



Commonwealth of Australia
APSJobs - Vacancies Daily
PS18 Daily Gazette Wednesday - 07 May 2025.pdf

Australian Government

Published by Commonwealth of Australia

APSJobs - Vacancies Daily

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

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

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

Gazette Lodgement Inquiries

Phone: (02) 6202 3559

Email: contact@apsjobs.gov.au

IMPORTANT INFORMATION

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Vacancies

Vacancy VN-0758136

Australian Law Reform Commission

Closing Date: Wednesday 14 May 2025

Job Title	Senior HR Manager
Job Type	Part-Time, Non-Ongoing
Location	Melbourne VIC
Salary	\$119,752 - \$138,828
Future Merit Locations	Melbourne
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	0154/25_ALRC-EXT
Agency Website	

Job Description

<https://agcareers.nga.net.au/?jati=A216A484-56C7-65F6-1221-E3D57EB1B19D>

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

Duties

Our Opportunity

We are seeking a **Senior HR Manager** to join our dynamic team. This **part-time role (0.6 FTE)** will report into the Director of Operations and Finance, be part of the Operations team and is based in Melbourne. The successful candidate will lead key HR projects, develop and implement HR policies and strategies across the organisation, and provide expert advice and support to the organisation's people managers and leadership team.

The role demands good knowledge of the legal and regulatory environment governing a small Commonwealth agency, excellent organisational and interpersonal skills, and the ability to manage competing priorities while maintaining a high standard of professionalism and confidentiality.

Who are we looking for?

We seek a candidate passionate about working in a hands-on, highly varied and proactive role, operating in a fast-paced and agile environment.

Key Responsibilities:

- Provide proactive HR leadership, helping managers to grow and develop their teams.
- Drive HR-related projects and positive change across the ALRC, including the further strengthening and implementation of HR policies, processes and strategies.
- Maintain and improve HR systems and support services, including leading on all aspects of leave, recruitment, retention and induction.
- Provide advice on relevant HR laws and regulations and ALRC policies / the Enterprise Agreement, to guide the leadership team, people managers and employees.
- Manage and lead the effective delivery of payroll, including liaison with the payroll provider.
- Build relationships across the organisation and APS more broadly, championing diversity, collaboration and professionalism.
- Other administrative support duties as required to support the efficient operation of the organisation.

Eligibility

Selection Criteria

In addition to senior human resources experience, you will have:

- Experience working with relevant HR laws and regulations, as they relate to a small Commonwealth agency.
- Experience in identifying HR issues, developing and implementing solutions, and providing quality and strategic HR advice to support the leadership team and other people managers.
- Ability to introduce and lead HR / people management projects and change in a proactive, positive, and dynamic way.
- Outstanding organisational skills and the ability to build and maintain professional relationships.
- Ability to operate across a range of business applications and improve operational processes.
- Curiosity and lateral thinking skills for problem-solving; and a commitment to an inclusive and collaborative workforce.

An Australian HR Institute (AHRI) Certification or similar certification such as a Certificate IV in Human Resource Management is *desirable*.

The range and nature of work within the ALRC requires a workforce that reflects our diverse society, and the department provides a number of support mechanisms for employees.

As an ALRC employee, you will:

- be part of an inclusive and diverse work environment;
- receive a generous starting salary and work conditions; and
- benefit from supportive learning and development.

Notes

How to Apply

Applications are to be emailed to HR@alrc.gov.au.
Applications close at **11:30pm AEST on 14 May 2025**.

As part of your application, you will need to provide:

- your current résumé (no more than three pages)
- a statement of claims (max. 500 words) explaining why you are suited to the role and the ALRC with reference to the Selection Criteria as outlined above
- the names and contact details of two referees, one of whom should be a current supervisor.

If you have any questions regarding the recruitment process or require any reasonable adjustments, please email yvonne.hong@alrc.gov.au.

About the Australian Law Reform Commission

To Apply

Position Contact	Mandeep Bahia, 0497 826 262
Agency Recruitment Site	https://agcareers.nga.net.au/?jati=A216A484-56C7-65F6-1221-E3D57EB1B19D

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Vacancy VN-0758041

Department of Home Affairs

Closing Date: Tuesday 20 May 2025

Cyber & Infra Security Centre
Critical Infrastructure Regulatory Operations and Analysis Critical
Infrastructure Program for Modelling and Analysis (CIPMA)

Job Title	Data Scientist
Job Type	Full-Time, Ongoing
Location	Various locations - ACT ACT, Various locations - NSW NSW
Salary	\$94,563 - \$107,713
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	Flexible working arrangements can be negotiated in accordance with our Enterprise Agreement and the operational requirements of the role
Classification	APS Level 6
Position Number	JR 137185
Agency Website	www.homeaffairs.gov.au

Job Description

<https://jobs.homeaffairs.gov.au/job-invite/137185/>

Within the Department of Home Affairs, the Cyber and Infrastructure Security Centre (CISC) drives an all-hazards critical infrastructure regime in partnership with governments, industry and the broader community. We actively assist Australian critical infrastructure owners and operators to understand the risk environment and meet their regulatory requirements for the shared benefit of all Australians.

The Critical Infrastructure Program for Modelling and Analysis (CIPMA) Section is responsible for: providing specialist technical analysis and evidence-based reporting on critical infrastructure interdependencies; designing and developing the analytical frameworks and in-house tool suite, providing technical analysis of ownership and operational information of Critical Assets under the Security of Critical Infrastructure Act 2018.

Our multidisciplinary team work on challenging "big picture real-world" problems of national significance. A well-functioning society and economy depends on the reliable and efficient delivery of services and products to its people, and CIPMA's consequence analysis using appropriate modelling techniques supports government objectives.

Our ideal candidate

- Is curious about new subjects outside of one's training and expertise, open-minded, sceptical, and able to discern fact from opinion
- Comfortable with abstract and analytical thinking, especially quantitative reasoning (usually found in the physical sciences and engineering)
- Confident to prepare, manage and carry out the technical analysis of critical infrastructure assets, owners, operators and essential services and their interactions. Able to communicate results to a non-technical audience, especially executive decision makers
- Security conscious, respecting the confidentiality of stakeholder data and information, and promote compliance with data ethics
- Operating with a sense of urgency when required, sometimes under deadline constraints and incomplete data managing complexity and uncertainty.

Duties

- Conduct problem identification and requirements gathering with the business area. Collect, interpret and manipulate data from various sources
- Develop, validate, deploy and monitor data science/ analytics solutions. Contribute to the development of data science capabilities for the Department
- Assist in leading a data science team and/or a data science/ analytical program of work. Perform likelihood and consequence analysis using appropriate modelling techniques. The output of which is to inform government and business decision making
- Experience with applying scientific applications (such as MATLAB or Python), geospatial software (such as ArcGIS), and visualisation or business intelligence software (such as Tableau), in concert with research and analysis. Coding experience is desirable but not essential.

The Department of Home Affairs has offices located all over Australia, with vacancies currently in:

- Brindabella Park, Australian Capital Territory
- Parramatta, New South Wales

You must be able to physically attend an office listed above. If an opportunity arises for you to move to a role in another state, relocation costs will be at your own expense. **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	Mark McKenzie, 02 5127 8053
Agency Recruitment Site	https://jobs.homeaffairs.gov.au/job-invite/137185/

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Vacancy VN-0758086

Customs Compliance Enforce & Target
Illicit Tobacco & Vape Enforcement Vape and Tobacco Operations and
Coordination

Job Title	Border Force Supervisor - Performance Reporting and Governance
Job Type	Full-Time, Ongoing
Location	Various locations - ACT ACT
Salary	\$94,563 - \$107,713
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 6
Position Number	JR 137826
Agency Website	www.homeaffairs.gov.au

Job Description

<https://jobs.homeaffairs.gov.au/job-invite/137826/>

The Performance Reporting and Governance team leads the development and implementation of governance mechanisms to support the Australian Border Force (ABF) deliver on the New Policy Proposal (NPPs) 'Aligning the Treatment of Stick and Non-Stick Tobacco and Increasing the Tobacco Tax' and 'Enhanced Regulatory Nicotine Vaping Products model'. These mechanisms include internal governance processes (e.g. funding service agreements, governance boards and working groups) as well as external governance arrangements.

This team is also responsible for the coordination, monitoring and reporting on behalf of the ABF to ensure value for money to Government in relation to the NPP funding, both in terms of progress against expenditure but also outcomes and impact performance. The team also leads reporting on illicit tobacco and vape information across the ABF and Home Affairs. The team is responsible for providing secretariat support, preparing high level correspondence and briefings.

Further details on the Vape and Tobacco Operations and Coordination section are found in the attached position description.

Our ideal candidate

There are two roles advertised in the Performance Reporting and Governance team. These roles report directly to the Inspector Performance Reporting and Governance.

Border Force Supervisor Performance Reporting

The officer is responsible for the delivery of timely and accurate data, information, analysis and reporting to support the strategic purpose of the VTOC. They will collect, analyse and present on ABF's illicit tobacco and vape data to support decision-making processes and drive business performance. The officer will also provide input into Government reporting about the ABF's progress against the budget measures, drawing on customs, trade, criminal intelligence, financial intelligence, prosecution and other available data. This will also feed into ABF corporate reporting, including the development of the annual report.

Border Force Supervisor Governance

The officer will provide high-level secretariat support for the Illicit Tobacco and Vape New Policy Proposal (ITVNP) Governance Board and other working groups. The ITVNP Governance Board is a Senior Executive Service (SES) Band 2 forum that reviews the implementation of funding and performance in respect to illicit tobacco and vape NPPs. The Border Force Supervisor will work closely with Board members, gaining unique exposure in learning how to influence and support the Chair, Board members and

other ABF SES to make evidence-based informed decisions. The officer will have a deeper knowledge and understanding of performance management concepts, especially to inform risk management strategies and discussions with Board members.

This is an exciting opportunity to work within a collaborative team environment and take the lead on shaping and driving the ABF's response to illicit tobacco and vapes. The Performance Reporting and Governance team engages with multiple operational and corporate line areas across the ABF to capture outcomes and monitor progress to inform the Board. It is an opportunity to build relationships and champion new ways of working that support the ABF fulfilling its government commitments. The breadth and depth of the role will allow the officer to be a creative problem-solver and build capability as a subject matter expert, while collaborating with colleagues and generating a positive team culture.

Duties

The duties and responsibilities for the Border Force Supervisor Performance Reporting include:

- Use business applications to create dashboards, reports and data visualisations to support ABF operational and reporting needs
- Identify appropriate data sources for extraction and report building
- Preparation of briefing material, correspondence, and placemats
- Engage with business areas where clarification is required. Work with business areas to refine requests and understand business needs
- Identify potential opportunities to improve processes, including data capture processes, or process improvement to support new or updated technology.

The duties and responsibilities for the Border Force Supervisor Governance include:

- Assist in the management of the Governance Secretariat to provide high level support to the Executive Board
- Assist in providing advice and assistance regarding the governance requirements, and the preparation of agenda items, to ensure that the Committees consider high-level, concise papers
- Prepare minutes to a high standard and assist in monitoring and follow-up of action items
- Prepare correspondence and papers on behalf of the Board Chair
- Maintains accurate records of Board meetings, correspondence and related documentation.

Additional duties and responsibilities are found in the attached position description.

Additional information

The Border Force Supervisor Performance Reporting is preferred to have experience of the following:

- Experience in business intelligence and/or reporting
- Accurate keyboard skills and proven ability to enter data with a high degree of accuracy and efficiency
- Microsoft Office Suite.

The Border Force Supervisor Performance Reporting is preferred to have experience or an understanding of:

- Development of report building rationale and methodologies
- Australian Government Style Manual
- Content Manager/Total Records Information Management (TRIM).

The Border Force Supervisor Governance is preferred to have experience of the following:

- Demonstrated experience in governance, compliance, and administrative support
- Accurate keyboard skills and proven ability to enter data with a high degree of accuracy and efficiency
- Microsoft Office Suite.

The Border Force Supervisor Governance is preferred to have experience or an understanding of:

- Australian Government Style Manual
- Content Manager/Total Records Information Management (TRIM).

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).
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Notes

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About the Department of Home Affairs

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To Apply

Position Contact	Megan Braido, 0421 622 121
Agency Recruitment Site	https://jobs.homeaffairs.gov.au/job-invite/137826/

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Vacancy VN-0758131

Department of the House of Representatives

Closing Date:Thursday 29 May 2025

Committee Office
Committee Office

Job Title	Senior Researcher
Job Type	Full-Time, Ongoing
Location	Capital Hill ACT
Salary	\$101,356 - \$115,028
Future Merit Locations	Capital Hill
Office Arrangement	On Site
Office Arrangement Details	Onsite with the possibility of flexible working arrangements.
Classification	APS Level 6
Position Number	5606
Agency Website	https://www.aph.gov.au/About_Parliament/Employment/Department_of_the_House_of_Representativ

Job Description

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

The Department of the House of Representatives is seeking applications from those interested in directly supporting the work of the House of Representatives and members of Parliament at Parliament House in Canberra.

