



Commonwealth of Australia
APSJobs - Vacancies Daily
PS19 Daily Gazette Monday - 09 May 2022

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 PS19 Weekly Gazette Thursday - 12 May 2022.

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

These Vacancies Daily will also appear in the Gazette PS19 Weekly Gazette Thursday - 12 May 2022.

Gazette Lodgement Inquiries

Phone: (02) 6202 3559

Email: contact@apsjobs.gov.au

IMPORTANT INFORMATION

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Vacancies

Vacancy VN-0704983

Australian Children's Education and Care Quality Authority

Closing Date: Sunday 22 May 2022

Workforce, Engagement and Research
Sector Information Services

Job Title	Customer Relations / Sector Information Services Officer
Job Type	Full-Time, Non-Ongoing
Location	Sydney NSW
Salary	\$64,757 - \$78,156
Classification	
Position Number	P00131
Agency Website	https://www.acecqa.gov.au/work-with-us

Job Description

https://aeq.chris21.com/AEQ_eR21p/VacancyList.aspx

Customer Relations and Sector Information Services

- Help make a difference to the early childhood education and care sector!
- Central Sydney CBD location.
- Friendly organisational environment; work-life balance a top priority; regular community and social activities.

About [ACECQA](#)

We want children in Australia to have the best start in life.

We provide national leadership on the implementation of the National Quality Framework ([NQF](#)) and collaborate with the Australian and state and territory governments to:

- implement changes that benefit children birth to 13 years-of-age and their families
- monitor and promote the consistent application of the [Education and Care Services National Law](#) across all states and territories
- support the early childhood education and care sector to improve quality outcomes for children

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

The Role

The Sector Information Services Officer strives for customer satisfaction by responding to customer needs and concerns and providing accurate and timely information to both email and telephone enquiries on the National Quality Framework (NQF).

This role is full time for a fixed term of up to 12 months at ACECQA Band 2/3 (\$64,757 - \$78,156) **Duties**

About You

To be successful in this role you will need:

- Demonstrated ability to take responsibility for delivering a high quality of customer focused services over the phone and via email.
- Well-developed written and verbal communication skills.
- Well-developed analytical, problem solving and research skills with the ability to apply these skills to complex customer issues.
- Demonstrated ability to support productive working relationships within a team and the wider business groups.

While not essential, the following attributes will greatly assist you in the role:

- Experience working in early education and care sector and/or relevant qualifications

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

The successful candidate will be required to consent to a national police check.

Eligibility

How to apply

The closing date for applications is **22 May 2022** at 11.59pm.

Important Note: Please ensure you follow the recruitment process outlined below, otherwise you may not be considered for the role.

To apply, please register with the ACECQA [Recruitment Candidate Portal](#), navigate to Customer Relations Officer vacancy and click **Apply for Job**. The application process will require you to:

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

Targeted Questions

1. Please provide an example of how you have used your written and/or verbal communications skills to convey a difficult or complex issue to a customer?
2. Please provide an example of how you have solved a difficult problem.

All complete applications will be acknowledged **Notes**

More information

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

Notice to agencies

ACECQA will not accept applications from any source other than directly from a candidate for this vacancy. Recruitment agencies must have received instructions from ACECQA in relation to a specific vacancy in order to submit applications on behalf of candidates.

ACECQA is collecting the information requested in the advertisement for the purpose of selection, recruitment and engagement of staff. ACECQA is authorised to do so by the Education and Care Services National Law. Please refer to our Privacy Policy which can be accessed at <http://www.acecqa.gov.au/privacy-policy>.

About the Australian Children's Education and Care Quality Authority

To Apply

Position Contact	Sharon Bell, 02 8240 4216
Agency Recruitment Site	https://aeq.chris21.com/AEQ_eR21p/VacancyList.aspx

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Vacancy VN-0704875

Australian Government Solicitor

Closing Date: Monday 23 May 2022

Australian Government Solicitor
Dispute Resolution DR Support

Job Title	Legal Assistant
Job Type	Full-Time, Non-Ongoing
Location	Brisbane QLD
Salary	-
Classification	APS Level 4
Position Number	TBC
Agency Website	

Job Description

<http://www.agps.gov.au/employment/current-vacancies.html>

Duties

Legal Assistant

- Legal Support
- Legal Assistant (APS4)
- Brisbane – Non-ongoing

An opportunity exists for a Legal Assistant to join our Dispute Resolution Legal Support team in Brisbane.

About us

Australian Government Solicitor (AGS) is the Australian Government's central legal practice and part of the Attorney-General's Department. AGS helps Commonwealth clients to manage legal issues, navigate new challenges and find solutions which deliver the best outcomes for Australia. We are a self-funded legal practice and compete for our work.

AGS is unique. AGS is dedicated to the national interest and is a trusted advisor to Government.

AGS is innovative. Drawing on an exceptional depth of experience and expertise, we assist the Australian Government in the development and implementation of solutions to legal issues that have national importance.

AGS is diverse. With offices in every capital city and a team of 650 staff, including over 400 lawyers, we work in more than 40 different areas of law related to government.

About the role

The Dispute Resolution practice group provides specialist expertise in resolving and managing disputes across many areas of law. It acts for regulatory agencies in enforcing the law, protects sensitive information from disclosure, defends government decisions and responds to claims made against the Commonwealth. It is often involved in the largest and most sensitive matters affecting the Australian Government.

In this role you will:

- take an active role in assisting our lawyers to deliver a high standard of legal services to our clients
- assist with the preparation of court and tribunal documents and other correspondence
- maintain legal files and assist with client enquiries
- manage lawyers' diaries and travel
- ensure administrative procedures such as client billing and reporting comply with relevant AGS requirements.

For further information about the requirements of the role please refer to the role description available on our recruitment portal.

About you

This role will suit an experienced Legal Assistant that will ideally have:

- at least 2 years' legal assistant experience
- a genuine commitment to client service
- good judgement and the ability and willingness to take on a variety of tasks
- well-developed written and oral communication skills

- an interest in undertaking training and development to learn new skills.

You will work with a community of professionals dedicated to the national interest. You will work collaboratively in an inclusive environment where everyone's contribution is valued, and success is rewarded. We offer our employees competitive remuneration packages, including 15.4% superannuation.

With open door access to some of Australia's most respected lawyers, we are a developer of talent and critical thinking and you will partner with our clients to deliver creative solutions to current and emerging legal issues of national importance.

AGS is a supportive organisation which embraces diversity. We understand that work is only part of your life and while our workplace can be demanding at times, we also provide access to a range of flexible working options, generous leave entitlements and wellbeing benefits to support your needs throughout your career. **Eligibility**

To apply

To apply you must be an Australian Citizen and be willing to obtain and maintain a security clearance at the appropriate level. To apply, please click the 'Apply' button.

Applications close at 11:59pm (AEDT) on Monday, 23 May 2022.

Further enquiries

Further information can be obtained by contacting Mandy Sloan, Acting Legal Support Manager on 07 3360 5666.

Notes

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

About the Australian Government Solicitor

AGS is unique. Regarded as the leading providers of legal services to government, we are a national, commercially competitive law practice within the Attorney-General's Department. Our team of around 650 employees, located in 7 offices around Australia, provides expert services in all areas of law connected with government.

To Apply

Position Contact	Kim Da Pozzo, 02 6253 7272
Agency Recruitment Site	http://www.ags.gov.au/employment/current-vacancies.html

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Vacancy VN-0704997

Central Land Council

Closing Date: Friday 20 May 2022

Minerals and Energy
Central Land Council

Job Title	Minerals and Energy Officer
Job Type	Full-Time, Ongoing
Location	Alice Springs NT
Salary	\$78,314 - \$89,960
Classification	
Position Number	MI006
Agency Website	https://careers.clc.org.au/

Job Description

<https://careers.clc.org.au/>

Duties

OUR STORY

The Central Land Council (CLC) is a corporate Commonwealth entity established under the Aboriginal Land Rights (Northern Territory) Act 1976. The CLC represents traditional landowners, native title holders and other Aboriginal people in the southern half of the Northern Territory—an area of almost 780,000 square kilometres.

The CLC provides its constituents with advice, advocacy and practical assistance to support their aspirations, manage their land and realise and protect their rights.

AFFIRMATIVE ACTION PLAN

Eligible Aboriginal applicants will be granted priority consideration for this vacancy. If an Aboriginal applicant is selected, the remaining non-Aboriginal applicants will not be assessed.

Applicants must have relevant qualifications and demonstrate that they meet essential criteria in order to be considered. An applicant selected under this affirmative action plan will be required to provide evidence of their eligibility prior to commencement, such as:

- completed statutory declaration form, or
- supporting statement from an appropriate Aboriginal organisation

YOU ROLE

MINERALS AND ENERGY OFFICER – MI006 – ALICE SPRINGS

CL 6 (\$78,314 - \$89,960)

Based in Alice Springs, but with regular remote fieldwork, this role will represent and promote the interests of traditional Aboriginal owners with respect to minerals and energy development proposals on their land. Achieve sustainable and beneficial outcomes for traditional Aboriginal owners and native title holders and affected Aboriginal communities by ensuring the CLC's statutory functions under the Aboriginal Land Rights (NT) Act and Native Title Act are carried out efficiently and effectively.

This role works closely with the CLC anthropology and legal sections to conduct effective consultations to ensure that Aboriginal people in central Australia are able to make informed decisions about development. You will have strong contract management and facilitation skills, preferably with experience explaining difficult concepts cross-culturally, and a willingness to work flexibly in a team, and on your own. A good understanding of the resources industry is highly favourable.

Applications should include a covering letter that addresses the selection criteria, and outlines how you are suitable for this role. The job description includes the selection criteria.

BENEFITS

- Attractive base salary and 13% super
- Generous salary packaging (maximum \$29,000 annually, depending on individual circumstances);
- Ongoing district allowance (circa \$3,100 for an individual or \$5,670 with dependents);
- Yearly airfare allowance (circa \$1025;)
- Relocation assistance, should you be moving to the region; and
- Subsidised, fully furnished accommodation for the first four months.

The Central Land Council is dedicated to delivering ongoing professional development and career progression for it's people. You'll have the opportunity to undertake professional development and to take part in a number of new projects as the organisation continues to grow and innovate.

Most importantly, this role will allow you to work in a diverse environment where you affect real change.

MANDATORY REQUIREMENTS

- Fully vaccinated against COVID-19
- Ochre card (working with vulnerable people check)
- National police clearance
- Driver's licence

CONTACT DETAILS

If you're interested in using your skills to make a real difference **apply now!**

Closing Date: Friday 20 May 2022

For further information about this role, please contact Chinwe Ezeigbo (Senior Minerals and Energy officer) on 08 8951 6262.

For more information about the application process please contact Ajok Marial (Human Resources Advisor) on 08 8951 6310 or jobs@clc.org.au.

Total effective package includes: base salary, district allowance, superannuation, leave loading, relocation assistance, annual airfare allowance and salary packaging options. Annual progression within the salary scale is subject to satisfactory performance. Progression is in accordance with annual increments set out in an enterprise agreement.

The filling of this vacancy is an affirmative measure under section 8(1) of the Racial Discrimination Act 1975.

Eligibility Notes

About the Central Land Council

To Apply

Position Contact	Ajok Marial, 08 8951 6310
Agency Recruitment Site	https://careers.clc.org.au/

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Vacancy VN-0704942

Department of Finance

Closing Date: Monday 23 May 2022

Ministerial and Parliamentary Services
COMCAR

Job Title	Assistant Director - COMCAR
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Canberra ACT
Salary	\$114,115 - \$138,191
Classification	Executive Level 1
Position Number	2022/086
Agency Website	www.finance.gov.au

Job Description

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

ABOUT THE BRANCH

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

COMCAR also provides ground transport and associated support services to visiting Guests of Government such as Royalty, Heads of State, Heads of Government and other foreign dignitaries.

COMCAR frequently delivers services during major international events, such as the ASEAN Special Summit, Group of Twenty meetings (G20), the Commonwealth Heads of Government Meeting (CHOGM) and other Ministerial forums hosted in Australia. COMCAR has a national presence, with drivers located in each state and territory.

COMCAR also supports the activities of the Australian Political Exchange Council through the provision of secretariat services to the Council. The secretariat provides support for Australian delegations travelling to other countries, manages and maintains relationships with program partners overseas; delivers programs that support the Council's goals and the interests of the various delegations and accompanies international delegations from a variety of political and cultural backgrounds as they travel throughout Australia.

Duties

ABOUT THE ROLES

As a member of the COMCAR Management Team, you will be actively involved in maintaining operational capability and the management of the day to day operations of COMCAR, in a 24 hours a day, seven days per week operational environment that delivers high level, customer focussed transportation services to a high profile client base.

The successful candidate(s) may be selected to fulfil the role of Assistant Director – COMCAR National Operations Centre (CNOC) or Assistant Director – Operational Capability.

DETAILED VACANCY INFORMATION

For detailed information about these roles, including the job specific capabilities, please refer to the downloadable job pack, which can be accessed by clicking the 'apply now' button.

Eligibility

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

- Successful applicants will be required to undergo the process to obtain and maintain, or continue to hold the required security clearance level for the role as indicated in the downloadable job pack. All Finance staff are required to have a minimum baseline security clearance prior to commencement.

Notes

- This role is being advertised as both ongoing and non-ongoing. Roles may be offered as either ongoing or non-ongoing subject to business needs and/or candidate preference. Where a non-ongoing position is offered, the role will be filled as a specified term vacancy for an initial period of 18 months. Specified term vacancies may be extended up to a maximum period of three years.
- This recruitment process is being used to fill current and future ongoing vacancies. A merit pool of suitable applicants will be created which may be used to fill future vacancies should they become available over the next 18 months.

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

About the Department of Finance

As a central agency of the Australian Government, the Department of Finance (Finance) plays an important role in assisting government across a wide range of policy areas to ensure its outcomes are met. Finance supports the government's ongoing priorities through the Budget process and fosters leading practice through the public sector resource management, governance and accountability frameworks. Finance plays a leading role in advising the government on many of its strategic priorities, including advancing public sector reform through the Smaller Government Agenda and providing advice to the government on optimal arrangements for the management and ownership of public assets. 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 and Financial Reporting - Business Enabling Services - Commercial and Government Services - Governance and Resource Management

To Apply

Position Contact	Andi Dimmock, (02) 6215 3180
Agency Recruitment Site	https://financejobs.nga.net.au/cp/

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Vacancy VN-0704960

Department of Health

Closing Date: Monday 23 May 2022

Medical Benefits
Diagnostic Imaging and Pathology

Job Title	Data Analyst
Job Type	Full-Time;Part-Time, Ongoing
Location	Woden ACT
Salary	\$108,680 - \$123,951
Classification	Executive Level 1
Position Number	22-MBDIV-12963
Agency Website	

Job Description

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

A great opportunity to work in a core Medicare area that enables the Australian community to access high quality medical services. This permanent vacancy provides a great opportunity to work in a dynamic Branch on diverse issues within the Medical Benefits Division. The applicant will be working on Qlik applications to meet the analytical needs of the Branch and the Division, ensuring easy access to MBS statistics to support program and policy areas.

Duties

- Develop Qlik Sense applications based on Medicare and related data for a broad base of internal users.
- Development of apps will include discussion of requirements with policy areas, data modelling, data extraction from the EDW and other sources, dashboard and analytical visualisation development, report development.
- Assist in maintenance of Qlik apps and data sources.
- Work within, and assist in ongoing development of, data and app development standards within the section.
- Assist internal stakeholders with use of Qlik apps and interpretation of data for policy purposes. This includes users with varying IT and data skill levels, and may include providing demonstrations of app functionality and training sessions for those users.

Eligibility

- To be eligible for employment with the Department of Health applicants must be an Australian citizen at the time an offer of employment is made.
- An applicant's suitability for employment with Health will also be assessed through a variety of pre-employment check processes, such as:
 - o Satisfactory completion of an Australian Federal Police criminal history check, and where relevant a Working with Children and Vulnerable People Check.
 - o Completion of a medical declaration and pre-employment medical (where required).
 - o Providing evidence of qualifications (where required); and
 - o Obtaining and maintaining a security clearance at the required level.
- For this role applicants must be able to obtain and maintain a Baseline security clearance, or hold a current security clearance of an appropriate level.

Notes

Applications close 11:30PM AEDT
Applicants should quote reference number 22-MBDIV-12963 to assist when making an enquiry.

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

About the Department of Health

The Department of Health is focused on achieving better health and wellbeing for all Australians. If you would like to join our team, and can meet our job requirements, we invite you to apply for a position with us to build better health, better care and better quality for all Australians. The department is committed to providing an inclusive and diverse workplace where the experiences, skills and perspectives of all individuals are valued. We actively encourage applications from diverse backgrounds and cultures, so we can better represent the community we serve. The department welcomes applications from Aboriginal and Torres Strait Islander people, people with disability, mature age people, people who identify as LGBTI+, and people with parenting and/or caring responsibilities.

To Apply

Position Contact	Angela Mikalauskas, (02) 6289 3623
Agency Recruitment Site	https://www.health.gov.au/about-us/work-with-us/current-vacancies

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Vacancy VN-0704977

Department of Home Affairs

Closing Date: Sunday 22 May 2022

Operational Coordination & Planning
National Planning & Targeting National Planning, Multi-Agency & Complex
Planning, Annual Operations Planning, Joint Fusion and Risk Assessment,
National Border Targeting Centre

Job Title	Border Force Supervisor
Job Type	Full-Time, Ongoing
Location	Various locations - ACT ACT, Various locations - NSW NSW, Various locations - NT NT, Various locations - QLD QLD, Various locations - SA SA, Various locations - TAS TAS, Various locations - VIC VIC, Various locations - WA WA
Salary	\$81,879 - \$96,873
Classification	APS Level 6
Position Number	113354
Agency Website	www.homeaffairs.gov.au

Job Description <https://career10.successfactors.com/sfcareer/jobreqcareer?jobId=113354&company=DIAC>

Division Overview:

Operational Coordination and Planning (OCP) sets and evaluates the strategic priorities and operational framework across the border continuum (that is pre, at and post the physical border). OCP supports the Australian Border Force (ABF) to respond to border related threats and effectively deliver against operational priorities.

Branch Overview:

The National Planning and Targeting Branch drives the centralised planning and targeting capability for the organisation and is underpinned by doctrinal framework, annual operational plans and performance metrics against key border vulnerabilities. Comprised of five sections, the Branch builds and implements the doctrinal frameworks for Command, Control and Coordination, operational planning and lessons learnt. It delivers an effects capability against border threats aligned to a targeting operating model based on a fused approach with external agencies and internal stakeholders.

Section Overview:

Joint Fusion and Risk Assessment (JFRA)

The JFRA Section currently comprises three functions – Case Assessment and Referrals, Joint Triage and Maritime Targeting– and is responsible for delivering an effects based targeting capability that contributes to Whole-Of-Government efforts in hardening the Australian border against criminal exploitation.

National Border Targeting Centre (NBTC)

The NBTC is a specialised and multi-disciplinary targeting and threat assessment capability. The NBTC works to detect potential threats to the border and the Australian community, by assessing and referring system-generated matches against intelligence informed profiles, alerts and data analytics in the traveller, mail and cargo environments, including identifying and addressing gaps in current targeting approaches. This includes a multi-disciplinary targeting team based on the Australian Border Operations Centre watch floor. The NBTC has specialised targeting teams in Canberra, Melbourne and Sydney.

Annual Operations Planning and Planning Capability

The Annual Operations Planning and Planning Capability team develops and implements the annual operational plans that describe the ABF's operational priorities for each year, with a focus on identified vulnerabilities at the border. Annual Operations Planning and Planning Capability define the performance measures and inform scheduled operations for a twelve month period. The team drives capability in the organisation to embed Command, Control and Coordination principles and operational planning as foundational skills across the ABF.

National Planning

The National Planning team is responsible for national planning of scheduled operations, projects and campaigns for the ABF. The team work alongside the Operations Sub Committee and other teams within the Branch to manage risks and deliver a holistic view of scheduled activities, allocation of assets and resources across ABF operations in accordance with the Operational Planning Framework.

Multi-Agency and Complex Planning

The Multi-Agency and Complex Planning team is responsible for delivering against strategic priority areas for the ABF, in particular where the ABF contribution has other key interdependencies across Government. This includes novel and crisis contingency planning and major events and military exercises.

Position Summary:

This process will be used to fill current Border Force Supervisor in the National Planning and Targeting Branch, and to establish an order of merit to fill any potential vacancies over the coming 12 months. The required skills and capabilities at Border Force Supervisor level will vary slightly across roles.

The Border Force Supervisor may supervise a small team responsible for the delivery of a range of operational objectives consistent with the ABF's operational priorities.

The Border Force Supervisor is required to work collaboratively with internal and external stakeholders to build and maintain relationships to progress joint engagement and outcomes. They will need to provide responsive and accurate reporting, including the delivery of strategic appreciation sessions during operational and novel events.

The Border Force Supervisor is required to train, develop and mentor team members and assist in identifying career and development needs for both self and team members.

Duties

Specific duties/responsibilities:

- Collaborate with ABF and Home Affairs and partner agencies, to assist with the coordination of ABF and Whole-Of-Government activities
- Supervise a small team providing feedback and mentoring including recognising development opportunities
- Make sound and reasonable decisions, with confidence and exercise good judgment
- Delegate tasks across team members effectively by making use of individual and team capabilities
- Encourage the diversity of different points of view, experience and knowledge and use experience to confidently present them in a constructive manner in various forums
- Understand, interpret and apply complex information and communicate it in a straightforward manner
- Develop and support the conduct of operational briefings with stakeholders
- Undertake analysis and liaison to inform program management requirements

- Acquire and apply comprehensive knowledge of policy, procedures and guidelines to situations to make rational judgements and decisions from the available information
- Prepare and deliver correspondence, reports, policy and procedural documents
- Operate within a changing environment and apply high level interpersonal and collaborative skills
- Take personal responsibility for meeting objectives and progressing work; show commitment to learning and self-development
- Contribute to the broader capability of the Branch and the ABF
- Reporting, including data analysis and driving automated and integrated solutions for data analytics.

Role requirements:

- Knowledge of operational governance, including planning discipline, reporting and related processes (desirable but not essential)
- Basic intelligence tradecraft (desirable but not essential)
- Strong leadership and stakeholder engagement skills
- Maintain national situational awareness of internal and external operating environments and be responsive to client needs and expectations, with ability to identify, monitor and manage emerging issues that may impact service delivery and desired outcomes
- Under broad direction manage, coordinate and prepare responsive and accurate products
- Display high standards of integrity, a demonstrated ability to problem solve and make informed decisions
- Display initiative, flexibility and adaptability to change and in implementing emerging border restrictions and policy changes
- Excellent written communication skills, high degree of accuracy including appropriate grammar and the ability to communicate complex ideas and outcomes in a clear, concise and logical manner
- Manage staff performance including foster staff morale and effective teamwork and cooperation
- Take personal responsibility for meeting objectives and progressing work; show commitment to learning and self-development
- Undertake work activities within an awareness of the possible impact on strategic, political or operational outcomes for the ABF Highly developed (or the ability to quickly acquire) knowledge of Command, coordination and control (C3), Incident Command (ICCS+) and planning framework
- Knowledge of legislation, policy and guidelines applicable to Border Force Operational activities and ability to make complex and sensitive decisions that may have reputational risk.
- Ability to obtain and maintain an Australian Government Negative Vetting Level 1 clearance
- Some positions within the ABF require the occupant to meet Border Force Officer essential qualifications. If successful for one of these positions, candidates are required to:
 - Attain and maintain relevant medical, fitness and psychometric standards
 - Swear an oath or make an affirmation
 - Actively participate in career management (postings and deployments), and
 - Be uniformed if the position requires.

Eligibility

To be eligible to work with the Department of Home Affairs you must:

- Be an Australian Citizen
- Fulfil the Department's minimum requirements by satisfactorily answering all screening questions during the application process
- Obtain and maintain the required AGSVA clearance

- Obtain and maintain a current Employment Suitability Clearance
- Satisfy a probation period
- Undergo a health assessment (where applicable).

To be eligible to work in some roles, you may be required to be fully vaccinated against COVID-19. Candidates should be aware that in roles where vaccination against COVID-19 is required by public health orders/directions or other legislation, if a candidate is not fully vaccinated or is unwilling to be vaccinated within a reasonable period, they may not be offered that role.

Mandatory (and where applicable, role specific) screening questions are used within the application to ensure all successful applicants meet these minimum requirements of the Department.

Notes

The Department is committed to workforce diversity and applicants who are Aboriginal and/or Torres Strait Islander, come from a diverse cultural or linguistic background or have a disability are encouraged to apply.

This process is being used to fill immediate vacancies. A merit pool may be established and used to fill similar vacancies for up to 18 months from the date the vacancy was advertised in the Gazette.

Remuneration: The Department offers an attractive remuneration package, including salary, superannuation benefits and flexible working conditions appropriate to the level of the position. For further details, refer to the Workplace Determination at <https://www.homeaffairs.gov.au/about-us/careers/working-with-us>

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About the Department of Home Affairs

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To Apply

Position Contact	Shaun S P BAKER, (02) 8339 6814
Agency Recruitment Site	https://career10.successfactors.com/sfcareer/jobreqcareer?jobId=113354&company=DIAC

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Vacancy VN-0704978

Department of Home Affairs

Closing Date: Sunday 22 May 2022

Operational Coordination & Planning
National Planning & Targeting National Planning, Multi-Agency & Complex
Planning, Annual Operations Planning, Joint Fusion and Risk Assessment,
National Border Targeting Centre

Job Title	Border Force Supervisor - Affirmative Measures Disability
Job Type	Full-Time, Ongoing
Location	Various locations - ACT ACT, Various locations - NSW NSW, Various locations - NT NT, Various locations - QLD QLD, Various locations - SA SA, Various locations - TAS TAS, Various locations - VIC VIC, Various locations - WA WA
Salary	\$81,879 - \$96,873
Classification	APS Level 6
Position Number	114639
Agency Website	www.homeaffairs.gov.au

Job Description <https://career10.successfactors.com/sfcareer/jobreqcareer?jobId=114639&company=DIAC>

Division Overview:

Operational Coordination and Planning (OCP) sets and evaluates the strategic priorities and operational framework across the border continuum (that is pre, at and post the physical border). OCP supports the Australian Border Force (ABF) to respond to border related threats and effectively deliver against operational priorities.

Branch Overview:

The National Planning and Targeting Branch drives the centralised planning and targeting capability for the organisation and is underpinned by doctrinal framework, annual operational plans and performance metrics against key border vulnerabilities.

Comprised of five Sections, the Branch builds and implements the doctrinal frameworks for Command, Control and Coordination, operational planning and lessons learnt. It delivers an effects capability against border threats aligned to a targeting operating model based on a fused approach with external agencies and internal stakeholders.

Section Overview:

Joint Fusion and Risk Assessment (JFRA)

The JFRA Section currently comprises three functions – Case Assessment and Referrals, Joint Triage and Maritime Targeting– and is responsible for delivering an effects based targeting capability that contributes to Whole-Of-Government efforts in hardening the Australian border against criminal exploitation.

National Border Targeting Centre (NBTC)

The NBTC is a specialised and multi-disciplinary targeting and threat assessment capability. The NBTC works to detect potential threats to the border and the Australian community, by assessing and referring system-generated matches against intelligence informed profiles, alerts and data analytics in the traveller, mail and cargo environments, including identifying and addressing gaps in current targeting approaches. This includes a multi-disciplinary targeting team based on the Australian Border Operations Centre watchfloor. The NBTC has specialised targeting teams in Canberra, Melbourne and Sydney.

Annual Operations Planning and Planning Capability

The Annual Operations Planning and Planning Capability team develops and implements the annual operational plans that describe the ABF's operational priorities for each year, with a focus on identified vulnerabilities at the border. Annual Operations Planning and Planning Capability define the performance measures and inform scheduled operations for a twelve month period. The team drives capability in the organisation to embed Command, Control and Coordination principles and operational planning as foundational skills across the ABF.

National Planning

The National Planning team is responsible for national planning of scheduled operations, projects and campaigns for the ABF. The team work alongside the Operations Sub Committee and other teams within the Branch to manage risks and deliver a holistic view of scheduled activities, allocation of assets and resources across ABF operations in accordance with the Operational Planning Framework.

Multi-Agency and Complex Planning

The Multi-Agency and Complex Planning team is responsible for delivering against strategic priority areas for the ABF, in particular where the ABF contribution has other key interdependencies across Government. This includes novel and crisis contingency planning and major events and military exercises.

Position Summary:

This process will be used to fill current Border Force Supervisor in the National Planning and Targeting Branch, and to establish an order of merit to fill any potential vacancies over the coming 12 months. The required skills and capabilities at Border Force Supervisor level will vary slightly across roles.

The Border Force Supervisor may supervise a small team responsible for the delivery of a range of operational objectives consistent with the ABF's operational priorities.

The Border Force Supervisor is required to work collaboratively with internal and external stakeholders to build and maintain relationships to progress joint engagement and outcomes. They will need to provide responsive and accurate reporting, including the delivery of strategic appreciation sessions during operational and novel events.

The Border Force Supervisor is required to train, develop and mentor team members and assist in identifying career and development needs for both self and team members.

Duties

Specific duties/responsibilities:

- Collaborate with ABF and Home Affairs and partner agencies, to assist with the coordination of ABF and Whole-Of-Government activities
- Supervise a small team providing feedback and mentoring including recognising development opportunities
- Make sound and reasonable decisions, with confidence and exercise good judgment
- Delegate tasks across team members effectively by making use of individual and team capabilities
- Encourage the diversity of different points of view, experience and knowledge and use experience to confidently present them in a constructive manner in various forums
- Understand, interpret and apply complex information and communicate it in a straightforward manner
- Develop and support the conduct of operational briefings with stakeholders
- Undertake analysis and liaison to inform program management requirements
- Acquire and apply comprehensive knowledge of policy, procedures and guidelines to situations to make rational judgements and decisions from the available information
- Prepare and deliver correspondence, reports, policy and procedural documents
- Operate within a changing environment and apply high level interpersonal and collaborative skills
- Take personal responsibility for meeting objectives and progressing work; show commitment to learning and self-development
- Contribute to the broader capability of the Branch and the ABF
- Reporting, including data analysis and driving automated and integrated solutions for data analytics.

Role requirements:

- Knowledge of operational governance, including planning discipline, reporting and related processes (desirable but not essential)
- Basic intelligence tradecraft (desirable but not essential)
- Strong leadership and stakeholder engagement skills
- Maintain national situational awareness of internal and external operating environments and be responsive to client needs and expectations, with ability to identify, monitor and manage emerging issues that may impact service delivery and desired outcomes
- Under broad direction manage, coordinate and prepare responsive and accurate products
- Display high standards of integrity, a demonstrated ability to problem solve and make informed decisions
- Display initiative, flexibility and adaptability to change and in implementing emerging border restrictions and policy changes
- Excellent written communication skills, high degree of accuracy including appropriate grammar and the ability to communicate complex ideas and outcomes in a clear, concise and logical manner
- Manage staff performance including foster staff morale and effective teamwork and cooperation

- Take personal responsibility for meeting objectives and progressing work; show commitment to learning and self-development
- Undertake work activities within an awareness of the possible impact on strategic, political or operational outcomes for the ABF Highly developed (or the ability to quickly acquire) knowledge of Command, coordination and control (C3), Incident Command (ICCS+) and planning framework
- Knowledge of legislation, policy and guidelines applicable to Border Force Operational activities and ability to make complex and sensitive decisions that may have reputational risk.
- Ability to obtain and maintain an Australian Government Negative Vetting Level 1 clearance
- Some positions within the ABF require the occupant to meet Border Force Officer essential qualifications. If successful for one of these positions, candidates are required to:
 - Attain and maintain relevant medical, fitness and psychometric standards
 - Swear an oath or make an affirmation
 - Actively participate in career management (postings and deployments), and
 - Be uniformed if the position requires.

Eligibility

To be eligible to work with the Department of Home Affairs you must:

- Be an Australian Citizen
- Fulfil the Department's minimum requirements by satisfactorily answering all screening questions during the application process
- Obtain and maintain the required AGSVA clearance
- Obtain and maintain a current Employment Suitability Clearance
- Satisfy a probation period
- Undergo a health assessment (where applicable).

To be eligible to work in some roles, you may be required to be fully vaccinated against COVID-19. Candidates should be aware that in roles where vaccination against COVID-19 is required by public health orders/directions or other legislation, if a candidate is not fully vaccinated or is unwilling to be vaccinated within a reasonable period, they may not be offered that role.

