



Commonwealth of Australia
APSJobs - Vacancies Daily
PS19 Daily Gazette Friday - 15 May 2026.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 PS20 Weekly Gazette Thursday - 21 May 2026.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>

The date of publication of this Gazette is PS19 Daily Gazette Friday - 15 May 2026.pdf. The date of publication establishes the date the vacancy was notified in the Gazette for the purpose of 25(1)(b) of the Australian Public Service Commissioners Directions 2022.

For gazette lodgement inquiries email: contact@apsjobs.gov.au

Important Information:

All material produced on the APSJobs website constitutes Commonwealth copyright administered by the Australian Public Service Commission (the Commission). The Commission reserves the right to set out the terms and conditions for the use of such material. Apart from any use as permitted under the *Copyright Act 1968*, and those explicitly granted below, all other rights are reserved.

Public Service Gazette - Vacancy Notices

Apart from the names of agency contact persons, telephone numbers and email addresses contained in the Public Service Gazette Vacancy Notices (Vacancy Notices) which is personal information and must not be reproduced, all material in Vacancy Notices is licensed under a Creative Commons Attribution 4.0 licence (CC BY 4.0 - <https://creativecommons.org/licenses/by/4.0/legalcode.en>) – To access the full legal code for the CC BY 4.0 license go to <https://creativecommons.org/licenses/by/4.0/legalcode#s6a>. Requests and enquiries concerning reproduction and rights should be addressed to APSJobs, Australian Public Service Commission, GPO Box 3176 Canberra ACT 2601, or by email to contact@apsjobs.gov.au

Further copyright and attribution requirements information can be viewed at <https://apsjobs.gov.au/s/gazette-information>. For more information on the terms and conditions of use of the APSJobs website, incorporating the Gazette, see <https://apsjobs.gov.au/s/terms-and-conditions>

Vacancies

Vacancy VN-0769448

Australian Electoral Commission

Closing Date: Friday 29 May 2026

Operations Group
Command Centre and Protective Security Protective Security

Job Title	Security Officer, Protective Security
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	\$88,834 - \$96,848
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible
Office Arrangement Details	The AEC support flexible workplace arrangements as per operational requirements.
Classification	APS Level 5
Position Number	2026-072 10162
Agency Website	https://www.aec.gov.au/

Job Description

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

The Command Centre and Protective Security section supports the AEC's operational resilience by delivering a coordinated, risk based protective security capability. The section is responsible for ensuring the AEC meets its protective security obligations and for providing authoritative advice to support sound decision making.

Key functions include security governance and policy implementation, personnel security and security clearances, incident reporting and investigation, physical and access security management, and the design and delivery of security awareness and training initiatives. The section works collaboratively across the organisation and with external partners to promote a

positive security culture, manage security risks, and protect the AEC's people, assets and operations, underpinning public confidence in Australia's electoral system.

The AEC is committed to the APS values of being impartial, committed to service, accountable, respectful and ethical.

Duties

The Security Officer role supports the delivery of protective security outcomes with a strong focus on personnel security and employment suitability. The position contributes to the assessment, management and monitoring of workforce integrity risks across the employment lifecycle, in line with the Protective Security Policy Framework (PSPF).

This position is Canberra-based and requires regular on-site attendance to meet operational and stakeholder engagement requirements. Flexible or remote working arrangements are limited. The successful candidate will be required to be based in Canberra for the duration of the role.

To excel you'll have:

- Experience working in protective security, personnel security, employment suitability, workforce integrity, or a closely related function.
- Working knowledge of the Protective Security Policy Framework (PSPF), particularly personnel security requirements, or the ability to quickly develop this knowledge.
- Experience supporting pre-employment screening, suitability checks or vetting processes, including handling and reviewing sensitive personal information.
- Ability to identify basic personnel security or integrity risks and escalate matters appropriately in line with procedures and guidance.
- Strong attention to detail and ability to produce clear, accurate documentation, records and recommendations.
- Demonstrated ability to handle sensitive or protected information with discretion and professionalism, while working within established policies and procedures while exercising sound judgement.
- Good communication and interpersonal skills, with the ability to work constructively with HR, security and business stakeholders.

Desirable

- Experience supporting ongoing suitability, workforce monitoring and integrity review activities.
- Exposure to insider risk, integrity or misconduct matters within a government or regulated environment.
- Experience liaising with central vetting agencies or supporting clearance sponsorship and management processes.
- Experience maintaining registers, tracking tools or case management systems related to personnel security or suitability.
- Understanding of how personnel security interacts with fraud, misconduct, cyber or broader protective security functions.
- Experience contributing to process improvement, guidance or procedural updates in a security or integrity context.

Eligibility

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

Notes

RecruitAbility applies to this vacancy. Under the RecruitAbility scheme you will be invited to participate in further assessment activity for the vacancy if you choose to apply under the scheme; declare you have a disability; and meet the minimum requirements for the job. For more information visit: <https://www.apsc.gov.au/recruitability>. This initiative/program is only applicable where the successful applicant will be employed under the Public Service Act 1999. Similar conditions may apply when employed under other Acts. For clarification please contact the advertising agency.

About the Australian Electoral Commission

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

To Apply

Position Contact	Tanya Evans, (02) 5137 2951
Agency Recruitment Site	https://candidate.aurion.cloud/aec/production/

This notice is part of the electronic Public Service Gazette PS19 Daily Gazette Friday - 15 May 2026.pdf Published by Australian Public Service Commission.

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

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

Vacancy VN-0769574

Defence Housing Australia

Closing Date: Thursday 28 May 2026

Service Operations
Service Delivery Service Operations

Job Title	Assistant Regional Operations Manager
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Darwin NT
Salary	\$104,793 - \$120,411
Future Merit Locations	Darwin
Office Arrangement	On Site;Flexible;Hybrid
Office Arrangement Details	Flexible working arrangements may be negotiated in accordance with the DHA Enterprise Agreement
Classification	APS Level 6
Position Number	493896
Agency Website	https://www.dha.gov.au/

Job Description

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

**DHA is seeking an experienced Assistant Regional Operations Manager to join the Service Operations Team.
Apply now and enjoy a rewarding career at DHA!**

About us

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

DHA manages an expanding portfolio of housing solutions and provides housing for over 17,200 ADF members and their families and administers rent allowance for more than 16,000 ADF members and their families in private rental accommodation. DHA provides housing related services advising on eligibility, providing posting support, and managing bookings and allocation services for all DHA provisioned housing and on-base accommodation to approximately 60,000 ADF members.

To find out more about DHA, please refer to our [website](#) or read our latest [Annual Report](#).

Duties

About your team

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

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

About the role

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

You will contribute to business goals by ensuring operation and financial performance targets are met, including workforce planning, asset management, contractual requirements, key performance indicators (KPIs) and project management outcomes for the regional office.

You will lead a team of Property Managers to deliver high quality customer service outcomes to all stakeholders. You will manage complex maintenance issues, enquiries and complaints in accordance with policy and legislative guidelines, provide accurate advice to internal and external stakeholders and actively develop and maintain work relationships across the organisation that are effective and collaborative.

This is a **Non-ongoing Engagement** for a period of up to 12 months, with possibility of extension or permanency.

Note: All successful applicants are required to hold a valid Driver Licence

Eligibility

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

Notes

Benefits for working at DHA include:

- 15.4% superannuation

- Generous leave entitlements, including 18 days personal leave and 20 days annual leave per year
- Work-life balance and flexible working options
- A positive workplace culture where you can bring your whole self to work
- Opportunities to broaden your industry knowledge and experience
- Career progression and opportunities
- A dedicated Employee Assistance Program for you and your family to access in times of need
- ADF partner employment conditions when posting to a new location

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

How to apply

Apply now with your current resume and a 500-word one page pitch, addressing the requirements of the role. We recommend you read the Australian Public Service Commission's Cracking the Code guidance on how to write your response. Additionally, you should consider the expected behaviours described in the Australian Public Service Commission's Integrated Leadership System at this role's level.

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

Applications close: 11:55pm AEST 28 May.

Any questions? Please contact Amanda Dempsey, Regional Operations Manager

T: 08 8901 7106 E: amanda.dempsey@dha.gov.au

Order of Merit

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

Inclusion and Diversity

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

RecruitAbility applies to this vacancy. Under the RecruitAbility scheme you will be invited to participate in further assessment activity for the vacancy if you choose to apply under the scheme; declare you have a disability; and meet the minimum requirements for the job. For more information visit: <https://www.apsc.gov.au/recruitability>. This initiative/program is only applicable where the successful applicant will be employed under the Public Service Act 1999. Similar conditions may apply when employed under other Acts. For clarification please contact the advertising agency.

About the Defence Housing Australia

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

To Apply

Position Contact	Amanda Dempsey, 08 8901 7106
Agency Recruitment Site	https://careers.dha.gov.au/

This notice is part of the electronic Public Service Gazette PS19 Daily Gazette Friday - 15 May 2026.pdf Published by Australian Public Service Commission.

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

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

Vacancy VN-0769566

Department of Finance

Closing Date: Sunday 31 May 2026

ICT
Internal Services and Cyber Branch Business Enabling Services Group

Job Title	Senior AI Developer
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	\$131,199 - \$158,879
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	Finance supports flexible workplace arrangements as per operational requirements
Classification	Executive Level 1
Position Number	2026/070
Agency Website	www.finance.gov.au

Job Description

<https://financejobs.nga.net.au/cp/index.cfm?event=jobs.jati&returnToEvent=jobs.home&jobID=E60C834A-1129-35>

ABOUT THE BRANCH

The Internal Services and Cyber Branch is responsible for managing the Service Centre, application support, quality assurance and testing, minor projects, the Finance information environment, and its supporting technology.

The priorities of Internal Services Branch are to:

- Deliver a high standard of support to clients through the Service Centre and Self-Service Portal
- Maintain and enhance the end user desktop environment and its supporting services.
- Maintain and enhance both core Departmental and business specific applications and the Finance information environment.
- Maintain and enhance core departmental IT hybrid infrastructure and supporting technology platforms.
- Deliver business analysis and testing services
- Deliver ICT projects and technology for business projects

- Management of key ICT contracts including the NRI contract?
- Management of ICT security operations and providing cyber security policies
- Management of internal AI within the Department

Duties

ABOUT THE OPPORTUNITY

Reporting to the Director of Automation, AI and Quality Assurance, the AI Developer (EL1) is responsible for:

- Developing and maintaining internal machine learning assistants and agents that comply with policy and technical requirements, by leveraging a range of AI tools.
- Integrating new AI tools and technology into existing infrastructure.
- Establishing and managing multiple environments, ensuring the effective operation of associated workflows and pipelines.
- Coordinating internal stakeholders and contracted third parties to efficiently manage resources and timelines to achieve project milestones.
- Presenting a range of demonstrations of AI technology and development opportunities to internal stakeholders.
- Work collaboratively in a small high performing team to complete different tasks within short timeframes.
- Researching new AI technologies and being up to date with current tools and software available.

DETAILED VACANCY INFORMATION

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

Eligibility

- Under section 22(8) of the *Public Service Act 1999*, employees must be Australian citizens to be employed in the Australian Public Service (APS) unless the Agency Head has agreed otherwise, in writing.
- Successful applicants will be required to undergo the process to obtain and maintain, or continue to hold the required security clearance level for the role as indicated in the downloadable job pack. All Finance staff are required to have a minimum baseline security clearance prior to commencement.
- We encourage and welcome applications from Aboriginal and Torres Strait Islander peoples, people with Disability, LGBTQI+ people, people from culturally and linguistically diverse backgrounds and mature aged people

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>. This initiative/program is only applicable where the successful applicant will be employed under the Public Service Act 1999. Similar conditions may apply when employed under other Acts. For clarification please contact the advertising agency.

About the Department of Finance

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

To Apply

Position Contact	Alison McIntosh, 0418 130 001
Agency Recruitment Site	https://financejobs.nga.net.au/cp/index.cfm?event=jobs.jati&returnToEvent=jobs.home&jobID=E60C83

This notice is part of the electronic Public Service Gazette PS19 Daily Gazette Friday - 15 May 2026.pdf Published by Australian Public Service Commission.

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

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

Vacancy VN-0769524

National Native Title Tribunal

Closing Date:Friday 29 May 2026

National Native Title Tribunal
Support and Special Projects

Job Title	Senior Executive Assistant (President and Registrar)
Job Type	Full-Time, Non-Ongoing
Location	Brisbane QLD, Melbourne VIC, Sydney NSW
Salary	\$99,734 - \$111,701
Future Merit Locations	Brisbane, Melbourne, Sydney
Office Arrangement	Flexible
Office Arrangement Details	Flexible
Classification	APS Level 6
Position Number	0348-05-26
Agency Website	https://www.nntt.gov.au/Pages/Home-Page.aspx

Job Description

<https://fcajobs.nga.net.au/?jati=D9B71187-CA48-8C67-7353-ECEFAA7FC1BB>

Brisbane is preferred location for this role.

Position Overview

As Senior Executive Assistant, you will provide high level administrative and project support directly to the NNTT President and Registrar and collaborate with senior management to ensure smooth communications and implementation of key organisational initiatives and operations. Your role will include wide-ranging duties including coordinating and organising the daily activities of the President and Registrar, preparation and review of high-level communications and project support across NNTT business units and within the broader native title sector.

Your role will require you to not only build and maintain strong and dynamic working relationships with staff within the NNTT and the broader Entity, but also a variety of external stakeholders from across the Native Title sector including staff from other Commonwealth agencies, government departments and native title representative bodies.

As a member of the Business Support Team, you will work closely with fellow team members to assist the Director of Business Support with activities and projects pertaining to NNTT's corporate functions, including finance, administration and human resources where required.

The position requires strong interpersonal communication and time management skills along with the ability to solve problems and quickly and efficiently manage competing priorities in a fast-paced and dynamic work environment.

Duties

Key Duties and Responsibilities:

- Deliver high-quality support to the NNTT President and Registrar through the efficient coordination and management of diaries, meetings, travel, records and internal and external correspondence.
- Prepare, draft, and review high-level, complex and often sensitive communications ensuring confidentiality, timeliness, and accuracy. Communications may include briefings, funding proposals, reports, agendas, meeting minutes, internal and external correspondence, PowerPoint presentations and spreadsheets.
- Conduct research, analyse information and collate materials at the request of the President and Registrar to support informed decision-making and strategic planning.
- Monitor, evaluate and contribute to the development of business practices, systems and procedures to optimise efficiency and support the achievement of quality outcomes.
- Act as the primary point of contact for the NNTT Executive, liaise with stakeholders and action requests to coordinate communication and proactively ensure responses meet deadlines.
- Foster strong working relationships with the NNTT President, Registrar and Members, senior management and NNTT staff and proactively build constructive working relations with external stakeholders.
- Provide support and assistance to the Business Support Team and the Director of Business Support on a variety of projects as required.
- Coordinate and collaborate on a broad range of projects traversing all NNTT business units.
- Demonstrate professionalism, sound judgement and the ability to conduct work with integrity, discretion and tact.
- Adhere to the Australian Public Service Values and Code of Conduct, including the ability to operate as an effective and impartial representative of the NNTT.

Note: Tasks and duties of the role may change from time to time, subject to operational needs. Some travel will be required, possibly to remote locations.

Eligibility

Selection Criteria

1. A demonstrated understanding of historical and contemporary issues affecting Aboriginal and Torres Strait Islander People, and the impact and relevance of these issues to Native Title and the work of the NNTT more broadly.
2. Experience providing high-level business support to senior staff members.
3. Experience researching, analysing and collating information to support informed decision making and strategic planning.
4. Exceptional written, oral, and interpersonal communication skills, including the ability to:
5. Communicate confidently, professionally, and sensitively with a diverse range of internal and external stakeholders from a variety of professions, seniorities, and backgrounds.
6. Build strong and enduring work relationships with organisational leaders while also guiding and motivating colleagues.

7. Excellent organisational and time management skills with the ability to coordinate competing tasks of a time sensitive nature in a fast-paced and dynamic work environment.
8. Demonstrate a high-level of analytical and problem-solving skills with the ability to work independently and the initiative to respond to, prioritise, and efficiently manage tasks to completion.
9. A demonstrated proficiency in Microsoft Suite (Word, PowerPoint, Visio and Excel) and the ability to prepare, draft and review varied communications to a high standard e.g. briefings, spreadsheets, reports etc.
10. Demonstrate a creative flare and the technical skills to present information, and the ability to translate detailed concepts into visual aids, presentation materials, graphs, diagrams and tables.

Qualifications

No formal qualifications are required for this position, however a qualification in a relevant field would be beneficial.

Notes

Eligibility

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

Australian citizenship – the successful applicant must hold Australian citizenship;

Security and character clearance – the successful applicant must satisfy a Police Records Check, and may also be required to complete security clearances during the court of their employment;

Health clearance – the successful applicant may be required to complete a health declaration or attend a medical assessment to confirm their fitness for duty.

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

Diversity and Inclusion

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

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

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

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

RecruitAbility applies to this vacancy. Under the RecruitAbility scheme you will be invited to participate in further assessment activity for the vacancy if you choose to apply under the scheme; declare you have a disability; and meet the minimum requirements for the job. For more information visit: <https://www.apsc.gov.au/recruitability>. This initiative/program is only applicable where the successful applicant will be employed under the Public Service Act 1999. Similar conditions may apply when employed under other Acts. For clarification please contact the advertising agency.

About the National Native Title Tribunal

The National Native Title Tribunal (NNTT) is an authority established by the Native Title Act 1993 (Cth) (NTA) which has offices in four Australian States. The NNTT comprises a President and members, who are appointed by the Governor General under the NTA to make decisions, conduct inquiries, reviews, and mediations, and assist various parties. The NNTT is supported by the Native Title Registrar (Registrar), who has separate and specific functions and responsibilities to perform under the Native Title Act, including considering native title claimant applications (claims) and indigenous land use agreements (ILUAs) for registration. The Federal Court of Australia entity engages employees under the Public Service Act 1999 to support the Federal Court, the FCFCOA (Divisions 1 and 2), and the National Native Title Tribunal. Established by the 2016 Courts Administration Legislation Amendment Act, each court retains its own identity and judicial independence.

To Apply

Position Contact	Reagan Hull, 0429 181 569
Agency Recruitment Site	https://fcajobs.nga.net.au/?jati=D9B71187-CA48-8C67-7353-ECEFAA7FC1BB

This notice is part of the electronic Public Service Gazette PS19 Daily Gazette Friday - 15 May 2026.pdf Published by Australian Public Service Commission.

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

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

Agriculture, Water and the Environment

Vacancy VN-0769591

Department of Agriculture, Fisheries and Forestry

Closing Date: Sunday 07 June 2026

ICT Services
Enterprise Platforms Information Management

Job Title	Assistant Director
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	\$129,106 - \$138,861
Future Merit Locations	Canberra
Office Arrangement	Flexible
Office Arrangement Details	Subject to negotiation
Classification	Executive Level 1
Position Number	2026/1018
Agency Website	https://www.agriculture.gov.au

Job Description

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

Why YOU are important to us and what impact will you have on the ICT Services Division and the departments' goal.

The ICT Services Division delivers secure and modern technology solutions that enable the department to operate effectively 24/7. We manage ICT systems that support collaboration, innovation and service delivery across Australia. Our goal is to provide a reliable ICT environment that empowers staff to focus on outcomes and operational excellence. By continuously improving our platforms and tools, we help the department stay connected and future ready.

We manage the ICT platforms and systems that support the department's core operations. Our team ensures these platforms are secure, scalable and designed for long-term sustainability. We support innovation through DevOps practices and modern testing approaches, enabling faster and more reliable delivery of digital solutions. From Information Management to ERP Systems, and Web and Collaboration systems, we provide the digital foundation that helps staff work efficiently and deliver services that support the department.

As an Assistant Director, you will help shape the department's digital direction by embedding information management as a core part of business operations. The Information Management Section provides advice, support and records services to departmental officers across Australia and overseas to manage business information assets. The section's responsibilities include:

- developing and maintaining information governance frameworks, strategies and policies aligned to corporate objectives, APS Values and whole-of-government requirements
- planning, assessing and reporting on information holdings, systems and practices
- providing evidence-based advice to governance forums, senior leaders and external authorities
- developing and maintaining the department's business classification and records authorities
- managing and supporting the department's records and information management systems
- providing practical advice to improve digital information quality, integrity, discoverability, accessibility and usability
- delivering lifecycle management initiatives, including sentencing projects and transfers, and analysing business processes to identify inefficiencies and drive change
- working with business areas to embed improved information management practices into operational workflows
- championing information as a key departmental asset.

Duties

This is where you play an important role.

As an Assistant Director your duties will include:

- leading and supporting the team to maintain strong recordkeeping practices
- implementing strategies and procedures to meet National Archives of Australia and other compliance requirements
- building productive relationships with business system owners and information management stakeholders to deliver innovative, compliant solutions
- providing high-quality, strategic advice to the Director on matters affecting the team
- mentoring, guiding and influencing staff to achieve strong results in a positive work environment
- contributing to secure, reliable and sustainable information management services that support the department's activities
- managing day-to-day work to meet section and branch objectives and targets.

Please note that this recruitment process will **initially be used to fill one ongoing vacancy**. 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

Who we are looking for

Knowledge and experience

The ideal applicant will have:

- a working knowledge of the *Archives Act 1983* and records authorities
- experience leading and managing teams
- an understanding of digital information management ecosystems
- experience administering and configuring Content Manager (or a similar EDRMS)
- an understanding of SharePoint and MS Teams administration and/or configuration
- experience administering and managing datasets as records.

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>. This initiative/program is only applicable where the successful applicant will be employed under the Public Service Act 1999. Similar conditions may apply when employed under other Acts. For clarification please contact the advertising agency.

This vacancy has been identified to participate in VetPaths. The Australian Public Service (APS) values the unique skills, perspectives, and experiences that veterans gain during their Australian Defence Force (ADF) employment and encourage veterans to apply. Support may be available to veterans transitioning to meaningful APS careers through participation in VetPaths, which offers veterans an opportunity to participate in a six month program offering formal learning and development, career mentoring and activities for wellness and peer supports. For more visit: <https://www.dva.gov.au/vetpaths> This initiative/program is only applicable where the successful applicant will be employed under the Public Service Act 1999. Similar conditions may apply when employed under other Acts. For clarification please contact the advertising agency.

About the Department of Agriculture, Fisheries and Forestry

To Apply

Position Contact	Sara Horne, 0403 087 008
Agency Recruitment Site	https://www.agriculture.gov.au/about/jobs/apply

This notice is part of the electronic Public Service Gazette PS19 Daily Gazette Friday - 15 May 2026.pdf Published by Australian Public Service Commission.

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

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

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

Attorney-General's

Vacancy VN-0769549

Attorney-General's Department

Closing Date: Thursday 28 May 2026

Various
Various Various

Job Title	Assistant Secretary - Various Opportunities
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Adelaide SA, Brisbane QLD, Canberra ACT, Melbourne VIC, Sydney NSW
Salary	-
Future Merit Locations	Adelaide, Brisbane, Canberra, Melbourne, Sydney
Office Arrangement	Flexible
Office Arrangement Details	Flexible working arrangements can be negotiated in accordance with the operational needs of the role.
Classification	Senior Executive Service Band 1
Position Number	0122/26_AGD-EXT
Agency Website	https://www.ag.gov.au/Pages/default.aspx

Job Description

<https://agcareers.nga.net.au/?jati=96E7FD43-5A3B-7A69-A3B4-ECEE44467266>

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

Duties

Employment Opportunity

An SES Band 1 leader in the Attorney-General's Department navigates contested stakeholder environments, delivers high quality legal and policy advice and contributes to reforms across justice, integrity and security. Successful candidates understand how the department influences whole of government outcomes and works with other portfolios and stakeholders to delivery system level change.

As an Assistant Secretary, you will lead a branch and report to the Division Head, Deputy Secretary, and Secretary. You will be accountable for strategic leadership, high-quality policy and program delivery, and the effective coordination of advice to support the Attorney-General in advancing the Government's priorities.

We are looking for leaders who are strategic thinkers with a deep understanding of Australia's interests, and who demonstrate strong conceptual, analytical, negotiation and representational skills.

The department undertakes a wide range of functions, and is seeking high-performing candidates across in the following groups:

- **Justice and Communities Group** - The Justice and Communities Group leads key elements of Australia's justice system, overseeing the federal courts, tribunals and the family law system while driving high-priority reform programs that strengthen equity, safety and access to justice. Its work includes major First Nations justice initiatives under the National Agreement on Closing the Gap and reforms that respond to sexual assault, family violence and elder abuse. The group also houses the National Office of Child Safety, which is responsible for delivering Australia's National Strategy to Prevent and Respond to Child Sexual Abuse 2021 to 2030. In addition, it manages significant areas of law and policy such as native title, and copyright law, and administers Australian Government funding for legal assistance services through mechanisms like the National Access to Justice Partnership with state and territory governments.
- **Integrity and Security Group** - The Integrity and Security Group is central to strengthening Australia's legal, integrity, human rights, anti-discrimination and security frameworks. The group oversees the domestic and international response to modern slavery, manages the Foreign Influence Transparency Scheme and is responsible for reforms in privacy and freedom of information law. Its work includes managing complex integrity, criminal justice and national security functions, coordinating international legal cooperation and assisting portfolio bodies such as intelligence oversight agencies, the National Anti-Corruption Commission, the Commonwealth Director of Public Prosecutions, the Commonwealth Ombudsman and the Office of the Australian Information Commissioner. The group is responsible for identity verification services, as well as the establishment of and engagement with Royal Commissions, including the Royal Commission on Antisemitism and Social Cohesion. The group is the central coordination point for Commonwealth legal services and constitutional policy, provides expert international legal advice, manages complex legal disputes and leads dedicated engagement with Pacific partners through the Pacific Law and Justice Program.