The Committee Office supports parliamentary committees in their work of examining policy and legislation, and of scrutinising the executive government, through the provision of procedural, research, analytical, drafting and administrative support. Working in the Committee Office gives a close-up perspective on a unique aspect of the parliamentary environment. Judgement, professionalism and a willingness to learn are essential.

The Senior Researcher has a key role in a small secretariat workgroup, providing research, report writing and administrative support to one or more parliamentary committees. The Senior Researcher works under the limited direction of the Committee Secretary and one or more Inquiry Secretaries. Senior Researcher roles may require occasional domestic travel to support committees.

The department is committed to leadership at all levels and there is an expectation that all staff are able to demonstrate leadership in their professional experience.

Duties

The Senior Researcher will:

1. Under limited supervision, provide research, analytical and writing support for a parliamentary committee, including preparation of meeting and briefing papers and drafting of minutes of proceedings and committee reports.
2. Under limited supervision, prepare correspondence and respond to requests in relation to committee business.
3. As part of a team, organise and support committee meetings, public hearings and inspections, including arranging logistics and liaising with stakeholder groups.
4. Contribute to the management and security of committee records and provide administrative and other support to a committee secretariat as required, including supervision and development of staff as required.
5. Develop and maintain knowledge of parliamentary practice and procedure, particularly in relation to committees.

NOTE: *The Parliamentary Service employee assigned these duties may be required to rotate to other areas of the department.*

Eligibility

Selection criteria

The successful candidate will have:

1. strong research, analytical and writing skills, and experience preparing written reports, advice and correspondence.
2. demonstrated capacity to build and maintain productive working relationships in a sensitive environment.
3. demonstrated organisational skills, including the ability to manage multiple tasks, prioritise effectively and meet deadlines.
4. a good working knowledge of parliamentary practice and procedure, or the ability to acquire such knowledge quickly.

Notes

Security Assessment: Designated committees will require appropriate security clearances. Further information about the department is available on the DHR website.

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

To Apply

Position Contact	John White, 02 62774582
Agency Recruitment Site	https://candidate.aurion.cloud/dohr/production/

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Vacancy VN-0758124

Director of Public Prosecutions

Closing Date: Wednesday 21 May 2025

Legal Capability and Performance

Job Title	Assistant Director, Legal Capability and Performance
Job Type	Full-Time, Non-Ongoing
Location	Canberra ACT, Adelaide SA, Brisbane QLD, Melbourne VIC, Sydney NSW
Salary	\$219,648 - \$247,144
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible
Office Arrangement Details	Flexible work arrangements including work from home arrangements will be considered on a case-by case-basis.
Classification	Senior Executive Service Band 1
Position Number	25_28
Agency Website	

Job Description

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

The Office of the Director of Public Prosecutions (Cth) (CDPP) is seeking an experienced senior leader to fill the role of **Assistant Director (SES Band 1) Legal Capability and Performance (LCP)** for a period of up to 12 months.

LCP is one of the CDPP's five legal practice groups. LCP plays a critical role in supporting and strengthening the delivery of high quality, effective prosecution services and, ultimately, achieving better criminal justice outcomes. LCP initiates and drives a range of cross-practice initiatives focused on continuous improvement, innovation, and strategic planning. It also provides legal and specialist support to our prosecutors.

LCP has two branches:

- 1. Branch 1** is largely internally focussed and includes Legal Policy and Practice Improvement, Legal Learning and Knowledge, Counsel Coordination and Legal Support Services.
- 2. Branch 2** is largely externally focussed and includes Stakeholder and Government Engagement, Prosecution Data and Reporting, the Witness Assistance Service, Evidence Services and International Assistance.

We are seeking a senior leader for Branch 2. This is an exciting and unique role with the CDPP and LCP. It is an opportunity to lead five multidisciplinary teams during a period of organisational change. **Duties**

- Provide high level leadership to the LCP Branch, setting a vision, guiding its varied programs of work and supporting team leaders to overcome obstacles and influence outcomes.
- Oversee strategic and business planning for LCP and the national legal practice, ensuring alignment with the CDPP's organisational goals.
- Establish productive working relationships across the CDPP's Legal Practice and Corporate teams.

- Build and maintain strong relationships with senior leadership across CDDP's varied partner agencies, including both policy and investigative agencies.
- Manage people and resources effectively, building high-performing teams.
- Promote a positive and inclusive culture that reflects the values and priorities of the organisation.
- Effectively lead change, foster capability and maintain a culture of excellence.

Eligibility

- The ability to obtain and maintain a AGSVA baseline clearance
- Australian Citizenship
- Applicants must be admitted as a Legal Practitioner, Barrister or Solicitor of the High Court or the Supreme Court of an Australian State or Territory
- Significant criminal law experience or knowledge, gained in a prosecution or policy context

Notes

** Please refer to the Candidate Information Pack for further details.*

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

About the Director of Public Prosecutions

To Apply

Position Contact	Chris Choi, 02 9321 1229
Agency Recruitment Site	https://cdppcareers.nga.net.au/cp/

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Vacancy VN-0758120

Murray-Darling Basin Authority

Closing Date:Wednesday 21 May 2025

Business Services
Strategy, Performance and Projects

Job Title	Performance and Reporting Officer
Job Type	Full-Time, Ongoing
Location	Albury NSW, Griffith NSW, Murray Bridge SA, Canberra ACT, Goondiwindi QLD, Mildura VIC
Salary	\$102,321 - \$112,615
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible
Office Arrangement Details	Flexible
Classification	APS Level 6
Position Number	101773
Agency Website	

Job Description

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

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

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

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

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

The APS6 PRO sits in the MDBA's Strategic Policy and Performance team, which forms part of our Business Services Division's Strategy, Performance and Portfolio Management Branch. The team is responsible for: meeting agency obligations under the Public Governance, Performance and Accountability Act 2013 Corporate Performance Reporting Framework including the development of our Corporate Plan and Annual Report; providing coordination, oversight and support for annual operational planning activities; and maintaining and supporting agency input into domestic and international water policy matters.

The PRO is responsible for supporting the development, implementation, and management of the MDBA's performance and reporting activities, including our obligations under the [Commonwealth Performance Framework](#). The role involves coordinating, reviewing and analysing performance data, preparing reports, and providing insights to support decision-making processes. The PRO will work closely with various internal stakeholders to ensure accurate and timely inputs into important organisational artefacts.

Duties

- Support the delivery of the MDBA's performance framework, including the Portfolio Budget Statement, Corporate Plan and Annual Report.
- Support business divisions to develop operational plans and performance information that contribute to the MDBA's strategic goals.
- Analyse performance data and provide insights and recommendations to senior management and other stakeholders.
- Collaborate with internal stakeholders to ensure accurate and timely input to planning and reporting activities.
- Ensure compliance with relevant policies, procedures, and legislative requirements including the PGPA Act.
- Contribute to the continuous improvement of performance and reporting processes and activities.

Eligibility

To be eligible for a position, you must be:

- an Australian Citizen; and
- satisfy all other MDBA engagement requirements, including health and character clearance.

Notes

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

About the Murray-Darling Basin Authority

To Apply

Position Contact	Felicity Woods, 02 6279 0564
Agency Recruitment Site	https://www.mdba.gov.au/careers

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Agriculture, Water and the Environment

Vacancy VN-0758137

Department of Agriculture, Fisheries and Forestry

Closing Date: Wednesday 21 May 2025

People, Property and Security
People Strategy & Safety Work Health and Safety National Operations

Job Title	Work Health and Safety National Operations Assistant Director – (Affirmative Measure – First Nations)
Job Type	Full-Time;Part-Time, Ongoing
Location	Canberra ACT, Adelaide SA, Brisbane QLD, Melbourne VIC, Sydney NSW
Salary	\$124,861 - \$134,295
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - QLD, Various locations - SA
Office Arrangement	Flexible
Office Arrangement Details	Subject to negotiation
Classification	Executive Level 1
Position Number	2025/1208
Agency Website	https://www.agriculture.gov.au

Job Description

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

Who we are

The **People, Strategy and Safety Branch** is the centre of capability identification, acquisition, mobilisation and development in the department and supports the department to achieve its complex agenda through a highly capable, diverse and inclusive workforce. We provide valuable support and guidance to business areas through our closely connected sections: Health, Safety and Welfare Strategy and Systems; Health, Safety and Welfare Operations; Establishments and HR Reporting; Culture, Diversity, and Inclusion; Talent, Leadership and Capability; Workforce Strategy, Planning and Design.

The **Work Health and Safety (WHS) National Operations team** play a critical role in supporting safe workplaces and enhancing employee health and wellbeing. From airports and seaports to remote field operations, we offer general WHS advice and guidance on complying with WHS legislation, managing WHS risks, and building a proactive safety culture. The team's operating environment is driven by the needs of our business and its people, and whole-of-APS and department-specific HR policies and programs.

Duties

The Job

As WHS Assistant Director, you will provide high-level WHS advice, lead critical risk management activities and support leaders in meeting their WHS legislative obligations. You will lead a small team of WHS Advisors responsible for providing specialised WHS advice and support across the department. You will play a key role in supporting the implementation of the department's WHS strategy. This is a leadership opportunity for someone who possess strong WHS technical knowledge with excellent stakeholder engagement and the ability to drive change. You will exercise a considerable degree of independence and undertake a leadership role, with work being performed under the broad direction of the Director WHS National Operations. The responsibilities of the WHS Assistant Director include, but are not limited to:

- Providing expert WHS advice to executives, senior management and staff to build WHS capability and knowledge across a broad range of work environments.
- Supporting stakeholders to report hazards, incidents, near miss incidents to proactively identify risks and enhance existing control measures.

- Leading incident investigations with internal and external stakeholders to ensure appropriate analysis and effective risk mitigation controls are identified to minimise risk as low as reasonably practicable.
- Leading the development and implementation of strategies for enabling a high performing health and safety culture aimed at achieving positive safety culture in the workplace.
- Assisting in the implementation and continual improvement of WHS programs, policies, procedures to ensure proactive regulatory and statutory compliance.
- Preparing complex and/or sensitive correspondence, documents, reports, submissions, proposal papers and notes for internal and external stakeholders.

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

What are we looking for
Knowledge and experience

- Demonstrated experience applying the WHS legislation, including but not limited to the Work Health Safety Act 2011 (Cth), Work Health and Safety Regulations 2011 (Cth), Work Health Safety Codes of Practice, and relevant Australian Standards, and their application in a complex operational environment.
- Knowledge and technical skills in risk management and experience in the development and implementation of WHS management systems.
- Demonstrated experience leading a team managing complex WHS issues.
- Experience working in a fast-paced role within a government setting.

Notes

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

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

About the Department of Agriculture, Fisheries and Forestry

To Apply

Position Contact	Serena Solomon, serena.solomon@aff.gov.au
Agency Recruitment Site	https://www.agriculture.gov.au/about/jobs/apply

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Agriculture, Water and the Environment

Vacancy VN-0758142

Department of Agriculture, Fisheries and Forestry

Closing Date:Wednesday 28 May 2025

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

Job Title	Biosecurity Officer (Affirmative measure – First Nations)
Job Type	Full-Time, Ongoing
Location	Thursday Island QLD
Salary	\$68,946 - \$77,125
Future Merit Locations	Thursday Island
Office Arrangement	Flexible
Office Arrangement Details	Subject to negotiation
Classification	APS Level 3
Position Number	2025/1259
Agency Website	https://www.agriculture.gov.au

Job Description

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

Who we are
The Biosecurity Plant and Science Services Division (BPSSD) safeguards Australia’s plant health status to achieve, maintain and expand overseas markets while protecting the economy and environment. The division includes four branches which together focus on providing scientific analysis and technical advice, facilitating the safe importation of plants and plant products, improving systems, market access, capacity building and stakeholder engagement. The division provides diagnostics, with advice on biosecurity risk and measures, and biosecurity training. The division conducts surveillance and response at first points of entry and approved arrangements sites nationally and delivers plant, animal and aquatic health surveillance in northern Australia. The division works closely with communities and Indigenous rangers and regulates biosecurity risk in the Torres Strait.

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

The Torres Strait and Field Operations section manages the Northern Australia Quarantine Strategy (NAQS) activities in the Torres Strait and Northern Peninsula Area of Cape York. This includes the clearance of traditional and commercial vessels, aircraft, passenger and crew, cargo as well as monitoring and response programs, pest surveillance activities and public awareness.