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Notes

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To Apply

Position Contact	Shaun S P BAKER, (02) 8339 6814
Agency Recruitment Site	https://career10.successfactors.com/sfcareer/jobreqcareer?jobId=114639&company=DIAC

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Vacancy VN-0704979

Department of Home Affairs

Closing Date: Sunday 22 May 2022

Operational Coordination & Planning
National Planning & Targeting National Planning, Multi-Agency & Complex
Planning, Annual Operations Planning, Joint Fusion and Risk Assessment,
National Border Targeting Centre

Job Title	Border Force Supervisor - Affirmative Measures Indigenous
Job Type	Full-Time, Ongoing
Location	Various locations - ACT ACT, Various locations - NSW NSW, Various locations - NT NT, Various locations - QLD QLD, Various locations - SA SA, Various locations - TAS TAS, Various locations - VIC VIC, Various locations - WA WA
Salary	\$81,879 - \$96,873
Classification	APS Level 6
Position Number	114658
Agency Website	www.homeaffairs.gov.au

Job Description <https://career10.successfactors.com/sfcareer/jobreqcareer?jobId=114658&company=DIAC>

Division Overview:

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- Reporting, including data analysis and driving automated and integrated solutions for data analytics.

Role requirements:

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

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

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To Apply

Position Contact	Shaun S P BAKER, (02) 8339 6814
Agency Recruitment Site	https://career10.successfactors.com/sfcareer/jobreqcareer?jobId=114658&company=DIAC

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Vacancy VN-0705019

Department of Home Affairs

Closing Date: Sunday 29 May 2022

Immigration Programs
Temporary Visas & Travel Exemptions Student Program Delivery, SA

Job Title	Visa Decision Maker & Admin Support Officer - Affirmative Measures Disability
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Various locations - SA SA
Salary	\$60,112 - \$69,064
Classification	APS Level 3
Position Number	JR 115083
Agency Website	www.homeaffairs.gov.au

Job Description <https://career10.successfactors.com/sfcareer/jobreqcareer?jobId=115083&company=DIAC>

Overview of the Group and Branch:

The Immigration and Settlement Services Group is responsible for visa programs. The group provides a single point of accountability for visa cases, including the skilled, temporary, family and refugee and humanitarian programs. The group is responsible for delivery and management of the Visa programs with staff located throughout Australia and overseas.

Temporary Visas and Travel Exemptions Branch:

Temporary Visas and Travel Exemptions Branch provides program management and delivery of all temporary visas both in Australia and overseas, as well as a range of border and bridging visas. This includes providing assessments and decisions on subclass 500 student and subclass 590 student guardian visa applications.

Skilled Visas Branch:

Skilled Visas Branch is responsible for a range of visas including those undertaken by Skilled Program Delivery SA, comprised of General Skilled Migration (GSM), Global Talent and Business Innovation and Investment Program (BIIP) Delivery teams, as well as Skilled Support and Skilled Business Support. The teams process a range of bridging, provisional and permanent visas focused on applicants who are recognised as having specific skills that contribute to the total Skilled Migration Program.

About the role:

APS3 Visa Decision Officers/Administration Officers undertake a range of tasks as part of visa processing. This may include record keeping, managing mailboxes and providing responses to clients as well as working under general supervision to assess and decide certain visa applications. Using departmental systems, Officers review a range of supporting documents and information, to assess applications in line with established policies and procedures to make lawful decisions.

Our ideal candidate:

The Department is looking for people who enjoy working in a fast paced, flexible team environment. To be successful in the Visa Decision / Administration role, our ideal candidates will be self-driven and demonstrate an ability to undertake the duties, responsibilities and role requirements as outlined below. Our ideal candidate will enjoy working in a rapidly evolving and forward thinking environment, and have excellent organisational skills. A demonstrated ability to work well in a team is essential.

Duties

Specific duties/responsibilities:

- Assess visa applications and make lawful, intelligence-informed, evidence-based, risk-managed decisions consistent with relevant policy, directions and procedures
- Provide quality information and services to clients, with an emphasis on an ability to communicate effectively with staff and members of the public who are culturally and linguistically diverse
- Work co-operatively as part of a team, fostering positive working relationships; ensuring a strong client service focus within the team; providing support to your colleagues and supervisor as required
- Manage email mailboxes and drafting correspondence using pro-forma responses and formats

- Undertake a range of administrative tasks to ensure the accuracy and completeness of records in departmental files, systems and databases.

Role requirements/qualifications:

Capabilities

- Process and decide visa applications in line with established procedures and policies, while applying relevant legislation, and demonstrating sound judgement and impartiality in decision making
- Effectively interrogate and interpret information in departmental systems, ensuring accuracy and completeness of records
- Provide accurate information to clients via telephone, email, written correspondence and in person
- Achieve individual key performance indicators and contribute to the team business outcomes, including participating in team meetings and suggesting improvements to work practices. Fulfil a range of administrative tasks, where required.

Skills

Successful candidates are expected to exercise the following:

- Computer proficiency, including in Microsoft Office, Microsoft Outlook and the ability to quickly acquire familiarity with new and internal systems
- The capability to work effectively in a high volume environment, achieving Key Performance Indicators (KPIs)
- The ability to undertake high volume computer based activities
- Good verbal and written communication skills, including liaising with internal and external stakeholders on administrative or operational matters
- An ability to acquire knowledge of, and apply specified legislation and policies, and make assessments against the regulatory framework for routine cases
- Ability to work independently and as part of a team
- Responsibility for personal development and learning, while actively participating in performance management exercises and responding and acting upon feedback appropriately
- Ability to communicate complex and sensitive information in an appropriate manner, and the capacity to be responsive to change.

Eligibility

To be eligible to work with the Department of Home Affairs you must:

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- Fulfil the Department's minimum requirements by satisfactorily answering all screening questions during the application process
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The Department of Home Affairs is responsible for centrally coordinated strategy and policy leadership in relation to domestic and national security arrangements, law enforcement, emergency management, counter-terrorism, social cohesion, the protection of our sovereignty, the integrity of our border and the resilience of our national infrastructure. The Australian Border Force, an operationally independent body within the Department of Home Affairs, is Australia's frontline border law enforcement agency and Australia's customs service. The Australian Border Force delivers critical border protection and national security outcomes while facilitating the movement of people and goods across the border. The Australian Border Force's mission is to protect Australia's border and enable legitimate travel and trade. Our people are integral to achieving our mission to protect Australia's border and manage the movement of people and goods across it. We offer challenging and diverse careers that touch upon many parts of Australian life – industry and commerce, trade and travel, our national security, the protection of our community and the security of our offshore maritime resources and environment. Our success depends largely on our ability to foster the innovation, efforts and diverse skills of our people. We strive to create a motivating and rewarding working environment in which we value performance, our people, integrity, service and service standards. We encourage applications from Indigenous Australians, people with disability and people from other diverse backgrounds. We are committed to providing a working environment that values diversity and inclusion and supports staff to reach their full potential. For more information www.homeaffairs.gov.au/about-us/careers/working-with-us/workplace-diversity The Department offers an attractive remuneration package, including salary, superannuation benefits and flexible working conditions appropriate to the level of the position. For further details, refer to the Workplace Determination at www.homeaffairs.gov.au/about-us/careers/working-with-us

To Apply

Position Contact	Heath Patience, 08 7421 7097
Agency Recruitment Site	https://career10.successfactors.com/sfcareer/jobreqcareer?jobId=115083&company=DIAC

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Vacancy VN-0705021

Department of Home Affairs

Closing Date: Sunday 29 May 2022

Immigration Programs
Temporary Visas & Travel Exemptions Student Program Delivery, SA

Job Title	Visa Decision Maker and Admin Support Officer
Job Type	Full-Time, Ongoing; Non-Ongoing
Location	Various locations - SA SA
Salary	\$60,112 - \$69,064
Classification	APS Level 3
Position Number	JR 112831
Agency Website	www.homeaffairs.gov.au

Job Description <https://career10.successfactors.com/sfcareer/jobreqcareer?jobId=112831&company=DIAC>

Overview of the Group and Branch:

The Immigration and Settlement Services Group is responsible for visa programs. The group provides a single point of accountability for visa cases, including the skilled, temporary, family and refugee and humanitarian programs. The group is responsible for delivery and management of the Visa programs with staff located throughout Australia and overseas.

Temporary Visas and Travel Exemptions Branch:

Temporary Visas and Travel Exemptions Branch provides program management and delivery of all temporary visas both in Australia and overseas, as well as a range of border and bridging visas. This includes providing assessments and decisions on subclass 500 student and subclass 590 student guardian visa applications.

Skilled Visas Branch:

Skilled Visas Branch is responsible for a range of visas including those undertaken by Skilled Program Delivery SA, comprised of General Skilled Migration (GSM), Global Talent and Business Innovation and Investment Program (BIIP) Delivery teams, as well as Skilled Support and Skilled Business Support. The teams process a range of bridging, provisional and permanent visas focused on applicants who are recognised as having specific skills that contribute to the total Skilled Migration Program.

About the role:

APS3 Visa Decision Officers/Administration Officers undertake a range of tasks as part of visa processing. This may include record keeping, managing mailboxes and providing responses to clients as well as working under general supervision to assess and decide certain visa applications. Using departmental systems, officers review a range of supporting documents and information, to assess applications in line with established policies and procedures to make lawful decisions.

Our ideal candidate:

The Department is looking for people who enjoy working in a fast paced, flexible team environment. To be successful in the Visa Decision / Administration role, our ideal candidates will be self-driven and demonstrate an ability to undertake the duties, responsibilities and role requirements as outlined below. Our ideal candidate will enjoy working in a rapidly evolving and forward thinking environment, and have excellent organisational skills. A demonstrated ability to work well in a team is essential.

Duties

Specific duties/responsibilities:

- Assess visa applications and make lawful, intelligence-informed, evidence-based, risk-managed decisions consistent with relevant policy, directions and procedures
- Provide quality information and services to clients, with an emphasis on an ability to communicate effectively with staff and members of the public who are culturally and linguistically diverse

- Work cooperatively as part of a team, fostering positive working relationships; ensuring a strong client service focus within the team; providing support to your colleagues and supervisor as required
- Manage email mailboxes and drafting correspondence using pro-forma responses and formats
- Undertake a range of administrative tasks to ensure the accuracy and completeness of records in departmental files, systems and databases.

Role requirements/qualifications:

Capabilities

- Process and decide visa applications in line with established procedures and policies, while applying relevant legislation, and demonstrating sound judgement and impartiality in decision making
- Effectively interrogate and interpret information in departmental systems, ensuring accuracy and completeness of records
- Provide accurate information to clients via telephone, email, written correspondence and in person
- Achieve individual key performance indicators and contribute to the team business outcomes, including participating in team meetings and suggesting improvements to work practices. Fulfil a range of administrative tasks, where required.

Skills

Successful candidates are expected to exercise the following:

- Computer proficiency, including in Microsoft Office, Microsoft Outlook and the ability to quickly acquire familiarity with new and internal systems
- The capability to work effectively in a high volume environment, achieving Key Performance Indicators (KPIs)
- The ability to undertake high volume computer based activities
- Good verbal and written communication skills, including liaising with internal and external stakeholders on administrative or operational matters
- An ability to acquire knowledge of, and apply specified legislation and policies, and make assessments against the regulatory framework for routine cases
- Ability to work independently and as part of a team
- Responsibility for personal development and learning, while actively participating in performance management exercises and responding and acting upon feedback appropriately
- Ability to communicate complex and sensitive information in an appropriate manner, and the capacity to be responsive to change.

Eligibility

To be eligible to work with the Department of Home Affairs you must:

- Be an Australian Citizen
- Fulfil the Department's minimum requirements by satisfactorily answering all screening questions during the application process
- Obtain and maintain the required AGSVA clearance
- Obtain and maintain a current Employment Suitability Clearance
- Satisfy a probation period
- Undergo a health assessment (where applicable).

To be eligible to work in some roles, you may be required to be fully vaccinated against COVID-19. Candidates should be aware that in roles where vaccination against COVID-19 is required by public health orders/directions or other legislation, if a candidate is not fully vaccinated

or is unwilling to be vaccinated within a reasonable period, they may not be offered that role. Mandatory (and where applicable, role specific) screening questions are used within the application to ensure all successful applicants meet these minimum requirements of the Department.

Notes

The Department is committed to workforce diversity and applicants who are Aboriginal and/or Torres Strait Islander, come from a diverse cultural or linguistic background or have a disability are encouraged to apply.

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Remuneration: The Department offers an attractive remuneration package, including salary, superannuation benefits and flexible working conditions appropriate to the level of the position. For further details, refer to the Workplace Determination at <https://www.homeaffairs.gov.au/about-us/careers/working-with-us>

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To Apply

Position Contact	Heath Patience, 08 7421 7097
Agency Recruitment Site	https://career10.successfactors.com/sfcareer/jobreqcareer?jobId=112831&company=DIAC

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Vacancy VN-0705023

Department of Home Affairs

Closing Date: Sunday 29 May 2022

Immigration Programs
Temporary Visas & Travel Exemption Student Program Delivery, SA

Job Title	Visa Decision Maker and Admin Support Officer - Affirmative Measures Indigenous
Job Type	Full-Time, Ongoing; Non-Ongoing
Location	Various locations - SA SA
Salary	\$60,112 - \$69,064
Classification	APS Level 3
Position Number	JR 115098
Agency Website	www.homeaffairs.gov.au

Job Description <https://career10.successfactors.com/sfcareer/jobreqcareer?jobId=115098&company=DIAC>

Overview of the Group and Branch:

The Immigration and Settlement Services Group is responsible for visa programs. The group provides a single point of accountability for visa cases, including the skilled, temporary, family and refugee and humanitarian programs. The group is responsible for delivery and management of the Visa programs with staff located throughout Australia and overseas.

Temporary Visas and Travel Exemptions Branch:

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Skilled Visas Branch:

Skilled Visas Branch is responsible for a range of visas including those undertaken by Skilled Program Delivery SA, comprised of General Skilled Migration (GSM), Global Talent and Business Innovation and Investment Program (BIIP) Delivery teams, as well as Skilled Support and Skilled Business Support. The teams process a range of bridging, provisional and permanent visas focused on applicants who are recognised as having specific skills that contribute to the total Skilled Migration Program.

About the role:

APS3 Visa Decision Officers/Administration Officers undertake a range of tasks as part of visa processing. This may include record keeping, managing mailboxes and providing responses to clients as well as working under general supervision to assess and decide certain visa applications. Using departmental systems, Officers review a range of supporting documents and information, to assess applications in line with established policies and procedures to make lawful decisions.

Our ideal candidate:

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Duties

Specific duties/responsibilities:

- Assess visa applications and make lawful, intelligence-informed, evidence-based, risk-managed decisions consistent with relevant policy, directions and procedures
- Provide quality information and services to clients, with an emphasis on an ability to communicate effectively with staff and members of the public who are culturally and linguistically diverse
- Work co-operatively as part of a team, fostering positive working relationships; ensuring a strong client service focus within the team; providing support to your colleagues and supervisor as required
- Manage email mailboxes and drafting correspondence using pro-forma responses and formats
- Undertake a range of administrative tasks to ensure the accuracy and completeness of records in departmental files, systems and databases

Role requirements/qualifications:

Capabilities

- Process and decide visa applications in line with established procedures and policies, while applying relevant legislation, and demonstrating sound judgement and impartiality in decision making
- Effectively interrogate and interpret information in departmental systems, ensuring accuracy and completeness of records
- Provide accurate information to clients via telephone, email, written correspondence and in person
- Achieve individual key performance indicators and contribute to the team business outcomes, including participating in team meetings and suggesting improvements to work practices. Fulfil a range of administrative tasks, where required.

Skills

Successful candidates are expected to exercise the following:

- Computer proficiency, including in Microsoft Office, Microsoft Outlook and the ability to quickly acquire familiarity with new and internal systems
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- The ability to undertake high volume computer based activities
- Good verbal and written communication skills, including liaising with internal and external stakeholders on administrative or operational matters
- An ability to acquire knowledge of, and apply specified legislation and policies, and make assessments against the regulatory framework for routine cases
- Ability to work independently and as part of a team
- Responsibility for personal development and learning, while actively participating in performance management exercises and responding and acting upon feedback appropriately
- Ability to communicate complex and sensitive information in an appropriate manner, and the capacity to be responsive to change.

Eligibility

To be eligible to work with the Department of Home Affairs you must:

- Be an Australian Citizen
- Fulfil the Department's minimum requirements by satisfactorily answering all screening questions during the application process
- Obtain and maintain the required AGSVA clearance
- Obtain and maintain a current Employment Suitability Clearance
- Satisfy a probation period

- Undergo a health assessment (where applicable).

To be eligible to work in some roles, you may be required to be fully vaccinated against COVID-19. Candidates should be aware that in roles where vaccination against COVID-19 is required by public health orders/directions or other legislation, if a candidate is not fully vaccinated or is unwilling to be vaccinated within a reasonable period, they may not be offered that role. Mandatory (and where applicable, role specific) screening questions are used within the application to ensure all successful applicants meet these minimum requirements of the Department.

Notes

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Remuneration: The Department offers an attractive remuneration package, including salary, superannuation benefits and flexible working conditions appropriate to the level of the position. For further details, refer to the Workplace Determination at <https://www.homeaffairs.gov.au/about-us/careers/working-with-us>

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

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

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

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To Apply

Position Contact	Heath Patience, 08 7421 7097
Agency Recruitment Site	https://career10.successfactors.com/sfcareer/jobreqcareer?jobId=115098&company=DIAC

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Vacancy VN-0705035

Department of Home Affairs

Closing Date: Sunday 22 May 2022

Finance Division
External Budgets & Revenue Revenue Management Section

Job Title	Revenue Management Officer
Job Type	Full-Time;Part-Time, Ongoing
Location	Various locations - ACT ACT
Salary	\$69,127 - \$74,562
Classification	APS Level 4
Position Number	103738
Agency Website	www.homeaffairs.gov.au

Job Description <https://career10.successfactors.com/sfcareer/jobreqcareer?jobId=103738&company=DIAC>

Overview of the Branch:

The External Budgets and Revenue Branch is responsible for the effective and efficient management of the Portfolio's input into the Commonwealth Budget process, the provision of high level strategic financial advice, contract related financial management for specified Administered programs, and the tracking and analysis of the collection of revenue for the Department (including the management of debts to the Commonwealth).

Overview of the Section:

The Revenue Management Section (RMS) manages over \$20 billion in revenue on behalf of the Australian Government including; Customs Duty, Import Processing Charge (IPC), Passenger Movement Charge (PMC), Visa and Citizenship Charges and GST collected (on behalf of the ATO). The RMS also manages a significant component of departmental variable appropriation revenue. RMS is also responsible for Home Affairs' Accounts Receivable and Debt Management functions, including migration and customs debts.

The RMS's core objectives associated with the management of revenue include:

- Budgeting – develop revenue estimates that duly account for any changes in policy, demand and macro-economic conditions
- Reporting – prepare compliant statutory and management information reports on revenue collection
- Monitoring and Analytics – prepare revenue exception reports, variance and contribution analysis and performance against relevant benchmarks
- Debt Management – raise and monitor debts with effective actions that maximise the amount of debt recovered
- Policy Advice (financial) - provision of relevant, timely and compliant information on all revenue streams (taxation and non-taxation).

About the role:

Accounts Receivable and Debt Management officers will be responsible for:

- Processing high volumes of Accounts Receivable data on SAP
- Providing excellent customer service, through phone and email, with a focus on clients with English as a second language
- Assisting with implementing debt management policies and processes to increase the recovery of commonwealth monies
- Undertaking general reporting, interpreting and reconciling data from various systems
- Using word and excel documents.

Our ideal candidate:

The ideal candidate for this position would be enthusiastic, motivated and resilient person, who is keen to work in a fast pace team environment. They should be good with numbers and have a high attention to detail. They should be comfortable communicating over the phone, with clients who have English as a second language. They should have a can do attitude, be flexible and embrace change. **Duties**

Specific duties/responsibilities:

Undertake financial data entry including:

- Raising customers, debts and receipts on the financial management information system (SAP)
- Maintaining clients records on internal databases
- Maintaining data in excel spreadsheets
- Data entry in various systems including SAP, QSP, ISCE, ICS, CMAL and PMC.
- Answer phone and email enquiries from individuals, companies or Government agencies regarding outstanding debts and repayment options, and from internal staff regarding policy, processes and procedures.

Role requirements/qualifications:

There are no mandatory requirements, but it would be preferred to have:

- Demonstrated experience in SAP, specifically Accounts Receivable module
- Experience in debt management / recovery environment, with an understanding of basic debt management policies and processes
- Understanding of Financial Legislation in relation to debts and revenue, including PGPA, Accountable Authority Instructions, delegations and taxation
- Understanding of Customs and Migration Legislation specifically relating to revenue
- Understanding of Customs and Migration Systems including ISCE, ICS, DutyCalc, CMAL and PMC.

Eligibility

To be eligible to work with the Department of Home Affairs you must:

- Be an Australian Citizen
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- Obtain and maintain the required AGSVA clearance
- Obtain and maintain a current Employment Suitability Clearance
- Satisfy a probation period
- Undergo a health assessment (where applicable).

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Mandatory (and where applicable, role specific) screening questions are used within the application to ensure all successful applicants meet these minimum requirements of the Department. **Notes**

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To Apply

Position Contact	Sandra CARTER, (02) 6264 1766
Agency Recruitment Site	https://career10.successfactors.com/sfcareer/jobreqcareer?jobId=103738&company=DIAC

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Vacancy VN-0704870

Murray-Darling Basin Authority

Closing Date: Sunday 22 May 2022

River Management
River Operations

Job Title	EL1 Senior River Operator
Job Type	Full-Time, Ongoing
Location	Canberra ACT, Mildura VIC
Salary	\$108,042 - \$118,861
Classification	Executive Level 1
Position Number	101157
Agency Website	

Job Description

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

Who are we:

With the enactment of the Water Act 2007 (Cth), the Murray–Darling Basin Authority (MDBA) was established as an independent expertise-based statutory agency.

For the first time in the Basin's history, one Basin-wide institution is responsible for planning the Basin's water resources, with all planning decisions made in the interest of the Basin as a whole.

Our most important work is to:

- prepare, implement and review an integrated plan for the sustainable use of the Basin's water resources
- operate the River Murray system and efficiently deliver water to users on behalf of partner governments
- measure, monitor and record the quality and quantity of the Basin's water resources
- support, encourage and conduct research and investigations about the Basin's water resources and dependent ecosystems
- advise the Australian Government Minister for Water Resources on the accreditation of state water resource plans
- provide water rights information to facilitate water trading across the Basin

- engage and educate the Australian community about the Basin's water resources.

At the MDBA, we are committed to diversity and inclusion across our workforce, and in the way that we work. We recognise the importance of making the best use of the unique perspectives, experience, knowledge and skills across our regionalised organisation. We strive to create a workplace where our people flourish in a welcoming and culturally safe environment. We encourage and welcome applications from people with disability, First Nations peoples, LGBTIQ+ people, people from culturally and linguistically diverse backgrounds and mature age people.

Duties

Who are we looking for:

The Senior River Operator position is one of three EL1 positions in the team which share responsibility for overseeing the day-to-day and seasonal operation of the River Murray System, as well as driving continual improvement in practices and procedures.

The role also involves substantial liaison, facilitation and negotiation with river stakeholders such as state agencies and environmental water holders on the operationalisation of Basin Plan policy.

In addition to the technical oversight, the position is responsible for managing a small team and supervising river operators and support staff.

The key duties, skills and attributes for this role are:

- Oversee core operational functions of the team such as:
 - Oversee routine as well as flood and drought operations of the River Murray System
 - Bulk water sharing between NSW, Victoria and South Australia as per the MDB Agreement via regular accounting and water resource assessment processes
 - Provide guidance and advice on River Murray System operations planning
- Oversee and drive the section's contribution to environmental water management including:
 - Planning, coordination, accounting and facilitating the delivery of environmental water
 - Negotiating and pioneering new operational practices to meet Basin Plan obligations
- Manage a small team comprised of River Operators
- Contribute to the improvement of tools, procedures and communication protocols
- Exercises judgment, including in high-pressure environments
- Influences in order to gain support from a wide range of stakeholders on complex and sensitive issues

Eligibility

Regionalisation of the MDBA's workforce means we are better placed to understand local concerns and engage with communities. The MDBA's network spans across five different states and territories and includes eight offices in Adelaide, Canberra, Goondiwindi, Griffith, Mildura, Murray Bridge, Toowoomba and Wodonga. Our employees interact face-to-face and virtually across the MDBA in both internal and external contexts. The ability to work collaboratively and productively in a virtual environment is essential.

Notes

Relocation packages:

Relocation packages are available, and we are committed to a flexible and inclusive workplace that will suit you and your individual needs. Joining us means you will contribute your expertise as part of an agile working environment that offers an attractive salary package, including up to 15.4% superannuation. You will also be eligible to receive a wide range of employee benefits, support for flexible working arrangements and have excellent working conditions. We support the professional development of our people, and the chance to try new things across our variety of capabilities and work locations.

Tell me more:

It is easy to apply for a job at the MDBA. Go to www.mdba.gov.au/careers and tell us what makes you the ideal candidate. Take the opportunity to work with the MDBA as we continue to make a difference through the protection and enhancement of the environment.

For more information regarding this opportunity contact Tyson Milne (tyson.milne@mdba.gov.au (02) 6279 0645).

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

About the Murray-Darling Basin Authority

To Apply

Position Contact	Tyson Milne, (02) 6279 0645
Agency Recruitment Site	https://www.mdba.gov.au/careers

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Vacancy VN-0705037

Sport Integrity Australia

Closing Date: Sunday 22 May 2022

Sport Engagement
Sports Engagement

Job Title	APS6 Integrity Support Officer
Job Type	Full-Time, Non-Ongoing
Location	Canberra ACT, Sydney NSW, Melbourne VIC
Salary	\$95,249 - \$103,950
Classification	APS Level 6
Position Number	0044_0522
Agency Website	www.sportintegrity.gov.au

Job Description

<https://sportintegrity.nga.net.au/?AudienceTypeCode=INT>

The Integrity Support Officer will work with a small allocation of National Sporting Organisations (NSO) and or National Sporting Organisations for People with Disability (NSOD) and be responsible for embedding the National Integrity Framework and other policies into all levels of the sport to ensure participants have confidence that they are participating in a safe, clean, inclusive and fair sport.

The Integrity Support Officer will provide guidance to the NSO Integrity Complaints Manager to ensure that integrity issues are managed consistently.

Duties

The key duties of the position include:

The key duties and accountabilities of the Integrity Support Officer include:

- Implement the National Integrity Framework across all levels of the sport
- Work with the NSO Integrity and Complaints Manager on relevant matters
- Develop NSO guidelines and processes so that all matters relating to NSO policies, including the National Integrity Framework, are managed consistently
- Implement an NSO complaint handling process in accordance with relevant policies and in partnership with other stakeholders.
- Ensure compliance with integrity policy requirements, including National Integrity Framework and NSO Anti- Doping Policy
- Provide leadership and advice to assist NSO member organisations with integrity issues, including in relation to any alleged breaches of the NSO's rules, regulations, codes and policies
- Operate in a timely and efficient manner, seeking advice, escalating complex matters and influencing accordingly
- Develop/maintain NSO's complaint management system ensuring all current and historical matters are recorded, as well as the progress of cases, through accurate and timely data entry
- Developing and maintaining sustainable and effective operational relationships with a range of internal and external stakeholders.
- Develop and deliver integrity education program to staff, athletes, volunteers and other stakeholders

Eligibility

Eligibility

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

The successful applicant will be required to obtain and maintain a Baseline Vetting Security Clearance and Working with Vulnerable People Card and may be required to undergo a medical assessment.

Sport Integrity Australia staff must comply with security (physical, personnel and IT) security controls and mandatory training.

Notes

Notes

Employees of Sport Integrity Australia must remain independent from Government and sport in operational decisions and activities to comply with Article 20.5.1 of the [World Anti-Doping Code \(WADC\) 2021](#). If you are currently involved in the management or operations of any sporting organisation (such as an International Federation, National Federation, Major Event Organisation, National Olympic Committee or National Paralympic Committee), or government department with

responsibility for sport or anti-doping, you should seek advice from Sport Integrity Australia Recruitment before applying for Sport Integrity Australia roles.

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

About the Sport Integrity Australia

Sport Integrity Australia leads the Australian government's efforts to protect sport against threats to its integrity – doping, competition manipulation and the mistreatment and abuse of sports participants. Led by David Sharpe APM OAM, Sport Integrity Australia is the cornerstone of the government's comprehensive sport integrity strategy: Safeguarding the Integrity of Sport. Our role is to provide advice and assistance to counter the: • use of prohibited substances and methods in sport • abuse of children and other persons in a sporting environment • manipulation of sporting competitions • failure to protect members of sporting organisations and other persons in a sporting environment from bullying, intimidation, discrimination or harassment. Sporting organisations, and other stakeholders, benefit from the ability to deal with a single nationally coordinated organisation to address all sport integrity issues. Sport Integrity Australia offers guidance on integrity matters to sports that don't have developed integrity capabilities. Our focus is policy development, intelligence, investigations (primarily of doping cases), education, outreach and capability building. We are Australia's National Anti-Doping Organisation.

To Apply

Position Contact	Recruitment, 02 6222 4282
Agency Recruitment Site	https://sportintegrity.nga.net.au/?AudienceTypeCode=INT

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Agriculture, Water and the Environment

Vacancy VN-0704999

Bureau of Meteorology

Closing Date: Sunday 22 May 2022

Data & Digital
Application Services

Job Title	Manager Application Support
Job Type	Full-Time, Ongoing
Location	Melbourne VIC, Sydney NSW, Canberra ACT, Brisbane QLD, Darwin NT, West Perth WA, Adelaide SA, Hobart TAS
Salary	-
Classification	Executive Level 2
Position Number	60017381
Agency Website	

Job Description

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

As part of the Application Delivery Services leadership team, you will apply your expert IT knowledge and leadership experience to provide an exceptional customer experience, lead employee engagement, drive operational excellence and continuous improvement.

You are someone who thrives on ensuring Information Technology Systems and Business services are stable and resilient and has a passion for the development of technology teams for IT Operations with a modernisation mindset driven by digital influences.

The Manager –Application Support (Cat 3 Applications) is responsible for overseeing an IT Application's Team of IT professionals within the Bureau whose charter is to keep the businesses applications running and operating in an efficient manner, giving the business agility, and addressing operational needs quickly. You will support and optimise existing systems, bring into production new systems, oversee and direct the day-to-day activities of an IT Application's Team ensuring that systems, services, and applications work reliably and securely.

To drive the expected results, you will build and support a cohesive team of strong contributors working together towards a common stable service orientated goal. You will have immaculate qualifications, be supremely analytical and an exceptional communicator. This role will have direct responsibility for managing, developing, and providing day to day leadership and oversight for an IT Application's Team within Application Operational Services.

Duties

1. Leadership and management of an IT Applications Team. Highly effective leader with expertise in building cohesive high performing teams, elevates and develops team members through mentoring, coaching and knowledge sharing.
2. Provide technical leadership across a portfolio of applications / support services, supporting a range of projects from initiation, inflight and transition to operations, and end state operations.
3. Supervise and participate in software development, enhancements, deployment, and proactive preventive maintenance, including the successful rollout of patches and software releases to maintain application service stability and improve the availability of services.
4. Technical leadership and management of vendors and partners providing software across the application portfolio ensuring contract needs and system licencing requirements are met.
5. Foster and instil ITIL Service Management and ISO Quality Management System practices and procedures within the IT Applications Team in line with Bureau practices.
6. Compile and maintain a best practice Knowledge repository for applications within the area of control, and ensure application and system knowledge, skill and experience is kept current within the IT Applications Team.
7. Collaborate with the Applications Operational Services leadership team to identify, influence, and implement technology, process, and skill changes to modernise Application Operational Services.
8. Key escalation point for any technical issues that appear within the applications remit, liaising with IT Command Centre, resolver groups, Bureau software applications partners, project managers and the application owners for prompt rectification of issues or emergencies.
9. Manage application production outages and escalations end-to-end, ensuring the appropriate stakeholders are involved to drive resolution, communicating to impacted business units, gather data on impact to systems and business, and report on impacts to leadership teams.
10. Collaborate within Data & Digital Group (DDG), Application Services, and business senior leadership to ensure transparent communication, recovery plans in the time of crisis, taking ownership of post-mortem results with preventive measures and service improvement plans

11. Management and reporting of application-set performance including availability, resilience and reliability, and technology risks and issues associated to applications within the portfolio.
12. Other duties as required.
13. Available for After-Hours roster restriction.
14. 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

Mandatory qualifications:

Tertiary qualifications of an Australian educational institution, or a comparable overseas qualification, which is appropriate to the duties; OR a relevant industry certification; OR relevant experience and training which enables the employee to competently perform the duties at this level.

