated team responsible for driving agile health policy development to meet Defence's needs in-line with strategic intent and best available clinical practice.

The Directorate manages a high volume of work to meet the health policy needs of Defence and is comprised of a number of subject matter experts in health policy within the Defence context. The EL1 Health Policy Implementation Officer will be part of the core team that coordinates and manages all health-related policy development, with a focus on post Steering Group endorsement implementation activities.

Technical expertise in a health discipline is an advantage, but is not critical for this role. A strong background in project management and / or delivery, as well as the ability to bring stakeholders together and influence outcomes is of greater importance.

Our Ideal Candidate

Our ideal candidate will have experience in developing a range of both strategic and tactical products that supports implementation of health policy across Defence's health domain.

They should have a passion for health care in order to drive successful implementation of a range of Defence health policies through implementation plans, creative communication/education products, and other health activities as required. They will have attention to detail, along with strong written and verbal communication skills. They will need to actively manage multiple projects and stakeholders, manage competing priorities, and deliver outcomes.

They should be able to engage with stakeholders at all levels, and tailor their communication style to different audiences.

They will exercise a considerable degree of independence and perform a leadership role, exercising sound decision making and judgment to implement health policy and guidance.

They will engage in complex to very complex problem solving and issues management and may coordinate and perform detailed or sensitive projects that impact on strategic, political or operational outcomes for Defence.

Eligibility

Security Clearance:

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

Notes

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To Apply

Position Contact	Nathan Fraser, 02 8340 5351
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=D5DCED1-96C6-E4B6-041F-E3D543C1B3D8

- 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-0758104

Department of Defence

Closing Date: Thursday 22 May 2025

Australian Defence Force HeadQuarters
Vice Chief of Defence Force Group

Job Title	ICT System Administrator
Job Type	Full-Time, Ongoing
Location	Russell ACT
Salary	\$95,187 - \$108,734
Future Merit Locations	Russell
Office Arrangement	On Site
Office Arrangement Details	Defence is committed to supporting workplace flexibility. Please contact the contact officer for further details.
Classification	APS Level 6
Position Number	ADFHQ/03945/25
Agency Website	

Job Description <https://defencecareers.nga.net.au/?jati=E9EC4FB8-27BD-341D-67C1-E3D5459ADEE2>

Duties

The Role

The Defence Preparedness Branch is seeking a detail-oriented ICT System Administrator to support the sustainment and operational readiness of a new IT Application.

This role is integral to maintaining front-end functionality of IT systems, providing customer support, and ensuring adherence to Defence's security and compliance standards. You will work in a team to ensure seamless operations, effective system administration, and user support.

Key Responsibilities

- Your day-to-day responsibilities may include the following:
- System Administration: Perform daily administration of the DPMS IT Tool, including managing user accounts, permissions, and maintaining system configurations.

- **Customer Support:** Provide frontline support to users, addressing queries, troubleshooting issues, and escalating more complex problems to the EL1 Sustainment Manager as needed.
- **Frontend Maintenance:** Support the maintenance and improvement of frontend functionalities, ensuring integration with backend SQL databases and alignment with user needs.
- **User Training:** Conduct training sessions for new and existing users to enhance their understanding and use of the DPMS IT Tool.
- **Change Request Support:** Assist with processing and tracking change requests, collaborating with the Sustainment Manager to ensure all changes are documented and aligned with Defence standards.
- **Documentation and Knowledge Management:** Maintain user guides, FAQs, and other support documentation to ensure ongoing knowledge transfer and user support.
- **Collaboration and Stakeholder Engagement:** Work closely with internal stakeholders, ensuring effective communication and collaboration to support system sustainment and user satisfaction.

About our Team

Defence Preparedness Branch is responsible for leading and coordinating the preparedness function across the entire Defence Enterprise. Branch ensures that Defence is able to balance its obligation to meet Government expectations of the ADF in its current state, and generate an integrated focused force to address Australia's most significant threats going forward.

Defence Preparedness has been identified as a high-priority team by the Chief of the Defence Force, and is expanding to be able to properly capture the complexities that contribute to measuring the preparedness of the Defence Enterprise.

As a member of our growing team, there are significant professional development opportunities offered to team members to increase their capacity, as well as opportunities to visit Defence sites across Australia to understand individual contributions to ADF capability.

Our Ideal Candidate

Seeking highly motivated, resilient, collaborative individuals to join and contribute to our strategic goals. You are encouraged to challenge conventional views to enable the development of strategic, agile and evidence-based solutions.

APS 6 System Administrator will be required to demonstrate the following skills and experience:

- Sound standard of writing skills, being able to explain complex ideas clearly and succinctly.
- Developed conceptual thinking and reasoning skills.
- Understanding of quality analysis of mixed data sets, and insights of complex analytical problems.
- **Technical Support Experience:** Proven experience in ICT system administration, customer support, and troubleshooting within complex environments.
- **Front-end Maintenance Skills:** Familiarity with web application front-end maintenance, user interface adjustments, and integration with backend systems.
- **Customer Service & Communication Skills:** Strong communication skills, with a focus on customer support, user training, and building effective relationships with stakeholders.
- **Documentation & Knowledge Management:** Experience in maintaining user guides, FAQs, and other support materials to facilitate ongoing user support.
- Previous experience in Defence or government IT environments, with an understanding of Defence's operational culture and compliance standards.
- Proven experience with modelpedia.
- Strong knowledge of relational databases and database design, specifically SQL Server including performance tuning.

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	Jack Sowry, 02 5109 5932
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=E9EC4FB8-27BD-341D-67C1-E3D5459ADEE2

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Defence

Vacancy VN-0758111

Department of Defence

Closing Date: Thursday 22 May 2025

ARMY
Forces Command

Job Title	Business Intelligence Officer
Job Type	Full-Time, Ongoing
Location	Puckapunyal VIC
Salary	\$86,887 - \$93,066
Future Merit Locations	Puckapunyal
Office Arrangement	On Site
Office Arrangement Details	Defence is committed to supporting workplace flexibility. Please contact the contact officer for further details.
Classification	APS Level 5
Position Number	ARMY/03936/25
Agency Website	

Job Description <https://defencecareers.nga.net.au/?jati=C5CEA798-0832-E36F-DD7C-E3D5461E8503>

Duties

The Role

The School of Artillery, Puckapunyal, are seeking an APS 5 Business Intelligence Officer as part of our Operations Team.

Working in a fully integrated team as a key member of the team, this position supports the Operations Cell within the Regimental Headquarters, providing operational financial analysis, personnel data management, planning and report generation. This position is a key enabling role for the headquarters, and supports decision making by contributing to the smooth and efficient tasking and monitoring of unit and training personnel on courses, operations and exercises.

This role requires a demonstrated experience and understanding using the Microsoft suite of applications including Outlook, Teams, Excel, Word etc. Training will be available to successful applicants in further specific applications required for the role. Experience in working within a Personnel Database, Electronic Records Management System, and Financial system is highly desirable.

About our Team

The Operations team is part of the School of Artillery Operations Cell. This small team balances a spread of Army personnel and APS positions. The Operations Cell supports the School of Artillery, the Commanding Officer, and staff in the achievement of directed training requirements and introduction into service of new capabilities.

Working closely with elements across Headquarters Land Combat College and adjacent training establishments, the team undertakes the complexity of all tasks supporting the preparation and execution of training delivery for artillery courses.

Management and planning of in-year and future resourcing, reporting tasks, management of domestic and international travel, administrative support to operational and exercise deployment, and contributing to ensure the unit has an integrated approach to governance risk and compliance are routine responsibilities for the Operations Cell.

Our Ideal Candidate

The ideal candidate will have:

- High level interpersonal and verbal communication skills and the ability to liaise with a broad range of stakeholders, including contractors, APS and ADF members.

- Intermediate proficiency in Microsoft’s suite of applications, including Outlook, Teams, Excel and Word.
- Highly developed written communication skills and a solid grasp of information technology systems with an eagerness to train and learn on Defence applications and systems.
- An ability to learn rapidly and adapt quickly to changing complex situations and uncertainty.
- The ability to be comfortable and confident taking ownership of outcomes and leading tasks to completion and success.

This position offers a unique opportunity to combine an exceptional career challenge with a highly desirable lifestyle. You will have access to excellent workplace conditions, potential for flexible working arrangements, and opportunities to undertake further professional development.

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	Aaron Foster, 03 5781 7407
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=C5CEA798-0832-E36F-DD7C-E3D5461E8503

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Department of Defence

Closing Date: Thursday 22 May 2025

Capability Acquisition and Sustainment Group
Division Joint Aviation Systems Division

Job Title	Quality Systems 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/03710/25
Agency Website	

Job Description <https://defencecareers.nga.net.au/?jati=137A2605-E6E9-1955-6862-E3D57E4259A4>

Duties

The Role

The Quality and Systems Administrator will assist the Business Management team maintain and update quality databases and tracking tools, ensuring accuracy. They will ensure quality systems documentation is maintained and support compliance to the quality systems framework.

The position will contribute to the work of the Business Management Unit team, providing advice and assistance on quality activities, including participating in internal audits and managing non conformances. They are accountable to have and maintain a well-developed understanding of, and compliance to, relevant legislative frameworks, government decision-making and Defence's mission and policy requirements.

The APS 5 Quality Systems Administrator will be accountable for organising their workflow and making independent decisions relating to their area of responsibility. They will interpret and provide advice within the quality systems framework.

About our Team

The Business Management team provides Business, Services and Systems support to both the Navy Aviation System Program Office (NASPO) and Romeo Enterprise Office (REO).

Both NASPO and REO are in the Navy Aviation, Aircrew Training and Commons Branch, Joint Aviation Systems Division under the Capability Acquisition and Sustainment Group.

The Business Management team supports the delivery of capability through efficient and effective service delivery.

Our Ideal Candidate

Our ideal candidate will:

- Apply and maintain knowledge on quality management systems;
- Demonstrate attention to detail and accuracy to support quality activities;
- Analyse lessons learned and identify opportunities for continuous improvement for the work area;
- Work collaboratively and operate as an effective team member;
- Monitor and ensure ease of access to quality systems and encourage knowledge transfer throughout Defence in accordance with relevant legislation, policies and procedures; and
- Engage with stakeholders to understand their expectations and concerns to meet 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	Danielle Clunes, 02 4449 4219
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=137A2605-E6E9-1955-6862-E3D57E4259A4

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National Gallery of Australia

Closing Date: Tuesday 20 May 2025

Artistic Program
Learning

Job Title	On Call Artist Educator
Job Type	Casual, Non-Ongoing
Location	Parkes ACT
Salary	\$51 - \$55
Future Merit Locations	Parkes
Office Arrangement	On Site
Office Arrangement Details	Flexible working arrangements may be available
Classification	APS Level 5
Position Number	SUP142
Agency Website	https://nga.gov.au

Job Description

<https://candidate.aurion.cloud/natgal/production/>

Learning programs at the National Gallery centre the voices and perspectives of artists.

The Artist Educator (Casual) role embeds artists within the development and delivery of learning experiences at the National Gallery, recognising artists as creative and critical thinkers and people who bring unique perspectives to engagement with art, ideas and artmaking.

The Artist Educator team brings together people with a diverse range of creative and cultural practice and experience, such as visual artists, musicians, filmmakers, performers, dancers, writers, poets, researchers or curators.

The Artist Educator (Casual) role is part of the Learning Department within the National Gallery. The primary role of the Artist Educator (Casual) is to work collaboratively to develop and deliver gallery programs, studio activities and learning resources for formal learning groups, including early childhood, primary, secondary and tertiary students, teachers and educators. All programs facilitate active engagement with the National Gallery's collection and artistic program.

Artist Educators (Casual) work closely with the National Gallery's First Nations Lead Artist Educator and First Nations Learning Facilitators, through training and delivery of the Gallery's First Nations learning program, Art Through Culture. First Nations learning team members connect with and contribute to the National Gallery's First Nations Engagement Portfolio.

Artist Educators may also work with Program Convenors across the Learning Department to develop and deliver programs and resources for diverse audiences, including children and families, young people and access programs.

Program delivery will take place onsite at the National Gallery, online through digital learning programs, or offsite in support of the touring exhibitions program.

After hours and weekend work is required on occasions.

This position reports to the Education Manager and works closely with the Digital Learning Manager and Operations Coordinator. Hours will vary, however Artist Educators (Casual) should be available for a minimum of one day per week during school terms.

Duties

In accordance with the APS 5 work level standards, you will have the following key responsibilities:

- Develop, deliver and evaluate learning programs for a range of audiences including schools, children, young people, families, adults and access audiences.
- Develop, deliver and evaluate programs for a range of platforms and locations, including programs onsite at the National Gallery, online through digital learning programs, and offsite in support of the touring exhibitions program.
- Understand the objectives of the National Gallery Learning team and participate in collaborative planning sessions to develop ideas, resources, work plans and team goals.
- Research, write and produce content for online learning resources.
- Develop and produce tactile resources for onsite and offsite learning programs.
- Set-up and pack-down learning spaces and maintain resources and equipment.
- Work collaboratively as part of the Learning team and contribute to a culture of reflective practice.
- Understand the work environment and be flexible and responsive to change.

Eligibility

ELIGIBILITY:

Citizenship – To be eligible for employment with the Gallery, you must be an Australian citizen.

Police Check – to be eligible for this role you must complete a police check.

Working With Vulnerable People Check (WWVP) – to be eligible for this role you must hold a current WWVP card.

Notes

HOW TO APPLY

To apply for this role please go to the National Gallery's [Careers portal](#)

You should provide a tailored CV (maximum of three pages) along with a statement of no more than two pages that outlines your skills, capabilities and experience, against the information above.

In your statement response you should keep in mind the capabilities and behaviours required to be successful for this role, as identified in the information above. Try not to duplicate information that can be found in your CV but do highlight any specific examples or achievements that demonstrate your ability to perform the role.

An order of merit may be established from this selection process and may be used to fill future identical vacancies over the next 12 months. Selection may be based on application and referee reports only. If you do not wish to be added to an order of merit, please notify us in your application.

About the National Gallery of Australia

The National Gallery is one of Australia's leading visual arts institutions. The National Gallery is based in Canberra and is a vital part of the Australian cultural landscape. Our Purpose is to collect, preserve, promote and share the national collection of art. The Vision of the National Gallery is to be the international reference point for art in Australia, inspiring all people to explore, experience and learn. Our Values include Boldness, Integrity, Respect, and Excellence.

To Apply

Position Contact	Recruitment, 02 6120 2989
Agency Recruitment Site	https://candidate.aurion.cloud/natgal/production/

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Environment and Energy

Vacancy VN-0758173

Clean Energy Regulator

Closing Date:Sunday 18 May 2025

Corporate HR, Facilities and Security

Job Title	Officers, Advisors and Senior Advisors – Human Resources
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Canberra ACT
Salary	\$82,926 - \$112,596
Future Merit Locations	Canberra
Office Arrangement	Flexible
Office Arrangement Details	The agency supports and promotes flexible working, including remote options on negotiation
Classification	APS Level 4;APS Level 5;APS Level 6
Position Number	CER 041/25
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 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, communications, property management and human resource management.

About the Section

The Human Resources, Security and Facilities section are responsible for operational and strategic people related matters for the agency.

We support the agency to achieve its purpose through providing business focussed advice and support, and we strive to continuously improve the quality of our services and ensure that our workplace respects and meets the needs of all employees.

The section has responsibility for three distinct and important functions:

- The Human Resources function supports the attraction, retention and development of a highly skilled, motivated and engaged workforce.
- The Security function manages protective and physical security as directed in the Protective Security Policy Framework (PSPF).
- The Facilities function manages our property and facilities in accordance with government and industry guidelines.

