



Commonwealth of Australia
APSJobs - Vacancies Daily
PS19 Daily Gazette Tuesday - 13 May 2025.pdf

Australian Government Published by Commonwealth of Australia

APSJobs - Vacancies Daily

This electronic document contains notifications of Vacancies now being advertised daily. These notices will also be published in the electronic Public Service Gazette PS19 Weekly Gazette Thursday - 15 May 2025.pdf.

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

These Vacancies Daily will also appear in the Gazette PS19 Weekly Gazette Thursday - 15 May 2025.pdf.

Gazette Lodgement Inquiries

Phone: (02) 6202 3559

Email: contact@apsjobs.gov.au

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Vacancies

Vacancy VN-0758274

Australian Government Solicitor

Closing Date: Tuesday 27 May 2025

Australian Government Solicitor
Dispute Resolution DR Support

Job Title	Legal Administrative Assistant and Legal Assistant
Job Type	Full-Time, Ongoing; Non-Ongoing
Location	Brisbane QLD, Sydney NSW
Salary	-
Future Merit Locations	Canberra, Melbourne, Perth, Adelaide, Brisbane, Sydney
Office Arrangement	Flexible
Office Arrangement Details	Flexible working arrangements can be negotiated in accordance with our Enterprise Agreement and the operational needs of the role.
Classification	APS Level 3; APS Level 4
Position Number	TBC
Agency Website	

Job Description

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

Duties

- Legal Support roles
- Legal Administrative Assistants (APS3) and Legal Assistants (APS4)
- Sydney and Brisbane
- Ongoing (non-ongoing positions may be offered)

AGS is seeking expressions of interest from administrators and legal assistants with varied levels of experience to become members of the legal support teams in our Sydney and Brisbane offices.

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 715 staff, including over 500 lawyers, we work in more than 40 different areas of law related to government.

About the roles

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.

We are seeking candidates who are looking to start or expand their working career, have an interest in administration in a legal environment, and are enthusiastic and willing to learn. On-the-job training will be provided along with ongoing training and development. Fundamentally a strong work ethic and a desire to work as part of a team and provide professional administrative service to lawyers.

In these roles you will:

- take an active role in assisting our lawyers and other legal support staff 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 roles, please refer to the role descriptions available on our recruitment portal.

About you

The successful candidate/s will ideally have:

- 12-months administrative support is preferred for the APS3 Legal Administrative Assistant role/s
- at least 2 years' legal assistant experience for the APS4 Legal Assistant role/s
- a genuine commitment to client service and a professional approach
- good attention to detail and organisational skills, including the ability to manage multiple tasks at once
- 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
- good knowledge of common software applications (e.g. Word, Outlook, Adobe)
- the ability to be flexible and work as part of a team.

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 commercially 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 work 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.

To apply

To apply, please click the 'Apply' button.

Applications close at 5:00pm (AEST) on Tuesday, 27 May 2025.

Further enquiries

Further information can be obtained by contacting Melanie Waddell, National Coordinator DR Support on 07 3360 5695. **Eligibility**

To apply you must be an Australian Citizen and be willing to obtain and maintain a security clearance at the appropriate level.

Notes

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

About the 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 715 employees, located in 7 offices around Australia, provides expert services in all areas of law connected with government.

To Apply

Position Contact	Jill Mackay, 02 9581 7568
Agency Recruitment Site	http://www.ags.gov.au/employment/current-vacancies.html

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Vacancy VN-0758354

Australian National Maritime Museum

Closing Date: Tuesday 20 May 2025

Corporate Services
Governance

Job Title	Governance Officer
Job Type	Full-Time, Ongoing
Location	Pymont NSW
Salary	\$94,563 - \$105,910
Future Merit Locations	Pymont
Office Arrangement	Flexible
Office Arrangement Details	Hybrid Working Arrangements Available
Classification	APS Level 6
Position Number	A106
Agency Website	https://www.sea.museum/about/about-the-museum/what-we-do

Job Description

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

The Governance Officer plays a key role in assisting the Head of Governance and Planning in ensuring the Museum meets its governance and legislative requirements through supporting the operation of the Museum's Council and its committees and co-ordinating governance and legislative deliverables.

This role provides secretariate support for the Museum's Executive Review Group and may also leads priority projects of a sensitive or complex nature for the Museum Executive.

This role supports the Museum's Executive in relation to information governance including Museum's electronic document and records management system, and legislative compliance.

The position also provides support for continuous improvement initiatives across the Museum relating to governance, audit, risk and compliance issues including policy development, implementation and training and information management.

Duties

Under limited direction, this position is responsible for delivering the following functions:

- Assist the Head of Governance and Planning with the provision of secretariate support services for the Council and its committees, including coordinating agendas and papers, maintaining workplans, preparing minutes and managing administrative arrangements.
- Assist with the management of the Museum's corporate policies including maintaining the Museum's Policy Framework and Policy Register.
- Conduct regular research and reviews of charters, policies and other relevant governance documents, systems and processes.
- Assist with reviewing basic legal contracts and documents as required and provide feedback to the Head of Governance and Planning.
- Supervise the Records Management Officer in the provision of advice and training on the Museum's electronic document and records management system. to ensure compliance with the Archives Act and other relevant requirements.
- Coordinate information governance activities and continuous improvement initiatives including Freedom of Information Act (FOI) requests, Privacy Act related submissions, and National Archives requirements such as the Check-up survey.
- Support the Head of Governance and Planning with the provision of responses to ministerial correspondence, parliamentary issues, Cabinet matters, periodic government reporting and other government requests as required.
- Support the delivery of the Museum's Commonwealth Performance Framework requirements including the Annual Report and Corporate Plan.
- Provide secretariate support for the Museum's Executive Review Group and assist the Executive with projects of a sensitive or complex nature, including project planning, stakeholder consultation, research and seeking expert advice.

Selection Criteria

1. Working knowledge of the governance framework and legislation applicable to national cultural institutions.
2. Excellent communication and interpersonal skills, including the ability to liaise confidently and professionally with senior stakeholders and management at all levels of the organisation, government agencies, key stakeholders and external advisors and secure cooperation.
3. Well-developed writing skills, including the ability to prepare concise summary documentation, draft meeting minutes and policies and procedures and communicate with senior stakeholders.
4. Information governance knowledge, including records management systems and the application of relevant legislation pertaining to public records, privacy and freedom of information.
5. Proven ability to coordinate activities, prioritise issues and meet deadlines in a high-pressure environment with confidential and sensitive information.
6. Proven ability to work both independently and as part of a team collaborating with colleagues to act

Eligibility

This position is open to all eligible members of the community, and we encourage applications from Aboriginal and Torres Strait Islander people, people with a disability and people from every cultural and linguistic background. To be an eligible member of the community, you must be an Australian citizen. Applications may be accepted from Australian permanent residents who are in the process of acquiring Australian citizenship.

All employees will be required to satisfactorily complete an Australian Federal Police National Police Check and obtain and maintain a Working with Children Check registration.

Notes

Applications Close: 11:30pm AEST, Tuesday 20 May 2025. No Applications will be accepted by mail or email.

When applying via our online e-recruitment system, please provide a written application addressing each Selection Criteria. Your current resume is also to be included in your application.

In addition to an application and your resume, the assessment process for this position may also include an interview and referee reports.

Selection for this position will be made on the basis of relative merit which will be assessed against each item of the selection criteria. Applications that do not address the selection criteria will not be considered for shortlisting by the Selection Panel. As part of the selection process the Selection Panel may invite candidates to undertake online testing, skills-based assessment and

About the Australian National Maritime Museum

To Apply

Position Contact	Susan Davidson, 02 9298 3615
Agency Recruitment Site	https://anmm.nga.net.au

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Vacancy VN-0758377

Australian Sports Commission

Closing Date:Monday 26 May 2025

Finance and Governance Financial Accounting Team

Job Title	Procurement Officer
Job Type	Full-Time, Non-Ongoing
Location	Sydney NSW, Canberra ACT, Melbourne VIC
Salary	\$102,137 - \$117,758
Future Merit Locations	Sydney, Canberra, Melbourne
Office Arrangement	Flexible
Office Arrangement Details	Flexible
Classification	APS Level 6
Position Number	EXT/25-097
Agency Website	https://www.sportaus.gov.au/

Job Description

<https://ausport.nga.net.au/?jati=C1610DB7-319E-1A6D-6A3B-E3D6E574C58B>

Duties

Applications close at 11:30pm AEST 26 May 2025 (late applications will not be accepted).

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

Are you up for the challenge?

About the team – This opportunity sits within the ASC's Finance and Governance Group — a team committed to shape and drive the strategic direction of the ASC - through the promotion of fiscal responsibility, enhancements to capabilities and efficient enabling services. Within this Group, the Financial Accounting Branch and specifically the Procure to Pay (P2P) Team are responsible for delivering procurement, purchasing, and associated corporate services across the ASC. We are dedicated to developing streamlined, integrated solutions that enable our people to focus on delivering successful procurement outcomes, while reducing unnecessary complexity and administrative burden.

We value collaboration, innovation, and integrity, and we offer a supportive environment where you can make a real impact. If you are passionate about driving operational excellence and enjoy working in a dynamic and purpose-driven organisation, we would love for you to join us.

About the role – As a Procurement Advisor, you will play a key role in delivering high-quality, strategic, and solutions-focused procurement advice and support across the ASC. You will work closely with the Assistant Director and the broader P2P Team to enhance procurement practices, strengthen current frameworks, and support the delivery of effective and compliant procurement outcomes.

In this role, you will:

- Provide strategic procurement advice and hands-on support to ensure the successful delivery of key initiatives, including the ASC's AIS Site Revitalisation Project, a high-value infrastructure project critical to the ASC.
- Develop and review procurement documentation, assist with planning activities, and guide stakeholders through end-to-end procurement processes.
- Foster strong relationships with internal clients, offering practical training and advice to uplift procurement capabilities across the ASC.
- Manage procurement systems, tools, and processes to improve efficiency and user experience.

You will also assist in broader procurement activities across the ASC, providing expert advice, supporting project delivery, and helping to embed best-practice procurement principles throughout the organisation. This is an exciting opportunity for a proactive and solutions-driven professional to work in a collaborative, high-performing team and contribute to meaningful, sports sector-wide outcomes.

About you –To succeed in this role, you will bring:

- Relevant qualifications in procurement, contract management, or a related discipline.
- Demonstrated experience in strategic procurement, commercial engagements, and policy development in a government or similar environment.
- Strong ability to interpret, apply, and navigate legislative frameworks and procurement policy requirements.
- Proven experience in providing compelling, timely, and solutions-focused advice to a range of stakeholders.
- Highly developed skills in managing competing priorities, risk, and strategic planning.
- A track record of leading or contributing to cultural change and improving compliance through innovative procurement practices.
- Excellent communication, negotiation, and relationship management skills.
- A proactive, continuous improvement mindset with a focus on achieving practical, high-value outcomes.

This position is offered as a secondment *until 31 December 2025*. **Eligibility**

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

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

Notes

- The ASC is committed to protecting children from harm. We require all applicants that will work with children to undergo screening processes prior to appointment.
- The ASC operates under the [Australian Sports Commission Act 1989](#) and is separate to the Public Service Act 1999. The ASC accepts most leave liability and recognition of prior service if you are currently employed at a Commonwealth agency.
- If you are experiencing issues or have any questions with the e-recruitment system, please contact the People & Culture Hub via email people@ausport.gov.au or phone (02) 6214 1328.