Desirable qualifications and experience:

- At least 3 years of IT Operations experience with track record of coaching, leading, developing teams and transforming services.
- 3+ years of management experience in incident and problem management.
- Strong full stack technology background for hybrid cloud infrastructure and application systems.
- Demonstrated capability to lead critical incident/crisis recovery and management.
- Flexibility for unscheduled engagement to lead & drive major incident resolutions.
- Adhere to best practice processes and procedures to manage BAU environment (e.g., ITIL, ISO QMS).
- Ensure system and data security is aligned to DDG security standards, ensuring the integrity of the application layer.
- Constantly evaluate and mitigate risks associated with business systems performance and availability.
- Post graduate qualifications would be highly regarded.
- Recent relevant experience could include but not be limited to Tier 1 and 2 technology-based companies in finance sectors, service providers or managed services.

Notes

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

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To Apply

Position Contact	Simon Borysiewicz, 03 8638 8276
Agency Recruitment Site	https://bomcareers.nga.net.au/

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Agriculture, Water and the Environment

Vacancy VN-0705000

Bureau of Meteorology

Closing Date: Sunday 22 May 2022

Data & Digital
Application Services

Job Title	Manager Application Engineering
Job Type	Full-Time, Ongoing
Location	Melbourne VIC, Sydney NSW, Canberra ACT, Brisbane QLD, Darwin NT, West Perth WA, Adelaide SA, Hobart TAS
Salary	-
Classification	Executive Level 2
Position Number	60017380
Agency Website	

Job Description

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

As part of the Application Delivery Services leadership team, you will be responsible for developing and leading the technical standards required to delivery secure, reliable, and efficient to support of applications. The role will initially focus on Application Services and will expand to scientific development teams. The successful candidate will create a framework to educate, track, and report on software engineering practices within Application Services. The role will involve leading future coding standards and practices with the ability to educate and report on the success of the standards. The successful applicant will be required to outline practices for off the shelf application integration to enable the DDG to deploy application of both bespoke and vendor supplied.

Providing a framework to build technology solutions to reduce the time for team ramp up and provide a standard delivery approach to building applications.

The role will lead and manage a team of technology experts deployed to projects providing an excellent delivery experience whilst being ambassadors to implementation standards the team will maintain.

The successful candidate will be required to be actively involved in projects as technical leader, whilst continuing the efforts to lead the continuous improvements of software coding standards. The role will require excellent planning and time management to ensure they can balance delivery and ongoing standards improvements.

Duties

1. Accountable for leading future coding standards and software delivery governance framework initiatives within the program.
2. Responsible for reporting on the quality of software Application Services supports under various support portfolios.
3. Lead ongoing continuous improvement of coding standards within Application services, engaging in the various community and standards groups within the Bureau.
4. Responsible for promoting of future coding standard initiatives within Application Services and related stakeholders that will be seeking Application Services to run services.
5. Responsible for the standards to implement off the shelf tools and applications that will be delivered into Application Services Operations.
6. Technical leadership of projects or related tasks as assigned by reporting manager where best fits your skills and team's

capabilities.

7. Responsible for ensuring Go-Live activities for projects are planned in advanced and projects build applications to be run efficiently and securely once handed over to operational teams.
8. Ownership for tooling developers use within Application Services to be both effective and build to required standards. Understand ongoing costs and ensure budgets and projects incorporate required costs.
9. Responsible for planning and estimating of ongoing training for Application Services staff in relation to improving software engineering.
10. Develop leaders within the team and Application Services program to promote and use coding standards.
11. Management of a team comprising of IT professionals guiding and coaching team to be highly effective and cohesive.
12. Team understands and follows Bureau and Australian Government Security policies.
13. Proactively solve project issues promptly and effectively.
14. Proactively lead and empower project team members to innovatively deliver product.
15. Work effectively to ensure appropriate parties are involved and engaged to achieve project goals.
16. Identify appropriate cross-department/division stakeholders to be engaged at appropriate time.
17. Provide periodic communications to project sponsors, stakeholders, and management.
18. Lead your section in supporting Bureau Work Health and Safety (WHS) initiatives. Ensure your team complies with Bureau WHS procedures and keep your own state of knowledge current in line with the industry state of knowledge for your role.
19. Ensure that policies and practices in relation to all elements of the Bureau's Social Justice Strategy are applied in the workplace.

Eligibility

Mandatory qualifications:

Tertiary qualifications of an Australian educational institution, or a comparable overseas qualification, which is appropriate to the duties; OR a relevant industry certification; OR relevant experience and training which enables the employee to competently perform the duties at this level.

Notes

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

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To Apply

Position Contact	Simon Borysiewicz, 03 8638 8276
Agency Recruitment Site	https://bomcareers.nga.net.au/

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Agriculture, Water and the Environment

Vacancy VN-0705003

Bureau of Meteorology

Closing Date: Sunday 22 May 2022

Data & Digital
Application Services

Job Title	Manager IT Applications
Job Type	Full-Time, Ongoing
Location	Melbourne VIC, Sydney NSW, Canberra ACT, Brisbane QLD, Darwin NT, West Perth WA, Adelaide SA, Hobart TAS
Salary	-
Classification	Executive Level 2
Position Number	60017378
Agency Website	

Job Description

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

As part of the Application Operational Services leadership team, you will apply your expert IT knowledge and leadership experience to provide an exceptional customer experience, lead employee engagement, drive operational excellence and continuous improvement.

You are someone who thrives on ensuring Information Technology Systems and Business services are stable and resilient and has a passion for the development of technology teams for IT Operations with a modernisation mindset driven by digital influences.

The Manager – IT Applications is responsible for overseeing an IT Application's Team of IT professionals within the Bureau whose charter is to keep the businesses applications running and operating 24/7 in an efficient manner, giving the business agility, and addressing operational needs quickly. You will support and optimise existing systems, bring into production new systems, oversee and direct the day-to-day activities of an IT Application's Team ensuring that systems, services, and applications work reliably and securely.

To drive the expected results, you will build and support a cohesive team of strong contributors working together towards a common stable service orientated goal. You will have immaculate qualifications, be supremely analytical and an exceptional communicator. This role will have direct responsibility for managing, developing, and providing day to day leadership and oversight for an IT Application's Team within Application Operational Services.

Duties

1. Leadership and management of an IT Applications Team. Highly effective leader with expertise in building cohesive high performing teams, elevates and develops team members through mentoring, coaching and knowledge sharing.
2. Provide technical leadership across a portfolio of applications / support services, supporting a range of projects from initiation, inflight and transition to operations, and end state operations.
3. Supervise and participate in software development, enhancements, deployment, and proactive preventive maintenance, including the successful rollout of patches and software releases to maintain application service stability and improve the availability of services.
4. Technical leadership and management of vendors and partners providing software across the application portfolio ensuring contract needs and system licencing requirements are met.

5. Foster and instil ITIL Service Management and ISO Quality Management System practices and procedures within the IT Applications Team in line with Bureau practices.
6. Compile and maintain a best practice Knowledge repository for applications within the area of control, and ensure application and system knowledge, skill and experience is kept current within the IT Applications Team.
7. Collaborate with the Applications Operational Services leadership team to identify, influence, and implement technology, process, and skill changes to modernise Application Operational Services.
8. Key escalation point for any technical issues that appear within the applications remit, liaising with IT Command Centre, resolver groups, Bureau software applications partners, project managers and the application owners for prompt rectification of issues or emergencies.
9. Manage application production outages and escalations end-to-end, ensuring the appropriate stakeholders are involved to drive resolution, communicating to impacted business units, gather data on impact to systems and business, and report on impacts to leadership teams.
10. Collaborate within Data & Digital Group (DDG), Application Services, and business senior leadership to ensure transparent communication, recovery plans in the time of crisis, taking ownership of post-mortem results with preventive measures and service improvement plans
11. Management and reporting of application-set performance including availability, resilience and reliability, and technology risks and issues associated to applications within the portfolio.
12. Other duties as required.
13. Available for After-Hours roster restriction.
14. 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

Mandatory qualifications:

Tertiary qualifications of an Australian educational institution, or a comparable overseas qualification, which is appropriate to the duties; OR a relevant industry certification; OR relevant experience and training which enables the employee to competently perform the duties at this level.

Desirable qualifications and experience:

- At least 7-10 years of IT Operations experience with track record of coaching, leading, developing teams and transforming services.
- 5+ years of management experience in incident and problem management.
- Strong full stack technology background for hybrid cloud infrastructure and application systems.
- Demonstrated capability to lead critical incident/crisis recovery and management.
- Flexibility for unscheduled engagement to lead & drive major incident resolutions.
- Adhere to best practice processes and procedures to manage BAU environment (e.g., ITIL, ISO QMS).
- Ensure system and data security is aligned to DDG security standards, ensuring the integrity of the application layer.
- Constantly evaluate and mitigate risks associated with business systems performance and availability.
- Post graduate qualifications would be highly regarded.
- Recent relevant experience could include but not be limited to Tier 1 and 2 technology-based companies in finance sectors, service providers or managed services.

Notes

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To Apply

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

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Agriculture, Water and the Environment

Vacancy VN-0705004

Bureau of Meteorology

Closing Date: Sunday 22 May 2022

Data & Digital
Application Services

Job Title	Application Delivery Lead
Job Type	Full-Time, Ongoing
Location	Melbourne VIC, Sydney NSW, Canberra ACT, Brisbane QLD, Darwin NT, West Perth WA, Adelaide SA, Hobart TAS
Salary	-
Classification	Executive Level 2
Position Number	60017379
Agency Website	

Job Description

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

The role will be responsible for leading Application Service Delivery practices utilising the Bureau Delivery model and modern delivery techniques. The successful application will be able to shape the cadence of Application Service's Delivery of new initiatives, project delivery and ongoing support planning. Working with teams within Application services the Delivery lead will run quarterly planning sessions following the scaled agile process to produce a detailed plan. The Delivery lead will help report and actively assist solving delivery issues.

The Delivery lead will provide technology and project/program leadership capabilities for Bureau projects. Providing a disciplined delivery capability for Application Services. The Delivery lead will be actively involved in co-ordination of bureau staff and vendor procured contractors. The successful candidate will have an excellent track record of stakeholder engagement and delivery success.

The success candidate will have experience in leading programs of work providing reporting on financial and project status. The role will require both long term planning and day to day assistance in solving problems for projects and helping to mitigate delivery risks before they become issues.

Duties

1. Leading Application Services planning cycles. Plans need to align to external stakeholder expectations also catering for Application Service priorities.
2. Responsible for contributing to a repeatable delivery process for teams within Application services to use in delivering outcomes for the Bureau.
3. Report on Application Services build activities providing guidance on staff capitalisation, issues, and delivery risks to Delivery Services Manager.
4. Actively involved in project stakeholder communication.
5. Actively assist in solving delivery issues to ensure projects run on schedule and to budget.
6. Responsible for ensuring Go-Live activities for projects are planned in advanced and projects build applications to be run efficiently and securely once handed over to operational teams.
7. Managing a team of technical contractors working on projects for major programs.
8. Ongoing onboarding and releasing of technical contract resources within the Delivery Services Section.
9. Planning of contract engagements to ensure that procurement activities are maximised, and project resourcing is planned in advance.
10. Management of project technical leads that work closely with project managers leading a delivery team for specific technology solution outcomes.
11. Ensure Bureau projects have a path to rapidly acquire and onboard resources within Application Services and from external vendors for capabilities Application Services is responsible to supply for build and run activities.
12. Responsible to ensure approved projects and work packages complete gateway checks to ensure they are adequately funded and resourced.
13. Estimating and planning project initiatives providing resource plans and working with project managers to achieve Bureau outcomes.
14. Management of a team comprising of IT professionals guiding and coaching team to be highly effective and cohesive.
15. Technical leadership of projects or related tasks as assigned by reporting manager where best fits your skills and team's capabilities.
16. Team understands and follows Bureau and Australian Government Security policies.
17. Develop and use approved frameworks to provide ongoing improvements to Application Services estimation, planning and delivery process.
18. Build and maintain a team plan outlining team success criterion aligning to Application Service Program plan. Outline action plans to achieve success agreed with manager and review in regular cycles.
19. Identify appropriate cross-department/division stakeholders to be engaged at appropriate time. Engaging with other internal DDG programs on planning to align with Application Services.
20. Proactively solve project issues promptly and effectively.
21. Proactively lead and empower project team members to innovatively deliver product.
22. Work effectively to ensure appropriate parties are involved and engaged to achieve project goals.
23. Lead your section in supporting Bureau Work Health and Safety (WHS) initiatives. Ensure your team complies with Bureau WHS procedures and keep your own state of knowledge current in line with the industry state of knowledge for your role.
24. Ensure that policies and practices in relation to all elements of the Bureau's Social Justice Strategy are applied in the workplace.

Eligibility

Mandatory qualifications:

Tertiary qualifications of an Australian educational institution, or a comparable overseas qualification, which is appropriate to the duties; OR a relevant industry certification; OR relevant experience and training which enables the employee to competently perform the duties at this level.

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To Apply

Position Contact	Simon Borysiewicz, 03 8638 8276
Agency Recruitment Site	https://bomcareers.nga.net.au/

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Agriculture, Water and the Environment

Vacancy VN-0705008

Bureau of Meteorology

Closing Date: Monday 16 May 2022

Data & Digital
Application Services

Job Title	Senior Developer (Digital Workplace Applications)
Job Type	Full-Time, Ongoing
Location	Melbourne VIC
Salary	\$100,075 - \$112,725
Classification	Executive Level 1
Position Number	60017306
Agency Website	

Job Description

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

The role will be responsible for leading development capabilities utilising the Microsoft Office 365 suite of collaboration products (including but not limited to SharePoint, MS Teams, MS Project online, PowerApps development, Power BI development and OneDrive) and related productivity-based solutions. The successful candidate will be responsible for assisting the team as required with operation and support issues. Being involved in influencing the direction of the team and the Application Service Program. The role will report to the Digital Workplace Application manager of the Application Services program within the Digital and Data Group.

As a technical expert the successful candidate will assist with oversight of projects to assist project managers to facilitate and lead a team of technical professionals. Providing day to day technical expertise and working with the project team to deliver outcomes for bureau customers.

The role will require a person of excellent communication and stakeholder management as it will require communication across projects and the Application Service program the ensuring expectations are managed appropriately.

Duties

1. Provide specialist technical/professional advice on all Microsoft 365 application areas
2. Leading development activities related to manage UAT and deployment activities.
3. Leading development activities related to project vendors to ensure timely deliverables within budget and scope
4. Proactively solve issues for project or support promptly and effectively.
5. Proactively lead and empower project team members to innovatively deliver product.
6. Work effectively to ensure appropriate parties are involved and engaged to achieve project goals.
7. Assist with communications of status of projects and support with your team lead.
8. Support the enterprise Microsoft 365 development, configuration, integrated workflows,
9. and administration.
10. Develop PowerApps to support business processes.
11. Independently provide consulting services on more complex issues.
12. Stability of applications within the team's support portfolio.
13. Estimating and planning project initiatives providing resource plans and working with project managers to achieve Bureau outcomes
14. Technical leadership of projects or related tasks as assigned by reporting manager where best fits your skills and team's capabilities.
15. Support of IT systems ensuring that the team is appropriately trained and applies Bureau's IT Service framework and policies.
16. Technology support and delivery risks associated to applications within the portfolio assigned to the team are communicated and managed appropriately.
17. Understands and follows Bureau and Australian Government Security policies.
18. Support of Bureau Work Health and Safety (WHS) initiatives. Ensure your team complies with Bureau WHS procedures and keep your own state of knowledge current in line with the industry state of knowledge for your role.
19. Ensure that policies and practices in relation to all elements of the Bureau's Social Justice Strategy are applied in the workplace.

Eligibility Notes

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

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

About the Bureau of Meteorology

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

To Apply

Position Contact	Simon Borysiewicz, 03 8638 8276
Agency Recruitment Site	https://bomcareers.nga.net.au/

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Agriculture, Water and the Environment

Vacancy VN-0705020

Bureau of Meteorology

Closing Date: Sunday 22 May 2022

Enterprise Services
Organisational Resilience

Job Title	Resilience Officer
Job Type	Full-Time;Part-Time, Ongoing
Location	Brisbane QLD, Canberra ACT, Melbourne VIC, Sydney NSW
Salary	\$82,198 - \$93,456
Classification	APS Level 6
Position Number	60017040
Agency Website	

Job Description

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

The Resilience Officer is a key role assisting the Bureau's resilience capability, including incident management and business continuity, to enable the Bureau to deliver essential and critical services following a disruptive event. The role works across all Bureau Groups and Programs in the development and enhancement of incident management and business continuity practices. Working to the Resilience Lead, the Resilience Officer will use strong administrative and project management skills to develop, document and implement processes for building resilience using Microsoft Suite and other various software. This includes working with core business areas to develop preventative and responsive recovery plans to minimise business interruption and mitigate major business continuity risks that could potentially disrupt or disrupt critical business activities or damage assets.

The role is part of the Organisational Resilience Program under the direction of Manager, Risk Resilience and Audit.

Duties

1. Contributing to the ongoing strategic enhancement and maturity uplift of the Bureau's resilience capability including crisis management, incident response and business continuity practices.
2. Assisting with ensuring that incident management and business continuity processes are documented, communicated to all relevant stakeholders, and embedded in Bureau work practices.
3. Assisting with the development and coordination of team-level and Bureau-wide training and exercises.
4. Assisting operations, communications, customer facing, and other relevant teams to ensure a seamless and well informed and documented response capability in preparation for potentially disruptive events.
5. Providing expert advice and guidance on leading practice and complex areas of policy relating to business continuity and incident management tools and resources, incorporating risk and implementation considerations into policy development.
6. Maintaining knowledge and expertise of relevant legislative, policy, Australian and International standards and best practice resilience models, and apply this as an authority in the discipline.

7. Assisting with support and advice to Groups and Programs on their resilience management responsibilities, enabling compliance through active engagement, collaboration and advocacy.
8. Contributing to insightful reporting with evidence-based recommendations to committees and senior leadership on program status.
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 Notes

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To Apply

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

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Agriculture, Water and the Environment

Vacancy VN-0704901

Department of Agriculture, Water and the Environment

Closing Date: Monday 30 May 2022

Biosecurity Operations
Pathway Operations - Cargo (VIC, SA, WA, TAS) & PEQ Post Entry
Quarantine

Job Title	Plant and Bee Operations Manager
Job Type	Full-Time;Part-Time, Ongoing
Location	Mickleham VIC
Salary	\$85,833 - \$97,454
Classification	APS Level 6
Position Number	2022/2252
Agency Website	https://www.awe.gov.au/

Job Description

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

Who we are

The Cargo Operations Pathway within BOD delivers regulatory assessment and inspections of goods, across the biosecurity continuum (offshore, at the border and onshore) to verify compliance with Australia's biosecurity requirements, as well as being the first point of contact to the department. Cargo Operations works with policy and risk owners within the department to influence and inform operational policy and deliver regulatory functions in accordance with legislative requirements, national standards and within an integrated, risk-based operating model. The group has a national footprint with a presence in all capital cities and major regional ports.

The Post-Entry Quarantine Group (PEQ) within BOD is responsible for the post arrival quarantine of plants and animals at the Mickleham Post-entry Quarantine Facility located on the outskirts of Melbourne. The Mickleham PEQ Facility is purpose built for accommodating high risk plants, horses, cats, dogs, ruminants, birds, and bees while undergoing post-entry quarantine. Working in partnership with plant scientists and veterinarians, we ensure that all plants and animals passing through the facility meet all necessary requirements to demonstrate compliance with the regulatory requirements for their safe import and that the health and welfare of the plants and animals is maintained throughout the period of their stay in PEQ.

Duties

The Job

The main duties of the Plant and Bee Operations Manager within PEQ may include, but are not limited to:

- performing a range of biosecurity activities within PEQ in accordance with established quarantine inspection policies and procedures
- implementing and maintaining a high degree of biosecurity control and adherence to procedures to maintain biosecurity integrity
- undertaking a range of plant husbandry duties to care for, treat and monitor plants subject to post entry quarantine
- providing a high level of horticultural and nursery management skills to propagate and maintain valuable plant material undergoing post entry quarantine screening at PEQ
- ensuring strict plant hygiene standards and pest and disease control is maintained at all times to limit the spread of exotic plant pests from and within the nursery
- managing bee import activities
- providing timely and accurate advice on complex biosecurity matters to employees, stakeholders/clients and senior managers
- providing technical, administrative and managerial support to senior staff
- resolving complex operational and technical matters
- liaising with clients and other government agencies, providing advice as necessary
- providing on-the-job training and assist and support other employees on biosecurity issues
- building and sustaining supportive, effective, and collaborative relationships
- actively participating in and contributing to the department's corporate objectives and support change management, including staff and client participation, consultation, and cultural change
- managing, modelling and monitoring compliance with appropriate standards of behaviour including the APS Code of Conduct and Values
- promoting and complying with departmental Work Health and Safety and Rehabilitation policies and guidelines and be alert for and report risks to Work Health and Safety.

Please note that suitable candidates may be selected via application and referee checks only and an interview may not be required.

Eligibility

What we are looking for

Knowledge and experience

The successful applicant will have the following knowledge and experience:

- An extensive background in horticulture.
- A strong knowledge of plant species and the ability to learn and recognise common diseases, nutritional issues and pests that pose a threat.
- An extensive knowledge of a range of plant varieties.
- Bee management knowledge is desirable.
- Prior experience working in a regulatory environment and/or in industries related to agriculture.
- Extensive experience with greenhouse systems.
- People management and stakeholder management experience.
- Nursery management and plant propagation experience in a diverse range of crops with experience preferred in budding, grafting, seed propagation and tissue culture.

Notes

The successful applicant must:

- hold and maintain a valid Australian motor vehicle drivers licence
- note that the ability to perform shift work is a requirement when applying for this position(s)
- note that the physical requirements of the role(s) involve a combination of outdoor and office-based work
- note that the position may require them to participate in an on-call roster (for which an appropriate restriction allowance will be paid) and be available to perform duty outside standard hours
- wear an official uniform supplied by the department, including during field operations (as applicable), in accordance with the department's uniform policy
- wear appropriate protective personal equipment and clothing to comply with departmental Work Health & Safety policies and procedures.

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

About the Department of Agriculture, Water and the Environment

The Department of Agriculture, Water and the Environment began 1 February 2020. The Department is led by Secretary Andrew Metcalfe, supported by the Executive Leadership Team . What we do: We protect Australia's natural resources, agriculture and way of life. Our purpose: Our goal is to deliver policies and programs that: •drive strong and sustainable agricultural industries •manage our unique environment and heritage •support our regional communities. Our role: Our role is diverse and far reaching. We: •assure our clean and green status by keeping pests and diseases out of Australia •protect and sustainably manage Australia's biodiversity, ecosystems and heritage •prepare and coordinate our response to outbreaks of pests, diseases and weeds provide data and analysis on agriculture and the environment •support sustainable natural resource management •establish and manage Commonwealth protected areas •maintain and secure new markets for Australia's agricultural exports.

To Apply

Position Contact	Liz Notley, 03 8308 5156
Agency Recruitment Site	https://awejobs.nga.net.au

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Agriculture, Water and the Environment

Vacancy VN-0704966

Department of Agriculture, Water and the Environment

Closing Date: Monday 23 May 2022

Digital Services
Digital Enabling Services Financial Management and Reporting

Job Title	Assistant Director - Project Financial Management
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	\$112,294 - \$120,780
Classification	Executive Level 1
Position Number	2022/2580
Agency Website	https://www.awe.gov.au/

Job Description

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

Who we are

The Digital Enabling Services Branch is primarily responsible for enabling the department to deliver outcomes through the efficient and effective use of contemporary and emerging information systems and communications services and technologies. Branch functions include the delivery of strategic projects, management and administration of the department's information and data management, ICT contract management and procurement, financial management and reporting for ISD, records management policies, the management of enterprise ICT systems which includes HR, data management, web content management, records management and the enterprise data warehouse. The branch actively engages with business areas and the ICT industry to enable the department's realisation of its strategic plan outcomes and staff work collaboratively to enable end-to-end services and solutions that are consistent across the organisation and deliver benefits to the department and our clients.

The Financial Management and Reporting team combine technical expertise with in-depth business insights gained from partnering with the DSD line areas to provide complete business solutions. The team work closely with the DSD Finance Business Partner team in the Corporate and Enabling Group to provide the DSD with high quality, timely and meaningful financial information to support them in delivering their business outcomes.

Duties

The Job

This role requires effective leadership in a dynamic environment and ability to use technology to meet heightened stakeholder expectations and to improve the quality of management information.

The successful candidate will:

- work closely with the Director and manage a team to provide DSD internal budgets and reporting function for DSD projects and ensure the business is provided with meaningful insight and analysis to facilitate decisions
- be responsible for managing internal budget allocations and forecasts that support good resource management practices and managing a compliance framework that is robust and practical
- be responsible for the preparation and delivery of quality monthly project reports with insightful analysis, sound financial forecasts and internal budget allocations that support good resource management
- provide leadership and manage staff including developing, coaching and mentoring staff and building commitment within the section to the shared goals of the division.

Eligibility

What we are looking for

Knowledge and experience

Knowledge and experience of the successful applicant will include:

- experience in project accounting or finance area
- knowledge with SAP and TechOne or similar FMIS and reporting tools
- an extensive working knowledge and understanding of the Commonwealth financial framework
- a strong background in project accounting and information management and the ability to manage competing priorities and multiple projects to meet critical timeframes
- the intellectual capacity to provide advice on a broad range of accounting issues, resolve complex issues and deliver quality outcomes under constrained timeframes
- strong analytical ability to understand the drivers behind the figures and tell the story
- the ability to manage a small team and work collegially with others to build the professional capability of the branch and develop better practice.

Notes

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To Apply

Position Contact	Danny Milczarek, 02 6272 2268
Agency Recruitment Site	https://awejobs.nga.net.au

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Agriculture, Water and the Environment

Vacancy VN-0704973

Department of Agriculture, Water and the Environment

Closing Date:Monday 23 May 2022

Environmental Protection Reform
Indigenous Heritage Protection Various

Job Title	Assistant Director, Indigenous Heritage Protection
Job Type	Full-Time, Ongoing
Location	Canberra ACT, Perth WA, Sydney NSW, Darwin NT, Melbourne VIC, Brisbane QLD, Hobart TAS, Adelaide SA
Salary	\$112,294 - \$120,780
Classification	Executive Level 1
Position Number	2022/2262
Agency Website	https://www.awe.gov.au/

Job Description

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

Who we are

The Indigenous Heritage Protection Office develops and implements policies, programs and regulations for the protection of Indigenous cultural heritage. The Indigenous Heritage Protection Office administers legislation for the protection of significant Aboriginal and Torres Strait Islander places and objects, and is working with the First Nations Heritage Protection Alliance on options to reform Indigenous cultural heritage protections. The branch also manages, in relation to Indigenous Heritage Protection matters, correspondence, ministerial briefs, Senate Estimates briefs, Questions on Notice, Question Time Briefs, coordination requests, media enquiries and freedom of information requests. There are currently two sections in the Office, and is expanding to four sections.

The role of the Indigenous Heritage Regulation section is to administer the *Aboriginal and Torres Strait Islander Heritage Protection Act 1984 (ATSIHP Act)*. Applications by Aboriginal and Torres Strait Islander people are made under the Act to the Minister for the Environment for protection of specified places and objects from injury or desecration. The section works closely with First Nations peoples, project proponents and other stakeholders, and with state and territory jurisdictions to assess applications and prepare high quality decision briefs for the Minister.

A new Indigenous Heritage - Business Improvement section will build on the work being undertaken by the Regulation section to continue to improve our administration of the ATSIHP Act. The section will have oversight of some high profile ATSIHP Act cases, as well as conduct business improvement activities. The focus of this section's work will be on stakeholder engagement and communications, and developing guidance material and training. The team will work closely with the Indigenous Heritage Regulation section, as well as the General Counsel Division.

Duties

The Job

The Indigenous Heritage Protection Office is seeking experienced policy, engagement, heritage, legal or regulatory staff. Duties vary across the four sections and include:

- leading and developing small teams and practicing inclusive leadership, to foster a healthy, positive, cooperative and respectful workplace culture
- building strong and professional relationships with Traditional Owners and other key stakeholders, to resolve conflict and manage sensitivities
- producing high quality written material including policy papers, reports, briefs, media points, departmental analyses, correspondence, statements of reasons and standard operating procedures
- interpreting and applying complex legislation to support effective legislative decisions
- identifying and implementing opportunities for business process improvements and positive changes in workplace culture and practices
- managing contracts including developing contracts, managing selection processes and ensuring contract outcomes are met
- ensuring compliance with government legislative, financial and administrative frameworks.

Eligibility

What we are looking for

Knowledge and experience

- Experience in managing high performing teams.
- Experience in analysing information against legislation or administering regulation.
- Experience working closely with internal and external stakeholders.

- Experience working in a regulatory environment.
- Attention to detail and experience in developing high quality analysis and advice to Ministers and departmental executive.

Notes

Identified position - This position is an 'Identified' position which signifies that the role has a strong involvement in issues relating to Aboriginal and Torres Strait Islander people. The successful applicant must have an understanding of the issues affecting Aboriginal and/or Torres Strait Islander people and an ability to communicate sensitively and effectively with Aboriginal and/or Torres Strait Islander People.

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

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

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To Apply

Position Contact	Kat Miller, 0427 720 549
Agency Recruitment Site	https://awejobs.nga.net.au

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Agriculture, Water and the Environment

Vacancy VN-0704975

Department of Agriculture, Water and the Environment

Closing Date:Monday 23 May 2022

Environmental Protection Reform
Indigenous Heritage Protection Office Various

Job Title	Director, Indigenous Heritage Protection (Affirmative Measure – Indigenous)
Job Type	Full-Time, Ongoing
Location	Canberra ACT, Perth WA, Sydney NSW, Melbourne VIC, Brisbane QLD, Darwin NT, Hobart TAS, Adelaide SA
Salary	\$132,153 - \$153,543
Classification	Executive Level 2
Position Number	2022/2283
Agency Website	https://www.awe.gov.au/

Job Description

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

Who we are

The Indigenous Heritage Protection Office develops and implements policies, programs and regulations for the protection of Indigenous cultural heritage. The Indigenous Heritage Protection Office administers legislation for the protection of significant Aboriginal and Torres Strait Islander places and objects, and is working with the First Nations Heritage Protection Alliance on options to reform Indigenous cultural heritage protections. The branch also manages, in relation to Indigenous Heritage Protection matters, correspondence, ministerial briefs, Senate Estimates briefs, Questions on Notice, Question Time Briefs, coordination requests, media enquiries and freedom of information requests. There are currently two sections in the Office, and is expanding to four sections.

The role of the Indigenous Heritage Regulation section is to administer the Aboriginal and Torres Strait Islander Heritage Protection Act 1984 (ATSIHP Act). Applications by Aboriginal and Torres Strait Islander people are made under the Act to the Minister for the Environment for protection of specified places and objects from injury or desecration. The section works closely with First Nations peoples, project proponents and other stakeholders, and with state and territory jurisdictions, to assess applications and prepare high quality decision briefs for the Minister.

A new Indigenous Heritage - Business Improvement section will build on the work being undertaken by the Regulation section to continue to improve our administration of the ATSIHP Act. The section will have oversight of some high profile ATSIHP Act cases, as well as conduct business improvement activities. The focus of this section's work will be on stakeholder engagement and communications, and developing guidance material and training. The team will work closely with the Indigenous Heritage Regulation section, as well as the General Counsel Division.