The Human Resources function has four sub-team, each responsible for particular elements of the Human Resources lifecycle:

- Performance and Conduct
- WHS, Wellbeing and Capability
- Employee Relations and HR Service Delivery
- Recruitment and Workforce Analytics

Duties

We have current and anticipated vacancies across the section at the APS Level 4 (HR Officer), APS Level 5 (HR Advisor) and APS Level 6 (Senior HR Advisor). These roles may include:

- Officers, Advisors and Senior Advisors in our Employee Relations and HR Service Delivery team, providing support to the agency through interpreting policy and legislation, as well as managing the agency payroll and working with our shared services payroll provider.
- Officers, Advisors and Senior Advisors in our Performance and Conduct team, providing support to the agency through management of early intervention for performance, handling complaints and also undertaking our annual internal recognition processes.

- Officers, Advisors and Senior Advisors in our WHS, Wellbeing and Capability team, working to create a safe and healthy workplace where people are encouraged to grow and develop. This includes maintaining a calendar of wellbeing and learning and development events, supporting our internal diversity networks and facilitating training and development opportunities, such as our internal induction and manager induction.
- Other roles which may arise in the future include Advisors and Senior Advisors in our Recruitment and Workforce Analytics team, working with our internal stakeholders on all aspects of Recruitment or HR data collection and reporting.

The duties listed below for each level are a capture of the broad responsibilities across the team at each level. Some roles may have specific duties which will be discussed during the stage of receiving an offer of employment.

As an APS Level 4 HR Officer your duties would include:

- Managing a range of complex HR enquiries.
- Providing a first point of contact for incoming calls and emails for the relevant sub-team.
- Providing accurate and timely non-complex, standard advice, interpretation and assistance for policies, procedures, legislation and our enterprise agreement.
- Assist with continual process improvement for HR systems and practices.
- Undertake some reporting using our HR systems to obtain data.
- Develop and maintain stakeholder relationships within the agency and externally.
- Develop and maintain skills and knowledge in the use of our various HR systems (Aurion, eRecruit and LearnHub).
- Provide administrative support and operational tasks as required.

As an APS Level 5 HR Advisor your duties would include:

- Managing a range of complex HR enquiries and being a point of escalation for HR Officers for more complex queries.
- Establishing and maintaining stakeholder relationships within HR, the agency and externally.
- Utilising strong planning and problem-solving skills to ensure HR outcomes are met within tight deadlines.
- Maintaining a well-developed understanding of relevant legislation and policy frameworks.
- Applying sound judgement, knowledge and limited discretion in interpreting and applying legislation, instructions, guidelines and procedures.
- Demonstrating strong knowledge of our HR systems (Aurion, eRecruit and LearnHub) and a basic understanding of payroll processes.
- Assisting and supporting Senior HR Advisors in delivery of team outcomes.
- Working under limited supervision to provide advice and support to our stakeholders.
- Undertaking reporting using our HR systems to obtain data and provide analysis and interpretation of the data as needed.
- Undertaking quality assurance checks to ensure consistency and validity of our information
- Providing administrative support and operational tasks as required.

As an APS Level 6 Senior HR Advisor your duties would include, in addition to the above:

- Undertaking a leadership role within the section, through being a subject matter expert and possibly supervising and developing lower level staff
- Working with a high level of autonomy to manage the business as usual workflows and processes for the workstream, as well as undertaking projects as required
- Undertaking the development and implementation of various policies and processes
- Undertaking administrative functions, such as procurement, as needed for the workstream
- Building capability across the broader HR section through knowledge sharing and active participation in collaborative work practices

Qualifications/Experience

Tertiary qualification in Human Resources or an adjacent field are desirable, but not required.

We are looking for candidates who can demonstrate the following experience and capabilities at the required [Work Level Standard](#) for the classification they are applying for:

- Effective time management and coordination skills
- Excellent written and verbal communication skills with a high level of attention to detail
- Well-developed interpersonal skills with the ability to establish and maintain relationships
- Previous experience in a HR role, preferably within the APS
- Experience with one or more of our HR systems (Aurion, eRecruit and LearnHub)

The following are highly desirable for specific positions within the section:

- Demonstrated experience in employee relations, including bargaining; or,
- Demonstrated experience in management of performance; or,
- Demonstrated experience in delivery of learning and development; or,
- Demonstrated experience in APS payroll, including calculations and problem solving; or,
- Demonstrated experience in a HR generalist role.

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

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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	Elissa Campbell, 02 6159 3337
Agency Recruitment Site	https://cleanenergyregulatorcareers.nga.net.au/cp/index.cfm

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Health

Vacancy VN-0758203

Aged Care Quality and Safety Commission

Closing Date:Thursday 22 May 2025

Corporate
Digital Cyber

Job Title	APS5 Cyber Security Officer
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Canberra ACT, Sydney NSW, Melbourne VIC, Adelaide SA, Perth WA, Hobart TAS, Brisbane QLD
Salary	\$86,204 - \$93,226
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	Hybrid working
Classification	APS Level 5
Position Number	20050086
Agency Website	

Job Description <https://agedcarequalitycareers.nga.net.au/?jati=BD1C4773-781F-6937-5168-E3D5BB99376B>

About the Aged Care Quality and Safety Commission

The Aged Care Quality and Safety Commission (the Commission) was formed on 1 January 2019. We work to improve the lives of older people by maintaining the integrity of the aged care system.

As the single independent regulator of Australian Government aged care services, we offer a variety of interesting and challenging jobs across most capital cities.

It is an exciting time to join the Aged Care Quality and Safety Commission, with major reforms underway to improve aged care in Australia. You will be contributing to our role as the national regulator to safeguard and protect older Australians receiving aged care services.

Meet some of [our people](#) and learn more about the Commission and our [Regulatory Strategy](#) on our website www.agedcarequality.gov.au

About the Team

The purpose of Cyber Team is to enable, enhance and support all Commission functions with the delivery of best practice services, to support our organisational goal to become a world class aged care regulator.

We define, develop, enhance, and support business systems to enable effective and efficient regulation of aged care services across all Commission functions.

About the Role

The Cyber Security Officer is a critical member of the Commission's Cyber Section. In this role, you will contribute to the safety and security of Commission's systems, networks, applications, and devices.

Working as part of a collaborative Cyber team, you will be responsible for supporting the implementation and management of security measures to protect the organisation's digital assets from threats and

vulnerabilities. This position offers an excellent opportunity for individuals looking to develop their skills and grow in the cybersecurity field within a supportive and dynamic environment.

Duties

As a Cyber Security Officer, your duties may include, but are not limited to, the following:

- **Security Risk Assessment and Control:**

- o Assist in the development and execution of security risk assessments, providing practical advice on the application of security controls to protect Commission's digital environment.
- o Support compliance activities related to security controls, reviewing information systems to identify and escalate potential security vulnerabilities.

- **Incident Response and Management:**

- o Participate in the coordination, governance, and response to moderately complex cybersecurity incidents and investigations.
- o Provide support during significant cyber events, contributing to real-time security monitoring, incident detection, and response efforts.

- **Policy and Procedure Management:**

- o Assist in updating cybersecurity policies, procedures, and incident response plans to ensure they are current and align with industry best practices and regulatory requirements.
- o Collaborate with team members to ensure that all security documentation is maintained accurately and effectively.

- **Security Operations:**

- o Perform security monitoring and analysis, utilising various tools to detect and respond to potential threats.
- o Conduct forensic analysis of security incidents and artifacts in accordance with Commission's policies, standards, and guidelines.

- **Governance and Compliance Support:**

- o Support Commission's efforts to comply with the ASD Essential 8 and Information Security Manual (ISM) by participating in relevant activities and assessments.
- o Contribute to the continuous improvement of governance, risk management, and compliance frameworks within the organisation.

- **Communication and Collaboration:**

- o Work collaboratively with Commission staff and cross-functional teams, clearly communicating cybersecurity concepts, standards, and guidelines.
- o Resolve or escalate cybersecurity inquiries, ensuring they are handled in a timely and effective manner.

- **Continuous Learning and Improvement:**

- o Stay updated on the latest cybersecurity trends, threats, and best practices, proactively identifying and addressing security risks.

- o Engage in ongoing professional development to enhance your skills and contribute to the team's overall expertise.

Eligibility

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

- **Technical Expertise:**

- o Previous experience in cybersecurity analysis, operations, or engineering is highly desirable.
- o A well-developed understanding of the cybersecurity operational environment and associated tools and technologies.

- **Analytical Skills:**

- o Strong analytical and problem-solving skills, with the ability to interpret data from various cybersecurity tools and systems.
- o Capacity to assess security issues and contribute to the development of effective solutions.

- **Communication and Collaboration:**

- o Excellent communication skills, both written and verbal, with the ability to convey technical information clearly to non-technical stakeholders.
- o Proven ability to collaborate effectively with colleagues, cross-functional teams, and external partners.

- **Proactive Approach:**

- o Demonstrated ability to proactively identify and mitigate security risks, ensuring the protection of the organisation's information assets.
- o Commitment to continuous improvement and a keen interest in staying abreast of the latest cybersecurity trends and best practices.

- **Governance and Compliance Knowledge:**

- o A foundational understanding of cybersecurity governance, risk management, and compliance frameworks, particularly ISO 27001:2022 and ACSC Essential 8.

Notes

- Salary offered will be between **\$86,204 - \$93,226** per annum depending on skills and experience. In addition, 15.4% superannuation will be paid.
- Only candidates who hold Australian citizenship can apply. Appointment is conditional on successfully completing a national police check. For more information, please visit www.apsc.gov.au/citizenship-aps. Ability to obtain a baseline security clearance is essential for this role.
- Non-ongoing opportunity will be offered for an irregular/intermittent term. Opportunities will be offered for varying periods up to 12 months with the option to extend to a total of 24 months.
- Merit Pool established through this selection process may be used to fill this or future ongoing or non-ongoing vacancies.

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

Please complete the application and submit by **11:59pm (AEST) on Thursday, 22 May 2025**.

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

Specific questions about the roles can be directed to Ralph Mazzitelli by emailing Ralph.Mazzitelli@agedcarequality.gov.au with Position title in the subject line.

Diversity and Inclusion

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

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

Further information:

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

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

About the Aged Care Quality and Safety Commission

The Aged Care Quality and Safety Commission (the Commission) was formed on 1 January 2019. We work to improve the lives of older people by maintaining the integrity of the aged care system. As the single independent regulator of Australian Government aged care services, we offer a variety of interesting and challenging jobs across most capital cities. It is an exciting time to join the Aged Care Quality and Safety Commission, with major reforms underway to improve aged care in Australia. You will be contributing to our role as the national regulator to safeguard and protect older Australians receiving aged care services.

To Apply

Position Contact	Ralph Mazzitelli, 02 8831 1044
Agency Recruitment Site	https://agedcarequalitycareers.nga.net.au/?jati=BD1C4773-781F-6937-5168-E3D5BB99376B

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

Health

Vacancy VN-0758230

Australian Digital Health Agency

Closing Date: Sunday 25 May 2025

Technology Services
Technology Operations Service Design and Assurance

Job Title	Service Delivery Lead
Job Type	Full-Time, Ongoing; Non-Ongoing
Location	Sydney NSW, Brisbane QLD, Canberra ACT
Salary	\$98,045 - \$110,612
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	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

The Service Delivery Lead supports operational commitments and ensure customer needs are met. This role provides technical leadership to optimise performance of IT infrastructure, manages adoption of tools, manages resolutions for problems and issues, collects and manages customer feedback and assists in functions like Incident Management.

- Oversee the planning, installation, maintenance and acceptance of new and updated infrastructure components and infrastructure-based services.
- Ensure that operational issues are identified, recorded, monitored and resolved.
- Communicate fluently, orally and in writing, and can present complex information to both technical and non-technical audiences when engaging with colleagues, suppliers and partner
- Provide appropriate status and other reports to specialists, users and managers.

Duties

What You'll Bring

- Graduate Degree in Information Technology and/or Business (desirable)
- IT / Digital / Business certifications in areas relevant to the role (desirable)
- SIAM Foundations Course Completion (desirable)
- ITIL Certification (mandatory)
- 3-5 years relevant experience in IT Operations/Support/Delivery

Eligibility

Eligibility

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

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
- Work From Home & Attractive Flexible Working Arrangements: All staff can apply for flexible work arrangements that offer a range of options for how, when and where you work.
- Collaborative workspaces with new technology available within central locations.
- Generous leave opportunities including Parental (primary & secondary), compassionate, Aboriginal & Torres Strait Islander Leave, Cultural, Emergency Response, Defence.

Additional Information

The position maybe filled in Brisbane, Sydney or Canberra. To apply, submit your resume and a cover letter. Please contact the recruitment team at careers@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: 25 May 2025, 11:00pm

Salary: This role offers between \$98,045 - \$110,612 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>

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	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-0758220

Australian Institute of Health and Welfare

Closing Date:Wednesday 21 May 2025

Various Various

Job Title	EL1 Statistical Team Leaders / Project Managers (Bulk Round)
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Sydney NSW, 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	Flexible
Office Arrangement Details	The AIHW has a range of flexible working arrangements available to its employees under the AIHW Enterprise Agreement 2024-27.
Classification	Executive Level 1
Position Number	#051_05/25
Agency Website	

Job Description

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

The AIHW Difference

The AIHW's [APS employee census results](#) attest to our positive and supportive workplace culture. We are an inclusive, flexible, and productive workplace where people are treated with respect and courtesy, and diverse and unique attributes are recognised and valued.

Our results also show that we achieved top ten rankings in staff engagement, communication, and wellbeing scales out of 104 APS agencies.

We offer a range of benefits including:

- access to flexible working arrangements to support your work/life balance
- attractive remuneration packages including generous superannuation and leave provisions
- challenging and fulfilling work where you can use your skills and expertise
- opportunities for professional development including study assistance

We are committed to creating genuine opportunities for everyone and we welcome applications from First Nations people(s), people with disability, LGBTIQ+, neurodiverse people and people from diverse cultural and linguistic backgrounds.

The AIHW has offices in Canberra and Sydney and offers remote work opportunities for many roles.

For more information, visit the [Benefits of working](#) for the AIHW page of our website. **Duties**

Position Summary

As a Team Leader you will typically be responsible for the management and supervision of teams and/or projects relevant to the Unit's work. Roles are available leading analytical teams and data improvement teams.

Under general direction you will:

- Lead the development, management and/or analysis of data including the preparation of reports, technical papers, and presentations for various audiences.
- Provide strategic advice and develop options on professional, technical, and management matters.
- Work collaboratively with the Unit Head and other officers within the institute to provide leadership, direction, and performance management of staff, and the effective management of allocated resources.
- Manage complex projects and activities and provide administrative and professional support.
- Liaise and negotiate with other areas of the AIHW, other Commonwealth government agencies, state and local authorities, and business or community organisations, and represent the AIHW at meetings as appropriate to the responsibilities above.

Eligibility

To be eligible to apply for this vacancy, you must:

- Be an Australian citizen.
- Undergo any required pre-employment checks, including a police records check obtain and maintain a valid Security Clearance if required by the institute.
- A probationary period of six months will apply to any new engagement to the APS.

Notes

How to Apply:

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

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

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

About the Australian Institute of Health and Welfare

To Apply

Position Contact	Dinesh Indraharan, 02 6249 5144
Agency Recruitment Site	https://aihwcareers.nga.net.au/cp/

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Health

Vacancy VN-0758223

Australian Institute of Health and Welfare

Closing Date:Wednesday 21 May 2025

Various Various

Job Title	EL1 Statistical Team Leaders / Project Managers (Bulk Round) – Affirmative Measures, Disability
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Canberra ACT, Sydney NSW
Salary	\$119,501 - \$133,305
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	The AIHW has a range of flexible working arrangements available to its employees under the AIHW Enterprise Agreement 2024-27.
Classification	Executive Level 1
Position Number	#053_05/25
Agency Website	

Job Description

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

The AIHW Difference

The AIHW's [APS employee census results](#) attest to our positive and supportive workplace culture. We are an inclusive, flexible, and productive workplace where people are treated with respect and courtesy, and diverse and unique attributes are recognised and valued.