At the Australian Sports Commission (ASC), we champion the value of sport. We encourage and help Australians of all backgrounds, ages and abilities to get involved in sport and enjoy the many benefits. We play a central leadership role across the broader sport sector through collaboration and direction. The ASC delivers a variety of grants through investment in high performance and national sport participation programs, performance pathways, people development and wellbeing, and research and innovation. We manage high performance operations at the AIS Campus in Canberra, supporting seven National Training Centres of Excellence, and a European Training Centre in Italy. Further, we individually support thousands of athletes and dozens of Australian sports through guidance and collaboration.

To Apply

Position Contact	Andrew Senior Assistant Director, Procure to Pay, +61 2 6214 1039
Agency Recruitment Site	https://ausport.nga.net.au/?jati=C1610DB7-319E-1A6D-6A3B-E3D6E574C58B

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Vacancy VN-0758162

Department of Home Affairs

Closing Date: Tuesday 26 May 2026

Ac West
Operations West Border Intelligence WA/SA

Job Title	Assistant Director, Border Intelligence SA
Job Type	Full-Time, Ongoing
Location	Various locations - SA SA
Salary	\$115,443 - \$134,865
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible
Office Arrangement Details	Flexible working arrangements can be negotiated in accordance with our Enterprise Agreement and the operational requirements of the role.
Classification	Executive Level 1
Position Number	137815
Agency Website	www.homeaffairs.gov.au

Job Description

<https://jobs.homeaffairs.gov.au/job-invite/137815/>

The Border Intelligence SA (BI SA) team is part of a larger section, Border Intelligence WA/SA, and reports to a section head based in Western Australia. The BI SA team are based in Port Adelaide, South Australia and primarily support the functions of ABF Operations SA. This current vacancy at the EL1 level therefore plays a critical role in representing Border Intelligence functions within the SA jurisdiction.

Importantly, the role is responsible for leading a team of Intelligence Analysts who undertake a diverse range of functions including all-source operational intelligence assessment, liaison with partners, support for operational planning, threat discovery and intelligence collection management. The section produces border intelligence to support the operations of the Australian Border Force (ABF) and partner agencies.

The threat environment focus is on both inwards and outwards activity in the sea cargo, air cargo, postal, small craft, air and sea passenger, vessel, crew, onshore visa and associated environments.

BI SA is part of a border intelligence network who play a critical role in achieving a number of ABF Intelligence outputs, and in doing so this role is responsible for developing and maintaining key partnerships both internally and externally with stakeholders.

Our ideal candidate

- Demonstrated experience as a high performing Intelligence Analyst and leading teams in an Intelligence environment
- Flexible and able to adapt to changing intelligence priorities, including ability to perform well under pressure
- Personal integrity, discretion and strength of conviction
- Commitment to developing team capability
- Proven ability to manage a range of stakeholder relationships

Duties

- Manage and coordinate the allocation and prioritisation of an intelligence capability in keeping with operational requirements and resource capacities.
- Engage with senior level stakeholders across state and national intelligence and law enforcement agencies to foster greater collaboration, leverage partner capabilities and ensure flow of mission critical information.
- Work under limited direction to deliver priority outcomes to support the ABF, while ensuring partners and key business units are well briefed and advised, including Intelligence Executive.
- Build a positive and productive team environment, identify and address development needs, guide, mentor and give appropriate feedback, support and assess staff performance and acknowledge individual and team performance achievements.
- Guide, mentor and develop team members through formal and informal training supporting continuous improvement.

Eligibility

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

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

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

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

Notes

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

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

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

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

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

About the Department of Home Affairs

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

To Apply

Position Contact	John Eldridge, 08 9430 1356
Agency Recruitment Site	https://jobs.homeaffairs.gov.au/job-invite/137815/

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Vacancy VN-0758163

Department of Home Affairs

Closing Date: Tuesday 26 May 2026

Maritime Border Command & OSB
JATF OSB Deputy Commander JATF OSB Strategic Communication

Job Title	Assistant Director, Contract Management and Reporting
Job Type	Full-Time, Ongoing
Location	Various locations - ACT ACT, Various locations - NSW NSW
Salary	\$115,443 - \$134,865
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible
Office Arrangement Details	Flexible working arrangements can be negotiated in accordance with our Enterprise Agreement and the operational requirements of the role.
Classification	Executive Level 1
Position Number	137953
Agency Website	www.homeaffairs.gov.au

Job Description

<https://jobs.homeaffairs.gov.au/job-invite/137953/>

JATF OSB (Joint Agency Task Force Operation Sovereign Borders) Strategic Communication influences the decisions of potential irregular immigrants (PIIs) and people smugglers, to deter them from joining or operating irregular maritime ventures to Australia. We do this through intensive, intelligence-led, risk-based, anti-people smuggling communication that raises awareness and changes behaviour.

The section delivers the communication activity in key people smuggling source and transit countries, as well as in Australia. Communication activity highlights the realities of hazardous sea journeys, the financial risks of engaging people smugglers and the consequences of irregular migration by sea to Australia.

Our ideal candidate

Assistant Director, Contract Management and Reporting supports the management of the implementation of the Australian Government's anti-people smuggling communication campaign. The Assistant Director is responsible for a range of tasks including but not limited to:

- leading complex onshore and offshore procurement processes
- financial reporting/analysis and budget management
- supporting international engagement through liaison with overseas Posts, intelligence and national security colleagues to conduct target audience analysis and sentiment insight reporting and analysis.

The role requires someone who can work independently under minimal supervision, and who is able to make key decisions under broad guidance. Strong communication skills and client focus delivery are essential due to the daily liaison and negotiation with stakeholders, including

intelligence agencies, overseas Posts, overseas and domestic service providers, procurement, finance and legal teams. The Assistant Director must be self-motivated, be able to manage competing priorities, work well under pressure and be able to deliver quality products while meeting tight deadlines. Experience in stakeholder engagement, procurement, finance, whole of government coordination and communication campaigns is highly desirable. **Duties**

- Work collaboratively as part of a high-performing team to achieve the successful implementation of the Australian Government's anti-people smuggling strategic communication campaign to raise awareness of Australia's border protection policies to deter potential illegal immigrants from travelling illegally to Australia by boat.
- Lead sentiment reporting, research and analysis with a strong ability to draw strategic conclusions and identify trends from open source and classified reporting to understand target audience behaviour and media consumption habits to monitor emerging and enduring narratives.
- Provide support to the Director in the overarching management of the campaign by preparing briefs and high-level advice on anti-people smuggling communication matters for Portfolio Ministers, Department of Home Affairs and Australian Border Force executive, and JATF stakeholders.
- Lead and manage key finance and procurement functions including but not limited to complex annual procurement processes, contract implementation, management and variations, payment of invoices, management of BRACS and accurate forecasting, accruals, journals and financial commentary.
- Actively contribute to the design, implementation, monitoring and evaluation, contract and stakeholder management to ensure service provider accountability and delivery on contractual obligations to maintain the success of the department's anti-people smuggling campaign.

Additional information

- Managing service providers in different time zones will require some out of hours work.
- Applicants must be located in/willing to re-locate to ACT/NSW. Applicants from other states and territories will be considered by exception.

The following qualities are considered highly desirable:

- Knowledge of, or the ability to quickly develop knowledge of, maritime people smuggling, the Operation Sovereign Borders policy and international policy on the management of people smuggling
- Experience in procurement, finance, stakeholder engagement, international relations, strategic policy development and whole of government coordination
- Excellent communication and interpersonal skills, including high-level written ability and strong research/analytical abilities
- Sound judgement, ability to think strategically and explore new and innovative ideas in support of communication strategies
- Ability to engage with multiple stakeholders to implement a program of work that presents layers of complexities and sensitivities

Eligibility

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

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

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

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

Notes

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

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

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

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To Apply

Position Contact	Cassandra Mathews, 02 6196 0781
Agency Recruitment Site	https://jobs.homeaffairs.gov.au/job-invite/137953/

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Vacancy VN-0758242

Department of the Treasury

Closing Date: Tuesday 10 June 2025

Digital Competition and Payments Division
Data Standards Body

Job Title	EL2 Director, Data Standards Service Delivery
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Canberra ACT, Sydney NSW, Melbourne VIC, Perth WA
Salary	\$162,193 - \$186,140
Future Merit Locations	Canberra, Sydney, Melbourne, Perth
Office Arrangement	Flexible
Office Arrangement Details	Office arrangements can be flexible in consultation with manager and operational requirements.
Classification	Executive Level 2
Position Number	9-2024
Agency Website	www.treasury.gov.au

Job Description

<https://treasury.gov.au/the-department/recruitment-and-careers>

This is an exciting opportunity to work in the Data Standards Body (DSB) and across government to deliver high quality regulatory standards.

The DSB supports the Data Standards Chair who is responsible for making the standards that are necessary for the effective operation of Australia's Digital ID System and the Consumer Data Right (CDR) regulatory frameworks. The DSB is part of Treasury's Digital, Competition and Payments Division in Markets Group.

Further information about the CDR and Digital ID Data Standards, for which the Data Standards Chair is responsible, can be found on the DSB's website: Data Standards Body.

Duties

Treasury is looking for highly a motivated and experienced service delivery manager to join its Data Standards Body (DSB) in the Service Delivery and Program Management Unit as Director. The Director leads the work of the unit, and would be expected to:

- propose and establish new ways of working across the Data Standards Body drawing from a DevOps approach, continuous improvement and building transparency and collaboration, including:
 - plan and facilitate internal collaboration forums
 - development mechanisms for ensuring accountability and visibility of delivery activities
 - assess pain points and bottlenecks in the development lifecycle.
- provide oversight of and strategic direction to support services intended to provide implementation support to regulated entities. This covers the delivery of newsletters, social media engagement, support forums, guidance, management of a support portal, and provision of development tools,
- establish methods of collating and verifying user needs and evaluation of services provided,
- provide a senior level of leadership and coordination across the Data Standards Body and the management of up to four staff members.

Desirable Qualifications / Experience:

The candidate must:

- have an understanding of and experience in service delivery, ideally through a DevOps approach, in the context of technology development and deployment,
- demonstrate capability in creating effective change and suggesting innovative ideas for improvement,
- have strong communication skills, to convey technical and non-technical issues and solutions across technical, regulatory and policy audiences,
- demonstrate great interpersonal and mentoring skills to develop competencies and understanding amongst the broader team,
- demonstrate strong critical thinking and problem-solving skills to ensure delivery plans align with strategic objectives and requirements.

The candidate will be very well regarded if they can demonstrate:

- previous experience within tech development, service or program delivery,
- previous experience in assurance,
- team building and change management experience,
- a strong interest in digital regulation and standards.

Eligibility

Employees of the Treasury are required to be Australian citizens and must hold a current security clearance or successfully complete a clearance prior to commencement.

Notes

This recruitment process is being used to fill an ongoing position. A merit pool may be established to fill future ongoing or non-ongoing, should they become available within 18 months from the date advertised.

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 Treasury

The Treasury is a respected and influential central economic agency. We provide authoritative advice and analysis to the Australian Government on a broad range of economic, fiscal, structural, financial and tax policy issues. We also monitor global economic conditions to make sure Australia is well placed to respond to emerging trends. Treasury provides some of the best opportunities in the public service. Treasury presents a challenging and rewarding career with the opportunity to contribute substantially to Government policy that affects all Australians. The Treasury’s staff are drawn from many professions representing diversity in experience and skills. We seek passionate staff who will work collaboratively to deliver the ideas and advice that will help Australia meet the challenges of the coming years. Treasury offers attractive salaries and employer superannuation as well as a range of other benefits, including generous leave entitlements, salary packaging and a closedown period over the Christmas holiday. The Treasury is a flexible, dynamic and diverse workplace with offices in Canberra, Sydney, Melbourne and Perth.