Duties

The Job

Under supervision, the main duties of an APS 3 Biosecurity Officer may include, but are not limited to:

- Liaise with customers and clients both internally and externally.
- Carry out biosecurity inspections/activities of vessels, aircraft, cargo and passengers in accordance with applicable legislation.
- Undertake field work including assisting scientific staff as required, plant surveillance and insect trapping.
- Assist with equipment, vehicle and vessel checks as required.
- Use computer applications to analyse, maintain and update data.
- Prepare reports, collect statistical data and submit within specific timeframes.
- Assist defined activities under agreement with other Commonwealth agencies and perform other duties as directed.

Eligibility

What we are looking for

Knowledge and experience

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

Notes

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

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

About the Department of Agriculture, Fisheries and Forestry

To Apply

Position Contact	Lorenzo Mosby, 0477 390 524
Agency Recruitment Site	https://www.agriculture.gov.au/about/jobs/apply

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Department of Agriculture, Fisheries and Forestry

Closing Date: Wednesday 21 May 2025

People, Property and Security
People Strategy & Safety Work Health and Safety National Operations

Job Title	Work Health and Safety National Operations Assistant Director
Job Type	Full-Time;Part-Time, Ongoing
Location	Adelaide SA, Brisbane QLD, Canberra ACT, Melbourne VIC, Sydney NSW
Salary	\$124,861 - \$134,295
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - QLD, Various locations - SA
Office Arrangement	Flexible
Office Arrangement Details	Subject to negotiation
Classification	Executive Level 1
Position Number	2025/1479
Agency Website	https://www.agriculture.gov.au

Job Description

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

Who we are

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- Leading incident investigations with internal and external stakeholders to ensure appropriate analysis and effective risk mitigation controls are identified to minimise risk as low as reasonably practicable.
- Leading the development and implementation of strategies for enabling a high performing health and safety culture aimed at achieving positive safety culture in the workplace.
- Assisting in the implementation and continual improvement of WHS programs, policies, procedures to ensure proactive regulatory and statutory compliance.
- Preparing complex and/or sensitive correspondence, documents, reports, submissions, proposal papers and notes for internal and external stakeholders.

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

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- Knowledge and technical skills in risk management and experience in the development and implementation of WHS management systems.
- Demonstrated experience leading a team managing complex WHS issues.
- Experience working in a fast-paced role within a government setting.

Notes

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About the Department of Agriculture, Fisheries and Forestry

To Apply

Position Contact	Serena Solomon, serena.solomon@aff.gov.au
Agency Recruitment Site	https://www.agriculture.gov.au/about/jobs/apply

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Attorney-General's

Vacancy VN-0758153

Australian Federal Police

Closing Date: Wednesday 21 May 2025

Job Title	Digital Information Management Officer
Job Type	Full-Time, Non-Ongoing
Location	Sydney NSW
Salary	\$99,285 - \$107,559
Future Merit Locations	Sydney
Office Arrangement	On Site
Office Arrangement Details	On Site
Classification	APS Level 5
Position Number	14483
Agency Website	https://careers.afp.gov.au

Job Description

<https://careers.afp.gov.au/job-invite/14483/>

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

On 12 November 2020, the Prime Minister announced the establishment of the Office of Special Investigator (OSI) to investigate the findings from the Inspector-General of the Australian Defence Force (IGADF) Afghanistan Inquiry. The OSI investigations are headed by the Director of Investigations working closely with the OSI Director-General and the Special Investigator.

The OSI is a unique and rare operating environment bringing together detectives, intelligence analysts, and other professionals from across the AFP, state and territory police forces, the Australian Border Force, and the Attorney General's Department to investigate allegations of war crimes committed by members of the Australian Defence Force (ADF) between 2005 and 2016 in Afghanistan.

This role attracts a composite allowance in recognition of expanded working hours, normal patterns of attendance and shift patterns (such as afternoon shifts, weekends and Designated Public Holidays) that are required under the Operations working pattern. In accordance with the AFP Enterprise Agreement, an employee who is required to work in accordance with the Operations working pattern will receive a Core Composite of 22% in addition to their base salary, which will count as salary for superannuation. The Commissioner has the authority to remove a composite from a role.

Successful candidates must demonstrate experience and/or familiarization with NUIX to manage large volumes of data.

Suitability for OSI will be determined by the Selection Advisory Committee consisting of AFP and OSI representatives, and positions will be subject to availability, and suitability in line with objectives of the OSI.

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

What will you do?

The OSI are looking at establishing a Digital Information Management Officer position embedded within the OSI Digital Forensics team in Sydney. The position will primarily support the senior E-Discovery / NUIX Analyst and provide operational support to active investigations through data analysis and review, and brief preparation.

The role responsibilities include but are not limited to:

- Scripting E-Discovery applications using Python programming language;
- Support legal and investigation teams with relevant software applications;
- Understand and document business requirements, objectives and solutions;
- Present data in a way that is meaningful to investigators and prosecutors;
- Assist to resolve problems arising from the management of evidence review;
- Leverage current AFP software applications to assist with investigations;
- Engage with investigation teams to ensure awareness and assist with the creation of workflow using the technological capabilities available to assist their investigations;
- Work closely with the team supervisors and senior managers to support the achievement of strategic outcomes, business planning and process improvements;
- Liaise with other capabilities and service areas to optimise the support provided to investigators;
- Liaise with clients, external vendors and internal staff at all levels in a respectful manner; and
- Tasks as directed by the Senior E-Discovery / NUIX Analyst.

Remuneration

OSI investigators are based in Sydney, NSW, in close proximity to AFP Eastern Command. The OSI remuneration framework relevant to this position is attached to this advertisement. Key elements of this framework are:

- Successful candidates will be assigned to the Operations Working Pattern, attracting a 22% composite;
- Successful internal candidates deployed to the OSI will be at their substantive level;
- Successful candidates from outside of Sydney are entitled to Domestic Term Transfer entitlements as per the AFP's Domestic Relocations Policy - Term Transfer; and
- Composite OSI Allowance: OSI will fund an additional composite to deployed officers. This composite is on their substantive base salary (exclusive of allowances). Deployed officers from outside the Greater Sydney Area will be paid a composite allowance of 50% of their

base salary (exclusive of allowances) and officers' resident in Sydney will receive a 25% allowance of their base salary. Please note that the Composite OSI allowance is not superannuable.

Eligibility

Essential Requirements

- You must be an Australian Citizen at the time of application.
- A Negative Vetting 1 (Secret) security clearance or the ability to obtain one.
- Minimum of 3 years' experience in a like or related field.
- Experience with scripting languages including Python.
- Advanced MS Office skills, in particular Excel.
- Strong attention to detail.

Desirable Requirements

- Experience with using information enrichment technologies.
- Relevant tertiary qualifications.
- Cultivates productive working relationships.
- Ability to problem solve and work collaboratively in a team environment.
- The ability to identify problems and take measures to rectify them.
- Effective stakeholder communication.

Notes

- The role is located in Sydney, and successful applicants are expected to be based in the Sydney region or must be willing to relocate to Sydney.
- This position is an AFP Band 5 level.

Commitment to Diversity & Inclusion

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

About the Australian Federal Police

As Australia's national policing agency, the AFP is a key member of the Australian law enforcement and national security community, leading efforts to keep Australians and Australian interests safe both at home and overseas. The AFP also has responsibility for providing community policing services to the Australian Capital Territory and Australia's territories, including Christmas Island, Cocos (Keeling) Islands, Norfolk Island and Jervis Bay

To Apply

Position Contact	Keith Fell, 02 5126 2390
Agency Recruitment Site	https://careers.afp.gov.au/job-invite/14483/

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Attorney-General's

Vacancy VN-0758085

Federal Court of Australia

Closing Date: Wednesday 14 May 2025

Federal Circuit and Family court of Australia
Judicial Support

Job Title	Legal Associate to Justice Hogan
Job Type	Full-Time, Ongoing; Non-Ongoing
Location	Brisbane QLD
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	0339-04-25
Agency Website	https://www.fedcourt.gov.au/about/employment

Job Description

<https://fcajobs.nga.net.au/?jati=F7AAC59E-C5E7-E972-FDE2-E3D5442035F5>

Purpose of Position

The primary role of Legal Associates is to support and assist judges of the Federal Circuit and Family Court of Australia (Division 1), which is a Federal Court of superior record that exercises jurisdiction exclusively in Family Law.

Legal Associates assist in researching cases, points of law, preparing matters for hearing and other related matters for judges sitting at first instance and/or in Appeals. Legal Associates are responsible for providing assistance to judicial officers during court hearings and other administrative support to judges, as required. In addition, Legal Associates perform court support duties.

Legal Associates primarily provide assistance to designated judges but may be asked to assist other judges if the need arises. Some travel may be required.

Duties

The occupant of this position:

- provides research assistance to judicial officers.
- assists with the general operation and day-to-day running of chambers including responding to enquiries.
- assists judicial officers with the management of cases and, if required, enter data into the Court's case management system.
- assists with the preparation of matters for both the Court and the Judge.
- assists the Judge with judgment writing as required including head notes, catch wording, legal research and editing in line with the Court's judgments publication standards.
- assists the judicial associate and with the running of courtroom duties.
- assists with the general operation and day-to-day running of chambers.
- would ordinarily travel interstate with the judicial officer for appellate and first instance work.

Eligibility

Qualifications

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

Selection Criteria

1. Demonstrated legal research, analysis and drafting skills underpinned by good attention to detail and accuracy. Ability to prepare briefing materials, well-drafted correspondence and case summaries.
2. Problem solving skills and the ability to evaluate a large volume of information quickly and to manage multiple tasks and priorities effectively.
3. Initiative to work autonomously and take responsibility for progressing work while also being able to work collaboratively, build and maintain positive professional relationships and deal appropriately with sensitive and confidential information.
4. Demonstrated proficiency with technology, including the use of electronic legal resources and the ability to learn and use the Court's case management systems and virtual courtroom systems.
5. The ability to adapt to changing situations and priorities.
6. A high standard of ethical behaviour including confidentiality.
7. Sound organisational skills including the ability to manage priorities, meet deadlines and work effectively under pressure in a team environment.
8. 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.
9. Knowledge, or ability to acquire knowledge, of Family Court functions, the organisation, practices, procedures and terminology.
10. Ability to travel when required.

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 one-page response outlining your suitability for this position having regards to the selection criteria and duties of the position which are described in the position description (maximum word limit 500). Please ensure this document is attached before submitting your application.

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

Application Close: Wednesday 14 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	Steven Bell, 07 3052 4329
Agency Recruitment Site	https://fcajobs.nga.net.au/?jati=F7AAC59E-C5E7-E972-FDE2-E3D5442035F5

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Defence

Vacancy VN-0757899

Department of Defence

Closing Date: Wednesday 21 May 2025

Australian Naval Nuclear Powered Safety Regulator
Associate Secretary Group

Job Title	Assistant Director Media and Assistant Director Communications
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	\$120,303 - \$135,701
Future Merit Locations	Canberra
Office Arrangement	Flexible
Office Arrangement Details	Defence is committed to assisting with flexible office arrangements. Flexible Office Arrangements are available for certain roles within Defence.
Classification	Executive Level 1
Position Number	ASG/03753/25
Agency Website	

Job Description

<https://defencecareers.nga.net.au/?jati=83EA5644-952B-1284-958F-E3D48F2691F9>

Duties

Additional Role Information

Whilst this position has been advertised through Department of Defence, in line with the announcement made by the Australian Government on 14 Mar 23, this position will move to a new Statutory Agency with an effective yet to be confirmed.

The Role

We are looking for experienced Media & Communications professionals to join the Nuclear-Powered Submarine Regulatory Design (NPSRD) team.

As the Assistant Director Media and Assistant Director Communications, you will work as part of a small team within the Engagement and Culture Branch, contributing to a range of functions, which include, but are not limited to:

- Providing high-level, strategic communication advice to senior leaders, including senior military officers and senior executive service officers.
- Developing communication strategies and associated media products, including talking points, media releases, social media content, fact sheets etc.

- Executing public affairs plans, including coordinating with senior stakeholders and escorting media at events.
- Anticipating and responding to media enquiries, developing timely holding statements and talking points in response to incidents.
- Maintaining a detailed understanding of your Group or Service's activities and contributing to planning and forecasting events and communication opportunities for our Ministers and Executive.
- Leading and collaborating on organisational-wide communication outputs.
- Identifying communication risks and opportunities to maintain and promote ANPSRD/Defence's reputation and interests in line with communication priorities.

About our Team

As part of the NPSRD team, you will be working at the cutting edge of the regulation of Defence capability, supported by professionalisation pathways so you can continue to develop, along with unique and varied career opportunities.

The NPSRD team are deeply committed to the success of the establishment of the Australian Naval Nuclear Power Safety Regulator and are seeking people who share the same dedication. Your dedication, enthusiasm, and initiative, will enable you to contribute to the establishment of the Australian Naval Nuclear Power Safety Regulator, and meet some of the most passionate, intelligent and fascinating people from around the world.