Our results also show that we achieved top ten rankings in staff engagement, communication, and wellbeing scales out of 104 APS agencies.

We offer a range of benefits including:

- access to flexible working arrangements to support your work/life balance
- attractive remuneration packages including generous superannuation and leave provisions
- challenging and fulfilling work where you can use your skills and expertise
- opportunities for professional development including study assistance

We are committed to creating genuine opportunities for everyone and we welcome applications from First Nations people(s), people with disability, LGBTIQ+, neurodiverse people and people from diverse cultural and linguistic backgrounds.

The AIHW has offices in Canberra and Sydney and offers remote work opportunities for many roles.

For more information, visit the [Benefits of working](#) for the AIHW page of our website. **Duties**

Position Summary

As a Team Leader you will typically be responsible for the management and supervision of teams and/or projects relevant to the Unit's work. Roles are available leading analytical teams and data improvement teams.

Under general direction you will:

- Lead the development, management and/or analysis of data including the preparation of reports, technical papers, and presentations for various audiences.
- Provide strategic advice and develop options on professional, technical, and management matters.
- Work collaboratively with the Unit Head and other officers within the institute to provide leadership, direction, and performance management of staff, and the effective management of allocated resources.
- Manage complex projects and activities and provide administrative and professional support.
- Liaise and negotiate with other areas of the AIHW, other Commonwealth government agencies, state and local authorities, and business or community organisations, and represent the AIHW at meetings as appropriate to the responsibilities above.

Eligibility

To be eligible to apply for this vacancy, you must:

- Be an Australian citizen.
- Be a person living with a disability as defined by the Australian Bureau of Statistics in its Survey of Disability, Ageing and Carers
- Undergo any required pre-employment checks, including a police records check obtain and maintain a valid Security Clearance if required by the institute.
- A probationary period of six months will apply to any new engagement to the APS.

If you are successful in progressing to the interview stage, you may be required to provide suitable evidence of your disability. **Notes**

How to Apply:

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

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

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

About the Australian Institute of Health and Welfare

To Apply

Position Contact	Dinesh Indrahara, 02 6249 5144
Agency Recruitment Site	https://aihwcareers.nga.net.au/cp/

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Health

Vacancy VN-0758226

Australian Institute of Health and Welfare Closing Date:Wednesday 21 May 2025

Various Various

Job Title	EL1 Statistical Team Leaders / Project Managers (Bulk Round) - Affirmative Measures, First Nations
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Canberra ACT, Sydney NSW
Salary	\$119,501 - \$133,305
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	The AIHW has a range of flexible working arrangements available to its employees under the AIHW Enterprise Agreement 2024-27.
Classification	Executive Level 1
Position Number	#052_05/25
Agency Website	

Job Description

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

The AIHW Difference

The AIHW's [APS employee census results](#) attest to our positive and supportive workplace culture. We are an inclusive, flexible, and productive workplace where people are treated with respect and courtesy, and diverse and unique attributes are recognised and valued.

Our results also show that we achieved top ten rankings in staff engagement, communication, and wellbeing scales out of 104 APS agencies.

We offer a range of benefits including:

- access to flexible working arrangements to support your work/life balance
- attractive remuneration packages including generous superannuation and leave provisions
- challenging and fulfilling work where you can use your skills and expertise
- opportunities for professional development including study assistance

We are committed to creating genuine opportunities for everyone and we welcome applications from First Nations people(s), people with disability, LGBTIQA+, neurodiverse people and people from diverse cultural and linguistic backgrounds.

The AIHW has offices in Canberra and Sydney and offers remote work opportunities for many roles.

For more information, visit the [Benefits of working](#) for the AIHW page of our website. **Duties**

Position Summary

As a Team Leader you will typically be responsible for the management and supervision of teams and/or projects relevant to the Unit's work. Roles are available leading analytical teams and data improvement teams.

Under general direction you will:

- Lead the development, management and/or analysis of data including the preparation of reports, technical papers, and presentations for various audiences.
- Provide strategic advice and develop options on professional, technical, and management matters.
- Work collaboratively with the Unit Head and other officers within the institute to provide leadership, direction, and performance management of staff, and the effective management of allocated resources.
- Manage complex projects and activities and provide administrative and professional support.
- Liaise and negotiate with other areas of the AIHW, other Commonwealth government agencies, state and local authorities, and business or community organisations, and represent the AIHW at meetings as appropriate to the responsibilities above.

Eligibility

To be eligible to apply for this vacancy, you must:

- Be an Australian citizen.
- Be of Aboriginal and/or Torres Strait Islander descent, identify as Aboriginal or Torres Strait Islander, and be accepted by your community as being Aboriginal or Torres Strait Islander.
- Undergo any required pre-employment checks, including a police records check obtain and maintain a valid Security Clearance if required by the institute.
- A probationary period of six months will apply to any new engagement to the APS.

If you are successful in progressing to the interview stage, you will be required to provide suitable evidence of your Aboriginal or Torres Strait Islander status. **Notes**

How to Apply:

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

1. Share Your Journey: We are eager to learn about your background and how your skills and experiences can significantly contribute to our institute. Please ensure your narrative aligns with the position summary and selection criteria provided above and keep it within 750 words.

2. Your current CV and the names of two referees.

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

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

About the Australian Institute of Health and Welfare

To Apply

Position Contact	Dinesh Indraharan, 02 6249 5144
Agency Recruitment Site	https://aihwcareers.nga.net.au/cp/

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Health

Vacancy VN-0758178

Australian Radiation Protection and Nuclear Safety
Agency

Closing Date:Sunday 18 May 2025

Job Title	Audit Support Officer
Job Type	Full-Time;Part-Time, Ongoing
Location	Yallambie VIC, Miranda NSW
Salary	-
Future Merit Locations	Yallambie, Miranda
Office Arrangement	Flexible
Office Arrangement Details	Flexible
Classification	Executive Level 1
Position Number	13487
Agency Website	https://www.arpansa.gov.au/

Job Description

<https://candidate.aurion.cloud/arpansa/production/redirect/to/dmFjYW5jaWVzLzI5MTI3MDg2MjA1OTIxOTIh-MS9IZC>

The role is deputy to the Director of ACDS in determining the service's strategic direction, oversight and operations. The role supports the Director through coordination of the overall audit schedule, quality management, budget, and service agreements of the ACDS dosimetric auditing program, and will further develop the ACDS' close partnership with the clinical customers. You will provide direction and support to the team in day-to-day operation of the ACDS.

Working under the broad direction of the Director, you will lead and manage a small team of direct reports to successfully deliver the audit service to radiation oncology facilities throughout Australia and New Zealand. The work entails direct engagement with the customer clinical management teams, providing specialised advice and anticipating their needs regarding the audit service. The role includes the quality manager responsibilities for the ACDS, working with the ARPANSA Quality Manager to maintain NATA accreditation.

A key function of the role is to perform dosimetry audits for the ACDS at radiation oncology facilities and lead audit development as required. You should achieve trainer status in at least one audit level and maintain a lead audit workload. You will liaise with radiation oncology facilities across Australia and New Zealand to promote the service and improve and tailor it as required for clinical requirements.

The Clinical Operations Lead represents the ACDS to professional radiation oncology organisations, maintains relationships with clinical trials groups and contributes to publications and conferences of national and international relevance.

The position may be based in either of ARPANSA's offices in Yallambie, VIC or Miranda, NSW. Flexible work arrangements may be negotiated. The role includes regular travel to perform audits in Australia and New Zealand. If based in Miranda, the role will require several short-term deployments in the Yallambie office each year.

Duties

- Support the Director of ACDS in ongoing oversight and operations of the audit service, providing reports to ARPANSA executive management and the Commonwealth government, and stepping in for the Director as required.
- Support the Director of ACDS in determining the service's future directions.
- Oversee the audit program for the ACDS. Key contact with customer clinical management teams, providing specialised advice and anticipating their needs regarding the audit schedule.
- Lead and manage a small team of direct reports, acting as a mentor to develop individuals in their roles and providing regular performance assessment feedback.
- Perform complex dosimetry measurements for the ACDS, both in ARPANSA and in radiation oncology facilities. Measurements will include treatment dose assessment using phantoms, beam characterisation and linac output. Perform high-level data analysis and interpretation of audit results.
- Review audit reports and recommendations regarding non-optimal outcomes to ensure sound scientific basis and clarity while remaining sensitive to the customer's clinical needs. Manage the ACDS response to out-of-tolerance outcomes and follow up. Present quarterly reports to the Clinical Advisory Group.
- Liaise with the ARPANSA Quality Manager to ensure the ACDS quality management systems are maintained and implemented in compliance for NATA accreditation.
- Develop the ACDS budget and service agreements, and review quarterly financial reports.
- Develop and maintain relationships with the Medical Radiation Services Branch executive and other services in ARPANSA that provide financial, legal, security and other governance, technical and administrative support to the audit program. Represent the ACDS on internal committees.
- Collaborate with radiation oncology facilities, clinical trials groups and professional bodies to improve the audit services and tailor them to clinical requirements, including abiding by state and federal health department recommendations. Present reports to the Clinical Advisory Group, as required.
- Liaise with international peer organisations, such as TROG Cancer Research, the IAEA Dosimetry Audit Network and the Global Harmonization Group for RT QA (GHG) to maintain the consistently high standard required to improve the safety and quality of patient outcomes globally.
- Contribute to research and development projects leading to peer-reviewed scientific reports and publications. Participate in external committees, conferences and workshops of national and international relevance.

Eligibility

Selection criteria

The selection criteria for this role are:

1. Expert working knowledge of radiotherapy procedures and radiation dosimetry, in particular, with respect to existing and emerging radiotherapy technologies in Australia.
2. Highly developed leadership, organisational and time-management skills. Proven ability to prioritise competing demands and lead a multi-disciplinary team to deliver timely outcomes within a challenging and changing environment.
3. Exceptional interpersonal and communication skills with client focus, and ability to effectively engage and develop collaborative working relationships with the radiation oncology related professions.
4. Ability to perform complex dosimetry measurements, high-level data analysis and interpretation of results as part of the national auditing program.
5. In-depth knowledge of quality management and safety systems and in the assessment of risk from radiotherapy procedures. Experience in the development and maintenance of a quality manual.
6. Experience in budget development, contracts and financial management.
7. Ability to produce key reports and presentations, and ability to impart technical information to executive management and radiation oncology professionals.

Eligibility

Employment with ARPANSA is subject to:

- conditions prescribed within the Public Service Act 1999.
- Australian Government Security Vetting Agency (AGSVA) granting a security clearance at the required level.
- evidence of citizenship status required.
- evidence of qualifications required of the role.
- evidence of a completed national police-check with no risks identified by ARPANSA.
- the CEO of ARPANSA, or their Delegate, approving a Notice of Engagement.

The [Australian Government Security Clearance Application Guide Book](#) provides information on minimum eligibility requirements for holding a security clearance at the required level. Please ensure that you are able to provide the necessary documents if you apply for the position. More information on the security clearance vetting process is available on the [AGSVA website](#).

Notes

How to apply

Applications can be lodged through [ARPANSA Recruitment Portal](#).

Your application will consist of resume, ARPANSA cover letter to be completed via the portal, contact details for two referees and a '1000-word pitch' that considers:

- Key accountabilities
- Job specific capabilities
- Selection criteria.

ARPANSA recognises the need for our workforce to reflect the community we serve and provide an inclusive environment that respects and values diversity. We strongly encourage qualified applicants from diverse backgrounds to apply.

RecruitAbility

RecruitAbility applies to this vacancy. Under the RecruitAbility scheme applicants who choose to apply under the scheme will be invited to participate in further assessment activity for the vacancy, where they meet the minimum requirements for the position. ARPANSA will provide [reasonable adjustments](#) or flexibilities in the recruitment process as requested. For more information visit: .

<https://www.apsc.gov.au/recruitability>.

Merit pool

The selection process will establish a merit pool that may be used to fill similar positions within 18 months of advertising.

Enterprise Agreement

To find out more about the employment conditions at ARPANSA, please refer to our [Enterprise Agreement](#).

Thank you for your interest.

– ARPANSA

RecruitAbility applies to this vacancy. Under the RecruitAbility scheme you will be invited to participate in further assessment activity for the vacancy if you choose to apply under the scheme; declare 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 Radiation Protection and Nuclear Safety Agency

The Australian Radiation Protection and Nuclear Safety Agency (ARPANSA) is the Australian Government's primary authority on radiation protection and nuclear safety. Our purpose is to protect the Australian people and the environment from the harmful effects of radiation, through understanding risks, best practice regulation, research, policy, services, partnerships and engaging with the community.

To Apply

Position Contact	Rhonda Brown, 03 9433 2324
Agency Recruitment Site	https://candidate.aurion.cloud/arpnsa/production/redirect/to/dmFjYW5jaWVzLzI5MTI3MDg2MjA1OTIx

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Industry, Science, Energy and Resources

Vacancy VN-0758126

Department of Industry, Science and Resources (DISR)

Closing Date:Wednesday 21 May 2025

National Measurement Institute
Analytical Services Inorganic Chemistry Laboratory

Job Title	Laboratory Analyst
Job Type	Full-Time, Ongoing
Location	Sydney NSW
Salary	\$70,180 - \$76,095
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	This role is an on-site position working within a laboratory.
Classification	APS Level 3
Position Number	0864_05/25
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

We are the Australian Government's national authority on measurement. We play an important

role in the Australian economy by leading, maintaining and regulating Australia's measurement system. We deliver world-class measurement products, advice and client services and administer the regulatory framework for measurement. Our national measurement standards are recognised internationally, and we work to enhance and maintain these standards.

We value the different skills, knowledge and perspectives our employees bring. We're committed to giving everyone an equal opportunity to participate, contribute and progress. Our values and behaviours centre on being Adaptable, Innovative, Accountable, Strategic, Inclusive and Influential.

About the Analytical Services Branch

The Analytical Services Branch consists of a team of over 100 staff based in North Ryde and Port Melbourne. We are responsible for conducting chemical and biological measurement on a wide range of samples (including water, soil, food and pharmaceuticals). Performing a diverse range of tests (including elements, nutrients, organic contaminants and microbiological parameters). We provide analytical solutions and technical expertise for a large set of private sector and government clients across the environmental, food and health sectors, enabling them to meet their business, research and regulatory compliance needs. We also work closely with the tertiary education sector in Australia and have a number of international stakeholders.

The opportunity

The role of Inorganic Analyst resides within the Inorganic Chemistry Laboratory at NMI North Ryde. The Inorganic Analyst:

- is responsible for sample preparation and routine analysis for trace elements, nutrients and other inorganic analysis.
- will possess the skills and experience required at the APS3 work level standard.
- must have significant experience in a laboratory environment, be proficient in various preparation techniques and sample analysis using specialized laboratory equipment and instruments. The analyst reports to the Senior Analyst within the Inorganic Chemistry Laboratory.

What's in it for you?

Working at National Measurement Institute (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 flexible working arrangements where possible.
- access to staff counselling services.

We are offering ongoing role of Inorganic Analyst that will reside within the Inorganic Chemistry Laboratory at NMI North Ryde.

Our ideal candidate

National Measurement Institute (NMI) is looking for a candidate with tertiary qualifications in

science with an understanding, history of success and passion for both the technical and work processes of a laboratory operation. The successful candidate will seek to build leadership, interpersonal and communication skills and have a history of working well within a team. You will ideally have:

- Experience with sample preparation and analysis for trace elements and other inorganic analysis for example nutrients, BOD, cyanide by acid and enzymatic hydrolysis etc.) within an environmental or food testing laboratory.
- Knowledge of QA/QC requirements for NATA accredited testing laboratory and GMP environment.
- Experience working with sample preparation under biosecurity requirements.
- Strong ability to deliver high quality results under pressure in a busy laboratory environment.
- Demonstrated experience with working in a team environment to achieve mutual goals.