This recruitment process will also establish a merit pool to fill current and future SES Band 1 vacancies.

How you can help us make a difference

Our leaders create culturally safe, inclusive and high performing workplaces. We expect SES Band 1 leaders to role model integrity, transparency and respect, and to embed these behaviours in everyday practice across the department.

We are seeking senior leaders who bring ideas, diverse experience and global perspectives. Attorney-General's Department leaders think strategically, act with integrity and accountability, and champion innovation, collaboration and continuous improvement.

People who work for us demonstrate leadership, apply evidence and sound judgement to solve complex problems, communicate with clarity and influence, and build capability to deliver sustainable results.

Our ideal candidates will:

- Lead and deliver Australia's law, justice and integrity agendas
- oversee the effective delivery of the key policy and program outcomes
- provide timely and strategic evidence-based advice to the Attorney-General
- exercise sound judgement, lead complex policy work, and represent the department with credibility and cultural awareness
- collaborate across the department, government, state and territory jurisdictions and community
- embed innovation, continuous improvement and evidence-based decision making
- anticipate, and respond to emerging issues while fostering strong partnerships
- build and sustain high-performing, inclusive, and values-driven teams aligned with APS Values and the [Secretaries' Charter of Leadership Behaviours](#).

Some positions require formal legal qualifications. For these roles, applicants must hold an appropriate law degree or admission in Australia as a legal practitioner.

Eligibility

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

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

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

Notes

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

If you have any questions regarding the recruitment process or require any reasonable adjustments, please contact admin@amandaorourke.com.au or 0452 199 031. Please quote reference number 1192 if calling.

The department is committed to creating a diverse and inclusive working environment. We actively support and encourage people of all backgrounds; gender, age, ethnicity, race, cultural background, disability, religion and sexual orientation to apply and aim to ensure that the recruitment and employee experience is as accessible and inclusive as possible.

First Nations people can contact us to discuss options for working from Country.

RecruitAbility applies to this vacancy. Under the RecruitAbility scheme you will be invited to participate in further assessment activity for the vacancy if you choose to apply under the scheme; declare you have a disability; and meet the minimum requirements for the job. For more information visit: <https://www.apsc.gov.au/recruitability>. This initiative/program is only applicable where the successful applicant will be employed under the Public Service Act 1999. Similar conditions may apply when employed under other Acts. For clarification please contact the advertising agency.

About the Attorney-General's Department

The Attorney-General's Department delivers programs and policies to maintain and improve Australia's law and justice framework, and to facilitate jobs growth through policies that promote fair, productive, flexible and safe workplaces. Through the Australian Government Solicitor, we also provide legal services to the Commonwealth, including legal advice and representation. Our department is the central policy and coordinating element of the Attorney-General's portfolio. Our department is structured into four groups: • Australian Government Solicitor • Justice and Communities • Integrity and Security • Enabling Services The department operates in a diverse and complex environment to address challenging issues. We have a highly-skilled and engaged workforce involved in policy development and implementation and program administration. The department also has a large number of practicing lawyers, mainly within the Australian Government Solicitor Group within the department.

To Apply

Position Contact	Amanda O'Rourke, 0452 199 031
Agency Recruitment Site	https://agcareers.nga.net.au/?jati=96E7FD43-5A3B-7A69-A3B4-ECEE44467266

This notice is part of the electronic Public Service Gazette PS19 Daily Gazette Friday - 15 May 2026.pdf Published by Australian Public Service Commission.

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

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

Attorney-General's

Vacancy VN-0769550

Attorney-General's Department

Closing Date: Thursday 28 May 2026

Various
Various Various

Job Title	Assistant Secretary - Affirmative Measures - Disability
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Sydney NSW, Adelaide SA, Brisbane QLD, Canberra ACT, Melbourne VIC
Salary	-
Future Merit Locations	Sydney, Adelaide, Brisbane, Canberra, Melbourne
Office Arrangement	Flexible
Office Arrangement Details	Flexible working arrangements can be negotiated in accordance with the operational needs of the role.
Classification	Senior Executive Service Band 1
Position Number	0123/26_AGD-EXT
Agency Website	https://www.ag.gov.au/Pages/default.aspx

Job Description

<https://agcareers.nga.net.au/?jati=EC75E37B-707D-7287-6F34-ECEE444B0142>

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

Duties

Employment Opportunity

The Attorney-General's Department is seeking expressions of interest from motivated and driven persons with Disability to fill current and future vacancies across various positions at the Senior Executive Service (SES) Band 1 classification.

An SES Band 1 leader in the Attorney-General's Department navigates contested stakeholder environments, delivers high quality legal and policy advice and contributes to reforms across

justice, integrity and security. Successful candidates understand how the department influences whole of government outcomes and works with other portfolios and stakeholders to delivery system level change.

As an Assistant Secretary, you will lead a branch and report to the Division Head, Deputy Secretary, and Secretary. You will be accountable for strategic leadership, high-quality policy and program delivery, and the effective coordination of advice to support the Attorney-General in advancing the Government's priorities.

We are looking for leaders who are strategic thinkers with a deep understanding of Australia's interests, and who demonstrate strong conceptual, analytical, negotiation and representational skills.

The department undertakes a wide range of functions, and is seeking high-performing candidates across in the following groups:

- **Justice and Communities Group** - The Justice and Communities Group leads key elements of Australia's justice system, overseeing the federal courts, tribunals and the family law system while driving high-priority reform programs that strengthen equity, safety and access to justice. Its work includes major First Nations justice initiatives under the National Agreement on Closing the Gap and reforms that respond to sexual assault, family violence and elder abuse. The group also houses the National Office of Child Safety, which is responsible for delivering Australia's National Strategy to Prevent and Respond to Child Sexual Abuse 2021 to 2030. In addition, it manages significant areas of law and policy such as native title, and copyright law, and administers Australian Government funding for legal assistance services through mechanisms like the National Access to Justice Partnership with state and territory governments.
- **Integrity and Security Group** - The Integrity and Security Group is central to strengthening Australia's legal, integrity, human rights, anti-discrimination and security frameworks. The group oversees the domestic and international response to modern slavery, manages the Foreign Influence Transparency Scheme and is responsible for reforms in privacy and freedom of information law. Its work includes managing complex integrity, criminal justice and national security functions, coordinating international legal cooperation and assisting portfolio bodies such as intelligence oversight agencies, the National Anti-Corruption Commission, the Commonwealth Director of Public Prosecutions, the Commonwealth Ombudsman and the Office of the Australian Information Commissioner. The group is responsible for identity verification services, as well as the establishment of and engagement with Royal Commissions, including the Royal Commission on Antisemitism and Social Cohesion. The group is the central coordination point for Commonwealth legal services and constitutional policy, provides expert international legal advice, manages complex legal disputes and leads dedicated engagement with Pacific partners through the Pacific Law and Justice Program.

This recruitment process will also establish a merit pool to fill current and future SES Band 1 vacancies.

How you can help us make a difference

Our leaders create culturally safe, inclusive and high performing workplaces. We expect SES Band 1 leaders to role model integrity, transparency and respect, and to embed these behaviours in everyday practice across the department.

We are seeking senior leaders who bring ideas, diverse experience and global perspectives. Attorney-General's Department leaders think strategically, act with integrity and accountability, and champion innovation, collaboration and continuous improvement.

People who work for us demonstrate leadership, apply evidence and sound judgement to solve complex problems, communicate with clarity and influence, and build capability to deliver sustainable results.

Our ideal candidates will:

- Lead and deliver Australia's law, justice and integrity agendas
- oversee the effective delivery of the key policy and program outcomes
- provide timely and strategic evidence-based advice to the Attorney-General
- exercise sound judgement, lead complex policy work, and represent the department with credibility and cultural awareness
- collaborate across the department, government, state and territory jurisdictions and community
- embed innovation, continuous improvement and evidence-based decision making
- anticipate, and respond to emerging issues while fostering strong partnerships
- build and sustain high-performing, inclusive, and values-driven teams aligned with APS Values and the Secretaries' Charter of Leadership Behaviours.

Some positions require formal legal qualifications. For these roles, applicants must hold an appropriate law degree or admission in Australia as a legal practitioner.

Eligibility

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

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

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

This affirmative measure process is open only to persons who have a disability, or a particular type of disability. The filling of this vacancy is intended to constitute an affirmative measure under Section 33 of the *Australian Public Service Commissioner's Direction 2022*.

To be eligible for employment under the disability affirmative measure, applicants must provide evidence which confirms they are a person with disability.

Suitable evidence of a disability may include:

- a certificate or letter from a registered medical practitioner
- a letter from a Disability Employment Service or Workforce Australia provider
- a letter from a secondary or tertiary institution disability services unit in relation to a recent student or
- details of a current approved NDIS plan.

If these documents are not available, the department may consider accepting a statutory declaration.

Note: The need to provide evidence you are a person with disability is not required as part of the application process.

Notes

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

If you have any questions regarding the recruitment process or require any reasonable adjustments, please speak contact Amanda O'Rourke at admin@amandaorourke.com.au or 0452 199 031. Please quote reference number 1192 if calling.

The department is committed to creating a diverse and inclusive working environment. We actively support and encourage people of all backgrounds; gender, age, ethnicity, race, cultural background, disability, religion and sexual orientation to apply and aim to ensure that the recruitment and employee experience is as accessible and inclusive as possible.

First Nations people can contact us to discuss options for working from Country.

The filling of this vacancy is intended to constitute an affirmative measure under Section 33 of the Australian Public Service Commissioner's Direction 2022. This vacancy is open only to people with disability. This initiative/program is only applicable where the successful applicant will be employed under the Public Service Act 1999. Similar conditions may apply when employed under other Acts. For clarification please contact the advertising agency.

About the Attorney-General's Department

The Attorney-General's Department delivers programs and policies to maintain and improve Australia's law and justice framework, and to facilitate jobs growth through policies that promote fair, productive, flexible and safe workplaces. Through the Australian Government Solicitor, we also provide legal services to the Commonwealth, including legal advice and representation. Our department is the central policy and coordinating element of the Attorney-General's portfolio. Our department is structured into four groups: • Australian Government Solicitor • Justice and Communities • Integrity and Security • Enabling Services The department operates in a diverse and complex environment to address challenging issues. We have a highly-skilled and engaged workforce involved in policy development and implementation and program administration. The department also has a large number of practicing lawyers, mainly within the Australian Government Solicitor Group within the department.

To Apply

Position Contact	Amanda O'Rourke, 0452 199 031
Agency Recruitment Site	https://agcareers.nga.net.au/?jati=EC75E37B-707D-7287-6F34-ECEE444B0142

This notice is part of the electronic Public Service Gazette PS19 Daily Gazette Friday - 15 May 2026.pdf Published by Australian Public Service Commission.

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

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

Attorney-General's

Vacancy VN-0769551

Attorney-General's Department

Closing Date: Thursday 28 May 2026

Various
Various Various

Job Title	Assistant Secretary - Affirmative Measures - Aboriginal and Torres Strait Islander Employment
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Adelaide SA, Brisbane QLD, Canberra ACT, Melbourne VIC, Sydney NSW
Salary	-
Future Merit Locations	Adelaide, Brisbane, Canberra, Melbourne, Sydney
Office Arrangement	Flexible
Office Arrangement Details	Flexible working arrangements can be negotiated in accordance with the operational needs of the role.
Classification	Senior Executive Service Band 1
Position Number	0124/26_AGD-EXT
Agency Website	https://www.ag.gov.au/Pages/default.aspx

Job Description <https://agcareers.nga.net.au/?jati=B8FED57C-8B7E-8DEE-E55D-ECEE444F1D0B>

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

Duties

Employment Opportunity

The Attorney-General's Department is seeking expressions of interest from motivated and driven Aboriginal and/or Torres Strait Islander people to fill current and future vacancies across various positions at the Senior Executive Service (SES) Band 1 classification.

An SES Band 1 leader in the Attorney-General's Department navigates contested stakeholder environments, delivers high quality legal and policy advice and contributes to reforms across justice, integrity and security. Successful candidates understand how the department influences whole of government outcomes and works with other portfolios and stakeholders to delivery system level change.

As an Assistant Secretary, you will lead a branch and report to the Division Head, Deputy Secretary, and Secretary. You will be accountable for strategic leadership, high-quality policy and

program delivery, and the effective coordination of advice to support the Attorney-General in advancing the Government's priorities.

We are looking for leaders who are strategic thinkers with a deep understanding of Australia's interests, and who demonstrate strong conceptual, analytical, negotiation and representational skills.

The department undertakes a wide range of functions, and is seeking high-performing candidates across in the following groups:

- **Justice and Communities Group** - The Justice and Communities Group leads key elements of Australia's justice system, overseeing the federal courts, tribunals and the family law system while driving high-priority reform programs that strengthen equity, safety and access to justice. Its work includes major First Nations justice initiatives under the National Agreement on Closing the Gap and reforms that respond to sexual assault, family violence and elder abuse. The group also houses the National Office of Child Safety, which is responsible for delivering Australia's National Strategy to Prevent and Respond to Child Sexual Abuse 2021 to 2030. In addition, it manages significant areas of law and policy such as native title, and copyright law, and administers Australian Government funding for legal assistance services through mechanisms like the National Access to Justice Partnership with state and territory governments.
- **Integrity and Security Group** - The Integrity and Security Group is central to strengthening Australia's legal, integrity, human rights, anti-discrimination and security frameworks. The group oversees the domestic and international response to modern slavery, manages the Foreign Influence Transparency Scheme and is responsible for reforms in privacy and freedom of information law. Its work includes managing complex integrity, criminal justice and national security functions, coordinating international legal cooperation and assisting portfolio bodies such as intelligence oversight agencies, the National Anti-Corruption Commission, the Commonwealth Director of Public Prosecutions, the Commonwealth Ombudsman and the Office of the Australian Information Commissioner. The group is responsible for identity verification services, as well as the establishment of and engagement with Royal Commissions, including the Royal Commission on Antisemitism and Social Cohesion. The group is the central coordination point for Commonwealth legal services and constitutional policy, provides expert international legal advice, manages complex legal disputes and leads dedicated engagement with Pacific partners through the Pacific Law and Justice Program.

This recruitment process will also establish a merit pool to fill current and future SES Band 1 vacancies.

How you can help us make a difference

Our leaders create culturally safe, inclusive and high performing workplaces. We expect SES Band 1 leaders to role model integrity, transparency and respect, and to embed these behaviours in everyday practice across the department.

We are seeking senior leaders who bring ideas, diverse experience and global perspectives. Attorney-General's Department leaders think strategically, act with integrity and accountability, and champion innovation, collaboration and continuous improvement.

People who work for us demonstrate leadership, apply evidence and sound judgement to solve complex problems, communicate with clarity and influence, and build capability to deliver sustainable results.

Our ideal candidates will:

- Lead and deliver Australia's law, justice and integrity agendas
- oversee the effective delivery of the key policy and program outcomes
- provide timely and strategic evidence-based advice to the Attorney-General
- exercise sound judgement, lead complex policy work, and represent the department with credibility and cultural awareness
- collaborate across the department, government, state and territory jurisdictions and community
- embed innovation, continuous improvement and evidence-based decision making
- anticipate, and respond to emerging issues while fostering strong partnerships
- build and sustain high-performing, inclusive, and values-driven teams aligned with APS Values and the Secretaries' Charter of Leadership Behaviours.

Some positions require formal legal qualifications. For these roles, applicants must hold an appropriate law degree or admission in Australia as a legal practitioner.

Eligibility

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

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

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

This affirmative measure process is open only to Aboriginal persons and/or Torres Strait Islander persons who meet the criteria below. The filling of this vacancy is intended to constitute an affirmative measure under Section 31 of the *Australian Public Service Commissioner's Directions 2022*.

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

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

To demonstrate eligibility, applicants are required to provide evidence that they are an Aboriginal person and/or Torres Strait Islander person.

Suitable evidence of Aboriginal and/or Torres Strait Islander heritage may include:

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

Note: The need to provide confirmation of Aboriginal or Torres Strait Islander heritage is not required as part of the application process.

Notes

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

If you have any questions regarding the recruitment process or require any reasonable adjustments, please speak contact Amanda O'Rourke at admin@amandaorourke.com.au or 0452 199 031. Please quote reference number 1192 if calling.

The department is committed to creating a diverse and inclusive working environment. We actively support and encourage people of all backgrounds; gender, age, ethnicity, race, cultural background, disability, religion and sexual orientation to apply and aim to ensure that the recruitment and employee experience is as accessible and inclusive as possible.

First Nations people can contact us to discuss options for working from Country.

The filling of this vacancy is intended to constitute an affirmative measure under section 8(1) of the 'Racial Discrimination Act 1975'. This vacancy is only available to Aboriginal and/or Torres Strait people. This initiative/program is only applicable where the successful applicant will be employed under the Public Service Act 1999. Similar conditions may apply when employed under other Acts. For clarification, please contact the advertising agency.

RecruitAbility applies to this vacancy. Under the RecruitAbility scheme you will be invited to participate in further assessment activity for the vacancy if you choose to apply under the scheme; declare you have a disability; and meet the minimum requirements for the job. For more information visit: <https://www.apsc.gov.au/recruitability>. This initiative/program is only applicable where the successful applicant will be employed under the Public Service Act 1999. Similar conditions may apply when employed under other Acts. For clarification please contact the advertising agency.

About the Attorney-General's Department

The Attorney-General's Department delivers programs and policies to maintain and improve Australia's law and justice framework, and to facilitate jobs growth through policies that promote fair, productive, flexible and safe workplaces. Through the Australian Government Solicitor, we also provide legal services to the Commonwealth, including legal advice and representation. Our department is the central policy and coordinating element of the Attorney-General's portfolio. Our department is structured into four groups: • Australian Government Solicitor • Justice and Communities • Integrity and Security • Enabling Services The department operates in a diverse and complex environment to address challenging issues. We have a highly-skilled and engaged workforce involved in policy development and implementation and program administration. The department also has a large number of practicing lawyers, mainly within the Australian Government Solicitor Group within the department.

To Apply

Position Contact	Amanda O'Rourke, 0452 199 031
Agency Recruitment Site	https://agcareers.nga.net.au/?jati=B8FED57C-8B7E-8DEE-E55D-ECEE444F1D0B

This notice is part of the electronic Public Service Gazette PS19 Daily Gazette Friday - 15 May 2026.pdf Published by Australian Public Service Commission.

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

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

Attorney-General's

Vacancy VN-0769564

Australian Federal Police

Closing Date:Tuesday 02 June 2026

Job Title	Cyber Security Analysts
Job Type	Full-Time, Ongoing
Location	Melbourne VIC, Canberra ACT, Sydney NSW, Perth WA
Salary	\$123,420 - \$132,185
Future Merit Locations	Canberra, Sydney, Melbourne, Perth
Office Arrangement	Hybrid
Office Arrangement Details	Flexible hybrid arrangements considered
Classification	Executive Level 1
Position Number	15930
Agency Website	https://careers.afp.gov.au

Job Description

<https://careers.afp.gov.au/job-invite/15930/>

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're committed to looking after you, with some of the best benefits and conditions in the industry – including (but not limited to):

- 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 14 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 arrangements that support work-life balance
- Health & wellbeing services – with a focus on early intervention, education and prevention
- Access to ongoing training and professional development opportunities

Duties

The Technology Operations & Chief Information Officer Command (TOCIO) is seeking passionate, and suitably skilled and experienced Cyber Security Analysts to join our unified Security and Network Operations Centre (SNOC) in Cyber Defence with a strong team culture, where collaboration, trust, and shared accountability underpin how we operate. As a team member you will help protect the availability, integrity and security of AFP's critical systems and services that enable policing operations and outcomes.

The SNOC is responsible for continuous integrated security and network monitoring, incident detection, triage, response and escalation of potential threats and operational incidents in real-time. The SNOC combines cyber security operations with network operations to provide end-to-end visibility of AFP's ICT environments.

What will you do?

- Support and mentor junior staff to build operational capability and confidence.
- Monitoring Security Information and Event Management (SIEM) tools and other security and network monitoring platforms for threats, faults, and performance degradation.
- Detect, triage, investigate and respond to cyber security incidents and network events.
- Escalating incidents as required to the Hunt and Incident Response team for further investigation and action, in line with severity impact and playbooks.
- Escalating significant network performance issues and faults to the Network Operations team for analysis and remediation.
- Correlate security alerts with network and infrastructure telemetry to determine root cause.
- Resolving minor incidents and false positives.
- Maintain accurate incident records, logs and handover notes.
- Collecting, assessing and reporting threat intelligence to inform appropriate stakeholders and improve accuracy and effectiveness of monitoring efforts.
- Contribute to the development improvement of detection rules, alerts and playbooks.
- Work Collaboratively with cyber security, network, platform and applications teams.
- Identify recurring issues and recommend improvements to reduce operational risk.
- Participate in exercises, training and capability uplift activities.
- Adhere to operations, security and compliance requirements.

Eligibility

Essential Requirements

- You must be an Australian Citizen at the time of application.

- A Negative Vetting 1 (Secret) security clearance or the ability to obtain one.
- Demonstrated and hands-on experience with SIEM and SOAR platforms in a live environment.
- Sound understanding of enterprise networking concepts, protocols, and technologies.
- Strong analytical and problem-solving skills with the ability to work under pressure.
- Understanding of cyber security frameworks, threat vectors and attacker techniques.
- Ability to upskill and learn new tools as required.

Desirable Requirements

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

- Relevant qualification or extensive experience in Cyber Security, or Computer Science.

Notes

- These positions are an AFP Band 7 level.
- Positions are available in Canberra, Sydney, Perth and Melbourne. Flexible and hybrid work arrangements will be considered.

Commitment to Diversity & Inclusion

We're all individuals and we love that. 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	Tijana Delov, 02 5127 2525
Agency Recruitment Site	https://careers.afp.gov.au/job-invite/15930/

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

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

Attorney-General's

Vacancy VN-0769575

Australian Human Rights Commission

Closing Date: Sunday 24 May 2026

Corporate Services
Finance Finance

Job Title	Accounts Payable Officer
Job Type	Full-Time, Ongoing; Non-Ongoing
Location	Sydney NSW
Salary	\$88,834 - \$96,829
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Hybrid
Office Arrangement Details	Hybrid
Classification	APS Level 5
Position Number	1005
Agency Website	

Job Description <https://ahrc.recruitmentplatform.com/details.html?jobId=399&jobTitle=Accounts%20Payable%20Officer>

The Australian Human Rights Commission (the Commission) is Australia's national human rights institution, dedicated to fostering a society where human rights are upheld, protected, and celebrated. We envision an Australia where every individual is valued equally in dignity and rights.

Our mission involves promoting and safeguarding the human rights of all Australians by:

- Advising all levels of government and various public and private organisations.
- Strengthening laws, policies, and practices while providing accessible investigation and conciliation services.

- Engaging inclusively with civil society, communities, and the private sector.
- Raising awareness about human rights and offering educational resources.
- Collaborating with partners to cultivate a culture of respect for human rights across the nation.

The Finance team is responsible for the financial management of the Australian Human Rights Commission including maintaining appropriate internal financial controls and governance, processing of accounts payable and receivable, corporate credit management, travel support, asset management, cash flow management, external and internal budgets, statutory reporting and procurement. The Finance team sits within the Corporate Services section which is responsible for the delivery of Finance, Facilities Management, Human Resources and ICT services for the Commission.

We are looking for a highly motivated and well organised Accounts Payable Officer to join our team. In this role, you will perform the endtoend accounting duties, accurate and timely processing of supplier invoices, support in issuing customer tax invoices, maintaining financial registers, preparing reconciliations, and extracting supporting documentation for internal and external audits.

This full-time, ongoing position / non ongoing position offers a competitive salary range of \$88,834 - \$96,829 per annum plus 15.4% superannuation.

We offer flexible, hybrid and remote work options.

Duties

What You'll Do:

- Manage the accounts payable invoices inbox and ensure accurate entry, coding, approval, and timely processing of supplier invoices and supplier master data.
- Monitor accounts payable balances and prepare, review, and process batch payments, including domestic and overseas payments, in accordance with payment schedules and internal controls.
- Provide high quality advice on accounts payable, and financial processes to staff and external clients.
- Liaise effectively with internal stakeholders, suppliers, contractors, and external clients to ensure responsive and professional service delivery.
- Create and maintain purchase orders and maintain the prepayments register, ensuring accurate tracking, reconciliation, and amortisation.
- Administer and monitor Commission corporate credit cards, including reconciliations, controls, and monthend uploads for ANZ Visa.
- Assist with endofmonth processing requirements, including journals, reconciliations, and processing of Uber, Cab charge, and other travelrelated transactions.
- Assist with financial management projects and support increased financial awareness across the Commission through training sessions and presentations on accounts payable and finance processes.

- Assist with the preparation of end of month reporting requirements including data uploads and monthly reporting of outstanding tasks.
- Identify process improvement opportunities to enhance efficiency, accuracy, and compliance within accounts payable and finance operations.
- Use Power BI to support financial reporting, analysis, and insights relevant to accounts payable and operational activities.
- Provide back up support for reception, facilities management services, accounting duties such as accurate and timely processing of raising customer tax invoices during periods of planned staff absences.
- Prepare accurate, complete and timely financial reports and provide input to questions on notice as required.