Our people are capable, committed and diverse. We support an inclusive culture that emphasises respect and collaboration and prioritises safety and security. Our greatest asset is our people.

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

Our Ideal Candidate

As an EL1 Assistant Director Media and Assistant Director Communications, you will be required to demonstrate a range of skills, however the specific competencies below are considered critical to success within the NPSRD team.

- Decide and initiate – Decide, take responsibility, take calculated risks, take initiative, generate activity
- Relate and network – Build relationships, network, relate at all levels.
- Persuade and influence – Make an impact, gain agreement, negotiate, persuade convince, promote ideas, manage conflict.
- Write and report – Write clearly, succinctly and correctly, convince through writing, avoid jargon, structure information.
- Deliver results and meet customer expectations – Focus on customer needs and satisfaction, set high quality and quantity standards, work systematically, achieve project goals.

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

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	Kelly Daniell, 02 6212 0716
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=83EA5644-952B-1284-958F-E3D48F2691F9

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Defence

Vacancy VN-0758011

Department of Defence

Closing Date:Sunday 01 June 2025

Capability Acquisition and Sustainment Group
Joint Systems

Job Title	Logistics Governance Officer
Job Type	Full-Time, Ongoing
Location	Russell ACT
Salary	\$86,887 - \$93,066
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 5
Position Number	CASG/03866/25
Agency Website	

Job Description <https://defencecareers.nga.net.au/?jati=9948986E-B8E3-B590-926B-E3D4594638BD>

Duties

The Role

As the LC4S Branch APS 5 Logistics Governance Officer, you will be responsible for logistics compliance and governance work within an integrated workforce.

- You will be accountable for developing an understanding of the core logistics management system in Defence including:
- Compliance to relevant legislative frameworks and Defence's policy requirements
- Manage and evaluate assurance checks
- Draft correspondence and performance reports on logistics governance activities
- Liaise with internal and external stakeholders, and works closely with and in support of, the LC4S Branch Logistics Manager
- Collaborate and operate as an effective team member and actively participate in team work and group activities

About our Team

Land Command Control, Communications & Computer Systems (LC4S) Branch acquires, integrates and sustains Command, Control, Communication, and Computer Systems to Army and Joint Force to ensure Defence maintains cutting-edge communications capabilities critical for the Australian Defence Force. This position is located within a collaborative LC4S Branch level team based at Russell ACT, and supports all SPOs with Logistics Governance functions within Branch.

Our Ideal Candidate

In addition to the below, our ideal candidate can apply their skills, knowledge and experience necessary to provide advice and services for a range of logistics governance activities.

- Highly motivated, organised and proactive team player
- High level of interpersonal, written and communication skills, including strong emotional intelligence, resilience and adaptability, tailoring your approach to the needs of different groups
- Think innovatively to identify and enable opportunities for continuous improvement
- Sound initiative and judgement in the interpretation of policy and the application of practice and procedures

Eligibility

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

Notes

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

About the Department of Defence

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To Apply

Position Contact	Jen Maidorn, 02 5109 6101
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=9948986E-B8E3-B590-926B-E3D4594638BD

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Department of Defence

Closing Date: Wednesday 21 May 2025

Defence Digital Group
Enterprise Systems

Job Title	ICT Business Analyst - User Experience (UX) Designer
Job Type	Full-Time, Ongoing
Location	Reid ACT
Salary	\$120,303 - \$135,701
Future Merit Locations	Reid
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	DDG/03813/25
Agency Website	

Job Description <https://defencecareers.nga.net.au/?jati=3C8560F4-6D37-B415-1FFB-E3D459863366>

Duties

The Role

Defence Digital Group (DDG) is delivering Defence ICT capability of the future - capitalising on best in class global platforms supported by best in class sovereign capabilities. By adopting modern architecture and platforms that are scalable, reliable, performant and safe, we will meet the demand of our integrated Defence force to be ready to fight and win in the digital age.

To strengthen DDG's business analysis capability, DDG is looking for an experienced ICT Business Analyst specialising in User Experience (UX) Design and skilled in the design of services aligned to the Digital Transformation Agency's (DTA) Digital Experience Policy. Our successful candidate will lead the delivery of new processes and professionalization activities to ensure DDG delivers digital capabilities in alignment with the DTA Digital Experience Policy.

They may also be assigned to work with programs and projects across different technology and business areas to plan, manage and deliver business analysis artefacts including but not limited to user journey maps, operational scenarios and requirements (under both agile and waterfall delivery approaches). A chapter of other business analysis professionals, including the Business Analysis Chapter Lead to whom you will report, will support you. Your chapter will provide you with professional development and peer support to ensure your continued growth in your BA UX Designer career and general APS skills. The Department of Defence will be creating merit pools to fill vacancies across the organisation over the next 18 months.

About our Team

Defence Digital Group (DDG) is delivering Defence ICT capability of the future - capitalising on best in class global platforms supported by best in class sovereign capabilities. By adopting modern architecture and platforms that are scalable, reliable, performant and safe, we will meet the demand of our integrated Defence force to be ready to fight and win in the digital age.

Our Ideal Candidate

Our ideal candidate will:

- Have extensive experience undertaking user research to understand stakeholder and user needs, preferences and pain points.
- Be proficient in qualitative and quantitative research methods to inform service design (for example, data analytics, usability testing, stakeholder interviews, workshops and surveys).
- Hold highly developed skills for creating user personas and journey maps to visualise the user experience across different user groups to identify pain points and make recommendations on system or process enhancements.
- Have a strong understanding of the Digital Transformation Agency’s Digital Experience Policy and associated standards (or the ability to rapidly acquire).
- Be experienced in facilitating business analysis activities using Agile and Waterfall delivery approaches including requirements elicitation/validation workshops, current state and future state gap analysis and other requirements management activities.
- Have a proven track record of delivering high quality business analysis artefacts including user personas, requirements documentation, journey (process) maps and work-breakdown structures (for example, agile epics/features/user stories).

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	DDG Recruitment, DDG Recruitment
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=3C8560F4-6D37-B415-1FFB-E3D459863366

Education

Vacancy VN-0758133

National Gallery of Australia

Closing Date:Tuesday 20 May 2025

Chief Operating Officer
Information Services

Job Title	Mail and Administrative Assistant
Job Type	Part-Time, Non-Ongoing
Location	Parkes ACT
Salary	\$58,625 - \$63,685
Future Merit Locations	Parkes
Office Arrangement	On Site
Office Arrangement Details	Flexible working arrangements may apply
Classification	APS Level 2
Position Number	1118
Agency Website	https://nga.gov.au

Job Description

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

The National Gallery of Australia is seeking a proactive and organized APS 2 Mail and Administrative Assistant to provide support for information management operations. This role will also support day-to-day mail and administrative functions such as mail distribution, support for courier bookings, printing and paper stock, support for the records management team, digitisation projects and other general administrative duties.

This role will be responsible for mail distribution which occurs 3 days a week on Mon/Wed/Fri 9:30am pick up and 2:30pm drop off within the Gallery building and includes mild physical duties.

This position is ideal for someone who is team oriented with a positive approach to work and an interest in information management, systems and working at a cultural institution.

This position reports to the Records and mail officer and will work closely with the CIO, Information Manager and IT team.

Duties

In accordance with the APS 2 work level standards, you will have the following key responsibilities:

- Mail and Correspondence Management: Support processing of incoming and outgoing mail, ensuring timely distribution and courier liaison as directed.
- Records management: Undertake records management support activities including preparation of hardcopy files for transport, packing or digitisation and support digital record keeping practices.
- Printing and paper stock control: Ensure appropriate levels of printing materials including paper and envelopes, including ensuring printer paper is stocked around the Gallery.
- Documentation and Record-Keeping: Support administration of accurate records of meetings, decisions, and discussions from the working groups. Ensure all administrative and project documentation is up-to-date and easily accessible as directed.
- General Administrative Support: Provide assistance with data entry, document preparation, maintaining calendars, and other ad hoc administrative duties as required by the Information Services Department as directed.

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.

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.

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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Finance

Vacancy VN-0757886

Digital Transformation Agency (DTA)

Closing Date: Wednesday 21 May 2025

Digital Investment Advice and Sourcing
Digital Sourcing IBM, Microsoft and AWS

Job Title	Assistant Director, Single Seller Arrangements
Job Type	Full-Time, Ongoing; Non-Ongoing
Location	Canberra ACT, Sydney NSW, various locations in VIC VIC, Various locations - TAS TAS, Various locations in SA SA, various locations in QLD QLD, Various locations in WA WA, various locations in NT NT, Various locations in NSW NSW
Salary	\$124,051 - \$137,475
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible
Office Arrangement Details	Flexible
Classification	Executive Level 1
Position Number	065_04/25
Agency Website	https://www.dta.gov.au/

Job Description

<https://www.dta.gov.au/join-our-team>

Do you want to help drive a digital government? Do you want to work towards something bigger and make a lasting impact? Embark on a journey of continuous learning and advancement with opportunities at all levels.

We need your skills and influence to inspire and enable government to put people and businesses at the forefront of digital transformation.

Why work with us

Purpose and meaning - We're big enough to have a whole-of-government impact, but small enough to bring our staff together regularly to collaborate and grow.

Balance and flexibility - Access flexible working arrangements to balance how, when and where you work, including remote.

Inclusion and belonging - Join a team that values all experiences, skills and perspectives. Our biggest strength is our people. We don't just celebrate diversity, it is essential to our success.

Growth and opportunity - Take advantage of professional opportunities and training. Learn new skills and meet your career goals with a wide range of programs, courses and resources.

Duties

This position sits within the Digital Investment Advice and Sourcing Division and is part of the Digital Sourcing Branch. The Assistant Director, Single Seller Arrangements, is responsible for management and delivery of whole of Government Arrangements, which includes IBM, Microsoft and AWS.

If you are looking for an opportunity to further your career in a dynamic and supportive environment providing specialised services to government agencies and delivering innovative solutions and driving changes, then this is the role for you.

The key duties

- Lead a team to ensure the delivery of customer-focused services and effective and efficient contract management of one or more SSAs.
- Assist with managing and supporting operations related to whole-of-government contracting arrangements.
- Provide specialised procurement and contract management advice and support to internal and external stakeholders, in accordance with Government legislation and policy.
- Manage reporting activities in relation to supplier performance, license compliance, customer satisfaction and market intelligence.
- Develop and maintain strong relationships with internal and external stakeholders, including effectively managing enquiries, issues, disputes, variations, and risks.
- Deliver complex pieces of work and support projects outside of the management of one or more SSA's.
- Train and develop staff to be able to manage all elements of the SSAs, along with ensuring staff are documenting or updating Standard Operating Procedures.

Eligibility

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

To be eligible for employment with the DTA applicants must be an Australian citizen.

An applicant's suitability for employment with the DTA will be assessed through a pre-employment screening process. This process includes an Australian Police check.

The DTA is an inclusive employer where capabilities, skills and backgrounds are valued and relied upon. The DTA seek applications from all candidates and are committed to providing a working environment that values diversity and inclusion and supports employees to reach their full potential.

Notes

The DTA may leverage a mix of assessment methods for this position, which may or may not involve an interview.

A merit pool may be established and used to fill future ongoing and non-ongoing vacancies within the next 18 months consistent with Section 25 of the Australian Public Service Commissioner's Directions 2022.

For all DTA positions you are required to apply directly via the DTA website. Applications referred or submitted through recruitment agencies, or third parties will not be accepted.

This role may require the individual to work or be contacted outside of their usual working hours where reasonable, for example, to deal with high priority or urgent matters or in an emergency. The DTA Enterprise Agreement 2024-2027 takes this into account and provides compensation for an individual when they are required to work, or be contactable, outside of usual working hours. This includes access to overtime, restriction allowance, flextime, time off in lieu (TOIL) and other benefits.

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

About the Digital Transformation Agency (DTA)

Help drive a digital government. At the DTA, we work towards something bigger and make a lasting impact. We're the Australian Government's trusted advisor on digital and ICT transformation. We provide strategic and policy leadership and expert investment advice and oversight to drive government digital transformation that delivers benefits to all Australians.

To Apply

Position Contact	Claire Hendrie, 0418 204 235
Agency Recruitment Site	https://www.dta.gov.au/join-our-team

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Health

Vacancy VN-0758148

Aged Care Quality and Safety Commission

Closing Date:Wednesday 21 May 2025

Corporate
People and Culture Operations

Job Title	Senior People & Culture Advisor - Workforce Data and Analytics
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Canberra ACT, Sydney NSW, Melbourne VIC, Adelaide SA, Brisbane QLD, Hobart TAS, Perth WA
Salary	\$96,503 - \$108,869
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible
Office Arrangement Details	Flexible work arrangements including work from home may be negotiated
Classification	APS Level 6
Position Number	335_04/25
Agency Website	

About the People and Culture Operations Team

The People and Culture Operations team are responsible for providing the Pay and Conditions, Service Desk and Workforce Data and Analytics support and advice for the Aged Care Quality and Safety Commission (ACQSC). This is achieved through the management and resolution of requests received via our service desk tool, and ongoing data quality and assurance. The function also manages the key relationship with our Shared Services Provider. The team are responsive, trusted and reliable partners who provide valued advice and services to staff at all levels.