Demonstrated ability to consistently exhibit the NMI values of being adaptable, accountable, innovative, inclusive, influential and strategic. This includes building and sustaining positive relationships with team members and other teams, fostering a diverse and inclusive workplace, leading by example and showing integrity by being honest, transparent and accountable. **Duties**

- Undertake sample preparation of environmental and food/biota samples to allow trace elements and other inorganic analysis using ICPMS/ICPOES, Discrete Analyser, SFA, IC etc.
- Undertake various wet chemistry tests and prepare associated reports.
- Work in a team environment and prioritise work to achieve targeted turnaround times of results.
- Provide mentoring, on-the-job training and guidance on a range of analytical testing methods and instrumentation to a team member.
- Liaise with stakeholders and assist to resolve straightforward matters for example communicating with the service engineers to schedule service calls, obtaining consumables quotes from the suppliers etc.
- Understanding and execution of NMI WH&S manual and safety SOPs particular to the Inorganic Chemistry Laboratory.

Eligibility

The successful candidate will have tertiary qualifications in a scientific field (ideally chemistry) and have:

- significant experience working in a laboratory environment
- proficiency in various preparation techniques and sample analysis using specialised laboratory equipment

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

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

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

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

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

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

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

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Industry, Science, Energy and Resources

Vacancy VN-0758127

Department of Industry, Science and Resources (DISR)

Closing Date: Wednesday 21 May 2025

National Measurement Institute
Chemical & Biological Metrology Bioanalysis

Job Title	Molecular Biology Technician
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Sydney NSW
Salary	\$78,770 - \$85,027
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	This role is an on-site position working within a laboratory.
Classification	APS Level 4
Position Number	0876_05/25
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. Our national measurement standards are internationally recognised.

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 including pure chemicals, matrix mixtures and DNA standards. The branch also co-ordinates proficiency testing programs to assist laboratories assess their ongoing performance. The branch houses three of Australia's national testing laboratories, for forensic drugs, ultra-trace pollutants and anti-doping in sport. The branch delivers services across multiple sectors, including food, health and environment, carrying out research and development to enhance our capabilities in line with national and international requirements.

The Bioanalysis Section provides technical support and genetic reference materials within Australia and internationally. The industries we engage with include biotech instrument and test kit manufacturers, food and feed producers, biotherapeutic manufacturers and cancer research organisations.

The opportunity

We need a systematic, well organised person to help us supply reference materials to our expanding client base. The position encompasses a wide range of laboratory work using the latest digital PCR methods. You will be provided with thorough training in measurement science, method validation and the requirements for provision of accredited services by contributing the Bioanalysis Quality System. You will be supporting the smooth running of the section by maintaining laboratory reagents and arranging instrument calibrations.

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 experience and understanding of molecular biology techniques, including PCR, and the use and maintenance of scientific instruments
- demonstrated organisational skills to prioritise workflow whilst maintaining high quality laboratory work
- a systematic approach to inventory management
- the ability to work effectively as an individual and in a team to meet deadlines
- effective interpersonal and written communication skills, with a learner's mindset
- self-motivated and initiative
- knowledge of and experience in computer applications relating to data manipulation and Microsoft Office programs.

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

You will be accountable for managing your workflow to deliver timely, high-quality results.

The main functions of the position will be:

- participation in nucleic acid reference material production and trouble-shooting, under supervision, including method validation, quantification, stability studies and dispensing
- contribution to preparation of protocols, reports and quality documents
- analysis of DNA, environmental and food samples using validated methods
- ensuring adequate supplies of reagents and materials are maintained to enable the section to meet business goals
- maintaining scientific equipment and arranging calibration services when required
- liaising with internal and external clients, suppliers and stakeholders
- organising couriers to deliver reference materials to customers nationally and internationally
- contributing to maintenance of a safe workplace.

Eligibility

You will have a good conceptual understanding of genetic analysis gained through tertiary qualifications or equivalent 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

Since you may be handling biological materials such as human blood or wastewater, we will provide relevant vaccinations if needed and assessment of immunity.

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

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

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

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	Kate Griffiths, N/A
Agency Recruitment Site	https://industrycareers.nga.net.au/?AudienceTypeCode=EXT

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Prime Minister and Cabinet

Vacancy VN-0758026

Australian Public Service Commission

Closing Date:Sunday 18 May 2025

APS Academy and Capability
Professions and Pathways APS Professions

Job Title	Strategy and Engagement Lead
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Various locations - WA WA, Canberra ACT, Various locations - NSW NSW, Various locations - QLD QLD, Various locations - NT NT, Various locations - SA SA, Various locations - VIC VIC, Various locations - TAS TAS
Salary	\$119,919 - \$137,443
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;On Site;Flexible;Hybrid
Office Arrangement Details	Open to negotiation
Classification	Executive Level 1
Position Number	2025_25
Agency Website	https://www.apsc.gov.au/

Job Description

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

About the team

The APS Professions Team is highly motivated and committed to developing strategic approaches to how we understand, identify, use, build and measure specialist capability in the APS. We are responsible for the APS Professions model and the coordination of strategies and activities to support the APS Professions and agencies to build the competency of the APS workforce in critical and specialist capabilities. We work collaboratively with stakeholders domestically and internationally across government, academia and industry to co-design approaches to attracting, developing, retaining and deploying a highly capable workforce.

Duties

This dynamic role blends strategy, engagement, and coordination to support the APS Professions. As the Strategy and Engagement Lead, you will play a pivotal part in shaping workforce strategies, managing high-level engagements, delivering impactful products and services, and providing seamless coordination and secretariat functions.

Key Responsibilities

- **Strategic Advisory:** Offer professional and policy advice on workforce capability building, leveraging objective and systematic research.
- **Strategy Development:** Lead or contribute to the creation, maintenance, and review of strategies, frameworks, plans, and related guidance materials.
- **Operational Improvement:** Collaborate with team members to identify opportunities, address challenges, and enhance operational efficiency.
- **Stakeholder Engagement:** Build strong relationships with internal and external stakeholders by understanding their needs and exceeding their expectations.

- **High-Quality Materials:** Prepare engaging presentations, briefings, and meeting materials independently and with minimal direction.
- **Compelling Communication:** Develop narratives and communication materials in partnership with the APSC’s communications team to highlight the work of the APS Professions.
- **Coordination and Support:** Provide exceptional coordination and secretariat services for the APS Professions and Heads of Professions.

Eligibility

Under section 22(8) of the Public Service Act 1999, employees must be Australian citizens to be employed in the Australian Public Service (APS) or, in limited circumstances, in the process of obtaining citizenship.

Successful applicants will be required to undergo the process to obtain and maintain, or continue to hold the required security clearance level for the role as indicated. All Commission staff are required to have a minimum Baseline security clearance prior to commencement.

Successful applicants will be required to undergo a mandatory National Criminal History check as part of the pre-employment eligibility checks.

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

Notes

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

About the Australian Public Service Commission

The Australian Public Service Commission (APSC) is a central agency within the Prime Minister and Cabinet portfolio. The Commission supports two statutory office holders: the Australian Public Service Commissioner—who is also agency head—and the Merit Protection Commissioner. Their functions are set out in sections 41(1) and 50(1), respectively, of the Public Service Act 1999. About the Commission The Australian Public Service Commission is a non-corporate Commonwealth entity within the Prime Minister and Cabinet portfolio. Our Statutory responsibilities are detailed in the Public Service Act 1999. The APSC also provides resources to support the Merit Protection Commissioner. We operate under the Public Governance, Performance and Accountability Act 2013. We employ around 350 staff, and have offices in Canberra and Sydney.

To Apply

Position Contact	Jo Cantle, 0439 040 335
Agency Recruitment Site	https://apsc.nga.net.au/cp/

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Prime Minister and Cabinet

Vacancy VN-0758214

Northern Land Council

Closing Date: Saturday 07 June 2025

Land and Sea Management
Partnerships and Enterprise Development

Job Title	Environmental Markets Coordinator
Job Type	Full-Time, Ongoing
Location	Darwin NT
Salary	\$110,763 - \$110,763
Future Merit Locations	Darwin
Office Arrangement	On Site;Flexible
Office Arrangement Details	We are flexible on work schedules, timings
Classification	
Position Number	N83
Agency Website	www.nlc.org.au

Job Description <https://jobs.nlc.org.au/job-details/query/Environmental+Markets+Coordinator/in/Australia/9532869/>

- **Location:** Darwin
- **Status:** Full-time Ongoing

NLC is looking for someone passionate about Indigenous land, climate, and culture to lead a powerful program rooted in purpose.

Duties

About the Role

As our new Environmental Markets Coordinator, you'll be at the forefront of shaping and delivering the Northern Land Council's (NLC) Environmental Market Program — starting with the Indigenous Land and Sea Corporation (ILSC)-funded Savanna Fire Management (SFM) initiative. You'll work directly with Traditional Owners, Aboriginal corporations, and Indigenous landholders across the Northern Territory to develop sustainable, culturally informed carbon projects and other environmental market enterprises. Your work will help generate meaningful income for Aboriginal communities while protecting country and culture for future generations.

Eligibility

What you will Bring

You're an experienced project leader with strong skills in environmental markets, policy, and Indigenous engagement. With excellent planning and relationship-building skills, you'll ensure projects are not only well executed but deeply grounded in community priorities and long-term sustainability. Your communication is clear and accessible, and your leadership style is all about respect, collaboration, and capability building. In addition to this you will have:-

- Degree level qualifications in a relevant field such as Business and / or Environmental Sciences.
- Minimum of five (5) years' relevant experience including previous experience in the carbon market, demonstrating technical expertise in environmental market business development and knowledge of the Australian Carbon Credit Unit Scheme.
- Understanding of the Aboriginal Land Rights (NT) Act 1976 and other legislation relevant to the land interests of traditional owners and Aboriginal communities, as managed by the NLC.
- Current Northern Territory Driver's licence and ability to travel to or within remote areas, as required.

Notes

What's in it for you?

At the NLC, you'll thrive in a supportive and inclusive workplace that values professional growth, cultural respect, and work-life balance. You will be part of a passionate team committed to land rights, sustainability, and self-determination.

This role offers the opportunity to empower local communities in some of the most culturally and biologically diverse areas of Australia.

We offer:

- A **base salary of \$110,763** per annum plus 14.5% superannuation and salary sacrificing up to \$15,900 + Meal Entertainment and Holiday Accommodation benefits up to \$2,650 per year.
- Other benefits under our Enterprise Agreement include:
 - **District allowance** of up to \$4,797 per annum for individuals with dependents and \$2630 without dependents.
 - 5 weeks **annual leave**, leaving loading, 18 days personal leave;
 - **Paid Christmas close down**;
 - Upon completion of 12 months of service an **Annual airfare** with a net (in hand) value of \$2,961

Interested applicants should send a copy of their CV along with a cover letter outlining why you are interested in this position and what relevant skills and experience will you bring to the role.

If you have any further queries please contact: Bridie Velik Lord on 0418 521 735

Applications will be assessed upon receipt. We retain the right to finalise the recruitment process once a suitable candidate has been identified.

About the NLC

The Northern Land Council (NLC) is an independent statutory authority of the Commonwealth. The NLC is established under the Aboriginal Land Rights Act (NT) 1976 and its purpose is to serve its constituents who are Traditional Owners (TOs) and other Aboriginal people living in their region. Cultural knowledge and lived experience are central to the work that we do here at NLC. We are committed to enhancing Aboriginal peoples social, political and economic participation by supporting their aspirations and amplifying their voices on a range of issues impacting on their lands, seas, culture and communities.

About the Northern Land Council

To Apply

Position Contact	Bridie Velik Lord, 0418 521 735
Agency Recruitment Site	https://jobs.nlc.org.au/job-details/query/Environmental+Markets+Coordinator/in/Australia/9532869/

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Social Services

Vacancy VN-0758191

National Disability Insurance Agency

Closing Date: Tuesday 20 May 2025

CHIEF PEOPLE AND WELLBEING OFFICER
People Support and Integrity Workplace integrity

Job Title	EL1 Assistant Director Workplace Integrity
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Brisbane QLD, Deakin ACT, Geelong VIC, Robina QLD, Newcastle NSW, Adelaide SA, Melbourne VIC
Salary	\$120,530 - \$131,919
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	Positions may be offered for working from home, split offering under hybrid, or may be flexible
Classification	Executive Level 1
Position Number	1145_04/25_EXT
Agency Website	https://www.ndis.gov.au

Job Description

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

Our participants, Our people, Our purpose

Currently, there are around 5.5 million Australians with a disability. The National Disability Insurance Agency (NDIA) implements the National Disability Insurance Scheme (NDIS), which is one of the biggest social reforms in the country since Medicare. As an Agency, we support more than 690,000 participants with a significant and permanent disability, and the families and carers of those living with disability. For many Australians, this will be the first time they receive the support they need. The NDIA is designed to enhance the quality of life and increase economic and social participation of people with disability and will mean a peace of mind for every Australian.

A new role awaits

We are seeking HR professionals at the Executive Level 1 classification level with strong leadership skills and an obsession for excellent customer service to join our dynamic People Support and Integrity Branch as an Assistant Director in our Workplace Integrity team.

As an Executive Level 1 within the People, Culture and Wellbeing Division, you will provide sound technical and strategic HR advice to your director and business areas across the Agency to support emerging workforce requirements. You will manage connected, efficient and effective HR services, coordinate Agency wide initiatives, and grow capabilities to ensure a consistent experience for managers and staff across the NDIA nationwide.

Focused on continuous improvement, you will collaborate with colleagues and teams across the Agency to ensure that our workforce understand their roles, responsibilities, and expectations, and how they contribute to the safety and wellbeing of others. You will play an important role in leading engagement and championing inclusion, enabling our people to thrive and bring their best selves to work each day.

The EL1 Assistant Director Workplace Integrity is a team membership position within the NDIA and requires the ability to resolve issues and risks across a broad range of activities of substantial depth and significant detail. The role provides support to the team leadership of their work area in the planning and coordination of the team.

Duties

Where you can add value

The EL1 Assistant Director Workplace Integrity is responsible for actively managing key internal and external stakeholder relationships and where required will represent and negotiate on behalf of the NDIA to advance the NDIA's interests across a range of forums.

Duties include but are not limited to:

- Anticipating stakeholder needs, managing expectations, and providing expert advice on complex workforce issues with integrity and professionalism.
- Researching, interpreting, and applying an extensive knowledge of the APS HR legislation and policies and NDIA's Enterprise Agreement and related HR policies to provide advice, support and management relating to complex people matters.
- Undertaking risk evaluation processes to make decisions, with limited direction, on the appropriate course of action to address very complex people matters in often challenging environments with multiple impacts.
- Undertaking Code of Conduct investigations and case management in accordance with the Public Service Act 1999 (PS Act).
- Conducting primary Reviews of Action and case managing secondary Reviews of Action under Section 33 of the PS Act.
- Undertaking case management of external jurisdiction matters in collaboration with the Agency Legal Services Branch.
- Reviewing, analysing, and managing NDIA policies owned by the team and actively contributing to other HR policy reviews.
- Assessing, reporting, and analysing case metrics to provide the executive with meaningful, accurate and timely data in order to anticipate issues and organisational risk, inform decisions and steer the direction of people management in the NDIA.
- Leading improvement projects, assessing their impact on strategic or operational outcomes, and managing change.
- Effectively managing competing priorities, overseeing workflows, and ensuring timely and effective delivery of services.

Eligibility

Enough about us, let's talk about you

What we're looking for in our ideal candidate is that as a change agent, an innovator, and a progressive thinker, you approach challenge with optimism and curiosity. You enjoy working with people, for people, and possess a contemporary attitude to people with disability.

You are a strong leader with experience in creating and being part of a safe, supportive team environment. You can work independently but value the experience and skill of others and work well within a group of peers, supporting one another to achieve high quality outcomes.