The role of the Indigenous Heritage Protection Reform is underpinned by a Partnership Agreement with the First Nations Heritage Protection Alliance. This is consistent with the Australian Government's commitment to the principles of Closing the Gap, where policy that impacts First Nations peoples is done in full and genuine partnership. The role of the Indigenous Heritage Protection Reform section is to co-design and implement a national engagement process in partnership with the First Nations Heritage Protection Alliance which will inform the development of options to reform Indigenous cultural heritage protections. In the second half of 2022 this section is expected to be conducting face to face consultations in communities across Australia, in partnership with the Alliance. As part of the Partnership Agreement, the section also co-develops key documents, such as a Discussion Paper, Interim Directions Report, and Options for Reform. The section also currently develops key policy documents such as the Australian Government response to the Parliamentary Inquiry into the destruction of Juukan Gorge, and supports the Minister's Office to deliver Ministerial Roundtables on Indigenous heritage reform.

Duties

The Job

The Indigenous Heritage Protection Office is seeking Directors with experience in one or more areas of policy, engagement or regulation, to lead the work of the above sections as described. The successful candidates will be experienced leaders, adept at supporting a team to build and maintain a strong culture and high-quality work output. As an active member of EPRD's leadership team, they will contribute to strategic planning, innovation, business improvement and performance initiatives. The successful applicants will operate under broad direction and exercise a considerable degree of independence.

Work location

We are open to discussing flexible working arrangements. To seek further information please speak with the contact officer prior to submitting your application.

Eligibility

What we are looking for

Knowledge and experience

- Experience in leading high performing teams, and fostering a culturally safe working environment for diverse teams.
- Strong experience in one or more of the following – regulation, policy, engagement.
- Experience in developing successful working relationships with internal and external stakeholders.
- Attention to detail and experience in developing high quality analysis and advice to Ministers and senior executive.

Notes

Identified position - This position is an 'Identified' position which signifies that the role has a strong involvement in issues relating to Aboriginal and Torres Strait Islander people. The successful applicant must have an understanding of the issues affecting Aboriginal and/or Torres Strait Islander people and an ability to communicate sensitively and effectively with Aboriginal and/or Torres Strait Islander People.

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

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

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

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To Apply

Position Contact	Kat Miller, 0427 720 549
Agency Recruitment Site	https://awejobs.nga.net.au

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Department of Agriculture, Water and the Environment

Closing Date: Monday 23 May 2022

Environmental Protection Reform
Indigenous Heritage Protection Office Various

Job Title	Director, Indigenous Heritage Protection
Job Type	Full-Time, Ongoing
Location	Canberra ACT, Perth WA, Sydney NSW, Melbourne VIC, Brisbane QLD, Darwin NT, Hobart TAS, Adelaide SA
Salary	\$132,153 - \$153,543
Classification	Executive Level 2
Position Number	2022/2276
Agency Website	https://www.awe.gov.au/

Job Description

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

Who we are

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The role of the Indigenous Heritage Protection Reform section is to co-design and implement a national engagement process in partnership with the First Nations Heritage Protection Alliance which will inform the development of options to reform Indigenous cultural heritage protections. In the second half of 2022 this section is expected to be conducting face to face consultations in communities across Australia, in partnership with the Alliance. As part of the Partnership Agreement, the section also co-develops key documents, such as a Discussion Paper, Interim Directions Report, and Options for Reform. The section also currently develops key policy documents such as the Australian Government response to the Parliamentary Inquiry into the destruction of Juukan Gorge, and supports the Minister's Office to deliver Ministerial Roundtables on Indigenous heritage reform.

Duties

The Job

The Indigenous Heritage Protection Office is seeking Directors with experience in one or more areas of policy, engagement or regulation, to lead the work of the above sections as described. The successful candidates will be experienced leaders, adept at

supporting a team to build and maintain a strong culture and high-quality work output. As an active member of EPRD's leadership team, they will contribute to strategic planning, innovation, business improvement and performance initiatives. The successful applicants will operate under broad direction and exercise a considerable degree of independence.

Work location

We are open to discussing flexible working arrangements. To seek further information please speak with the contact officer prior to submitting your application.

Eligibility

What we are looking for

Knowledge and experience

- Experience in leading high performing teams, and fostering a culturally safe working environment for diverse teams.
- Strong experience in one or more of the following – regulation, policy, engagement.
- Experience in developing successful working relationships with internal and external stakeholders.
- Attention to detail and experience in developing high quality analysis and advice to Ministers and senior executive.

Notes

Identified position - This position is an 'Identified' position which signifies that the role has a strong involvement in issues relating to Aboriginal and Torres Strait Islander people. The successful applicant must have an understanding of the issues affecting Aboriginal and/or Torres Strait Islander people and an ability to communicate sensitively and effectively with Aboriginal and/or Torres Strait Islander People.

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

About the Department of Agriculture, Water and the Environment

The Department of Agriculture, Water and the Environment began 1 February 2020. The Department is led by Secretary Andrew Metcalfe, supported by the Executive Leadership Team . What we do: We protect Australia's natural resources, agriculture and way of life. Our purpose: Our goal is to deliver policies and programs that: •drive strong and sustainable agricultural industries •manage our unique environment and heritage •support our regional communities. Our role: Our role is diverse and far reaching. We: •assure our clean and green status by keeping pests and diseases out of Australia •protect and sustainably manage Australia's biodiversity, ecosystems and heritage •prepare and coordinate our response to outbreaks of pests, diseases and weeds provide data and analysis on agriculture and the environment •support sustainable natural resource management •establish and manage Commonwealth protected areas •maintain and secure new markets for Australia's agricultural exports.

To Apply

Position Contact	Kat Miller, 0427 720 549
Agency Recruitment Site	https://awejobs.nga.net.au

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Department of Agriculture, Water and the Environment

Closing Date: Monday 23 May 2022

Australian Antarctic
Assets & Infrastructure Mechanical

Job Title	Traverse Mechanical Supervisor
Job Type	Full-Time, Ongoing
Location	Kingston TAS
Salary	\$85,833 - \$97,454
Classification	APS Level 6
Position Number	2022/1983
Agency Website	https://www.awe.gov.au/

Job Description

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

Who we are

The Assets and Infrastructure Branch provides and maintains the equipment and infrastructure to support the Australian Antarctic Program. This ranges from maintenance of existing assets through to developing or procuring new assets and capability.

The Mechanical Section is a service based group providing support for Antarctic Operations. The role of the Mechanical Section is to:

- operate, maintain & monitor the mechanical aspects of station power generation facilities
- provide and maintain a range of plant and equipment for various user groups
- provide mechanical workshop services
- provide and manage fuels, lubes & industrial gases
- provide operator inductions, as required, for station based plant
- provide general station and field operational support.

Duties

The Job

Key duties will include, but are not limited to:

- providing operational, maintenance, Antarctic customisation, compliance and safety/environmental risk management expertise (with a primary focus on Traverse equipment) for the following:
 - low ground pressure tractors and sleds
 - over-snow vehicles
 - diesel power generation
 - fuel storage and handling
 - construction machinery
 - other mechanical equipment (e.g. chainsaws, augers, etc)
- providing high level trade-specific leadership and support to station-based trade teams to successfully execute an allocated program of maintenance works:
 - supervise, manage, and lead the Traverse maintenance teams, both by remote management and on site in Antarctica if required
 - oversee the resupply of traverse parts and equipment on station
 - take a leading role in fostering a strong technical safety culture and developing systems for safe work practices, whilst identifying more efficient and innovative ways to improve station processes
 - be available for out of hours technical advice for trade staff on station for emergency or more complex technical issues
 - co-ordinate training programs under limited direction from the Mechanical Engineer
- maintenance planning including:
 - writing operational and maintenance manuals and managing plans, programs and schedules to deliver preventative maintenance, using the IBM Maximo computerised maintenance management system
 - supporting the development of short, medium and long-term asset maintenance strategies for Antarctic and sub-Antarctic stations

- selecting, specifying and procuring materials and equipment according to an annual budget and organising delivery to station
- preparing and assessing tender, contract and procurement-related documentation
- allocating resources for the scheduled maintenance programs
- contributing to maintenance management improvement, including failure analysis, work practice development, spare parts provisioning, inventory management, management systems development and implementation
- identifying asset replacement requirements
 - coordinating technical competence assessment aspects for the recruitment, selection and training of trade or technical expeditioners, including:
 - assessing applicants
 - developing selection reports
 - providing feedback to unsuccessful applicants
 - providing safety training information and systems and providing training prior to deployment, where required, for expeditioners
 - providing mechanical trade specific expertise and advice as a subject matter expert (SME) to support asset life cycle planning, including
 - providing specialised advice about existing and new vehicle types in the areas of performance, capability and serviceability for Antarctic operations
 - providing advice on, and monitoring, statutory compliance, compliance with Australian Standards (AS) and sound industry practice
 - providing a broad range of advice, as necessary, to the AAD Operations and Safety Branch and other clients
 - conducting investigations into and reporting on incidents, equipment or maintenance practices and managing corrective actions through to completion
 - developing and maintaining positive working relationships with trade staff in Antarctica and with stakeholders including other AAD sections and external suppliers and consultants.

Eligibility

What we are looking for

Knowledge and experience

- Knowledge/experience is required in the following fields:
 - the support of equipment and teams in remote locations
 - full life cycle asset management for mobile plant
 - compliance and safety management
- Comprehensive contemporary mechanical trade/technical knowledge and demonstrated operational, maintenance, compliance and safety/environmental risk management expertise relevant to the role (as detailed above), including:
 - statutory compliance requirements, safety standards and sound industry practice
 - computer-based maintenance management systems
- An appreciation of the requirements for plant operating in harsh environments.
- An appreciation of the Antarctic environment and conditions or similar, is required.

Mandatory qualifications

You must have a trade certificate as a diesel mechanic founded on a full apprenticeship or a related relevant technical qualification.

Eligibility and other requirements

Please note that the successful applicant may be required to travel to the Antarctic and sub-Antarctic regions therefore they may be required to meet specific medical, adaptability and personal qualities requirements appropriate to working in those environments. In order to undertake travel to the Antarctic & sub-Antarctic regions they will need to:

- demonstrate the range of personal qualities and interpersonal skills necessary to perform as a successful team member within isolated Antarctic and sub-Antarctic environments
- demonstrate an ability to effectively adapt and respond to the demands of living and working in an isolated and confined environment as determined by a psychological (adaptability) assessment
- be certified as fit for Antarctic service by the AAD's Polar Medicine Unit.

Notes

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

About the Department of Agriculture, Water and the Environment

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ecosystems and heritage •prepare and coordinate our response to outbreaks of pests, diseases and weeds provide data and analysis on agriculture and the environment •support sustainable natural resource management •establish and manage Commonwealth protected areas •maintain and secure new markets for Australia's agricultural exports.

To Apply

Position Contact	Cameron Frost, 0419 819 657
Agency Recruitment Site	https://awejobs.nga.net.au

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Attorney-General's

Vacancy VN-0704830

Australian Financial Security Authority

Closing Date:Monday 16 May 2022

Strategy and Planning
Communications and Stakeholder Engagement

Job Title	Senior Advisor, Graphic Design and Brand Management
Job Type	Full-Time, Ongoing
Location	Adelaide SA, Sydney NSW, Melbourne VIC
Salary	\$87,726 - \$98,327
Classification	APS Level 6
Position Number	31101
Agency Website	https://www.afsa.gov.au/

Job Description

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

AFSA actively promotes flexibility with working options in this role to support your family commitments and personal interests.

- Manage the continued evolution and implementation of the brand; oversee complex productions managing both internal stakeholders and external suppliers; and oversee video and photographic production
- Achieve effective outcomes for the Australian community
- Working from home arrangements available

The Senior Advisor, Graphic Design and Brand Management provides comprehensive design services and brand management advice to the organisation. This includes the production of a wide range of diverse materials to effectively communicate with key stakeholder groups. **Duties**

As the Senior Advisor, Graphic Design and Brand Management you will:

- Manage implementation of the brand. Oversee and approve the use of AFSA's logo and branding in all publications, internal and external.
- Provide creative design advice to help develop appropriate and innovative communication strategies to achieve organisational objectives.
- Oversee complex productions managing both internal stakeholders and external suppliers whilst adhering to government standards and mandated deadlines.
- Design and produce a range of print and digital materials including publications, annual reports, flyers, advertisements, data visualisations, infographics, digital assets and newsletters to effectively communicate with internal and external stakeholders.
- Ensure all materials are produced to the highest visual design standards and in line with AFSA's style guide and the Australian Government Style Manual.
- Manage production, distribution and storage of merchandise and event/stakeholder collateral as required.
- Provide in-house video production services and manage the outsourcing of videography, photography and graphic design services as required.
- Support the broader Communications and Stakeholder Engagement team by:
 - working effectively as part of a small team and promoting cross-team interaction and business partnerships
 - planning and managing multiple tasks, setting priorities and meeting deadlines under pressure within a dynamic environment, without compromising quality and accuracy identifying opportunities to enhance team performance in an environment of collaboration, continuous improvement, and change.

About you

To be successful in this role, you will have:

- Tertiary qualifications in graphic design or at least 5 years of industry experience and an excellent knowledge of design software packages including Adobe Indesign, Photoshop, Illustrator and Acrobat.
- Significant experience developing a range of printed material and videos for a large corporate or government organisation is desirable.

Why AFSA?

You will enjoy excellent conditions including generous superannuation (15.4%), a modern work environment, and flexibility to balance work and personal life.

We are a workplace committed to providing an environment that values diversity and supports staff to reach their full potential.

We encourage applications from Indigenous Australians, peoples from culturally diverse backgrounds and people with disabilities. **Eligibility**

Please note that this opportunity is open only to Australian Citizens.

The successful applicant must have, or be willing to undergo a security clearance to the level of **Baseline Vetting** level as a

condition of employment.

To satisfy character requirements all AFSA employees must undergo a police records check.

Where a person has received a redundancy benefit from APS agency employment and their corresponding redundancy benefit period has not expired, they may be ineligible for employment.

Notes

Email applications should clearly state your name, the position title and location in the subject line.

Your application will be assessed against work related qualities and essential capabilities of the position and must include:

- A completed Position Application Form (available from AFSA website)
- A current resume
- A **one page pitch** stating why you are interested in the position, how your skills and experience make you the best person for the position and what value you can add to AFSA and the Strategy and Planning Division.

Candidates may be required to undergo psychometric and/or work sample testing as part of this selection process. All pre-employment checks will be conducted via an external party (Equifax). For further information on Equifax's privacy policy please refer to: <https://www.equifax.com.au/privacy>

*This recruitment process is being used to fill a current **ongoing** position in either our Adelaide, Melbourne or Sydney office.

About the Australian Financial Security Authority

AFSA is an executive agency in the Attorney-General's portfolio. We look after the personal insolvency system in Australia. We also manage Australia's Personal Property Securities Register. These systems protect all Australians, including consumers and businesses. Our work: - helps people make informed financial decisions - keeps Australia's financial systems running smoothly - provides options for people when their debts become too large for them to manage

To Apply

Position Contact	Erica Benn, 0408 416 243
Agency Recruitment Site	https://www.afsa.gov.au/about/careers/current-vacancies

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Attorney-General's

Vacancy VN-0705014

Australian Financial Security Authority

Closing Date: Sunday 22 May 2022

Strategy and Planning
Strategic Analytics

Job Title	Senior Data Analyst
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Sydney NSW, Melbourne VIC, Canberra ACT, Brisbane QLD, Perth WA, Adelaide SA, Hobart TAS
Salary	\$87,726 - \$98,327
Classification	APS Level 6
Position Number	31037
Agency Website	https://www.afsa.gov.au/

Job Description

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

AFSA actively promotes flexibility with working options in this role to support your family commitments and personal interests.

- Deliver high quality data analysis to inform decision making
- Work as part of a skilled, collaborative and innovative team
- Flexible work arrangements available

The **Data Analytics Section** plays a key role in coordinating business insights across the agency as well as providing data analytic functions, including research and the publication of the agency's statistical data. The section leads AFSA's analytical capability by providing an array of services including quality advice, analysis and modelling, and trusted statistics on topics relevant to AFSA, our Minister and portfolio, other key government stakeholders, as well as the financial services sector. **Duties**

About the role:

The Senior Data Analyst will contribute to the agencies strategic approach to data and insights, which includes delivering statistical advices, analyses and publications. The Senior Data Analyst will be responsible for working with disparate data sources, including financial, demographic and geospatial data sources, to extract, consolidate and analyse regulatory data for different audiences, internal and external to AFSA.

As the Senior Data Analyst, you will:

- Actively contribute to the Data Analytics Section's commitment to delivering high quality statistical advices, timely reports and the development of regulatory program insights.
- Support the Assistant Director of Data Analytics to deliver statistical publications, data quality initiatives, data integrity and data analyses to internal and external stakeholders.
- Interpret data requirements and extract regulatory program data to service ad-hoc data requests and support the development of data-driven insights.
- Analyse datasets utilising tools like Excel, SQL and other analytical products to contribute to regulatory program insights and data integrity.
- Develop dashboards, codify business requirements and deliver program insights using PowerBI and/or Tableau.
- Apply data storytelling skills and communicate effectively with a diverse range of stakeholders from both technical and non-technical backgrounds.

- Actively contribute to data sharing activities and promote data linkage initiatives by applying current privacy and data governance practices.

About you

To be successful in this role, you will have:

- A tertiary qualification in applied finance, engineering, mathematics, statistics or other quantitative discipline.
- Demonstrated experience (3 – 6 years) working as a Data Analyst in the financial services, regulation or other related industry delivering reports and publications.
- Strong data storytelling and data visualisation skills, with the ability to communicate findings to a range of stakeholders.
- Strong understanding of data management best practices and the Australian public data system.
- Demonstrated competence in data analysis and statistical modelling using tools such as Stata, SAS, R, Python etc is desirable but not essential.

Why AFSA?

You will enjoy excellent conditions including generous superannuation (15.4%), a modern work environment, and flexibility to balance work and personal life.

We are a workplace committed to providing an environment that values diversity and supports staff to reach their full potential.

We encourage applications from Indigenous Australians, peoples from culturally diverse backgrounds and people with disabilities. **Eligibility**

Please note that this opportunity is open only to Australian Citizens.

The successful applicant must have, or be willing to undergo a security clearance to the level of **Baseline Vetting** level as a condition of employment.

To satisfy character requirements all AFSA employees must undergo a police records check.

Where a person has received a redundancy benefit from APS agency employment and their corresponding redundancy benefit period has not expired, they may be ineligible for employment.

Notes

Email applications should clearly state your name, the position title and location in the subject line.

Your application will be assessed against work related qualities and essential capabilities of the position and must include:

- A completed Position Application Form (available from AFSA website)
- A current resume
- A **two-page pitch** stating why you are interested in the position, how your skills and experience make you the best person for the position and what value you can add to AFSA and the Strategy and Planning Division.

Candidates may be required to undergo psychometric and/or work sample testing as part of this selection process. All pre-employment checks will be conducted via an external party (Equifax). For further information on Equifax's privacy policy please refer to: <https://www.equifax.com.au/privacy>

*This recruitment process is being used to fill a current **ongoing** position in either our Adelaide, Brisbane, Canberra, Melbourne, Perth, Hobart or Sydney office. A merit pool of suitable candidates may be established as a result of this process to assist AFSA to fill similar ongoing and non-ongoing positions that may become available over the next 12 months. Non-ongoing positions may be offered for a period of up to 18 months with the possibility of extension (up to a total period of 3 years). Should a non-ongoing position become ongoing or should an ongoing position become available, the merit pool established by this process may be used to determine a suitable candidate(s).

AFSA is an executive agency in the Attorney-General's portfolio. We look after the personal insolvency system in Australia. We also manage Australia's Personal Property Securities Register. These systems protect all Australians, including consumers and businesses. Our work: - helps people make informed financial decisions - keeps Australia's financial systems running smoothly - provides options for people when their debts become too large for them to manage

To Apply

Position Contact	Mark Wicht, (02) 8233 7875
Agency Recruitment Site	https://www.afsa.gov.au/about/careers/current-vacancies

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Attorney-General's

Vacancy VN-0704934

Fair Work Ombudsman and Registered Organisations Commission Entity

Closing Date: Sunday 22 May 2022

Compliance and Enforcement
Compliance

Job Title	Calculations Officer /Payroll Professionals
Job Type	Full-Time;Part-Time, Ongoing
Location	Sydney NSW, Melbourne VIC
Salary	\$83,483 - \$88,449
Classification	APS Level 5
Position Number	22/077EA
Agency Website	http://www.fairwork.gov.au

Job Description

<http://www.fairwork.gov.au/careers/current-vacancies>

We are looking for Payroll Professionals at the APS 5 level, in the Calculations Team, within our Compliance Branch.

Successful candidates will work closely with our Fair Work Inspectors, Calculations Officers, and IR technical experts, to analyse payroll records and data received from employers as part of investigations to assess compliance with modern awards and

agreements.

About the FWO

The Fair Work Ombudsman (FWO) is an independent statutory office established by the Fair Work Act 2009. Our functions outline the responsibilities we have as set by the Fair Work Act 2009 to achieve our purpose:

- provide education, assistance, advice and guidance to employers, employees, outworkers, outworker entities and organisations
- provide and monitor compliance with workplace laws
- inquire into and investigate breaches of the Fair Work Act
- take appropriate enforcement action
- perform our statutory functions efficiently, effectively, economically and ethically.

What our employees say about us

We are one of the most engaged and high performing agencies in Australia; consistently scoring above average on employee engagement and wellbeing when surveyed against other APS agencies.

What we offer you

We provide a diverse, inclusive and supportive work environment with access to:

- Great training and development opportunities
- Generous leave and flexible working arrangements
- Our Employee Assistance Program (EAP), a free counselling service for you and your family
- A competitive salary, plus 15.4% superannuation
- Rewards and recognition initiatives

About the team

The Calculations Team supports the FWO's compliance and litigation activities via the provision of time and wage calculations and self-reported underpayment analyses. The team works closely with other areas of the FWO, including Fair Work Inspectors and the Legal team, to deliver thorough and accurate time and wage assessments as matters track towards an enforcement outcome.

Duties

The typical duties of APS5 Calculations Officer include, however, are not limited to:

- Accessing, compiling, and analysing payroll data from a range of employers against minimum entitlements contained in modern awards and enterprise agreements
- Analysing and reviewing calculations compiled by employers (and/or their representatives) to ensure application of correct calculation methodology and application of award/agreement entitlements
- Acting on the instructions and advice of Fair Work Inspectors, Legal staff and other stakeholders to respond to the evolving needs of investigations
- Accompanying Fair Work Inspectors to access and obtain relevant data/records
- Building and sustaining positive working relationships with various internal and external stakeholders to ensure effective and efficient progression of calculations matters
- Contributing to development of payroll data analysis processes and standards
- Effectively managing competing work priorities to meet tight deadlines in a fast-paced and dynamic work environment

Selection Criteria

- Experience in processing payroll data
- Experience in interpreting and applying industrial instruments, such as an award or agreement
- Sound analytical and problem-solving skills, with the ability to analyse data and information to inform investigative strategies and identify non-compliance with workplace laws
- Sound judgement, attention to detail, and ability to set own priorities and meet deadlines
- Excellent verbal and written communication skills, including the ability to communicate complex issues in a simple manner
- The ability to work independently and collaboratively across teams, and build rapport with internal and external stakeholders

Eligibility

- To be eligible for employment with the FWO you must be an Australian citizen.
- The successful candidate must hold a current Australian Government Security Clearance (AGSVA) or be willing to undergo and obtain a Baseline security clearance.

For further information about the Fair Work Ombudsman, please visit www.fairwork.gov.au.

For information about our office locations please visit
<https://www.fairwork.gov.au/contact-us/offices> **Notes**

How to Apply

If you are excited about this opportunity, please tell us in **no more than 800 words**:

- Why you want to apply for this role?
- How your skills and experience address the requirements of this role.

All applications must be submitted via our online application system through the FWO website.

If you have any questions about this recruitment exercise, please email recruitment@fwo.gov.au.

Applications close 11:00pm (AEST) Sunday 22 May 2022

About the Fair Work Ombudsman and Registered Organisations Commission Entity

The Fair Work Ombudsman and Registered Organisations Commission Entity (FWOROCE) comprises two independent government bodies: - the Fair Work Ombudsman (FWO), created by the Fair Work Act 2009 (Fair Work Act) - the Registered Organisations Commission (ROC), established under the Fair Work (Registered Organisations) Amendment Act 2016, which began operating on 01 May 2017. The FWO is responsible for promoting harmonious, productive, cooperative and compliant workplace relations in Australia. Please visit the FWO website for further information. The ROC is responsible for the regulation and education of registered organisations (unions and employer associations) in Australia. It comprises the Registered Organisations Commissioner and staff assisting the Commissioner who are APS employees employed by the FWO. Please visit the ROC website for further information. For a full list of our current office locations in each state, please visit: <https://www.fairwork.gov.au/contact-us/offices> The FWOROCE provides a challenging and supportive work environment with access to great training and development opportunities and flexible working arrangements. To be eligible for employment with the FWOROCE, you must be an Australian citizen.

To Apply

Position Contact	Recruitment Team, recruitment@fwo.gov.au
Agency Recruitment Site	http://www.fairwork.gov.au/careers/current-vacancies

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Attorney-General's

Vacancy VN-0705027

Fair Work Ombudsman and Registered Organisations Commission Entity

Closing Date: Sunday 22 May 2022

Compliance and Enforcement
Customer Services

Job Title	Fair Work Adviser - Perth
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Perth WA
Salary	\$67,345 - \$72,589
Classification	APS Level 3
Position Number	22/078EA
Agency Website	http://www.fairwork.gov.au

Job Description

<http://www.fairwork.gov.au/careers/current-vacancies>

Who are we

An exciting opportunity exists to begin your career with the Fair Work Ombudsman (FWO) as a Fair Work Adviser (Adviser). As an Adviser you will assist a diverse range of members of the Australian public, while working in a high energy contact centre environment.

The FWO provides both employers and employees with complex information on wages, leave, COVID-19 workplace laws and other entitlements over the phone and in writing. Advisers are highly trained in Australia's workplace relations system, and become industrial relations experts.

We are one of the most engaged and high performing agencies in Australia; consistently scoring above average on employee engagement and wellbeing when surveyed against other APS agencies.

Our roles, make a real difference to the lives of other Australians. Our Advisers support and empower the Australian community with knowledge, resources and practical solutions to resolve their workplace issues.

We have a diverse culture reflecting the diversity of the Australian community with advisers from various backgrounds and roles. Our Advisers join us with varying life skills, qualifications and experience. This role supports those individuals just starting their career, or looking for a change as well as those returning from a career break.

Roles will be offered for an initial period of 12 months with the potential of ongoing at the end of the 12 month period.

Duties

What we are looking for

If you think you tick the below personal qualities, you will be an ideal fit for this role:

- You are a confident communicator, who loves helping customer through complex situations
- You are able to think on your feet, and be able to adapt your communication style to suit your customer
- You love picking up new skills and are able to adapt to new challenges
- You thrive in a learning environment and embrace feedback to continually develop your skills
- You love to excel in your role and bring a positive can do attitude that reflects in your work and customer interactions
- You love working in a team environment that is supportive and fun

What we offer you

We want you to thrive in your role and be empowered to support our customers, which is why we will support you. We provide a diverse, inclusive and supportive work environment with access to:

- Great training and development opportunities – we will provide you with the tools you need to succeed in the role- if you bring a can do attitude we will provide you with in depth and extensive training that is highly sought after both within FWO and in the private sector
- Ongoing coaching and support- each Adviser has a Coach who will work intimately with them to develop their skillsets
- Generous leave and flexible working arrangements – this includes 4 weeks of annual leave and an annual close-down and having a healthy work-life balance with the ability to combine working from home and from the office.
- Our Employee Assistance Program (EAP), a free counselling service for you and your family
- A competitive salary, plus 15.4% superannuation
- A role where you feel you are making a real difference to people's lives

Our commitment to development is earmarked by the professional success that many of our Advisers have. **Eligibility**

- To be eligible for employment with the FWO you must be an Australian citizen.
- Be willing and eligible to obtain a security clearance to the level applicable (this is at no cost to you)

Notes

Apply now!

If you want to begin your new career with us, apply now! You will be provided with further information about how to apply for this role on our application form.

For more information about the FWO, please visit www.fairwork.gov.au

If you have any questions about this recruitment exercise, please email recruitment@fwo.gov.au.

Applications close 11:00pm (WST) Sunday 22 May 2022

About the Fair Work Ombudsman and Registered Organisations Commission Entity

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To Apply

Position Contact	Recruitment Team, recruitment@fwo.gov.au
Agency Recruitment Site	http://www.fairwork.gov.au/careers/current-vacancies

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Attorney-General's

Vacancy VN-0704873

Federal Court of Australia

Closing Date: Friday 20 May 2022

Federal Circuit and Family Court of Australia
Judicial Support

Job Title	Legal Associate
Job Type	Full-Time, Non-Ongoing
Location	Adelaide SA
Salary	\$66,638 - \$72,352
Classification	APS Level 4
Position Number	6088
Agency Website	https://www.fedcourt.gov.au/about/employment

Job Description

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

Legal associates assist with researching cases, points of law, preparing matters for hearing including other related matters for first instance judges and of the Court. Legal associates are responsible for providing assistance to judicial officers during court hearings and other administrative support to judges, as required. In addition, legal associates perform court support duties.

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

Duties

The occupant of this position:

- provides research assistance to judicial officers
- assists judicial officers with the management of cases and, if required, enters data into the Court's case management system
- assists with the preparation of matters for both the Court and the Judge, with the Judge's judgment writing as required including head notes, catch wording, and editing in line with the Court's judgments publication standards
- undertakes judicial associate and client service (court officer) duties, and provides assistance by updating chambers loose leaf series, and
- assists with the general operation of chambers, when required.

Eligibility

Selection Criteria

1. Ability to undertake research (including on-line research) and prepare reports and written correspondence.
2. Sound organisational skills including the ability to manage priorities, meet deadlines and work effectively under pressure in a team environment.
3. Well-developed interpersonal skills including tact, discretion, initiative and the ability to communicate effectively with members of the judiciary, the legal profession, the public and other court staff.
4. Ability to operate computer-based equipment and associated word processing and other software.
5. Knowledge, or ability to acquire knowledge, of Family Court functions, the organisation, practices, procedures and terminology.

Qualifications

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

Contact Officer

For more information please contact Sandy Quinn, Acting Director Court Services via (08) 7201 6072.

Notes

About the Federal Court of Australia

The Chief Executive Officer and Principal Registrar of the Federal Court, together with officers and staff identified under the Federal Court of Australia Act 1976, the Federal Circuit and Family Court of Australia Act 2021 and the Native Title Act 1993, constitute a single Statutory Agency for the purposes of the Public Service Act 1999. Employees are engaged to work in support of the following courts or tribunal: • Federal Court of Australia, • Federal Circuit and Family Court of Australia, and • National Native Title Tribunal. Employees are covered by the Federal Court of Australia Enterprise Agreement 2018–2021. The Federal Court and the Federal Circuit and Family Court each maintain a distinct statutory identity, with separate functions and judicial independence.

To Apply

Position Contact	Sandy Quinn, (08) 7201 6072
Agency Recruitment Site	https://www.fedcourt.gov.au/about/employment

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Defence

Vacancy VN-0704990

Australian War Memorial

Closing Date: Sunday 22 May 2022

National Collection
National Collection Collection Services

Job Title	Manager, Collection Management Systems
Job Type	Full-Time, Ongoing
Location	Mitchell ACT
Salary	\$103,037 - \$111,351
Classification	Executive Level 1
Position Number	60000803
Agency Website	https://www.awm.gov.au/get-involved/work-or-volunteer/employment

Job Description

<https://www.awm.gov.au/get-involved/work-or-volunteer/employment>

The Manager, Collection Management Systems (CMS) leads the development, maintenance, user support and training program for the Memorial's CMS. The position also plays a leading role in the integration of the CMS with the Digital Asset Management System and provides strategic direction and management of the integrated system, policies and user groups.

This position is part of the Collection Services management team and is a critical leadership position in the section. The Manager, CMS is responsible for staff management and development of the CMS team, as well as leadership of the CMS users across the Memorial.

Duties

- Lead the overall management of the Memorial's CMS and play a leading role in the integrated CMS/DAMS
- Manage the CMS Team in the delivery of the following outcomes:
 - Highly efficient and client focussed help desk for all CMS requests
 - Successful training programs for new and existing users
 - Analysis of system performance and user requirements and initiation and implementation of improvements and enhancements
 - Comprehensive and up to date policy and procedures for collection documentation and information
 - Performance reporting on the system as well as overall management of user generated reports
- Collaborate with key internal stakeholders including IT and DAMS managers to ensure proactive, positive and consultative management of the integrated CMS/DAMS
- Manage the relationship with CMS vendors to ensure system performance and growth
- Prepare correspondence, reports and other documentation for executive management.
- Develop and manage team members and demonstrate leadership across the Collection Services team

Eligibility Notes

contribution of people from different backgrounds, experiences, and perspectives. The Memorial welcomes applications from Aboriginal and Torres Strait Islander people, veterans, mature age people, people from diverse backgrounds and people with a disability. To be eligible for ongoing or non-ongoing employment, Australian Citizenship is required.