To Apply

Position Contact	Naomi Gilbert, 0492 098 845
Agency Recruitment Site	https://treasury.gov.au/the-department/recruitment-and-careers

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Vacancy VN-0758319

Job Title	EL1 Technical Policy Leads
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Canberra ACT, Melbourne VIC, Sydney NSW, Perth WA
Salary	\$132,786 - \$152,319
Future Merit Locations	Canberra, Melbourne, Sydney, Perth
Office Arrangement	Flexible
Office Arrangement Details	Office arrangements can be flexible in consultation with manager and operational requirements.
Classification	Executive Level 1
Position Number	10-2025
Agency Website	www.treasury.gov.au

Job Description

<https://treasury.gov.au/the-department/recruitment-and-careers>

About the role:

This is an exciting opportunity to work in the Data Standards Body (DSB) and across government to deliver high quality regulatory standards.

The DSB supports the Data Standards Chair who is responsible for making the Data Standards that are necessary for the effective operation of Australia's Digital ID System and the Consumer Data Right (CDR) regulatory frameworks. The DSB is part of Treasury's Digital, Competition and Payments Division in Markets Group.

Further information about the CDR and Digital ID Data Standards, for which the Data Standards Chair is responsible, can be found on the DSB's website: [Data Standards Body](#).

As a technical policy lead, you will contribute directly to the development of standards that support Australia's Digital ID system and CDR. This includes, working closely with policy teams within Treasury and Finance departments, assessing and prioritising the changes to the Data Standards, and leading consultation with government and industry participants.

The technical policy lead is therefore required to have, or the ability to quickly develop, a strong technical understanding of the role and function of data and security standards, and the management of proposed changes. You will also be able to work with a range of government and industry stakeholders to support the Data Standards Chair to deliver on policy objectives.

Duties

Key responsibilities are detailed below (but are not limited to):

- Apply an in-depth knowledge of technical concepts required to critically evaluate standards issues and changes within a government policy context, including one or more of:
 - Identity federation architecture adopting Open ID Connect
 - Identity proofing, verification, digital credentials and wallets
 - Cyber security, biometrics and authentication technologies
 - API design that facilitates the efficient and safe and secure transfer of data

- Data portability initiatives such as open banking, open finance and open energy.
- Undertake research and analysis and other activities to propose relevant standards changes, with an awareness of their possible impact on strategic, political or policy outcomes for the program.
- Oversee a backlog of proposed changes and process of triaging, evaluating and prioritising stakeholder requests to inform a strategic and tactical delivery roadmap.
- Manage and coordinate consultation and delivery processes for the making of the Data Standards instruments in accordance with set timeframes and processes.
- Work collaboratively across the DSB, other agencies, and stakeholders with limited direction against established priorities and practices to deliver quality outcomes and relationships.
- Confidently lead inter-agency discussions with engineers, architects, and policy teams through problem exploration and solution design.
- Engage internationally with other standards settings bodies to ensure data standards remain interoperable with other schemes and at the forefront of innovation.

Qualifications and Experience:

You will be able to demonstrate:

- The ability to quickly understand the policy and data standards landscape for Digital ID and/or the Consumer Data Right.
- The ability to engage collaboratively to develop technical standards, while balancing competing views and aligning to government policy objectives.
- Strong written and oral communication skills, including the ability to lead technical analysis and discussion across a broad range of stakeholders including through public consultation.
- Experience in technical policy analysis, business analysis, systems analysis, or another relevant field.
- Qualifications in IT, Engineering, Policy, Economics, Law or another relevant field are desirable.

This recruitment process is being used to fill 2 ongoing positions (Cyber Security and Digital ID).

Eligibility

Employees of the Treasury are required to be Australian citizens and must hold a current security clearance or successfully complete a clearance prior to commencement.

Notes

This recruitment process is being used to fill an ongoing position. A merit pool may be established to fill future ongoing or non-ongoing opportunities, should they become available within 18 months from the date advertised.

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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meet the challenges of the coming years. Treasury offers attractive salaries and employer superannuation as well as a range of other benefits, including generous leave entitlements, salary packaging and a closedown period over the Christmas holiday. The Treasury is a flexible, dynamic and diverse workplace with offices in Canberra, Sydney, Melbourne and Perth.

To Apply

Position Contact	Nathan Sargent, (02) 6263 3166
Agency Recruitment Site	https://treasury.gov.au/the-department/recruitment-and-careers

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Vacancy VN-0758337

Indigenous Business Australia

Closing Date: Wednesday 21 May 2025

Business Solutions Customer Contact Centre Coordinator

Job Title	Customer Contact Centre Coordinator (Affirmative Measures)
Job Type	Full-Time, Ongoing
Location	Brisbane QLD, Sydney NSW, Canberra ACT
Salary	\$103,843 - \$115,131
Future Merit Locations	Brisbane, Sydney, Canberra
Office Arrangement	Hybrid
Office Arrangement Details	Position may be offered for working from home, split offering under hybrid, or may be flexible.
Classification	
Position Number	5135
Agency Website	www.iba.gov.au

Job Description

<http://www.iba.gov.au>

The Customer Contact Centre Coordinator reports to the Team Leader Service and Support with direct reports from 3 Support Officers.

We are looking for someone to effectively and efficiently manage and coordinate the services within our Customer Contact Centre. You will be managing the coordination of inbound telephone calls and online web-based enquiries. You will be assigning, allocating and monitoring workload, coaching and supporting the Support Officers based on the customers business lifecycle stage and segment needs. You will work closely with the Team Leader Service and Support ensuring seamless collaboration, service continuity and operational alignment across customer engagement support delivery and internal coordination functions. You will assist in the management of workflow across cross-functional teams and action service requests when required.

Duties

Duties include, but are not limited to:

- Coordinate team, resource planning, workload prioritisation to ensure coverage across multiple customer service channels, including phone, email, and online enquiries.
- Collaborate with and support the Team Leader, Service & Support to align service delivery objectives, and coordinate support efforts to meet customer needs.
- Lead and co-ordinate the daily operations of the Customer Contact Centre team, providing support, coaching and mentoring to ensure consistent delivery of excellent customer experience.
- Management of workflow across cross-functional teams to provide support between the Support Officers and the Relationship Officers during peak times and when required.
- Support Call Centre Support Officers in providing coaching and guidance to handle escalations, complex enquiries and outbound calls when required.
- Monitor team performance and contact centre metrics generating insights and reports for the TL to inform decision making and identify areas for improvement.
- Develop and maintain constructive and appropriate working relationships with internal and external stakeholders.
- Complying with and adhering to all relevant IBA legislation, policies and procedures in accordance with training provided.
- Other duties and special projects as required in line with skills and experience.

Eligibility

These are essential unless otherwise indicated.

Displays Aboriginal and Torres Strait Islander cultural capability

- Awareness and understanding of Aboriginal and Torres Strait Islander societies and culture as well as the demonstrated ability to liaise, communicate and negotiate sensitively and effectively with Indigenous individuals.
- Awareness and understanding of Australian Indigenous issues particularly as they relate to small business.

Communication Skills

- Excellent verbal and written communication skills, active listening, and professional phone voice.

Customer Service Excellence

- Exceptional customer service, customer focused and adaptability to handle different personality types.

Quality and Continuous Improvement

- A high level of attention to detail and quality orientation.
- Constantly looks for continuous improvement opportunities and ways to innovate and encourages others to do the same.
- Take responsibility for correcting problems promptly.
- Make specific changes in work methods to improve outcomes, quality and timeliness of service

Planning and Organising

- Ability to multi-task, set priorities and manage time effectively.
- Identifies process, tasks and resources required to achieve goals.
- Identifies more and less critical activities and operate accordingly, reviewing and adjusting as required.
- Pro-actively develops and implements systems and procedures to guide work and track progress; recognises barriers and finds effective ways to deal with them.

Problem Solving

- Proactively seeks all relevant information for problem solving.
- Investigates and probes for the facts.
- Liaises with stakeholders.
- Analyses issues from different perspectives.
- Identifies and proposes workable solutions to problems.

Computer Literate

- Proficiency with computers, Excel, Word and CRM Dynamics 365, and strong typing skills.
- Significant personal drive and integrity including:
 - Professionalism and probity.
 - Engaging with risk and showing personal courage.
 - Promoting and adopting a positive & balanced approach to work.
 - Self-awareness and commitment to personal development.

Prerequisite requirements

- Knowledge of or experience working in a customer service contact centre environment is highly desired.
- Knowledge of or experience working in a business advisory or financial services organisation is highly desired.

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.

About the Indigenous Business Australia

About Us Our vision is for a nation in which Aboriginal and Torres Strait Islander people are economically independent and an integral part of the economy. IBA was created to assist and enhance the economic development opportunities of Aboriginal and Torres Strait Islander people across Australia. IBA serves, partners and invests with Aboriginal and Torres Strait Islander people who want to own their future. We go further than provide money; we invest in people, places and ideas that can't wait. We help make them real. We're deeply invested in the financial success and economic independence of Indigenous Australians. It's why we exist. We can Help you own your own home. Loans and financial services – affordable, simple and personalised. So you can take ownership of your home and your future. Help you start or grow a business. Business Finance and partnerships – from big ideas through to making them happen, we can provide the right mix of products, services, advice, networks and capability. Help you invest in your future. Focused on making a strong, positive impact with a portfolio that provides responsible financial returns and a whole lot more for communities and our partners.

To Apply

Position Contact	Kim Notaras, 0261102647
Agency Recruitment Site	http://www.iba.gov.au

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Vacancy VN-0758339

Indigenous Business Australia

Closing Date:Wednesday 21 May 2025

Business Solutions Customer Contact Centre Team

Job Title	Customer Contact Centre Support Officer
Job Type	Full-Time, Ongoing
Location	Sydney NSW, Brisbane QLD, Perth WA
Salary	\$92,817 - \$98,420
Future Merit Locations	Sydney, Brisbane, Perth
Office Arrangement	Hybrid
Office Arrangement Details	Position may be offered for working from home, split offering under hybrid, or may be flexible.
Classification	
Position Number	5511
Agency Website	www.iba.gov.au

Job Description

<http://www.iba.gov.au>

The Customer Contact Centre Support Officer reports to the Customer Contact Centre Coordinator.

We are looking for a Support Officer to be part of our Business Solutions Customer Contact Centre Team. The Team is the first point of contact for customers seeking business support and services. This frontline role will deliver high-quality customer service by responding to web and call enquiries, providing accurate information and guiding individuals and businesses through IBAs range of services and programs supporting IBAs commitment to empowering Aboriginal and Torres Strait Islander people to achieve economic independence and financial wellbeing.

Duties

Duties include, but are not limited to:

- Respond to inbound calls and web enquiries; assess information provided to determine next steps in the triaging process.
- Assess the level of readiness for customers enquiring about IBA Business products and services through the IBA Business Questionnaire and using active listening, open/closed and probing questions.
- Provide general information, discuss relevant IBA Business Workshops with customers and provide information on sessions date / times to attend.
- Create and manage records in CRM Dynamics 365 and other systems as required.
- Ensure all customer interactions comply with all relevant legislation and in accordance with the training provided.