You demonstrate excellent judgement, value partnership, and respect diverse ideas and perspectives. You model a willingness to try new approaches, take risks and learn.

As an experienced and solutions focused leader and people manager, you have demonstrated experience in building professional HR capability and organisational capacity. You pride yourself on your stakeholder management skills and you lead with a mindset of stewardship, committed to leaving your role and work function better than when you found it.

In line with the values and mission of the NDIA, you will have a positive contemporary attitude to people with disability, along with understanding and knowledge of disability and its impact on individuals. This role will provide you with opportunities to make a real difference in the lives of people with a disability and contribute to the success of the NDIA for generations to come.

The successful candidate will be able to demonstrate experience in investigating code of conduct matters within a Australian Public Service department, state government or large corporate sector environment A Certificate IV in Government Investigations or other equivalent qualifications would be well regarded.

Your NDIA Experience

We work as one team. We are accepting, diverse and driven. We take a shared approach to making progress. We welcome and

support each other and encourage different ideas, insights and opinions. We empower and enable each other to be our best. We collaborate, connect and work together to create a workplace that makes us proud. And while we're based far and wide across the country, we make sure nobody feels they are out on their own.

- You will work for a socially inclusive and culturally diverse workplace, that is making a meaningful impact to the lives of more than 600,000 Australians.
- Access to higher superannuation and above market leave entitlements
- Competitive remuneration and working conditions that support a positive work life balance
- Access to ongoing professional development and learning

While this role is ideally performed from **Deakin - ACT, Geelong - VIC, Brisbane - QLD, Robina - QLD, Newcastle -NSW, Adelaide - SA, Richmond – VIC** remote working arrangements may be considered.? We intend to fill this role in an ongoing capacity, however non-ongoing roles up to 12 months with the possibility of extension up to 2 years may be offered.

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.

Applications for this role close at 11:30pm (AEST) on Tuesday 20 May 2025

If you have any questions, please contact **Clare McArthur** on **0472861914** or email **Clare.mcarthur@ndis.gov.au**

With the exception of personal details, applications can NOT be edited or updated once submitted for consideration. Please make sure you are completely satisfied with your entire application before submitting.

NDIA is committed to supporting an inclusive and diverse workforce and welcomes and encourages applications from People with Disability (PwD), 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. NDIA 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. If you require an adjustment to be made during the recruitment process (including alternate formats of the application form) or have an enquiry about the support provided, please contact [[Recruitment Partner]] on [[Recruitment Partner Contact Number]] [[Recruitment Partner Email]].

RecruitAbility applies to this position: The RecruitAbility scheme supports people with disability applying for jobs in the Australian Public Service (APS) by giving you a better opportunity to put forward your skills and experience during the selection process.

There are certain roles within the National Disability Insurance that may require mandatory vaccination, subject to government order or directive. Evidence may be required prior to commencement. **Notes**

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

About the 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	Clare McArthur, 0472861914
Agency Recruitment Site	https://www.ndis.gov.au/about-us/careers-ndia

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Social Services

Vacancy VN-0758169

National Disability Insurance Scheme (NDIS) Quality and Safeguards Commission

Closing Date:Tuesday 20 May 2025

Complaints and Engagement
Complaints and Incidents Various

Job Title	Regulatory Officer
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Adelaide SA, Brisbane QLD, Canberra ACT, Darwin NT, Hobart TAS, Melbourne VIC, Penrith NSW, Parramatta NSW, Perth WA
Salary	\$80,270 - \$86,280
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	Positions may be offered for working from home, split offering under hybrid, or may be flexible
Classification	APS Level 4
Position Number	091_05/25
Agency Website	https://www.ndiscommission.gov.au/

Job Description

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

An exciting new role awaits

The NDIS Commission is undergoing a period of exciting transformation. If you are forward thinking, self-motivated, resilient, and adept at building relationships in a complex and fast paced environment, we welcome you to explore the NDIS Commission as your next challenge. This process may be used to fill positions across the Complaints and Incidents Branch.

Regulatory professionals undertake an assessment of matters in line with agreed processes. They also use decision making capability and work within a defined regulatory framework aligned to the Enterprise Prioritisation Model (EPM).

As a Regulatory Officer you will undertake assessment of matters applying the NDIS Commission's risk prioritisation criteria, setting out how the NDIS Commission assesses and applies a risk proportionate regulatory response.

Duties

Duties may include, but are not limited to, the following:

1. Supporting the assessment of matters aligned to the Enterprise Prioritisation Model (EPM). Matters are received through multiple external facing channels including phone, email and web-based. This also includes communicating effectively, balancing and prioritising the needs of our stakeholders.
2. Safeguarding of NDIS participants through timely identification of risk/s and undertaking a referral to the appropriate team in line with the NDIS Quality and Safeguarding Framework.
3. Knowledge of the National Disability Insurance Scheme Act 2013 (NDIS Act) and Rules.
4. Managing and oversight of a caseload of matters relating to the provision of supports and services by NDIS providers.
5. Developing productive working relationships with stakeholders to facilitate the work of the Complaints and Incidents Branch, and the NDIS Commission more broadly.

6. Maintaining accurate records by keeping systems and registers updated to reflect the status of work.
7. Contributing to team outcomes and quality assurance within a team environment.
8. Applying legislative, policy knowledge and actions whilst maintaining a well-developed understanding of relevant frameworks.

Eligibility

The occupant of the position:

1. Has a positive and contemporary attitude to people with disability.
2. The ability to manage and prioritise workload by completing tasks in a timely manner and to the required standard/s.
3. The ability to provide accurate advice in a clear and concise manner.
4. The ability to use judgement and knowledge to apply guidelines, procedures and legislation.
5. Well-developed interpersonal skills and the ability to develop productive working relationships with co-workers and stakeholders.
6. A positive attitude to professional development and autonomous learning.

Other requirements

This position may deal with distressing information. Occupants must:

1. Demonstrate resilience and an understanding of vicarious trauma.
2. Support others in dealing with distressing information.
3. Demonstrate transferrable skills working in a regulatory environment.
4. Display the ability to access and use client records management system (CRM) and associated business applications.
5. Demonstrate an understanding of the NDIS Quality and Safeguarding Framework and National Disability Insurance Scheme Act 2013 (NDIS Act).

Notes

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

About the National Disability Insurance Scheme (NDIS) Quality and Safeguards Commission

The NDIS Quality and Safeguards Commission (NDIS Commission) offers roles that make a real difference in the community. As the dedicated national regulator of NDIS service providers and workers in Australia, the NDIS Commission upholds the rights of NDIS participants to quality and safe supports or services, including those received under the National Disability Insurance Scheme (NDIS). The NDIS Commission encourage applications from people with disabilities, LGBTQIA+ people, women and people with diverse linguistic and cultural backgrounds. The organisation recognises the richness of Aboriginal and Torres Strait Islander culture, and the unique knowledge Aboriginal and Torres Strait Islander employees bring to the workplace, policy development and service delivery. The NDIS Commission participates in the Australian Public Service RecruitAbility Scheme which provides equitable adjustments for applicants with disability A full definition of disability is included on this website Definition of Disability.

To Apply

Position Contact	Samantha Gallagher, (07) 2149 8660
Agency Recruitment Site	https://ndiscommission.nga.net.au/?AudienceTypeCode=EXT

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Social Services

Vacancy VN-0758171

National Disability Insurance Scheme (NDIS) Quality and Safeguards Commission

Closing Date: Thursday 22 May 2025

Complaints and Engagement
Complaints and Incidents Various teams

Job Title	Regulatory Officer
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Melbourne VIC, Adelaide SA, Brisbane QLD, Canberra ACT, Darwin NT, Hobart TAS, Penrith NSW, Parramatta NSW, Perth WA
Salary	\$88,155 - \$94,143
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	Positions may be offered for working from home, split offering under hybrid, or may be flexible
Classification	APS Level 5
Position Number	093_05/25
Agency Website	https://www.ndiscommission.gov.au/

Job Description

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

An exciting new role awaits

The NDIS Commission is undergoing a period of exciting transformation. If you are forward thinking, self-motivated, resilient, and adept at building relationships in a complex and fast paced environment, we welcome you to explore the NDIS Commission as your next challenge. This process may be used to fill positions across the Complaints and Incidents Branch.

Regulatory professionals undertake an assessment of matters in line with agreed processes. They also use decision making capability and work within a defined regulatory framework aligned to the Enterprise Prioritisation Model (EPM).

As a Regulatory Officer you will undertake assessment of matters applying the NDIS Commission's risk prioritisation criteria, setting out how the NDIS Commission assesses and applies a risk proportionate regulatory response.

Duties

Duties may include, but are not limited to, the following:

1. Supporting the assessment of matters aligned to the Enterprise Prioritisation Model (EPM). Complex matters are received through multiple external facing channels including phone, email and web based.
2. Conducting assessments to determine the appropriate regulatory action required, in-line with the EPM. This may include consolidating matters.
3. Safeguarding of NDIS participants through timely identification of risk/s and undertaking a referral to the appropriate team in line with the NDIS Quality and Safeguarding Framework.
4. Managing complaints/incidents of a more complex nature relating to the provision of supports and services by NDIS providers.
5. Developing productive working relationships with stakeholders to facilitate the work of the Complaints and Incidents Branch, and the NDIS Commission more broadly.
6. Maintaining accurate records by keeping systems and registers updated to reflect the status of work.
7. Contributing to team outcomes with technical expertise and sound subject matter knowledge, providing guidance and quality assurance within a team environment.
8. Applying legislative, policy knowledge and actions whilst maintaining a well-developed understanding of relevant frameworks.

Eligibility

The occupant of the position:

1. A positive and contemporary attitude to people with disability.
2. The ability to manage competing priorities within a changing environment.
3. Well-developed communication skills to provide clear advice and written guidance.
4. The ability to maintain a well-developed understanding of relevant legislation and policy frameworks.
5. Well-developed interpersonal skills and the ability to develop productive working relationships with co-workers and stakeholders.
6. The ability to support the learning of others through coaching of less experienced staff and has a positive attitude to professional development and autonomous learning.
7. The capacity to interpret and apply the NDIS Act and Rules, the NDIS Quality and Safeguarding Framework, including regulatory and compliance processes.

Other requirements

This position may deal with distressing information. Occupants must:

1. Demonstrate resilience and an understanding of vicarious trauma.
2. Support others in dealing with distressing information.
3. Demonstrate transferrable skills working within a regulatory environment.

4. Display the ability to access and use client records management system (CRM) and associated business applications.
5. Demonstrate an understanding of the NDIS Quality and Safeguarding Framework and National Disability Insurance Scheme Act 2013 (NDIS Act).

Notes

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

About the National Disability Insurance Scheme (NDIS) Quality and Safeguards Commission

The NDIS Quality and Safeguards Commission (NDIS Commission) offers roles that make a real difference in the community. As the dedicated national regulator of NDIS service providers and workers in Australia, the NDIS Commission upholds the rights of NDIS participants to quality and safe supports or services, including those received under the National Disability Insurance Scheme (NDIS). The NDIS Commission encourage applications from people with disabilities, LGBTQIA+ people, women and people with diverse linguistic and cultural backgrounds. The organisation recognises the richness of Aboriginal and Torres Strait Islander culture, and the unique knowledge Aboriginal and Torres Strait Islander employees bring to the workplace, policy development and service delivery. The NDIS Commission participates in the Australian Public Service RecruitAbility Scheme which provides equitable adjustments for applicants with disability A full definition of disability is included on this website [Definition of Disability](#).

To Apply

Position Contact	Rebecca Lane, 0436 932 240
Agency Recruitment Site	https://ndiscommission.nga.net.au/?AudienceTypeCode=EXT

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Treasury

Vacancy VN-0758188

Australian Securities and Investments Commission

Closing Date: Tuesday 20 May 2025

Job Title	Team Leader - Small Business Enforcement
Job Type	Full-Time, Ongoing
Location	Melbourne VIC
Salary	-
Future Merit Locations	Melbourne
Office Arrangement	Hybrid
Office Arrangement Details	Hybrid
Classification	Executive Level 1
Position Number	1852919
Agency Website	https://asic.gov.au/about-asic/what-we-do/

Job Description https://careers.asic.gov.au/jobtools/jncustomsearch.searchResults?in_organid=16529&in_jobDate=All

Duties

At ASIC, you can be the change that ensures a fair, strong and efficient financial system for the benefit of all Australians. Contribute to delivering on ASIC's purpose, vision, and strategic priorities to help maintain the integrity of the financial system and protect consumers from harm.

Bring your management and investigative experience in this unique opportunity as a Team Leader - Small Business Enforcement, to achieve impactful outcomes within the sector.

- **Melbourne location with hybrid working arrangements**
- **\$123,444 - \$144,386 (depending on experience) + 15.4% Superannuation**
- **Permanent position**
- **Applications close at 11:59pm AEDT, Tuesday 20 May 2025**

The team

ASIC's Enforcement and Compliance Group (ECG) is responsible for the conduct of ASIC's initial inquiries, compliance and enforcement work across all sectors excluding markets. The ECG

comprises Enforcement Inquiries and Compliance, Investigation and Special Operations Teams and Enforcement Services.

The ECG Investigation Teams are responsible for conducting investigations to establish whether there have been contraventions of the law with a view to undertaking appropriate enforcement action.

The Small Business Enforcement (SBE) Team is an ECG investigation team, responsible for protecting the interests of small businesses and small business creditors. The SBE team conducts investigations into insolvent companies and non-compliance by directors and officers of insolvent companies of their statutory obligations under the Corporations Act.

SBE team investigations can lead to administrative proceedings to ban persons from managing corporations, orders to undo a creditor defeating disposition and criminal proceedings relating to illegal phoenix activity and misappropriation of company assets.

The role

As a **SBE Team Leader**, you will make an important contribution to the SBE Melbourne Team (and to other SBE teams located in Brisbane, Sydney, Perth and Adelaide) by managing and providing strategic guidance to team members and overseeing a high-volume and variety of cases to deliver on key enforcement priorities and outcomes.

You will be responsible for:

- Planning and scoping investigations, identifying the most appropriate investigative approach.
- Analysing collected evidence utilising technology and relevant legal knowledge and developing appropriate case theories and actively progress investigations.
- Identifying risks and issues arising in investigations that present challenges and implementing strategies to overcoming these challenges.
- Compiling briefs for the Commonwealth Director of Public Prosecution (CDPP) and assisting them to prepare and conduct criminal prosecutions.
- Supporting Enforcement Legal Services in commencing and conducting administrative, civil and / or criminal litigation in the Supreme and/ or Federal Courts, including briefing and instructing Counsel.
- Compiling administrative briefs to ASIC delegates, liaising with delegates and representing ASIC at administrative hearings.

About you

With your demonstrated experience in a role that involved investigation, case management or detection of misconduct, including the preparation of criminal briefs of evidence, you will have the technical expertise and specialist skills to assist ASIC in providing solutions on complex investigations and achieve impactful outcomes. Your experience includes management skills, excellent written and verbal communication skills, and the ability to manage effective stakeholder relationships.

You will also demonstrate:

- Strong investigative and analytical skills with significant experience planning and managing investigations and projects through to conclusion and in accordance with project timelines.
- Planning and organising skills and ability to manage multiple tasks and meet timeframes.

- Adept at using technology with an ability to use digital investigative tools.
- Tertiary qualifications in law, commerce, accounting, criminology, or other relevant discipline will be highly regarded.

View the position description for more information or click 'apply' to start your application.

Applications close at 11:59pm AEDT, Tuesday 20 May 2025.

About ASIC

ASIC's remit is one of the broadest of regulators across the world. ASIC regulates corporations, markets, financial services and consumer credit and monitors and promotes market integrity and consumer protection in the Australian financial system. Through our enforcement work, we hold to account those who contravene the law, working to achieve strong outcomes that address the greatest consumer and investor harms.