Eligibility

What We're Looking For:

- Demonstrated knowledge of financial systems in accounts payable, and ability to apply Commonwealth legislation, policies, and procedures relevant to accounts payable, travel, receivable, purchasing, and procurement
- Experience ensuring compliance with financial delegations, maintaining tax records, and internal controls in a public sector environment.
- High attention to detail and the ability to maintain data integrity while meeting reporting deadlines and supporting audit and compliance requirements.
- Proven capability to manage competing priorities, identify issues, assess risks, and take appropriate action in a selfmanaging team environment, escalating matters when required.
- Demonstrated experience in timely processing of financial information, including invoices, payments, reconciliations, and financial registers.
- Proven experience in setting priorities, monitoring progress, identifying process improvements, and supporting or coordinating the work of others where required.
- Experience working in federal government and knowledge of the Commonwealth Procurement Rules.
- Excellent communication and customer service skills and the ability to contribute positively to team operations and working relationships with internal and external clients.

Notes

Why Join Us?

By becoming a part of our team, you'll play a vital role in influencing public conversations about human rights and making a meaningful impact. If you're ready to use your skills to support a cause that matters, we want to hear from you!

Apply Now! Help us shape the future of human rights in Australia. Join us in making a difference!

Applications close: 5pm AEDT 24 May 2026

Notes

We value inclusivity and diversity and seek people who support and model the behaviours we promote in our workforce. We strongly encourage applications from First Nations Australians, mature workers, people from culturally and linguistically diverse backgrounds, culturally and marginalised communities, carers, LGBTIQ+ and people with disability.

Under section 22(8) of the Public Service Act 1999, employees must be Australian citizens to be employed in the Australian Public Service (APS).

The Commission is committed to providing an accessible, inclusive work environment to enable people with a disability to participate fully in all aspects of employment. Applicants are encouraged to request reasonable adjustment as required to assist your participation in this recruitment process.

Please note that this position may be filled on either an ongoing or non-ongoing basis. If an offer of non-ongoing employment is made, the successful applicant would be employed for an initial period of up to eighteen months with the possibility of extension up to a maximum period of two years in total. 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 be used to fill future ongoing and non-ongoing vacancies in the Commission where the duties are of a similar nature.

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

How to Apply

Please provide a resume and a statement (maximum of 2 pages) outlining your interest in this position(s), your experience that would lead to impactful outcomes in the role, and the skills and capabilities you bring.

The successful candidate will demonstrate the ability to fulfill the requirements of the role in an impartial and respectful manner as required by the APS Code of Conduct. The successful candidate will uphold the integrity and independence of the Australian Human Rights Commission.

As part of the recruitment and selection process, applicants will be required to consent to and undergo background checks which may include character and social media checks.

For more Information

Information about the role and Commission practices may be sought from Via Bangoy, Senior Financial Accountant at via.bangoy@humanrights.gov.au

About the Australian Human Rights Commission

To Apply

Position Contact	Via Bangoy, via.bangoy@humanrights.gov.au
Agency Recruitment Site	https://ahrc.recruitmentplatform.com/details.html?jobId=399&jobTitle=Accounts%20Payable%20Office

This notice is part of the electronic Public Service Gazette PS19 Daily Gazette Friday - 15 May 2026.pdf Published by Australian Public Service Commission.

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

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

Attorney-General's

Vacancy VN-0769572

Fair Work Commission

Closing Date:Thursday 28 May 2026

Registered Organisations Services Branch

Job Title	Executive Director, Registered Organisations Services Branch
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Canberra ACT, Brisbane QLD, Sydney NSW, Hobart TAS, Adelaide SA, Perth WA, Melbourne VIC
Salary	-
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA, Melbourne
Office Arrangement	Hybrid
Office Arrangement Details	Commission staff have access to hybrid working arrangements where they can work a combination of in the office and from home.
Classification	Senior Executive Service Band 1
Position Number	6100
Agency Website	https://www.fwc.gov.au/about-us/careers

Job Description

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

The Executive Director, Registered Organisations Services, leads the Registered Organisations Services Branch (the Branch), which consists of approximately 35 highly skilled staff. The position is one of six Executive Directors reporting to the General Manager, who is the agency head and accountable authority of the Fair Work Commission (the Commission).

A key feature of this role is exercising delegated powers and functions of the General Manager and President of the Commission under the *Fair Work (Registered Organisations) Act 2009* (RO Act) and the *Fair Work Act 2009*, and leading and managing the delivery of all functions relating to registered organisations.

Duties

- Exercise delegated powers and functions of the President of the Fair Work Commission and the General Manager under the RO Act and *Fair Work Act 2009* on a daily basis, including the conduct of inquiries and investigations into compliance with the RO Act.
- Deliver on strategies and operational activities to improve compliance and good governance in registered organisations, including through operational activities aligned with the Commission's [Compliance and Enforcement Policy](#).
- Develop and maintain the Commission's investigation and litigation policies and procedures.
- Have an appreciation for the range of external factors affecting the agency, including relevant law enforcement considerations across jurisdictions.

- Provide expert advice and assistance to the General Manager and Commission Members regarding registered organisations.
- Establish strong leadership in the Branch that operates to maintain an effective, proactive compliance culture for registered organisations.
- As a member of the Executive Committee, assist with setting the strategic direction of the Commission.
- Shape the Branch's strategic direction, develop plans and provide leadership to ensure operational teams provide specialist advice, support and assistance to internal and external clients in relation to registered organisation matters.
- Drive changes that improve efficiency and organisational performance in an evolving authorising environment.

Eligibility

Citizenship: The Fair Work Commission requires Australian citizenship as a condition of engagement.

National Police Check: To be eligible for employment with the Commission, the successful applicant must undergo and satisfy a National Police Check and have (or the ability to obtain) a Negative Vetting Level 1 (NV1) security clearance.

How to apply: Applications must be lodged online through the Commission's web-based e-recruitment system and include a current CV and a statement of claim of no more than **1000 words**, outlining your skills and/or experience relevant to the advertised role using '**Our ideal candidate**' section as your basis. For further information about 'Our ideal candidate' and how to apply, please click on 'Apply now' and follow the prompts.

Notes

This recruitment process is being used to fill an ongoing position.

A merit pool of suitable applicants may be created from this process and will be active for 18 months from the date of this advertisement. We may choose to use this merit pool to fill further ongoing and non-ongoing vacancies.

The Fair Work Commission has a broad range of functions relating to the workplace and seeks to discharge these functions in a way that best meets the needs of our community with a focus on access to justice. As an employer, the Commission values diverse views and backgrounds, including First Nations Australians, mature age workers, people from culturally and linguistically diverse backgrounds, carers, LGBTQIA+, people with disability and people who are neurodiverse. Our aim is to create a workforce that reflects the community in which we live. We also welcome conversations about working flexibly.

RecruitAbility applies to this vacancy. Under the RecruitAbility scheme you will be invited to participate in further assessment activity for the vacancy if you choose to apply under the scheme; declare you have a disability; and meet the minimum requirements for the job. For more information visit: <https://www.apsc.gov.au/recruitability>. This initiative/program is only applicable where the successful applicant will be employed under the Public Service Act 1999. Similar conditions may apply when employed under other Acts. For clarification please contact the advertising agency.

About the Fair Work Commission

The Fair Work Commission (Commission) is the national workplace relations tribunal. It is an independent body with power to carry out a range of functions relating to: • The safety net of minimum wages and employment conditions • Enterprise bargaining • Industrial action • Dispute resolution • Anti-bullying • Termination of employment • Registered Organisations. The Commission is a statutory authority with offices in each State and Territory. The majority of staff are based in Melbourne, Sydney and Brisbane. Commission staff are employed under the provisions of the Public Service Act 1999, which means they must uphold the APS Values and abide by the APS Code of Conduct. Employment conditions are set out in the Fair Work Commission Enterprise Agreement 2024-2027.

To Apply

Position Contact	Murray Furlong, (03) 8656 4543
Agency Recruitment Site	https://www.fwc.gov.au/about-us/careers

This notice is part of the electronic Public Service Gazette PS19 Daily Gazette Friday - 15 May 2026.pdf Published by Australian Public Service Commission.

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

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

Attorney-General's

Vacancy VN-0769445

Federal Court of Australia

Closing Date:Friday 05 June 2026

Federal Court of Australia
Corporate Services - Information Technology

Job Title	ICT Procurement & Contracts Officer
Job Type	Full-Time, Ongoing
Location	Adelaide SA, Albury NSW, Brisbane QLD, Cairns QLD, Canberra ACT, Dandenong VIC, Darwin NT, Dubbo NSW, Hobart TAS, Launceston TAS, Lismore NSW, Melbourne VIC, Newcastle NSW, Parramatta NSW, Perth WA, Rockhampton QLD, Sydney NSW, Townsville QLD, Wollongong NSW
Salary	\$99,734 - \$111,701
Future Merit Locations	Adelaide, Albury, Brisbane, Cairns, Canberra, Dandenong, Darwin, Dubbo, Hobart, Launceston, Lismore, Melbourne, Newcastle, Parramatta, Perth, Rockhampton, Sydney, Townsville, Wollongong
Office Arrangement	Work From Home;On Site;Flexible;Hybrid
Office Arrangement Details	Remote / Onsite / Flexible work arrangements can be discussed depending on your location and/or requirements, and a Working from Home Agreement must b
Classification	APS Level 6
Position Number	0339-05-26
Agency Website	https://www.fedcourt.gov.au/about/employment

Job Description <https://fcajobs.nga.net.au/?jati=1BE3C5CA-6519-1A5E-3BBD-ECEF32B4BB91>

If you are detail-oriented, organised and confident and enjoy ICT challenges, problem-solving and supporting effective procurement outcomes - we'd like to hear from you.

Position Overview

Working as part of a small agile team thriving on adaptability, curiosity, transparency and high-quality output, the position of the ICT Procurement & Contracts Officer is to:

- Work closely with the ICT Procurement & Contracts Manager and another ICT Procurement & Contracts Officer to exercise both initiative and judgment in the interpretation of the Commonwealth Procurement Rules (CPRs) and related policies in the application of practices and procedures.
- Facilitate end-to-end ICT procurement (including advice, industry engagement, approach to market, evaluation and contracting) in compliance with the Commonwealth procurement framework, rules and policies.
- Contribute to the effective management of IT assets.
- Undertake work with a positive customer focus – at times under limited notice and direction with the opportunity for reasonable autonomy and accountability.

- Engage internally with Judges, executives, managers, and staff; and externally with ICT vendors/partners, logistics and other Commonwealth agencies.
- Demonstrate strong verbal communication skills with ability to liaise effectively at all levels internally and externally; and excellent written skills as this position will require the drafting of memos, contracts and other procurement artefacts.

Duties

Key Accountabilities

Procurement Activities and Contract Administration

1. Collaborate with staff from across the organisation providing high level advice and guidance to build expertise in procurement, provide governance and improve procurement practice and outcomes.
2. Develop, co-ordinate and lead ICT sourcing activities (end-to-end) to establish supply arrangements that meet business needs.
3. Plan and lead contract negotiations in the establishment and review of supply arrangements to deliver value for money procurement outcomes.
4. Identify, manage, and mitigate procurement risks to enable the organisation to meet its obligations and maximise business opportunity.
5. Document procurement processes, decisions and contractual arrangements fully to provide an audit trail for probity and audit purposes.
6. Undertake business needs assessment, supply market analysis and commercial risk assessments to inform procurement planning and sourcing decisions.

Contract Management

1. Support the IT team with contract formation including contract management compliance advice and understanding of contract management deliverables.
2. Develop and administer contract management plans, negotiate changes and modifications, supplier performance management and compliance requirements through effective supplier relationships to enhance business outcomes.
3. Manage/Support software licensing and true-ups e.g: Microsoft Volume Sourcing Arrangement, Adobe ETLA.

IT Asset Management

1. Conduct periodical reviews of existing software usage and licensing compliance, monitor for changes in service offerings for contracted services such as mobile service plans. Make recommendations regarding any proposed changes and/or review usage of existing plans and ongoing requirement.
2. Contribute to the IT Asset Management Framework by ensuring procured items are imported/recorded in the IT Asset Management database.
3. In conjunction with stakeholders, support the review of end user hardware and software on a periodical basis. Focus is on ensuring ongoing efficient procurement options exist.

Eligibility

Competencies & Attributes

The successful candidate will have:

- Experience in Commonwealth or State Government end-to-end procurement.
- Sound appreciation of Commonwealth legislation and policy relating to procurement, together with a knowledge or aptitude to exercise both initiative and judgment in the interpretation of the CPRs and related policies in the application of practices and procedures.
- Proven ability as an effective communicator to support the Information Technology team in ICT procurement and contract management.
- Ability to manage competing priorities whilst maintaining high work standards in meeting deadlines, be achievement oriented, well-disciplined and task focused.
- An understanding of APS Work Level Standards regarding APS role functions and expectations to ensure compliance with the matrix listed.

Qualifications & Experience

- Experience in Commonwealth or State Government end-to-end procurement.
- Exposure to working in an IT team or working knowledge of IT hardware, software, cloud and services would be beneficial.
- Experience with TechnologyOne CiA Accounts Payable and Supply Chain Management (sourcing and contracts) is desirable.
- Certificate IV in Government (Procurement and Contracting) is desirable.

Selection Criteria

- In-depth knowledge and experience in procurement practices, policies and procedures and their application including contract formation and contract management processes.
- Demonstrated ability in delivering end-to-end procurements through each stage of the procurement lifecycle.
- Good analytical and investigative skills, including the ability to research and evaluate complex issues in relation to procurement matters, identify relevant outcomes to provide recommendations / advice.
- Highly developed verbal communication and interpersonal skills with demonstrated experience in undertaking negotiations of a sensitive nature and maintaining effective working relationships with stakeholders at all levels.

Notes

Eligibility

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

Australian citizenship – the successful applicant must hold Australian citizenship;

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;

Health clearance – the successful applicant may be required to complete a health declaration or attend a medical assessment to confirm their fitness for duty.

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

Diversity and Inclusion

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

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

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

How to apply

Please submit your application via the Court's online recruitment system by the advertised closing date.

As part of your application, please submit:

- A maximum two-page pitch:
 1. Tell us why you want to work for the Federal Court and what interests you most about this position; and
 2. How would your skills, knowledge and experience be relevant for this position with reference to the Selection Criteria.
- Attach a maximum two-page resume or CV outlining your employment history, educational qualifications and relevant skills.
- Details of at least two referees, including your current or most recent manager or supervisor where possible.

RecruitAbility applies to this vacancy. Under the RecruitAbility scheme you will be invited to participate in further assessment activity for the vacancy if you choose to apply under the scheme; declare you have a disability; and meet the minimum requirements for the job. For more information visit: <https://www.apsc.gov.au/recruitability>. This initiative/program is only applicable where the successful applicant will be employed under the Public Service Act 1999. Similar conditions may apply when employed under other Acts. For clarification please contact the advertising agency.

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	David Deacon, (02) 9184 5100
Agency Recruitment Site	https://fcajobs.nga.net.au/?jati=1BE3C5CA-6519-1A5E-3BBD-ECEF32B4BB91

This notice is part of the electronic Public Service Gazette PS19 Daily Gazette Friday - 15 May 2026.pdf Published by Australian Public Service Commission.

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

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

Defence

Vacancy VN-0769417

Department of Defence

Closing Date:Sunday 31 May 2026

Security and Estate Group
Service Delivery Division

Job Title	Data and Benefits Analyst
Job Type	Full-Time, Ongoing
Location	Bandiana VIC, Canberra ACT, Melbourne VIC
Salary	\$89,841 - \$96,829
Future Merit Locations	Bandiana, Canberra, Melbourne
Office Arrangement	Flexible
Office Arrangement Details	Defence is committed to supporting workplace flexibility. Please contact the contact officer for further details.
Classification	APS Level 5
Position Number	SEG/02494/26
Agency Website	

Job Description <https://defencecareers.nga.net.au/?jati=8D24BA87-6035-DCBA-BC62-ECEE0970BDEF>

Duties

The Role

You are a detail-oriented analyst who uses data to tell clear, impactful stories that inform decision-making. You are skilled in designing, delivering and maintaining end-to-end Power BI dashboards and reports, presenting insights to senior stakeholders, and managing the full benefits tracking lifecycle for complex digital programs. With a strong customer advocacy mindset, you focus on ensuring insights are relevant, and actionable. You thrive in dynamic environments, bringing a proactive, organised, and collaborative approach.

Your role includes supporting benefits management through the development of registers, benefit profiles, and performance measures aligned with the Defence Benefits Management Framework. You track quantitative and qualitative benefits, identify trends and improvement opportunities, and escalate delivery risks as needed.

You integrate stakeholder feedback with data-driven analysis and support cost-benefit and investment assessments to build a holistic view of program performance and user outcomes. You translate findings into clear, actionable recommendations for both technical and non-technical audiences.

About our Team

Our Directorate has a customer-first, user-centred, agile focus and thrives on working closely with teams across our organisation to solve problems and deliver simple, guided and integrated solutions. Members of our team are passionate about improving service delivery and enjoy the challenge of working in a fast paced, challenging and rewarding environment. We enjoy a culture of excellence and curiosity to deliver exciting and challenging high profile projects that build a better, smarter digital future for Defence capability through our ServiceConnect platform.

We offer flexible work arrangements, a great work-life balance and access to the best nationally recognised training and development programs in the market to facilitate professionalisation and career advancement opportunities.

Our Ideal Candidate

You are a detail-oriented analyst who uses data to tell clear, impactful stories that inform decision-making. You are skilled in designing, delivering and maintaining end-to-end Power BI dashboards and reports, presenting insights to senior stakeholders, and managing the full benefits tracking lifecycle for complex digital programs. With a strong customer advocacy mindset, you focus on ensuring insights are relevant, and actionable. You thrive in dynamic environments, bringing a proactive, organised, and collaborative approach.

Your role includes supporting benefits management through the development of registers, benefit profiles, and performance measures aligned with the Defence Benefits Management Framework. You track quantitative and qualitative benefits, identify trends and improvement opportunities, and escalate delivery risks as needed. You integrate stakeholder feedback with data-driven analysis and support cost-benefit and investment assessments to build a holistic view of program performance and user outcomes. You translate findings into clear, actionable recommendations for both technical and non-technical audiences.

Eligibility

Security Clearance:

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

Notes

RecruitAbility applies to this vacancy. Under the RecruitAbility scheme you will be invited to participate in further assessment activity for the vacancy if you choose to apply under the scheme; declare you have a disability; and meet the minimum requirements for the job. For more information visit: <https://www.apsc.gov.au/recruitability>. This initiative/program is only applicable where the successful applicant will be employed under the Public Service Act 1999. Similar conditions may apply when employed under other Acts. For clarification please contact the advertising agency.

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	Maree Edwards, 0407 688 864
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=8D24BA87-6035-DCBA-BC62-ECEE0970BDEF

This notice is part of the electronic Public Service Gazette PS19 Daily Gazette Friday - 15 May 2026.pdf Published by Australian Public Service Commission.

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

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

Defence

Vacancy VN-0769420

Department of Defence

Closing Date: Sunday 31 May 2026

Security and Estate Group
Service Delivery Division

Job Title	Records Management Specialist
Job Type	Full-Time, Ongoing
Location	Various locations - ACT ACT, Various locations - NSW NSW, Various locations - NT NT, Various locations - QLD QLD, Various locations - WA WA
Salary	\$99,733 - \$112,431
Future Merit Locations	Various locations - NSW, Various locations - ACT, Various locations - NT, Various locations - WA, Various locations - QLD
Office Arrangement	On Site;Flexible
Office Arrangement Details	Defence is committed to supporting workplace flexibility. Please contact the contact officer for further details.
Classification	APS Level 6
Position Number	SEG/02587/26
Agency Website	

Job Description <https://defencecareers.nga.net.au/?jati=EE5A9C2A-EBCB-4C1E-3E59-ECEE09D64B59>

Duties

The Role

- Manage information and records throughout their entire lifecycle, ensuring compliance with the Archives Act 1983, associated legislation, and Defence policies and standards.
- Provide authoritative technical, professional and policy advice on complex records management matters, exercising sound judgement and initiative to resolve issues and manage risk.
- Lead and contribute to end-to-end records management remediation and improvement activities, including planning, implementation, monitoring and evaluation of outcomes.
- Engage proactively with a diverse range of stakeholders to influence behaviour, build capability and embed compliant records management practices aligned with organisational objectives.
- Deliver and coordinate records management training, outreach and education activities, supporting business areas to meet their legislative obligations.
- Identify systemic issues, emerging risks and opportunities for improvement, and actively contribute to initiatives that strengthen the culture of records management across Defence.
- Work independently in a fast-paced environment, balancing competing priorities while delivering high quality outcomes that support broader Defence objectives.

About our Team

The Directorate of Governance Performance Analytics and Reporting (DGPARG) strengthens governance, performance and accountability across the Service Delivery Division. Located within the Program Management & Governance branch, DGPARG partners with senior leaders and business areas to drive effective planning, assurance, reporting and performance improvement. DGPARG also delivers specialist records and information management capability, leading lifecycle management, policy, remediation and assurance activities that enable Defence to meet legislative obligations, manage risk and embed sound governance practices. DGPARG brings together a geographically dispersed workforce across Defence locations, united by collaboration, professionalism and impact.

Our Ideal Candidate

- Demonstrated experience managing records across their lifecycle, including sentencing, retention and archiving, in accordance with the Archives Act 1983, relevant legislation and Defence policies and procedures.
- Proven experience delivering end-to-end records management remediation or improvement projects, including planning, coordination, issue resolution and evaluation.
- A strong ability to engage, influence and negotiate with stakeholders, building productive working relationships to achieve mutually beneficial outcomes.
- Experience designing and delivering records management training, outreach and engagement activities, and promoting a culture of compliant and effective information management.
- A demonstrated capacity to identify issues proactively, analyse risks, and develop practical solutions that improve records management practices and organisational compliance.
- The ability to work autonomously, manage competing priorities, and exercise sound judgement in a dynamic and fast-paced environment.
- Highly developed written, verbal and persuasive communication skills, with the capability to communicate complex information clearly and tailor messages to diverse audiences.

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>. This initiative/program is only applicable where the successful applicant will be employed under the Public Service Act 1999. Similar conditions may apply when employed under other Acts. For clarification please contact the advertising agency.

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	Mark Owen, 0433 455 012
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=EE5A9C2A-EBCB-4C1E-3E59-ECEE09D64B59

This notice is part of the electronic Public Service Gazette PS19 Daily Gazette Friday - 15 May 2026.pdf Published by Australian Public Service Commission.

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

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

Defence

Vacancy VN-0769423

Department of Defence

Closing Date: Sunday 31 May 2026

Security and Estate Group
Service Delivery Division

Job Title	Business Analyst
Job Type	Full-Time, Ongoing
Location	Bandiana VIC, Canberra ACT, Melbourne VIC
Salary	\$99,733 - \$112,431
Future Merit Locations	Bandiana, Melbourne, Canberra
Office Arrangement	Flexible
Office Arrangement Details	Defence is committed to supporting workplace flexibility. Please contact the contact officer for further details.
Classification	APS Level 6
Position Number	SEG/02610/26
Agency Website	

Job Description <https://defencecareers.nga.net.au/?jati=771216EC-49B5-0362-78EE-ECEE09C7B361>

Duties

The Role

As an APS 6 Business Analyst in the Directorate of Digital Service Delivery (DDSD), you lead the research and resolution of complex problems to improve Defence digital services. Working in a high performing, agile environment, you support integrated digital service delivery aligned with Defence Transformation and the Integrated Service Delivery Framework. You collaborate closely with stakeholders, using strong research, analysis and communication skills to translate business needs into user centred digital solutions.

Your work contributes to delivering a modern, self-service digital front door for transactional services that meets customer expectations and organisational requirements. The outcomes are highly valued by ADF members and their families and are visible to senior leadership. You analyse current and future business processes, gather and document requirements, facilitate stakeholder engagement, produce high quality artefacts, evaluate solution options, and work with industry partners to deliver complex digital and ICT projects within agreed timeframes.

About our Team

Our Directorate has a customer-first, user-centred, agile focus and thrives on working closely with teams across our organisation to solve problems and deliver simple, guided and integrated solutions. Members of our team are passionate about improving service delivery and enjoy the challenge of working in a fast-paced, challenging and rewarding environment.

We promote a culture of excellence and curiosity to deliver exciting and challenging high profile projects that build a better, smarter digital future for Defence capability. We offer flexible work arrangements, a great work-life balance and access to the best nationally recognised training and development programs in the market to facilitate professionalisation and career advancement opportunities.

Our Ideal Candidate

The role requires an experienced and adaptable Business Analyst with strong analytical, research, and discovery skills to support business improvement and informed process decisions. The successful candidate will be confident in mapping, reviewing, and documenting current state business processes using structured methodologies, accurately reflecting how work is performed in practice. Strong stakeholder engagement is essential, including the ability to plan and facilitate workshops, validate processes, and incorporate diverse perspectives. The role demands clear written and verbal communication, the ability to build trust, and effective collaboration within multidisciplinary teams.

The ideal candidate is curious, solutions focused, and proactive in identifying opportunities to improve processes and enhance customer experience. Key capabilities include policy analysis, complex problem solving, time management, attention to detail, and sound judgement when working independently in a fast-paced environment. The role also offers ongoing professional development, training, and professionalisation opportunities.