- Understand and strive to meet or exceed contact centre metrics while providing excellent consistent customer service.
- Develop and maintain constructive and appropriate working relationships with internal and external stakeholders.
- Support the wider Service & Support Team with customer service requests, outbound calls when required.
- Adhere with all IBA policies and procedures.
- Other duties and special projects as required in line with skills and experience.

Eligibility

These are essential unless otherwise indicated.

Displays Aboriginal and Torres Strait Islander cultural capability

- Awareness and understanding of Aboriginal and Torres Strait Islander societies and culture as well as the demonstrated ability to liaise, communicate and negotiate sensitively and effectively with Indigenous individuals.
- Awareness and understanding of Australian Indigenous issues particularly as they relate to small business.

Communication Skills

- Excellent verbal and written communication skills, active listening, and professional phone voice.

Customer Service Excellence

- Exceptional customer service: customer focused and adaptability to handle different personality types.

Quality and Continuous Improvement

- A high level of attention to detail and quality orientation.
- Constantly looks for continuous improvement opportunities and ways to innovate and encourages others to do the same.
- Take responsibility for correcting problems promptly.

Planning and Organising

- Ability to multi-task, set priorities and manage time effectively.
- Identifies process, tasks and resources required to achieve goals.
- Identifies more and less critical activities and operate accordingly, reviewing and adjusting as required.
- Recognises barriers and finds effective ways to deal with them.

Computer Literate

- Proficiency with computers, especially with CRM software, and strong typing skills.
- Significant personal drive and integrity include:
 - Professionalism and probity.

- Engaging with risk and showing personal courage.
- Promoting and adopting a positive & balanced approach to work.
- Self-awareness and commitment to personal development.

Prerequisite requirements

- Knowledge of our experience working in a customer service contact centre environment is highly desired.
- Proficiency with computers, especially with CRM software, and strong typing skills.

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.

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To Apply

Position Contact	Kim Notaras, 0261102647
Agency Recruitment Site	http://www.iba.gov.au

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Agriculture, Water and the Environment

Vacancy VN-0758376

Australian Pesticides and Veterinary Medicines Authority

Closing Date: Thursday 05 June 2025

Business Enabling Services

Job Title	Chief Operating Officer
Job Type	Full-Time, Non-Ongoing
Location	Armidale NSW, Canberra ACT
Salary	-
Future Merit Locations	Armidale, Canberra
Office Arrangement	Flexible
Office Arrangement Details	Flexible working arrangements for APVMA SES (including working from home) are in line with the APVMA's Enterprise Agreement 2024-27.
Classification	Senior Executive Service Band 1
Position Number	01166
Agency Website	https://apvma.gov.au/node/1063

Job Description

<https://amandaorourke.com.au/contact/>

Lead Corporate Excellence in a National Regulatory Agency

The Australian Pesticides and Veterinary Medicines Authority (APVMA) is seeking an experienced and dynamic Chief Operating Officer (SES Band 1) to lead its Business Enabling Services Program. This position is pivotal in ensuring the APVMA operates as a world-class regulator through efficient and effective corporate support functions.

Duties

About the Role

As COO, you will be a key member of the Executive Leadership Committee, responsible for driving the establishment and embedding of contemporary best practices across the APVMA. Your leadership will be instrumental in aligning corporate operations with the agency's strategic objectives and compliance with legislative requirements, including the Public Governance, Performance and Accountability Act 2013 and the Public Service Act 1999.

Skills and Experience

The ideal candidate will possess extensive senior leadership experience within the public sector, demonstrating proficiency in strategic financial management, human resources leadership, and a solid understanding of information and communications technology (ICT) systems. Familiarity with digital transformation initiatives is advantageous. Strong communication and stakeholder engagement skills are essential, along with a thorough understanding of public sector governance and compliance frameworks. A commitment to fostering an inclusive, high-performing organisational culture focused on continuous improvement and innovation is also crucial.

How to Apply

Before applying, please request the candidate information pack by emailing admin@amandaorourke.com.au, quoting **Ref No. 1163** in the subject line.

Closing Date
Applications close at **11:59pm AEST on Thursday, 5 June 2025**.

Eligibility
Notes

About the Australian Pesticides and Veterinary Medicines Authority

To Apply

Position Contact	Amanda O'Rourke, 0452 199 031
Agency Recruitment Site	https://amandaorourke.com.au/contact/

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Agriculture, Water and the Environment

Vacancy VN-0758342

Department of Agriculture, Fisheries and Forestry

Closing Date:Tuesday 27 May 2025

Biosecurity Plant and Science Services
Science & Surveillance Indigenous Rangers & Business Management

Job Title	Assistant Director - Business Management
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Cairns QLD
Salary	\$124,861 - \$134,295
Future Merit Locations	Cairns
Office Arrangement	Flexible
Office Arrangement Details	Subject to negotiation
Classification	Executive Level 1
Position Number	2025/1369
Agency Website	https://www.agriculture.gov.au

Job Description

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

Who we are

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

The Business Management Unit (BMU) within the Indigenous Rangers and Business Management Section provides corporate, strategic and governance support across SSG.

Duties

The Job

The Assistant Director leads the BMU (a small, discreet work unit) which supports SSG branch with strategy, governance and project work. The work covers a range of functions including:

- managing the SSG Business Management Unit to coordinate and help implement the SSG Strategic Roadmap, managing the delivery of secretariat services for the SSG Director Forum and other significant meetings as directed by the Assistant Secretary
- coordinating and monitoring requests across the branch (such as Senate Estimates, Questions on Notice, Strategic policy) and collating responses
- supporting the SSG Business Management Unit to review and monitor workforce planning and organisational reports as well as mandatory learning and credit card reports
- supporting the development, implementation, monitoring and evaluation of various projects and initiatives, as requested
- developing, preparing and reviewing high quality written material including reports, briefing papers, business cases and other documents related to the branch
- applying your resource management knowledge to resolve general human resource and procurement enquiries
- engaging with the corporate finance, human resource and central procurement teams
- ensuring knowledge of, and compliance with, legislative, financial and administrative frameworks, government decision-making processes and agency guidelines and regulations
- establishing and maintaining internal and external networks, particularly with branch Directors, the Assistant Secretary and the office of the First Assistant Secretary
- coordinating/actioning ad hoc requests from the Assistant Secretary or branch Directors.

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

For further information on the work of our department please click [here](#).

Eligibility

What we are looking for

Knowledge and experience

The successful applicant will have:

- previous experience in Commonwealth/State government processes and governance arrangements
- knowledge of strategic planning processes
- knowledge of the *PGPA Act 2013*, the Commonwealth Procurement Rules and associated policies
- previous experience working with senior leadership to support departmental/corporate objectives
- previous secretariat and procurement experience.

Notes

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

This vacancy has been identified to participate in VetPaths. The Australian Public Service (APS) values the unique skills, perspectives, and experiences that veterans gain during their Australian Defence Force (ADF) employment and encourage veterans to apply. Support may be available to veterans transitioning to meaningful APS careers through participation in VetPaths, which offers veterans an opportunity to participate in a six-month program offering formal learning and development, career mentoring and activities for wellness and peer supports. For more visit:

<https://www.dva.gov.au/about/careers/continuing-serve-vetpaths-support-pathway-veterans-new-australian-public-service-aps>

About the Department of Agriculture, Fisheries and Forestry

To Apply

Position Contact	Renae Todd, 0418 610 917
Agency Recruitment Site	https://www.agriculture.gov.au/about/jobs/apply

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Attorney-General's

Vacancy VN-0758360

Federal Court of Australia

Closing Date: Tuesday 20 May 2025

Federal Circuit and Family Court of Australia
Office of the Chief Executive Officer and Principal Registrar

Job Title	Indigenous Family Liaison Officer
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Newcastle NSW
Salary	\$84,228 - \$91,809
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Hybrid
Office Arrangement Details	This role will have a hybrid working arrangement.
Classification	APS Level 5
Position Number	0357-04-25
Agency Website	https://www.fedcourt.gov.au/about/employment

Job Description

<https://fcajobs.nga.net.au/?jati=27DA8962-543A-852C-A3D6-E3D6E6D4E98E>

Position overview

The Federal Circuit and Family Court of Australia is seeking an Indigenous Family Liaison Officer to join our team in Newcastle.

The Indigenous Family Liaison Officers will provide in-Court support to Aboriginal and Torres Strait Islander Peoples faced with family breakdown and/or who are accessing various services provided by the Courts. The role will specifically support Judges who either run Specialist Indigenous Lists or hear a high proportion of matters involving Aboriginal and/or Torres Strait Islander litigants. Indigenous Family Liaison Officers will need to take a positive and collaborative approach to enhance cultural development within the pre-existing Court structure and case management pathway. The position may include opportunities to support the Courts, acting as a collaborative and supportive point for conveying cultural change as required.

These roles will be focused on supporting Aboriginal and Torres Strait Islander Peoples to understand the role of the Courts in family law matters, as well as ensuring that litigants attend Court events and provide support when interacting with the Courts' processes. The Indigenous Family Liaison Officers can link Aboriginal and Torres Strait Islander Peoples with key legal and community-based services.

Indigenous Family Liaison Officers are also responsible for representing the Courts to the community. They are responsible for explaining the needs of Aboriginal and Torres Strait Islander Peoples to the Courts and to other service providers. They are required to develop and maintain collaborative partnerships with local colleagues inside the Courts, as well as establish and maintain external networks.

Depending on the operational needs, the position may be full-time, part-time and/or casual. If casual, successful candidates should be flexible with respect to hours and days of work. Additional hours or days may be required during weeks in which the Courts' Specialist Indigenous Lists are conducted, or the Judges requires additional support, whereas fewer hours may be required at other times. It is important that the work hours of successful candidates can support the weeks when the Courts are circuiting to regional and remote locations.

Duties

Key responsibilities and duties

The Indigenous Family Liaison Officer role is fundamentally a support role to assist Aboriginal and Torres Strait Islander families

through the Court system. There are two primary elements to the Indigenous Family Liaison Officer role:

Providing support to Aboriginal and Torres Strait Islander identifying litigants in family law matters by way of:

- Explaining the importance of attending and participating in Court hearings to litigants.
- Attending Court hearings and explaining Court processes and requirements to litigants.
- Assisting litigants to file documents.
- Attending Court Children's Service events and providing assistance to ensure that litigants and other significant persons are able to fully participate in these events.
- Attending dispute resolution events or any other events in the Courts' case management pathway to ensure that litigants and other significant persons are able to fully participate in these events.
- Addressing the Judge during Court events to explain the practical difficulties which a litigant may be facing in a matter.
- Connecting Aboriginal and Torres Strait Islander litigants to legal and other community-based services
- Reporting to the Courts' Committees for Aboriginal and Torres Strait Islander litigants. Liaising with Independent Children's Lawyers (where appointed in a matter).

Engaging with the local Aboriginal and Torres Strait Islander community and support agencies to raise awareness of the role of the Courts in family law matters and its connection with various governmental departments.

Additionally, Indigenous Family Liaison Officers will need to be effective at:

- Maintaining positive working relationships within the Courts, and with local support services which may assist Aboriginal and Torres Strait Islander litigants.
- Working with the local Judge(s) and Registrar(s) to organise and promote engagement events with local communities.
- Under the guidance of the National Coordinator Indigenous Family Liaison Officers and Director – National Registrar Operations, appropriately educating the Courts' staff on the needs and circumstances of Aboriginal and Torres Strait Islander Peoples to assist them to fully participate in Court proceedings.