For further information on the **position**, please call the **Contact Officer: Melinda Coen, 6243 4516**

To Apply

TO APPLY, please visit: <https://www.awm.gov.au/get-involved/work-or-volunteer/employment>

Applications should be submitted in WORD (.doc or .docx) or .PDF by **11:59 pm (AEST) on 22 May 2022**

If you experience any problems with the application system please contact the Recruitment Team on 02 6243 4234 or email employment@awm.gov.au

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

About the Australian War Memorial

The Australian War Memorial combines a shrine, a world-class museum, and an extensive archive. The Memorial's purpose is to commemorate the sacrifice of those Australians who have died in war or on operational service and those who have served our nation in times of conflict. Its mission is leading remembrance and understanding of Australia's wartime experience.

To Apply

Position Contact	Melinda Coen, 6243 4516
Agency Recruitment Site	https://www.awm.gov.au/get-involved/work-or-volunteer/employment

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Defence

Vacancy VN-0704991

Australian War Memorial

Closing Date: Sunday 22 May 2022

National Collection
National Collection Collection Services

Job Title	Manager, Collection Logistics and Projects
Job Type	Full-Time, Ongoing
Location	Mitchell ACT
Salary	\$103,037 - \$111,351
Classification	Executive Level 1
Position Number	60002839
Agency Website	https://www.awm.gov.au/get-involved/work-or-volunteer/employment

Job Description

<https://www.awm.gov.au/get-involved/work-or-volunteer/employment>

The Manager, Collection Logistics and Projects leads the Collection Services input into major exhibition projects, manages collection logistics for exhibitions and special displays. The position manages scheduling, reporting and flexible resourcing in collaboration with other Collection Services managers to ensure successful project outcomes across the team.

This position is part of the Collection Services management team and is a critical leadership position in the section. The Manager, Collection Logistics and Projects will lead a team of direct reports assigned based on current projects and is responsible for their transition in and out of project roles, development and day to day management. They are also a key stakeholder in multi section projects across the Memorial, ensuring collection management strategies are implemented.

Duties

- Lead Collection Services contributions to exhibitions and Memorial wide collection projects
- Analyse collection projects and prepare schedules and resourcing plans
- Implement schedules and resourcing plans to produce successful project outcomes
- Review and provide high level feedback and advice on exhibition designs, infrastructure, installation and maintenance
- Conduct expert research, consultation and analysis of collection logistics requirements and produce high quality methodologies and advice prioritising WHS principles, collection safety and documentation
- Manage and document worker and collection safety for logistics and projects
- Provide regular reporting on project status, progress and issues
- Manage a flexible team of project staff including their scheduling, development and strategic direction

Eligibility

Notes

The Memorial is committed to workplace diversity and maintains an environment that values the contribution of people from different backgrounds, experiences, and perspectives. The Memorial welcomes applications from Aboriginal and Torres Strait Islander people, veterans, mature age people, people from diverse backgrounds and people with a disability. To be eligible for ongoing or non-ongoing employment, Australian Citizenship is required.

For further information on the **position**, please call the **Contact Officer: Melinda Coen, 6243 4516**

To Apply

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To Apply

Position Contact	Melinda Coen, 6243 4516
Agency Recruitment Site	https://www.awm.gov.au/get-involved/work-or-volunteer/employment

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Defence

Vacancy VN-0704992

Australian War Memorial

Closing Date: Sunday 22 May 2022

Public Programs
Public Programs Commemoration and Visitor Engagement

Job Title	Senior Education Officer
Job Type	Full-Time, Ongoing
Location	Campbell ACT
Salary	\$72,265 - \$77,397
Classification	APS Level 5
Position Number	60000141 & 60000142
Agency Website	https://www.awm.gov.au/get-involved/work-or-volunteer/employment

Job Description

<https://www.awm.gov.au/get-involved/work-or-volunteer/employment>

The Senior Education Officers work as part of the Education team to develop and deliver engaging, curriculum-linked education and interpretive programs and learning resources for a diverse audience in a museum environment, both onsite and online. The work involves operational supervision and training of staff, project work, and liaison with internal and external stakeholders.

Duties

Under general direction in a team, or as project coordinator or supervisor, perform a range of tasks including:

- Development, delivery, and ongoing evaluation of a range of interpretive onsite and outreach education programs for school age groups, and general visitors
- Recruitment, training and supervision of staff involved in the delivery of programs
- Coordination of program bookings and rostering administration
- Contribution to specific projects both within the Education team and the wider section, and Memorial
- Contribution to evaluation, strategic planning, and reporting activities

Eligibility

A current Working with Vulnerable People registration (ACT) is required.

Notes

The Memorial is committed to workplace diversity and maintains an environment that values the contribution of people from different backgrounds, experiences, and perspectives. The Memorial welcomes applications from

Aboriginal and Torres Strait Islander people, veterans, mature age people, people from diverse backgrounds and people with a disability. To be eligible for ongoing or non-ongoing employment, Australian Citizenship is required.

For further information on the **position**, please call the **Contact Officer: Robyn Siers, 6243 4207**

To Apply

TO APPLY, please visit: <https://www.awm.gov.au/get-involved/work-or-volunteer/employment>

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To Apply

Position Contact	Robyn Siers, 6243 4207
Agency Recruitment Site	https://www.awm.gov.au/get-involved/work-or-volunteer/employment

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Defence

Vacancy VN-0704010

Department of Defence

Closing Date: Monday 23 May 2022

Chief Information Officer Group
ICT Delivery Division

Job Title	Director Integration Delivery
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	\$123,159 - \$147,828
Classification	Executive Level 2
Position Number	CIOG/01135/22
Agency Website	

Job Description <https://defencecareers.nga.net.au/?jati=164C5CDC-B6C1-9BEC-8D3C-C87AA50E0FAD>

Duties

The Role

Chief Information Officer Group (CIOG) is a key enabler that allows Defence to perform its core business – defending Australia and its national interests. With unprecedented demand for Information Communication Technology (ICT) services, CIOG is focusing on maturing ICT capabilities and scaling to deliver more, faster.

Within CIOG, an EL2 Project Director is accountable under broad direction to perform and achieve complex project management work within an integrated workforce. They are accountable to ensure they have knowledge of and compliance with legislative frameworks, government decision-making and Defence's mission and policy requirements.

The role will exercise a significant degree of independence and perform an important leadership role. They will be responsible for influencing and developing strategies, priorities and operational practices in support of Defence objectives based on high level decision making and judgement. They will provide strategic advice to senior management and stakeholders as well as leading and assuming accountability for highly complex work or sensitive projects or work programs that have strategic, political or operational significance.

An EL2 ICT Project Director is accountable to lead a work team or teams, plan and manage a range of human and physical resources and exercise the associated people and financial responsibilities. They will provide strategic direction to the work unit, including developing business plans, strategies and priorities and monitor work flow and performance. They are accountable for developing, coaching and reviewing individual, team and business performance and will identify opportunities for building team capability and continuous improvement. They will set work aligned with strategic objectives and communicate expected outcomes.

The role will have extensive knowledge relating to the methodology, systems and procedures within the ICT project management field and have the ability to translate this into strategy. They will provide a strategic level of specialist and professional expertise, potentially relating to the work of different function or discipline areas. They will initiate, establish and maintain strong relationships with a network of stakeholders internally and externally and will have the ability to recognise shared agendas and work toward mutually beneficial outcomes.

As an EL2 Project Director, you will use your experience and thorough knowledge to lead and contribute to significant technology changes to our Defence ICT capabilities. The position requires extensive stakeholder engagement and therefore candidates will need to possess excellent communication and interpersonal skills. You will manage the delivery of modern and sustainable ICT capability in support of Australian Defence Force military and business operations.

We are seeking candidates with a broad range of experiences and backgrounds in assisting and managing project teams to success.

To be successful in this role you will:

- Manage and contribute to significant technology changes to Defence's ICT capabilities.
- Demonstrate relevant qualifications in Project Management, program management and/or relevant ICT qualifications.
- Demonstrate relevant qualifications or experience in ICT integration and/or ICT Architecture.

- Be required to leverage your extensive experience with industry recognised project methods across a range of large or multiple smaller projects.
- Have demonstrated leadership skills, and experience in deploying those skills, to lead diverse project teams to success, including people who have gained their experience outside Defence and Government.
- Be able to clearly demonstrate your ability to lead collaboration and facilitation with Defence Industry teams and outsourced service providers, to deliver quality outcomes on time and within budget.
- Under broad direction, be able to autonomously interpret and apply in-practice commercial and financial technical advice to ensure project delivery aligns with policy, agreed Government and senior stakeholder expectations.
- Possess excellent written and verbal communication, negotiation and interpersonal skills.
- Have the character, inspiration, agility and emotional resilience to support the achievement of successful project delivery.
- Be comfortable working with established processes and procedures, while actively looking for innovative ways to improve the efficiency and effectiveness of ICT project delivery.
- Demonstrated ability to lead and work in a multi-disciplinary integrated workforce.

About our Team

ICT Delivery Division (ICTDD) is the directorate within the Chief Information Officer Group delivering modern, secure, sustainable and scalable information environment for Defence. The Division enables current and future military and business operations through program and project management.

The Division's vision is for a strategic and innovative workplace, where we create a positive, professional, high performing and inclusive workforce. Our focus is on achieving results, delivering quality products and how we do this, particularly in terms of building professional reputation through how we work as a team and with others.

Corporate & Logistics Delivery Branch (CLDB), within Delivery Division, delivers funded ICT programs for Integration, Defence Logistics, Human Resources, Joint Military Police Units and Corporate ICT upgrade solutions.

The Directorate of Integration Delivery has the responsibility to delivery both projects and technical / security assurance services in support of Defence's Integration Backbone. The Integration Backbone is middleware capabilities which enables information transfer and user access across and within Defence and external systems and domains.

Working within ICTDD, you will be contributing your expertise to some of the most technically demanding and complex ICT transformation projects. We apply new ways of thinking and working that allow us to take advantage of faster, better and more efficient ways of delivering ICT Services. Supporting Defence in this technology dominated era requires a different, more responsive and agile approach to everything, from our strategy, through to our processes, policies and people.

Our Ideal Candidate

As part of championing the Integration program, the Director is accountable for the progress and delivery of projects and enhancements from its contracted project suppliers. The Director is required to utilise the technical assurance and security specialists to ensure that developments align with the architectural model endorsed for Integration services.

The role of the Director of Integration Delivery is to plan, manage and report upon the program of key projects & activities that either refresh the existing or introduce new ICT capability for the Integration Backbone. This ranges from the supporting infrastructure to the services that operate upon it. The Director executes contracts with major project suppliers and directs a team of resources both technical and non-technical.

The Director has to ensure that major consuming capability projects (e.g. ICT2283 ERP) are adequately supported with respect to their need for Integration services. The Director works in concert with the various ICT technical areas who provide operational & environmental support to the Integration Backbone.

The role necessitates significant liaison with Industry to ensure project Government Furnished Material is aligned as well as sound budgetary planning and tracking oversight. The role calls for a strategy of balancing the needs to ensure the extant ICT asset continues to be contemporary as well as the need to introduce new functionality & technology in support of Defence military and corporate objectives. **Eligibility**

Applicants must be able to obtain and maintain a security clearance at "Negative Vetting Level 1".

Notes

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

About the Department of Defence

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To Apply

Position Contact	Jonathan Toze, (02) 5108 8548
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=164C5CDC-B6C1-9BEC-8D3C-C87AA50E0FAD

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Defence

Vacancy VN-0704670

Department of Defence

Closing Date: Monday 23 May 2022

Defence Finance Group
Budgets & Financial Services

Job Title	Advisor, Manager - Financial Systems
Job Type	Full-Time, Ongoing
Location	Canberra ACT, Melbourne VIC
Salary	\$76,611 - \$95,873
Classification	APS Level 5;APS Level 6
Position Number	DFG/01905/22
Agency Website	

Job Description <https://defencecareers.nga.net.au/?jati=3242A542-7D87-1188-D27C-C88C1C240A0D>

Duties

The Role

This is an opportunity for finance or systems professionals with strong information technology capabilities to lead a team in a large multi-disciplined team of professionals, supporting finance business stakeholders and systems during a period of major system and organisational reforms. Your key responsibilities may include:

- Manage and support the implementation of financial systems projects or initiatives to improve business processes or related systems.
- Develop project reporting, organisational change, communication artefacts and executive briefs.
- Application of best practice data, information and project governance in support of the finance domain.
- Analysis of complex systems accounting and reporting issues, applying expertise to design, recommend and implement solutions.
- Implementation of data quality strategies and remediation.
- Delivery of complex financial reporting, analytics and advice to government.
- Manage chart of accounts changes.
- Delivery of finance business support to approximately 600 finance staff.

Suitable professional backgrounds for these opportunities include:

- Strong experience with financial systems (major ERP's like Oracle, SAP and Microsoft) and/or reporting development (e.g. Business intelligence (BI) tools like Cognos/TM1).
- Strong financial background with a passion for analytical and reporting tools, application development, data management or other emerging technologies.
- Experience with applying robotic automation to operational finance processes.
- Strong experience working on financial projects or implementations.
- BI, data analytics or data visualisation or complex data/financial modelling including statistical/mathematical.
- Strong experience with analysing and process mapping corporate/financial processes as a business analyst. User experience/User interface business process mapping.

About our Team

DFG are investing heavily in their financial systems including contributing to the largest ERP (SAP) implementation project in the Southern Hemisphere. Cognos/TM1, SAP BW, data

visualisation and a raft of other BI tools are becoming a critical part of how we plan to put information in the hands of decision makers. We are scratching the surface of what will be a significant BI and automation agenda for years to come. By advancing our systems and processes, and investing in educating our people and our clients, we are improving the awareness and experience of finance across Defence.

This is an opportunity to be part of a dynamic team responsible for financial systems business support and the implementation of finance systems changes to enable DFG's reform agenda. Working across a large, blended financial systems team of more than 35 staff, you will be exposed to:

- Complex financial systems with extensive interfaces and dependencies.
- Financial systems management and systems accounting experience.
- ERP and web application implementations and upgrades.
- BI reporting and development.
- Data and statistical analytics; data modelling and visualisation.
- Data warehousing and reporting.
- Database and application development.
- Business needs and UX/UI analysis and mapping.
- Project management and project support and administration.
- Robotic Process Automation, AI and machine learning.
- e-Invoicing and FBT management tools.

Our Ideal Candidate

You are a capable, flexible problem solver with strong analytical and conceptual skills to be part of a multi-disciplined team delivering financial systems business support and financial systems reform initiatives. Core competencies we are targeting include:

- Ability to influence with strong written/verbal communication. Collaborative approach with a strong client focus.
- Builds and sustains stakeholder engagement, including the ability to communicate with influence and negotiate effectively. Influence and motivate team members and actively lead group activities.
- Improvement focused, strong results orientation, seeks to add value through improving processes and systems.
- Adaptable, flexible, continuous learning approach to their work.
- Strong problem solving and analytical approach with conceptual capabilities and flexible approach.
- Analyses and interprets project performance against agreed plans and develop and evaluate strategies to achieve project outcomes.

Eligibility

Security Clearance

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

Notes

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

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To Apply

Position Contact	Rachelle Hall, 02 6265 5483
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=3242A542-7D87-1188-D27C-C88C1C240A0D

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Defence

Vacancy VN-0704713

Department of Defence

Closing Date: Monday 16 May 2022

Estate and Infrastructure Group
Office of DEPSEC EIG

Job Title	Geospatial Support Officer
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	\$83,928 - \$95,873
Classification	APS Level 6
Position Number	EIG/01548/22
Agency Website	

Job Description <https://defencecareers.nga.net.au/?jati=A4184D8C-D3C4-3680-A920-C88C1BF57C00>

Duties

The Role

The GEMS Geospatial Officer is a critical role responsible for managing the sustainment and future development of the Defence Garrison Estate Management system (GEMS). This role will be navigating a challenging work program whilst concurrently working with the extant sustainment framework to transition to a new landscape through key Defence initiatives, Base Service Transformation (BST) and Enterprise Resource Planning (ERP). This role will also be considering the transition of current capability across a number of system components, notably SAP and the Geospatial Information System (GIS). The Geospatial Officer is the lead on assessing Business requirements against potential system solutions as well as resolving complex incidents which arise. The Geospatial Officer also supports working with Defence Industry partners in managing an integrated Geospatial environment.

About our Team

The Estate Data Systems Directorate (EDSD) is looking for an APS 6 GEMS Geospatial Officer to provide technical development and management of the Estate Geospatial capability. The Team comprises of GIS analysts, data fusion analysts and admin support staff who transform business requirements into system solutions. These can range from significant development through to rectification of urgent technical issues. The team primarily comprises professional contractor personnel working in various locations around Australia.

Our Ideal Candidate

The successful candidate will have well developed experience in GIS, business analytics and Web based GIS Portal development. The role will suit someone who enjoys:

- Using their highly developed interpersonal skills, demonstrating excellent written and verbal communication
- Engaging with diverse users and stakeholders
- A high tempo of operational support
- Explore innovative solutions
- Engaging with Defence Industry partners
- Developing a strong understanding to provide subject matter expert support to the business on system support to Base Service Contract Management and workflow
- Working in a rapidly evolving information technology environment and ensure the business is sufficiently supported The successful candidate should be able to work flexibly from any Defence location (noting COVID-19 work-from-home requirements that may be in place, as required)

Eligibility

Security Clearance

Applicants must be able to obtain and maintain a security clearance at "Negative Vetting Level 1".

Notes

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To Apply

Position Contact	David Williams, 02 5130 8631
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=A4184D8C-D3C4-3680-A920-C88C1BF57C00

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Defence

Vacancy VN-0704840

Department of Defence

Closing Date: Monday 30 May 2022

Defence Science and Technology Group
Land Division

Job Title	APS 4/5-6 (S&T Level 3-4) - Platforms Systems – Vehicle Survivability Graduate Researcher
Job Type	Full-Time, Ongoing
Location	Fishermans Bend VIC
Salary	\$69,811 - \$95,873
Classification	
Position Number	DSTG/02618/22
Agency Website	

Job Description <https://defencecareers.nga.net.au/?jati=979E2937-DECA-BA5F-9596-C88BE4987868>

Duties

The Role

The successful candidate will work within a team to research and develop improved solutions to protect Australian Defence Force (ADF) vehicles against penetrating threats. The candidate will contribute to the development of advanced computational and analytical methods to model materials under extreme loading conditions, and use this to evaluate the performance of armour systems. The candidate will also support live-fire testing conducted to evaluate armour performance, and verification of new armour concepts.

The role is underpinned by a strong fundamental understanding of mechanical engineering, materials and explicit finite element modelling, in addition to strong communication skills. These skills are essential to deliver reliable and trusted advice to the ADF across various vehicle programs.

About our Team

The Protection and Networked Autonomy (P&NA) Major Science and Technology Capability (MSTC) within DST Group's Land Division (LD) drives science and technology innovation for the Australian land force. Within the MSTC, the Land Vehicle Survivability Group (VSG) conducts research into understanding vehicle protection against an array of vehicle threat types, and seeks to develop and use active and passive methods to diminish the harmful effects of threats to vehicle occupants and vehicle

mobility.

Our Ideal Candidate

The candidate should demonstrate the following attributes and skills:

- Fundamental understanding of engineering mechanics and behavior of materials.
- Fundamental understanding and experience of finite element analysis.
- High level logical and critical thinking, and the flexibility to work across a wide range of science and engineering disciplines.
- Willingness to participate in experimental field tests and demonstrate flexibility to fulfill and support various roles as required. Travel and work away from home for extended periods to conduct tests.
- Ability to work within small teams, and take on responsibilities to achieve shared success
- An aptitude to continuously learn, self-motivated and the personal drive to strive for excellence and complete tasks under pressure and in a timely manner.
- Strong communication skills and the ability to discuss new ideas and research outcomes to an audience of varied technical background.
- Strong and consistent academic record of achievement with relevant skill sets.

Eligibility

Security:

Applicants must be able to obtain and maintain a security clearance at "Negative Vetting Level 1".

Notes

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

About the Department of Defence

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To Apply

Position Contact	Dr Darren Edwards, 03 9344 3206
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=979E2937-DECA-BA5F-9596-C88BE4987868

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Defence

Vacancy VN-0704845

Department of Defence

Closing Date: Monday 06 June 2022

Air Force
Air Command Australia

Job Title	Information Security Manager
Job Type	Full-Time, Ongoing
Location	Williamstown NSW
Salary	\$83,928 - \$95,873
Classification	APS Level 6
Position Number	AF/01804/22
Agency Website	

Job Description <https://defencecareers.nga.net.au/?jati=1074681A-69B9-525D-88BC-C88BE4E0452B>

Duties

The Role

The ISM is responsible for establishing and maintaining the 42WG information security management program to ensure that information assets are adequately protected. This position is responsible for identifying, evaluating and reporting on information security risks in a manner that meets compliance and regulatory requirements, and aligns with and supports the risk posture of the enterprise.

The ISM's role acts as an interface between 42WG's strategic and process-based activities and the work of the technology-focused analysts, engineers and administrators in the wider enterprise. The ISM must be able to translate IT-risk requirements and constraints into technical control requirements and specifications, as well as report on ongoing performance. The ISM coordinates 42WG's technical activities to implement and manage security infrastructure.

The ISM serves as the process owner of all assurance activities related to the availability, integrity and confidentiality of 42WG information in compliance with the organisation's information security policies. A key element of the ISM's role is working with executive management to determine acceptable levels of risk.

About our Team

Number 42 Wing provides the Australian Government with world-class AEW&C and ISREW capabilities; we represent the highest standards of the Australian Defence Force.

42 Wing capabilities will be transformed: 2 Squadron's E-7A fleet will be significantly enhanced while the formidable MC-55A Peregrine will enter operational service with 10 Squadron.

Throughout the challenge of this 42 Wing transformation, the nature of our duty will remain constant: provision of world-class AEW&C and ISREW capabilities for the Australian Government. We will adapt and evolve, embrace innovation and change, and continue being the global exemplar of AEW&C and ISREW capabilities.

Our Ideal Candidate

Our ideal candidate is a thought leader, a consensus builder and an integrator of people and processes. The ISM is the leader of the information security program who must also be able to coordinate disparate drivers, constraints and personalities, while maintaining objectivity. Additionally, the ISM position requires a visionary leader with sound knowledge of business management and a working knowledge of information security technologies.

Eligibility

Security:

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

Notes

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

About the Department of Defence

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To Apply

Position Contact	Chas Capewell, 02 4078 1958
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=1074681A-69B9-525D-88BC-C88BE4E0452B

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Defence

Vacancy VN-0704985

Department of Defence

Closing Date: Wednesday 18 May 2022

Capability Acquisition and Sustainment Group
Submarines

Job Title	Learning & Development Officer
Job Type	Full-Time, Ongoing
Location	Osborne SA
Salary	\$76,611 - \$82,059
Classification	APS Level 5
Position Number	CASG/02600/22
Agency Website	

Job Description <https://defencecareers.nga.net.au/?jati=55CC2D47-9732-257C-5535-C87AA790E553>

Duties

The Role

Reporting to the APS6 L&D Coordinator, the primary focus of the role is to investigate, coordinate and support the delivery of learning solutions for Submarine Domain personnel that link to individual Professional Development and Career Plans. You will provide assistance in facilitating CSMP recruitment activities in support of the Submarine workforce.

- You will investigate Internal and external training options that offer a variety of training opportunities including virtual classrooms, face to face and online learning.
- You will be accountable under limited direction to engage and communicate with stakeholders, to identify, respond to L&D enquiries and provide advice on issues to ensure unit and Defence outcomes.
- You will be accountable to contribute towards ongoing self-improvement and professional development.
- You will reveal strong communication, interpersonal, analytical skills and a demonstrated ability to build and maintain relationships with a network of stakeholders.

About our Team

The Collins Submarine Program within Capability Acquisition and Sustainment Group is responsible for the maintenance and programmed upgrade of Australia's Collins Class submarines. The Program works in partnership with the Royal Australian Navy and Industry to deliver the strategic submarine capability to the nation.

The L&D function supports the Submarine Domain in the facilitation of learning and development to broaden knowledge and skill sets to support the growth of the workforce.

You will have access to generous working conditions as an Australian Public Servant in Defence. You will be supported in balancing work life with family and other priorities, with a variety of flexible working arrangements available. Information on Defence employees' working conditions, including an attractive remuneration package with a generous superannuation contribution (15.4%), can be sourced from the Defence Enterprise Agreement.

Our Ideal Candidate

We are seeking a highly motivated and experienced Learning and Development Officer who will:

- Apply expertise, knowledge and skills to recommend solutions for a range of learning and development options
- Promote and investigate learning and development activities that link to staff individual Professional Development and Career Plans
- Actively engage personnel in Face to Face and Virtual training to promote professional career growth and progression within the Submarines Branch
- Continue to develop L&D opportunities for career development and engage staff in these activities across CSMP and Submarine Domain as a whole
- Work collaboratively in a team based environment actively participating in and contributing to team meetings and exchange information to support the work area and team objectives.
- Build and sustain relationships with stakeholders and contribute to the maintenance of a strong customer focus.

Eligibility

Security Clearance

Applicants must be able to obtain and maintain a security clearance at "Negative Vetting Level 1".

Notes

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

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To Apply

Position Contact	Naval Shipbuilding Recruitment, -
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=55CC2D47-9732-257C-5535-C87AA790E553

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Department of Defence

Closing Date: Monday 23 May 2022

ARMY
Forces Command

Job Title	Administration Officer
Job Type	Full-Time, Ongoing
Location	Keswick SA
Salary	\$54,105 - \$60,825
Classification	APS Level 2
Position Number	ARMY/02208/22
Agency Website	

Job Description <https://defencecareers.nga.net.au/?jati=0CA8C153-14B1-3354-8F9C-C88C936B284E>

Duties

The Role

As the APS2 Administration Officer within Headquarters 10/27 Royal South Australian Regiment (10/27 RSAR) at Keswick Barracks you will work as part of the administration team that supports 10/27 RSAR in meeting domestic operations, exercises and training outcomes.

Under supervision, you will be responsible to undertake routine human resource and organisational administration in accordance with established procedures, complying with relevant legislative frameworks and policy requirements.

About our Team

Headquarters 10/27 RSAR is a multi-disciplinary, integrated team that provides command and control, exercise and operations planning, routine training and recruitment activities across a number of Defence capabilities in South Australia.

Headquarters 10/27 RSAR has a high performing culture and an increasing role in Army and Defence. The successful candidate can expect to be challenged in the role whilst being supported by an inclusive team and leadership group.

Our Ideal Candidate

We are seeking an individual who is able perform, within allocated timeframes, a range of routine procedural, clerical and administrative support tasks while fostering good working relationships with customers and administrative personnel at all levels. Additional personal attributes/skills you will need include:

- Good attention to detail and a professional approach
- Good organisational skills and the ability to manage multiple tasks at once
- Good written and verbal communication skills and judgement
- The ability to deliver high quality customer service
- Good knowledge of common software applications; in particular – Word, Excel, Outlook, Adobe and electronic records/file management software
- The ability to be flexible and work as part of a team.

You will work within a small team of professionals dedicated to support Army Reserve units in South Australia. You will work collaboratively in an inclusive environment where everyone's contribution is valued and success is rewarded. The Department of Defence is a supportive organisation which embraces diversity. We understand that work is only part of your life and while

our workplace can be demanding at times, we also provide access to a range of flexible working options, generous leave entitlements and wellbeing benefits to support your needs throughout your career.

You will be adaptable in meeting the needs of a changeable work environment. You will embrace the requirement for necessary change, contribute to team discussions to achieve continuous improvement and assist in implementing directed policy changes. **Eligibility**

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

Notes

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

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To Apply

Position Contact	Natasha Morrison, 08 7374 1328
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=0CA8C153-14B1-3354-8F9C-C88C936B284E

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Defence

Vacancy VN-0705028

Department of Defence

Closing Date: Monday 23 May 2022

Defence Executive Support Group
Enterprise Transformation and Governance

Job Title	Director Enterprise Committee Secretariat
Job Type	Full-Time, Ongoing
Location	Russell ACT
Salary	\$123,159 - \$147,828
Classification	Executive Level 2
Position Number	DESG/02300/22
Agency Website	

Job Description <https://defencecareers.nga.net.au/?jati=38EABE87-3172-6617-C1B9-C88C95E09D99>

Duties

The Role

The Director, Enterprise Committee Secretariat leads the delivery of secretariat services, to best practice standards, for the Defence Committee, the Defence Audit and Risk Committee, the Enterprise Business Committee, the Investment Committee, the Strategic Policy Committee and the Chiefs of Service Committee.

The Director, Enterprise Committee Secretariat provides the opportunity to work within the true strategic centre of Defence. The successful candidate will support decision making that will impact all areas of the organisation at all levels whilst building a strong networks of likeminded people along the way.

This role is responsible for leading a team with a variety of backgrounds and will be responsible for leveraging the diversity in skills and experience to contribute to the continuous improvement of our service delivery.

About our Team

Defence is currently operating in an increasingly complex strategic environment, a role within Enterprise Transformation and Governance Division (ETG) puts you at the forefront of engaging and analysing to provide robust insights that support the strategic centre in making the right choices to meet these emerging challenges.

ETG Division is a dynamic and diverse environment that comprises of evaluation, governance, service delivery, business intelligence and senior executive support functions. Our dedicated people ensure the role of the Division delivers high quality work with a focus on excellence in service delivery and continuous improvement culture.

Our Ideal Candidate

The Director, Enterprise Committee Secretariat will be responsible for the following, but not limited to:

- Accountable for leading and managing the Enterprise Committee Secretariat team including providing clear and consistent communication, setting clear performance and behavioural standards, facilitate and encourage teamwork, managing performance, delegating responsibility and guiding and developing our people.
- Lead the team in coordinating and delivering committee meetings, reviewing executive level papers and briefs, recording high quality meeting outcomes and following up on actions and decisions.
- Provide leadership across the Enterprise to ensure a high-level of integration and consistency across the Defence secretariat function.
- Leading the development and implementation of secretariat associated governance practices.
- Developing and managing relationships with critical stakeholders, engaging, and collaborating to achieve outcomes and facilitate cooperation to achieve Enterprise outcomes.

- Engage and influence Defence senior leadership and provide the key link between senior executives and Defence employees.
- Prioritise and progress work to meet Enterprise objectives and provide secretariat advice and guidance.
- Initiating and implementing continuous quality improvement practices.
- Assess and evaluate the impact of proposed changes to policies, processes and procedures on secretariat arrangements and outcomes.

To be successful in this role you will have high developed interpersonal skills with demonstrated excellence in leading, liaising, consulting, and negotiating complex and sensitive issues. Your prior experience will demonstrate involvement in the preparation of reports, policies, and plans, in a range of different organisational. **Eligibility**

Applicants must be able to obtain and maintain a security clearance at "Negative Vetting Level 1".

Notes

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

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To Apply

Position Contact	Donna Degen, 02 5131 4771
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=38EABE87-3172-6617-C1B9-C88C95E09D99

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Department of Defence

Closing Date: Monday 23 May 2022

Chief Information Officer Group
ICT Operations Division

Job Title	Customer Relationship Officer
Job Type	Full-Time, Ongoing
Location	Russell ACT
Salary	\$76,611 - \$82,059
Classification	APS Level 5
Position Number	CIOG/02244/22
Agency Website	

Job Description <https://defencecareers.nga.net.au/?jati=A6CD8B56-BD32-C72F-F736-C88C9648EFBD>

Duties

The Role

Customer Relationship staff are enthusiastic in establishing and maintaining productive working relationships between Chief Information Officer Group (CIOG), Defence Enabler partners and Defence personnel, with the aim to provide CIOG with active representation of customer issues and requirements. Customer Relationship staff also develop and execute Customer Engagement Plans to support targeted liaison and engagement with Defence personnel to enhance their access to CIOG capabilities. If you have a passion for delivering excellence in customer service then we want to hear from you!