ASIC is committed to providing a diverse and inclusive workplace where the very best talent in Australia chooses to work. Indigenous Australians are encouraged to apply as well as applicants from all backgrounds and with different abilities.

We offer a range of **employee benefits** including:

- Attractive superannuation
- Additional leave entitlements
- 50/50 hybrid work-from home model
- Flexible work arrangements
- Assistance for study and professional development

Click [here](#) to view ASIC's salary and benefits guide.

To read more about ASIC, you can visit our [website](#) or review our [Corporate Plan](#).

To work with us, you need to be an Australian citizen and be prepared to complete an ASIC Suitability and Baseline Assessment.

Eligibility

Notes

About the Australian Securities and Investments Commission

To Apply

Position Contact	Lina Christou, +61299112836
Agency Recruitment Site	https://careers.asic.gov.au/jobtools/jncustomsearch.searchResults?in_organid=16529&in_jobDate=All

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Treasury

Vacancy VN-0758185

Royal Australian Mint

Closing Date:Sunday 25 May 2025

Information & Security

Job Title	Business Support Officer
Job Type	Full-Time, Non-Ongoing
Location	Deakin ACT
Salary	\$77,848 - \$82,403
Future Merit Locations	Deakin
Office Arrangement	On Site;Hybrid
Office Arrangement Details	Flexible working arrangements may be negotiated.
Classification	APS Level 4
Position Number	1354
Agency Website	https://www.ramint.gov.au

Job Description

<https://www.ramint.gov.au/careers-mint>

The Information & Security Branch consists of Records Management, Information Communication Technology (ICT) & Security professionals who work to provide services, resources and tools to enhance the Mint's digital operations and security.

The Business Support Officer, under general direction of the Chief Information and Security Officer (CI&SO) is responsible for the management of ICT procurement and providing administrative support to the Information & Security Branch. The Business Support Officer collaborates with stakeholders in the Information and Security Branch and Finance teams to ensure the delivery and governance of both business-as-usual and project level procurements and associated record requirements for the Information and Security Branch.

The Business Support Officer provides administrative support to the CI&SO including notification of important communications directed to the CI&SO or to ICT purchasing mailboxes, assistance with management of appointments and Calendars, minute taking and coordination with other branches including the Executive.

Duties

1. Providing financial management support to the ICT branch including:
 - Coordinating quotations for products and services;
 - Assisting with management of the budget and tracking expenditure;
 - Advising on ICT procurement requirements; and
 - Managing purchase orders and processing invoices.
2. Assisting in the creation of contract documents using templates and providing contract management support to the branch.
3. Creating expenditure business cases to support and document procurement requirements.
4. Networking and negotiation with vendors to ensure value for money in procurement processes.
5. Assisting when required with telephone reception duties for the Service Desk including the logging of requests.
6. Providing administration assistance to the CI&SO as required.

Eligibility

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

How to apply

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](#).

Please submit your application by **11:30pm on 25 May 2025**. You will need to upload:

- a current resume
- a one-page-pitch that describes how your skills meet the requirements of the role as detailed in the position description.

Information on applying for a job in the Australian Public Service is available at the Employment page of our website.

About the Royal Australian Mint

To Apply

Position Contact	John Cock, 02 6202 8753
Agency Recruitment Site	https://www.ramint.gov.au/careers-mint

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Veterans' Affairs (part of the Defence Portfolio)

Vacancy VN-0758092

Department of Veterans' Affairs

Closing Date: Thursday 22 May 2025

Chief People Officer
Integrity, Security and Property Property Operations

Job Title	Leasing Manager
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Canberra ACT
Salary	\$101,449 - \$115,199
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	We support a range of flexible work arrangements in accordance with our Enterprise Agreement.
Classification	APS Level 6
Position Number	EXT-2025-0243
Agency Website	https://www.dva.gov.au/

Job Description

<https://dvajobs.nga.net.au/cp/index.cfm?event=jobs.home>

The **Chief People Officer** (CPO) Division provides a range of enabling services to DVA's business areas to support them in providing quality services to its veterans and their families. The **Integrity, Security and Property Branch** assists this goal through

the provision of business integrity, investigation, compliance, security and property management support to DVA business functions. As a member of the **Leasing Section**, you will be responsible for managing DVA's leased property portfolio which comprises over 50 properties nation-wide with an annual budgeted expenditure of approximately \$37 million.

The Leasing Manager reports to the Assistant Director of Leasing and is a critical position within the Leasing Section. The Leasing Manager will work under limited supervision and be primarily responsible for initiating and developing briefs in accordance with the Leasing Transaction Plan, managing budgets and maintaining financial controls, and undertaking procurement, reporting, and lease management activities. The role also requires significant internal stakeholder engagement throughout the leasing process and significant engagement with the Department of Finance to meet appropriate compliance requirements.

Duties

- Develop concise and well-written lease transaction briefs in accordance with the Lease Transaction Plan
- Initiate the lease transaction process including approaches to market, analysis of suitable properties in line with business requirements, the Commonwealth Leasing Strategy and agreed density targets, leveraging a Whole of Australian Government Property Service Provider
- Manage effective relationships within the Property team, the Department, Property Service Providers and Department of Finance.
- Understand, interrogate and advise on commercial property leases
- Manage the section's financial reporting obligations, and verify and process leasing related invoices, ensuring compliance with approved budgets and forecasts
- Manage the department's response to the annual Australian Government Property Register (AGPR) data collection
- Review and improve guidance materials and standard operating procedures (SOPS)
- Contribute to the annual update to the DVA Lease Transaction Plan through planning, data, and analysis
- Undertake minor procurement activities in support of the leased property portfolio, ensuring compliance to applicable legislation and policies
- Be responsible for the Leasing mailbox management and coordination.

Eligibility

- Under section 22(8) of the Public Service Act 1999, employees must be Australian citizens to be employed in the Australian Public Service (APS)
- All applicants external to DVA offered employment will be required to successfully undergo a pre-engagement screening check, even if they have a security clearance. The screening check is conducted in accordance with the Australian Government Protective Security Policy Framework requirements
- The successful candidate will be required obtain and maintain a Baseline Vetting (AGSVA) security clearance.

Mandatory

- Candidates must have demonstrated experience in government commercial lease management and associated processes.

Notes

This recruitment process is being used to fill ongoing and/or non-ongoing position/s. For more information about the role, please see the Candidate Information Pack.

Where a non-ongoing position is offered, the role will be filled for an initial specified term of up to 23 months.

A merit pool of suitable applicants may be created which may be used to fill future ongoing and non-ongoing vacancies should they become available over the next 18 months.

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

DVA embraces and fosters a culture that supports diversity, inclusion and respect, where people are empowered to fulfil their potential. We welcome people with diverse skills, experiences, perspectives and backgrounds. We are dedicated and committed to attracting and recruiting Aboriginal and Torres Strait Islander peoples and encourage applications from people with disability, people that identify as LGBTQIA+ and people from culturally and linguistically diverse backgrounds. Take on a rewarding, varied, and broad career with an Australian Public Service Department that can bring balance and flexibility to your working life, while supporting you to stay connected to your community.

DVA is committed to improving the data skills and capability of our workforce to underpin our goal of becoming a leading data-driven organisation.

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

This vacancy has been identified to participate in VetPaths. The Australian Public Service (APS) values the unique skills, perspectives, and experiences that veterans gain during their Australian Defence Force (ADF) employment and encourage veterans to apply. Support may be available to veterans transitioning to meaningful APS careers through participation in VetPaths, which offers veterans an opportunity to participate in a six-month program offering formal learning and development, career mentoring and activities for wellness and peer supports. For more visit: <https://www.dva.gov.au/about/careers/continuing-serve-vetpaths-support-pathway-veterans-new-australian-public-service-aps>

About the Department of Veterans' Affairs

The Department of Veterans' Affairs (DVA) exists to fulfil the nation's duty to support our serving and ex-serving Australian Defence Force members and their families. We do this through programs of care, compensation, commemoration, income and Defence support services. Our aim is to enhance self-sufficiency, quality of life, financial wellbeing and community recognition for those we support. DVA is both a policy and service delivery agency. We have strong relationships with Australian ex-service organisations, Federal and State Government agencies and the veteran community. DVA's vision is to honour veterans, and empower them and their families to continue life after service, within a society that understands and values their military service and their ongoing contribution to the community.

To Apply

Position Contact	Anthony Stubing, (02) 6289 6197
Agency Recruitment Site	https://dvajobs.nga.net.au/cp/index.cfm?event=jobs.home

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Veterans' Affairs (part of the Defence Portfolio)

Vacancy VN-0758094

Department of Veterans' Affairs

Closing Date: Thursday 22 May 2025

Technology and Finance
ICT Delivery

Job Title	Director
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Canberra ACT, Brisbane QLD, Adelaide SA, Melbourne VIC, Sydney NSW
Salary	\$153,912 - \$173,235
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	We support a range of flexible work arrangements in accordance with our Enterprise Agreement.
Classification	Executive Level 2
Position Number	EXT-2025-0244
Agency Website	https://www.dva.gov.au/

Job Description

<https://dvajobs.nga.net.au/cp/index.cfm?event=jobs.home>

The Digital Operations and Support Branch is looking to fill two vacant EL2 Director positions. The branch supports the operations and day-to-day running of the ICT Environment that enables the delivery of critical services to Veterans and families.

Duties

- Lead, develop and mentor staff to deliver high quality outcomes within approved budgets and deadlines, including identifying opportunities, providing individual feedback and supporting teams through change
- Lead, develop and mentor staff to deliver high quality outcomes within approved budgets and deadlines, including identifying opportunities, providing individual feedback and supporting teams through change
- Build and maintain effective internal and external stakeholder relationships to foster strong partnerships and support productive and timely outcomes
- Think strategically and innovatively to drive change, minimise risk and align actions with broader organisational priorities and objectives
- Effectively manage and prioritise the workload for the team to deliver agreed outcomes in a dynamic and busy environment and contribute to broader branch functions and initiatives in times of peak workload
- Provide high quality written and verbal evidence-based options and advice that demonstrates sound judgement and solution focused recommendations.
- Apply and promote the APS Values and Code of Conduct and the DVA values.
- Demonstrate capability in line with the Integrated Leadership System at the EL2 level.

Eligibility

- Under section 22(8) of the Public Service Act 1999, employees must be Australian citizens to be employed in the Australian Public Service (APS).
- All applicants external to DVA offered employment will be required to successfully undergo a pre-engagement screening check, even if they have a security clearance. The screening check is conducted in accordance with the Australian Government Protective Security Policy Framework requirements.
- The successful candidate will be required obtain and maintain a Negative Vetting Level 1 security clearance.

Notes

This recruitment process is being used to fill ongoing and/or non-ongoing position/s. For more information about the role, please see the Candidate Information Pack.

Where a non-ongoing position is offered, the role will be filled for an initial specified term of up to 23 months.

A merit pool of suitable applicants may be created which may be used to fill future ongoing and non-ongoing vacancies should they become available over the next 18 months.

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

DVA embraces and fosters a culture that supports diversity, inclusion and respect, where people are empowered to fulfil their potential. We welcome people with diverse skills, experiences, perspectives and backgrounds. We are dedicated and committed to attracting and recruiting Aboriginal and Torres Strait Islander peoples and encourage applications from people with disability, people that identify as LGBTQIA+ and people from culturally and linguistically diverse backgrounds. Take on a rewarding, varied, and broad career with an Australian Public Service Department that can bring balance and flexibility to your working life, while supporting you to stay connected to your community.

DVA is committed to improving the data skills and capability of our workforce to underpin our goal of becoming a leading data-driven organisation.

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

This vacancy has been identified to participate in VetPaths. The Australian Public Service (APS) values the unique skills, perspectives, and experiences that veterans gain during their Australian Defence Force (ADF) employment and encourage veterans to apply. Support may be available to veterans transitioning to meaningful APS careers through participation in VetPaths, which offers veterans an opportunity to participate in a six-month program offering formal learning and development, career mentoring and activities for wellness and peer supports. For more visit: <https://www.dva.gov.au/about/careers/continuing-serve-vetpaths-support-pathway-veterans-new-australian-public-service-aps>

About the Department of Veterans' Affairs

The Department of Veterans' Affairs (DVA) exists to fulfil the nation's duty to support our serving and ex-serving Australian Defence Force members and their families. We do this through programs of care, compensation, commemoration, income and Defence support services. Our aim is to enhance self-sufficiency, quality of life, financial wellbeing and community recognition for those we support. DVA is both a policy and service delivery agency. We have strong relationships with Australian ex-service organisations, Federal and State Government agencies and the veteran community. DVA's vision is to honour veterans, and empower them and their families to continue life after service, within a society that understands and values their military service and their ongoing contribution to the community.

To Apply

Position Contact	Kellie Sheriff, 0436 922 882
Agency Recruitment Site	https://dvajobs.nga.net.au/cp/index.cfm?event=jobs.home

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Veterans' Affairs (part of the Defence Portfolio)

Vacancy VN-0758105

Department of Veterans' Affairs

Closing Date: Thursday 22 May 2025

Research, Evaluation and Data
Data and Insights Claims and Workforce Data

Job Title	Director - Claims Reporting
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Canberra ACT, Sydney NSW, Melbourne VIC, Brisbane QLD, Adelaide SA, Perth WA, Hobart TAS
Salary	\$153,912 - \$173,235
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	We support a range of flexible work arrangements in accordance with our Enterprise Agreement.
Classification	Executive Level 2
Position Number	EXT-2025-0242
Agency Website	https://www.dva.gov.au/

Job Description

<https://dvajobs.nga.net.au/cp/index.cfm?event=jobs.home>

Data and analytics and the insights they provide are important to the way DVA provides services to veterans and their families. From ad-hoc requests for specific information to inform reporting and policy development, to cutting edge modelling to predict future trends, volume, costs, and program efficacy - data is increasingly central to everything we do.

The purpose of the Data and Insights Branch is to evolve the way the department produces and uses data, analytics and research, to underpin evidence-based policy development, service delivery and wellbeing outcomes. The branch fosters a culture of curiosity in data and research, establishing processes that enable the department to better understand and serve the needs of veterans and their families.

Duties

- lead and develop structured insights and recommendations for the claims and related business areas
- lead and develop fact-based quantitative and qualitative analysis, including development of reports and related products from a broad range of data sources
- lead and create materials for senior internal and external stakeholders, including the Minister, board and executive leadership team to communicate perspectives, recommendations and implications for the agency
- present recommendations and facilitating workshops and discussions with a range of agency stakeholders and senior leadership
- collaborate with and support business areas to structure problems, inform options and drive solutions and agency-wide priorities.

Eligibility

- Under section 22(8) of the Public Service Act 1999, employees must be Australian citizens to be employed in the Australian Public Service (APS).
- All applicants external to DVA offered employment will be required to successfully undergo a pre-engagement screening check, even if they have a security clearance. The screening check is conducted in accordance with the Australian Government Protective Security Policy Framework requirements.
- The successful candidate will be required obtain and maintain a Baseline Vetting (AGSVA) security clearance.

Mandatory

- Qualifications in a science, technology, engineering and mathematics (STEM) related area would be of great benefit to this role.

Notes

This recruitment process is being used to fill ongoing and/or non-ongoing position/s. For more information about the role, please see the Candidate Information Pack.

Where a non-ongoing position is offered, the role will be filled for an initial specified term of up to 23 months.

A merit pool of suitable applicants may be created which may be used to fill future ongoing and non-ongoing vacancies should they become available over the next 18 months.

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

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DVA is committed to improving the data skills and capability of our workforce to underpin our goal of becoming a leading data-driven organisation.