Candidates with particular skills and experience may have the opportunity to work in additional areas within the Courts, subject to the operational need of the Courts. **Eligibility**

Selection Criteria

The successful applicants will need to have:

1. An understanding of Aboriginal and Torres Strait Islander Court-user needs especially with respect to family conflict.
2. Demonstrated ability to work in a positive, effective and culturally appropriate manner with Aboriginal and Torres Strait Islander Peoples, and a positive and effective way with all key stakeholders internally within the Courts (such as Judges and Court staff) and externally (such as key organisations).
3. Demonstrated ability to be able to learn about the Courts and to be able to pass on this information to Aboriginal and Torres Strait Islander Peoples effectively.
4. Ability to work with Judges and Court staff including Judicial Registrars, lawyers, Court Child Experts, and administrative staff in assisting Aboriginal and Torres Strait Islander Peoples to fully access all the services provided by the Courts.
5. Demonstrated experience in the engagement with, and strong links to, Aboriginal and Torres Strait Islander communities, such as experience with: not for profit organisations, Aboriginal Controlled Community Organisations (ACCOS), or service delivery of Commonwealth and/or

State Government initiatives relevant to improving outcomes for Aboriginal and Torres Strait Islander peoples, with the ability to provide information about the Courts, which will allow the Courts and the community to work together.

6. Demonstrated ability to make recommendations about the changes needed to procedures and policies to ensure Aboriginal and Torres Strait Islanders Peoples can access the Court and use their services effectively.
7. Have appropriate oral and written communication skills and a willingness to participate collaboratively and positively in further education.
8. Have an understanding of language and cultural needs of Aboriginal and Torres Strait Islander Peoples and an ability to access and use interpreter services.

Successful applicants are required to have knowledge and understanding of the issues affecting Aboriginal and/or Torres Strait Islander Peoples and the ability to communicate sensitively and effectively with Aboriginal and/or Torres Strait Islander Peoples (criteria 1 & 2 above).

Successful applicants should provide a reference from a referee of Aboriginal and/or Torres Strait Islander background, where possible, to confirm they can meet the above requirements. **Notes**

Eligibility

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

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

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

Diversity and Inclusion

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

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

How to apply

As part of your application, you will be required to submit a one page response outlining your suitability for this position having regards to the selection criteria and duties of the position which are described in the position description (maximum word limit 500). Please ensure this document is attached before submitting your application.

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 Federal Court of Australia

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

To Apply

Position Contact	Daryl Hayes, 0487 161 587
Agency Recruitment Site	https://fcajobs.nga.net.au/?jati=27DA8962-543A-852C-A3D6-E3D6E6D4E98E

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Defence

Vacancy VN-0754336

Department of Defence

Closing Date:Wednesday 21 May 2025

Capability Acquisition and Sustainment Group
Joint Systems

Job Title	VLF Technical Support Services Manager
Job Type	Full-Time, Ongoing
Location	Canberra ACT, Exmouth WA, Perth WA
Salary	\$120,303 - \$135,701
Future Merit Locations	Canberra, Exmouth, Perth
Office Arrangement	Flexible
Office Arrangement Details	Defence is committed to supporting workplace flexibility. Please contact the contact officer for further details.
Classification	Executive Level 1
Position Number	CASG/11203/24
Agency Website	

Job Description <https://defencecareers.nga.net.au/?jati=4BA6E3BA-32C8-A34A-8A99-E38FDF47B7F4>

Duties

The Role

The Technical Support Services Manager provides on-site Technical support to the Sustainment Director for the VLF capability at Naval Communication Station Harold E Holt in Exmouth WA. The Station is operated under contract by Raytheon Australia, under the supervision of small resident program team who provide management and oversight over the contractor managed operations of the Station.

The Support Services Technical Manager will provide technical assurance and oversight over all Technical activities conducted by Raytheon, including oversight of on-site maintenance activities, working with the Support Services Engineering Manager and providing technical advice and data to the VLF Principal Engineer.

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

About our Team

The resident program team located at Naval Communication Station Harold E Holt is a small, dedicated team of Commonwealth staff responsible for the management of the station which is operated by Raytheon Australia under contract. The team is located on-site at the Station, which is located six kilometres outside of the town of Exmouth in Northern WA.

Our Ideal Candidate

Our ideal candidate would be an experienced Technician with previous experience in remote site operations. Experience in high power electrical generation, RF communications or similar background is highly desirable.

As the on-site team is small, the ideal candidate would be someone who is self-directed, with a strong work ethic, and someone capable of working in close collaboration in an integrated Commonwealth/Contractor environment.

Eligibility

Security Clearance

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

Mandatory Qualifications

This technical position requires the individual to have obtained Engineers Australia Stage 1 competency standard for Engineering Associate recognition (or ability to obtain status as an Engineering Associate within three months) or relevant skills and work experience such that an individual can reasonably achieve a recognised AQF qualification if required by the position.

Notes

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

About the Department of Defence

The Department of Defence employs around 18,000 Australian Public Service (APS) employees. Defence APS employees work in a wide variety of critical roles, Australia wide, enabling our three services Navy, Army and Air Force, to do their job. Defence has a range of Australian Public Service (APS) career opportunities that offer interesting, challenging, and unique work. Our workforce includes administrative support, accountants, intelligence analysts, engineers, policy advisors, graphic designers, lawyers, social workers, IT specialists and contract managers to name a few. We offer a rewarding career that includes professional development, work-life balance, recognition, a flexible and supportive work environment and a diverse workforce. To find out more about a career with Defence please visit <https://www.defence.gov.au/jobs-careers>

To Apply

Position Contact	Stuart McLaren, 02 5108 6212
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=4BA6E3BA-32C8-A34A-8A99-E38FDF47B7F4

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Defence

Vacancy VN-0758285

Department of Defence

Closing Date:Monday 26 May 2025

Navy
ADFHQ - Office of Chief of Navy

Job Title	Domain Governance and Administration Officer
Job Type	Full-Time, Ongoing
Location	Russell ACT
Salary	\$95,187 - \$108,734
Future Merit Locations	Russell
Office Arrangement	On Site
Office Arrangement Details	Defence is committed to supporting workplace flexibility. Please contact the contact officer for further details.
Classification	APS Level 6
Position Number	NAVY/04028/25
Agency Website	

Job Description <https://defencecareers.nga.net.au/?jati=1175C218-4964-DE9B-DE44-E3D63155FD36>

Duties

The Role

The Directorate of Domain Governance, Analysis and Reporting (DGAR) is seeking a pro-active Governance and Administration Officer who is experienced in the area of governance and providing secretariat coordination services to numerous domain-level committees.

The DGAR is part of Maritime Domain Support Branch (MDSB) within Navy Capability Division (NCD). The MDSB supports the Head of Navy Capability to establish requirements for future maritime capability.

In this role, you will have the opportunity to contribute to building of governance frameworks to support the functioning of decision making at domain, program, and project levels. You will actively support the implementation of such frameworks using your knowledge and experience in development and implementation of governance-related policies, procedures and processes.

You will work in a dynamic team and be responsible for providing secretariat support to various high-level meetings where key decisions are being made, including:

- Maintaining the schedules and Terms of References.
- Coordinating meetings by tracking attendance and collating/preparing agendas and meeting materials.
- Recording minutes and actions, followed by revision with relevant stakeholders to ensure completeness and accuracy of the meeting records.
- Distributing the meeting records and maintaining proper documentation.

Working across the MDSB, you will provide guidance on Maritime Domain governance policies and processes, maintain corporate records, and liaise with internal and external stakeholders. As the MDSB evolves to provide a greater variety of support services in response to the changing requirements and new requests of different stakeholders, you will undertake other duties as

directed by the leadership team to ensure the accomplishment of the branch's mission and goals.

About our Team

Working in the Directorate of Governance, Analysis and Reporting, Maritime Domain Support Branch (MDSB) within Navy Capability Division, our team are responsible for:

- Domain governance, including but not limited to the secretariat for the Maritime Domain Governance Board (MDGB).
- Domain risk and assurance including Maritime Domain Gaps, Risks, Issues, and Opportunities (GRIOs).
- Data analytics and visualisation capability for Navy Capability Division, including performance analysis and reporting.

We are committed to fostering an inclusive and collaborative work environment that values innovation, creativity, and teamwork.

Our Ideal Candidate

Ability to manage multiple tasks, prioritise effectively, and meeting deadlines is important to excel in this role, followed by paying close attention to details to ensure accuracy in all tasks, proactively identifying issues, and applying effective solutions.

You will have strong written, verbal communication and interpersonal skills that support you in building effective relationships through collaboration with individuals at all levels of the organisation.

Further, you will be able to exercise discretion and apply Defence security principles in the management and handling of confidential and sensitive information by applying sound judgement to make informed decisions based on available information. **Eligibility**

Security Clearance:

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

Notes

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

About the Department of Defence

The Department of Defence employs around 18,000 Australian Public Service (APS) employees. Defence APS employees work in a wide variety of critical roles, Australia wide, enabling our three services Navy, Army and Air Force, to do their job. Defence has a range of Australian Public Service (APS) career opportunities that offer interesting, challenging, and unique work. Our workforce includes administrative support, accountants, intelligence analysts, engineers, policy advisors, graphic designers, lawyers, social workers, IT specialists and contract managers to name a few. We offer a rewarding career that includes professional development, work-life balance, recognition, a flexible and supportive work environment and a diverse workforce. To find out more about a career with Defence please visit <https://www.defence.gov.au/jobs-careers>

To Apply

Position Contact	Hock Liew, 02 5130 4101
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=1175C218-4964-DE9B-DE44-E3D63155FD36

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Foreign Affairs and Trade

Vacancy VN-0758286

Austrade

Closing Date: Wednesday 28 May 2025

Corporate Services
Corporate Services People

Job Title	Team Leader, Recruitment
Job Type	Full-Time, Ongoing
Location	Adelaide SA, Brisbane QLD, Canberra ACT
Salary	\$117,157 - \$131,786
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Hybrid
Office Arrangement Details	Hybrid working arrangements are in place and specific details can be negotiated in accordance with our Enterprise Agreement
Classification	Executive Level 1
Position Number	5408_05/25
Agency Website	https://www.austrade.gov.au/about/employment

Job Description

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

Austrade is looking for an experienced Team Leader to lead our Recruitment Team. You will lead a small, high performing team responsible for delivering high quality client services, supporting managers to deliver best practice recruitment processes, and identifying process improvements for the benefit of the agency. You will be expected to

apply contemporary approaches to recruitment design and drive better practices.

Reporting to the Manager, Recruitment and Pay Services, you will be responsible for the end-to-end recruitment lifecycle while shaping the future of recruitment, through policy and process reform. You and your team will partner with managers to design and deliver quality recruitment processes, maintain a suite of documentation which supports good recruitment practice across the agency, and provide a level of administrative support where needed. To be successful, you will be solution focused with excellent attention to detail and have the ability to manage key stakeholders across various levels of seniority.