About the Role

The role of the Senior People and Culture Advisor, Workforce Data and Analytics is to lead and manage the Commission's establishment and position administration function.

Duties

Position Duties

- Collect and compile HR metrics and data from a variety of sources including the human resource information system (HRIS) and SAP Workforce. Investigate and analyse data to identify errors and systems issues and work with relevant areas to implement remedial action which continually improves data reliability and quality.
- Accountable under limited direction to perform complex establishment, position management and transactional work within an integrated workforce.
- Responsible for organizing the workflow and for making independent decisions related to their area of responsibility
- Liaise extensively with stakeholders, ensure data quality, and provide timely procedural, clerical and administrative support to achieve team objectives.
- Manage audit, control and quality improvement processes with respect to all aspects of SAP and their application to facilitate data integrity and security.
- Provide verification of and ensure the accuracy of, all external, executive level and other major reports, including the Workforce Profile.

Eligibility

Position Eligibility Requirements (Selection Criteria):

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

- Proficient with Microsoft Office Suite with the ability to prepare and deliver presentation for senior leadership.
- Advance excel skills which include creating pivot tables.
- Experience in managing data in a complex and changing environment and strong analytical and problem-solving skills.
- Excellent communication skills at all levels and working as part of a team.
- Strong organizational, time management and planning skills

Notes

Position Notes:

- Salary offered will be between **\$96,503 - \$108,869** 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
- Non-ongoing opportunities will be offered for varying periods 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 on Wednesday, 21 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 Iana Jerdetski by emailing Iana.Jerdetski@agedcarequality.gov.au with the position title in the subject line.

Diversity and Inclusion

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

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

Further information:

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

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

About the Aged Care Quality and Safety Commission

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	Iana Jerdetski, 02 9633 3262
Agency Recruitment Site	https://www.agedcarequality.gov.au/careers-commission

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Health

Vacancy VN-0758099

Australian Radiation Protection and Nuclear Safety Agency

Closing Date:Wednesday 21 May 2025

Office of the CEO Governance and Strategic Engagement

Job Title	Assistant Director Strategic Engagement (International Relations)
Job Type	Full-Time, Non-Ongoing
Location	Yallambie VIC, Miranda NSW, Canberra ACT
Salary	\$119,358 - \$137,290
Future Merit Locations	Yallambie, Miranda, Canberra
Office Arrangement	Flexible
Office Arrangement Details	Flexible
Classification	Executive Level 1
Position Number	13662
Agency Website	https://www.arpansa.gov.au/

Job Description

<https://candidate.aurion.cloud/arpnsa/production/redirect/to/dmFjYW5jaWVzLzI5MTI2ODM1NDU3MDk5OTh-MS9l>

Our organisation

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.

Section overview

The Governance and Strategic Engagement Section is responsible for delivering ARPANSA's engagement strategies with domestic government, international and other strategic partners including private industry, as well as leading the agency's broader governance programs including risk management, quality, corporate planning, performance monitoring, project management, and mandatory reporting - including to Parliament. The team is a key support to the agency for policy support and advice, liaison with ARPANSA's Minister and their Office, and is the primary contact point for engagement with the Department of Health and Aged Care who have policy oversight of ARPANSA and its Act.

What we offer

Working at ARPANSA represents a dynamic and exciting opportunity to grow your career and access capability-building professional opportunities. At ARPANSA, our workforce priorities are building sustainable capability to enable achievement of ARPANSA's mission, leading as an employer of choice in all the fields we provide opportunities, and strategically aligning our work to deliver meaningful outcomes for the Australian Community. A role at ARPANSA involves:

Values and behaviours that underpin a culture characterised by commitment, respect, delivery, inclusion and collegiality.

Opportunities to engage with national and international stakeholders, in a context that values leading practice science.

The opportunity to pursue your interests while contributing to the Australian community.

A commitment to providing an inclusive and diverse workplace where all employees are valued. We appreciate the experiences, skills and perspectives of all individuals and harness a collaborative environment. We actively encourage applications from people with diverse backgrounds.

Great working conditions including competitive salaries with 15.4% superannuation, generous leave conditions, flexible work practices, modern amenities, and free parking at both our Yallambie and Miranda sites.

Duties

Primary purpose of the role

In this role, your primary responsibility will be contributing to the delivery of the Agency's International engagement strategy; liaison with national and international counterparts; and facilitating the agency's involvement in international radiation protection, nuclear safety and security matters.

You will be expected to prepare a broad range of highly complex and sensitive policy documentation including international strategies, stakeholder engagement plans, and ensure that ARPANSA meets its obligations under relevant international safety and security frameworks.

While it is preferable that the role is based at our Melbourne office (Yallambie), consideration will be given to candidates who could work from Sydney or Canberra.

Key accountabilities

- Plan, manage, coordinate and undertake the delivery of ARPANSA's international engagement strategy.
- Drive ARPANSA's engagement with international partners and ensure they produce value for ARPANSA and cements ARPANSA's reputation as a best practise regulator of radiation protection and nuclear safety.
- Support the co-ordination of major international agreements where ARPANSA is the lead agency, such the Convention on Nuclear Safety, the Joint Convention, and the Codes of Conduct.
- Liaise with the relevant Australian Government departments and agencies in a manner that progresses ARPANSA's objectives.

- Coordinate and provide expert advice to stakeholders on matters related to the protection of people and the environment from the harmful effect of radiation.

Our ideal candidate - job specific capabilities

Our ideal candidate is someone who has a passion for engaging international stakeholders as well as working with other Commonwealth Government Departments and Agencies. While it isn't essential to have a background in the field of radiation or nuclear safety, ideally, you will have experience working with technical experts to communicate effectively with a non-technical audience.

To be considered for this position, you will need a relevant degree from an Australian tertiary institution or comparable overseas qualifications and/or substantial related experience appropriate to the role and duties of the position. You will possess highly developed liaison, consultation, and stakeholder engagement skills, with the ability to cultivate and maintain productive working relationships while undertaking strategic or operational negotiations with other Australian agencies.

You must demonstrate the ability to undertake research and analysis to provide high-level advice to senior management and broader government stakeholders. Additionally, you will exhibit highly developed written communication skills and be able to communicate effectively with a broad range of stakeholders, including the Minister's Office, Department officials, and scientific and technical colleagues.

You must hold Australian citizenship and be prepared to travel interstate from time to time as required.

ARPANSA requires all new employees to obtain and maintain a national security clearance as a condition of engagement.

Eligibility

Selection criteria

There are five selection criteria for this role. If you want to advance your career, please tell us your skills, experiences and achievements that demonstrate all selection criteria in no more than 1000 words in total.

1. Demonstrated ability to provide high-level advice to senior management in order to inform/contribute to Government policy.
2. Demonstrated ability to identify and nurture key government relationships.
3. Demonstrated ability to foster mutually agreeable outcomes with international stakeholders in a politically sensitive environment, and in line with Australian Government policy;
4. Evidence of effective time-management and ability to manage multiple issues at once.
5. Demonstrated understanding of relevant international and Australian Government legislative and policy frameworks;

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

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	Nathan Wahl, 03 9433 2322
Agency Recruitment Site	https://candidate.aurion.cloud/arpnsa/production/redirect/to/dmFjYW5jaWVzLzI5MTI2ODM1NDU3MDI

- 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

Industry, Science, Energy and Resources

Vacancy VN-0758128

Department of Industry, Science and Resources (DISR)

Closing Date: Sunday 25 May 2025

Resources & Strategy Group

Job Title	Executive Assistant
Job Type	Full-Time, Ongoing; Non-Ongoing
Location	Various locations - ACT ACT
Salary	\$98,716 - \$107,053
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	Please reach out to the contact officer to discuss further
Classification	APS Level 6
Position Number	0899_05/25
Agency Website	https://www.industry.gov.au/

Job Description <https://industrycareers.nga.net.au/?jati=EFAED2A4-3E37-CA4E-A37C-E3D57E3AD86F>

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.

Our ideal candidate

The Executive Assistant requires excellent written and oral communication skills and will need to be extremely proficient in a range of computer-based applications to develop correspondence, reports and presentations. As a critical member of the team that supports the Deputy Secretary and working operations of the Deputy Secretary's office, you will work closely with the Executive Officer and be receptive to tasking from multiple officers at varying levels of seniority.

Working in a high-pressure environment with competing demands, the Executive Assistant will have exceptional time management and prioritisation skills, ability to maintain a high degree of confidentiality, have a flexible and agile approach to work and be confident in providing advice and communicating effectively on behalf of the Deputy Secretary in a timely manner.

To be an ideal candidate you will:

- have initiative, a can-do, positive attitude and would describe yourself as a person who can balance multiple competing priorities, meet timeframes and perform in a high-pressure environment with limited direction.
- be highly organised and an adept multi-tasker who can triage and reprioritise tasks.
- have initiative, judgement and discretion and can add value, recognise issues and anticipate and respond to the needs of the SES Officer/s you are working with.
- be highly approachable and a relationship builder who can negotiate confidently with a range of key internal and external stakeholders.
- have excellent oral, written communication and inter-personal skills.
- be confident meeting timeframes and managing your own workflow.

Ideally, applicants will have a minimum of three years experience providing executive and administrative support to senior executive officers, or to those in equivalent roles. Qualifications in office support or administration/management would be desirable. **Duties**

- provide administrative assistance to the Deputy Secretary.
- undertake and lead administrative tasks and logistics that support the deputy including diary, email and phone management, scheduling tasks, records management, human resources planning and actions, procurement, meeting and event management, and travel and accommodation.
- handle sensitive information, maintain confidentiality and model ethical behaviour and practices consistent with the APS Code of Conduct and APS Values.
- develop and maintain complex internal and external relationships with stakeholders and lead and guide the Executive Assistant cohort for the Group.
- use department systems effectively such as Expense8, TechOne and PDMS and as required develop complex workplace documents such as briefings, reports and correspondence.

- develop and manage information resources such as procedures, processes and documents and manage or coordinate a program, project or initiative as required.

Eligibility

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

Positions require a Negative Vetting 1 security clearance. 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 position is based in Canberra. The department takes an 'if not, why not' approach to flexible work arrangements. Employees can request flexible work arrangements, noting that not all roles can be undertaken effectively away from the normal workplace given the operational requirements of the work area.

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

About the Department of 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	Recruitment Team, recruitment@industry.gov.au
Agency Recruitment Site	https://industrycareers.nga.net.au/?jati=EFAED2A4-3E37-CA4E-A37C-E3D57E3AD86F

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Prime Minister and Cabinet

Vacancy VN-0758129

Australian Institute of Aboriginal and Torres Strait Islander Studies

Closing Date: Sunday 18 May 2025

Strategic Operations Group
Finance and Audit & Assurance

Job Title	Assistant Director Governance and Risk
Job Type	Full-Time, Ongoing; Non-Ongoing
Location	Canberra ACT
Salary	\$115,443 - \$125,832
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	Work arrangements may be negotiated with the successful candidate.
Classification	Executive Level 1
Position Number	29_03/25
Agency Website	https://aiatsis.gov.au/

Job Description

<https://aiatsis.gov.au/about/work-us/current-vacancies>

This is an Identified position open to all Australian Citizens

About the Group

The Strategic Operations Group is an enabling services function providing strategic support to the Institute. The group comprises areas covering People Services, Digital Services, Finance and Audit & Assurance.

About the Program Area

The Finance and Audit & Assurance Unit sits within the Strategic Operations Group and reports to the Chief Financial Officer. The Finance and Audit & Assurance team contributes to the operational and long-term sustainability of the Institute. The Audit & Assurance team is responsible for development and implementation of government compliance requirements such as privacy, freedom of information, public interest disclosure, risk management and fraud prevention activities. The Finance team is responsible for the financial management of AIATSIS including internal financial control, Accountable Authority Instructions and financial delegations, administrative procedures, accounts payable and receivable, asset management and external and internal budgeting and reporting.

Role Summary

The Assistant Director Governance and Risk will be required to undertake a range of complex and sensitive work that spans all areas of AIATSIS and underpins the accountabilities of the Audit & Risk Committee and the Senior Executive. The Assistant

Director Governance and Risk is expected to be highly professional and strategic with strong co-ordination, project management, analytical, communication and people skills. As part of the Executive Level leadership group, this officer will need to exercise a considerable degree of independence and perform a leadership role within the team, across AIATSIS and with other external stakeholders such as the Internal Auditor and the ANAO. The work of the Audit and Assurance team is varied and dynamic and extends across the whole agency. This position reports to the Chief Financial Officer.