Eligibility

Security Clearance:

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

Notes

RecruitAbility applies to this vacancy. Under the RecruitAbility scheme you will be invited to participate in further assessment activity for the vacancy if you choose to apply under the scheme; declare you have a disability; and meet the minimum requirements for the job. For more information visit: <https://www.apsc.gov.au/recruitability>. This initiative/program is only applicable where the successful applicant will be employed under the Public Service Act 1999. Similar conditions may apply when employed under other Acts. For clarification please contact the advertising agency.

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	Maree Edwards, 0407 688 864
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=771216EC-49B5-0362-78EE-ECEE09C7B361

This notice is part of the electronic Public Service Gazette PS19 Daily Gazette Friday - 15 May 2026.pdf Published by Australian Public Service Commission.

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

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

Defence

Vacancy VN-0769424

Department of Defence

Closing Date: Sunday 31 May 2026

Capability Acquisition and Sustainment Group
Joint Systems

Job Title	ILS Officer Fleet Manager
Job Type	Full-Time, Ongoing
Location	Cabarlah QLD
Salary	\$99,733 - \$112,431
Future Merit Locations	Cabarlah
Office Arrangement	On Site
Office Arrangement Details	Defence is committed to supporting workplace flexibility. Please contact the contact officer for further details.
Classification	APS Level 6
Position Number	CASG/02325/25
Agency Website	

Job Description <https://defencecareers.nga.net.au/?jati=CE03D82E-0358-8EF7-9B3B-ECEE0A8053A1>

Duties

The Role

The Electromagnetic Warfare Intelligence Systems, Joint and Air Systems Program Office (EWIS J&A SPO) is seeking a highly professional and motivated Integrated Logistics Support (ILS) Officer to join the team. Working in the Intelligence and Air program, you will be part of a high performing sustainment team with a mixture of APS, ADF and Contractors in managing the logistics aspects for a specialised communications capability for Defence.

The role requires an individual who shows initiative and sound judgement, operates effectively under broad direction, and works in accordance with established priorities, principles, methodologies, and work practices.

The successful candidate will collaborate effectively and contribute positively to team outcomes.

As the Fleet Manager, the role is responsible for managing inventory and ensuring availability of the fleet is maintained. This will include monitoring and reporting on inventory availability, liaising with team members to manage Report on Defective or Unsatisfactory Materials (RODUMS) and supporting forecasting and planning activities.

The duties of an APS 6 ILS Officer – Sustainment (Fleet Manager) occupation in Defence include the following:

- Accountable to lead a team, allocate work, resources and tasks; set work area priorities, develop strategies and evaluate business outcomes.
- Manage workflows and resources, prepare work area and team plans detailing measurable milestones and expected outcomes.
- Accountable for the development of materiel logistics strategies and plans for information, communications, quality and resources that support the objectives of a sustainment activity.
- Prepare, implement and maintain policy, processes and procedures to support the sustainment of equipment in accordance with Defence requirements.
- Review, analyse and report upon materiel logistics performance in sustainment.
- Understand and apply organisational processes and procedures for the management of integrated Logistics Support Instructions and materiel support plans.
- Build and sustain relationships with key stakeholders at the strategic and operational level.
- Communicate materiel logistics objectives through high level written documents and oral presentations for higher delegate consideration.
- Interpret and comply with legislative, policy and regulatory frameworks.
- Evaluate materiel logistics activities to ensure alignment with sustainment objectives.

About our Team

The EWIS J&A SPO undertakes the acquisition and through-life-support of assigned Joint and Air Electronic Warfare (EW) Capabilities used by the Australian Defence Force. It delivers countermeasures development and validation services and supports a number of projects being delivered to the Intelligence and Security Group. The Intelligence and Air program delivers Electronic Warfare software and hardware that enables all domains to fight in the contested Electromagnetic Spectrum Environment.

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

You will be part of a Sustainment team and your Integrated Logistics Support and Fleet Management knowledge will support technical and sustainment activities to ensure quality, and compliance with appropriate technical delegations commensurate with relevant legislative, policy and regulatory frameworks. You will engage with stakeholders, investigate, report, develop, evaluate, advise and implement policies, processes, procedures, practice and manage resources specific to assurance and data specifications to support Defence capability.

Our Ideal Candidate

The ideal candidate will demonstrate a strong commitment to working collaboratively with the team and a broad range of stakeholders to meet our legal, regulatory and governance requirements in the acquisition and sustainment of EW capabilities.

The candidate will demonstrate an understanding of the Integrated Logistic principles and apply these principles to the sustainment of EW capabilities. The candidate should have, or be able to quickly develop, an understanding on how inventory management is utilised in the Enterprise Resource Planning (ERP) system. ERP knowledge in logistics is highly desirable. Defence experience in Fleet Management is also highly desirable. The candidate should identify opportunities to improve processes, introduce efficiencies and demonstrate a willingness to innovate and challenge existing approaches where appropriate.

In addition, the candidate will display the following personal attributes:

- Exhibit leadership behaviours that support collaboration, accountability, and continuous improvement.
- Be proactive, adaptable, and able to perform effectively in a complex and dynamic environment.
- Demonstrate strong organisational and planning skills.
- Communicate clearly and professionally with a diverse range of stakeholders.

Eligibility

Security Clearance:

Positive Vetting: Prior to commencement, successful applicants will be required to undergo a psychological assessment and an extensive security clearance process. As a Positive Vetting clearance is required, applicants must be Australian Citizens; be able to account for their personal background for their whole life; and be able to demonstrate suitability to work in a high security intelligence environment.

Notes

RecruitAbility applies to this vacancy. Under the RecruitAbility scheme you will be invited to participate in further assessment activity for the vacancy if you choose to apply under the scheme; declare you have a disability; and meet the minimum requirements for the job. For more information visit: <https://www.apsc.gov.au/recruitability>. This initiative/program is only applicable where the successful applicant will be employed under the Public Service Act 1999. Similar conditions may apply when employed under other Acts. For clarification please contact the advertising agency.

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	Rebecca Abraham, 07 4596 2109
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=CE03D82E-0358-8EF7-9B3B-ECEE0A8053A1

This notice is part of the electronic Public Service Gazette PS19 Daily Gazette Friday - 15 May 2026.pdf Published by Australian Public Service Commission.

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

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

Defence

Vacancy VN-0769450

Department of Defence

Closing Date: Sunday 31 May 2026

Capability Acquisition and Sustainment Group
Land Systems

Job Title	Senior Project Scheduler
Job Type	Full-Time, Ongoing
Location	Southbank VIC
Salary	\$99,733 - \$112,431
Future Merit Locations	Southbank
Office Arrangement	On Site;Flexible
Office Arrangement Details	Defence is committed to supporting workplace flexibility. Please contact the contact officer for further details.
Classification	APS Level 6
Position Number	CASG/02531/26
Agency Website	

Job Description <https://defencecareers.nga.net.au/?jati=4695B007-2C9E-90B9-A633-ECEE45731B4A>

Duties

The Role

Land Systems Division is seeking experienced APS 6 Project Schedulers who are looking for a new challenge and to be part of an energetic multi-disciplinary team, to deliver Australian Defence Force systems at the leading edge of Defence capability.

In this role, you will have a unique opportunity to contribute to a multi-disciplinary team, delivering Australian Defence Force systems that are at the leading edge of Defence capability. You will apply your project scheduling skills to support some of the largest, most complex programs in Australia.

You will be working in a diverse workplace that supports work-life balance and offers flexible working arrangements, with generous employment benefits including professional learning opportunities to help grow your career.

Your responsibilities will require you to apply your project scheduling skills and experience across a wide range of activities to deliver and sustain Australian Defence Force capability. These activities may vary from tracking multi-million dollar budgets, assisting with tender evaluation and providing input to submissions to Government, and collaborating with specialist engineering and logistic services.

About our Team

Land Systems Division's (LSD) mission is to acquire and support capability that enables the ADF to generate and sustain deployable Land power for an integrated force, in peace and war. We aim to be agile, innovative and outcomes-focused as we collaborate closely with the Services and industry to deliver the latest equipment to maximise ADF performance.

Our teams work in a dynamic, fast-paced and supportive environment that delivers complex projects. We provide professional and timely support to senior leadership and capability delivery teams. We have insight into a broad range of LSD activities and strategic initiatives, providing an ideal foundation for future career progression within Defence.

LSD is dedicated to providing staff with an inclusive and healthy work-life environment, and we will invest in your ongoing professional development to ensure your work with us is deeply rewarding.

Our Ideal Candidate

You will be an experienced and committed project scheduling professional able to collaborate effectively within a project management team, as well as with external stakeholders, in order to develop and maintain a detailed project schedule to support the delivery of the required Defence capability.

You will be adaptable and agile and apply your initiative to make informed decisions and proactively resolve problems. As a dynamic team member, you will use your strong interpersonal and communications skills to build collaborative stakeholder relationships, influence change and drive continuous improvement.

You would benefit from experience using scheduling software packages, and have demonstrated knowledge of schedule risk practices such as Earned Value Management and Monte Carlo Analysis. You are able to interpret data and make sound decisions, apply good judgement to support your team to achieve organisational objectives, and supervise and develop project scheduling staff, while continuing to pursue your own self-development goals.

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>. This initiative/program is only applicable where the successful applicant will be employed under the Public Service Act 1999. Similar conditions may apply when employed under other Acts. For clarification please contact the advertising agency.

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	Robert Esposto, 03 8567 4847
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=4695B007-2C9E-90B9-A633-ECEE45731B4A

This notice is part of the electronic Public Service Gazette PS19 Daily Gazette Friday - 15 May 2026.pdf Published by Australian Public Service Commission.

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

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

Defence

Vacancy VN-0769470

Department of Defence

Closing Date: Sunday 31 May 2026

Security and Estate Group
Infrastructure Division

Job Title	Estate Strategic Planners
Job Type	Full-Time, Ongoing
Location	Darwin NT, Canberra ACT, Melbourne VIC, Hobart TAS, Sydney NSW, Brisbane QLD, Perth WA, Adelaide SA
Salary	\$99,733 - \$112,431
Future Merit Locations	Darwin, Canberra, Melbourne, Hobart, Sydney, Brisbane, Perth, Adelaide
Office Arrangement	Flexible
Office Arrangement Details	Defence is committed to supporting workplace flexibility. Please contact the contact officer for further details.
Classification	APS Level 6
Position Number	SEG/02641/26
Agency Website	

Job Description <https://defencecareers.nga.net.au/?jati=24AC45C1-15E5-DC3E-83D2-ECEEF8D58B2E>

Duties

The Role

Are you ready to play a key role in shaping one of the most complex and strategically important estates in Australia? We are seeking motivated and capable professionals to fill a range of strategic planning roles with responsibility for shaping strategic outcomes and delivering work that has an enduring impact on national capability and operations.

In these roles, you will contribute to the coordination and integration of facilities and infrastructure to enable Defence capability now and into the future. You will play a key role in base redevelopment planning, estate change processes and in land use decision making.

The work brings together strategic thinking and practical delivery. You will work closely with Defence stakeholders, local government, and other government agencies to integrate infrastructure planning, manage development proposals, and coordinate priorities across complex operational environments. These roles require sound judgement, systems thinking, and the ability to balance capability requirements with safety, sustainability, affordability, and community considerations.

If you are motivated by work that matters, enjoy solving complex problems, and want to contribute to outcomes that will shape Defence operations for decades to come, these roles offer a unique and rewarding opportunity.

About our Team

The Security and Estate Group (SEG) is responsible for developing and sustaining the Defence estate, and serves as the consolidated security and service delivery organisation for Defence. Within SEG, the Estate Planning team plays a crucial role in shaping the future of Defence infrastructure and land use.

Our Work Includes:

- Developing policy for managing the Defence estate;
- Leading engagement with local governments and external stakeholders;
- Managing land use matters such as urban encroachment and assessing development applications;
- Acting as the delegated departmental planning approval authority for infrastructure projects, facility upgrades, and land divestments;
- Conducting strategic assessments for estate acquisitions, disposals, and leases;
- Leading resilience and critical infrastructure initiatives across Defence; and
- Collaborating with other SEG branches, Defence groups and services, and other government agencies to deliver integrated outcomes.

While the majority of our team is based in Canberra, we are a geographically dispersed workforce with staff located in Perth, Adelaide, Darwin, Brisbane, and regional New South Wales. This national footprint enables us to deliver regionally informed and strategically aligned estate planning outcomes.

Our Ideal Candidate

- Proven ability to deliver strategic studies and planning outcomes.
- Have experience in estate, infrastructure, planning, policy, engineering, project coordination or a related government or industry environment.
- Strong stakeholder engagement skills, and an ability to communicate with influence across internal and external networks.
- Ability to work across multiple stakeholders, including Defence groups and Services, government agencies, local authorities and industry partners
- Experience in preparing clear, well-structured advice, briefs, and reports for senior leaders to support timely and informed decision making
- Excellent time management skills and an ability to manage competing demands in a complex environment.
- A quick learner with a proactive mindset and a desire to grow.
- A positive and inclusive team player who can work effectively in a geographically dispersed and diverse organisation.

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>. This initiative/program is only applicable where the successful applicant will be employed under the Public Service Act 1999. Similar conditions may apply when employed under other Acts. For clarification please contact the advertising agency.

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	William Nichols, 02 6192 7968
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=24AC45C1-15E5-DC3E-83D2-ECEE8D58B2E

This notice is part of the electronic Public Service Gazette PS19 Daily Gazette Friday - 15 May 2026.pdf Published by Australian Public Service Commission.

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

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

Defence

Vacancy VN-0769486

Department of Defence

Closing Date:Sunday 31 May 2026

Naval Shipbuilding and Sustainment Group
Submarines

Job Title	Executive Officer
Job Type	Full-Time, Ongoing
Location	Russell ACT
Salary	\$124,393 - \$140,315
Future Merit Locations	Russell
Office Arrangement	On Site
Office Arrangement Details	Defence is committed to supporting workplace flexibility. Please contact the contact officer for further details.
Classification	Executive Level 1
Position Number	NSSG/02662/26
Agency Website	

Job Description <https://defencecareers.nga.net.au/?jati=36347D6C-944E-9ED7-3165-ECEEFA2A0330>

Duties

The Role

Submarines Division is seeking an experienced and high performing individual to fill an Executive Officer position. The principal role of the Executive Officer is to assist the First Assistant Secretary (FAS), Submarines Division. The Executive Officer acts as the principal facilitator of the FAS's daily operations, ensuring priorities are translated into actionable tasks, managing workflow, coordinating senior stakeholder engagements, and tracking key priorities and activities.

- You will demonstrate a strong awareness of Defence and broader government priorities, using your expertise to solve complex and time sensitive problems.
- You will establish and maintain successful working relationships with a range of stakeholders at all levels.
- You will be comfortable working and coordinating with the Department's senior leadership and be able to provide strategic advice to the First Assistant Secretary on a broad range of issues.
- You will lead a small and dynamic team to provide high level executive support and advice.

About our Team

Submarines Division is within the Naval Shipbuilding & Sustainment Group (NSSG). Submarines Division exists to deliver enduring, potent and credible submarine capability vital to Australia's national security. The Submarine capability we deliver includes the submarines themselves, their support systems and the associated sovereign industrial base.

The division works in partnership with the Royal Australian Navy and Industry to deliver the strategic submarine capability to the nation. You will have access to generous and attractive working conditions as an Australian Public Servant in Defence. Working for Defence will support you in balancing work life with family and other priorities.

You can access a variety of flexible working arrangements, including part-time work, occasionally working from home and working hours that are not always nine to five. Information on Defence employees' working conditions, including an attractive remuneration package that may respond to industry variations and a generous superannuation contribution (15.4%), can be sourced from the Defence Enterprise Collective Agreement.

Our Ideal Candidate

Our ideal candidate will:

- Have exceptional organisational skills, and thrive in a very busy and demanding environment.
- Have exceptional communication skills, both written and verbal.
- Be a strong strategic thinker, capable of managing competing priorities in a fast-paced environment with sound judgement.
- Exemplify Defence Values and Behaviours.
- Be resilient and prepared to demonstrate the highest levels of professionalism.

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>. This initiative/program is only applicable where the successful applicant will be employed under the Public Service Act 1999. Similar conditions may apply when employed under other Acts. For clarification please contact the advertising agency.

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	NSSG Submarines Workforce Management, Please Email
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=36347D6C-944E-9ED7-3165-ECEEFA2A0330

This notice is part of the electronic Public Service Gazette PS19 Daily Gazette Friday - 15 May 2026.pdf Published by Australian Public Service Commission.

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

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

Defence

Vacancy VN-0769515

Department of Defence

Closing Date: Sunday 31 May 2026

Capability Acquisition and Sustainment Group
Aerospace Systems

Job Title	Logistics Officer (Assurance)
Job Type	Full-Time, Ongoing
Location	Williamstown NSW
Salary	\$89,841 - \$96,829
Future Merit Locations	Williamstown
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/02709/26
Agency Website	

Job Description <https://defencecareers.nga.net.au/?jati=7B2E3564-B2E4-A711-39F4-ECEF3629DF06>

Duties

The Role

As an APS 5 Logistics Assurance Officer you will deliver governance and assurance activities supporting the Lead In Fighter Training Systems (LIFTS), Special Operations Air Warfare (SOAW) and Advanced Test and Training Environments within the Air Warfare Systems Program Office (AWSPO). You will contribute to the execution of the logistics governance planning and undertake inventory and asset compliance activities to ensure Defence logistics outcomes are achieved.

Working within an integrated workforce, you will assist in managing schedules, risks, resources and budget inputs, supporting AWSPO members and other stakeholders through the effective use of enterprise resource planning (ERP) systems and contribute to the preparation of briefings and submissions. The role involves interpretation and application of logistics policy, legislation and procedures, undertaking research and analysis, and providing advice within your area of responsibility. Initiative and the ability to prioritise work while contributing to effective assurance and sustainment outcomes are also key to this role.

About our Team

The Air Warfare Systems Program Office (AWSPO) is located at RAAF Base Williamtown, delivering and sustaining critical Air Force capability as part of Aerospace Systems Division. AWSPO manages a diverse portfolio of acquisition and sustainment programs in partnership with industry, supporting operational readiness and national Defence outcomes.

Based in the Port Stephens region of NSW, the workplace offers an exceptional lifestyle with access to beaches, lakes and outdoor activities, with Newcastle and the Hunter Valley nearby. AWSPO offers a flexible, collaborative and supportive work environment where people are valued and encouraged to innovate, grow and contribute meaningfully. Employees benefit from flexible working arrangements, competitive remuneration and a 15.4% superannuation contribution.

Our Ideal Candidate

AWSPO is seeking a motivated, capable and effective team member with strong organisational skills, well developed written and verbal communication skills and the ability to engage confidently with stakeholders at all levels.

The ability to interpret and apply policy and logistics documentation, understand the broader operational context and respond flexibly to changing priorities will support you in this role. Logistics experience is desirable; however, candidates with a demonstrated willingness to learn and develop within a professional logistics environment are strongly encouraged to apply. You will be supported through mentoring and structured development opportunities to build your capability and career.

This position will be required to access US export controlled material and therefore applicants will be requested to disclose any dual citizenship with another country during the recruitment process. Dual citizens may be subject to further assessment and appointment to this position will be conditional upon approval to access US controlled export material in accordance with International Traffic in Arms Regulations (ITAR) regulations.

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>. This initiative/program is only applicable where the successful applicant will be employed under the Public Service Act 1999. Similar conditions may apply when employed under other Acts. For clarification please contact the advertising agency.

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	Leon Green, 02 4077 8198
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=7B2E3564-B2E4-A711-39F4-ECEF3629DF06

This notice is part of the electronic Public Service Gazette PS19 Daily Gazette Friday - 15 May 2026.pdf Published by Australian Public Service Commission.

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

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

Defence

Vacancy VN-0769526

Department of Defence

Closing Date: Sunday 24 May 2026

ARMY
Forces Command

Job Title	Work Health and Safety Officer
Job Type	Full-Time, Ongoing
Location	Canungra QLD
Salary	\$89,841 - \$96,829
Future Merit Locations	Canungra
Office Arrangement	On Site
Office Arrangement Details	Defence is committed to supporting workplace flexibility. Please contact the contact officer for further details.
Classification	APS Level 5
Position Number	ARMY/02599/26
Agency Website	

Job Description <https://defencecareers.nga.net.au/?jati=A10253AD-2B6E-1F91-461B-ECEF6D3F86D9>

Duties

The Role

An APS 5 WHS Officer is accountable under broad direction to undertake complex work health and safety activities. They will work within a framework of legislation, established principles, work practices and procedures in accordance with Defence's mission and business objectives. They will work with independence having the authority and discretion to investigate and gather information from diverse sources and explore new ideas and different viewpoints to support the longer-term business objectives.

An APS 5 WHS Officer will apply initiative and experience to analyse, plan, review and adjust priorities. They will undertake objective, systematic analysis and draw accurate conclusions based on evidence along with detailed technical, operational, professional and procedural advice in relation to complex problems.

About our Team

The Land Warfare Centre trains and educates Australian Army Soldiers and Officers in the Foundation (all-corps) skills and knowledge required at the next higher rank, in order to meet Army's need for excellent leaders focused on winning armed conflict. The Headquarters Land

Warfare Centre team is a small but motivated and experienced cohort, comprising uniformed and APS members. The climate within the team espouses an adult workplace environment and a respectful open discourse between its members. Beyond the broader Defence Values, the team places large emphasis on trust, effective communications, teamwork, innovation, flexibility, initiative and ownership. As the WHS Officer, you will be working within the Headquarters Land Warfare Centre. The Headquarters consists of both ADF members and APS.

Our Ideal Candidate

Our ideal candidate will be able to do the following:

- Accountable for research and analysis activities to identify and address work health and safety risks to capability.
- Experience in a similar role.
- Develop and implement work health and safety.
- Provide advice on the application of work health and safety legislation and policies.
- Contribute to implementation and continuous improvement of work health and safety management systems in accordance with legislation and policies.
- Engage with internal and external stakeholders on complex and sensitive work health and safety.
- Work collaboratively with stakeholders and subject matter experts to resolve work health and safety.
- Evaluate activities and processes for compliance with work health and safety legislation, policies and procedures.
- Resolve problems using professional expertise, taking the initiative to identify alternative courses of action and implications for work health and safety activities.

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>. This initiative/program is only applicable where the successful applicant will be employed under the Public Service Act 1999. Similar conditions may apply when employed under other Acts. For clarification please contact the advertising agency.

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	MAJ Joseph Kelly, 08 8923 7519
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=A10253AD-2B6E-1F91-461B-ECEF6D3F86D9

This notice is part of the electronic Public Service Gazette PS19 Daily Gazette Friday - 15 May 2026.pdf Published by Australian Public Service Commission.

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

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

Defence

Vacancy VN-0769533

Department of Defence

Closing Date: Sunday 24 May 2026

Defence Digital Group
Military Systems

Job Title	Project Manager
Job Type	Full-Time, Ongoing
Location	Melbourne VIC, Canberra ACT, Townsville QLD
Salary	\$124,393 - \$140,315
Future Merit Locations	Canberra, Melbourne, Townsville
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/01715/26
Agency Website	

Job Description <https://defencecareers.nga.net.au/?jati=77EEA815-9558-DD8D-B7BF-ECEF6E5257E5>

Duties

The Role

The Project Manager within the Applications and End User Experience (EUE) team delivers complex ICT initiatives that enhance enterprise applications and improve user experience across the organisation. The role oversees the full project lifecycle - from planning and design through to implementation and transition to business as usual - ensuring alignment with business needs, technical standards, and governance requirements.

Working closely with senior stakeholders, technical teams, vendors, and business areas, the Project Manager demonstrates strong leadership, communication, and problem-solving skills. The role requires autonomy, resilience, sound judgement, and the ability to make independent decisions in complex environments.

Key responsibilities include managing schedules, risks, dependencies, and reporting while balancing competing priorities in a fast-paced ICT setting. A strong focus on collaboration, quality delivery, and continuous improvement that supports reliable, user-centred outcomes.

Key requirements:

- Proven experience managing complex IT projects
- Strong stakeholder engagement and leadership capability
- Experience in governance, risk management, and reporting

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

About our Team

The Applications and End User Experience (EUE) team sits within the Defence Secret Environment Delivery (DSED) branch and plays a key role in delivering reliable, user-centred digital services across the organisation. The team is responsible for managing and enhancing enterprise applications and end-user technologies that enable staff to work effectively, securely, and efficiently. The team works closely with business areas, ICT partners, and service providers to design, implement, and improve digital solutions that support day-to-day operations and strategic priorities. A strong focus is placed on user experience, service quality, and continuous improvement, ensuring technology solutions are fit for purpose and aligned with organisational standards and governance. The team operates in a collaborative, delivery-focused environment and supports change initiatives that improve how digital services are delivered and experienced across the Defence Secret Environment (DSE).

Our Ideal Candidate

The ideal candidate is an experienced IT Project Manager with a proven track record delivering technology initiatives in applications and end-user computing environments. They have strong experience managing projects across the full delivery lifecycle, applying appropriate governance, risk management, and reporting to ensure successful outcomes. They communicate effectively and build strong working relationships with senior stakeholders, technical teams, and business areas, translating complex technical requirements into clear, achievable deliverables.