Duties

- Assist with facilitating the end-to-end recruitment lifecycle including global talent attraction, recruitment, onboarding process improvement and simplification.
- Review and maintain recruitment policy, processes and supporting materials in line with Australian Public Service (APS) rules and guidelines.
- Guide hiring managers through recruitment processes including providing advice and support and the delivery of training.
- Produce recruitment reports and analytics as well as refining and developing metrics to assist in informing recruitment management business decisions.
- Participate on interview panels when required and develop and review interview panel training resources.
- Review, evaluate and classify job descriptions through benchmarking using APS Work Level Standards.
- Foster a collaborative team environment and assist the team with establishing and maintaining positive working relationships with key stakeholders including hiring managers, candidates, referees, external agencies, key corporate areas and other teams within People Branch.
- Develop and oversee recruitment for Austrade's entry-level recruitment programs.

Eligibility

- Australian citizenship – our successful candidate must be an Australian citizen.
- Security clearance – our successful candidate is required to hold, or have the ability to obtain, and maintain a Baseline security clearance.

Notes

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

About the Austrade

Austrade is an Australian Commonwealth Government agency with approximately 1,1100 staff based across 98 offices in 50 countries. Austrade reports to the Minister for Trade and Tourism. Austrade's core purpose is to grow Australia's prosperity and promote Australia on the global stage. Through our teams located across Australia and our extensive international network, we help Australian exporters to grow, expand and diversify internationally, facilitate high-quality international investment into Australia, boost Australia's visitor economy, deliver commercial insights to inform government policy, execute government programs, and implement simplified trade reforms. Austrade is a key enabler and delivery agency for Australia's economic security with a focus on net zero transformation, trade modernisation, export diversification, building critical capabilities and technologies, the visitor economy and the growth of First Nations businesses. With international trade and capital markets continuing to navigate economic uncertainty and intensifying competition, Austrade's role has never been more important. Austrade values the diversity of its workforce and strives to ensure its workplaces are inclusive for all our people. Want to know more about working at Austrade? Visit <https://www.austrade.gov.au/About/Employment/Working-at-Austrade>.

To Apply

Position Contact	Carol Griffin, +61 (02) 6272 6927
Agency Recruitment Site	https://austradejobs.nga.net.au/cp/

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Foreign Affairs and Trade

Vacancy VN-0758314

Austrade

Closing Date: Wednesday 28 May 2025

Corporate Services
Corporate Services People

Job Title	People Business Partner
Job Type	Full-Time, Ongoing
Location	Adelaide SA, Brisbane QLD, Canberra ACT, Melbourne VIC, Sydney NSW
Salary	\$117,157 - \$131,786
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Hybrid
Office Arrangement Details	Hybrid working arrangements are in place and specific details can be negotiated in accordance with our Enterprise Agreement
Classification	Executive Level 1
Position Number	5407_05/25
Agency Website	https://www.austrade.gov.au/about/employment

Job Description

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

The Australian Trade and Investment Commission (Austrade) is seeking an experienced People Business Partner to join our team.

The People Business Partner function sits within the people branch and is an interface between the Corporate Services Group and

Austrade's senior internal clients, acting as a trusted HR advisor for Austrade's Executive and General Managers.

To be successful, an ability to manage competing priorities, provide resourcing advice and interpreting policy will be essential. You will have the ability to plan to mitigate potential HR related issues, with a track record of delivering exceptional client service.

You will be solution focused with excellent attention to detail and the demonstrated ability to manage key stakeholders across various levels of seniority. We are looking for a results-oriented person who is highly organised, trustworthy, loves ambiguity and has excellent communication skills. Ability to develop good networks across Austrade and knowledge of and/or experience in human resources will be essential.

Duties

- Providing specialist, strategic and innovative HR advice and guidance to senior leaders, working closely with them to improve workplace relationships, build morale and increase capability, engagement and productivity
- Giving advice on complex HR matters including supporting managers undertaking performance discussions.
- Supporting people focused projects – such as policy reviews, offshore remuneration reviews, performance cycle processes and capability development.
- Supporting Workforce Planning activities including providing data and advice on workforce planning.
- Providing advice on organisational structure and associated resourcing, recruitment and people policies and processes.

Eligibility

- Australian citizenship – our successful candidate must be an Australian citizen.
- Security clearance – our successful candidate is required to hold, or have the ability to obtain, and maintain a Baseline security clearance.

Notes

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

About the Austrade

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To Apply

Position Contact	Renee Barton, renee.barton@austrade.gov.au
Agency Recruitment Site	https://austradejobs.nga.net.au/cp/

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Foreign Affairs and Trade

Vacancy VN-0758334

Austrade

Closing Date: Sunday 01 June 2025

Corporate Services
Global Corporate Operations Procurement

Job Title	Advisor, Digital Procurement Business Partner
Job Type	Full-Time, Ongoing; Non-Ongoing
Location	Adelaide SA, Brisbane QLD, Canberra ACT, Melbourne VIC, Sydney NSW
Salary	\$101,322 - \$110,006
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Hybrid
Office Arrangement Details	Hybrid working arrangements are in place and specific details can be negotiated in accordance with our Enterprise Agreement
Classification	APS Level 6
Position Number	5412
Agency Website	https://www.austrade.gov.au/about/employment

Job Description

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

Austrade is Australia's global trade and investment agency, connecting Australian businesses to global opportunities and attracting foreign investment. We're a dynamic and purpose-driven organisation, and we're seeking a highly motivated and experienced Procurement Business Partner to join our team.

This is more than just a job; it's a chance to be a key player in Australia's economic future

You'll work collaboratively with business units across Austrade, providing expert procurement advice and support to ensure efficient, effective, and compliant procurement processes. This role is critical in enabling Austrade to achieve its strategic objectives.

Duties

- Providing proactive digital procurement and contract management advice and support to the Digital and IT Branches; contribute to the management and/or facilitation of the business areas procurement activities; resolving service delivery bottlenecks effectively with internal and external customers, suppliers and stakeholders in relation to Austrade's procurement practices; and in identifying and developing strategic supplier relationships to support the business direction
- Develop and oversee the digital tender and contract management processes within the Digital and IT Branches, from tender initiation to closing of the contract to ensure transparency, accountability and the highest standard of professionalism and probity. You must have proven experience with the BuyICT portal. You will be leading in the development and coordination of EOI's, RFI's, RFQ's, assisting with the development of draft contracts, supporting reviews of supporting documentation, uploading and managing the tender processes by responding to questions and maintaining probity measures.
- Provide sound expert advice on tender evaluation plans, contracts and procurement strategy to ensure quality and compliance with associated legislation, regulations, policies and procedures ensuring a commitment to value for money and timely delivery.
- Contribute to the continuous improvement initiatives and its implementation within Austrade, enabling improvements to systems and processes, ensuring best practice and industry benchmarks are realised. Actively contribute to continuous improvement by contributing ideas and opinions for improvement; delivering against Divisional and Branch objectives and management expectations; maintaining and developing competence and supporting the development of others.
- Assist in facilitating the procurement strategies, development and maintenance of databases, run reports and interpret data to provide a sound information base for decision making to business areas or to inform management reporting activities. Support the development of procurement options analysis to identify suitable procurement methods and support the development of procurement plans.
- Foster a business partnering approach with key internal stakeholders and provide advice on the initiation, execution, reporting and performance of procurement and tendering activities enabling the development of innovative procurement strategies and achievement of value for money and best practice principles.
- Provides support and contributes to project delivery, such as risk management, performance reporting and continuous improvements to ensure the branch delivers in accordance to the clients requirements.
- Participates in and advises on the assessment and processing of contract variations in accordance with the contract; supports tender documentation for high risk and/or complex work contracts; participates in the dispute resolution process as defined in the contract.
- Develops and maintains the contract management systems to ensure a full and complete record of all contracts, including contract claims, contract variations and extensions of time; maintains comprehensive and accurate records relating to each contract process; monitors compliance with policies and procedures

Eligibility

- **Australian citizenship** – our successful candidate must be an Australian citizen.
- **Security clearance** – our successful candidate is required to hold, or have the ability to obtain, and maintain a **Baseline** security clearance.

Notes

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

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To Apply

Position Contact	Geoff Barker, +61 (2) 6201 7605
Agency Recruitment Site	https://austradejobs.nga.net.au/cp/

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Health

Vacancy VN-0758198

Aged Care Quality and Safety Commission

Closing Date:Tuesday 27 May 2025

Regulatory Operations
Risk Intake and Inspectorate Group Risk, Intake and Analysis

Job Title	Senior Risk Analysis Officer
Job Type	Full-Time, Ongoing
Location	Surry Hills NSW, Parramatta NSW, Brisbane QLD, Melbourne VIC, Adelaide SA, Perth WA, Hobart TAS
Salary	\$96,503 - \$108,869
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible
Office Arrangement Details	Positions may be offered for working from home, split offering under hybrid, or may be flexible
Classification	APS Level 6
Position Number	20035349, 20035393 , 20044472
Agency Website	

Job Description

<https://www.agedcarequality.gov.au/careers-commission>

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

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

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

Risk, Intake and Analysis (RIA) Section:

The Risk, Intake and Analysis section provides a central point of escalation for risk within the Commission. The section conducts timely risk analysis and assessment of referred information across the Commission and develops recommendations on the most appropriate and effective responses to uncontrolled risk. The section facilitates timely response to risks, including engagement with providers to encourage positive organisational change and holding providers accountable for their performance. RIA is also responsible for proactive risk detection in partnership with referring teams and independently through analysis of referred risks over time. The section also analyses transactional and decision-making trends to provide information to governance bodies to inform policy adjustments.

Purpose of position:

The Senior Risk Analysis Officer is responsible for the analysis, risk assessment and triage of referrals and incoming intelligence, data and information to the team. The Senior Risk Analysis Officer recommends actions to the Assistant Director including whether the Commission should undertake regulatory action or adjust the level of risk assigned to the provider. The Senior Risk Analysis Officer has a key role in liaising with the data production teams to ensure timely access to data that meets the section's operational needs.

Duties

- Assess risk escalations from internal and external referring parties to ensure data integrity and the acceptance criteria is met.

- Applying in-depth knowledge of and adherence to legislative, financial and administrative frameworks, guidelines and regulations to support sound judgement and complex decisions.
- Gathers data and information on providers from a range of sources to perform a comprehensive and timely risk analysis and assessment.
- Analyse and identify provider trends and patterns, using sound judgement to escalate, monitor and analyse internal data flows and make recommendations for improvements to the operating model.
- Provide feedback, collaborate and negotiate with referring parties on complex and contentious issues to ensure risk assessments are accurate and comprehensive and consider all relevant information.
- Prepare well-reasoned recommendations and briefs to management and relevant Committees to inform regulatory response.
- Recognise and escalate emerging and complex risks promptly, to ensure timely interventions, mitigation and broader group strategies.
- Identify and escalate opportunities for improvements for risk analysis assessment and processes.
- Engage professionally with internal stakeholders and ensure ingoing collaboration and maintain effective working relationships across all operational functions.
- Maintain accurate records in line with the relevant record management guidelines and policies.
- Provide support to the leadership team as required, including contributing to the development of processes and continuous improvement.
- Training, coaching and developing staff to build team capability and support intake triaging during peaks or team leave.

Eligibility

- Strong analytical and problem-solving skills to produce well-reasoned recommendations.
- Highly developed written communication skills with ability to prepare clear, accurate and comprehensive assessments.
- Highly developed verbal communication skills with demonstrated high-level negotiation, consultation and engagement skills, including the ability to build and maintain key internal and external stakeholder relationships.
- Shows ability to work independently, with minimal instruction, managing time effectively, organising tasks and multitasking under strict deadlines.
- Highly motivated and resilient to change and able to identify practical solutions when faced with problems.
- In-depth knowledge, or the ability to quickly acquire, aged care legislative, policy and regulatory frameworks, such as the Commission Regulatory Strategy, and the Aged Care Quality Standards.
- The ability to work creatively and independently, developing and implementing new ideas to achieve the goals of the section.
- Proven experience driving continuous improvement initiatives to enhance quality of team outputs and support broader strategic priorities.