About our Team

The Directorate of Regional ICT Services (DRICTS) acts as the Chief Information Officer Group (CIOG) representative for all products and services delivered to Defence regional bases and sites across Australia and internationally. The Directorate is specifically responsible for Deskside Support Services, Audio Visual Support Services, End User Advocacy and Relationships, Regional Project Support, Communications Security Services (COMSEC) and Regional Assurance and Governance Services.

Our team comprises a mix of Australian Public Service (APS), Australian Defence Force (ADF) and Contracted personnel located across approximately 56 major Defence bases Australia wide. We also have an Overseas Region where opportunity exists for APS to rotate through the United States of America and France.

Our Culture is one that is driven by a "One Team" approach "To be the most dedicated, trusted and proven Directorate to Customer Success in CIOG"

Our Mission is to advocate on behalf of our customers the efficient and effective delivery of Enabler Services with specific emphasis on CIOG provided services across all regions both nationally and internationally with the intent on improving the customer experience.

Our Ideal Candidate

To accomplish their goal of enhancing customer experience, our ideal candidates will have:

- Strong interpersonal skills with the ability to communicate clearly and with influence;
- An appetite for creating positive change in a fast-paced environment;
- An innovative approach to work that applies holistic thinking towards the continuous improvement of our services;
- The ability to harness information to ensure support to strategic direction;
- The skills to identify and use resources wisely; and
- A willingness to work independently and collaboratively as part of a high performing team.

Eligibility

Applicants must be able to obtain and maintain a security clearance at "Negative Vetting Level 1".

Notes

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

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To Apply

Position Contact	Daniel Herrero, 0419 875 151
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=A6CD8B56-BD32-C72F-F736-C88C9648EFBD

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Environment and Energy

Vacancy VN-0703708

Clean Energy Regulator

Closing Date: Sunday 29 May 2022

Various
Various Various

Job Title	2023 Graduate Development Program -Indigenous Affirmative Measures
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	\$68,764 - \$71,843
Classification	Graduate APS
Position Number	CER 038-22
Agency Website	http://www.cleanenergyregulator.gov.au/About/About-the-Clean-Energy-Regulator

Job Description

<http://www.cleanenergyregulator.gov.au/About/Work-for-us>

Work with us

At the Clean Energy Regulator, you're signing up for a challenging and rewarding workplace. Your purpose will be to accelerate carbon abatement for Australia.

We're looking for passionate people to join our team to contribute to Australia's efforts to tackle climate change. If you have the skills and drive to succeed in making a positive impact in administering climate and energy policy, we want to hear from you.

We are an economic regulator responsible for administering legislation to reduce carbon emissions and increase the use of clean energy.

We work with our stakeholders and clients to administer our schemes and provide regulatory services of the highest standard.

Our agency offers challenging and rewarding work in administering legislation that will reduce carbon emissions and increase the use of clean energy.

Our people say hello in the elevator and go above and beyond to help you in your day-to-day work. If you're a collaborator, passionate about the environment and love to innovate, you'll fit right in!

We pride ourselves on our diverse and inclusive workplace. If you're Aboriginal or Torres Strait Islander peoples, living with disability or a mature age worker, we encourage you to apply.

Duties

The Clean Energy Regulator Graduate Development Program will provide graduates with the opportunity to develop a well-rounded knowledge of the work of the agency, gain experience in the public sector and foster an understanding of Australia's biggest policy developments.

Participants of the 2023 Graduate Program will experience:

- three rotations over a 11-month program, commencing February 2023
- There even may also be opportunity for rotations to other clean energy related government agencies
- an intensive and engaging development program
- a calendar of learning and development, networking events and activities
- the opportunity to produce and present a major project with other graduates
- a mentor and buddy program to assist you throughout the process.

Benefits

- Generous remuneration package.
- Four weeks annual leave.

- Shut-down period between Christmas and New Year's Day (no annual leave required).
- Assistance with relocating to Canberra (if required).
- Flexible working arrangements.

Eligibility

Minimum requirements – Credit average, demonstration of the core aptitudes required of the role and an Australian Citizen.

To be eligible for this program, you will need to:

- have completed an undergraduate degree or higher in the last three years or be in your last year of study (to be completed by January 2023)
- have maintained a credit (or equivalent) average throughout your degree
- be an Australian citizen or receive Australian citizenship status by January 2023
- be willing to relocate to Canberra (relocation assistance will be offered to the successful applicants)
- be able to obtain and maintain a security clearance to a minimum of Baseline level.

Additional eligibility requirements – Affirmative measures

Eligible applicants are only persons:

- Of aboriginal and/or Torres Strait Islander descent; and
- Who identify as Aboriginal and/or Torres Strait Islander; and
- Who are accepted by their community as being Aboriginal and/or Torres Strait Islander
- As a part of the application submission process you will be required to upload a document that confirms your Aboriginal and/or Torres Strait Islander heritage.

For further information please go to our Graduate page Graduate Development Program (cleanenergyregulator.gov.au) **Notes**

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

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

About the Clean Energy Regulator

The Clean Energy Regulator is the Government body responsible for administering legislation to reduce carbon emissions and increase the use of clean energy. The Clean Energy Regulator has administrative responsibilities for the: • National Greenhouse and Energy Reporting Scheme, under the National Greenhouse and Energy Reporting Act 2007 • Emissions Reduction Fund, under the Carbon Credits (Carbon Farming Initiative) Act 2011 • Renewable Energy Target, under the Renewable Energy (Electricity) Act 2000, and • Australian National Registry of Emissions Units, under the Australian National Registry of Emissions Units Act 2011. Our purpose is to accelerate carbon abatement for Australia. We work with our stakeholders and clients including Australian Government departments and agencies, industry bodies, liable entities and the community to provide regulatory services of the highest standard. We offer challenging and rewarding work in administering legislation that will reduce carbon emissions and increase the use of clean energy. Our agency is committed to workplace diversity and aims to create an environment that values and utilises the contribution of people from different backgrounds, experiences and perspectives. The diversity of our staff is important to us. We encourage applications from Aboriginal and Torres Strait Islander People, people with a disability, people from diverse cultural and linguistic backgrounds and mature age workers.

To Apply

Position Contact	Graduate Coordinator, 02 6159 3223
Agency Recruitment Site	http://www.cleanenergyregulator.gov.au/About/Work-for-us

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Health

Vacancy VN-0705040

Australian Institute of Health and Welfare

Closing Date: Sunday 22 May 2022

Information & Communications Group
Operations & Platforms Unit

Job Title	APS6 ICT Platforms Administrator
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Bruce ACT
Salary	\$87,869 - \$97,137
Classification	APS Level 6
Position Number	060_05/22
Agency Website	

Job Description

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

The AIHW's Information & Communications Technology Group is looking for an APS6 Platforms Administrator to contribute to exciting projects and work currently underway to enhance the AIHW's ICT environment and capabilities. The APS6 Platforms Administrator will assist with the management and administration of all AIHW ICT systems in an integrated and evolving environment, including associated systems, networks, peripherals, data storage and backup.

Duties

Under general direction the successful applicant will:

- Work as part of a small team to provide a high-quality client focused ICT environment.
- Maintain and administer the corporate M365 cloud services, e.g., (Teams, OneDrive, SharePoint, Azure AD, etc.)
- Provide level 2 and 3 support to ICT systems (at the administrator level)
- Active Directory maintenance and administration.
- Conduct scripting and automation using tools such as PowerShell, Ansible, Terraform, etc.

- Maintain clear and up-to-date system and software documentation, and procedures; and
- Assist with ICT infrastructure project, support and upgrade as required.

Eligibility

1. Demonstrated experience troubleshooting and triage technical issues in complex IT environments
2. Proven ability to manage and respond to ICT incidents/outages
3. Strong user support experience, including effective liaison, oral and written communication, and user-support skills
4. 3+ Years Administering Exchange on-premises/online
5. Demonstrated experience managing and migrating to M365 cloud services, e.g., (Teams, OneDrive, SharePoint, Azure AD, etc.)
6. Well-developed organisational skills including the ability to prioritise one's workload and escalate issues when required.

Experience and knowledge of PowerShell, Active Directory and VMware will be highly regarded.

Notes

Position may be offered as ongoing, non-ongoing or contract. Non-ongoing and contracts will be offered for up to 12 months with the possibility of extension.

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

About the Australian Institute of Health and Welfare

To Apply

Position Contact	Gavin Thomson, 02 6244 1124
Agency Recruitment Site	https://aihwcareers.nga.net.au/cp/

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Health

Vacancy VN-0705018

National Blood Authority

Closing Date: Monday 23 May 2022

National Blood Authority
Commercial Blood Products and Business Services Commercial Blood
Products

Job Title	Project Officer
Job Type	Full-Time, Ongoing
Location	Lyneham ACT
Salary	\$79,204 - \$83,596
Classification	APS Level 5
Position Number	TBC
Agency Website	www.blood.gov.au

Job Description

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

The National Blood Authority (NBA) is an Australian Government statutory agency whose role is to work in a collaborative manner with all Australian governments and blood sector stakeholders to ensure Australia's blood supply is safe, secure, adequate and affordable.

Job Context

You will be part of the Commercial Blood Products team which is responsible for ensuring the supply of a range of commercially available blood products to the Australian community through centralised national contracting, at a cost of over \$800 million annually.

Your role as project officer will primarily be assisting with the management of the NBA's contract with a key clinical stakeholder group and providing secretariat support for associated committees. In addition, you may be required to provide administrative support for the management of high value contracts for commercial blood products, procurement activities, invoice processing, and other duties as required. The work is dynamic and interesting, one day is rarely the same as the next. You will be undertaking meaningful work, often with immediate outcomes.

We are seeking a highly motivated individual who enjoys working in a rapidly evolving and forwardthinking environment. Our ideal candidate will have strong administrative skills, excellent communication, good judgement, and have a strong capacity to support the NBA and manage competing tasks. You will be able to meet tight deadlines, be agile, proactive and responsive and be willing to learn.

Duties

Primary Job Duties

Although not exhaustive, the duties and responsibilities of this position may require you to:

1. Provide administrative support for contracts, programs and projects in accordance with the objectives of the *National Blood Agreement* and government policies;
2. Provide secretariat support for one or more governance committees (drafting agendas, organising meetings, note taking)
3. Assist in undertaking and managing financial processes (seeking quotes, processing invoices, reconciling team finances);

4. Propose and implement innovations within a culture of continuous improvement;
5. Prepare and contribute to papers, minutes, presentations and correspondence;
6. Gather and investigate information from diverse sources;
7. Review reports, and prepare papers, reports, briefs, minutes, presentations and correspondence;
8. Work in a collaborative manner to achieve team goals; and
9. Contribute to NBA organisational strategy and culture.

Eligibility

Additional Information

These are Designated Security Assessed Positions (DSAP) at Baseline Level. The successful applicants must be Australian Citizens capable of obtaining and maintaining a security clearance at this level. A loss of security clearance may result in termination of employment.

The NBA expects that all employees will perform their duties professionally and respectfully to achieve outcomes of the highest standard, and that this performance will reflect the best principles and practices of workplace diversity, workplace participation and a safe working environment.

A merit pool of suitable applicants will be created which may be used to fill ongoing/vacancies of similar roles should they become available 18 months from the day this vacancy was advertised in the APS employment gazette.

Notes

For further information and to apply, visit: [Current Vacancies | National Blood Authority](#)

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

About the National Blood Authority

The National Blood Authority (NBA) is an Australian Government statutory Agency whose role is to work in a collaborative manner with all Australian governments and blood sector stakeholders to ensure Australia's blood supply is safe, secure, adequate and affordable, and to support best practice management and use of blood products in Australia

To Apply

Position Contact	Daniel Mamic, 61515079
Agency Recruitment Site	https://www.blood.gov.au/current-vacancies

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Industry, Science, Energy and Resources

Vacancy VN-0704594

Department of Industry, Science, Energy and Resources

Closing Date: Monday 23 May 2022

AusIndustry
Business Outreach & Engagement Business Outreach

Job Title	Regional Manager - Southern Tasmania
Job Type	Full-Time, Ongoing; Non-Ongoing
Location	Hobart TAS
Salary	\$109,933 - \$116,747
Classification	Executive Level 1
Position Number	510344
Agency Website	http://www.industry.gov.au/

Job Description

<http://careers.pageuppeople.com/771/cw/en/listing/>

About the team

The AusIndustry Business Outreach section is a front-line, face-to-face national service offering. A network of Regional Managers located across regional centres and capital cities, informing local businesses about programs, grants and services available. Engaging face-to-face with the people who create, build and run Australian businesses.

The network is in a unique position to gather local insights from the business community and economic landscape. These current and emerging issues, are the fed into policy and program design. Fostering strong collaborative relationships with local, state and federal government agencies, the network offers a personalised business liaison function that takes into account the regional conditions.

Our ideal candidate

As a Regional Manager you will undertake complex work under broad direction. You will play a major role in the face-to-face, front-line delivery of the department's national service offering. Providing a tailored approach to the promotion, reach and success of these services in a region. Traveling extensively throughout your region of responsibility as a key representative of the department and the Australian government.

Our ideal candidate will have:

- an understanding of business management and of key industry sectors, including their drivers and economic influences
- strongly developed relationship management skills including the ability to develop and foster networks and to manage and influence the expectations of key stakeholders
- a capacity to show a high level of initiative and to remain strongly motivated while working independently

- highly developed analytical and problem solving skills including the ability to plan and develop solutions in situations that require considerable interpretation and analysis
- strong organisational skills including the ability to monitor progress and deliver high quality outcomes on time in the context of multiple competing demands
- highly developed oral and written communication skills including the ability to successfully navigate difficult conversations, and represent and speak on behalf of the organisation at public events
- knowledge of the local region, its key stakeholders and priority business sectors
- experience in using knowledge management systems and communications technologies to manage information, maintain connections and achieve work goals
- knowledge of government programs and their delivery.

Duties

You will:

- Promote the government's business assistance programs and services. Travelling across the region, to ensure wide and representative engagement with stakeholders.
- Maintain a detailed understanding of the department's current business programs. With an awareness of emerging programs that may have relevance for businesses in the region.
- Maintain knowledge of industry and business profiles within the state.
- Develop a strong understanding of business groups within the region. Identify gaps and needs that align with programs offered by State/Territory and local governments.
- Develop lasting stakeholder networks within the region. With the ability to influence these networks based on a high level of credibility and a strong track record of support.
- Provide a regional contact point for applicants to the department's programs. Providing advice and guidance in support of their engagement with the department.
- Identify opportunities to build connections and opportunities within the region, through participation in local initiatives, committees, groups and taskforces
- Manage a discretionary marketing budget, with the goal of raising the profile of the department and its programs. Identifying opportunities for the department's participation in regional events, initiatives and projects.
- Undertake public presentations, formally representing the department. Provide support to the Minister and Executive's when in the State/Territory.
- Develop and implement promotional strategies and work plans. Manage marketing and event activities within the region, sponsorship development and management, and event planning, management and implementation
- Act as a key source of business intelligence for the department. Capture and analyse business and economic intelligence supporting the department's interests.
- Liaise with internal and external stakeholders to prepare briefs, ministerial correspondence and requests.
- Keep senior staff informed, escalating issues and proposing solutions on the basis of good judgment and an understanding of priorities.
- Coach and mentor staff, providing effective feedback on work.

Eligibility

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

To perform this role you will require a current driver's licence.

This position requires a Baseline security clearance. The successful applicant will be required to obtain and maintain a clearance at this level.

Notes

This job is being used to fill an immediate Executive Level 1 vacancy. A merit pool may be established to fill future ongoing or non-ongoing Executive Level 1 vacancies should they become available within 18 months from the date of advertising.

For further information about this job, please click on **Apply Now** to visit the department's Current Vacancies page

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

About the Department of Industry, Science, Energy and Resources

The department drives growth and job creation for a more prosperous Australia, by facilitating economic transformation and boosting business entrepreneurialism. We facilitate the growth and productivity of globally competitive industries, by bringing together industry, energy, resources, science. We support the affordable, reliable, secure and competitive operation of energy markets for the long term benefit of the Australian community and industries through improving Australia's energy supply, efficiency, quality, performance and productivity. We also support the building of a strong scientific capability, business innovation, and the commercialisation of new ideas as critical requirements for productivity and economic growth. The department's Enterprise Agreement and policies provide for a flexible working environment to assist staff balance their work and home life. Staff and managers work together to balance the operating needs of the work unit with the needs of the individual. Options may include full time/part time working arrangements, working from home or other arrangements as agreed by all parties. The department is committed to a workplace culture that is respectful, inclusive, and diverse, where all employees have a sense of belonging and can bring their authentic whole selves to work every day. We encourage applications from Aboriginal and/or Torres Strait Islander people, mature age, people with disability, culturally and linguistically diverse people and people of the LGBTIQ+ community, including transgender, gender diverse, and intersex people. Please contact our Inclusion team at Inclusion@industry.gov.au for a confidential discussion if you identify from any of these diverse backgrounds and would like to discuss this in more detail. We strongly believe that diversity of experience, perspectives, and background will lead to a better environment for our employees and better outcomes for Australia.

To Apply

Position Contact	Kevin Turner, 0499 297 498
Agency Recruitment Site	http://careers.pageuppeople.com/771/cw/en/listing/

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Industry, Science, Energy and Resources

Vacancy VN-0704933

Department of Industry, Science, Energy and Resources

Closing Date: Monday 23 May 2022

Chief Operating Officer Group
Property & Protective Security Security & Business Continuity

Job Title	Assistant Crisis Manager
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Canberra ACT
Salary	\$109,933 - \$116,747
Classification	Executive Level 1
Position Number	510362
Agency Website	http://www.industry.gov.au/

Job Description

<http://careers.pageuppeople.com/771/cw/en/listing/>

About the team

The Property, Security and Crisis Management Branch is a key enabler for the Department of Industry, Science, Energy and Resources (DISER). The branch supports the department's mission by providing staff with a safe, resilient and productive physical work environment.

The branch is responsible for:

- the leases and maintenance of more than 60 properties across Australia
- numerous minor construction projects
- the physical, information and personnel security needs of the department
- the provision of crisis and incident management response
- COVID-19 coordination and response
- Emergency Management compliance and business continuity.

This is an excellent opportunity to practically contribute to the department's resilience to disruption. You will engage with all divisions assisting them to respond and maintain continuity of key business functions.

Our ideal candidate

We are seeking a talented professional to perform the role of EL1 Assistant Crisis Manager, Crisis Management, within DISER's head office located in Industry House in Canberra.

The Assistant Crisis Manager will have the opportunity to shape DISER's crisis response frameworks working as an integral part of the Chief Operating Officer's Group. Reporting to the Crisis Manager, the Assistant Manager will:

- lead a team of Crisis Response, Business Continuity & Emergency Management Officers
- provide ongoing development and maintenance of the department's Crisis, Business Continuity frameworks and compliance schedules
- engage across all areas of the department and with other Commonwealth Agencies through the Australian Government Crisis Management arrangements.

Duties

The successful candidate will be responsible for:

- Leading and coordinating crisis and major incident response actions.
- Leading the preparation and management of strategic frameworks, including strategic plans, policies, systems, technologies and procedures, and their associated budgets.
- Leverage best practice processes and methodologies to enhance the maturity of DISER's crisis response and business continuity frameworks.
- Engage with divisions to identify, assess and document critical processes, as well as improving and reviewing business recovery plans (delivery of business continuity training and one-on-one assistance).
- Developing briefs, risk assessments, assurance reports and analysis for the departmental Executive.
- Provide specialist advice in the department's response planning across its National portfolio.
- Government Crisis Response and Recovery committees.
- Undertaking lessons learnt exercises and engaging in continuous improvement to build departmental resilience.

In addition to the above, the candidate will be able to:

- Perform in times of uncertainty and under high levels of pressure.
- Communicate clearly and with influence across a wide audience.
- Demonstrate strategic thinking and sound judgement in an environment of complex and competing priorities with a strong work ethic; flexible can-do attitude; outcome-focused; and deadline driven approach.

Desirable attributes are:

- Experience and/or qualifications in Crisis and Business Continuity Management with a focus on staff safety.
- Management skills and experience in dealing with complex issues during a business interruption or emergency event.
- Experience in Organisational Risk Management.

Eligibility

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

This position requires a Baseline security clearance. The successful applicant will be required to obtain and maintain a clearance at this level.

Notes

This process is being used to fill an immediate 12 month non-ongoing vacancy. A merit pool may be established to fill future ongoing and non-ongoing EL1 vacancies.

For further information about this job, please click on **Apply Now** to visit the department's Current Vacancies page

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

About the Department of Industry, Science, Energy and Resources

The department drives growth and job creation for a more prosperous Australia, by facilitating economic transformation and boosting business entrepreneurialism. We facilitate the growth and productivity of globally competitive industries, by bringing together industry, energy, resources, science. We support the affordable, reliable, secure and competitive operation of energy markets for the long term benefit of the Australian community and industries through improving Australia's energy supply, efficiency, quality, performance and productivity. We also support the building of a strong scientific capability, business innovation,

and the commercialisation of new ideas as critical requirements for productivity and economic growth. The department's Enterprise Agreement and policies provide for a flexible working environment to assist staff balance their work and home life. Staff and managers work together to balance the operating needs of the work unit with the needs of the individual. Options may include full time/part time working arrangements, working from home or other arrangements as agreed by all parties. The department is committed to a workplace culture that is respectful, inclusive, and diverse, where all employees have a sense of belonging and can bring their authentic whole selves to work every day. We encourage applications from Aboriginal and/or Torres Strait Islander people, mature age, people with disability, culturally and linguistically diverse people and people of the LGBTQIA+ community, including transgender, gender diverse, and intersex people. Please contact our Inclusion team at Inclusion@industry.gov.au for a confidential discussion if you identify from any of these diverse backgrounds and would like to discuss this in more detail. We strongly believe that diversity of experience, perspectives, and background will lead to a better environment for our employees and better outcomes for Australia.

To Apply

Position Contact	Tristan Hoffmeister, 02 6213 6182
Agency Recruitment Site	http://careers.pageuppeople.com/771/cw/en/listing/

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Infrastructure, Transport, Regional Development and Communications

Vacancy VN-0705034

Civil Aviation Safety Authority Australia

Closing Date: Monday 23 May 2022

Corporate
Information Technology

Job Title	Service Desk Support
Job Type	Full-Time, Ongoing; Non-Ongoing
Location	Canberra ACT
Salary	\$63,540 - \$67,916
Classification	APS Level 3
Position Number	2622
Agency Website	https://www.casa.gov.au/about-us/careers-casa

Job Description

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

The Service Desk Support role reports to the Team Leader Services & Support and works in close collaboration with other Desktop Support and Service Support roles in the Section.

The Service Desk Support role forms a key part of CASA's ICT environment and is responsible for providing technical expertise to service and support the operation and maintenance of CASA's agreed technology environment. The role work collaboratively with other Service Desk roles and other IT sections supporting various elements of the ICT environment.

The Information Technology Branch have an immediate ongoing vacancy for the position of Service Desk Support at the Corporate Service Level 2 below barrier (APS 3) level. This vacancy will be used to create a merit pool to fill future non-ongoing and ongoing vacancies as they arise.

Duties

The Service Desk Support role is responsible for:

1. Assisting in the delivery of ICT strategy through the provision of operational support and assistance.
2. Assisting with root cause analysis, troubleshooting technical issues and managing workloads within a prioritised environment.
3. Supporting Projects, business as usual activities and process improvement.
4. Assisting with the development and maintenance of technical and operational documentation to capture information, reporting, analysis and policies relevant to the ICT environment.
5. Providing professional and technical advice, information, support, assistance and feedback to stakeholders relevant to the operating environment.
6. Participating in and contributing to the planning, development and delivery of operational and team plans to support CASA's ICT Strategy 2020-2023.
7. Contributing to the development and maintenance of technical operational documentation and policies and ensure compliance with governance and controls relevant to the ICT environment.

Our ideal candidate will have:

- Demonstrated experience in the provision of ICT service delivery and support.
- Demonstrated technical expertise, knowledge and understanding of current and emerging technologies, technology directions and CASA's strategic ICT priorities.
- Demonstrated flexibility and the capacity to exercise judgement, intelligence, discretion and independence for performing their CASA work responsibilities.
- Demonstrated capacity to liaise with CASA's internal and external clients and service providers.
- Demonstrated ability to sustain stakeholder relationships with identified internal and external stakeholders, which are built on credibility and trust.
- Demonstrated ability to communicate with influence (both verbally and in writing) with the capacity to communicate technical and non technical ICT concepts.
- Relevant experience, tertiary and/or other formal qualifications would be highly regarded.

Eligibility

- At minimum, prospective CASA employees must undergo pre-employment screening. You must be willing to provide required information to successfully undergo a police record check.
- The occupant of the position must be an Australian citizen with the ability to obtain and maintain a Baseline/Negative Vetting Level 1 security clearance.

We encourage applications from Aboriginal and/or Torres Strait Islander people, people with disability, culturally and linguistically diverse people and people of the LGBTIQ+ community, including transgender, gender diverse, and intersex people.

Notes

About the Civil Aviation Safety Authority Australia

"Safe skies for all—it begins with you." As part of CASA, you will:

- be part of something bigger by contributing to aviation safety
- be engaged in challenging and varied work
- join a workforce that values diversity and inclusion
- have time for what counts through opportunities to balance work and life
- be recognised for your contribution.

Who we are 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. What it's like here Now is one of the most exciting times to come to CASA. There are rapid and exciting changes in the aviation sector, with the expansion of emerging technologies in the use of remotely piloted aircraft, high altitude systems, space launch and recovery activity, urban mobility and artificial intelligence, and greater reliance on systems and data. This change drives the need for a diverse workforce with unique skills and capabilities focused on future aviation systems and capabilities. We seek and value people from diverse backgrounds and are committed to creating an inclusive work environment. We are a respectful workplace and expect ethical behaviour by all, aligned to our CASA values;

- Excellence—to strive to excel in all we do
- Courage—to act with strength of character and conviction while being accountable for our actions
- Teamwork—to work together to promote a strong, cohesive and highly effective workforce
- Fairness—to ensure our actions and decisions are informed, consistent, risk-based, evidence driven and without bias
- Integrity—our actions and behaviour are open, transparent and ethical
- Respect—to engage with our peers, colleagues and the wider aviation community in a clear, concise and respectful manner at all times
- Innovation—to challenge existing practices and look for opportunities to support effective continuous improvement.

Through our CASA awards, people are recognised for innovation and continuous improvement, leadership at all levels, inclusive behaviour and going 'above and beyond' to assist the aviation community and colleagues. Where we are On average, we have 850 employees working out of nine offices around Australia in Cairns, Brisbane, Tamworth, Sydney, Canberra, Melbourne, Adelaide, Perth and Darwin. What's in it for you You will be supported to manage all areas of your life in an inclusive work environment, with attractive workplace conditions, including generous and accommodating leave provisions and flexible working arrangements. At CASA we support continuous learning and development with a comprehensive training calendar, studies assistance, certified technical training and leadership development. You will be provided with challenging, meaningful and diverse work. If you are excited and energised by change and innovation and you are looking to make a contribution to both aviation safety and the Australian public, join us and be part of CASA's ongoing transformation.

To Apply

Position Contact	Michael Gazzard, 02 6217 1111
Agency Recruitment Site	https://www.casa.gov.au/about-us/careers-casa

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Infrastructure, Transport, Regional Development and Communications

Vacancy VN-0705036

Civil Aviation Safety Authority Australia

Closing Date: Monday 23 May 2022

Corporate
Information Technology

Job Title	Senior Service Desk Analyst
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Canberra ACT
Salary	\$70,746 - \$76,735
Classification	APS Level 4
Position Number	2623
Agency Website	https://www.casa.gov.au/about-us/careers-casa

Job Description

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

The Senior Service Desk Support role reports to and assists the Services and Support Team Leader and works in close collaboration with other Desktop Support and Service Support roles in the Section.

The Service Desk Support role forms a key part of CASA's ICT environment and is responsible for providing first level technical expertise to service and support the operation and maintenance of CASA's agreed technology environment. The role works collaboratively with other Desktop Support roles and other IT sections supporting various elements of the ICT environment.

The Information Technology Branch have an immediate ongoing vacancy for a Senior Service Desk Analyst at the Corporate Service Level 2 above barrier (APS 4) level. This vacancy will be used to create a merit pool to fill future non-ongoing and ongoing vacancies as they arise.

Duties

Under general supervision, the Senior Service Desk Support role is responsible for:

1. Assisting in the delivery of ICT strategy through the provision of operational support and assistance.
2. Provide pro-active, friendly, fast and efficient services and resolution of ICT related issues to CASA staff via phone, email and face to face.
3. Supporting Projects, business as usual activities and process improvement.
4. Assisting with the development and maintenance of knowledge-based articles.
5. Providing professional and technical advice, information, support, assistance, and feedback to stakeholders relevant to the operating environment.
6. At low level, participating in and contributing to the planning, development, and delivery of operational and team plans to support CASA's ICT Strategy 2020-2023.
7. Contributing to the development and maintenance of technical operational documentation and policies and ensure compliance with governance and controls relevant to the ICT environment.
8. Being the first point of escalation for the Service Desk.
9. Assisting the Team leader with rostering, and other day to day actions.
10. Providing the Team Leader with requested reports and statistics relating to the Service Desk.
11. Be willing to be part of an on-call roster for 24/7 VIP support.
12. Work supportively and cooperatively with colleagues within ITB and CASA to achieve shared outcomes.
13. Engage with colleagues within ITB and CASA in a sensitive and equitable manner.
14. Promote workplace safety, equity and diversity, and act in accordance with the CASA Values and Behaviours.

Our ideal candidate will have:

- Demonstrated experience in the provision of ICT service delivery and support.
- Demonstrated high levels of customer service.
- Demonstrated knowledge and understanding of current and emerging technologies.
- Demonstrated flexibility and the capacity to exercise judgement, intelligence, discretion, and independence for performing their CASA work responsibilities.
- The ability to build strong relationships with stakeholders to achieve a high level of trust and respect to influence outcomes and communicate findings.
- Demonstrated ability to communicate with influence (both verbally and in writing) with the capacity to communicate technical and non-technical ICT concepts.
- Be able to work on any of the following shift times as required (7am – 3pm, 8am – 4pm, 9am – 5pm or 9:30am – 5:30pm)

Eligibility

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

- At minimum, prospective CASA employees must undergo pre-employment screening. You must be willing to provide required information to successfully undergo a police record check.
- The occupant of the position must be an Australian citizen with the ability to obtain and maintain a Baseline/Negative Vetting Level 1 security clearance.

We encourage applications from Aboriginal and/or Torres Strait Islander people, people with disability, culturally and linguistically diverse people and people of the LGBTIQ+ community, including transgender, gender diverse, and intersex people.

Notes

About the Civil Aviation Safety Authority Australia

"Safe skies for all—it begins with you." As part of CASA, you will:

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- be engaged in challenging and varied work
- join a workforce that values diversity and inclusion
- have time for what counts through opportunities to balance work and life
- be recognised for your contribution.

Who we are 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. What it's like here Now is one of the most exciting times to come to CASA. There are rapid and exciting changes in the aviation sector, with the expansion of emerging technologies in the use of remotely piloted aircraft, high altitude systems, space launch and recovery activity, urban mobility and artificial intelligence, and greater reliance on systems and data. This change drives the need for a diverse workforce with unique skills and capabilities focused on future aviation systems and capabilities. We seek and value people from diverse backgrounds and are committed to creating an inclusive work environment. We are a respectful workplace and expect ethical behaviour by all, aligned to our CASA values;

- Excellence—to strive to excel in all we do
- Courage—to act with strength of character and conviction while being accountable for our actions
- Teamwork—to work together to promote a strong, cohesive and highly effective workforce
- Fairness—to ensure our actions and decisions are informed, consistent, risk-based, evidence driven and without bias
- Integrity—our actions and behaviour are open, transparent and ethical
- Respect—to engage with our peers, colleagues and the wider aviation community in a clear, concise and respectful manner at all times
- Innovation—to challenge existing practices and look for opportunities to support effective continuous improvement.

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To Apply

Position Contact	Michael Gazzard, 02 6217 1111
Agency Recruitment Site	https://www.casa.gov.au/about-us/careers-casa

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Infrastructure, Transport, Regional Development and Communications

Vacancy VN-0705038

Civil Aviation Safety Authority Australia

Closing Date: Monday 23 May 2022

Corporate
Information Technology

Job Title	Service Desk Support - Affirmative Measure - Disability or Indigenous
Job Type	Full-Time, Ongoing; Non-Ongoing
Location	Canberra ACT
Salary	\$63,540 - \$67,916
Classification	APS Level 3
Position Number	2622
Agency Website	https://www.casa.gov.au/about-us/careers-casa

Job Description

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

The Service Desk Support role reports to the Team Leader Services & Support and works in close collaboration with other Desktop Support and Service Support roles in the Section.