The candidate demonstrates sound judgement, strong organisational skills, and the ability to manage competing priorities in a dynamic ICT environment. Delivery focused and collaborative, the successful candidate is adaptable, solutions oriented, and committed to continuous improvement and user centred outcomes. Experience working in large, complex ICT environments, including the APS or a comparable public sector context, will be highly regarded.

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>. This initiative/program is only applicable where the successful applicant will be employed under the Public Service Act 1999. Similar conditions may apply when employed under other Acts. For clarification please contact the advertising agency.

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	Stephen Smith, 07 4446 0891
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=77EEA815-9558-DD8D-B7BF-ECEF6E5257E5

This notice is part of the electronic Public Service Gazette PS19 Daily Gazette Friday - 15 May 2026.pdf Published by Australian Public Service Commission.

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

Foreign Affairs and Trade

Vacancy VN-0769583

Job Title	Property Officers - Various
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	\$145,137 - \$169,572
Future Merit Locations	Canberra
Office Arrangement	Work From Home
Office Arrangement Details	.
Classification	Executive Level 1
Position Number	.
Agency Website	https://www.asis.gov.au

Job Description

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

The Property Branch is responsible for enhancing the agency's business capabilities through effective management and maintenance of the property portfolio, delivering major and minor projects and driving strategic direction through forward planning. We are seeking to fill a number of EL1 positions across multiple teams within the branch.

As part of the **Property Strategy, Engagement and Planning** team you will drive and deliver the concept planning of property projects for the ASIS Property Portfolio. You will develop and manage the introduction of new processes and frameworks to maintain property information and support the development of property policies and procedures. This team is responsible for providing reporting and clear recommendations to senior management and other key stakeholders. Strong stakeholder engagement is key through the ability to develop and maintain a network of internal and external partners and resources. This team manages new and proposed funding and oversees all property leasing arrangements.

The **Property Transformation** team is responsible for developing and implementing property transformation projects within the agency. In this team you will critically assess and synthesis data to inform and implement modern work environments across the Canberra property footprint. The ability to foster and maintain productive working relationships and communicate with influence is essential in these roles to drive and deliver effective change management activities.

The **Facilities Management** team maintain building, property and facility services across the Service, including providing support and expertise to deliver complex infrastructure projects. You will provide detailed technical and professional advice in relation to complex problems. You will be responsible for delivering scheduled and responsive maintenance and day-to-day upkeep. In addition to a general property background, trade qualifications will be highly regarded for roles within this team (electrical, data cabling, mechanical and fire systems highly desirable).

The **Property Projects and Delivery**, team are responsible for managing complex property related projects, with an emphasis on construction, refurbishment and fit out within time, budget and quality standards. You will formulate project plans, provide oversight and direction through the project from concept design to completion and have the ability to foster and maintain close working relationships with key internal and external stakeholders. You will be self-motivated, work effectively and responsively within a multi-disciplinary environment, and demonstrate effective, empathetic, outcomes focused leadership.

Duties

We encourage applicants with the following skills and attributes to apply:

- Forward- leaning, innovative modern thinking combined with a willingness to learn;
- Be self-motivated, work effectively and responsively within a fast-paced and sometimes complex environment;
- Have strong representation, engagement and interpersonal skills, including the ability to develop and maintain a network of internal and external partners;
- Ability to work effectively both independently and within a team environment;
- Confidence to make informed and data-driven decisions where needed and contribute positively to team and Branch culture;
- Well-developed written and verbal communication skills, including an ability to negotiate and communicate with influence; and
- Problem solving with an ability to think laterally and strategically.

Eligibility

To be eligible for a role you must:

Be an Australian citizen

Be assessed as suitable to hold and maintain a TOP SECRET-Privileged Access security clearance

For more information on eligibility please see the Protective Security Policy Framework which is publicly accessible at <https://protectivesecurity.gov.au>, section 12 provides information on Eligibility and suitability.

The position is Canberra based, with conditions similar to those in the Australian Public service including superannuation.

Notes

ASIS values workplace diversity and is committed to providing a supportive, inclusive and respectful work environment. We encourage applications from Aboriginal and Torres Strait Islander people, Women, people with disabilities, people that identify as LGBTIQ+ and people from culturally and linguistically diverse backgrounds.

Please note: ASIS does not provide feedback to unsuccessful applicants

To apply please visit the ASIS website to view further job details and selection criteria

Applications close: please refer to website

Competitive salary with a 15.4% superannuation

About the Australian Secret Intelligence Service

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

To Apply

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

This notice is part of the electronic Public Service Gazette PS19 Daily Gazette Friday - 15 May 2026.pdf Published by Australian Public Service Commission.

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

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

Foreign Affairs and Trade

Vacancy VN-0769410

Department of Foreign Affairs and Trade

Closing Date:Sunday 31 May 2026

Diplomatic Security Division

Job Title	APS5 Technical Security Officer
Job Type	Full-Time;Part-Time, Ongoing
Location	Canberra ACT
Salary	\$92,753 - \$99,113
Future Merit Locations	Canberra
Office Arrangement	On Site;Flexible;Hybrid
Office Arrangement Details	Flexible arrangements negotiated on case by case basis - full time remote work not possible due to operational, security and travel requirements.
Classification	APS Level 5
Position Number	0343/2026
Agency Website	

Job Description

<https://dfatcareers.nga.net.au/?jati=5E341958-3503-4452-1737-ECDC1E1C4B62>

Applications for this position close on Sunday 31 May 2026 at 11.30pm AEST.

The Opportunities

Do you want to make a unique contribution to the security of Australian Government information, people and assets?

We are looking for curious problem-solvers with trade, engineering or science qualifications and experience to undertake technical security roles within DFAT's Diplomatic Security Division (DSD). Technical Security Officers who work in the Technical Security, Safehand and Diplomatic Mail Section (TSS) are responsible for conducting inspections and vulnerability assessments of DFAT premises domestically and overseas as well as developing, managing, and deploying unique technical capabilities to counter technical threats against DFAT's global network.

This recruitment process will be used to fill current vacancies as well as any which may arise over the coming 18 months. The initial vacancies to be filled from this process are based in Canberra. This process may be used to fill roles in other locations in Australia and overseas.

Our Ideal Candidates

We're looking for high-performing people with skills and experience relevant to the department's enabling services operations.

Our ideal candidates will:

- Be curious problem-solvers preferably with trade, engineering, electronics, radio frequency communications or science qualifications. People with intelligence analysis backgrounds and an aptitude for learning technical skills are also encouraged to apply.
- Competently use a wide range of electronic equipment and physical searching techniques to identify and counter technical threats and vulnerabilities against DFAT's people, property, and information.
- Protect Australian Government information by conducting assessments of DFAT's secure areas, equipment, and meeting rooms, used for DFAT ministerial and senior level meetings in Australia and across the entire DFAT overseas post network.
- There is the requirement for extensive international and domestic travel, so curiosity and respect for other cultures is essential.
- Have well-developed oral and written communication skills and will be able to undertake a range of administrative tasks.
- Develop and provide technical security advice and prepare security risk assessments.
- Understand current threat capabilities and technology and remain current with a wide variety of sophisticated new and emerging technologies.

- Be innovative not only using trained techniques but developing novel ways to detect and defeat these threats. A TSO's greatest tool is their mind.
- Engage collaboratively with other Australian government agencies and departments, and globally with the FIVE EYES (UK/USA/CAN/NZ/AUS) community to understand and mitigate threats.
- Obtain and maintain a PV clearance to work with and protect our most sensitive information.
- Model exemplary standards of conduct, integrity, and professionalism and be comfortable working independently or under limited guidance, escalating issues with team leaders as required.
- Have self-awareness, commitment to personal development and demonstrated emotional intelligence.
- Show stamina and resilience and be comfortable working at heights, in confined spaces, and safely lifting up to 18kg unassisted.

Successful candidates will need to commit to a 12-18 month continuous training and development program. Due to the extensive training and experience required to become a competent TSO it is expected you will have a long-term commitment to a security career.

Duties

Your duties and responsibilities will be aligned to the relevant [APS Work Level Standards](#).

Your key duties will include:

- Conduct security inspections both within Australia and overseas.
- Actively assist in the administration, planning, and logistics for inspections and technical security installations.
- Undertake skills development training, equipment training and practical exercises and seek out opportunities to expand knowledge and understanding of threats and capabilities.
- Analyse, interpret and present data and information for inclusion in briefing material, correspondence, reports and assessments.
- Liaise with stakeholders across the Department and with other Government agencies domestically and overseas.
- Provide technical security advice in a clear, accurate and timely manner including in briefing material and reports.
- Maintain and test technical security equipment.

Eligibility

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

Depending on the role into which you are placed, you may also be required to obtain and maintain a Working with Vulnerable People/Children registration (or equivalent)

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>. This initiative/program is only applicable where the successful applicant will be employed under the Public Service Act 1999. Similar conditions may apply when employed under other Acts. For clarification please contact the advertising agency.

About the Department of Foreign Affairs and Trade

To Apply

Position Contact	Lucia Sharrad, 02 6178 4746
Agency Recruitment Site	https://dfatcareers.nga.net.au/?jati=5E341958-3503-4452-1737-ECDC1E1C4B62

This notice is part of the electronic Public Service Gazette PS19 Daily Gazette Friday - 15 May 2026.pdf Published by Australian Public Service Commission.

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

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

Foreign Affairs and Trade

Vacancy VN-0769412

Department of Foreign Affairs and Trade

Closing Date: Sunday 31 May 2026

Diplomatic Security Division

Job Title	APS6 Technical Security Officer
Job Type	Full-Time;Part-Time, Ongoing
Location	Canberra ACT
Salary	\$102,266 - \$114,988
Future Merit Locations	Canberra
Office Arrangement	On Site;Flexible;Hybrid
Office Arrangement Details	Flexible arrangements negotiated on case by case basis - full time remote work not possible due to operational, security and travel requirements.
Classification	APS Level 6
Position Number	0342/2026
Agency Website	

Job Description <https://dfatcareers.nga.net.au/?jati=F3ACBEFA-5CE9-7BE4-191C-ECDC1E51B00C>

Applications for this position close on Sunday 31 May 2026 at 11.30pm AEST.

The Opportunities

Do you want to make a unique contribution to the security of Australian Government information, people and assets?

We are looking for curious problem-solvers with trade, engineering or science qualifications and experience to undertake technical security roles within DFAT's Diplomatic Security Division (DSD). Technical Security Officers who work in the Technical Security, Safehand and Diplomatic Mail Section (TSS) are responsible for conducting inspections and vulnerability assessments of DFAT premises domestically and overseas as well as developing, managing, and deploying unique technical capabilities to counter technical threats against DFAT's global network.

This recruitment process will be used to fill current vacancies as well as any which may arise over the coming 18 months. The initial vacancies to be filled from this process are based in Canberra. This process may be used to fill roles in other locations in Australia and overseas.

Our Ideal Candidates

We're looking for high-performing people with skills and experience relevant to the department's enabling services operations.

Our ideal candidates will:

- Be curious problem-solvers preferably with trade, engineering, electronics, radio frequency communications or science qualifications. People with intelligence analysis backgrounds and an aptitude for learning technical skills are also encouraged to apply.
- Competently use a wide range of electronic equipment and physical searching techniques to identify and counter technical threats and vulnerabilities against DFAT's people, property, and information.
- Protect Australian Government information by conducting assessments of DFAT's secure areas, equipment, and meeting rooms, used for DFAT ministerial and senior level meetings in Australia and across the entire DFAT overseas post network.
- There is the requirement for extensive international and domestic travel, so curiosity and respect for other cultures is essential.
- Have well-developed oral and written communication skills and will be able to undertake a range of administrative tasks.
- Develop and provide technical security advice and prepare security risk assessments.
- Understand current threat capabilities and technology and remain current with a wide variety of sophisticated new and emerging technologies.
- Be innovative not only using trained techniques but developing novel ways to detect and defeat these threats. A TSO's greatest tool is their mind.
- Engage collaboratively with other Australian government agencies and departments, and globally with the FIVE EYES (UK/USA/CAN/NZ/AUS) community to understand and mitigate threats.
- Obtain and maintain a PV clearance to work with and protect our most sensitive information.
- Model exemplary standards of conduct, integrity, and professionalism
- Be comfortable working independently or under limited guidance, escalating issues with senior team leaders as required and on occasion managing small teams for specific work tasks.

- Have self-awareness, commitment to personal development and demonstrated emotional intelligence.
- Show stamina and resilience and be comfortable working at heights, in confined spaces, and safely lifting up to 18kg unassisted.

Successful candidates will need to commit to a 12-18 month continuous training and development program. Due to the extensive training and experience required to become a competent TSO it is expected you will have a long-term commitment to a security career.

Duties

Your duties and responsibilities will be aligned to the relevant [APS Work Level Standards](#).

Your key duties will include:

- Conduct and lead security inspections both within Australia and overseas.
- Actively manage the administration, planning, and logistics for inspections and technical security installations.
- Undertake skills development training, equipment training and practical exercises and seek out opportunities to expand the team's knowledge and understanding of threats and capabilities.
- Analyse, interpret and present data and information verbally and in writing.
- Actively pursue, build and foster collaborative relationships with stakeholders across the Department and with other Government agencies domestically and overseas.
- Provide technical security advice in a clear, accurate and timely manner including in briefing material, reports, assessment and presentations in security training courses.
- Monitor, maintain and test technical security equipment and undertake research and analysis of new and emerging technology.
- Prepare and review technical security documentation including reports, training materials and policies.

Eligibility

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

Depending on the role into which you are placed, you may also be required to obtain and maintain a Working with Vulnerable People/Children registration (or equivalent).

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>. This initiative/program is only applicable where the successful applicant will be employed under the Public Service Act 1999. Similar conditions may apply when employed under other Acts. For clarification please contact the advertising agency.

About the Department of Foreign Affairs and Trade

To Apply

Position Contact	Lucia Sharrad, 02 6178 4746
Agency Recruitment Site	https://dfatcareers.nga.net.au/?jati=F3ACBEFA-5CE9-7BE4-191C-ECDC1E51B00C

This notice is part of the electronic Public Service Gazette PS19 Daily Gazette Friday - 15 May 2026.pdf Published by Australian Public Service Commission.

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

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

Health

Vacancy VN-0769546

Australian Digital Health Agency

Closing Date: Sunday 24 May 2026

Corporate Services
Transformation Office Change Management

Job Title	Senior Change Manager
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Sydney NSW, Brisbane QLD, Canberra ACT
Salary	\$124,583 - \$142,089
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	0110_04/26
Agency Website	https://www.digitalhealth.gov.au/

Job Description

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

The **Australian Digital Health Agency** leads the national effort to digitally enable Australia's health system. We support the delivery of person-centred, connected healthcare through the development and adoption of digital health services and systems. Our work includes managing **My Health Record**, **Electronic prescriptions**, and the **1800MEDICARE app**, ensuring a healthier future for all Australians through connected healthcare.

Duties

The opportunity

The Transformation Office is seeking an experienced Senior Change Manager (EL1) to lead enterprise change initiatives that support the Agency's future operating model and transformation program.

Reporting to the Director of Change Management, you will work across large, complex programs as well as multiple smaller initiatives, helping ensure change is well planned, embedded and adopted. You'll play a critical role in enabling positive change, strengthening engagement, and aligning transformation efforts with strategic priorities.

What you'll do

As a Senior Change Manager, you will:

- Design and deliver end-to-end change management strategies to support enterprise transformation.
- Conduct change impact, stakeholder and readiness assessments to inform evidence-based approaches.
- Lead change activities across complex, high-impact programs and provide tailored advice for lower-risk initiatives.
- Partner closely with project teams, business leaders and subject matter experts to co-design solutions.
- Manage resistance, track adoption and embed change to support benefit realisation.
- Collaborate with communications teams to deliver clear, engaging change messaging.
- Contribute to uplifting enterprise change capability by developing frameworks, tools and coaching others.
- Champion a positive change culture through adaptability, resilience and a solutions-focused mindset.

Skills and experience (essential criteria)

You will demonstrate:

- Proven experience delivering organisational change in complex environments.
- Strong capability in translating change analysis into practical, fit-for-purpose strategies.
- The ability to balance autonomy with alignment to broader organisational frameworks.
- Excellent stakeholder engagement and relationship-building skills.
- The ability to manage competing priorities and work with a high level of independence.
- Experience in government and/or health environments (highly desirable).

Qualifications

- Tertiary qualifications in Organisational Change Management or a related discipline, **or**
- Recognised change management accreditation (e.g. Prosci).

If you are ready to lead enterprise-wide change initiatives that directly support Australia's digital health transformation and improve outcomes for millions of Australians, then **APPLY NOW!**

Eligibility

Australian citizenship is a mandatory eligibility requirement. Candidates must be able to obtain and maintain both a national police clearance and a Baseline security clearance, with the capacity to attain a higher-level clearance if required by the Agency.

Notes

Additional Information

To learn more about the Agency, our employee benefits, and what our people have to say about working with us, visit our [Careers](#) page. This role is open to candidates based in Brisbane, Sydney, or Canberra; however, we may also consider candidates located in other regions.

To apply for the role, please submit your resume and a cover letter (1 page maximum) addressing the essential criteria above.

Please contact the talent acquisition team at careers@digitalhealth.gov.au with queries relating to the application process. For all queries relating to the responsibilities of the position, please contact Vanessa Dayeh at Vanessa.Dayeh@digitalhealth.gov.au.

Order of Merit: Applicants rated as suitable will be placed in a merit pool that may be used to fill same or similar APS6 ongoing or non-ongoing positions throughout the Agency, for up to 18 months from date of advertising.

Closing Date: Sunday 24 May 2026, 11:30pm

Salary: This role offers between \$124,583 - \$142,089 plus 15.4% superannuation depending on skills and experience.

RecruitAbility applies to this vacancy. Under the RecruitAbility scheme you will be invited to participate in further assessment activity for the vacancy if you choose to apply under the scheme; declare you have a disability; and meet the minimum requirements for the job. For more information visit: <https://www.apsc.gov.au/recruitability>. This initiative/program is only applicable where the successful applicant will be employed under the Public Service Act 1999. Similar conditions may apply when employed under other Acts. For clarification please contact the advertising agency.

About the Australian Digital Health Agency

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

To Apply

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

This notice is part of the electronic Public Service Gazette PS19 Daily Gazette Friday - 15 May 2026.pdf Published by Australian Public Service Commission.

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

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

Health

Vacancy VN-0769581

Australian Institute of Health and Welfare

Closing Date:Friday 29 May 2026

Housing and Specialised Services Group Housing and Homelessness
Collection Operations Unit

Job Title	APS6 Collection Support & Training Managers
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	\$101,024 - \$111,701
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible
Office Arrangement Details	The AIHW has a range of flexible working arrangements available to its employees under the AIHW Enterprise Agreement 2024-27.
Classification	APS Level 6
Position Number	041_04/26
Agency Website	

Job Description

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

The AIHW's [APS employee census results](#) attest to our positive and supportive workplace culture. We are an inclusive, flexible, and productive workplace where people are treated with respect and courtesy, and diverse and unique attributes are recognised and valued. Our results also show that we achieved top ten rankings in staff engagement, communication, wellbeing and SES manager scales out of 107 APS agencies.

We offer a range of benefits including:

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

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

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

Duties

The Housing and Homelessness Collections Operations Unit (HHCOU) manages a data collection for funded Specialist Homelessness Services (SHS) agencies on behalf of States and Territories. HHCOU undertakes the operations of collecting homelessness services data directly from data providers and supports them through a dedicated support helpdesk, including hotline. In addition, the Unit also manages and delivers a national training program to homelessness case workers on SHS data concepts, and associated data collection tools and systems.

The Unit is looking for two experience and enthusiastic APS6 officers to fill the following positions.

Collection Support and Operations Manager

The Collection Support and Operations Manager co-supervises a shared team member, assists with overseeing a team of three staff members, and is responsible for providing guidance in the management of collection support and operations undertaken by the Collection Support and Training team, which includes overseeing and providing helpdesk and hotline support for SHS agencies, managing the Specialist Homelessness Establishment Database (SHED) collection, managing stakeholder relationships with State and Territory departmental staff, and providing strategic input into the ongoing management of the collection and future changes to the collection.

The successful applicant must also be able to resolve complex conceptual issues associated with a large scale national statistical collection. The role requires a strong understanding of a complex national data collection, including associated IT systems such as ValidataTM. Aside from leading a small team to provide collection support, this position also requires the successful candidate to provide front-line support to SHS agencies through a helpdesk and hotline. This includes explaining complex system and statistical concepts in clear, practical terms, and building effective working relationships with homelessness agency staff to support accurate and timely data submission.

Under general direction you will:

- Lead a small team to provide high-quality helpdesk and hotline support to SHS agencies, including responding to email and phone enquiries about data concepts, system use and submission issues to ensure monthly and quarterly deadlines are met.
- Liaise with state and territory departmental staff to ensure information about all SHS agencies within scope of the SHS Collection is provided monthly.
- Build and maintain positive working relationships with homelessness agency staff and jurisdictions.
- Resolve complex conceptual queries related to the collection of SHSC data.

- Ensure procedures and guidelines for the collection of SHS data are properly implemented and that these procedures are updated, as required, to maintain best practice.
- Undertake analysis of data related to the collection of SHSC data to identify any issues related to the work of the team.
- Run SAS code related to management of the SHED collection.

Training and Communications Manager

The Training and Communications Manager co-supervises a shared team member, assists with overseeing a team of three staff members, and is responsible for directing and overseeing a national training program, developing and providing training for SHS agencies and jurisdictions, managing communications and relationships with jurisdictions and agencies, and providing strategic input into the ongoing collection management as well as future changes to the collection.

The successful applicant must be able to explain complex system and statistical concepts in clear, practical terms, and build effective working relationships with homelessness agency staff. The successful applicant will also have excellent attention to detail, interpersonal and organisational skills and knowledge of the collection of survey data.

Under general direction you will:

- Provide guidance and support and assist with managing the workload of a small team to meet monthly and quarterly deadlines.
- Developing and provide training for specialist homelessness services and jurisdictions. Training covers collection concepts and providing instruction on recording information in a Client Management System provided to SHS agencies for the SHS Collection.
- Liaise with State and Territory departments to plan a yearly training schedule and to organise each training session.
- Develop and maintain a communications plan and compose formal correspondence to external stakeholders including a national monthly newsletter.
- Resolve complex conceptual queries related to the collection of SHSC data.
- Ensure training materials and resources are available and updated, as required, to maintain best practice.
- Undertake analysis of training evaluation forms and implement improvements to the training program.

Eligibility

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

- be an Australian citizen
- undergo any required pre-employment checks, including a police records check
- obtain and maintain a valid Security Clearance if required by the institute

A probationary period of six (6) months will apply to any new engagement to the APS.

Notes

Please submit your application online via the AIHW [e-Recruit](#) system. When applying online for the first time, you will need to register and provide a valid email address.

Your application must include:

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

RecruitAbility applies to this vacancy. Under the RecruitAbility scheme you will be invited to participate in further assessment activity for the vacancy if you choose to apply under the scheme; declare you have a disability; and meet the minimum requirements for the job. For more information visit: <https://www.apsc.gov.au/recruitability>. This initiative/program is only applicable where the successful applicant will be employed under the Public Service Act 1999. Similar conditions may apply when employed under other Acts. For clarification please contact the advertising agency.

About the Australian Institute of Health and Welfare

To Apply

Position Contact	Daniel Mamic, 02 6244 1233
Agency Recruitment Site	https://aihwcareers.nga.net.au/cp/

This notice is part of the electronic Public Service Gazette PS19 Daily Gazette Friday - 15 May 2026.pdf Published by Australian Public Service Commission.

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

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

Home Affairs

Vacancy VN-0769543

Australian Criminal Intelligence Commission (ACIC)

Closing Date: Monday 01 June 2026

Chief Operating Officer
Intelligence and Information Systems Chief Information Officer

Job Title	ServiceNow & Enterprise Systems Officer
Job Type	Full-Time, Ongoing
Location	Adelaide SA, Sydney NSW, Brisbane QLD, Canberra ACT, Melbourne VIC, Perth WA
Salary	\$88,833 - \$96,829
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	To be negotiated
Classification	APS Level 5
Position Number	6522_05/26_IIS
Agency Website	https://www.acic.gov.au/

Job Description

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

The ServiceNow and Enterprise Support Officer is a key member of the Enterprise and Enabling Systems team, responsible for the management and sustainment of ACIC's enterprise systems classified up to PROTECTED. These systems include both bespoke solutions and Commercial Off-The-Shelf (COTS) products.

In supporting the ServiceNow platform, you will work daily with a team of certified and experienced ServiceNow professionals. The team manages a development workload that fluctuates in volume and complexity from large-scale configuration and build projects to smaller, simpler portal request forms and workflows. They also handle general platform administration tasks, such as group management, responding to functional enquiries, providing platform guidance, triaging work, resolving access anomalies, and managing incidents and defects.

In this role, you will have the opportunity to learn and develop your skills, experience, and formal qualifications on ServiceNow, a leading cloud-based enterprise service management platform. You will manage a variety of administrative tasks and development projects that will grow in scale with your abilities, enabling you to build workplace automation and solutions that deliver direct value to ACIC business teams. Formal ServiceNow certification training may also be provided.