Notes

Salary offered will be between \$96,503 - \$108,869 per annum depending on skills and experience. In addition, 15.4% superannuation will be paid.

Only candidates who hold Australian citizenship can apply. Appointment is conditional on successfully completing a national police check. For more information, please visit www.apsc.gov.au/citizenship-aps

Merit Pool established through this selection process may be used to fill this or future ongoing or non-ongoing vacancies.

In your application, please provide a statement of claims against the position eligibility requirements (selection criteria) in no more than 500 words, including what strengths you would bring to the role, and a copy of your CV.

Please complete the application and submit by **Tuesday 27 May 2025 11:30pm (AEST)**

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

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

Diversity and Inclusion:

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

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

Further information:

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

For more information on the Australian Public Service, please visit

<http://www.apsc.gov.au/publications-and-media/current-publications/cracking-the-code/factsheet-4> and <http://www.apsc.gov.au/publications-and-media/current-publications/cracking-the-code>.

About the Aged Care Quality and Safety Commission

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

To Apply

Position Contact	Jeannie Miaris, jeannie.miaris@agedcarequality.gov.au
Agency Recruitment Site	https://www.agedcarequality.gov.au/careers-commission

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Health

Vacancy VN-0758328

Australian Commission on Safety and Quality in Health Care (ACSQHC)

Closing Date: Monday 26 May 2025

ACSQHC
ACSQHC National Standards

Job Title	EL1 Senior Project Officer, National Standards
Job Type	Full-Time, Ongoing
Location	Sydney NSW
Salary	\$120,829 - \$137,808
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Hybrid
Office Arrangement Details	Position will be offered in a hybrid model of office based and WFH, where operationally feasible. A regular presence in the office is required.
Classification	Executive Level 1
Position Number	20049885
Agency Website	https://www.safetyandquality.gov.au/careers

Job Description

<https://www.safetyandquality.gov.au/about-us/working-us>

The National Standards Program is responsible for the development and maintenance of the National Safety and Quality Health Service Standards (NSQHS Standards) and the development and maintenance of the Australian Health Service Safety and Quality Accreditation Scheme. This includes ongoing support and resource development for health services implementing the NSQHS Standards, applying the NSQHS Standards across health care settings and coordinating accreditation assessment processes and data collection.

In addition to the NSQHS Standards, the Commission develops and maintains several other safety and quality standards including the:

- National Safety and Quality Digital Mental Health (NSQDMH) Standards
- Multi-Purpose Service Aged Care Module (MPS Module)
- National Safety and Quality Cosmetic Surgery Standards and Module
- National Safety and Quality Mental Health Standards for Community Managed Organisations (NSQMHCMO Standards)

The Senior Project Officer will be responsible for undertaking research and analysis of information, project management, policy development, stakeholder management, facilitation of meetings, preparation of project documentation and collaborating with other relevant programs within the Commission. **Duties**

Duties of the Senior Project Officer will include, but are not limited to, the following:

1. With the Manager/Director, lead the planning and conceptualisation of strategies and national guidance to support the National Standards Program.
2. Review, analyse and summarise published literature, data, policy papers and other published material to inform policy and program direction.

3. Prepare high-quality written reports, briefs and other documents for a range of audiences on complex healthcare issues.
4. Undertake project management activities including project planning and documentation, implementation, monitoring and reporting on progress, providing recommendations about managing risk and identifying and resolving problems.
5. Keep knowledge of strategic and clinical issues current and investigate how they may be addressed by the Commission.
6. Provide secretariat support to the work of relevant committees and expert groups managed by the program.
7. Consult with experts and stakeholders including development of consultation strategies and coordination of formal consultation processes to achieve the objectives of the Commission.
8. Liaise, and foster productive working relationships with other agencies, clinical organisations, consumer groups, government authorities, industry bodies and contractors.
9. Participate in, and present to, committee meetings, forums, and workshops on relevant topics.
10. Participate on the roster of the Commission Advice Line available to health services seeking practical and technical advice when implementing the National Safety and Quality Health Service (NSQHS) Standards.
11. Collaborate and support the work of teams from across the Commission to achieve the Commission strategic objectives.
12. Undertake work activities with an awareness of their possible impact on strategic, political, or operational outcomes for the agency/program.
13. Provide public health and/or health informatics expertise across a broad range of activities as required.
14. Engage with risk, including the conduct of risk assessment and risk management activities for area of responsibility.
15. Other duties as required and directed.

Eligibility

The successful candidate will have:

- Experience in complex developing policy and project management relevant to safety and quality at a national or jurisdictional level.
- Demonstrated high level research, analytical and problem-solving skills.
- Demonstrated excellent writing skills, including the ability to write high quality documents for a variety of audiences and in different formats.
- Demonstrated highly developed communication and interpersonal skills, in particular, an excellent ability to consult and negotiate with a wide variety of stakeholders.
- Demonstrated ability to work independently, as well as part of a small team.

Notes

To apply for this position, please complete and submit an application form through <https://www.safetyandquality.gov.au/careers> and upload:

- A CV summarising your relevant experience, qualifications, and referee details (one of which must be your current supervisor).
- A statement addressing your suitability against each of the selection criteria (no more than 300 words per selection criteria).

Candidates must be Australian citizens to be eligible to apply.

Please note: This position will be offered in a hybrid model of office based (Sydney) and working from home, where operationally feasible. A regular weekly presence in the office is required.

Questions about the role can be directed to Margaret Banks (02) 7232 5098.

Closing date for applications is **11.59pm Australian Eastern Standard Time (AEST), Monday 26 May 2025.**

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 Commission on Safety and Quality in Health Care (ACSQHC)

The Australian Commission on Safety and Quality in Health Care's (the Commission) role is to lead and coordinate national improvements in the safety and quality of health care. The Commission works in partnership with the Australian Government, state and territory governments and the private sector to achieve a safe, high-quality and sustainable health system. In doing so, the Commission also works closely with patients, carers, clinicians, managers, policymakers and healthcare organisations. Key functions of the Commission include developing national safety and quality standards, developing clinical care standards to improve the implementation of evidence-based health care, coordinating work in specific areas to improve outcomes for patients, and providing information, publications and resources about safety and quality. The Commission works in four priority areas: 1. Patient safety 2. Partnering with patients, consumers and communities 3. Quality, cost and value 4. Supporting health professionals to provide care that is informed, supported and organised to deliver safe and high-quality health care. For more information please visit the Commission's website.

To Apply

Position Contact	Margaret Banks, (02) 7232 5098
Agency Recruitment Site	https://www.safetyandquality.gov.au/about-us/working-us

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Infrastructure, Transport, Regional
Development and Communications

Vacancy VN-0758344

Museum of Australian Democracy - Old Parliament House

Closing Date:Thursday 22 May 2025

Facilities, Heritage and Security Facilities and Security

Job Title	Facilities and Catering Coordinator
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Parkes ACT
Salary	\$94,563 - \$105,910
Future Merit Locations	Parkes, Canberra
Office Arrangement	On Site
Office Arrangement Details	Flexible working arrangements may be considered dependent on operational requirements
Classification	APS Level 6
Position Number	32024
Agency Website	

Job Description

<https://www.moadoph.gov.au/about/careers>

The Facilities and Security Section is engaged in the facility management services for Old Parliament House. This includes building maintenance and minor projects, and the provision of a clean, healthy, safe and secure environment for all staff, tenants and visitors. The section is also responsible for preserving the heritage fabric of the building through its facilities management activities.

The Facilities & Catering Coordinator will play a key role in the successful delivery of the Museum's facilities and catering/venue management requirements.

This position manages and supports the facilities & catering requirements including:

- establishing and maintaining key stakeholder relationships.
- developing and maintaining policies and procedures.
- manages facilities online inductions and helpdesk processes and intranet information.
- plays a key role in tenancy management.
- overseeing cleaning, waste and pest control arrangements.
- managing minor capital works upgrades.
- represent facilities on corporate forums.

Duties

Under direction from the Manager, Facilities & Security, the Facilities & Catering Coordinator will be expected to:

- manage the helpdesk and online inductions processes through Salesforce making sure they meet operational needs including working with IT to improve functionality.

- Play a key role in the administration and management of the catering and events contractor including being the first point of contact for all issues and identifying appropriate treatment an escalation to senior management.
- Oversee the operation of key Facilities contracts such as Cleaning, Waste and Pest Contro
- Administration of tenancies including undertaking annual rent reviews, lease variations and managing the MoAD/tenant relationships.
- Managing Facilities information including all policies/procedures are reviewed within require timeframes and available on the intranet.
- Represent Facilities at MoAD forums including the DIAP committee and coordinating Facilit activities to meet event requirements.
- Manage staff accommodation requirements and liaise with senior management to determin needs.
- Assist with low/medium value capital upgrades.

Eligibility

To be eligible for this position at MoAD, applicants must:

- be an Australian Citizen; and
- have a security clearance or be willing to undertake the process to obtain a baseline cleara (after commencement).
- be willing to provide identity documents and undergo an identity pre-employment check thr a Document Verification Service, if you are deemed to be the successful candidate.

Notes

This is an ongoing opportunity.

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.

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 Museum of Australian Democracy - Old Parliament House

To Apply

Position Contact	Stephen Kaye, 02 6270 8225
Agency Recruitment Site	https://www.moadoph.gov.au/about/careers

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Infrastructure, Transport, Regional Development and Communications

Vacancy VN-0758335

National Archives of Australia

Closing Date: Monday 09 June 2025

Data and Digital Cyber Security and Network Operations

Job Title	Assistant Director Network Operations
Job Type	Full-Time, Ongoing; Non-Ongoing
Location	Mitchell ACT
Salary	\$119,189 - \$128,279
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible
Office Arrangement Details	Employee is required to work onsite few days a week and as and when required. This can be negotiated with the hiring manager.
Classification	Executive Level 1
Position Number	30009
Agency Website	https://www.naa.gov.au/about-us/our-organisation

Job Description

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

Who we are

The National Archives of Australia (the National Archives) provides leadership in the best practice management of the official record of the Commonwealth and ensures that Australian Government information of enduring significance is secured, preserved and available to government agencies, researchers, and the community.

Our vision: The National Archives is committed to being a world-leading archive and strives to strengthen Australia's cultural identity and democracy by connecting people with the evidence of Australian Government activities and decisions.

The National Archives endeavour to meet the future needs of government and expectations of the Australian public in our rapidly changing digital environment. Underpinning the transformative strategies to enable, secure, connect and innovate is a drive for comprehensive digital capability and service delivery. National Archives is committed to:

- innovation
- collaboration
- inclusion

The Data and Digital branch support the National Archives in meeting its vision and reaching its strategic goals through services, technology, infrastructure, software, security and governance of its information assets to secure and protect against cyber security threats. It is also responsible for assisting Australian Government agencies to fulfil the National Archives' data and information management requirements.