Duties

- support the maintenance, revision and development of AIATSIS's enterprise risk management framework and its linkages to planning governance processes and legislative requirements
- evaluate, develop or revise business processes and reporting mechanisms in relation to AIATSIS' risk management framework including
 - Fraud and Corruption.
 - Risk.
 - Business Continuity and Disaster Recovery.
 - Audit.
 - Comcover queries and reporting.
 - Freedom of Information.
 - Privacy.
- work with the CFO to support the Audit and Assurance Committee
- ensure Business and Continuity Plans (including disaster recovery) are in place, tested and up to date
- provide advice, guidance and training to operational and corporate areas on best practice risk management
- management of the internal audit program in conjunction with the AIATSIS internal audit service provider including coordination, development and management of the Strategic Audit Plan, projects and papers
- in collaboration with the Director People Services, support public interest disclosure activities including education, policy development, revision and updating the AIATSIS internal policy framework.
- management and development and facilitation of any external audit program
- champion organisation wide knowledge of risk ensuring risk mitigation practices at AIATSIS are based on governance models of the PGPA Act 2013 and the Commonwealth Risk Management Framework.
- providing advice, guidance and training to operational and corporate areas on best practice risk management.

Eligibility

Cultural capability - essential

Roles at AIATSIS require candidates to have an understanding of the issues affecting Aboriginal and Torres Strait Islander peoples and proven culturally appropriate engagement and communications skills. The nature of this role requires the candidate to consistently demonstrate the following specific cultural capabilities:

- understands Aboriginal and Torres Strait Islander business with the agency and the outcomes the agency is responsible for delivering.
- engages with Aboriginal and Torres Strait Islander employees in a sensitive and equitable manner.
- takes the perspective of others, seeking to understand Aboriginal and Torres Strait Islander peoples' points of view and experiences.
- encourages and draws on different cultural experiences and knowledge.

AIATSIS embodies Yindyamarra in everything we do

Skills, knowledge and personal attributes

To be successful in the role, you will be a solution focused, dynamic problem solver with well-developed communications skills. You will be highly professional and strategic with strong

co-ordination, project management, analytical, communication and people skills.
You will come with the following skills, experience and attributes:

- demonstrated respect for diverse backgrounds, experiences, and perspectives. In particular, the ideal candidate should possess a high level of cultural capability in order to lead and champion an authentic and respectful interest and engagement with Aboriginal and Torres Strait Islander culture, policy, and peoples.
- excellent communication skills and also be able to raise critical issues and respond to significant and complex challenges with a high level of resilience and persistence
- impeccable interpersonal skills and ability to articulate concepts and influence outcomes through compelling arguments and rationale to all levels and types of audiences
- the ability to listen and identify ways to ensure all have an opportunity to contribute
- a collaborative approach with a track record of building positive working relationships
- a high attention to detail.
- relevant tertiary qualifications and experience in the public sector are desirable.

Notes

Applications close **11.30pm** Sunday 18 May 2025.

The successful candidate/s will need to undergo:

- Police check
- 6 month probation
- Medical clearance (ongoing roles only)

Identified positions

Identified positions are roles that require people to understand the issues affecting Indigenous Australians and a proven ability to communicate sensitively with them. These requirements are generally for jobs that involve providing services or developing policies for Indigenous Australians, and/or direct interaction with Indigenous communities.

Identified positions are crucial in ensuring that the APS has the right people working on initiatives to improve the delivery of services and close the gap between Indigenous and non-Indigenous Australians and are open to all Australian citizens.

At AIATSIS all positions are Identified positions where candidates are required to demonstrate an understanding of the diversity of Aboriginal and Torres Strait Islander peoples, their cultures, and their issues and to be able to communicate respectfully with them.

You must provide the name and contact details of an Aboriginal and Torres Strait Islander referee. This referee will be contacted to determine your cultural capability.

What is Cultural Capability?

As all positions at AIATSIS are 'Identified' each position will have various elements of involvement with the delivery of Indigenous specific services, programs, and policies as part of AIATSIS core functions. AIATSIS therefore needs to also identify the cultural knowledge; skills and personal attributes needed to deliver the required outcomes.

Every part of how we work, who we work with and for, requires varying levels of knowledge of Aboriginal and Torres Strait Islander cultures, protocols and an understanding of issues that enable effective communication and ultimately effective performance in the role. To assist you in determining the required cultural capabilities of this role, you can refer to the Aboriginal and Torres Strait Islander Cultural Capability – A Framework for Commonwealth Agencies.

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

About the Australian Institute of Aboriginal and Torres Strait Islander Studies

We are Australia's only national institution focused exclusively on the diverse history, cultures, and heritage of Aboriginal and Torres Strait Islander Australia. We house the world's most important and extensive collection of cultural information and material and we provide leadership, publish and promote greater understanding and appreciation of Aboriginal and Torres Strait Islander peoples. We create opportunities for people the world over to engage with and be transformed by the knowledge, the culture and the story of Australia's Indigenous peoples. We are Australia's national institution for leadership in Aboriginal and Torres Strait Islander research. We care for a priceless collection, including films, photographs, video and audio recordings as well as the world's largest collection of printed and other resource materials for Aboriginal and Torres Strait Islander studies. We undertake and encourage scholarly, ethical, community-based research in a variety of sectors, including health, native title, languages and education. Our publishing house, Aboriginal Studies Press, regularly publishes outstanding writing that promotes Australian Indigenous cultures. Our activities affirm and raise awareness of the richness and diversity of Aboriginal and Torres Strait Islander cultures and histories.

To Apply

Position Contact	Kamalika Dasgupta, 02 6246 1111
Agency Recruitment Site	https://aiatsis.gov.au/about/work-us/current-vacancies

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Social Services

Vacancy VN-0758053

National Disability Insurance Agency

Closing Date:Sunday 18 May 2025

FRAUD FUSION TF AND INTEGRITY CAPABILITY
INTELLIGENCE AND ANALYTICS BRANCH

Job Title	APS6 Data Analyst
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Geelong VIC, Brisbane QLD, Surry Hills NSW, Deakin ACT, Richmond VIC, Adelaide SA, Perth WA
Salary	\$96,737 - \$106,950
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible
Office Arrangement Details	Hybrid arrangements to be discussed with the Line Manager
Classification	APS Level 6
Position Number	1170_04/25_EXT
Agency Website	https://www.ndis.gov.au

Job Description

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

A new role awaits

The Fraud Fusion Taskforce and Integrity Capability Division (the Division) has several APS6 Data Analyst opportunities across the Intelligence and Analytics Branch.

The Division drives the Agency's integrity response and capability uplift as well as the coordination of the whole-of-government multi-agency Fraud Fusion Taskforce (FFT).

Our Division is responsible for:

- Investigating and responding to internal and external fraud against the NDIS which includes undertaking criminal investigations of serious and organised fraud against the NDIS in partnership with Fraud Fusion Taskforce member agencies.
- Managing the tip-off process and collecting intelligence about integrity concerns to ensure this is acted upon. We develop risk profiles through detection analytics which inform our responses.
- Scalable responses, targeted at specific integrity vulnerabilities and cohorts, to address known and emerging integrity and fraud matters.
- Fraud investigations, which will progress to prosecutions for serious cases.
- Overall governance and management of the multi-agency Fraud Fusion Taskforce (FFT). This includes development of agreed strategic prevention concepts and priorities across FFT agencies and reporting of savings and benefits.

Duties

Enough about us, let's talk about you

As an APS 6 Data Analyst, you will be accountable under limited direction to undertake complex work that is guided by legislation, policies, procedures, standards, methodologies and precedents. You will assist in the extraction and production of a range of data, statistics, and reports using Statistical Analysis System (SAS), SQL queries and SAS Visual Analytics (VA).

You will provide expertise and technical knowledge across a range of programs or activities including anticipating problems and contributing to issues management and support the development of detection profiles including requirements, design, testing training and rollout

You will manage relationships with stakeholders to achieve work area goals and communicate and negotiate with clients or stakeholders under limited direction, to maximise acceptance and cooperation and support your team and other initiatives as directed, including the managing, or responding to enquiries including email and Service Desk tickets.

Ensuring compliance with relevant regulations and organizational policies, you will maintain the confidentiality and security of sensitive information. Working closely with management, operational teams, and external partner agencies, you will ensure that intelligence outputs support the strategic and operational needs of the NDIA.

Additionally, you will support and contribute to continuous improvement activities, including the development of systems, processes, and practical tools. A strong understanding of machine learning and statistical concepts is highly desirable for this role. Your role will involve identifying opportunities for improving data collection and analysis processes, recommending and implementing best practices to enhance data quality and analytical efficiency.

Eligibility

- Successful candidates will be required to undergo a pre-employment National Police History check, and provide evidence of Australian Citizenship. Failure to do so may jeopardise your offer of employment.
- Dependent on the role the appropriate Working with Children / Working with Vulnerable People check may be required as per State/Territory legislation. In addition to these checks, a Worker Screening Check issued by the relevant State/Territory worker screening unit will also be required for any role for which the normal duties are likely to require more than incidental contact with people with disability.

Notes

- This position will be offered as ongoing or non-ongoing.
- 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.
- Should a non-ongoing position become ongoing, then a merit list established through this selection process may be used to fill the vacancy on an ongoing basis.

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

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

To Apply

Position Contact	David Owen, 0472 868 674
Agency Recruitment Site	https://www.ndis.gov.au/about-us/careers-ndia

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Social Services

Vacancy VN-0758164

National Disability Insurance Scheme (NDIS) Quality and Safeguards Commission

Closing Date:Wednesday 21 May 2025

Regulatory Operations
Regulatory Campaigns and Projects Business Improvement & Quality

Job Title	Assistant Director, Business Improvement and Quality
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Canberra ACT, Adelaide SA, Brisbane QLD, Darwin NT, Hobart TAS, Parramatta NSW, Penrith NSW, Perth WA, Melbourne VIC
Salary	\$120,307 - \$136,563
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	Required to work from the office 2 days per week
Classification	Executive Level 1
Position Number	090_05/25
Agency Website	https://www.ndiscommission.gov.au/

Job Description

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

The Assistant Director, Business Improvement and Quality, supports the Regulatory Operations Division to meet strategic objectives through business planning and improvement activities. Reporting to the Director, Business Improvement and Quality, you will be accountable for the delivery and implementation of key transformation and business improvement projects and initiatives, as well as other governance and strategic planning functions.

Duties

Duties may include, but are not limited to, the following:

- planning, designing, executing, and monitoring every aspect of the project, managing a small team to deliver outcomes and achieve results that remaining aligned with the NDIS Commission strategy, commitments and goals
- leading the identification, design and delivery of improvements and new initiatives to NDIS Commission practices, policy and guidance material
- applying project management techniques to the way initiatives are managed
- preparing complex documents, reports and executive briefings
- developing and managing positive and productive relationships with key internal and external stakeholders to deliver outcomes.

The occupant of the position will:

- demonstrated strong project management skills with a focus on quality assurance and delivering outcomes

- leads and manages a team to achieve objectives with a focus on safety, staff well- being and high performance
- demonstrated high emotional intelligence and excellent people skills, including the ability to build productive working relationships
- applies professional judgement and critical analysis, and evaluates risks in a complex and changing environment
- effectively manages competing priorities and takes responsibility for achieving personal and team outcomes.

Please view candidate information package for full position details. **Eligibility Notes**

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

About the National Disability Insurance Scheme (NDIS) Quality and Safeguards Commission

The NDIS Quality and Safeguards Commission (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	Sarah Finch, 02 7929 8035
Agency Recruitment Site	https://ndiscommission.nga.net.au/?AudienceTypeCode=EXT

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Social Services

Vacancy VN-0758170

Job Title	Senior Parliamentary Officer
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	\$96,558 - \$108,532
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	Required to attend office minimum 2 days per week
Classification	APS Level 6
Position Number	092_05/25
Agency Website	https://www.ndiscommission.gov.au/

Job Description

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

Parliamentary Services is a small but dynamic team looking for candidates with a diverse range of skills and experience in working across all ministerial and parliamentary functions.

Parliamentary Services is the NDIS Quality and Safeguards Commission's (NDIS Commission) central coordination point for ministerial and parliamentary activity, including ministerial correspondence, ministerial submissions and briefs, coordination activities such as Question Time Briefs, Senate Estimates and parliamentary committee hearings.

Parliamentary Services manages the NDIS Commission's instance of the Parliamentary Document Management System (PDMS), which includes administering the system, maintaining user guidelines, and the delivery of staff training and Helpdesk support.