They contribute to ICT project work and support a range of enterprise applications, including:

- Atlassian Suite (Confluence, Jira, Crowd)
- LEX Australia
- SmartIQ / Intelledox
- Content Manager
- TM1
- SAP
- Acendre / E-Recruit
- GovCMS and Drupal
- ServiceNow

Duties

- Action, respond, assign or escalate Enterprise and ServiceNow platform enquiries, requests, incidents or defects that arise, in accordance with the appropriate process.
- Action work queues and participate in Scrum team, sprint planning, drafting user stories and developing ServiceNow solutions.
- Participate in platform upgrade and patching activities, as directed and when required.
- Under direction and in consultation with the development team, develop, configure, and customise solutions in the ServiceNow platform to best fit business requirements.
- Collaborate with cross-functional teams to identify, define and prioritise business requirements.
- Producing and running test cases to guarantee software quality.
- Documenting system configurations, updates, and user manuals.
- Monitoring system performance and identifying potential issues.
- Collaborating with other IT teams and business units to ensure seamless integration of systems.
- Staying up-to-date with the latest technologies and trends in enterprise systems and ServiceNow.
- Provide training and publishing self-help training material for users to effectively use ServiceNow or other Enterprise platforms; conduct virtual or in-person training sessions if required.

Desirable skills and experience

- Recent ITIL Certification.
- Experience and/or training with ServiceNow, Jira, Confluence, Crowd or COTS applications.
- Experience and/or training with software development methodologies such as Agile or Waterfall.

Eligibility

- **Citizenship** – To be eligible for employment with the ACIC, applicants must be an Australian citizen.
- **Security Clearance** - The Australian community expects ACIC employees to maintain the highest levels of security and integrity. Successful applicants will be required to obtain and maintain a minimum Negative Vetting 1 security clearance.
- **Pre-Employment Screening** – All candidates must satisfy an Organisational Suitability Assessment (OSA) prior to being offered employment at the ACIC.

Notes

The ACIC is committed to [diversity and inclusion](#). We celebrate and champion diversity to ensure we reflect the community we serve, and pride ourselves on our vibrant culture. We welcome applications from Aboriginal and Torres Strait Islander peoples, women, people with disability, people from culturally and linguistically diverse backgrounds, those who identify as LGBTIQ+, neurodiverse, mature aged employees and carers.

More information about our conditions is available in the ACIC Enterprise Agreement 2024-2027 on our [website](#).

About the Australian Criminal Intelligence Commission (ACIC)

The Australian Criminal Intelligence Commission (ACIC) is Australia’s national criminal intelligence agency. Our vision is an Australia hostile to criminal exploitation. We work with our national and international partners to conduct investigations and collect intelligence to combat serious and organised crime, cybercrime and national security threats. We develop and maintain national information and intelligence sharing services and systems for use by state, territory and Commonwealth law enforcement agencies. We also deliver nationwide background checking services to support employment or entitlement decisions to keep the Australian community safe. The ACIC Board provides strategic direction to the ACIC and represents Commonwealth, state and territory law enforcement and other regulatory agencies. Our purpose is to protect Australia from criminal threats through coordinating a strategic response and collecting, assessing and disseminating intelligence and policing information.

To Apply

Position Contact	Tom, 02 6268 7906
Agency Recruitment Site	https://www.acic.gov.au/

This notice is part of the electronic Public Service Gazette PS19 Daily Gazette Friday - 15 May 2026.pdf Published by Australian Public Service Commission.

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

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

Home Affairs

Vacancy VN-0769577

Australian Criminal Intelligence Commission (ACIC)

Closing Date: Monday 01 June 2026

Intelligence and Information Systems
Chief Information Officer

Job Title	Data Governance Specialist
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	\$121,756 - \$146,646
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	To be negotiated
Classification	Executive Level 1
Position Number	6521_05/26_IIS
Agency Website	https://www.acic.gov.au/

Job Description

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

THE OPPORTUNITY

The Data Governance Specialist plays a critical role within the Enterprise Data & Analytics section, reporting to the Chief Data & Analytics Officer. The role is responsible for supporting the development, implementation, and ongoing management of our data and AI governance framework.

This role sits at the intersection of data strategy, operations, technical data platform development, and compliance, working across disciplines to ensure our data assets are accurate, secure, and

used responsibly across the agency, and enabling ACIC to understand, manage and reduce risks relevant to its data holdings. This includes governance of advanced analytics and AI-enabled capabilities deployed in ACIC-specific functions and corporate contexts.

Duties

ROLE RESPONSIBILITIES

As a Data Governance Specialist, you will:

Enterprise Data and AI Governance Frameworks

- Co-lead the end-to-end development, implementation, and continuous improvement of the Enterprise Data Governance Framework, including creation of tailored policies, standards and operational procedures.
- Drive the implementation and adoption of the Enterprise Data Strategy, ensuring strategic objectives are translated into practical, enterprise-wide business processes.
- Lead the creation of high-quality strategic guidance, position papers, and best practice frameworks that provide clear, authoritative advice to stakeholders across the agency.
- Interpret and apply whole-of-government data and AI policies in an intelligence agency context, providing expert guidance on navigating nuanced exemptions and alternate obligations to ensure practical alignment.

Data and AI Assurance, Risk Assessment and Control Design

- Provide expert data governance assurance support, ensuring all AI and data management practices comply with relevant legal, regulatory, and whole-of-government and agency-specific policies.
- Perform complex AI risk assessments for existing and proposed AI and advanced analytics use cases, designing and recommending/applying governance controls to ensure systems are lawful, ethical, secure, explainable and subject to appropriate human oversight.
- Provide authoritative advice on data and AI related risks, controls, oversight mechanisms and reporting to support informed decision making by senior governance bodies.

Governance by Design Across Data and Analytics Platforms

- Collaborate with data engineering, analytics and platform teams to embed data and AI governance by design, ensuring data and AI controls are integrated across the full lifecycle from design to decommissioning.
- Act as a primary conduit between technical specialists and business areas, translating complex technical data architectures and governance requirements into clear, actionable business insights and advice.

Stewardship and Enterprise Governance Forums

- Operationalise the Data Stewardship model by onboarding, training, and providing ongoing mentorship to Data Stewards, Franchise Data Governance Teams, and other key stakeholders to ensure roles are active and effective.
- Lead the secretariat function for the Enterprise Data Committee and related governance forums, supporting effective governance decision making through high quality advice, papers, reporting and coordination.

Capability Uplift, Literacy and Change Enablement

- Navigate and resolve complex data governance challenges where there is no clear precedent, applying high-level problem-solving skills to balance competing priorities.
- Lead the design, delivery and communication of education and training to uplift data and AI literacy, tailoring materials for both technical and non technical audiences.
- Support enterprise adoption of data and AI governance frameworks through change enablement and focused stakeholder engagement, identifying emerging data needs and barriers to effective data use.

Eligibility

- **Citizenship** – To be eligible for employment with the ACIC, applicants must be an Australian citizen.
- **Security Clearance** - The Australian community expects ACIC employees to maintain the highest levels of security and integrity. Successful applicants will be required to obtain and maintain a minimum Negative Vetting 1 security clearance.
- **Pre-Employment Screening** – All candidates must satisfy an Organisational Suitability Assessment (OSA) prior to being offered employment at the ACIC.

Notes

The ACIC is committed to [diversity and inclusion](#). We celebrate and champion diversity to ensure we reflect the community we serve, and pride ourselves on our vibrant culture. We welcome applications from Aboriginal and Torres Strait Islander peoples, women, people with disability, people from culturally and linguistically diverse backgrounds, those who identify as LGBTIQ+, neurodiverse, mature aged employees and carers.

More information about our conditions is available in the ACIC Enterprise Agreement 2024-2027 on our [website](#).

About the Australian Criminal Intelligence Commission (ACIC)

The Australian Criminal Intelligence Commission (ACIC) is Australia's national criminal intelligence agency. Our vision is an Australia hostile to criminal exploitation. We work with our national and international partners to conduct investigations and collect intelligence to combat serious and organised crime, cybercrime and national security threats. We develop and maintain national information and intelligence sharing services and systems for use by state, territory and Commonwealth law enforcement agencies. We also deliver nationwide background checking services to support employment or entitlement decisions to keep the Australian community safe. The ACIC Board provides strategic direction to the ACIC and represents Commonwealth, state and territory law enforcement and other regulatory agencies. Our purpose is to protect Australia from criminal threats through coordinating a strategic response and collecting, assessing and disseminating intelligence and policing information.

To Apply

Position Contact	Tania, 0408 535 971
Agency Recruitment Site	https://www.acic.gov.au/

This notice is part of the electronic Public Service Gazette PS19 Daily Gazette Friday - 15 May 2026.pdf Published by Australian Public Service Commission.

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

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

Infrastructure, Transport, Regional
Development and Communications

Vacancy VN-0769585

Civil Aviation Safety Authority Australia

Closing Date:Sunday 31 May 2026

Legal
Legal Services Investigations

Job Title	CASA Investigator
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	\$121,285 - \$157,164
Future Merit Locations	Canberra
Office Arrangement	Hybrid
Office Arrangement Details	Hybrid working arrangement up to 50% - Up to the discretisation of the hiring manager.
Classification	
Position Number	1330
Agency Website	https://www.casa.gov.au/about-us/careers-casa

Job Description

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

The Role

As a member of CASA's Aviation Technical Workforce (ATW), an Investigator works under direction and guidance from a manager and National Manager, and more experienced colleagues who provide additional support. This role sits within a team of investigators and other related staff to deliver on CASA's strategic operational priorities and work plans.

Investigators work as a member of the Investigation Team that is responsible for the management, conduct and coordination of all aspects of the CASA's investigative activities under Part IIIA of the Civil Aviation Act 1988 (the Act). The team is also responsible for fraud control, internal fraud investigation and Alcohol and Other Drug (AOD) testing.

An Investigator (ASR1) is expected to work reasonable additional hours beyond the ordinary hours of work, which may include work on weekends or outside the span of hours. However, this is regarded as the exception and where additional hours are worked, they will be compensated in accordance with CASA's Enterprise Agreement. Some interstate travel is required in the course of investigative duties.

Duties

Ideal Candidate

Our ideal candidate will be able to demonstrate:

- Exercise the powers conferred on Investigators under Part IIIA of the Act and take such action as is necessary to enable the Authority to fulfill its regulatory functions under Section 9(1) of the Act.
- Investigate to finality, complex and/or routine alleged breaches of civil aviation legislation, and other related Commonwealth legislation, in accordance with the Australian Government Investigation Standards (AGIS), CASA Enforcement Manual and Investigation Manual as well as Part IIIA of the Act.
- Under limited direction conduct investigations to finality, of identified alleged breaches of civil aviation or related legislation, producing high quality detailed reports and findings to relevant stakeholders for the Coordinated Enforcement Process.
- Demonstrated knowledge and skill in the conduct of investigations in a regulatory or law enforcement setting.
- Ability to work under direct guidance and supervision from a manager in accordance with established regulatory practices, operational needs, procedures, and assigned delegations.
- Ability to exercise initiative, analysis, problem solving, judgement, and decision-making and apply technical knowledge on matters where standards, policies and procedures may or may not cover the circumstances.
- Strong writing skills with demonstrated knowledge and experience writing complex and detailed briefings and reports based on findings.
- Demonstrated use of electronic investigation case management systems and/or the ability to learn new systems quickly.
- Well developed negotiation, facilitation, influencing and communication skills (written and verbal), to manage disparate views amongst stakeholders, including at a senior level.
- Demonstrated ability to actively engage in effective stakeholder management, including with regulated entities, on sensitive issues requiring conflict resolution within constrained time limits.
- A demonstrated ability to seek out diverse perspectives to identify opportunities and improvements.

Eligibility

Eligibility requirements

Employment with CASA is subject to conditions prescribed within the Civil Aviation Act 1988 (the Act) and the CASA Enterprise Agreement. The following eligibility requirements apply to this position:

- At a minimum, prospective CASA employees must undergo pre-employment screening and must be willing to provide the required information to successfully undergo a police record check.
- The position's occupant must be an Australian citizen with the ability to obtain and maintain the required level of security clearance as required.
- As an employee in a safety sensitive position, perform, or be available to perform, safety sensitive aviation activities, as defined in the Civil Aviation Safety Regulations 1998.
- Undertake and pass a pre-employment alcohol and drug test as part of CASA's Alcohol and Other Drugs Directive and Procedure.

Notes

This vacancy is being advertised concurrently under a general and an affirmative measure recruitment process.

Affirmative measures is only available to Aboriginal and/or Torres Strait people or people living with a disability, evidence will be requested if your application progresses under an affirmative measures process.

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. This initiative/program is only applicable where the successful applicant will be employed under the Public Service Act 1999. Similar conditions may apply when employed under other Acts. For clarification, please contact the advertising agency.

The filling of this vacancy is intended to constitute an affirmative measure under Section 33 of the Australian Public Service Commissioner's Direction 2022. This vacancy is open only to people with disability. This initiative/program is only applicable where the successful applicant will be employed under the Public Service Act 1999. Similar conditions may apply when employed under other Acts. For clarification please contact the advertising agency.

About the Civil Aviation Safety Authority Australia

"Safe skies for all—it begins with you." CASA is established by and operates under the Civil Aviation Act 1988 and the Airspace Act 2007. CASA's primary function is to conduct the safety regulation of civil air operations in Australia and the operation of Australian aircraft overseas. We license pilots, register aircraft, oversee aviation safety and promote safety awareness. We are also responsible for making sure that Australian airspace is administered and used safely. CASA is a Corporate Commonwealth entity and is subject to the Public Governance, Performance and Accountability Act 2013 which deals with a range of matters, including reporting and the use of and management of public resources. We employ over 800 people working across Australia. We are an engaged team and proud to work for CASA. We strongly believe in the vision, mission and goals of our agency. We are highly connected to CASA's Values and Regulatory Philosophy that underpin all we do. We understand how our roles directly contribute to aviation safety. We are a relationship-based organisation and value the input and ideas of others.

To Apply

Position Contact	Travis Healy, 02 6217 1827
Agency Recruitment Site	https://www.casa.gov.au/about-us/careers-casa

This notice is part of the electronic Public Service Gazette PS19 Daily Gazette Friday - 15 May 2026.pdf Published by Australian Public Service Commission.

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

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

Infrastructure, Transport, Regional Development and Communications

Vacancy VN-0769588

Civil Aviation Safety Authority Australia

Closing Date: Sunday 31 May 2026

Legal
Legal Services Investigations

Job Title	CASA Investigator - Affirmative Measures - Aboriginal and/or Torres Strait Islander and/or Disability
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	\$121,285 - \$157,164
Future Merit Locations	Canberra
Office Arrangement	Hybrid
Office Arrangement Details	Hybrid working arrangement up to 50% - Up to the discretisation of the hiring manager.
Classification	
Position Number	1330
Agency Website	https://www.casa.gov.au/about-us/careers-casa

Job Description

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

The Role

As a member of CASA's Aviation Technical Workforce (ATW), an Investigator works under direction and guidance from a manager and National Manager, and more experienced colleagues who provide additional support. This role sits within a team of investigators and other related staff to deliver on CASA's strategic operational priorities and work plans.

Investigators work as a member of the Investigation Team that is responsible for the management, conduct and coordination of all aspects of the CASA's investigative activities under Part IIIA of the Civil Aviation Act 1988 (the Act). The team is also responsible for fraud control, internal fraud investigation and Alcohol and Other Drug (AOD) testing.

An Investigator (ASR1) is expected to work reasonable additional hours beyond the ordinary hours of work, which may include work on weekends or outside the span of hours. However, this is regarded as the exception and where additional hours are worked, they will be compensated in accordance with CASA's Enterprise Agreement. Some interstate travel is required in the course of investigative duties.

Duties

Ideal Candidate

Our ideal candidate will be able to demonstrate:

- Exercise the powers conferred on Investigators under Part IIIA of the Act and take such action as is necessary to enable the Authority to fulfill its regulatory functions under Section 9(1) of the Act.
- Investigate to finality, complex and/or routine alleged breaches of civil aviation legislation, and other related Commonwealth legislation, in accordance with the Australian Government Investigation Standards (AGIS), CASA Enforcement Manual and Investigation Manual as well as Part IIIA of the Act.
- Under limited direction conduct investigations to finality, of identified alleged breaches of civil aviation or related legislation, producing high quality detailed reports and findings to relevant stakeholders for the Coordinated Enforcement Process.
- Demonstrated knowledge and skill in the conduct of investigations in a regulatory or law enforcement setting.
- Ability to work under direct guidance and supervision from a manager in accordance with established regulatory practices, operational needs, procedures, and assigned delegations.
- Ability to exercise initiative, analysis, problem solving, judgement, and decision-making and apply technical knowledge on matters where standards, policies and procedures may or may not cover the circumstances.
- Strong writing skills with demonstrated knowledge and experience writing complex and detailed briefings and reports based on findings.
- Demonstrated use of electronic investigation case management systems and/or the ability to learn new systems quickly.
- Well developed negotiation, facilitation, influencing and communication skills (written and verbal), to manage disparate views amongst stakeholders, including at a senior level.
- Demonstrated ability to actively engage in effective stakeholder management, including with regulated entities, on sensitive issues requiring conflict resolution within constrained time limits.
- A demonstrated ability to seek out diverse perspectives to identify opportunities and improvements.

Eligibility

Eligibility requirements

Employment with CASA is subject to conditions prescribed within the Civil Aviation Act 1988 (the Act) and the CASA Enterprise Agreement. The following eligibility requirements apply to this position:

- At a minimum, prospective CASA employees must undergo pre-employment screening and must be willing to provide the required information to successfully undergo a police record check.
- The position’s occupant must be an Australian citizen with the ability to obtain and maintain the required level of security clearance as required.
- As an employee in a safety sensitive position, perform, or be available to perform, safety sensitive aviation activities, as defined in the Civil Aviation Safety Regulations 1998.
- Undertake and pass a pre-employment alcohol and drug test as part of CASA’s Alcohol and Other Drugs Directive and Procedure.

Notes

About the Civil Aviation Safety Authority Australia

"Safe skies for all—it begins with you." CASA is established by and operates under the Civil Aviation Act 1988 and the Airspace Act 2007. CASA's primary function is to conduct the safety regulation of civil air operations in Australia and the operation of Australian aircraft overseas. We license pilots, register aircraft, oversee aviation safety and promote safety awareness. We are also responsible for making sure that Australian airspace is administered and used safely. CASA is a Corporate Commonwealth entity and is subject to the Public Governance, Performance and Accountability Act 2013 which deals with a range of matters, including reporting and the use of and management of public resources. We employ over 800 people working across Australia. We are an engaged team and proud to work for CASA. We strongly believe in the vision, mission and goals of our agency. We are highly connected to CASA's Values and Regulatory Philosophy that underpin all we do. We understand how our roles directly contribute to aviation safety. We are a relationship-based organisation and value the unput and ideas of others.

To Apply

Position Contact	Travis Healy, 02 6217 1827
Agency Recruitment Site	https://www.casa.gov.au/about-us/careers-casa

This notice is part of the electronic Public Service Gazette PS19 Daily Gazette Friday - 15 May 2026.pdf Published by Australian Public Service Commission.

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

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

High Speed Rail Authority

Closing Date: Sunday 31 May 2026

Corporate Services & Finance

Job Title	APS 6 - Procurement Support Officer
Job Type	Full-Time, Ongoing
Location	Canberra ACT, Sydney NSW, Newcastle NSW
Salary	\$99,734 - \$111,701
Future Merit Locations	Canberra, Sydney, Newcastle
Office Arrangement	Flexible
Office Arrangement Details	Flexible working arrangement
Classification	APS Level 6
Position Number	122181
Agency Website	

Job Description

recruitment@hsra.gov.au

About the High Speed Rail Authority

The Australian Government is planning a future high speed rail network to connect Brisbane, Sydney, Canberra, Melbourne and regional communities across the east coast of Australia.

The High Speed Rail Authority (the Authority), an independent corporate Commonwealth entity governed by an independent board, is leading the development and delivery of High Speed Rail.

Line 1, connecting Newcastle to Sydney on a dedicated new railway using trains travelling up to 320km/h, is now in the Development Phase.

High Speed Rail will contribute to a number of key Australian Government priorities, including increased economic productivity, new housing options, regional economic and tourism development and contributing to net zero.

More information about the Authority and our work is available at: www.hsra.gov.au .

Primary purpose of the role

The **Procurement Support Officer** plays a critical role in enabling compliant, efficient, and value-driven procurement outcomes across HSRA. Operating within the Procurement and Contracts Team, the role supports end-to-end procurement activities, maintains accurate records, prepares regulatory reports and provides expert guidance to business areas on procurement processes, templates and legislative obligations.

This position contributes to HSRA's strategic procurement capability by embedding best practice, supporting continuous improvement, and ensuring alignment with the Commonwealth Procurement Rules (CPRs) and internal governance frameworks.

Duties

Key Responsibilities

This role will be responsible for:

Supporting the procurement and contract management function

- Support the assurance of HSRA's compliance with the Commonwealth Procurement Rules, and HSRA procurement and contract management policies and guidance.
- Support the efficient and effective operation of HSRA's end-to-end procurement function.
- Assist business areas in drafting their approach to market documentation (RFTs, RFQs, EOIs etc), probity and evaluation plans support the assessment and evaluation of responses to approaches to market, advise on the preparation of evaluation reports and delegate approval documents.
- Administer procurement management systems, including efficient procurement approval workflow systems, financial system registration of procurements and support end-to-end procurement system to enable efficient procure-to-pay processes.
- Maintain procurement record management systems and ensure appropriate and accurate record keeping practices.
- Support HSRA's procurement strategies and provide advice on procurement and contract management matters to enable the procurement function to support efficient and effective business functions.

Reporting, governance and compliance

- Lead the procurement and contracts regulatory reporting obligations to ensure compliance with Commonwealth reporting requirements.
- Ensure procurement and contract management activities comply with legislative, policy and governance requirements.
- Administer the Authority's use of the AusTender platform, including release of approaches to market, Commonwealth panel access and contract reporting obligations.

- Identify and support executives to manage contract risks, escalating issues as required.
- Contribute to audits, reviews and continuous improvement initiatives.

Performance and Continuous Improvement

- Analyse procurement and contract data and prepare reports to inform decision making.
- Identify opportunities to improve performance, processes and systems.
- Contribute to a positive, collaborative and high performing team culture.

Knowledge, Experience and Skills

We are seeking a skilled engagement professional with demonstrated experience managing government relationships in a complex policy or infrastructure environment. The ideal candidate will be diplomatic, strategic and capable of managing multiple stakeholders, deadlines and sensitivities with professionalism and care.

Qualifications & Knowledge

- Certificate IV in Government procurement, contract management, or equivalent professional experience.
- Demonstrated understanding of Commonwealth procurement and working knowledge of the Resource Management Framework and how it relates to procurement.
- Understanding of the Commonwealth Procurement Rules, public sector governance and accountability frameworks.

Job Specific & Technical Capabilities

- Demonstrated experience providing end to end procurement and contract management support and advice on procurement compliance.
- Strong analytical, negotiation and problem solving skills.
- Proven ability to manage multiple priorities in a fast paced environment.
- Well developed written and verbal communication skills with high attention to detail.

Core Capabilities as the member of the Authority

Stakeholder Engagement

- Engage productively with colleagues, supervisors, and stakeholders to support team and project outcomes.

Proactive Risk Management

- Identify risks or issues in your work and escalate them through appropriate channels.

Strategic Thinking and Problem Solving

- Demonstrate awareness of how your contributions advance team and organisational priorities.

Professional Capabilities

- Deliver assigned tasks with accuracy, timeliness, and attention to quality and follow established procedures.

Team Contribution

- Take ownership of your work and contribute to a positive team culture.

Behavioural Indicators

The following behavioural indicators are key attributes that will be required for this role to succeed:

Compliance

- Demonstrates sound understanding of procurement legislation and applies it consistently to ensure compliance.
- Support identification of risks and proactively addresses potential issues in procurement planning and execution.

Efficiency

- Manages multiple procurement tasks effectively, meeting deadlines and maintaining high accuracy.
- Delivers high-quality documentation and advice that supports defensible decision-making

Collaboration

- Builds strong working relationships with internal clients and external suppliers, fostering trust and cooperation.

Communication

- Communicates procurement advice clearly and persuasively, adapting style to audience and context.

Eligibility

Employment with the Authority is subject to conditions prescribed within the [Public Service Act 1999](#) included:

- **Citizenship:** must be an Australian citizen to be eligible for employment with the Authority.
- **Qualification:** Degree or equivalent working experience.
- **Pre-Employment Screening:** Police check is a mandatory requirement check
- **Security Clearance:** Baseline Clearance

Notes

Why Join Us

At the High-Speed Rail Authority, you'll help shape the systems that support Australia's proposed future high speed rail network. We offer:

- A purpose-driven culture focused on integrity and innovation
- Opportunities to influence national governance and risk strategy
- Flexibility, growth, and meaningful work
- Support for relevant learning, training and study assistance for staff's professional development
- 4 weeks annual leave
- 20 days personal/carers leave per annum
- Free annual flu vaccinations
- Fitness passport
- EAP services

How to Apply

As part of your application, you will be required to submit your **Resume and Pitch (maximum word limit 500)** via email to **recruitment@hsra.gov.au**. Please ensure this document is attached before submitting your application.

For any questions about the role, please email **recruitment@hsra.gov.au** with the position title in the subject line.

If you have any issues with applying, please email **recruitment@hsra.gov.au**

Application Close: **Sunday 31 May 2026 at 11:59pm**

Merit Pool

A merit pool of suitable candidates may be created from this selection process. Suitable candidates placed on the merit pool may be contacted in relation to identical or similar vacancies on an ongoing basis at High Speed Rail Authority, or the broader APS, within 18 months from the start date of this advertisement.