RecruitAbility applies to this vacancy. Under the RecruitAbility scheme you will be invited to participate in further assessment activity for the vacancy if you choose to apply under the 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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About the Department of Veterans' Affairs

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To Apply

Position Contact	Alicja Mosbauer, 0472 693 090
Agency Recruitment Site	https://dvajobs.nga.net.au/cp/index.cfm?event=jobs.home

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Parliamentary Department

Vacancy VN-0757994

Department of Parliamentary Services

Closing Date: Thursday 22 May 2025

Information Systems
Digital Customer Services ICT Service Delivery

Job Title	Stores and Logistics Support Officer
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	JR32869
Agency Website	https://www.aph.gov.au/About_Parliament/Parliamentary_Departments/Department_of_Parliamentary_Services

Job Description

<https://jobs.dps.gov.au/>

The Department of Parliamentary Services (DPS) is recruiting for a Parliamentary Service Level 3 Stores and Logistics Support Officer within Digital Customer Services Branch.

The Department of Parliamentary Services (DPS) supports the work of the Australian Parliament and Australian Parliament House and is responsible for a wide range of services and facilities. DPS has over 1,000 employees, working across a diverse range of areas which includes corporate services, security and building maintenance, reporting and broadcasting, library services, catering, visitor and art services and ICT services.

The Information Services Division (ISD) provides information and communications technology, Hansard and broadcasting services to the Parliament. ICT services are provided to Parliament House, Electorate Offices across Australia, and Commonwealth Parliament Offices.

Parliamentary Services (DPS) is seeking a highly organised and skilled team member who has proven ICT logistics and ICT asset relocation / refresh experience. Applicants will need to be self-motivated, possess strong stakeholder engagement skills and have a keen attention to detail.

This position will suit candidates who are results driven and enjoy working in a challenging, fast paced and dynamic environment. The nature of this role will require the successful applicant to be team-focused and able to work both collaboratively and independently under general direction.

The nature of the Parliamentary environment means that there is also a requirement to be flexible and responsive, as workloads can be high and fluctuate without warning. The position will therefore suit applicants who are proactive, professional and can maintain a high level of confidentiality at all times.

Who we are looking for

We are looking for self-motivated applicants with strong stakeholder engagement skills, a keen attention to detail and are seeking development opportunities to support the effective delivery of ICT services and ESS operations at Parliament House.

The ideal candidate will be familiar with and have experience in logistics, stores and/or asset management. Additionally, strong written and verbal communication skills, teamwork and multitasking skills would be highly advantageous.

The role will be required to liaise with stakeholders to ensure that ICT and ESS assets are managed and assigned in such a way as to meet the needs of business, maximising value while reducing incidents, disruption and re-work.

Duties

Please click the "apply now" button to go to the DPS Careers Webpage where you can find more information about the position and relevant duty statement

Eligibility

- The successful applicant will be required to obtain and maintain a Negative Vetting 1 (Confidential/Highly Protected/Secret) security clearance

Notes

At DPS, we are committed to building a diverse and inclusive workplace that ensures all our people can contribute to our shared purpose. We encourage applications from Aboriginal and Torres Strait Islander people, people with disability, people with caring responsibilities, people who identify as LGBTQIA+, people from cultural and linguistically diverse backgrounds, people who identify as neurodivergent, and mature aged people.

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	Peter Beach, 0411 101 690
Agency Recruitment Site	https://jobs.dps.gov.au/

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Parliamentary Department

Vacancy VN-0758005

Department of Parliamentary Services

Closing Date: Thursday 22 May 2025

Information Systems
Digital Capability and Operations Applications Operations

Job Title	Assistant Director, Systems Support
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	-
Future Merit Locations	Canberra
Office Arrangement	Flexible
Office Arrangement Details	Flexible working arrangements can be negotiated in accordance with our Enterprise Agreement and the operational needs of the role.
Classification	Executive Level 1
Position Number	JR32880
Agency Website	https://www.aph.gov.au/About_Parliament/Parliamentary_Departments/Department_of_Parliamentary_Services

Job Description

<https://jobs.dps.gov.au/>

The Department of Parliamentary Services (DPS) is recruiting for a Parliamentary Executive Level 1, Assistant Director of Systems Support within the Digital Capability & Operations Branch.

The Department of Parliamentary Services (DPS) supports the work of the Australian Parliament and Australian Parliament House and is responsible for a wide range of services and facilities. DPS has over 1,000 employees, working across a diverse range of areas which includes corporate services, security and building maintenance, reporting and broadcasting, library services, catering, visitor and art services and ICT services.

The Information Services Division (ISD) provides information and communications technology, Hansard and broadcasting services to the Parliament. ICT services are provided to Parliament House, Electorate Offices across Australia, and Commonwealth Parliament Offices.

The Digital Capability & Operations Branch is at the forefront of driving technological innovation and operational excellence within the Department. Our team is dedicated to enhancing digital capabilities, ensuring robust IT operations, and delivering high-quality support services. The Application Operations Section plays a crucial role in maintaining and improving the performance of our IT systems, ensuring seamless service delivery and operational efficiency.

About the Role:

As the Assistant Director, Systems Support, you will lead and manage a technical team responsible for enhancing capabilities, fostering innovation, and implementing strategies for skills and knowledge development. Your key duties will include:

- Overseeing the Incident Management process to ensure effective prioritisation and prompt resolution of incidents.

- Conducting root cause analysis for complex issues and developing solutions to prevent recurrence.
- Managing support contracts and system upgrades, maintenance, and performance monitoring.
- Contributing to the development and continuous management of an application management framework.

This role offers a unique opportunity to lead a dynamic team in a critical area of IT operations, driving continuous improvement and innovation. You will play a pivotal role in shaping the future of our digital capabilities and ensuring the resilience and efficiency of our IT systems.

Who we are looking for:

Our ideal candidate will possess the following skills, abilities, and traits:

- Proven leadership and team management skills, with the ability to coach and mentor a technical team.
- Strong problem-solving abilities, particularly in diagnosing and resolving complex IT issues.
- Excellent client support and relationship management skills.
- Exceptional planning and organisational skills, with the ability to manage multiple demands and adapt to changing technologies.

Qualifications, Knowledge, and Experience:

- Demonstrated experience in Level 2 and Level 3 IT support.
- Expertise in queue management and incident resolution.
- Experience in developing and managing an application management framework.
- Strong written and verbal communication skills.
- Proven experience in effective contract management.

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 are committed to building a diverse and inclusive workplace that ensures all our people can contribute to our shared purpose. We encourage applications from Aboriginal and Torres Strait Islander people, people with disability, people with caring responsibilities, people who identify as LGBTQIA+, people from cultural and linguistically diverse backgrounds, people who identify as neurodivergent, and mature aged people.

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	Sarah Amey, 02 6277 2468
Agency Recruitment Site	https://jobs.dps.gov.au/

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Parliamentary Department

Vacancy VN-0758087

Department of Parliamentary Services

Closing Date: Thursday 22 May 2025

Finance and Property
Property Services Maintenance

Job Title	Assistant Director Electrical Services
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	-
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	Executive Level 1
Position Number	JR32898
Agency Website	https://www.aph.gov.au/About_Parliament/Parliamentary_Departments/Department_of_Parliamentary_Services

Job Description

<https://jobs.dps.gov.au/>

The Department of Parliamentary Services (DPS) is recruiting for a Parliamentary Executive Level 1 Assistant Director Electrical Services within Property Services Branch.

DPS supports the functions of the Australian Parliament and the work of parliamentarians through the provision of professional services, advice and the maintenance of Australian Parliament House (APH).

The Maintenance Services Section's purpose is to provide quality preventative maintenance and break down rectification services in APH to DPS, parliamentarians, building occupants and visitors. Our goal is to exceed industry best practice in every endeavour we undertake through always considering the most appropriate means of delivery.

The Assistant Director-Electrical Services will be responsible for managing a vibrant team to ensure the effective day to day operations of maintenance services. To be successful in this role, applicants must have strong leadership skills including the ability to supervise, train and designate staff to maximise resources. In addition, the successful candidate will have a proactive approach when it comes to change management and effectively implementing contemporary maintenance practices.

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

- Have relevant electrical trade experience.
- Maintain an unrestricted A.C.T Electrical Licence. Interstate licence holders will need to obtain ACT licencing upon commencement.

- Have well developed communication skills and be able to negotiate clearly and confidently with clients, internal staff, and agencies.
- You must be well presented, neat and tidy at all times and abide by the Parliamentary Service Values and Codes of Conduct.
- The successful applicant will be required to obtain and maintain a Negative Vetting 1 (Confidential/Highly Protected/Secret) 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	Daniel Gair, 0411 044 697
Agency Recruitment Site	https://jobs.dps.gov.au/

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Employment and Workplace Relations

Vacancy VN-0757058

Comcare

Closing Date: Wednesday 21 May 2025

Corporate
Technology and Information Management Team ICT Sourcing Unit

Job Title	ICT Sourcing Officer
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Canberra ACT
Salary	\$89,709 - \$96,239
Future Merit Locations	Canberra
Office Arrangement	Hybrid
Office Arrangement Details	Hybrid working arrangements are available and can be negotiated with the business area.
Classification	APS Level 5
Position Number	01687
Agency Website	

Job Description

https://www.comcare.gov.au/careers/current_vacancies

Team Overview

The Technology and Information Management team at Comcare is responsible for maintaining the organisation's ICT infrastructure and providing strategic leadership, governance, solutions, and advice for the effective management of information. The team facilitates the development and implementation of organisational ICT equipment, services, and related policies to support the delivery of business outcomes.

The ICT Sourcing unit is part of the ICT Business Management team, which falls under the larger Technology and Information Management (TAIM) team at Comcare. Their responsibilities include managing ICT sourcing, contract management, business engagement, and project management functions within TAIM.

Duties

The ICT Sourcing Officer will support all aspects of the procurement process of purchasing ICT Goods and Services, this includes drafting all documentation in the procurement lifecycle, contract management administration.

Primary Responsibilities:

1. Managing a mailbox and handle and/or refer enquiries using a service management tool.
2. Actively maintain, update and navigate records and data management systems to resolve and process ICT procurement enquiries and requests.
3. Coordinate all ICT procurement documentation in the procurement lifecycle.
4. Document and maintain administrative processes for Technology and Information Management.
5. Demonstrated accuracy and efficiency with the ability to prioritise and manage own workloads.

6. Provide high level administration by utilising technology applications and systems confidently to deliver efficient and effective service.
7. Establish and manage stakeholder relationships both with internal and external stakeholders.
8. Liaise with stakeholders on moderately complex to complex issues while responding to stakeholder's needs and expectations.
9. Maintaining information and records in accordance with agency policies and procedures
10. The ability to identify relationships between organisational goals and operational tasks.
11. Participate in corporate learning and development activities.
12. Model and promote a healthy and safe working environment, modelling and promoting ethical behaviour and practices consistent with the APS Code of Conduct and Values.

Desirable Qualifications and Experience

- Certificate IV in Procurement and Contract Management
- Sound knowledge, or ability to quickly acquire knowledge, of Comcare's procurement policies and processes.
- Understanding and compliance with the PGPA Act and its regulations relevant to procurement.

Eligibility

1. Australian citizenship.
2. Character clearance (Australian Criminal History Check).
3. Employee Health Declaration.
4. Six months probationary period for new engagements.
5. Ability to obtain and maintain a Baseline Security Clearance.
6. Specific Conditions:
 - Some intra and interstate travel is required, including overnight absences

Notes

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

About the Comcare

Comcare is the national authority for work health and safety, and workers' compensation. We are a government regulator, workers' compensation insurer, claims manager and scheme administrator. Through our role, we work with employees and other workers, employers, service providers and other organisations to: - minimise the impact of harm in the workplace - improve recovery at work and return to work - promote the health benefits of good work. We collaborate and partner with other schemes and organisations on research and innovative projects that improve outcomes. We also provide expert advice and services to the Safety, Rehabilitation and Compensation Commission (SRCC), and Seafarers Safety, Rehabilitation and Compensation Authority (Seacare Authority).

To Apply

Position Contact	recruitment@comcare.gov.au, 1300366979
Agency Recruitment Site	https://www.comcare.gov.au/careers/current_vacancies

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Employment and Workplace Relations

Vacancy VN-0758154

Comcare

Closing Date: Thursday 15 May 2025

Regulatory Operations Group
Telecommunications Asbestos Safety Compliance (TASC) Team

Job Title	Telecommunications Asbestos Safety Compliance (TASC) Inspector
Job Type	Full-Time, Ongoing
Location	Sydney NSW, Melbourne VIC, Brisbane QLD
Salary	\$99,985 - \$110,946
Future Merit Locations	Sydney, Melbourne, Brisbane
Office Arrangement	Hybrid
Office Arrangement Details	Hybrid work is available and can be negotiated with the business area
Classification	APS Level 6
Position Number	01913, 02404, 01173
Agency Website	

Job Description

https://www.comcare.gov.au/careers/current_vacancies

*The TASC program is currently funded until the 30th of June 2026, however there is a possibility that the program may be extended.

Should the TASC program not be extended beyond 30 June 2026, the TASC Inspector positions will be integrated into the broader Regulatory Operations Group (ROG), with their skills and experience supporting the strategic objectives of the group.

Team Overview

TASC is a regulatory program within Comcare's Regulatory Operations Group, dedicated to the rollout of the nbn™ network. The significant focus of the program is risks relating to the removal and handling of Asbestos Containing Material (ACM) and associated civil construction works; however, other risks associated with the rollout are considered and within the scope of the program. The aim of the program is to ensure the highest levels of work health and safety are applied to the rollout of the nbn™ network through a risk-based, cooperative, and proactive approach.

Duties

TASC Inspectors undertake work health and safety site inspections and audits. This includes verifying compliance with Commonwealth WHS legislation and Codes of Practice, as part of the nbn™ network rollout. The Inspector will work collaboratively with a wide range of stakeholders including Delivery Partners, contractors, health and safety advisors, and other regulators.

The role delivers and assists in the provision of timely, high-quality services in a nationally consistent, regional service delivery environment. The role requires working as a member of a team, but with a significant degree of autonomy. All team members are required to comply with relevant legislation, policies, and procedures, including the APS Values and APS Code of Conduct.

TASC Inspectors need the ability to undertake intra and interstate travel as required, including overnight absences. This is predominantly a field-based position and a current driver's licence is essential. The role will also require a TASC Inspector to achieve and maintain appointment as an Inspector under the *Work Health and Safety Act 2011* (WHS Act).

Primary Responsibilities:

1. Provide information and advice to nbn™ duty holders on the requirements of best practice work health and safety to increase levels of compliance and improved WHS practices.
2. Undertake workplace inspections across the nbn™ rollout against Commonwealth legislation and industry requirements and identify non-conformances and opportunities for improvement.
3. Identify poor work practices and escalate findings to senior-level stakeholders.
4. Operate autonomously and plan TASC inspections to ensure effective and efficient inspection activities are conducted.
5. Lead preventative TASC activities including compliance inspections, verification inspections, stakeholder engagement and presentations/forums.
6. Contribute to the capture of regulatory intelligence and identification of regulatory priorities to better inform TASC regulatory responses.
7. Mentor and support less experienced staff through the provision of guidance, training, and/or quality assurance.
8. Prepare high-level written work including inspector reports and information and data input into TASC record keeping system.
9. Develop and maintain internal and external relationships with stakeholders, providing appropriate advice and education.
10. Maintain business knowledge about Comcare's regulatory activities and operations and the regulatory management system and an understanding of relevant statutory, regulatory and policy frameworks.
11. Model and promote a healthy and safe working environment, modelling and promoting ethical behaviour and practices consistent with the APS Code of Conduct and Values.

Eligibility

1. Australian citizenship.
2. Character clearance (Australian Criminal History Check).
3. Employee Health Declaration.
4. Six months probationary period for new engagements.
5. Ability to obtain and maintain a Baseline Security Clearance.
6. Specific Conditions:
 - Achieve and maintain an appointment as an Inspector under the WHS Act.
 - Hold and maintain a motor vehicle driver licence for at least a motor car.
 - Be able to travel intra and interstate, including overnight absences.