The Service Desk Support role forms a key part of CASA's ICT environment and is responsible for providing technical expertise to service and support the operation and maintenance of CASA's agreed technology environment. The role work collaboratively with other Service Desk roles and other IT sections supporting various elements of the ICT environment.

The Information Technology Branch have an immediate ongoing vacancy for the position of Service Desk Support at the Corporate Service Level 2 below barrier (APS 3) level. This vacancy will be used to create a merit pool to fill future non-ongoing and ongoing vacancies as they arise.

Duties

The Service Desk Support role is responsible for:

1. Assisting in the delivery of ICT strategy through the provision of operational support and assistance.
2. Assisting with root cause analysis, troubleshooting technical issues and managing workloads within a prioritised environment.
3. Supporting Projects, business as usual activities and process improvement.
4. Assisting with the development and maintenance of technical and operational documentation to capture information, reporting, analysis and policies relevant to the ICT environment.
5. Providing professional and technical advice, information, support, assistance and feedback to stakeholders relevant to the operating environment.
6. Participating in and contributing to the planning, development and delivery of operational and team plans to support CASA's ICT Strategy 2020-2023.
7. Contributing to the development and maintenance of technical operational documentation and policies and ensure compliance with governance and controls relevant to the ICT environment.

Our ideal candidate will have:

- Demonstrated experience in the provision of ICT service delivery and support.
- Demonstrated technical expertise, knowledge and understanding of current and emerging technologies, technology directions and CASA's strategic ICT priorities.
- Demonstrated flexibility and the capacity to exercise judgement, intelligence, discretion and independence for performing their CASA work responsibilities.
- Demonstrated capacity to liaise with CASA's internal and external clients and service providers.
- Demonstrated ability to sustain stakeholder relationships with identified internal and external stakeholders, which are built on credibility and trust.
- Demonstrated ability to communicate with influence (both verbally and in writing) with the capacity to communicate technical and non technical ICT concepts.
- Relevant experience, tertiary and/or other formal qualifications would be highly regarded.

Eligibility

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

- At minimum, prospective CASA employees must undergo pre-employment screening. You must be willing to provide required information to successfully undergo a police record check.
- The occupant of the position must be an Australian citizen with the ability to obtain and maintain a Baseline/Negative Vetting Level 1 security clearance.
- The filling of this vacancy is intended to constitute an affirmative measure under section 8(1) of the 'Racial Discrimination Act 1975' and under Section 27 of the Australian Public Service Commissioner's Direction 2016. These vacancies are only available to Aboriginal and/or Torres Strait people, or people with disability. To be engaged under the Affirmative Measures provision, evidence of Aboriginal or Torres Strait Islander Australian heritage or disability may be required.

We encourage applications from Aboriginal and/or Torres Strait Islander people, people with disability, culturally and linguistically diverse people and people of the LGBTIQ+ community, including transgender, gender diverse, and intersex people.

Notes

About the Civil Aviation Safety Authority Australia

"Safe skies for all—it begins with you." As part of CASA, you will: • be part of something bigger by contributing to aviation safety • be engaged in challenging and varied work • join a workforce that values diversity and inclusion • have time for what counts through opportunities to balance work and life • be recognised for your contribution. Who we are 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. What it's like here Now is one of the most exciting times to come to CASA. There are rapid and exciting changes in the aviation sector, with the expansion of emerging technologies in the use of remotely piloted aircraft, high altitude systems, space launch and recovery activity, urban mobility and artificial intelligence, and greater reliance on systems and data. This change drives the need for a diverse workforce with unique skills and capabilities focused on future aviation systems and capabilities. We seek and value people from diverse backgrounds and are committed to creating an inclusive work environment. We are a respectful workplace and expect ethical behaviour by all, aligned to our CASA values; • Excellence—to strive to excel in all we do • Courage—to act with strength of character and conviction while being accountable for our actions • Teamwork—to work together to promote a strong, cohesive and highly effective workforce • Fairness—to ensure our actions and decisions are informed, consistent, risk-based, evidence driven and without bias • Integrity—our actions and behaviour are open, transparent and ethical • Respect—to engage with our peers, colleagues and the wider aviation community in a clear, concise and respectful manner at all times • Innovation—to challenge existing practices and look for opportunities to support effective continuous improvement. Through our CASA awards, people are recognised for innovation and continuous improvement, leadership at all levels, inclusive behaviour and going 'above and beyond' to assist the aviation community and colleagues. Where we are On average, we have 850 employees working out of nine offices around

Australia in Cairns, Brisbane, Tamworth, Sydney, Canberra, Melbourne, Adelaide, Perth and Darwin. What's in it for you You will be supported to manage all areas of your life in an inclusive work environment, with attractive workplace conditions, including generous and accommodating leave provisions and flexible working arrangements. At CASA we support continuous learning and development with a comprehensive training calendar, studies assistance, certified technical training and leadership development. You will be provided with challenging, meaningful and diverse work. If you are excited and energised by change and innovation and you are looking to make a contribution to both aviation safety and the Australian public, join us and be part of CASA's ongoing transformation.

To Apply

Position Contact	Michael Gazzard, 02 6217 1111
Agency Recruitment Site	https://www.casa.gov.au/about-us/careers-casa

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Infrastructure, Transport, Regional Development and Communications

Vacancy VN-0705039

Civil Aviation Safety Authority Australia

Closing Date:Monday 23 May 2022

Corporate
Information Technology

Job Title	Senior Service Desk Analyst - Affirmative Measure - Disability or Indigenous
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Canberra ACT
Salary	\$70,746 - \$76,735
Classification	APS Level 4
Position Number	2623
Agency Website	https://www.casa.gov.au/about-us/careers-casa

Job Description

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

The Senior Service Desk Support role reports to and assists the Services and Support Team Leader and works in close collaboration with other Desktop Support and Service Support roles in the Section.

The Service Desk Support role forms a key part of CASA's ICT environment and is responsible for providing first level technical expertise to service and support the operation and maintenance of CASA's agreed technology environment. The role works collaboratively with other Desktop Support roles and other IT sections supporting various elements of the ICT environment.

The Information Technology Branch have an immediate ongoing vacancy for a Senior Service Desk Analyst at the Corporate Service Level 2 above barrier (APS 4) level. This vacancy will be used to create a merit pool to fill future non-ongoing and ongoing vacancies as they arise.

Duties

Under general supervision, the Senior Service Desk Support role is responsible for:

1. Assisting in the delivery of ICT strategy through the provision of operational support and assistance.
2. Provide pro-active, friendly, fast and efficient services and resolution of ICT related issues to CASA staff via phone, email and face to face.
3. Supporting Projects, business as usual activities and process improvement.
4. Assisting with the development and maintenance of knowledge-based articles.
5. Providing professional and technical advice, information, support, assistance, and feedback to stakeholders relevant to the operating environment.
6. At low level, participating in and contributing to the planning, development, and delivery of operational and team plans to support CASA's ICT Strategy 2020-2023.
7. Contributing to the development and maintenance of technical operational documentation and policies and ensure compliance with governance and controls relevant to the ICT environment.
8. Being the first point of escalation for the Service Desk.
9. Assisting the Team leader with rostering, and other day to day actions.
10. Providing the Team Leader with requested reports and statistics relating to the Service Desk.
11. Be willing to be part of an on-call roster for 24/7 VIP support.
12. Work supportively and cooperatively with colleagues within ITB and CASA to achieve shared outcomes.
13. Engage with colleagues within ITB and CASA in a sensitive and equitable manner.
14. Promote workplace safety, equity and diversity, and act in accordance with the CASA Values and Behaviours.

Our ideal candidate will have:

- Demonstrated experience in the provision of ICT service delivery and support.
- Demonstrated high levels of customer service.
- Demonstrated knowledge and understanding of current and emerging technologies.
- Demonstrated flexibility and the capacity to exercise judgement, intelligence, discretion, and independence for performing their CASA work responsibilities.
- The ability to build strong relationships with stakeholders to achieve a high level of trust and respect to influence outcomes and communicate findings.
- Demonstrated ability to communicate with influence (both verbally and in writing) with the capacity to communicate technical and non-technical ICT concepts.
- Be able to work on any of the following shift times as required (7am – 3pm, 8am – 4pm, 9am – 5pm or 9:30am – 5:30pm)

Eligibility

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

- At minimum, prospective CASA employees must undergo pre-employment screening. You must be willing to provide required information to successfully undergo a police record check.

- The occupant of the position must be an Australian citizen with the ability to obtain and maintain a Baseline/Negative Vetting Level 1 security clearance.
 - The filling of this vacancy is intended to constitute an affirmative measure under section 8(1) of the 'Racial Discrimination Act 1975' and under Section 27 of the Australian Public Service Commissioner's Direction 2016. These vacancies are only available to Aboriginal and/or Torres Strait people, or people with disability. To be engaged under the Affirmative Measures provision, evidence of Aboriginal or Torres Strait Islander Australian heritage or disability may be required.
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- join a workforce that values diversity and inclusion
- have time for what counts through opportunities to balance work and life
- be recognised for your contribution.

Who we are 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. What it's like here Now is one of the most exciting times to come to CASA. There are rapid and exciting changes in the aviation sector, with the expansion of emerging technologies in the use of remotely piloted aircraft, high altitude systems, space launch and recovery activity, urban mobility and artificial intelligence, and greater reliance on systems and data. This change drives the need for a diverse workforce with unique skills and capabilities focused on future aviation systems and capabilities. We seek and value people from diverse backgrounds and are committed to creating an inclusive work environment. We are a respectful workplace and expect ethical behaviour by all, aligned to our CASA values;

- Excellence—to strive to excel in all we do
- Courage—to act with strength of character and conviction while being accountable for our actions
- Teamwork—to work together to promote a strong, cohesive and highly effective workforce
- Fairness—to ensure our actions and decisions are informed, consistent, risk-based, evidence driven and without bias
- Integrity—our actions and behaviour are open, transparent and ethical
- Respect—to engage with our peers, colleagues and the wider aviation community in a clear, concise and respectful manner at all times
- Innovation—to challenge existing practices and look for opportunities to support effective continuous improvement.

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To Apply

Position Contact	Michael Gazzard, 02 6217 1111
Agency Recruitment Site	https://www.casa.gov.au/about-us/careers-casa

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Infrastructure, Transport, Regional Development and Communications

Vacancy VN-0705041

Civil Aviation Safety Authority Australia

Closing Date: Monday 23 May 2022

Regulatory Oversight
Regulatory Oversight

Job Title	CASA Aerodrome Inspector
Job Type	Full-Time, Ongoing; Non-Ongoing
Location	Sydney NSW, Perth WA, Melbourne VIC, Cairns QLD, Brisbane QLD, Adelaide SA, Canberra ACT, Darwin NT, Tamworth NSW
Salary	\$105,492 - \$136,699
Classification	
Position Number	3788, 3789, 3790
Agency Website	https://www.casa.gov.au/about-us/careers-casa

Job Description

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

CASA is seeking applicants to join the Regulatory Oversight Division who are ready to use their extensive experience in an Aerodrome Inspector role, supporting our new national operating model.

We are seeking candidates who work collaboratively and cohesively with their colleagues, peers and regulated entities conducting aviation operations nationally and internationally in accordance with CASA's obligations under the Civil Aviation Act 1988 (the Act).

Regulatory Oversight Division have three (3) immediate ongoing vacancies for the position of CASA Aerodrome Inspector at the Aviation Safety Regulator 1 (ASR1) level. This vacancy will be used to create a merit pool to fill future non-ongoing and ongoing vacancies as they arise.

The CASA Aerodrome Inspector spans one or more of the following functions:

- provision of regulatory guidance to the aerodrome industry and other CASA staff on the implementation of aviation safety legislation;
- ensuring personnel and organizations performing an aerodrome activity meet the legislative requirements before they are permitted to exercise the privilege;
- ensuring aerodrome approval holders continue to meet the legislative requirements and function at the level of competency and safety required, and the resolution of identified deficiencies by an aerodrome approval holder.

The roles may encompass aerodromes, safety management or other similar technical disciplines depending on the knowledge, skills and experience of the inspector.

Reporting to a Manager in our Aerodromes team, this role will work within a locally or nationally managed team of CASA Inspectors working collaboratively and cohesively.

These roles require an understanding of various aviation industry sectors, civil aviation legislation hierarchy and supporting material. These positions are identified as safety sensitive. The incumbents may be required to perform, or be available to perform, safety sensitive aviation activities, as defined in the relevant regulations.

Inspectors are responsible for applying technical knowledge to resolve queries, conducting regulatory assessments, and/or leading and participating in surveillance events in accordance with CASA policy and procedures to ensure effective oversight of regulated industry participants.

The CASA Inspector (ASR1) works under limited direction and demonstrates sound regulatory judgement. These roles exercise initiative and provide accurate technical knowledge and expertise. A CASA Inspector identifies and analyses circumstances where regulatory powers should be exercised and to determine the appropriate response in accord with the CASA regulatory philosophy.

Duties

Responsibilities for CASA Inspectors, increasing in complexity and scope for Senior CASA Inspectors and within their appropriate technical discipline, may include the following (depending on the function assigned):

1. Interpreting and answering complex queries in a service delivery environment from CASA staff and industry participants in accordance with agreed service standards.
2. Facilitating input into responses from specialist areas to deliver consistent advice and guidance to external clients and CASA stakeholders via a demand-pull work management system.
3. Undertaking research and analysis to support the provision of regulatory guidance to CASA staff and industry participants related to the Civil Aviation regulatory environment with a focus on specialty areas.
4. Interpreting analysis of query reports and pursuing remediation activities to address transitioning regulations guidance improvement requirements.
5. Liaising with policy, regulatory and legal staff to enhance transitioning regulations guidance material for industry participants and staff.
6. Working closely with CASA staff to address specific safety information, education and training issues arising from industry enquiries, surveillance and other regulatory services activities.
7. Maintaining knowledge of civil aviation legislation, regulations, policies and reporting requirements, Australian and international standards, quality assurance procedures and best practice models.
8. Providing oversight as a member of a nationally dispersed team and across the division to drive successful CASA stakeholder outcomes.
9. Conducting challenging or complex assessments, recommending outcomes to applications from members of the aerodrome community for operating certificates, industry approvals & other regulatory services, in accordance with policy guidelines and associated processes.
10. Providing high level regulatory advice in relation to systems, standards and processes in support of regulatory services applications.
11. Leading the technical assessment of regulatory services applications and resolving complex queries in consultation with the Guidance Function and/or the relevant policy/legislative subject matter expert.
12. Managing compliance processes including data analysis and produce intelligence reports in line with CASA standards.
13. Encouraging industry to comply with its obligations to maintain high standards of aviation safety through education, training, industry forums and timely aviation safety advice.
14. Providing on the job training for CASA Inspectors in their respective discipline.
15. Complying with standard business processes in line with CASA standards and identifying and recommending modifications to operational policies, procedures and standards.
16. Ensuring accurate records and information is maintained supporting all regulatory functions and team reporting requirements.
17. Exercising prescribed delegations in accordance with CASA policy and good administrative decision-making processes.
18. Modelling and promoting workplace safety, equity and diversity, participative management and environmental management in the workplace and acting in accordance with CASA's values and behaviours.

Our Ideal ASR1 candidate will have:

- Extensive relevant experience within the aviation industry, an equivalent National Aviation Authority or safety related industries relevant to the functions of the role.

- Strong understanding of Australia's Civil Aviation legislation and international standards and their application in a regulatory environment.
- Demonstrated ability to manage, research and resolve ambiguous, challenging and/or complex issues.
- Demonstrated ability to coordinate and assimilate technical knowledge and inputs from a professionally diverse team in developing solutions to problems.
- Sound knowledge of project management.
- Demonstrated knowledge of quality assurance and risk management principles.

Eligibility

Employment with CASA is subject to conditions prescribed within the Civil Aviation Act 1988.

- At a minimum, prospective CASA employees must undergo pre-employment screening and be willing to provide required information to successfully undergo a police record check.
- You must be an Australian citizen, hold permanent resident status or hold a Subclass 444 Special Category Visa (SCV).
- Have relevant technical, tertiary or professional qualification in an aviation or safety related discipline (for example aviation engineering, civil engineering, surveying, licensed Aircraft Maintenance Engineer, Commercial Pilot Licence, Air Transport Pilot Licence, Remote Pilot Licence, etc.) that is commensurate for a relevant role.

We encourage applications from Aboriginal and/or Torres Strait Islander people, people with disability, culturally and linguistically diverse people and people of the LGBTIQ+ community, including transgender, gender diverse, and intersex people.

Notes

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To Apply

Position Contact	Jason Rainbird, 02 6217 1111
Agency Recruitment Site	https://www.casa.gov.au/about-us/careers-casa

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Infrastructure, Transport, Regional Development and Communications

Vacancy VN-0705042

Civil Aviation Safety Authority Australia

Closing Date: Monday 23 May 2022

Regulatory Oversight
Regulatory Oversight

Job Title	CASA Aerodrome Inspector - Affirmative Measure – Disability or Indigenous
Job Type	Full-Time, Ongoing; Non-Ongoing
Location	Canberra ACT, Adelaide SA, Brisbane QLD, Cairns QLD, Melbourne VIC, Perth WA, Sydney NSW, Tamworth NSW, Darwin NT
Salary	\$105,492 - \$136,699
Classification	
Position Number	3788, 3789, 3790
Agency Website	https://www.casa.gov.au/about-us/careers-casa

Job Description

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

CASA is seeking applicants to join the Regulatory Oversight Division who are ready to use their extensive experience in an Aerodrome Inspector role, supporting our new national operating model.

We are seeking candidates who work collaboratively and cohesively with their colleagues, peers and regulated entities conducting aviation operations nationally and internationally in accordance with CASA's obligations under the Civil Aviation Act 1988 (the Act).

Regulatory Oversight Division have three (3) immediate ongoing vacancies for the position of CASA Aerodrome Inspector at the Aviation Safety Regulator 1 (ASR1) level. This vacancy will be used to create a merit pool to fill future non-ongoing and ongoing vacancies as they arise.

The CASA Aerodrome Inspector spans one or more of the following functions:

- provision of regulatory guidance to the aerodrome industry and other CASA staff on the implementation of aviation safety legislation;
- ensuring personnel and organizations performing an aerodrome activity meet the legislative requirements before they are

permitted to exercise the privilege;

- ensuring aerodrome approval holders continue to meet the legislative requirements and function at the level of competency and safety required, and the resolution of identified deficiencies by an aerodrome approval holder.

The roles may encompass aerodromes, safety management or other similar technical disciplines depending on the knowledge, skills and experience of the inspector.

Reporting to a Manager in our Aerodromes team, this role will work within a locally or nationally managed team of CASA Inspectors working collaboratively and cohesively.

These roles require an understanding of various aviation industry sectors, civil aviation legislation hierarchy and supporting material. These positions are identified as safety sensitive. The incumbents may be required to perform, or be available to perform, safety sensitive aviation activities, as defined in the relevant regulations.

Inspectors are responsible for applying technical knowledge to resolve queries, conducting regulatory assessments, and/or leading and participating in surveillance events in accordance with CASA policy and procedures to ensure effective oversight of regulated industry participants.

The CASA Inspector (ASR1) works under limited direction and demonstrates sound regulatory judgement. These roles exercise initiative and provide accurate technical knowledge and expertise. A CASA Inspector identifies and analyses circumstances where regulatory powers should be exercised and to determine the appropriate response in accord with the CASA regulatory philosophy.

Duties

Responsibilities for CASA Inspectors, increasing in complexity and scope for Senior CASA Inspectors and within their appropriate technical discipline, may include the following (depending on the function assigned):

1. Interpreting and answering complex queries in a service delivery environment from CASA staff and industry participants in accordance with agreed service standards.
2. Facilitating input into responses from specialist areas to deliver consistent advice and guidance to external clients and CASA stakeholders via a demand-pull work management system.
3. Undertaking research and analysis to support the provision of regulatory guidance to CASA staff and industry participants related to the Civil Aviation regulatory environment with a focus on specialty areas.
4. Interpreting analysis of query reports and pursuing remediation activities to address transitioning regulations guidance improvement requirements.
5. Liaising with policy, regulatory and legal staff to enhance transitioning regulations guidance material for industry participants and staff.
6. Working closely with CASA staff to address specific safety information, education and training issues arising from industry enquiries, surveillance and other regulatory services activities.
7. Maintaining knowledge of civil aviation legislation, regulations, policies and reporting requirements, Australian and international standards, quality assurance procedures and best practice models.
8. Providing oversight as a member of a nationally dispersed team and across the division to drive successful CASA stakeholder outcomes.
9. Conducting challenging or complex assessments, recommending outcomes to applications from members of the aerodrome community for operating certificates, industry approvals & other regulatory services, in accordance with policy guidelines and associated processes.
10. Providing high level regulatory advice in relation to systems, standards and processes in support of regulatory services applications.
11. Leading the technical assessment of regulatory services applications and resolving complex queries in consultation with the Guidance Function and/or the relevant policy/legislative subject matter expert.
12. Managing compliance processes including data analysis and produce intelligence reports in line with CASA standards.
13. Encouraging industry to comply with its obligations to maintain high standards of aviation safety through education, training, industry forums and timely aviation safety advice.
14. Providing on the job training for CASA Inspectors in their respective discipline.
15. Complying with standard business processes in line with CASA standards and identifying

and recommending modifications to operational policies, procedures and standards.

16. Ensuring accurate records and information is maintained supporting all regulatory functions and team reporting requirements.

17. Exercising prescribed delegations in accordance with CASA policy and good administrative decision-making processes.

18. Modelling and promoting workplace safety, equity and diversity, participative management and environmental management in the workplace and acting in accordance with CASA's values and behaviours.

Our Ideal ASR1 candidate will have:

- Extensive relevant experience within the aviation industry, an equivalent National Aviation Authority or safety related industries relevant to the functions of the role.
- Strong understanding of Australia's Civil Aviation legislation and international standards and their application in a regulatory environment.
- Demonstrated ability to manage, research and resolve ambiguous, challenging and/or complex issues.
- Demonstrated ability to coordinate and assimilate technical knowledge and inputs from a professionally diverse team in developing solutions to problems.
- Sound knowledge of project management.
- Demonstrated knowledge of quality assurance and risk management principles.

Eligibility

Employment with CASA is subject to conditions prescribed within the *Civil Aviation Act 1988*.

- At a minimum, prospective CASA employees must undergo pre-employment screening and be willing to provide required information to successfully undergo a police record check.
- You must be an Australian citizen, hold permanent resident status or hold a Subclass 444 Special Category Visa (SCV).
- Have relevant technical, tertiary or professional qualification in an aviation or safety related discipline (for example aviation engineering, civil engineering, surveying, licensed Aircraft Maintenance Engineer, Commercial Pilot Licence, Air Transport Pilot Licence, Remote Pilot Licence, etc.) that is commensurate for a relevant role.
- The filling of this vacancy is intended to constitute an affirmative measure under section 8(1) of the 'Racial Discrimination Act 1975' and under Section 27 of the Australian Public Service Commissioner's Direction 2016. These vacancies are only available to Aboriginal and/or Torres Strait people, or people with disability. To be engaged under the Affirmative Measures provision, evidence of Aboriginal or Torres Strait Islander Australian heritage or disability may be required.

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About the Civil Aviation Safety Authority Australia

"Safe skies for all—it begins with you." As part of CASA, you will: • be part of something bigger by contributing to aviation safety • be engaged in challenging and varied work • join a workforce that values diversity and inclusion • have time for what counts through opportunities to balance work and life • be recognised for your contribution. Who we are 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. What it's like here Now is one of the most exciting times to come to CASA. There are rapid and exciting changes in the aviation sector, with the expansion of emerging technologies in the use

of remotely piloted aircraft, high altitude systems, space launch and recovery activity, urban mobility and artificial intelligence, and greater reliance on systems and data. This change drives the need for a diverse workforce with unique skills and capabilities focused on future aviation systems and capabilities. We seek and value people from diverse backgrounds and are committed to creating an inclusive work environment. We are a respectful workplace and expect ethical behaviour by all, aligned to our CASA values; • Excellence—to strive to excel in all we do • Courage—to act with strength of character and conviction while being accountable for our actions • Teamwork—to work together to promote a strong, cohesive and highly effective workforce • Fairness—to ensure our actions and decisions are informed, consistent, risk-based, evidence driven and without bias • Integrity—our actions and behaviour are open, transparent and ethical • Respect—to engage with our peers, colleagues and the wider aviation community in a clear, concise and respectful manner at all times • Innovation—to challenge existing practices and look for opportunities to support effective continuous improvement. Through our CASA awards, people are recognised for innovation and continuous improvement, leadership at all levels, inclusive behaviour and going 'above and beyond' to assist the aviation community and colleagues. Where we are On average, we have 850 employees working out of nine offices around Australia in Cairns, Brisbane, Tamworth, Sydney, Canberra, Melbourne, Adelaide, Perth and Darwin. What's in it for you You will be supported to manage all areas of your life in an inclusive work environment, with attractive workplace conditions, including generous and accommodating leave provisions and flexible working arrangements. At CASA we support continuous learning and development with a comprehensive training calendar, studies assistance, certified technical training and leadership development. You will be provided with challenging, meaningful and diverse work. If you are excited and energised by change and innovation and you are looking to make a contribution to both aviation safety and the Australian public, join us and be part of CASA's ongoing transformation.

To Apply

Position Contact	Jason Rainbird, 02 6217 1111
Agency Recruitment Site	https://www.casa.gov.au/about-us/careers-casa

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Infrastructure, Transport, Regional Development and Communications

Vacancy VN-0704995

Office of the eSafety Commissioner

Closing Date: Sunday 15 May 2022

eSafety Commissioner
Education, Prevention and Inclusion eSafety Women

Job Title	Assistant Manager - Women's Programs
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Belconnen ACT, Melbourne VIC, Pyrmont NSW
Salary	-
Classification	Executive Level 1
Position Number	A220108
Agency Website	https://www.esafety.gov.au/about-us

Job Description

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

We are seeking an experienced policy officer who has highly developed stakeholder engagement and strategic policy development skills, including an understanding of how to build strategic partnerships and shape policy design and advice with implementation in mind.

Our ideal candidate is someone who: builds strong relationships with internal and external stakeholders; researches, analyses and interprets complex information; communicates clearly and prepares persuasive communication materials; identifies strategic opportunities and manages project risks; and responds positively to challenging situations and a dynamic work environment.

You will have an interest in how technology can be misused to cause harm and the online safety issues facing Australians, particularly related to gender.

You will also have a high level of personal drive and ability to work collaboratively and lead others to achieve shared goals. You will have a flexible mindset and be adept at identifying and weighing potential solutions to problems as they arise.

Duties

This position is an opportunity to contribute to the development and implementation of eSafety's initiatives to improve the online world by eliminating gender-based online harassment and abuse.

The role will provide leadership within the eSafety Women's team on strategic partnerships and policy analysis, advice, development, implementation and evaluation/review of policies and programs focused on gender-based online abuse.

The role will work across the Education, Prevention and Inclusion Branch to ensure eSafety content and messaging is consistent and draws on related initiatives where appropriate.

Eligibility

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

The successful applicant must be able to obtain and maintain a Baseline level security clearance or hold a current security clearance of an appropriate level. More information on the security clearance vetting process is available on the [Australian Government Security Vetting Agency](#) (AGSVA) website.

Notes

Suitable candidates may be placed in a merit pool from this selection process and the pool may be used to fill similar ongoing or non-ongoing roles. Non-ongoing vacancies filled from a merit pool may be offered as a specified term. Applicants may have their application and assessment results shared with other Australian Public Service (APS) agencies looking to fill similar roles.

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

About the Office of the eSafety Commissioner

The eSafety Commissioner's (eSafety) purpose is to help safeguard Australian's at risk from online harms and to promote safer, more positive online experiences.

To Apply

Position Contact	Carolyn Wilkes, 02 6219 5179
Agency Recruitment Site	https://www.acma.gov.au/careers

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Prime Minister and Cabinet

Vacancy VN-0705033

Australian Institute of Aboriginal and Torres Strait Islander Studies

Closing Date: Monday 23 May 2022

Collections Services Group
Collection Development and Management Program

Job Title	Curator (Art and Object)
Job Type	Full-Time, Ongoing
Location	Acton ACT
Salary	\$77,912 - \$88,620
Classification	APS Level 6
Position Number	09995001
Agency Website	https://aiatsis.gov.au/

Job Description

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

The Collection Development and Management Program is one of two programs in the AIATSIS Collection Services Group, other being the Collection Preservation and Digitisation Program.

The Collection Development and Management Program consists of Collection Development Unit, Audiovisual, Photographic, and Manuscript Collection Management Units, Descriptive Metadata and Cataloguing Unit, Rights Management Unit, and Collection Transformation Unit.

The Collection Development Unit is responsible for coordinating donations and acquisitions of material in all formats, management of the registration function, management of the Art and Object collection, curatorial projects, and conservation services. The team includes Curators, a Senior Conservator, a Registrar and a Registration Officer.

The Collection Development and Management Program is one of two programs in the AIATSIS Collection Services Group, other being the Collection Preservation and Digitisation Program.

The Collection Development and Management Program consists of Collection Development Unit, Audiovisual, Photographic, and Manuscript Collection Management Units, Descriptive Metadata and Cataloguing Unit, Rights Management Unit, and Collection Transformation Unit.

The Collection Development Unit is responsible for coordinating donations and acquisitions of material in all formats, management of the registration function, management of the Art and Object collection, curatorial projects, and conservation services. The team includes Curators, a Senior Conservator, a Registrar and a Registration Officer.

We currently have one Curator (Art & Object) role and are seeking a candidate who can fulfil the following duties.

Duties

The key responsibilities of the Curator (Art and Object) role include:

- advancing and implementing the Collection Development Strategy through the assessment, selection and accessioning of material for the Art and Object collection
- providing specialist advice and answering enquiries about the Art and Object Collection
- providing training and supervision
- engaging and collaborating with external stakeholders, including Aboriginal and Torres Strait Islander peoples, donors to the Collection, and professionals from other collecting institutions
- contributing to the development of online and physical exhibitions and displays.

The successful candidate may be responsible for undertaking work related to the care and management of items with cultural sensitivities. Sensitivities may include but are not limited to gender, ceremonial or initiation restrictions as well as the use of offensive terminology. The completion of these tasks is supported by cultural and institutional safety procedures and protocols, as well as those personally identified by the successful candidate.

This position reports to the Assistant Director, Collection Development.

Eligibility

The ideal candidate will demonstrate:

- an understanding of how a major specialist collection can meet the needs of Aboriginal and Torres Strait Islander people and researchers. This includes familiarity with contemporary best practice in the development and care of Indigenous collections, Indigenous Cultural and Intellectual Property Rights, and the ethics of using collection material to share Aboriginal and Torres Strait Islander stories
- experience in delivering curatorial projects and developing and managing collections, including assessing the suitability of material for the AIATSIS collection
- effective and respectful verbal and written communication skills
- an ability to develop positive relationships with key stakeholders, collaborate across teams and convey information about the collection
- high level organisational skills, with the ability to effectively manage numerous tasks and identify broader factors, trends and influences that may impact on own and team's work.

Relevant tertiary qualifications in Indigenous studies, cultural heritage, library and information management or a related field. Equivalent relevant skills and practices will be recognised. **Notes**

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

About the 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	Karen Holloway, (02) 6261 4210
Agency Recruitment Site	https://aiatsis.gov.au/about/work-us/current-vacancies

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Prime Minister and Cabinet

Vacancy VN-0704925

Australian Public Service Commission

Closing Date: Monday 27 June 2022

Various
Various

Job Title	2023 Australian Government Digital Apprenticeship Program
Job Type	Full-Time, Ongoing
Location	Adelaide SA, Parkes ACT, Brisbane QLD, Perth WA, Newcastle NSW, Traralgon VIC, Melbourne VIC, Gold Coast Mc QLD
Salary	\$46,428 - \$53,667
Classification	APS Level 1
Position Number	Several Positions
Agency Website	https://www.apsc.gov.au/

Job Description

<https://ausdta.hire.trakstar.com/jobs/e5ac5a98461d4214897c3712aa85d9c1>

Duties

The Australian Government Digital Apprenticeship Program is for Australian citizens who are passionate about digital technology.