About the High Speed Rail Authority

About High Speed Rail Authority The Australian Government is planning a future high speed rail network to connect Brisbane, Sydney, Canberra, Melbourne and regional communities across the east coast of Australia. The High Speed Rail Authority (the Authority), an independent corporate Commonwealth entity governed by an independent board, is leading the development and delivery of High Speed Rail. Line 1, connecting Newcastle to Sydney on a dedicated new railway using trains travelling up to 320km/h, is now in the Development Phase. High Speed Rail will contribute to a number of key Australian Government priorities, including increased economic productivity, new housing options, regional economic and tourism development and contributing to net zero. More information about the Authority and our work is available at: www.hsra.gov.au .

To Apply

Position Contact	HSRA Recruitment Team, recruitment@hsra.gov.au
Agency Recruitment Site	recruitment@hsra.gov.au

This notice is part of the electronic Public Service Gazette PS19 Daily Gazette Friday - 15 May 2026.pdf Published by Australian Public Service Commission.

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

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

Infrastructure, Transport, Regional Development and Communications

Vacancy VN-0769569

High Speed Rail Authority

Closing Date: Sunday 31 May 2026

Corporate Services & Finance

Job Title	EL1 - Manager, Contract Administration
Job Type	Full-Time, Ongoing
Location	Canberra ACT, Newcastle NSW, Sydney NSW
Salary	\$126,838 - \$133,825
Future Merit Locations	Canberra, Newcastle, Sydney
Office Arrangement	Flexible
Office Arrangement Details	Flexible working arrangement
Classification	Executive Level 1
Position Number	120723
Agency Website	

Job Description

recruitment@hsra.gov.au

About the High Speed Rail Authority

The Australian Government is planning a future high speed rail network to connect Brisbane, Sydney, Canberra, Melbourne and regional communities across the east coast of Australia.

The High Speed Rail Authority (the Authority), an independent corporate Commonwealth entity governed by an independent board, is leading the development and delivery of High Speed Rail.

Line 1, connecting Newcastle to Sydney on a dedicated new railway using trains travelling up to 320km/h, is now in the Development Phase.

High Speed Rail will contribute to a number of key Australian Government priorities, including increased economic productivity, new housing options, regional economic and tourism development and contributing to net zero.

More information about the Authority and our work is available at: www.hsra.gov.au .

Primary purpose of the role

The **Manager Contract Administration** leads the Authority's contract administration activities to support HSRA's operational and strategic objectives.

The role is responsible for delivering fit for purpose procurement and contract administration solutions, ensuring compliance with legislative, policy and governance requirements, and providing expert advice on procurement and contract management across the Authority.

The position operates with a high level of autonomy and professional judgement, supporting senior leaders and stakeholders in a complex, fast paced environment subject to public sector accountability and scrutiny.

Duties

Key Responsibilities

This role will be responsible for:

Contract Administration

- Lead and deliver end to end contract administration activities in accordance with Commonwealth policies. This includes all corporate and project related contracts, noting that management of future major delivery contracts will be supported by specialist external commercial and transactions advisers.
- Develop and implement policies and procedures to facilitate efficient and effective contract management practices.
- Support the drafting and management of contract management plans.
- Monitor compliance with contract management policies and provide accurate and timely reporting and advice.

Governance and compliance

- Ensure procurement and contract management activities comply with legislative, policy and governance requirements.
- Maintain appropriate records and contract management systems.
- Identify and support executives to manage contract risks, escalating issues as required.
- Contribute to audits, reviews and continuous improvement initiatives.

Procurement support

- Work collaboratively within the procurement team to support with procurement activities, including leading end-to-end procurement support as required.
- Provide expert procurement and contract management advice to internal stakeholders.
- Build strong, collaborative relationships with business areas to support effective outcomes.

- Present procurement information clearly to senior leaders and governance forums.

Performance and Continuous Improvement

- Analyse contract management and procurement data and prepare reports to inform decision making.
- Identify opportunities to improve performance, processes and systems.
- Contribute to a positive, collaborative and high performing team culture.

Knowledge, Experience and Skills

We are seeking a skilled engagement professional with demonstrated experience managing government relationships in a complex policy or infrastructure environment. The ideal candidate will be diplomatic, strategic and capable of managing multiple stakeholders, deadlines and sensitivities with professionalism and care.

Capabilities

Qualifications & Knowledge

- Qualifications or training in procurement, contract management or a related discipline, or equivalent professional experience.
- Sound knowledge of Commonwealth Procurement Rules, public sector governance and accountability frameworks.

Job Specific & Technical Capabilities

- Demonstrated experience delivering end to end contract management activities and/or procurement activities.
- Strong analytical, negotiation and problem-solving skills.
- Proven ability to manage multiple priorities in a fast-paced environment.
- Well-developed written and verbal communication skills with high attention to detail.

Core Capabilities

The following behavioural indicators are key attributes that will be required for this role to succeed:

Stakeholder Engagement

- Builds productive working relationships to support procurement and contract management outcomes.
- Communicates clearly and adapts advice to suit different audiences.

Strategic Thinking and Problem Solving

- Analyses procurement requirements and develops fit for purpose solutions.
- Anticipates risks and adjusts approaches to achieve effective outcomes

Proactive Risk Management

- Identifies and manages procurement and contract risks in line with governance requirements.
- Exercises sound judgement and escalates issues appropriately.

Commercial Acumen & Financial Stewardship

- Applies sound commercial judgement to procurement and contract decisions to achieve value for money and manage financial risk.
- Understands cost drivers, contractual obligations and financial impacts to support informed business outcomes.

Behavioural Indicators

The following behavioural indicators are key attributes that will be required for this role to succeed:

Collaboration

- Works constructively with others to achieve shared outcomes.
- Actively contributes expertise and supports collective decisionmaking.
- Builds trust through respectful and professional interactions.

Adaptability

- Responds positively to change and shifting priorities.
- Adjusts approaches in response to new information or risks.
- Maintains performance and focus in uncertain environments.

Communication

- Communicates clearly and concisely in both written and verbal contexts.
- Tailors messages to suit different audiences and purposes.
- Listens actively and incorporates feedback appropriately.

Efficiency

- Plans and prioritises work to meet agreed timeframes and outcomes.
- Uses resources effectively to deliver quality results.
- Identifies opportunities to improve processes and ways of working.

Eligibility

Employment with the Authority is subject to conditions prescribed within the [Public Service Act 1999](#) included:

- **Citizenship:** must be an Australian citizen to be eligible for employment with the Authority.
- **Qualification:** Degree or equivalent working experience.
- **Pre-Employment Screening:** Police check is a mandatory requirement check

- **Security Clearance:** Baseline Clearance

Notes

Why Join Us

At the High-Speed Rail Authority, you'll help shape the systems that support Australia's proposed future high speed rail network. We offer:

- A purpose-driven culture focused on integrity and innovation
- Opportunities to influence national governance and risk strategy
- Flexibility, growth, and meaningful work
- Support for relevant learning, training and study assistance for staff's professional development
- 4 weeks annual leave
- 20 days personal/carers leave per annum
- Free annual flu vaccinations
- Fitness passport
- EAP services

How to Apply

As part of your application, you will be required to submit your **Resume and your Pitch (maximum word limit 500)** via email to **recruitment@hsra.gov.au**. Please ensure this document is attached before submitting your application.

For any questions about the role, please email **recruitment@hsra.gov.au** with the position title in the subject line.

If you have any issues with applying, please email **recruitment@hsra.gov.au**

Application Close: **Sunday 31 May 2026 at 11:59pm**

Merit Pool

A merit pool of suitable candidates may be created from this selection process. Suitable candidates placed on the merit pool may be contacted in relation to identical or similar vacancies

on an ongoing basis at High Speed Rail Authority, or the broader APS, within 18 months from the start date of this advertisement.

About the High Speed Rail Authority

About High Speed Rail Authority The Australian Government is planning a future high speed rail network to connect Brisbane, Sydney, Canberra, Melbourne and regional communities across the east coast of Australia. The High Speed Rail Authority (the Authority), an independent corporate Commonwealth entity governed by an independent board, is leading the development and delivery of High Speed Rail. Line 1, connecting Newcastle to Sydney on a dedicated new railway using trains travelling up to 320km/h, is now in the Development Phase. High Speed Rail will contribute to a number of key Australian Government priorities, including increased economic productivity, new housing options, regional economic and tourism development and contributing to net zero. More information about the Authority and our work is available at: www.hsra.gov.au .

To Apply

Position Contact	HSRA Recruitment Team, recruitment@hsra.gov.au
Agency Recruitment Site	recruitment@hsra.gov.au

This notice is part of the electronic Public Service Gazette PS19 Daily Gazette Friday - 15 May 2026.pdf Published by Australian Public Service Commission.

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

Prime Minister and Cabinet

Vacancy VN-0769571

**Australian Institute of Aboriginal and Torres Strait
Islander Studies**

Closing Date:Tuesday 26 May 2026

Collection Services Group
Central Australia Facility

Job Title	Assistant Director Community Engagement & Access
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Alice Springs NT
Salary	\$121,755 - \$132,713
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	Hybrid
Office Arrangement Details	Flexible work arrangements may be negotiated with the successful candidate
Classification	Executive Level 1
Position Number	23_04/26
Agency Website	https://aiatsis.gov.au/

Job Description

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

About the Group

The Collections Services Group is responsible for the development, management, preservation and provision of access to the AIATSIS Collection at both Maraga (Canberra) and Mparntwe (Central Australia) sites. The Group manages, describes, preserves, digitises and provides access to the AIATSIS Collection.

About the Program Area

The Central Australia facility in Alice Springs is the first regional facility for AIATSIS outside of Ngunnawal Country (ACT) and provides culturally appropriate digitisation and storage capacity along with local training opportunities.

The facility supports the preservation of community-held collection materials and repatriation of Indigenous collections and cultural information. It also delivers services to improve searching and accessing the AIATSIS Collection, training and learning opportunities through exploration of our exhibition space as well as cultural research including family history.

Role Summary

The Assistant Director Community Engagement & Access will engage with communities, host visitors, and oversee access and use of the AIATSIS Collections to strengthen and promote knowledge and understanding of Aboriginal and Torres Strait Islander culture and heritage. This is a key management position within the organization.

The successful applicant will support the Director Central Australia and work closely with the Director Collection Access & Family History, to ensure discoverability and accessibility of the AIATSIS Collection with Central Australian clients.

Duties

- with support from the Assistant Director Collection Access and Assistant Director Family History, provide collection access and family history services to Central Australian clients.
- engage and develop strong productive relationships with Communities to create opportunities for people to encounter and engage with the story of Aboriginal and Torres Strait Islander Australia.
- lead, train and supervise a small team that provides Community engagement, collection access, and family history services to Central Australian clients.
- represent AIATSIS and develop, work collaboratively, and maintain relationships with key AIATSIS stakeholders including Aboriginal and Torres Strait Islander communities, AIATSIS staff, and staff at other cultural institutions.
- manage culturally appropriate services including facilitating collection access and use as well as reference and family history services aligned to conditional and Indigenous Cultural Intellectual Property requirements, policies, and legislation.
- provide written reports on operational activities including statistical reports, briefs and more complex correspondence.
- participate in and contribute to various network and stakeholder meetings, forums, conferences etc.

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:

- understand Aboriginal and Torres Strait Islander business within the agency and the outcomes the agency is responsible for delivering.
- have a sensitive, empathetic, and respectful interest in Aboriginal and Torres Strait Islander culture, policy and implementation matters.
- engage with Aboriginal and Torres Strait Islander employees in a sensitive and equitable manner.
- work in genuine partnership with Aboriginal and Torres Strait Islander peoples to achieve shared outcomes.
- show sensitivity and respect for culture in responding to individual needs and circumstances.

AIATSIS embodies Yindyamarra in everything we do.

Yindyamarra is a shared Wiradjuri and Ngunnawal word meaning honour and respect. More broadly it implies thoughtfulness, graciousness and kindness.

Skills, knowledge and personal attributes

To be successful in this role, you will understand the role of a major specialist collection in meeting the needs of Aboriginal and Torres Strait Islander people. This includes understanding of Indigenous Cultural and Intellectual Property Rights, Indigenous cultural protocols and related cultural safety issues. You will come with the following skills, experience and attributes:

- demonstrated experience working and communicating sensitively and effectively with Aboriginal and Torres Strait Islander people as this role requires a high level of cultural competency.
- demonstrated ability to train and supervise staff; lead and support a motivated team.
- demonstrated ability to undertake high-level research in an information environment and the ability to use judgement in relation to complex rights issues.
- proven ability to represent an institution in a public capacity and develop strong networks with Communities and other internal and external stakeholders.
- demonstrated ability to communicate effectively both verbally and in writing.
- ability to use initiative to solve problems in a creative manner, prioritise tasks and work to deadlines efficiently and effectively, whilst maintaining excellent attention to detail.
- participate and contribute as a member of the AIATSIS extended leadership team, including supporting the Director and Senior Executive in business planning, regular reporting and policy and procedure development.
- ability to work as part of a team and undertake a wide variety of tasks, adapting to priorities in a flexible manner as required.
- model inclusive behaviours and challenges and deal promptly with inappropriate behaviour.
- Information management knowledge and/or experience working with collections will be highly regarded.

Notes

Applications close **11.30pm** Tuesday 26 May 2026.

The successful candidate/s will need to undergo:

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

Affirmative Measures positions

Jobs in the APS are open to all Australian citizens. There are some jobs, though, that are open only to specific members of the Australian population. This practice is known as an Affirmative measure and is a targeted strategy to ensure the diversity of the APS workforce reflects the diversity of the Australian population.

Any job can be restricted to Aboriginal and/or Torres Strait Islander people only, and it doesn't necessarily have to involve working on Indigenous issues. If a position has been advertised as an Affirmative measure, it will be clearly marked as such.

The use of the Indigenous Affirmative Measures provision at AIATSIS allows for targeted recruitment of Indigenous Australians into the organisation. If you are applying for an Affirmative Measures position, you will need to indicate your Aboriginal and/or Torres Strait Islander heritage on our application form and provide confirmation if required.

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

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. This initiative/program is only applicable where the successful applicant will be employed under the Public Service Act 1999. Similar conditions may apply when employed under other Acts. For clarification, please contact the advertising agency.

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	Jennifer Nixon, 08 8950 1580
Agency Recruitment Site	https://aiatsis.gov.au/about/work-us/current-vacancies

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

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

Social Services

Vacancy VN-0769552

National Disability Insurance Agency

Closing Date: Monday 15 June 2026

Job Title	Deputy Chief Executive Officer, Legal, Actuarial, Governance and Reviews
Job Type	Full-Time, Ongoing; Non-Ongoing
Location	Sydney NSW, Melbourne VIC, Geelong VIC, Canberra ACT, Brisbane QLD
Salary	-
Future Merit Locations	Sydney, Melbourne, Geelong, Canberra, Brisbane
Office Arrangement	Flexible
Office Arrangement Details	Flexible working arrangements may be considered
Classification	Senior Executive Service Band 3
Position Number	0618_05/26_EXT
Agency Website	https://www.ndis.gov.au

Job Description

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

- Shape the governance, strategy and priorities for one of Australia's most significant social reforms at a defining moment in its history
- Bring exceptional judgement, systems leadership and strategic oversight to a complex, high-profile national role

The National Disability Insurance Agency (NDIA) is the independent statutory agency responsible for implementing the world-leading National Disability Insurance Scheme (NDIS), supporting

eligible Australians with permanent and significant disability. After more than a decade of operation, the NDIS is in a major period of change, with a focus on improving participant experience, strengthening integrity and ensuring long-term financial sustainability.

The opportunity: For the right candidate, this is a career defining role in which you will use your judgment to shape the NDIA's approach to its most complex and consequential challenges. As Deputy Chief Executive Officer, Legal, Actuarial, Governance & Reviews, you will hold one of the NDIA's most senior and significant senior executive roles, leading engagement across the Australian public service on the NDIA's strategy and priorities and leading the NDIA's legal, actuarial, governance, strategy and frontline decision review teams. Reporting directly to the Chief Executive Officer and working closely with the NDIA Board and Executive Leadership Team, you will steward the NDIA through its next phase.

You will be expected to form views, persuade others to adopt them, and be accountable for outcomes. You will lead a large, national team of experts through a period of substantial change. You will shape the systems and frameworks that promote sound, rigorous and robust decision-making and governance across the NDIA, operating in a complex environment with significant and sustained public scrutiny.

The Legal, Actuarial, Governance and Reviews Group is a critical enabler of the NDIA's mission and performance. It provides authoritative advice, independent assurance and strategic oversight to ensure the Agency operates lawfully, transparently and sustainably. This Group sits at the heart of executive decisionmaking and system stewardship. The work is varied, highimpact and often complex, requiring collaboration across the Agency and with government, regulators and the disability community.

Duties

The ideal candidate: You are an intellectually curious and accomplished senior executive with substantial experience operating at the highest levels of the public service in an Australian jurisdiction. You are a systems thinker with deep experience mobilising multidisciplinary teams to solve the public sector's biggest challenges shaped by your highly developed judgement, structured approach and analytical rigour. You thrive in highly scrutinised environments that demand big picture thinking at pace. You are recognised as a confident, calm and trusted adviser who can interrogate complex information, provide persuasive, authoritative advice and support evidence-based decision-making at scale.

Beyond your functional remit, you are an influential and collaborative senior executive who understands the importance of driving positive impact through collective leadership. You foster alignment, constructive challenge and collaboration, and build a cohesive, high-performing delivery culture. You foster trust and confidence by modelling integrity and accountability. Purpose-driven and systems-oriented, you are motivated by the opportunity to improve the long-term positive impact that the NDIS and the NDIA have for the people that they serve.

Eligibility

Relevant tertiary qualifications are desirable. In addition, memberships of relevant professional associations or institutes will be well regarded.

To be eligible for employment with the NDIA, you must meet certain conditions before your employment can begin. These are set out within the Public Service Act 1999. Requirements include:

- Employment Suitability Check/Police Check – This includes the ability to obtain and maintain an Australian Government security clearance at the Negative Vetting 2 level or higher, if you are successful in getting a job.
- Citizenship – You must be an Australian citizen to be eligible for employment with the NDIA.

Notes

How to apply: Orchard Talent Group have been engaged to assist with this appointment. For a confidential discussion and/or a copy of the candidate pack, please contact Felicity Stalley or Jessica Lewy of The Orchard Talent Group at NDIA@orchardtalent.com.au. To apply, please submit a current CV and a succinct pitch (maximum 750 words) addressing the skills, attributes and leadership expectations outlined in the candidate pack via email to NDIA@orchardtalent.com.au.

Closing date: close of play Monday 15 June 2026.

RecruitAbility applies to this vacancy. Under the RecruitAbility scheme you will be invited to participate in further assessment activity for the vacancy if you choose to apply under the scheme; declare you have a disability; and meet the minimum requirements for the job. For more information visit: <https://www.apsc.gov.au/recruitability>. This initiative/program is only applicable where the successful applicant will be employed under the Public Service Act 1999. Similar conditions may apply when employed under other Acts. For clarification please contact the advertising agency.

About the National Disability Insurance Agency

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

To Apply

Position Contact	Felicity Stalley or Jessica Lewy - Orchard Talent, 0411 210 729
Agency Recruitment Site	https://www.ndis.gov.au

This notice is part of the electronic Public Service Gazette PS19 Daily Gazette Friday - 15 May 2026.pdf Published by Australian Public Service Commission.

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

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

Social Services

Vacancy VN-0769562

National Disability Insurance Agency

Closing Date: Sunday 24 May 2026

Chief Counsel Division
Public Law Legislation and Practice Branch Legal Practice Management
Section

Job Title	APS5 Legal Practice Management
Job Type	Full-Time, Ongoing; Non-Ongoing
Location	Adelaide SA, Deakin ACT, Surry Hills NSW, Brisbane QLD, Geelong VIC, Richmond VIC
Salary	\$89,569 - \$96,829
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Work From Home; On Site; Flexible; Hybrid
Office Arrangement Details	Remote working arrangements may be considered
Classification	APS Level 5
Position Number	0425_03/26_EXT
Agency Website	https://www.ndis.gov.au

Job Description

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

Our participants, Our people, Our purpose

Currently, there are around 5.5 million Australians with a disability. The National Disability Insurance Agency (NDIA) implements the National Disability Insurance Scheme (NDIS), which is one of the biggest social reforms in the country since Medicare. As an Agency, we support more than 717,000 participants with a significant and permanent disability, and the families and carers of those living with disability. For many Australians, this will be the first time they receive the disability support they need. The NDIA is designed to enhance the quality of life and increase economic and social participation for people with disability and will mean a peace of mind for every Australian.

Multiple opportunities await

The Legal Practice team (LPT), within the Public Law, Legislation & Practice (PLLP) Branch, is seeking motivated professionals to provide strategic and operational support to the Agency's legal function. These roles are integral to uplifting legal knowledge and capability across the Agency. Positions are available in Procurement support and Accounts support functions, as outlined below:

Legal Procurement Support

Collaborating with stakeholders, this role manages the procurement of external legal counsel and expert services through the WoAG panel. Key duties include monitoring procurement activities and performing quality assurance to ensure compliance with the Commonwealth Procurement Rules and Agency governance.

Legal Accounts Support

Responsible for the management of the CCD's legal accounts processes, including the payment of invoices, journal entries and reporting on legal spend. They liaise with law firms and other external providers to resolve invoice queries consistent with the Agency's financial policies and the PGPA Act.

Duties

Where you can add value

- A substantial knowledge and understanding of related principles, techniques and practices.
- Responsible for coordinating competing requests and sets daily work priorities to manage the workflow for the team.
- Understands that work follows well-defined and detailed policies, technical or professional guidelines and accepted practice or precedents to achieve specific end results. There is some discretion to vary or tailor these to achieve outcomes.
- Ability to support the development of plans and objectives for short-term tasks of the work area and contribute to strategic planning for longer-term initiatives.
- Ability to communicate with and provide advice and recommendations to a wide variety of customers and external stakeholders.

Eligibility

Enough about us, let's talk about you

What we're looking for in our ideal candidate:

- **Leadership and Accountability:** You have a well-developed understanding of relevant statutory and policy frameworks that can be applied to a variety of interrelated activities and solutions.
- **Communication and Stakeholder Management:** You are an excellent communicator who understands how to tailor messaging to diverse audiences, both internal and external.
- **Independence and Decision Making:** You can work independently or under limited guidance and make decisions within pre-determined parameters. You proactively identify problems or issues and present possible solutions.
- **Management Diversity and Span:** You are a subject matter expert who undertakes specialist and technical research and analysis, conducting investigations and providing advice on policies and legislation.
- **Wellbeing and Culture:** You care about building a workplace where everyone feels welcome and supported, and you make sure these values are part of your everyday work.
- **Organisational Agility:** You are highly organised and flexible, with the ability to manage multiple tasks and shifting priorities. You use sound judgement, and provide clear, well-informed advice to senior leaders.
- **Commitment to Inclusion:** You promote accessible and inclusive communication. You value different viewpoints and help create a workplace where all staff feel empowered to contribute.

Notes

Your NDIA Experience

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

- You will work for a socially inclusive and culturally diverse workplace
- Access to higher superannuation and above market leave entitlements
- Competitive remuneration and working conditions that support a positive work life balance

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

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

RecruitAbility applies to this vacancy. Under the RecruitAbility scheme you will be invited to participate in further assessment activity for the vacancy if you choose to apply under the scheme; declare you have a disability; and meet the minimum requirements for the job. For more information visit: <https://www.apsc.gov.au/recruitability>. This initiative/program is only applicable where the successful applicant will be employed under the Public Service Act 1999. Similar conditions may apply when employed under other Acts. For clarification please contact the advertising agency.

About the National Disability Insurance Agency

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

To Apply

Position Contact	Chris Healy, N/A
Agency Recruitment Site	https://www.ndis.gov.au/about-us/careers-ndia

This notice is part of the electronic Public Service Gazette PS19 Daily Gazette Friday - 15 May 2026.pdf Published by Australian Public Service Commission.

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

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

Social Services

Vacancy VN-0769570

National Disability Insurance Agency

Closing Date: Sunday 24 May 2026

Chief Counsel Division
Public Law Legislation and Practice Branch Legal Practice Management
Section

Job Title	APS6 Legal Practice Management
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Deakin ACT, Surry Hills NSW, Brisbane QLD, Adelaide SA, Geelong VIC, Richmond VIC
Salary	\$100,026 - \$111,701
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Work From Home;On Site;Flexible;Hybrid
Office Arrangement Details	Remote working arrangements may be considered
Classification	APS Level 6
Position Number	0428_03/26_EXT
Agency Website	https://www.ndis.gov.au

Job Description

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

Our participants, Our people, Our purpose

Currently, there are around 5.5 million Australians with a disability. The National Disability Insurance Agency (NDIA) implements the National Disability Insurance Scheme (NDIS), which is one of the biggest social reforms in the country since Medicare. As an Agency, we support more than 717,000 participants with a significant and permanent disability, and the families and carers of those living with disability. For many Australians, this will be the first time they receive the disability support they need. The NDIA is designed to enhance the quality of life and increase economic and social participation for people with disability and will mean a peace of mind for every Australian.