Notes

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

About the Comcare

Comcare is the national authority for work health and safety, and workers' compensation. We are a government regulator, workers' compensation insurer, claims manager and scheme administrator. Through our role, we work with employees and other workers, employers, service providers and other organisations to: - minimise the impact of harm in the workplace - improve recovery at work and return to work - promote the health benefits of good work. We collaborate and partner with other schemes and organisations on research and innovative projects that improve outcomes. We also provide expert advice and services to the Safety, Rehabilitation and Compensation Commission (SRCC), and Seafarers Safety, Rehabilitation and Compensation Authority (Seacare Authority).

To Apply

Position Contact	Recruitment@comcare.gov.au, 1300366979
Agency Recruitment Site	https://www.comcare.gov.au/careers/current_vacancies

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Employment and Workplace Relations

Vacancy VN-0758216

Job Title	Director, Assurance
Job Type	Full-Time;Part-Time, Ongoing
Location	Sydney NSW, Brisbane QLD, Melbourne VIC, Canberra ACT, Hobart TAS, Darwin NT, Perth WA, Adelaide SA
Salary	\$147,269 - \$172,270
Future Merit Locations	Sydney, Brisbane, Melbourne, Canberra, Hobart, Darwin, Perth, Adelaide
Office Arrangement	Flexible;Hybrid
Office Arrangement Details	Hybrid/flexible
Classification	Executive Level 2
Position Number	25/033EA
Agency Website	http://www.fairwork.gov.au

Job Description

<https://fwocareers.nga.net.au/cp/index.cfm?event=jobs.home&CurATC=EXT&CurBID=7A26A857%2D2489%2D43>

We are seeking and experienced and highly motivated Director, Assurance to lead our Assurance Team within our Corporate Services Branch. Full-time and part-time hours are available with offers based on candidate performance and operational requirements.

About the OFWO

The Office of the Fair Work Ombudsman (FWO) is an independent statutory office established by the Fair Work Act 2009 (Fair Work Act). Our functions outline the responsibilities we have as set by the Fair Work Act and other legislation to achieve our purpose:

- provide education, assistance, advice and guidance to employers, employees, outworkers, outworker entities and organisations
- promote and monitor compliance with workplace laws
- inquire into and investigate breaches of the Fair Work Act
- take appropriate enforcement action
- perform our statutory functions efficiently, effectively, economically and ethically.

What our employees say about us

We are one of the most engaged and high performing agencies in Australia; consistently scoring above average on employee engagement and wellbeing when surveyed against other APS agencies.

What we offer you

We provide a diverse, inclusive and supportive work environment with access to:

- Great training and development opportunities
- Generous leave and flexible working arrangements
- Our Employee Assistance Program (EAP), a free counselling service for you and your family
- A competitive salary, plus 15.4% superannuation
- Rewards and recognition initiatives.

We Value Diversity

FWO has been accredited as a Breastfeeding Friendly Workplace since 2011. We are also members of the Australian Network on Disability and Pride in Diversity. We encourage and welcome applications from First Nations people, people with disability, LGBTQIA+ people, people from culturally and linguistically diverse backgrounds and mature age people.

About the Branch

The Corporate Services Branch plays a crucial role in supporting the FWO's operations. The Branch is responsible for a range of functions, including financial operations and reporting, managing information access requests, delivering governance arrangements for the Agency and ensuring a range of compliance obligations under the Public Governance, Performance and Accountability Act 2013 are maintained, delivering procurement, property services, internal audit, feedback and complaints management, and managing the Audit & Risk Committee. In delivering corporate services functions, the Branch is committed to enabling the broader needs of the FWO, with a focus on corporate compliance, and transparent and accountable decision-making. **Duties**

Typical Duties

- Lead the FWO's internal review and complaints handling functions, as part of our [Feedback and Complaints Management Policy](#) and in accordance with best practice;
- Manage the internal audit function, including liaising with the FWO's contracted internal audit service provider and ensuring internal audit meetings are conducted efficiently and effectively;
- Monitor audit outcomes across government and leveraging opportunities for continuous improvement in FWO processes or frameworks;
- Lead the FWO's participation in any Commonwealth Ombudsman reviews;
- Monitoring of FWO's feedback channels, using a range of qualitative and quantitative data to identify trends, risks and opportunities;
- Deliver Branch initiatives or projects or implementation of new processes and frameworks, in collaboration with other teams/branches;
- Support governance bodies through Secretariat functions including the Audit & Risk Committee
- Develop strong working relationships with internal and external stakeholders; and
- Be part of a responsive and dynamic Agency committed to innovation.

Please note: Executive Level employees will sometimes be required to work and be contactable outside of hours. Operational needs will often require you to work part of the week in your local office, with flexibility requests considered on a case-by-case basis. Some domestic travel will be required (including overnight).

Selection Criteria

We are seeking an exceptional individual committed to leading with integrity, who is agile and adaptable, and able to manage competing priorities.

You will have experience in managing customer complaints in a regulated environment, including managing complaints involving external scrutiny such as the Commonwealth Ombudsman. You will have excellent oral and written communication skills and be able to effectively communicate issues of a complex nature, and represent the FWO with professionalism in external forums. With a proven ability to shape strategic thinking, provide strategic advice, and the ability to solve complex issues and translate strategy into operational goals you will lead a small multi-disciplinary team that is geographically dispersed.

At the Executive Level 2 level, you will work with your leadership peers to support the needs of the Corporate Services Branch and enable the FWO to deliver on its strategic objectives. **Eligibility**

- To be eligible for employment with the FWO you must be an Australian citizen.
- The successful candidate must hold a current Australian Government Security Clearance (AGSVA) or be willing to undergo and obtain a Baseline security clearance.

Notes

How to Apply

If you are excited about the opportunity, please tell us in no more than **800 words**:

- Why you want to apply for this role?
- How your skills and experience address the requirements of this role (with consideration of the selection criteria).

All applications must be submitted via our [online application system](#) through the FWO website.

If you have any questions about this recruitment exercise, please email recruitment@fwo.gov.au.

Please ensure you check your junk mail throughout the recruitment process, as sometimes our emails sent from our online system end up in junk mail folders.

Applications close 11:00pm (AEST) on Thursday 22 May 2025.

More Information

- Working with us and tips on applying, visit fairwork.gov.au/about-us/careers
- FWO's purpose and functions, visit fairwork.gov.au/about-us/our-role-and-purpose
- Office locations, visit fairwork.gov.au/about-us/contact-us/offices

About the Fair Work Ombudsman

The Fair Work Ombudsman (FWO) is an independent government agency created by the Fair Work Act 2009. The FWO is responsible for promoting harmonious, productive, cooperative and compliant workplace relations in Australia. Please visit the FWO website for further information. For a full list of our current office locations in each state, please visit: <https://www.fairwork.gov.au/contact-us/offices> The FWO provides a challenging and supportive work environment with access to great training and development opportunities and flexible working arrangements. To be eligible for employment with the FWO, you must be an Australian citizen.

To Apply

Position Contact	Recruitment Team, N/A
Agency Recruitment Site	https://fwocareers.nga.net.au/cp/index.cfm?event=jobs.home&CurATC=EXT&CurBID=7A26A857%2D

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Communications and the Arts

Vacancy VN-0758197

Australian Communications and Media Authority

Closing Date:Thursday 15 May 2025

Corporate and Research
Research Data and Governance Data Governance

Job Title	Data Governance Officer
Job Type	Full-Time, Ongoing
Location	Canberra ACT, Melbourne VIC
Salary	\$94,658 - \$106,898
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	APS Level 6
Position Number	2233-2025-1
Agency Website	http://www.acma.gov.au

The Australian Communications and Media Authority (ACMA) is an independent Commonwealth statutory authority responsible for the regulation of broadcasting, radiocommunications, telecommunications and some online content.

This work underpins our vision for a connected, informed and entertained Australia.

Who we are

The Data Governance Section is positioned within the Research, Governance, and Data Branch in the Corporate and Research Division. The Section is responsible for leading the strategic direction for data governance and driving a positive culture towards data management. Specifically, the section is working towards implementing a federated data governance model at an enterprise-wide level to ensure data assets are managed, protected, and utilised.

Our section's mission is to enable and empower the ACMA and its people to effectively manage, use, and protect our data assets. At the ACMA, we approach data governance at an enterprise level which means its success requires all of the ACMA's people from technical and non-technical backgrounds to adopt a positive and appropriate approach in how they use, manage, and share data in their respective roles.

About the role

This role supports the implementation of data governance, management, and standards across the agency.

As the Data Governance Officer, you will assist to deliver fit for purpose guidance and support to ACMA staff to improve data use and management.

Duties

- Assist with the development of practices, standards, and principles to effectively govern the ACMA's data assets.
- Collaborate with various areas of the agency to improve the ACMA's data maturity.
- Maintain and communicate the agency's data catalogue, which is managed in SharePoint and communicated using Power BI.
- Research and implement Whole of Australian Government data initiatives and their application at the ACMA.
- Represent the ACMA at Whole of Australian Government seminars and workshops.
- Support the work of the ACMA data management council, including helping to prepare agendas, contributing to the preparation of papers, and taking minutes.
- Support the ACMA's community of Data Stewards as required.
- Develop and maintain networks to promote and champion the importance of data governance and management.

Eligibility

To be eligible for employment with ACMA, applicants must be an Australian citizen.

The successful candidate will also be required to obtain and maintain a Baseline level security clearance. [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.

RecruitAbility applies to this vacancy. Under the RecruitAbility scheme you will be invited to participate in further assessment activity for the vacancy if you choose to apply under the scheme; declare 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	Neroli Greig, 02 6219 5474
Agency Recruitment Site	https://candidate.aurion.cloud/acma/production/redirect/to/dmFjYW5jaWVzLzI5MTI2ODIzOTkzMTM3C

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Communications and the Arts

Vacancy VN-0758204

Australian Communications and Media Authority

Closing Date:Thursday 15 May 2025

Corporate and Research
Research Data and Governance Data Governance

Job Title	Data Governance Capability Officer
Job Type	Full-Time, Ongoing
Location	Canberra ACT, Melbourne VIC
Salary	\$94,658 - \$106,898
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	APS Level 6
Position Number	2232-2025-1
Agency Website	http://www.acma.gov.au

Job Description

<https://candidate.aurion.cloud/acma/production/redirect/to/dmFjYW5jaWVzLzI5MTI2ODIzODY4Mzc3OTI-MS9IZGh>

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About the role

The ACMA have an opportunity for an APS 6 Data Governance Capability Officer to support the Data Governance Capability stream within the broader Data Governance Section.

As the Data Governance Capability Officer, you will be part of a small team that supports the development and deployment of work packages that get commitment and action from across the ACMA on various data governance initiatives. You will predominantly work with Data Stewards to help them understand their data assets through various mechanisms and work with people from varying technical backgrounds to adopt data frameworks and policies.

Duties

In this role you will:

- Support the organisational adoption of data policies, procedures, templates, and artefacts.

- Teach people to understand data governance practices, standards, principles, and methodologies in an ACMA context.
- Liaise with and provide advice to internal and external stakeholders/partners on data governance and management issues.
- Support the secretariat function of ACMA's Data Management Council and/or Data Stewards Community of Practice.
- Develop training materials to support Data Stewards and the broader organisation.
- Support the development of communication materials to promote and champion data governance and management.
- Support Data Stewards in creating and maintaining the information about their data assets.
- Work collaboratively with areas of the ACMA to align and harmonise data governance and management with existing processes, such as information management.
- Support those around you by fostering a collaborative and supporting work environment.
- Develop and maintain networks to promote and champion the importance of data governance and management.

Eligibility

To be eligible for employment with ACMA, applicants must be an Australian citizen.

The successful candidate will also be required to obtain and maintain a Baseline level security clearance. [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.

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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	Jo Talbot, 02 62195251
Agency Recruitment Site	https://candidate.aurion.cloud/acma/production/redirect/to/dmFjYW5jaWVzLzI5MTI2ODIzODY4Mzc3C

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Communications and the Arts

Vacancy VN-0758158

National Museum of Australia

Closing Date: Sunday 18 May 2025

Visitor Experience
Front of House

Job Title	Visitor Experience Host
Job Type	Full-Time;Part-Time;Casual, Ongoing;Non-Ongoing
Location	Canberra ACT
Salary	\$59,520 - \$70,147
Future Merit Locations	Canberra
Office Arrangement	On Site
Office Arrangement Details	On Site
Classification	APS Level 2
Position Number	TBC
Agency Website	https://www.nma.gov.au/about/employment

Job Description

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

The Museum has exciting opportunities for professionals who love working with the public, to join the Visitor Experience team as a Visitor Experience Host. The Front of House team are a large, diverse, and creative team delivering high quality customer service in a fast-paced environment and engaging face-to-face interpretation. We do this through our people who are engaged in staff and volunteer roles.

This role significantly contributes to visitor's engagement through delivery of information about our collections and programs, face-to-face interpretation, development and delivery of guided tours and talks, operation of displays and multimedia experiences, monitoring and promoting the safety and security of visitors and the collection, administration tasks including point of sale operation, processing bookings through a database and the promotion and sale of Museum products.

Our visitors are diverse and include seniors, adults, children, families and access audiences who visit us in Canberra as independent travellers or in organised groups.

Duties

Key accountabilities

- Providing exceptional customer service to all visitors, ensuring welcoming, informative and engaging
- Delivering accurate and accessible information about exhibitions, collections, and public programs and tours.
- Work in a large, culturally diverse team, in a creative, exciting, fast paced environment, where priorities shift and your ability to be flexible and adapt to change is paramount to your enjoyment in the role.
- Perform administrative duties including, answering the phone, operation of the point of sale and ticketing system and other administrative duties as directed.
- Support guided tours and educational sessions including the design, set-up and logistics.
- Ensure the safety and security of visitors and exhibits, reporting incidents or hazards promptly and following the correct procedures.
- Collect visitor feedback and observations contributing to service improvement and reporting any issues to supervisors.

Selection criteria

- Demonstrated commitment to providing excellent customer service, including the ability to interpret and deliver information in an engaging way.
- Proven ability to work independently as well as part of a team.
- Excellent customer service and communication skills with the ability to provide services to a diverse range of stakeholders.
- Demonstrated ability to be flexible and make decisions under pressure.

Eligibility

This is a rostered position over a 28-day period including regular weekends, public holidays and occasional early mornings and evenings. This position requires large amounts of walking and standing on hard and soft surfaces.

To be eligible to apply for this vacancy, applicants must:

- be an Australian citizen
- undergo pre-employment checks, including a police record check
- hold and maintain a valid ACT Working with Vulnerable People Registration
- hold or be eligible to hold a security clearance at the level specified in the position description.

Notes

The National Museum of Australia is an equal employment opportunity workplace. Aboriginal and Torres Strait Islander people and those from culturally diverse backgrounds are encouraged to apply for roles at the Museum.

RecruitAbility applies to this vacancy. Under RecruitAbility you will be invited to participate in further assessment activity for the vacancy if you choose to apply under RecruitAbility; declare you have a disability; and meet the minimum requirements for the position.

The Museum is committed to ensuring a child-safe and child-friendly environment. All employees are expected to demonstrate a commitment to, and support for, these principles, in theory and practice.

To apply

Applicants must include a 500-word pitch addressing their suitability for the role against the selection criteria. Applicants must also provide a resume and contact details for 2 referees.

Applications close at 11.59pm on Sunday, 18 May 2025.

Visit <https://www.nma.gov.au/about/employment> and apply online.

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

About the National Museum of Australia

The National Museum of Australia is a publicly funded institution governed as a statutory authority in the Commonwealth Arts portfolio. Established in 1980, it is headed by a Director appointed by the Governor-General. The Council is responsible for the conduct and control of the affairs of the Museum. The Museum building on Acton Peninsula opened on 11 March 2001.

To Apply

Position Contact	Darren Rodda, 02 6208 5322
Agency Recruitment Site	https://www.nma.gov.au/about/employment

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