At times, Parliamentary Services will be required to take on ad-hoc tasks outside of its standard day-to-day responsibilities to support the broader Commission.

Parliamentary Services will also work closely with the Office of the Commissioner and Associate Commissioner to support their day-to-day activities

Duties

Duties may include, but are not limited to, the following:

- assist with the day-to-day processes of ministerial correspondence, ministerial submissions and Question Time Briefs, ensuring items are processed within agreed timeframes and of high quality
- actioning standard tasks using established work practices, proactively identifying priority and sensitive tasks for escalation
- performing quality assurance reviews on a variety of parliamentary documents to the standards required by the Minister and the NDIS Commission Executive
- assist with managing and allocating work received via the Parliamentary mailbox, coordinating request and drafting standard responses

- support the Senate Estimate and parliamentary committee coordination processes, including hearing preparations and post-hearing activities
- prepare reports on active and overdue items
- Assist with workings of the NDIS Commission's instance of PDMS, including:
 - system administration and technical support
 - training for staff, building user capability across the NDIS Commission
 - helpdesk support and preparing/updating guidance material to support end users
 - assist with the running and preparation of regular reports and development of ad-hoc Parliamentary reports
 - review and implement improvements to system and processes; and
 - attend PDMS user group meetings with other Commonwealth departments/agencies.

Please view candidate information package for full position description. **Eligibility**

Notes

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

About the 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	Stephen Rees, 0436 847 687
Agency Recruitment Site	https://ndiscommission.nga.net.au/?AudienceTypeCode=EXT

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Department of Parliamentary Services

Closing Date: Wednesday 28 May 2025

Finance and Property Services
Property Services Maintenance Services

Job Title	Senior Painter
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	\$89,410 - \$95,924
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 5
Position Number	130419
Agency Website	https://www.aph.gov.au/About_Parliament/Parliamentary_Departments/Department_of_Parliamentar

Job Description

<https://jobs.dps.gov.au/>

The Department of Parliamentary Services (DPS) is recruiting for a Parliamentary Service Level 5 Senior Painter within Property Services Branch.

Maintenance Services is the maintenance section for Parliament House and it is responsible for the repairs and maintenance of the building structure, fabric, finishes, landscape and all engineering services such as air conditioning, power, lighting, hydraulic services and movement systems.

Building Fabric Services is responsible for the maintenance of both internal and external surfaces which include the maintenance of furniture, timber, concrete, stone, glazing and painting

The Painting supervisor will be providing guidance to a small team of painters. In this role you will work with the manager to schedule day-to-day maintenance tasks to the trade group. The role will involve overseeing and ensuring the scheduled tasks are completed.

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

Eligibility - Mandatory

- Trade Certificate in Painting.
- Ability to work at heights.
- Work flexible working arrangements (up to 30% including 9 weekend days) to meet operational requirements including Parliamentary sitting, shifts, on-call rosters, out of hours works, weekends and duties as required, in the current Departmental Enterprise Agreement 2024 and any future agreements.
- The successful applicant will be required to obtain and maintain a Baseline Vetting (Protected/Restricted) security clearance.

Desirable

- Post Trade qualifications are desirable.
- Safety related qualifications such as manual handling training, working at heights, confined spaces entry, chemical handling or elevated work platform.

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	Andrew Corkery, (02) 6277 5344
Agency Recruitment Site	https://jobs.dps.gov.au/

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Parliamentary Department

Vacancy VN-0757983

Department of Parliamentary Services

Closing Date:Wednesday 21 May 2025

Parliamentary Library
Research Statistics and Mapping

Job Title	Senior Geospatial Specialist
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Canberra ACT
Salary	\$97,841 - \$109,967
Future Merit Locations	Canberra
Office Arrangement	Flexible
Office Arrangement Details	Flexible working arrangements can be negotiated in accordance with our Enterprise Agreement and t operational needs of the role.
Classification	APS Level 6
Position Number	JR32875
Agency Website	https://www.aph.gov.au/About_Parliament/Parliamentary_Departments/Department_of_Parliamentar

Job Description

<https://jobs.dps.gov.au>

The Department of Parliamentary Services (DPS) is recruiting for a Geospatial Specialist for the Statistics and Mapping Section of the Parliamentary Library Research Branch.

The Parliamentary Library supports Australia's democracy by providing high-quality, impartial and confidential information, analysis and advice to Parliamentarians and their staff. By providing high-quality responses to clients, the Parliamentary Library supports informed policy debates and decisions. The work is diverse and challenging and includes writing publications with analysis of policy, budgets and legislation, often within tight deadlines.

The Section provides a wide range of statistical and mapping advice to Parliamentarians covering a wide range of topics including federal election results, economic and social statistics such as taxation, inflation, labour markets, housing, health, age profiles by a range of geographic areas.

Who we are looking for

The Statistics and Mapping Section is seeking researchers with strong technical and data skills who can:

- Create a bespoke map for Parliamentarians using Mapinfo Pro on such topics as election results and output from the Census of Population and Housing, and
- Contribute to the development of section expertise and resources including geospatial data workflows and data management practices

Skills in geospatial mapping and data analysis would be highly valued. For example, experience in using GIS software such as ArcGIS Pro, QGIS, MapInfo Pro or FME. You must possess tertiary qualifications in a relevant discipline or have hands-on mapping experience and be able and willing to work across a range of areas relevant to the section and to develop knowledge in new areas.

Our ideal candidate writes clearly and succinctly, has sound judgement, and can work independently to tight deadlines. You must be able to quickly find and provide accurate and relevant information in an impartial manner to parliamentary clients. You must possess a strong client service ethic, be well-informed, motivated and fast to learn. Communication skills—both oral and written—must be of a high order.

At times, you may be helping the work of Senior Researchers, as well as working independently and under limited supervision in a collaborative environment.

This is an ongoing position. Any merit pool created from this recruitment process may be used to fill ongoing or non-ongoing positions that may arise over the next 18 months.

Duties

Please click the "apply now" button to go to the DPS Careers Webpage where you can find more information about the position and relevant duty statement.

Eligibility

- Tertiary qualifications in a relevant discipline or hands-on experience.
- 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

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To Apply

Position Contact	Christopher Giuliano, 02 6277 2483
Agency Recruitment Site	https://jobs.dps.gov.au

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Parliamentary Department

Vacancy VN-0758121

Department of Parliamentary Services

Closing Date:Wednesday 21 May 2025

Security Division
Security Enabling Services Branch Security Policy & Governance

Job Title	Security Governance Officer
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	\$80,672 - \$87,659
Future Merit Locations	Canberra
Office Arrangement	On Site
Office Arrangement Details	Flexible working arrangements may be negotiated with the hiring department at the time of employment
Classification	APS Level 4
Position Number	JR32890
Agency Website	https://www.aph.gov.au/About_Parliament/Parliamentary_Departments/Department_of_Parliamentary_Services

The Department of Parliamentary Services (DPS) is recruiting for a Parliamentary Service Level 4 Security Governance Officer within Security Enabling Services Branch.

Security Division is responsible for broader security functions that support the business of DPS protective security including security planning, capability, risk, policy and reporting. Security Enabling Services Branch works with many different Australian Parliament House (APH) security stakeholders, including the Australian Federal Police (AFP), the Department of the House of Representatives, the Department of the Senate, the Ministerial Wing Support, and other entities within the Parliamentary precincts.

As a Security Governance Officer, you play a pivotal role in fostering positive security culture at Australian Parliament House. You will provide administrative support to the timely delivery of various Security Division audit and compliance reports, manage information requests, and assist in the preparation of internal reports and briefing papers. Your role will involve collaborating with internal and external stakeholders to foster effective working relationships and, as required, represent our branch and DPS at relevant meetings and forums.

In addition to shaping a positive security culture and contributing to security maturity, you will provide the Assistant Director with general administrative support. If you are ready to take on diverse duties aligned with the team's objectives and contribute to our mission, we invite you to apply for this dynamic opportunity.

The successful applicant will be required to work closely with other sections of the Security Division along with various external stakeholders. Good written and verbal communication skills are required to succeed in this role, along with the ability to establish, maintain and enhance stakeholder relationships, and provide administrative support.

Our ideal candidate will:

- Be highly motivated, professional, and a service focused team member
- Have a high level of interpersonal, written and presentation skills
- Have an understanding of relevant legislation and policy frameworks including the Protective Security Policy Framework (PSPF)
- Be highly organised and able to assist in the timely delivery of various Security Division audit and compliance reports
- Have good attention to detail, be comfortable using Microsoft 365 (especially Microsoft Excel), and be able to adapt to changing priorities

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/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

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To Apply

Position Contact	Parul Sharma, (02) 6277 8297
Agency Recruitment Site	https://jobs.dps.gov.au/

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Climate Change, Energy, the Environment and Water

Vacancy VN-0758156

Bureau of Meteorology

Closing Date:Wednesday 21 May 2025

Data & Digital
Observing Systems & Operations

Job Title	Technical Officer Level 3
Job Type	Full-Time;Part-Time, Ongoing
Location	Hobart TAS
Salary	\$84,228 - \$91,809
Future Merit Locations	Hobart
Office Arrangement	On Site
Office Arrangement Details	Hobart based role
Classification	APS Level 5
Position Number	60018081
Agency Website	

Job Description

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

We are seeking enthusiastic and qualified Electronics, Electrical or Instrumentation Technician or Engineers, ideally with previous field experience.

We encourage you to apply even if you are not available immediately. The merit pool will be used for other roles (ongoing or non-ongoing) that we anticipate will become available in the next 12-18 months.

Who are you?

You have an appetite for working in remote locations, so a willingness to travel is essential.

You are a suitably qualified team player who likes to get hands-on in the field, and the prospect of seeing many parts of Australia excites you.

Who are we?

The Observing Operations Hubs are the Bureau of Meteorology's Technical Operations centres comprising of 8 Hubs, one in each capital city and Cairns.

Staff based at the Observing Operations Hub travel far and wide and into remote areas, utilising 4WD's, planes, boats and helicopters to maintain service delivery within the various instrumentation networks. This includes:

- Rain Radars
- Automatic Weather Stations (AWS)
- Upper-Air monitoring systems (Sounding Balloons)
- Sea Level Monitoring Stations
- Wave and Wave height buoys
- Satellite ground reception and space weather instruments
- Flood warning/rainfall monitoring systems
- Cooperative observers, volunteer rainfall stations
- Communications, telemetry and instrumentation systems

We are part of a national maintenance workforce and there is every likelihood of travel to other parts of Australia on occasion to support the other seven Hubs around the country.

We offer specialised, in-house competency-based training on all our equipment and will ensure you have the necessary tools and skills to undertake this work.

We strive to deliver exceptional customer service, as we engage with stakeholders, contractors, support staff and the Australian public.

We promote a diverse and inclusive workplace culture that prioritises the health, safety and wellbeing of all our staff.

You will report to and be mentored by a Team Lead in the Observing Operations Hub.

Duties

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

- **Maintenance & Operations:** Undertake routine and detailed operational diagnostics, fault finding, repair and return to service of moderate to complex field equipment. Verify the performance of meteorological instruments against calibrated reference standards. At a medium level of difficulty, take, record and report observations from meteorological systems. Undertake site inspections and document the meteorological exposure and maintain associated records.
- **Asset and Service Management:** Support a strong asset management culture and consistent usage of enterprise asset management system (IBM Maximo) to accurately record asset information, asset performance and issue stakeholder communication. Adhere to service management processes based on the ITIL framework and work to meet service level targets for maintenance completion and outage restoration response times.
- **Documentation & Record Keeping:** Prepare operational and technical maintenance reports and associated documentation. Undertake administrative tasks such as finance reconciliations, procurement, inventory records, stores and stock control.
- **Travel & Incident Response:** Regular travel away from your home base by air, sea and road is an essential part of this role. Field work and incident response support may require working outside of normal business hours including weekends, for which over-time and other allowances are payable.
- **Supervision:** Mentor, manage, supervise and develop junior staff.
- **Data Quality:** Manage Observation network data quality through remote monitoring. Diagnose and triage faults within the Observations networks as they arise.

- **Liaison and Representation:** Liaise with various internal and external stakeholders at the appropriate level and represent the Bureau in a professional manner in accordance with Australian Public Service values and Code of Conduct. Respond to queries on observing assets in your area of responsibility and provision of asset information and data.
- **Quality Management:** Participate in ensuring the quality and effectiveness of products and services and the ongoing development, implementation and continual improvement of the quality management system to achieve and maintain the ongoing certification of compliance with the ISO 9001 quality management Standard.
- **Other Relevant Duties:** Undertake other relevant Hub, station, field and business duties as required, such as new site selection, installations, decommissioning of assets, project support and work package delivery.
- **Compliance:** Comply with all relevant legislation, policies, procedures and guidance in the course of your work.
- **Diversity & Inclusion:** Understand and promote an inclusive environment that respects and values diversity and complies with the Diversity and Inclusion Statement of Commitment.
- **WHSE:** Comply with all Bureau work, health, safety and environment policies and procedures, and take reasonable care for your own wellbeing and that of your team members, other employees, contractors and visitors who may be affected by your conduct.