Multiple opportunities await

The Legal Practice team (LPT), situated within the Public Law, Legislation and Practice (PLLP) Branch, is a vital engine for the Agency. We provide comprehensive strategic and operational support to the Agency's legal function for the CCD. Beyond operational logistics, the LPT is dedicated to uplifting legal knowledge and professional capability across the entire

organisation. Our work spans several critical areas, including recruitment, onboarding, procurement, accounts, and strategic reporting. Positions are available in Legal Strategy, Capability and Performance, Workforce Operations, Procurement support and Accounts support functions, as outlined below:

Legal Workforce and Operations

Provides essential administrative and operational support to the CCD, primarily focusing on managing recruitment, onboarding, and staff movements in collaboration with the Agency's Recruitment and Workforce Procurement teams. Additionally, they ensure best practices across recruitment activities while handling the triage of legal advice requests, managing the creation of LEX records, and supporting internal wellbeing initiatives.

Legal Procurement Support

Collaborates with the CCD teams and Agency stakeholders to facilitate the procurement of external legal advice and support services through the WoAG Legal Services Panel, as well as ad hoc needs like engaging counsel or independent clinicians. This role involves monitoring procurement activities and performing quality assurance to ensure strict compliance with governance frameworks, including the Commonwealth Procurement Rules, Agency policies, and Accountable Authority Instructions (AAIs).

Legal Accounts Support

Responsible for the management of the CCD's legal accounts processes, including the payment of invoices, journal entries and reporting on legal spend. They liaise with law firms and other external providers to resolve invoice queries consistent with the Agency's financial policies and the PGPA Act.

Legal Strategy, Capability and Performance

Supports the Chief Counsel Division (CCD) to deliver strategy, capability and performance initiatives, and driving implementation of the Legal Services Strategy (LSS), continuous improvement, learning, communications, and governance.

Duties

Where you can add value

- A substantial knowledge and understanding of related principles, techniques and practices.
- Responsible for coordinating competing requests and sets the direction of work priorities and practices, monitors workflow, and plays a role in coaching, guiding and developing staff.
- Sets the direction of team and individual work priorities by considering competing requests, monitors workflow, and plays a role in coaching, guiding and developing staff.
- Ability to develop plans and objectives for short-term tasks of the work area and contribute to strategic planning for longer-term initiatives.

- Ability to communicate with and provide advice and recommendations to a wide variety of customers and external stakeholders.

Eligibility

Enough about us, let's talk about you

What we're looking for in our ideal candidate:

- **Leadership and Accountability:** You lead with clear goals, maintain team cohesion and ensure quality outputs of the work area. You support your team, help them grow and ensure deliver of impactful results.
- **Strategic Communication and Planning:** You are a strategic thinker who understands how to tailor messaging to diverse audiences.
- **Engagement and Influence:** You build strong relationships with people at all levels. You look for chances to connect, share ideas, and work together. You speak clearly and honestly, and people trust what you say.
- **Project and Program Delivery:** You bring experience in leading projects and plans from conception to completion. You plan effectively, manage risks, coordinate resources, and adapt to changing priorities to ensure timely and high-quality delivery.
- **Wellbeing and Culture:** You care about building a workplace where everyone feels welcome and supported. You lead or support projects that help staff feel safe and inclusive, and you make sure these values are part of your everyday work.
- **Organisational Agility:** You are highly organised and flexible, with the ability to manage multiple tasks and shifting priorities. You use sound judgement, work independently, and provide clear, well-informed advice to senior leaders.
- **Commitment to Inclusion:** You promote accessible and inclusive communication. You value different viewpoints and help create a workplace where all staff feel empowered to contribute.

Notes

Your NDIA Experience

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

- You will work for a socially inclusive and culturally diverse workplace
- Access to higher superannuation and above market leave entitlements
- Competitive remuneration and working conditions that support a positive work life balance

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

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

RecruitAbility applies to this vacancy. Under the RecruitAbility scheme you will be invited to participate in further assessment activity for the vacancy if you choose to apply under the scheme; declare you have a disability; and meet the minimum requirements for the job. For more information visit: <https://www.apsc.gov.au/recruitability>. This initiative/program is only applicable where the successful applicant will be employed under the Public Service Act 1999. Similar conditions may apply when employed under other Acts. For clarification please contact the advertising agency.

About the National Disability Insurance Agency

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

To Apply

Position Contact	Chris Healy, N/A
Agency Recruitment Site	https://www.ndis.gov.au/about-us/careers-ndia

This notice is part of the electronic Public Service Gazette PS19 Daily Gazette Friday - 15 May 2026.pdf Published by Australian Public Service Commission.

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

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

Treasury

Vacancy VN-0769568

Australian Office of Financial Management

Closing Date: Sunday 31 May 2026

Investor Relations

Job Title	Assistant Director, Investor Relations
Job Type	Full-Time, Ongoing
Location	Canberra ACT, Sydney NSW
Salary	\$155,317 - \$194,146
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 will be considered as per the AOFM Enterprise Agreement and relevant policies.
Classification	Executive Level 1
Position Number	AO173
Agency Website	https://www.aofm.gov.au/

Job Description

<https://www.aofm.gov.au/about/careers/current-opportunities>

Salary

\$155,317 to \$194,146 per annum plus 15.4% superannuation

The Role

This is a newly scoped position within the Investor Relations Unit, created to bring together two disciplines the AOFM now needs under one roof: sustainable finance expertise and market-facing investor relations capability. Reporting to the Head of Investor Relations, the Assistant Director, Investor Relations will lead a small team of two and serve as the AOFM's subject matter expert on green bonds, sustainability reporting, and the growing body of international frameworks that govern sustainable sovereign issuance.

Day to day, the role covers a wide spectrum: managing the annual impact and allocation report, maintaining the Green Bond Framework in collaboration with Treasury, responding to investor and internal queries on sustainability matters, monitoring global developments in sustainable finance,

and participating in domestic and international investor engagement activities including roadshows and presentations. The person in this role will be the AOFM's representative and voice in a space that continues to evolve rapidly. They will engage with green bond investors, environmental finance bodies, and the sustainability teams across Australia's major financial institutions. This is not a communications role. It is an analytical, market-facing position that demands both technical depth and the confidence to represent the agency at high-level forums.

What We Are Looking For

The AOFM is looking for someone with more than 10 years of broad financial markets experience, with genuine depth in sustainable finance. The ideal candidate has worked directly with green bond issuance, whether from the issuer side (corporate or government treasury), the originator side (debt capital markets within a major bank), or through a role with close involvement in framework development and impact reporting. Familiarity with green loans and sustainability-linked instruments is relevant, though green bond experience is the priority.

Candidates might come from corporate treasury teams, the sustainable finance divisions of the major banks, state government funding teams, or from within the investment management community – provided they bring a market-facing, analytical orientation rather than a communications or advocacy background. The AOFM is looking for someone who understands how the market works, can speak the language of investors and intermediaries, and is ready to be the team's expert on a function that is now business-as-usual but still requires deep knowledge to execute well.

Qualities and Cultural Fit

The AOFM places particular value on mature judgement, intellectual honesty, and a genuine willingness to learn and improve. The person who succeeds in this role will be comfortable working across the spectrum - from getting into the analytical weeds of a proceeds allocation model to presenting on behalf of the agency at an international forum. They will be an effective mentor to more junior team members, a credible voice with external stakeholders, and a collaborative contributor to a front office that works hard to get things right together.

Strong written and verbal communication skills are essential, as are sound analytical abilities and the confidence to handle competing priorities without losing attention to detail. A relevant tertiary qualification in finance, economics, or a related discipline is expected; postgraduate qualifications are desirable. Familiarity with Commonwealth policy frameworks is helpful but not essential.

Duties

- Lead relationships with financial market intermediaries and key investor groups including in relation to green bond issuance and sustainable finance initiatives.

- Lead implement and review strategies for marketing Australian Government debt products and green bonds.
- Monitor international developments, investor preferences, concerns and market trends to inform AOFG's investor relations strategy and AOFG's issuance strategy, including green bonds.
- Liaison with Treasury with respect to the preparation of the annual impact and allocation report, accounting for the allocation of green bond proceeds to eligible Commonwealth government projects. Support the analytical work involved in allocating bond proceeds, working alongside the analyst team on the numbers underpinning impact reporting.
- Maintain and periodically review the AOFG's green bond framework, in conjunction with Treasury, ensuring it remains current with evolving global standards and investor expectations.
- Have a grounded understanding of sustainable finance including, for example, tracking and assessing changes to frameworks including the Green Bond Principles, the Australian Sustainable Finance Taxonomy, and the United Nations Principles for Responsible Investment (UN PRI) guidelines.
- Respond to investor, internal, and Treasury queries on all matters relating to Australian Government Securities including green bonds, providing technically informed and commercially relevant guidance.
- Participate in domestic and international investor engagement programs, representing the AOFG at investor meetings, roadshows, and conferences, including roadshow co-ordination.
- Prepare speaking notes, Q&A materials, and presentation content for investor-facing activity, including the AOFG's participation at domestic and international forums.
- Work with the Head of Investor Relations and other senior colleagues to plan and execute investor outreach, with travel to both Sydney and Canberra required, and periodic international travel.
- Manage and mentor a team of up to two direct reports, providing guidance on the technical and analytical aspects of Investor Relations, including green bonds.
- Act as a coach and reference point for junior team members, building capability within the team over time.
- Contribute to the collegial, knowledge-sharing culture of the AOFG front office, including assisting colleagues with presentation preparation, Q&A support, and broader investor relations work as required.

Eligibility

- Citizenship – applicants must be an Australian Citizen.
- Security Clearance – positions at AOFG require a Baseline security clearance.
- Other checks – successful applicants are required to undergo a mandatory Australian Federal Police Check and other checks to confirm their suitability for employment.

The AOFM will make arrangements to establish a security clearance and arrange suitability checks for successful candidates.

We encourage applications from the Australian community including Aboriginal and Torres Strait Islander people, people of all ages, people from culturally and linguistically diverse backgrounds, and people with disability.

We will accommodate requests for reasonable adjustment for people with disabilities to assist in the application and interview process.

Notes

At the conclusion of the selection process a merit pool will be established. This merit pool may be used to fill the same or similar vacancies across the AOFM and broader APS and will be valid for 18 months from the date the job advertisement appeared on APS Jobs.

About the Australian Office of Financial Management

The Australian Office of Financial Management (AOFM) is small specialised agency that plays a central role in the Australian financial markets. AOFM manages for Australia a portfolio of sovereign debt (as at 2023 some \$900 billion+) and a variety of financial assets (including the Structured Finance Support Fund and the Australian Business Securitisation Fund). AOFM ensures that the government’s expenditure obligations are able to be met at all times. AOFM staff ensure that budget financing needs are delivered cost effectively without undue risk. The AOFM operates within global financial markets in order to effectively achieve AOFM’s financing and portfolio management responsibilities.

To Apply

Position Contact	Emma Alberici, 02 9223 1855
Agency Recruitment Site	https://www.aofm.gov.au/about/careers/current-opportunities

This notice is part of the electronic Public Service Gazette PS19 Daily Gazette Friday - 15 May 2026.pdf Published by Australian Public Service Commission.

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

Bureau of Meteorology

Closing Date: Friday 29 May 2026

Enterprise Services
Organisational Development

Job Title	Technical Trainer - AWS Rollout Project
Job Type	Full-Time;Part-Time, Non-Ongoing
Location	Melbourne VIC
Salary	\$99,734 - \$111,701
Future Merit Locations	Melbourne
Office Arrangement	Flexible
Office Arrangement Details	Flexible working arrangements, including work from home, are available subject to operational requirements
Classification	APS Level 6
Position Number	60001421
Agency Website	

Job Description

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

The Observing Operations Training group supports the Bureau's observations programs through the development and delivery of specialised training and assessment for observing operations staff.

The occupant of this position will deliver training on systems and procedures, relating to the rollout of a new data gathering system (automatic weather station- AWS) which is occurring in the next twelve months. The duties will include development of new course material as well as the updating of current training content. The material will be developed and delivered in a variety of ways; through our learning management system (Moodle) or the creation of web tools, videos and documentation.

The position will be based in Melbourne, however the occupant may occasionally be required to travel interstate to participate in regionally based training activities. Additionally, from time to time, the occupant will undertake course management activities associated with the range of short technical courses conducted throughout the year.

An industry accredited adult education qualification, equivalent to at least Certificate 4 level is currently a requirement of undertaking training and assessment activities. Holding a Certificate IV in Workplace Training and Assessment is an advantage.

The occupant will be expected to have a broad knowledge of the Bureau's operations, and have substantial experience in the maintenance and repair of electronic and electro-mechanical equipment. A good understanding of theoretical electronics, IT and their practical applications is necessary (including current Bureau operational systems and software). The occupant will be expected to contribute to training of staff in the use of current Bureau software-based management systems such as SAP, EAMS and EDMS, and make effective use of these systems in his or her other training.

A measured but flexible approach to training and education is preferred, as the duties include much interaction with varied groups of adult learners. It is expected that the successful applicant will have demonstrated an aptitude or interest in furthering their academic studies and personal development opportunities.

Duties

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

1. Complying with all Bureau work, health and safety policies and procedures, and taking reasonable care for your own health and safety and that of employees, contractors and visitors who may be affected by your conduct.
2. Organise, coordinate, and supervise the training and assessment of appropriate Bureau staff in the repair and maintenance of Bureau observing sites and equipment to the standard outlined in Bureau procedures and adhering to relevant safety policies and procedures.
3. Liaise with external providers to deliver appropriate training required to Bureau staff
4. Develop and deliver online and face to face learning materials and remote training sessions using the Bureau's Learning Management System (LMS) ensuring alignment to adult learning methodologies.
5. Consult with other areas of the Bureau to ensure training is up to date and aligns with Bureau practices.
6. Provide training and assessment advice to Bureau staff in head office and regional hubs

Eligibility

A degree or diploma of an Australian educational institution, or a comparable overseas qualification, which is appropriate to the duties; OR other comparable qualifications, which are appropriate to the duties. Suitable qualifications in the area of electronics, telecommunications and electrotechnology are preferred.

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>. This initiative/program is only applicable where the successful applicant will be employed under the Public Service Act 1999. Similar conditions may apply when employed under other Acts. For clarification please contact the advertising agency.

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	Rob Duthie, 03 9355 3213
Agency Recruitment Site	https://bomcareers.nga.net.au/

This notice is part of the electronic Public Service Gazette PS19 Daily Gazette Friday - 15 May 2026.pdf Published by Australian Public Service Commission.

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

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

Climate Change, Energy, the Environment and Water

Vacancy VN-0769582

Bureau of Meteorology

Closing Date:Friday 29 May 2026

Business Solutions
Agriculture and Water

Job Title	Agriculture Customer Lead
Job Type	Full-Time;Part-Time, Ongoing
Location	Melbourne VIC, Hobart TAS, Brisbane QLD, Adelaide SA, Perth WA, Darwin NT, Canberra ACT, Sydney NSW
Salary	\$121,755 - \$132,713
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	Work From Home
Office Arrangement Details	Flexible working arrangements, including work from home, are available subject to operational requirements.
Classification	Executive Level 1
Position Number	60000662
Agency Website	

Job Description

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

The Agriculture Customer Lead is responsible for developing and maintaining relationships with customer and stakeholders in the agriculture sector, coordinating Bureau communications with the sector, monitoring weather and climate hazards, contributing to agriculture projects, and pursuing opportunities to augment existing Bureau services to deliver more value and impact to agriculture customers.

The Agriculture Customer Lead will build relationships to support the agriculture sector use our products and services while understanding their future weather, water and climate needs.

They will identify impacts to customers and develop processes to ensure those impacts are communicated through the Bureau's core communication channels, governments, media, and industry partners. They will prepare briefings, information packs and routine products to support agriculture decision makers.

The ideal candidate will have a strong network across agriculture and/or natural resources sector and have knowledge of meteorology, climatology or hydrology. They will have strong written and verbal communication skills and have advanced skills in relationship building and engagement. They will be flexible and able to support broader initiatives in the Agriculture and Water Program.

Duties

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

1. Developing and maintaining relationships with customer and stakeholders in the agriculture sector.
2. Investigating and documenting agricultural sensitivities to weather, water and climate at regional scale, and augmenting Bureau processes to provide enhanced services to agriculture customers.
3. Building and maintaining relationships with owners of communication channels, either Bureau-led or industry-led, for communicating agriculture-specific decision support products.
4. Representing the Bureau in customer meetings and at industry events.
5. Proactively making recommendations to the Bureau about service improvements that could improve the value derived from Bureau services by agriculture customers.
6. Utilising Bureau systems, products and expertise to monitor current conditions, forecasts and outlooks to identify the risk of relevant hazards occurring.
7. Supporting the Agriculture and Water Program on broader initiatives, including projects.
8. Demonstrate commitment to APS Values, Employment Principles, Code of Conduct and diversity and inclusion.
9. Complying with all Bureau work, health and safety policies and procedures, and taking reasonable care for your own health and safety and that of employees, contractors and visitors who may be affected by your conduct.

Eligibility

A degree or diploma of an Australian educational institution, or a comparable overseas qualification, which is appropriate to the duties; OR other comparable qualifications, which are appropriate to the duties.

Notes

RecruitAbility applies to this vacancy. Under the RecruitAbility scheme you will be invited to participate in further assessment activity for the vacancy if you choose to apply under the scheme; declare you have a disability; and meet the minimum requirements for the job. For more information visit: <https://www.apsc.gov.au/recruitability>. This initiative/program is only applicable where the successful applicant will be employed under the Public Service Act 1999. Similar conditions may apply when employed under other Acts. For clarification please contact the advertising agency.

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	Andrew Maclean, -
Agency Recruitment Site	https://bomcareers.nga.net.au/

This notice is part of the electronic Public Service Gazette PS19 Daily Gazette Friday - 15 May 2026.pdf Published by Australian Public Service Commission.

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

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

Climate Change, Energy, the Environment and Water

Vacancy VN-0769579

Climate Change Authority

Closing Date: Sunday 31 May 2026

Job Title	Social Media and Communication Officer
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Canberra ACT
Salary	\$88,834 - \$96,829
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Hybrid
Office Arrangement Details	Flexible working arrangements, including work from home, are available subject to operational requirements
Classification	APS Level 5
Position Number	06202
Agency Website	https://www.climatechangeauthority.gov.au/about-cca

Job Description

recruitment@cca.gov.au

Please read the full APSJobs ad and 'how to apply' instructions below.

About this role

The Climate Change Authority (the Authority) is an independent statutory body established under the *Climate Change Authority Act 2011* to provide expert advice to the Australian Government on climate change policy and how Australia is progressing towards a prosperous and resilient economic transition to net zero emissions.

The Communication & Engagement team of the Outreach & Enabling Branch makes an important contribution to the Authority by communicating its work in strategic, effective and engaging ways to diverse audiences across a range of channels and formats. The team is also responsible for consulting and engaging with stakeholders and communities to gather diverse insights, amplify different voices and involve them in climate policy development, in close collaboration with colleagues across the organisation.

The Social Media and Communication Officer plays a key role in enhancing the Authority's digital presence and visual communication. This position combines skills in social media execution and

graphic design to support the delivery of high-quality, accessible, and engaging content across platforms.

Duties

- Implementing social media content plans and visual style aligned with Authority's strategic priorities.
- Creating visual assets including data visualisations, reports, presentations, and digital collateral.
- Monitoring and analysing social media performance, providing insights to improve engagement.
- Drafting and publishing website content, and assisting with any website enhancements.
- Ensuring all content complies with accessibility standards and government communication guidelines.
- Collaborating with internal teams to translate complex climate policy into engaging formats.
- Supporting the team to work closely with the Authority Chair, Executives and Members to maximise their social media profiles and presence on Authority channels.
- Maintaining brand consistency across all visual and digital outputs.
- Supporting the Communication & Engagement team to help achieve the Authority's work program, which may include other communication activities such as event assistance.

Our idea candidate will have:

- Demonstrated experience in managing social media platforms (e.g. Facebook, Instagram, LinkedIn) including content creation, scheduling, and analytics.
- Proficiency in graphic design tools (e.g. Canva, Adobe Creative Suite) and an ability to produce high-quality visual style guides and content.
- Strong written and visual communication skills, with an ability to tailor content for diverse audiences.
- Understanding of accessibility requirements and experience applying them to digital content.
- Ability to work collaboratively in a multidisciplinary team and manage competing priorities.
- Qualifications in communication, graphic design, media, or a related field, or equivalent professional experience.

The following are desirable but not essential:

- Experience working in a government or policy environment.
- Familiarity with or interest in climate change or environmental policy issues.
- Skills in short-form video production, editing or animation tools.

Eligibility

- **Citizenship:** to be eligible for employment with the Authority you must be an Australian citizen.
- **Security Clearance:** this position requires an Australian Government Security Vetting Agency (AGSVA) Baseline security clearance. You will be required to obtain and maintain a clearance at this level.
- **Pre-employment checks:** your suitability for employment will be assessed through a pre-employment screening process. This process includes a requirement to undergo and satisfy a National Police Check, identity checks and referee checks.

Notes

How to apply

You are required to submit a 500-word pitch explaining how your skills, knowledge and experience will be relevant to the role and why you are the best candidate for the position.

Your application should include your current CV, including the names and contact details for two referees (CVs must be in .doc, .docx, or .pdf format).

Applications close **Sunday, 31 May 2026, 11:59pm AEST** and should be submitted to recruitment@cca.gov.au. Late applications after this closing date will not be accepted.

About the Climate Change Authority

To Apply

Position Contact	Rebecca Berryman, rebecca.berryman@cca.gov.au
Agency Recruitment Site	recruitment@cca.gov.au

This notice is part of the electronic Public Service Gazette PS19 Daily Gazette Friday - 15 May 2026.pdf Published by Australian Public Service Commission.

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

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

Climate Change, Energy, the Environment and Water

Vacancy VN-0769529

Department of Climate Change, Energy, the Environment and Water (DCCEEW)

Closing Date: Wednesday 27 May 2026

Environment Regulation
HOD Office Head of Division Executive Office

Job Title	Executive Assistant
Job Type	Full-Time, Ongoing
Location	Perth WA
Salary	\$88,834 - \$96,829
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible
Office Arrangement Details	working from home some days each week and this may be negotiated. The employee will need to work in the office/onsite regularly.
Classification	APS Level 5
Position Number	2026/963
Agency Website	https://www.dcceew.gov.au/

Job Description <https://dcceewjobs.nga.net.au/?jati=113D6AEC-90A9-2724-FCC5-ECEF6DD81EC5>

The Head of Division Executive Office plays a pivotal role in enabling senior executive leaders in Environment Regulation Division to operate at their best. This position leads a high-performing executive support function, ensuring seamless coordination of priorities, communications, and key business activities across the division. Acting as a trusted advisor and central point of alignment, the role drives efficiency, strengthens governance and supports the delivery of strategic objectives in a fast-paced, high-impact environment.

For more information about us please visit our [website](#).

Duties

- Provide high-level administrative support to the Head of Division
- Manage and coordinate complex calendars, appointments and meetings
- Serve as a primary point of contact between the Head of Division and internal/external stakeholders
- Coordinate communication across the branches of the division and across divisions to ensure alignment and follow-up
- Handle sensitive information with discretion

- Represent the executive professionally in meetings when required
- Organise executive meetings, including agendas, minutes and action tracking
- Coordinate divisions events, workshops and leadership meetings
- Ensure timely follow-up on action items and deadlines
- Arrange travel logistics, accommodation and itineraries
- Oversee day-to-day administrative operation the Executive Office
- Maintain filing systems, records and documentation
- Assist in planning and executing divisional projects and initiatives
- Support change management and process improvement initiatives
- Build and maintain strong working relationships with key stakeholders
- Coordinate with senior leaders, internal and external stakeholders
- Facilitate collaboration across teams within the division
- Provide guidance and support to executive assistants within the division
- Promote a professional, efficient and positive office and team environment
- Handle highly sensitive information with integrity and discretion
- Maintain professionalism in all interactions and communications

For detailed information about the job-specific capabilities for this role, please view the Job Description which can be downloaded from our website - the **Apply Now** link will take you there.

Eligibility

Citizenship - to be eligible for employment with the Department of Climate Change, Energy, the Environment and Water you must be an Australian citizen.

Security Clearance - this position requires a Baseline Vetting security clearance. You will be required to obtain and maintain a clearance at this level.

Pre-employment checks - your suitability for employment will be assessed through a pre-employment screening process. This process includes a requirement to undergo and satisfy a National Police Check, referee checks, character clearance and where required a pre-employment medical assessment, specified mandatory qualification(s) validation and a probation period.

Notes

RecruitAbility applies to this vacancy. Under the RecruitAbility scheme you will be invited to participate in further assessment activity for the vacancy if you choose to apply under the scheme; declare you have a disability; and meet the minimum requirements for the job. For more information visit: <https://www.apsc.gov.au/recruitability>. This initiative/program is only applicable where the successful applicant will be employed under the Public Service Act 1999. Similar conditions may apply when employed under other Acts. For clarification please contact the advertising agency.

About the Department of Climate Change, Energy, the Environment and Water (DCCEEW)

To Apply

Position Contact	Michelle Tilke, 0403 814 075
Agency Recruitment Site	https://dcceewjobs.nga.net.au/?jati=113D6AEC-90A9-2724-FCC5-ECEF6DD81EC5

This notice is part of the electronic Public Service Gazette PS19 Daily Gazette Friday - 15 May 2026.pdf Published by Australian Public Service Commission.

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

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