You don't need a degree for the program you just need to be interested in digital tech and solving problems. So if you're looking for a career change or finishing year 12, this program is for you.

If you enjoy pulling apart or building PCs, setting up home networks, building apps, finding trends in data or simply problem solving and making things simple, then you should consider applying.

Government agencies have many different digital and technical roles. These roles support the core functions of each agency and are always changing. Past apprentices have worked in the following areas:

- cyber security
- user research
- programming
- interactive media
- software engineering
- big data
- networking
- systems analysis and design
- web development
- data analytics
- systems testing
- infrastructure support
- networking
- help desk
- applications development.

Who you'll be working for

Positions will be available across the Australian Public Service. Agencies vary each year and agency participation is through opt-in basis.

Benefits of the program

In this program you'll get:

- industry experience while you study
- vocational qualification in digital technology for government
- support from supervisors
- competitive salary and super
- permanent government employment.

You'll work full time and complete a Certificate IV or diploma in a digital or technology-related field. Your studies will be fully paid, and you'll have permanent employment when you finish your course.

Mentoring and support

- You will have support from your supervisor and a dedicated career liaison to give you the best chance of success.
- Your supervisor will provide guidance and feedback on day-to day work and help you understand how your work is contributing to the agency's goals.
- Your career liaison will help you with your studies and job skills. They will help guide your professional development towards a successful and rewarding career.
- You will also get to network with other participants and develop professional relationships that will support you throughout your career.

How to apply

The following documents will be required to complete your online application:

- Proof of Australian citizenship (photo copy of passport, birth certificate or citizenship certificate)
- Proof that you have completed Year 12 (or equivalent) or will complete it by January 2023
- Current resume
- Passport style photograph.

Eligibility

Eligible candidates will be:

- An Australian citizen at time of application
- Have completed their Year 12 Certificate (or equivalent) by January 2023.

Notes

Selection process

There are the 3 stages of the selection process. At all times, we will notify you of the outcome, whether successful or not.

Step 1: Submit your application online. We will review your responses and work-related qualities. If found suitable, we will shortlist you for the next round.

Step 2: Attend an online interview. You will be asked behavioural and scenario-base questions to demonstrate skills and abilities. If found suitable, you will be placed in the merit pool. You may then be invited at a later stage to the speed matching round.

Step 3: Attend the speed matching round. This is a short online session with staff from all participating agencies. It's an opportunity to showcase your skills and find out more about the agencies and what they are looking for. This is also an opportunity for agencies to review your skills and interests.

At the final stage, you will be asked to preference agencies you would like to be an apprentice in. Agencies will also preference candidates they would like to hire. We will review all preferences and work with agencies to assist them make offers for roles.

Often there are more candidates than available apprentice positions with agencies. If you are not matched with an agency you will be placed in a merit pool for future consideration, which will remain open for 18 months.

The complete application assessment process usually takes around 6 months from the time applications close.

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

About the Australian Public Service Commission

The Australian Public Service Commission (APSC) is a central agency within the Prime Minister and Cabinet portfolio. The Commission supports two statutory office holders: the Australian Public Service Commissioner—who is also agency head—and the Merit Protection Commissioner. Their functions are set out in sections 41(1) and 50(1), respectively, of the Public Service Act 1999. About the Commission The Australian Public Service Commission is a non-corporate Commonwealth entity within the Prime Minister and Cabinet portfolio. Our Statutory responsibilities are detailed in the Public Service Act 1999. The APSC also provides resources to support the Merit Protection Commissioner. We operate under the Public Governance, Performance and Accountability Act 2013. We employ around 200 staff, and have offices in Canberra and Sydney.

To Apply

Position Contact	Digital Emerging Talent team, N/A
Agency Recruitment Site	https://ausdta.hire.trakstar.com/jobs/e5ac5a98461d4214897c3712aa85d9c1

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Prime Minister and Cabinet

Vacancy VN-0704928

Australian Public Service Commission

Closing Date: Monday 27 June 2022

Various
Various

Job Title	2023 Australian Government Digital Cadetship Program
Job Type	Part-Time, Ongoing
Location	Parkes ACT, Sydney NSW, Melbourne VIC, Brisbane QLD, Traralgon VIC, Adelaide SA, Hobart TAS, Perth WA
Salary	\$53,043 - \$68,825
Classification	APS Level 2
Position Number	Several
Agency Website	https://www.apsc.gov.au/

Job Description

<https://ausdta.hire.trakstar.com/jobs/d1ce4aad80a0407cb1ce260f50849802>

Duties

The Australian Government Digital Cadetship program is for Australian citizens who are currently studying a degree in a digital or technology related field. We place people who are looking to start their digital or technical career in government. Roles are available across government, and change depending on the participating agencies.

If you are currently studying one of the listed degrees then you should consider applying. You'll need to have completed at least 12 months of your degree by January 2023.

Double and honours degrees in these fields are also accepted.

If your degree is not listed but you believe it is suited to a digital cadetship placement please get in touch to discuss your options before applying.

Government agencies have many different digital and technical roles. These roles support the core functions of each agency and are always changing. Past cadets have worked in the following areas:

- cyber security

- user research
- programming
- interactive media
- software engineering
- big data
- networking
- systems analysis and design
- web development
- data analytics
- systems testing
- infrastructure support
- networking
- applications development.

To underpin your future digital career, the Program will offer development opportunities to help you transition into the Australian Government and understand the broader digital work environment. You will be employed at the APS2 level (or equivalent) in one of the many exciting Australian Government agencies participating in the Program across the country. You will work a minimum 2 days a week as part of a team in a digital/IT related area.

Benefits of the program

In this program you'll get:

- industry experience while you finish studying
- competitive salary for flexible part-time hours around your class timetable
- reimbursement for your uni fees if you pass (up to \$800 per subject)
- likely credit towards your degree
- permanent employment when you finish your degree.

You'll work a minimum of 2 days per week around your university classes while you complete your degree.

Mentoring and support

- You will have support from your supervisor and a dedicated career liaison to give you the best chance of success.
- Your supervisor will provide guidance and feedback on day-to-day work and help you understand how your work is contributing to the agency's goals.
- Your career liaison will help you with your studies and job skills. They will help guide your professional development towards a successful and rewarding career.
- You will also get to network with other participants and develop professional relationships that will support you throughout your career.

How to apply

The following documents will be required to complete your online application:

- Proof of Australian citizenship (photo copy of passport, birth certificate or citizenship certificate)
- Academic transcript to date (unofficial transcript is sufficient)
- Current resume
- Passport style photograph.

Eligibility

Eligible candidates will be:

- An Australian citizen at time of application
- Have completed at least 12 months of an eligible degree by January 2023.

Notes

Selection process

There are the 3 stages of the selection process. At all times, we will notify you of the outcome, whether successful or not.

Step 1: Submit your application online. We will review your responses and work-related qualities. If found suitable, we will shortlist you for the next round.

Step 2: Attend an online interview. You will be asked behavioural and scenario-base questions to demonstrate skills and abilities. If found suitable, you will be placed in the merit pool. You may then be invited at a later stage to the speed matching round.

Step 3: Attend the speed matching round. This is a short online session with staff from all participating agencies. It's an opportunity to showcase your skills and find out more about the agencies and what they are looking for. This is also an opportunity for agencies to review your skills and interests.

At the final stage, you will be asked to preference agencies you would like to be a cadet in. Agencies will also preference candidates they would like to hire. We will review all preferences and work with agencies to assist them make offers for roles.

Often there are more candidates than available cadet positions with agencies. If you are not matched with an agency you will be placed in a merit pool for future consideration, which will remain open for 18 months.

The complete application assessment process usually takes around 6 months from the time applications close.

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

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To Apply

Position Contact	Digital Emerging Talent team, N/A
Agency Recruitment Site	https://ausdta.hire.trakstar.com/jobs/d1ce4aad80a0407cb1ce260f50849802

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Prime Minister and Cabinet

Vacancy VN-0704389

Department of the Prime Minister and Cabinet

Closing Date: Monday 23 May 2022

APS Reform Office
Citizen Engagement

Job Title	Data Adviser, Citizen Engagement Team
Job Type	Full-Time;Part-Time, Non-Ongoing
Location	Canberra ACT
Salary	\$86,770 - \$127,087
Classification	APS Level 6;Executive Level 1
Position Number	PMC/2022/089
Agency Website	

Job Description

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

The opportunity

The Citizen Engagement Team (the Team) delivers robust insights on citizen attitudes to public services across government, and is responsible for the Citizen Experience Survey (the Survey). Working closely with the Australian Bureau of Statistics (ABS), the Team analyse the Survey results to provide data and insights to support decision-making, policy development and service delivery.

The Team also lead projects in partnership with agencies across the Australian Public Service (APS) to gain a deeper understanding of citizen attitudes and experiences towards public services. The APS Reform Office is a dynamic and exciting place to work in the Department of the Prime Minister and Cabinet (PM&C). Our purpose is to design and enable APS-wide reforms to ensure public service can meet the current and future needs of Australians. We are proactive, we support our people, and we get on with the job.

PM&C advances Australia's national interests through high quality support to the Prime Minister and the Cabinet. This positions us to provide visibility of Government priorities and influence outcomes across all Commonwealth portfolios, state jurisdictions, the APS as an institution, and on the international stage.

We are seeking candidates who are interested in temporary positions as data analysts where you will have the opportunity to work in a dynamic central agency, gaining experience working closely on project and policy development, and inputting to briefs for senior executive decision makers. Now in its fourth year of data collection, the Survey is a mature data asset we are looking to analyse in new and creative ways, including through the potential application of machine learning and presentation using engaging visualisations and dashboards.

The APS Reform Office prioritises flexibility in our working arrangements, including remote working. Part time positions will be considered to allow candidates to remain with their home agencies and take advantage of this opportunity. You will join a small team of data scientists and policy advisers who work in a hybrid style, both in offices and remotely.

Duties

Our ideal candidate

You will be a strategic thinker who is able to translate data into meaningful insights for busy decision makers. You will work with other data scientists in the team and at the ABS to deliver high quality reporting and analysis. You will be an independent thinker who is collaborative, shows initiative, is comfortable in ambiguity and operates under minimal direction. In addition to seeking general data analysts with sophisticated data analysis and data processing skills, we are interested in applicants who will bring particular skills, who can lead projects in the team to apply their expertise.

For example, you may be:

- a data visualisation specialist, able to choose from and produce a range of visualisations to communicate sophisticated data insights in a compelling and informative way, or
- a machine learning or AI specialist, able to use sophisticated techniques such as machine learning to find novel connections and insights from data. You will have an understanding of the application of quantitative methods to answer complex questions.

You will have sophisticated data analysis skills to inform policy development and service delivery, including research, analysis, modelling, quality assurance and report development. Knowledge of Power BI and/or R will be an advantage.

Acting opportunities are available for high performing APS5 and APS6 level candidates. **Eligibility**

To be eligible for this position you must be an Australian Citizen at the closing date of application.

The successful candidate must be able to obtain and maintain a Baseline Vetting (Protected) level security clearance, or hold a current security clearance of an appropriate level.

The successful candidate will be assessed through our pre-employment screening checks, such as an Australian Criminal History Check, and may be subject to a probation period.

Notes

Where a non-ongoing specified term is offered, this would be for an initial period of up to 6 months, with possibility of extension up to a maximum period of three years.

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

About the Department of the Prime Minister and Cabinet

The Department of the Prime Minister and Cabinet (PM&C) advances Australia's national interests through high quality support to the Prime Minister and the operations of Cabinet. PM&C supports the Prime Minister as leader of the Government and of Cabinet, as Minister for the Public Service, and as leader of the country. This positions us both to provide visibility of Government priorities and influence outcomes across all Commonwealth portfolios, state jurisdictions, the Australian Public Service (APS) as an institution, and on the international stage. Our role is to provide fresh thinking and creative advice to government as stewards for the APS. We contribute ideas on the many and varied issues facing Australia, taking into consideration the views and opinions of a range of stakeholders across the private, public, not-for-profit and community sectors. The PM&C team provides pragmatic advice and finds solutions to problems so that Government policies can be effectively designed and implemented. We give particular weight to issues that are important to the Prime Minister. Our focus, put in its simplest terms, is to find new ways to improve the lives of all Australians.

To Apply

Position Contact	Andrew Schmidt, (02) 6271 5589
Agency Recruitment Site	https://dpmc.nga.net.au/cp/?AudienceTypeCode=EXT

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Department of the Prime Minister and Cabinet

Closing Date: Monday 23 May 2022

Technology and Business Services
Business Services Branch Various

Job Title	Advisers, Business Services Branch
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Barton ACT
Salary	\$86,770 - \$127,087
Classification	APS Level 6;Executive Level 1
Position Number	PMC/2022/100
Agency Website	

Job Description

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

The Opportunity

We are seeking high performing officers at the APS 6 Adviser and EL1 Assistant Director level to join the Business Services Branch in various roles across the following teams:

Taskforce Coordination Support and Business Continuity:

Taskforce Coordination Support coordinates PM&Cs enabling services to provide support for new or incoming taskforces and taskforces that are winding-up. The Business Continuity section is responsible for developing, coordinating and delivering planning of the business continuity framework in PM&C.

Property Services:

Property Services delivers customer focused facilities and property management services to PM&C staff across three locations in Canberra.

Security Section:

The Security Section is responsible for supporting the Department to integrate protective security into its business processes, as well as undertaking various day-to-day security operations. The Section supports the Department in its highly unique and fast-paced domestic and overseas operating environments. This includes directly supporting senior ministers and senior government officials.

Certain Security positions require frequent domestic and international travel, as well as the ability to work outside of normal business hours. A number of teams within the Section also require staff to participate in an on-call roster.

Successful Security candidates must have the ability to obtain a security clearance potentially up to and including Positive Vetting. All other positions require Baseline Vetting.

Duties

Our Ideal Candidate

To be successful in these roles, candidates will possess:

- Strategic capacity and the ability to identify emerging issues;

- Excellent written and verbal communication skills, including the ability to prepare clear and concise written advice and correspondence;
- High-level negotiation skills, and the ability to influence and build relationships with senior executives and a network of key internal and external stakeholders;
- Resilience and ability to perform in a rapidly changing environment and under pressure;
- High-level skills in record keeping and building associated systems to ensure retention of corporate knowledge;
- Ability to work independently, using self-initiative and drive;
- Sound judgement, attention to detail, and experience working in confidential environments.

Desired qualifications for Security include:

- Certificate IV or higher in Security and Risk Management
- Certificate IV or higher in Government Security Relevant experience or transferable skills can be taken into consideration.

These roles are ideally suited to people committed to working collaboratively across the Department to drive results. You will have a deep understanding of the Department's mission and a proven track record in supporting senior leaders to deliver. The ability to respond in a time critical environment, manage competing priorities and dem **Eligibility**

To be eligible for this position you must be an Australian Citizen at the closing date of application.

Successful Security candidates must have the ability to obtain a security clearance potentially up to and including Positive Vetting. All other positions require Baseline Vetting.

The successful candidate will be assessed through our pre-employment screening checks, such as an Australian Criminal History Check, and may be subject to a probation period.

Notes

This role is being advertised as both ongoing and non-ongoing, with the employment type to be determined in negotiation with the preferred candidate and the PM&C delegate.

Where a non-ongoing specified term is offered, this would be for an initial period of up to 12 months, with possibility of extension up to a maximum period of three years.

A non-ongoing offer may result in conversion to an ongoing offer of employment, however this must occur within 18 months from the opening date of this advertisement.

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

About the Department of the Prime Minister and Cabinet

The Department of the Prime Minister and Cabinet (PM&C) advances Australia's national interests through high quality support to the Prime Minister and the operations of Cabinet. PM&C supports the Prime Minister as leader of the Government and of Cabinet, as Minister for the Public Service, and as leader of the country. This positions us both to provide visibility of Government priorities and influence outcomes across all Commonwealth portfolios, state jurisdictions, the Australian Public Service (APS) as an institution, and on the international stage. Our role is to provide fresh thinking and creative advice to government as stewards for the APS. We contribute ideas on the many and varied issues facing Australia, taking into consideration the views and opinions of a range of stakeholders across the private, public, not-for-profit and community sectors. The PM&C team provides pragmatic advice and finds solutions to problems so that Government policies can be effectively designed and implemented. We give particular weight to issues that are important to the Prime Minister. Our focus, put in its simplest terms, is to find new ways to improve the lives of all Australians.

To Apply

Position Contact	Kate Edgar, (02) 6271 5378
Agency Recruitment Site	https://dpmc.nga.net.au/cp/?AudienceTypeCode=EXT

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Prime Minister and Cabinet

Vacancy VN-0704904

Department of the Prime Minister and Cabinet

Closing Date: Sunday 22 May 2022

Corporate Division
Finance Branch

Job Title	Chief Financial Officer
Job Type	Full-Time, Ongoing
Location	Barton ACT
Salary	-
Classification	Senior Executive Service Band 1
Position Number	PMC SES/2022/008
Agency Website	

Job Description

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

PM&C is seeking a Chief Financial Officer (CFO) who will have responsibility for PM&C's strategic and operational financial management.

You will manage and influence the use of resources and channel them where they are most needed. You will lead the Finance Branch, take responsibility and have oversight of PM&C's budget management, financial accounting and reporting and analysis. You will be edging towards the next stage of your career and open to development opportunities at the next level.

You will support and advise the PM&C Senior Leadership Team regarding:

- Overall financial position and forecast outlook for the department
- Performance against business plans as outlined in the departmental Corporate plan
- Optimum use of resources based on organisational priorities
- Budget including Mid-Year Economic Forecast Outlook and Portfolio Budget and Estimates Statements

- Review and contribution to significant business cases and shared services arrangements
- Reinforcement of a fit for purpose branch structure, ensuring proper change management processes
- Improvement of the general wellbeing and engagement of staff across the branch

The CFO will review and streamline the current operations, capabilities and service delivery within the Finance Branch. Ultimately this work will lead to a fit-for-purpose structure with enhanced capability which continues to operate in a best practice model providing key stakeholders with the optimum financial and business performance information in order to support their workforce decisions and key deliverables.

Currently, there are three teams within the Finance Branch, spanning across the following areas:

1. Budget coordination and liaison
2. Financial accounting, analytics and systems
3. Financial governance and service delivery

Duties

PM&C's CFO will be an experienced and strategic operator adept at using financial information to influence operational decision-making and strategy in a transparent and measured way.

You will build a first rate finance and accounting team to deliver meaningful and timely reporting, analysis and advice to business areas. To do this, you will need to be business savvy, engaging at a senior executive level, able to build trust and bring people along with you, identify workforce gaps to strengthen the branch, and have a strong antenna for what is going on both internally and across the APS.

To perform, you will have the ability to communicate effectively and problem solve with stakeholders while being persuasive and guiding negotiations to a point of resolution where appropriate.

As an arbiter of financial management and control you will possess the ability to stand firm when necessary and exercise strong judgement regarding priorities. You will be an engaged and effective manager and leader of people, outcomes focused and collaborative. You will be engaged with your staff with a continued focus on their professional development and wellbeing. You will bring credibility and team building skills necessary to drive positive change.

PM&C's CFO will be a CA/CPA or equivalent and have expertise in public governance, financial procurement and frameworks.

The occupant of this position is considered an Officer under the *Work Health and Safety Act 2011* and is required to exercise due diligence in complying with their obligations under this Act.

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. At PM&C to be eligible for this position you should be an Australian Citizen at the closing date of application, unless exceptional circumstances apply.

The successful candidate must be able to obtain and maintain a Negative Vetting Level 1 (Secret, Confidential, Highly Protected) level security clearance, or hold a current security clearance of an appropriate level.

The successful candidate will be assessed through our pre-employment screening checks, such as an Australian Criminal History Check, and will normally be subject to a six-month probation period if new to the APS or has not yet completed their probation period elsewhere in the APS.

Notes

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

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To Apply

Position Contact	Michelle Wicks, 02 6271 6106
Agency Recruitment Site	https://dpmc.nga.net.au/cp/?AudienceTypeCode=EXT

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Prime Minister and Cabinet

Vacancy VN-0704914

Museum of Australian Democracy - Old Parliament House

Closing Date: Sunday 22 May 2022

Museum Experience, Learning & Operations
Learning

Job Title	Learning Facilitator
Job Type	Full-Time, Non-Ongoing
Location	Parkes ACT
Salary	\$60,234 - \$65,819
Classification	APS Level 3
Position Number	21115
Agency Website	

Job Description

recruitment@moadoph.gov.au

As a Learning Facilitator, you will have excellent people skills, enjoy working with a diverse team and with school students of all ages, have a strong empathy for the vision of MoAD, and have a sound knowledge of Australian political history and experience in museum education.

Duties

Under the general supervision of the APS6 Learning Design Producer:

- Present engaging learning programs to school audiences – onsite, offsite, and online, including digital excursions.
- Coordinate and maintain the operational aspects of these programs including costumes, props, AV, surveys, and workshop materials.
- Assist with the development, delivery and evaluation of onsite, online, and digital learning resources and programs.
- Contribute to MoAD more broadly by supporting events, and attending mandatory training, project and staff meetings, and carrying out role specific actions as required.

Eligibility

To be eligible for employment at MoAD, you must:

1. Be an Australian Citizen; and
2. Be able to obtain and/or maintain a government security clearance at the baseline level (after commencement).
3. Obtain and maintain a Working with Vulnerable People registration (prior to commencement).

Notes

About the Museum of Australian Democracy - Old Parliament House

To Apply

Position Contact	Karlee Baker, 02 6270 8178
Agency Recruitment Site	recruitment@moadoph.gov.au

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Social Services

Vacancy VN-0705030

National Disability Insurance Scheme (NDIS) Quality and Safeguards Commission

Closing Date: Monday 23 May 2022

Registrar
Deputy Registrar National Compliance Policy and Strategy

Job Title	Senior Compliance Officer - Policy and Strategy
Job Type	Full-Time, Ongoing
Location	Penrith NSW, Brisbane QLD, Hobart TAS, Adelaide SA, Melbourne VIC, Canberra ACT, Parramatta NSW
Salary	\$86,840 - \$97,609
Classification	APS Level 6
Position Number	065_05/22
Agency Website	https://www.ndiscommission.gov.au/

Job Description

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

Duties

- Assist in the development, coordination and implementation of nationally consistent compliance programs designed to monitor the compliance of NDIS providers;
- Draft compliance policies, procedures and related resources;
- Undertake research and analysis to develop and support compliance responses;
- Assist in the development and implementation of data analysis processes, designed to identify emerging compliance risks and trends in the NDIS market;
- Analyse agency data and develop reports and briefings;
- Oversee and quality assure the work of junior team members; and
- Contribute to planning and monitoring of work processes for a small team.

Eligibility

- Certificate IV in Government (Investigations or Statutory Compliance) 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>

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

The NDIS Quality and Safeguards Commission (the Commission) is an independent agency established on 1 July 2018 to improve the quality and safety of NDIS supports and services. The Commission is the dedicated national regulator of NDIS service providers in Australia and a non-corporate entity under the Public Governance, Performance and Accountability Act 2013. The Commissioner's core legislative functions are to: • uphold the rights of, and promote the health, safety and wellbeing of, people with disability receiving supports or services, including those received under the National Disability Insurance Scheme • develop a nationally consistent approach to managing quality and safeguards for people with disability receiving supports or services, including those received under the National Disability Insurance Scheme • promote the provision of advice, information, education and training to NDIS providers and people with disability • secure compliance with relevant legislation through effective compliance and enforcement arrangements, including through the monitoring and investigation functions conferred on the Commissioner by legislation • promote continuous improvement amongst NDIS providers and the delivery of progressively higher standards of supports and services to people with disability • develop and oversee the broad policy design for a nationally consistent framework relating to the screening of workers involved in the provision of supports and services to people with disability • provide advice or recommendations to the National Disability Insurance Agency (NDIA) and its Board in relation to the performance of the Agency's

functions • engage in, promote and coordinate the sharing of information to achieve the objects of the relevant legislation, and • provide NDIS market oversight, including: (i) by monitoring changes in the NDIS market which may indicate emerging risk; and (ii) by monitoring and mitigating the risks of unplanned service withdrawal. The NDIS Commission is a disability friendly organisation that offers interesting and challenging roles. People with a disability are encouraged to apply for jobs in the Commission. The NDIS Commission commenced operations in New South Wales and South Australia on 1 July 2018, and expanded its operations to other jurisdictions (Tasmania, Queensland, Victoria, Northern Territory and ACT) on 1 July 2019. The NDIS Commission commenced operations in Western Australia on 1 December 2020

To Apply

Position Contact	Matt Barr, 02 4722 7965
Agency Recruitment Site	https://ndiscommission.nga.net.au/?AudienceTypeCode=EXT

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Treasury

Vacancy VN-0704808

Australian Taxation Office

Closing Date: Monday 23 May 2022

ATO Corporate
Fraud Prevention and Internal Investigations

Job Title	Criminal Investigation Officer
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Melbourne VIC, Sydney NSW, Canberra ACT, Brisbane QLD, Adelaide SA
Salary	\$86,247 - \$99,027
Classification	APS Level 6
Position Number	EXT_ATOC_364_22
Agency Website	http://www.ato.gov.au/careers

Job Description

<https://ato.nga.net.au/?jati=71E7C2E9-3AFB-AE1A-6D7E-C88BE0A95314>

Duties

We are seeking a highly inquisitive individual, looking for exciting and challenging work, to join our Fraud Prevention and Internal Investigations (FPII) Serious Crime team.

As a Criminal Investigation Officer, in our ATO Corporate business area, you'll use your skills to investigate allegations of serious fraud, corruption, tax-related offences, misconduct and criminal activity. You'll undertake investigations in accordance with the Australian Government Investigations Standards and the Rules of Evidence to gather and analyse evidence, interview witnesses and prepare reports and Briefs of Evidence.

You will ensure current procedures are aligned with best-practice standards and inform investigative strategy decision-making. You'll also have the opportunity to work on joint investigations with our partner agencies, including the Australian Commission for Law Enforcement Integrity, the Australian Federal Police and State Law Enforcement Agencies. You'll be required to travel interstate on a regular basis.

You will drive a culture of teamwork and continuous improvement through self-development, training and mentoring.

Eligibility Notes

Aboriginal and Torres Strait Islander candidates are encouraged to apply.

This recruitment process is being used to fill both ongoing and non-ongoing positions. Non-ongoing positions may be offered for up to 18 months.

Non-ongoing vacancies have the potential to become ongoing. These non-ongoing positions may become ongoing within the next 12 months. Should a position become ongoing then the merit pool established through this selection process may be used to fill the vacancy.

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

About the Australian Taxation Office

We're building a leading tax and superannuation administration known for contemporary service, expertise and integrity. Our work makes a real difference to the lives of Australians and contributes to their economic and social wellbeing. Our people are committed, innovative, client-focused and collaborative. We are an inclusive workplace. We celebrate and champion diversity to reflect the community we serve. We are a flexible employer and are open to discussing employment arrangements that suit you best at this time. Work within an environment that encourages participation, recognises effort and works to build capability and expertise.

To Apply

Position Contact	Michael Ellul, (02) 6216 4054
Agency Recruitment Site	https://ato.nga.net.au/?jati=71E7C2E9-3AFB-AE1A-6D7E-C88BE0A95314

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Treasury

Vacancy VN-0704810

Australian Taxation Office

Closing Date: Monday 23 May 2022

ATO Corporate
Fraud Prevention and Internal Investigations

Job Title	Criminal Investigation Manager (Digital Forensics)
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Canberra ACT
Salary	\$110,473 - \$120,439
Classification	Executive Level 1
Position Number	EXT_ATOC_363_22
Agency Website	http://www.ato.gov.au/careers

Job Description

<https://ato.nga.net.au/?jati=1FE39E7D-5167-422D-0786-C88BE0A1DB74>

Duties

We are seeking a highly inquisitive individual, looking for exciting and challenging work, to join our Fraud Prevention and Internal Investigations (FPIL) Serious Crime team.

As a Criminal Investigation Manager (Digital Forensics), in our ATO Corporate business area, you'll lead and conduct sensitive or complex investigations into allegations of internal fraud, corruption or serious misconduct. You'll also coordinate digital forensic support, provide high-level advice and partake in multi-agency investigations.

You will have a thorough understanding of the criminal investigation process and the role of digital forensics in supporting these investigations in accordance with the Australian Government Investigations Standards and the Rules of Evidence. You'll ensure digital evidence is captured following best-practice and legislative requirements in a manner that is suitable for presentation in criminal proceedings.

This role may be offered on an ongoing or non-ongoing basis in Canberra.

Eligibility Notes

Aboriginal and Torres Strait Islander candidates are encouraged to apply.

This recruitment process is being used to fill both ongoing and non-ongoing positions. Non-ongoing positions may be offered for up to 18 months.

Non-ongoing vacancies have the potential to become ongoing. These non-ongoing positions may become ongoing within the next 12 months. Should a position become ongoing then the merit pool established through this selection process may be used to fill the vacancy.

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

About the Australian Taxation Office

We're building a leading tax and superannuation administration known for contemporary service, expertise and integrity. Our work makes a real difference to the lives of Australians and contributes to their economic and social wellbeing. Our people are committed, innovative, client-focused and collaborative. We are an inclusive workplace. We celebrate and champion diversity to reflect the community we serve. We are a flexible employer and are open to discussing employment arrangements that suit you best at this time. Work within an environment that encourages participation, recognises effort and works to build capability and expertise.

To Apply

Position Contact	Michael Ellul, (02) 6216 4054
Agency Recruitment Site	https://ato.nga.net.au/?jati=1FE39E7D-5167-422D-0786-C88BE0A1DB74

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Parliamentary Department

Vacancy VN-0704888

Department of Parliamentary Services

Closing Date: Monday 23 May 2022

Finance and Property Services
Finance

Job Title	Assistant Director, Payroll Services
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	-
Classification	Executive Level 1
Position Number	JR29832
Agency Website	https://www.aph.gov.au/About_Parliament/Parliamentary_Departments/Department_of_Parliamentar

Job Description

https://career10.successfactors.com/career?company=DPS&site=&lang=en_GB

The Department of Parliamentary Services (DPS) is recruiting for an Assistant Director Payroll Services vacancy within the Financial Systems Section of the Finance Branch. The Payroll Services team are responsible for administering pay and conditions in line with the DPS Enterprise Agreement, Legislation as well as DPS Policies and Procedures.

DPS has a uniquely diverse workforce of approximately 1000 staff, working across a wide range of administration, trade, technical, customer service and professional roles to support the functioning of the Australian Parliament, its services to parliamentarians, visitors and the wider community. As a result, there is a range of pay and condition entitlements under the current DPS Enterprise Agreement that the Payroll Services team need to be across.

The Financial Systems Section is comprised of three (3) teams including Workforce Scheduling Solutions, Payroll Services, and ERP Application Services. The section delivers the following:

- provision of scheduling assistance to DPS staff working under rostered conditions,
- administering pay and conditions for DPS staff, and
- standardising, consolidating and automating transactional services to allow DPS to focus on core priorities.

To succeed in this role, you will have extensive experience in the functions of payroll, have resolved diverse and complex payroll matters and be focussed on detail. DPS currently utilises the SAP Human Resource Information System, familiarity with this system is highly desirable. Knowledge in UKG Kronos Workforce Central would be highly regarded. You must have a positive attitude, be enthusiastic and work successfully leading a small team.

You will be required to undertake work of a complex and or sensitive nature and perform a leadership role while managing complex payroll matters in an appropriate fashion. Your strengths will be your high-level organisational skills, effective communication and customer service skills.

Duties

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

Eligibility

- Demonstrated experience in a SAP environment.
- Demonstrated experience in a leading a customer focused team.
- The successful applicant will be required to obtain and maintain a Baseline Vetting(Protected/Restricted) security clearance.

Notes

At DPS, we acknowledge the value diversity brings. We are committed to building a diverse and inclusive workplace that ensures all our people can contribute to our shared purpose. We welcome applications from Aboriginal and Torres Strait Islander people, mature age people, people from diverse backgrounds and people with disability.

About the Department of Parliamentary Services

The Department of Parliamentary Services (DPS) supports Australia's Parliament and parliamentarians through innovative, unified and client focused services. DPS is proud to be the custodian for Australian Parliament House (APH) as the working symbol of Australian democracy and as a significant destination for our citizens and international visitors alike. It is a place where more than 3,500 people work on sitting days and which nearly one million people visit each year.

To Apply

Position Contact	Sharon Button, 02 6277 9470
Agency Recruitment Site	https://career10.successfactors.com/career?company=DPS&site=&lang=en_GB

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