Eligibility

Qualifications

A Certificate III (AQF Level 3 or above) electronics or electrical preferred from an Australian educational institution, OR
A comparable overseas qualification, which is appropriate to the duties,
OR
Relevant experience and training, which enables the employee to competently perform the duties at this level,
OR
Other comparable qualifications, which are appropriate to the duties

Successful applicants will be required to:

Hold a Current Australian Drivers Licence

Eligible to obtain and maintain a Baseline security clearance from the Australian Government Vetting Agency (AGSVA)

Desirable Competencies

Applicants should hold or have the capability to acquire:

- Electrical Test and Tag
- Working at heights
- National Restricted Electrical Licence (NREL)
- Remote First Aid
- 4WD Competency

A reasonable level of physical fitness is required as this role entails some heavy lifting, pushing/pulling various weights, kneeling, squatting, climbing ladders and stairs, traversing uneven terrain including steep riverbanks, long distance driving (with breaks) as driver and passenger on dirt and bitumen roads, 4WDing, long flights on small aircraft and working outdoors in the changing environment.

Please include details of your qualifications/competencies with your application.

Notes

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

About the Bureau of Meteorology

The Bureau of Meteorology is one of the few organisations that touches the lives of all Australians and all Australia, every day. The Bureau works across Australia and remote islands, providing services from the Antarctic to beyond the equator, and from the Indian Ocean to the Pacific. We are Australia's national weather, climate and water agency, in the Agriculture, Water and Environment portfolio of the Australian Government, operating under the authority of the Meteorology Act 1955 and the Water Act 2007. We provide data, information, knowledge, insight and wisdom to help Australians prepare and respond to the realities of their natural

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

To Apply

Position Contact	Brendan Hanigan, 0427 265 885
Agency Recruitment Site	https://bomcareers.nga.net.au/

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Employment and Workplace Relations

Vacancy VN-0758017

Department of Employment and Workplace Relations
(DEWR)

Closing Date:Monday 19 May 2025

The Office of the Chief Economist
The Office of the Chief Economist The Office of the Chief Economist

Job Title	Economist
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Bendigo VIC, Adelaide SA, Alice Springs NT, Brisbane QLD, Canberra ACT, Darwin NT, Hobart TAS, Mackay QLD, Melbourne VIC, Newcastle NSW, Orange NSW, Perth WA, Rockhampton QLD, Sydney NSW, Townsville QLD
Salary	\$94,673 - \$129,223
Future Merit Locations	Bendigo, Adelaide, Alice Springs, Brisbane, Canberra, Darwin, Hobart, Mackay, Melbourne, Newcastle, Orange, Perth, Rockhampton, Sydney, Townsville
Office Arrangement	Flexible
Office Arrangement Details	Flexible working arrangements will be considered in accordance with the Department of Employment and Workplace Relations Enterprise Agreement 2024-27
Classification	APS Level 4;APS Level 5;APS Level 6
Position Number	25/0451
Agency Website	https://www.dewr.gov.au/

Job Description

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

We are looking for highly capable economists to join us in the newly established Office of the Chief Economist. The Office plays an In-House Consulting role, undertakes a range of Own-Initiated Research, along with other economic related responsibilities. As such it works on the most economically interesting and complex parts of the department's responsibilities.

We are looking for more economists with interest and expertise in the analysis of microdata, its application to policy, and the communication of economic ideas. While an interest in the area of labour economics is required, experience in labour economics will be well regarded, but is not required.

You will have the opportunity to utilise your economic expertise to work on a wide range of interesting economic work related to the Australian labour market and labour market policy. Your work will influence Government and the department's executive, be frequently at the forefront of Government policy debates, and will help to drive high quality policy and program outcomes for the Australian public.

Duties

Responsibilities of the position, under the guidance of a Senior Economist or Director may include utilising your economic expertise to:

- Undertake quantitative analysis, including econometric analysis, on a range of data sets related to labour market issues. For example, the department utilises the Person Level Integrated Data Asset (PLIDA), Household, Income and Labour Dynamics in Australia (HILDA), and other data assets, to consider the impact of policies and programs.
- Provide verbal and written economic advice to the workplace relations, skills and employment program groups of the department on matters of policy interest. This may include providing line areas of the department with economic frameworks for consideration policy issues.

- Undertake detailed longer term economic research on issues of strategic importance to the department and government.

Eligibility

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

This is a designated security assessed position. The successful candidate will have the ability to obtain and maintain a Baseline security clearance.

This selection process may be used to establish a merit pool. The pool might be accessed to fill ongoing and non-ongoing vacancies for similar roles in the Department over the next 18 months.

Notes

Qualifications and education

A degree in economics, preferably with an honours year. A post graduate qualification in economics will be highly regarded but is not required. The ability to use statistical software (such as R or Python) is also required.

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

About the Department of Employment and Workplace Relations (DEWR)

We are the department that helps job seeking Australians find safe, secure, and well-paid work while we ourselves strive to be a model employer. We provide the framework for fair and productive relationships between employers and employees. We also oversee skills development and training initiatives to support those entering the workforce or retraining to take advantage of emerging employment opportunities. Secure jobs are vital—driving future economic growth and providing people with the certainty. We focus on connecting Australians who are starting, advancing or changing their career with the relevant skills, knowledge and experience to gain or regain employment. Our work directly contributes to shaping the employment landscape. It is our unique purpose to help people realise their potential and we want you to be part of it. Underpinning our important work is our focus on culture. We recognise that how we do things is equally important as what we achieve. Our workplace is one where different perspective are encouraged, people feel a sense of belonging and draw on the expertise of their peers. Our people demonstrate the APS Values, which includes being open, thoughtful, curious and candid. We also value employee wellbeing and developing leadership through investment in capability.

To Apply

Position Contact	Alistair Beasley, 0429068604
Agency Recruitment Site	https://dewr.nga.net.au/cp/

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Department of Employment and Workplace Relations
(DEWR)

Closing Date:Wednesday 21 May 2025

The Office of the Chief Economist
The Office of the Chief Economist The Office of the Chief Economist

Job Title	Senior Economist/Assistant Director
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Sydney NSW, Adelaide SA, Alice Springs NT, Bendigo VIC, Brisbane QLD, Canberra ACT, Darwin NT, Hobart TAS, Mackay QLD, Melbourne VIC, Newcastle NSW, Orange NSW, Perth WA, Rockhampton QLD, Townsville QLD
Salary	\$144,504 - \$159,707
Future Merit Locations	Sydney, Adelaide, Alice Springs, Bendigo, Brisbane, Canberra, Darwin, Hobart, Mackay, Melbourne, Newcastle, Orange, Perth, Rockhampton, Townsville
Office Arrangement	Flexible
Office Arrangement Details	Flexible working arrangements will be considered in accordance with the Department of Employment and Workplace Relations Enterprise Agreement 2024-27
Classification	Executive Level 1
Position Number	25/0527
Agency Website	https://www.dewr.gov.au/

Job Description

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

We are looking for highly capable experienced economists to join us in the newly established Office of the Chief Economist. The Office plays an In-House Consulting role, undertakes a range of Own-Initiated Research, along with other economic related responsibilities. As such it works on the most economically interesting and complex parts of the department's responsibilities.

We are looking for more experienced economists with interest and expertise in the analysis of microdata, its application to policy, and the communication of economic ideas. While an interest in the area of labour economics is required, experience in labour economics will be well regarded, but is not required.

You will have the opportunity to utilise your economic expertise to work on a wide range of interesting economic work related to the Australian labour market and labour market policy. Your work will influence Government and the department's executive, be frequently at the forefront of Government policy debates, and will help to drive high quality policy and program outcomes for the Australian public.

Duties

- Responsibilities of the position, under the guidance of a Principal Economist/Director may include utilising your economic expertise to:
- Undertake quantitative analysis, including econometric analysis, on a range of data sets related to labour market issues. For example, the department utilises the Person Level

Integrated Data Asset (PLIDA), Household, Income and Labour Dynamics in Australia (HILDA), and other data assets, to consider the impact of policies and programs.

- Provide verbal and written economic advice to the workplace relations, skills and employment program groups of the department on matters of policy interest. This may include providing line areas of the department with economic frameworks for consideration policy issues.
- Undertake detailed longer term economic research on issues of strategic importance to the department and government.
- Lead, manage, mentor, develop and support more junior economists within the Office.

Eligibility

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

This is a designated security assessed position. The successful candidate will have the ability to obtain and maintain a Baseline security clearance.

This selection process may be used to establish a merit pool. The pool might be accessed to fill ongoing and non-ongoing vacancies for similar roles in the Department over the next 18 months.

Notes

Qualifications and education

A degree in economics, preferably with an honours year. A post graduate qualification in economics will be highly regarded but is not required. The ability to use statistical software (such as R or Python) is also required.

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

About the Department of Employment and Workplace Relations (DEWR)

We are the department that helps job seeking Australians find safe, secure, and well-paid work while we ourselves strive to be a model employer. We provide the framework for fair and productive relationships between employers and employees. We also oversee skills development and training initiatives to support those entering the workforce or retraining to take advantage of emerging employment opportunities. Secure jobs are vital—driving future economic growth and providing people with the certainty. We focus on connecting Australians who are starting, advancing or changing their career with the relevant skills, knowledge and experience to gain or regain employment. Our work directly contributes to shaping the employment landscape. It is our unique purpose to help people realise their potential and we want you to be part of it. Underpinning our important work is our focus on culture. We recognise that how we do things is equally important as what we achieve. Our workplace is one where different perspective are encouraged, people feel a sense of belonging and draw on the expertise of their peers. Our people demonstrate the APS Values, which includes being open, thoughtful, curious and candid. We also value employee wellbeing and developing leadership through investment in capability.

To Apply

Position Contact	Alistair Beasley, 0429068604
Agency Recruitment Site	https://dewr.nga.net.au/cp/

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Communications and the Arts

Vacancy VN-0758073

Australian Communications and Media Authority

Closing Date: Monday 19 May 2025

Consumer
Unsolicited Communications and Scams Investigations & Enforcement

Job Title	Senior Investigation Officers
Job Type	Full-Time, Ongoing; Non-Ongoing
Location	Melbourne VIC, Sydney NSW, Canberra ACT
Salary	\$115,443 - \$129,706
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible; Hybrid
Office Arrangement Details	Flexible working arrangements such as working from home days may be considered.
Classification	Executive Level 1
Position Number	1469-2025-1
Agency Website	http://www.acma.gov.au

Job Description

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

Are you concerned about the large number of Australians who are impacted by unwanted calls and messages? Do you want to help stop scammers targeting Australians and be a part of a team that delivers meaningful outcomes?

We are looking to fill multiple roles in our Investigations and Enforcement team. The team conduct a range of investigations and enforcement actions. We are looking to build our investigative capability to successfully enforce existing and proposed new anti-scam, spam and telemarketing laws.

EL1 officers are a key cohort at the ACMA. They supervise staff, undertake complex regulatory work and support Managers and Executive Managers to deliver on strategic and operational priorities.

Duties

In these roles you lead or oversee a variety of tasks, including:

- Selecting cases for investigation, running investigations and gathering information from regulated entities (including by using compulsory information-gathering powers).

- Analysing evidence obtained during investigations and forming a view about whether there has been a contravention of the law.
- Assessing enforcement options and providing advice on the most appropriate action to take.
- Engaging with key stakeholders in the regulation of unsolicited communications, scams and mobile number fraud, including other regulators and government departments.

Eligibility

To be eligible for employment with ACMA, applicants must be an Australian citizen.

Successful candidates must be able to obtain and maintain a Baseline level security clearance or hold a current security clearance of an appropriate level. [Australian Government Security Vetting Agency \(AGSVA\)](#).

Notes

Suitable candidates will be placed in a merit pool from this selection process and may be used to fill similar ongoing roles in other areas of ACMA. Non-ongoing opportunities may be offered as a specified term.

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

About the Australian Communications and Media Authority

ACMA is Australia's regulator for broadcasting, some online content, radiocommunications and telecommunications. We work with industry and government, locally and internationally, so that Australians can enjoy the best and most innovative media and communications services in a fair, responsible, safe and productive way. The ACMA provides a supportive and respectful work environment that values the diversity of our employees. Our three main offices are in Canberra, Melbourne and Sydney. Visit acma.gov.au for more information on joining our team.

To Apply

Position Contact	Evan Westmore, (03) 9963 6763
Agency Recruitment Site	https://www.acma.gov.au/careers

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