About the Role

The Network Operations section is responsible for maintaining and managing the enterprise network of National Archives, pro-actively managing and responding to cyber incidents, continuous monitoring, vulnerability management, remediation, and operational activities, while providing a secure and robust network to National Archives. The section also works on uplifting and engaging modern network infrastructure and technologies in National Archives. **Duties**

Position Duties

The position of Assistant Director network operation is a hands-on technical role and under broad direction the main duties of the role may include

- Maintain and manage enterprise network infrastructure including LAN, MAN, WAN, SD-WAN, Wireless network
- Manage Datacentre routing and switching
- Research, review, and evaluate projects to provide a robust, reliable, fit for purpose and well-maintained network in accordance with the National Archives priorities and the government's Information Security framework.
- Lead and manage a small technical team to build capability in a team environment through coaching other, providing performance feedback, conflict resolution and encouraging career development.
- Attain and maintain an extensive understanding of the role and responsibilities of network operation management across current and emerging technology trends.
- Ensure that all Service requests Tasks, Incidents, and changes are managed in a timely manner using the service management tool
- Collaborating with IT Security to enhance Cyber Security in National Archives of Australia
- Perform proactive scans of the network for indicators of suspicious or malicious activity
- Promote and apply the APS and National Archives values and contemporary people management principles and practices in diversity, workplace health and safety and participative management.
- Implement, promote and apply the National Archives' Vision, Mission and Commitments as expressed in [Strategy 2025–2030: Evolving National Archives](#) and [Our Values](#) .

Eligibility

Eligibility

To be eligible for the role you must be an Australian citizen. If you are selected, you will be required to successfully undergo a pre-employment check and be able to obtain and maintain a security clearance at a NV1 clearance level with an ability to obtain NV2 or PV if required.

Qualifications/Experience

Qualifications or experience in one or more of the following areas is a mandatory requirement

- Datacentre Routing and Switching
- Experience managing enterprise LAN and WAN
- Experience or Knowledge of Zero Trust network
- Experience or Knowledge of Cloud networking and security
- Experience or Knowledge of Network Monitoring and packet capturing tools
- Enterprise Firewalls and proxies

- Network Access Controls software like Cisco ISE or Aruba ClearPass
- Vulnerability Management
- DNS, DHCP Active Directory Sites and Services
- Knowledge of security frameworks and standards like Essential Eight, ISM and NIST
- Industry Certification like CCNA, CCNP, NSE or others

Notes

Remuneration

Salary Range: \$119,189 - \$128,279

Applicants deemed suitable with exceptional skills, experience or expertise may be eligible for an Individual Flexibility Arrangement (IFA) in accordance with the IFA provisions of the National Archives of Australia (National Archives) Enterprise Agreement 2024-2027. This may include additional remuneration and/or the variation of other conditions

The National Archives is also committed to developing the capability and expertise of our staff, we offer a Studies Assistance Program that supports staff to achieve individual goals as well as increasing their capacity to help achieve the National Archives' strategic objectives. Our Health and Wellbeing program encourages and supports a healthier workplace and healthy lifestyle changes for employees.

How to Apply

You need to apply through our [e-recruitment system](#) .

Your application will need to include:

- the names and contact details of at least two referees, one of whom should be a current supervisor.
- your current resume.
- statement (1000 words maximum), describing how your skills, knowledge, and experience/qualifications would enable you to perform the duties of the role taking into account the ["Performance Expectations"](#) at the relevant classification and the National Archives' Vision, Mission and Commitments as expressed in the [Strategy 2025–2030: Evolving National Archives](#) and [Our Values](#) .

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 Archives of Australia

The National Archives of Australia has a skilled and diverse workforce. We value our people, performance, integrity and service. We encourage applications from Aboriginal and Torres Strait Islander people, people with a disability and people from every cultural and linguistic background. National Archives has a presence in all state and territory capital cities. Our national office and exhibition spaces are in Canberra, and all centres offer public reading rooms where visitors are able to examine original records. Some offices are co-located with the state or territory archives, providing one-stop public access. National Archives collection is housed in several repositories located around Australia. We offer a high standard of service as outlined in our service charter. If you would like to join our team, we invite you to apply for this vacancy.

To Apply

Position Contact	Dev Dash, 02 6212 3629
Agency Recruitment Site	https://www.naa.gov.au/

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Prime Minister and Cabinet

Vacancy VN-0758358

Northern Land Council

Closing Date: Sunday 25 May 2025

Job Title	Governance, Risk & Compliance Manager
Job Type	Full-Time, Ongoing
Location	Darwin NT
Salary	\$150,000 - \$150,000
Future Merit Locations	Darwin
Office Arrangement	On Site
Office Arrangement Details	In office on site
Classification	
Position Number	GC01
Agency Website	www.nlc.org.au

Job Description

<https://jobs.nlc.org.au/job-details/query/Governance%2C+Compliance+and+Risk+Manager/in/Australia/9535687/>

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

The Northern Land Council (NLC) is seeking a strategic, values-driven leader to take on a senior role shaping the way we manage governance, compliance and risk across our organisation. This is a rare opportunity to influence long-term, organisation-wide frameworks that ensure transparency, integrity, and accountability in everything we do.

About the Role

As the leader of this vital service area, you will bring strategic thinking, integrity and vision to guide a high-performing team and build a culture of continuous improvement. You will work closely with the Senior Management Team, Council members, and external partners to lead critical functions including corporate planning, complaints handling, internal audit, policy development, risk frameworks and reporting. You will drive excellence in organisational performance, ensuring the NLC meets its legislative responsibilities and operates in a way that reflects the rights, aspirations and cultural values of the Traditional Owners we serve.

Duties

What You Will Bring:

You'll be an experienced leader with an outstanding track record in governance, compliance and risk at a senior level. You understand the importance of good governance in building community trust, and you're ready to embed a culture of best practice across the organisation.

You'll bring strategic insight, operational know-how and the ability to implement effective systems that support robust decision-making and long-term accountability. Your experience working in complex, culturally diverse or government contexts will be highly valued.

Eligibility

In Addition to this we are looking for:

- Bachelor's Degree in public administration, business administration, public policy, compliance, risk management, law or another relevant field.
- Minimum of two (2) years leadership experience
- Minimum of five years' relevant practical experience delivering governance, compliance and risk related activities.
- Excellent understanding of governance and decision-making systems, corporate governance, negotiations and agreement-making.
- A current NT drivers' licence

For a full copy of the Position Description refer to the link provided below.

Notes

Why Join the NLC?

At the NLC, you'll thrive in a supportive and inclusive workplace that values professional growth, cultural respect, and work-life balance.

What's in it for you?

In this role, you'll have the opportunity to make a lasting impact on the way the NLC delivers trusted, transparent and accountable governance across one of the most important Aboriginal representative bodies in the NT. You'll be part of a supportive leadership team where your voice will shape strategic direction and where your work will contribute directly to improved outcomes for Aboriginal people in the Top End.

Be part of something bigger—where your work truly matters!

We offer:

- **Annual Salary:** Minimum \$150K plus 14.5% Superannuation (Negotiable)
- **Salary packaging benefits** of up to \$15,900 and additional Meal Entertainment
- **Generous leave entitlements** such as 5 weeks annual leave, 18 days personal leave per annum, and paid Christmas shut down.

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

If you have any further queries please contact: David Astalosh – 0418 938 429

This vacancy is an Aboriginal prioritised position. Eligible Aboriginal applicants will be given priority consideration as per the special measures provision of the Anti-Discrimination Act 1992 (NT). All other applicants will only be assessed for selection if there is no suitable Aboriginal special measures applicant who accepts the vacancy

Applications Close: Sunday 25th May 2025.

About the NLC

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

About the Northern Land Council

To Apply

Position Contact	David Astolosh, 0418 938 429
Agency Recruitment Site	https://jobs.nlc.org.au/job-details/query/Governance%2C+Compliance+and+Risk+Manager/in/Australia

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Social Services

Vacancy VN-0758374

National Disability Insurance Scheme (NDIS) Quality and Safeguards Commission

Closing Date:Monday 26 May 2025

Corporate
Chief Information Officer ICT Governance and Assurance

Job Title	Assistant Director, IT Strategy and Governance
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Melbourne VIC, Adelaide SA, Brisbane QLD, Canberra ACT, Parramatta NSW, Penrith NSW, Hobart TAS, Perth WA, Darwin NT
Salary	\$120,307 - \$136,563
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Hybrid
Office Arrangement Details	Positions may be offered for working from home, split offering under hybrid, or may be flexible
Classification	Executive Level 1
Position Number	098_05/25
Agency Website	https://www.ndiscommission.gov.au/

Job Description

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

The IT team ensures that Commission staff have an overall positive experience with information technology. This includes:

- empowering Commission staff and provider staff in the use of the Commission's Operating System (COS) and the Provider Portal by providing first level support, training, business analysis and advice in the use, development and enhancement of the system on a Commission-wide basis
- managing and fostering strong positive relationships with the Commission's IT providers, on behalf of Commission staff, to ensure the provider's services are effective, timely and fit-for-purpose, and providing value-added services internally to ensure a complete IT service
- ensuring new releases of COS and other Commission endorsed applications are controlled and managed throughout the application development lifecycle
- providing triage on all IT Helpdesk calls to smooth the process of dealing with the Commission's IT providers
- providing general IT consultancy services and guidance to staff, enabling the effective and high performing operation of the Commission
- creation, ongoing maintenance and ownership of IT policies, procedures and governance
- IT Disaster Recovery and Business Continuity.

Duties

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

- working with key stakeholders, including members of the NDIS Commission executive, to develop and execute the NDIS Commission's IT strategy
- coordinating and providing input regarding strategic IT priorities in future NDIS Commission spending proposals
- writing high quality briefs on IT issues and projects, to support decision making by the NDIS Commission executives and the Minister
- establishing and operationalising governance forums and structures, and maintaining associated documentation, including decisions, strategies, policies and standards
- coordinating and tracking the section's operating and capital budget, including procurement and contract management
- procurement processes, probity requirements and associated contracts
- supporting the design and delivery of digital solutions that align with the NDIS Commission's strategic objectives.

The occupant of the position:

- has a positive and contemporary attitude to people with disability
- leads and manages a team to achieve objectives with a focus on safety, staff wellbeing and high performance
- upholds exemplary standards of service to clients and stakeholders
- exemplifies collaboration and teamwork
- has highly developed organisation skills to manage competing demands and deadlines
- uses excellent communication skills to provide advice and written guidance on complex issues
- has strong project management skills with a focus on quality assurance and delivering outcomes.

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

Notes

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

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

The NDIS Quality and Safeguards Commission (NDIS Commission) offers roles that make a real difference in the community. As the dedicated national regulator of NDIS service providers and workers in Australia, the NDIS Commission upholds the rights of NDIS participants to quality and safe supports or services, including those received under the National Disability Insurance Scheme (NDIS). The NDIS Commission encourage applications from people with disabilities, LGBTQIA+ people, women and people with diverse linguistic and cultural backgrounds. The organisation recognises the richness of Aboriginal and Torres Strait Islander culture, and the unique knowledge Aboriginal and Torres Strait Islander employees bring to the workplace, policy development and service delivery. The NDIS Commission participates in the Australian Public Service RecruitAbility Scheme which provides equitable adjustments for applicants with disability A full definition of disability is included on this website [Definition of Disability](#).

To Apply

Position Contact	Andrew Chatham, 0408 281 721
Agency Recruitment Site	https://ndiscommission.nga.net.au/?AudienceTypeCode=EXT

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Social Services

Vacancy VN-0758379

National Disability Insurance Scheme (NDIS) Quality
and Safeguards Commission

Closing Date:Monday 26 May 2025

Regulatory Operations
Market Operations Audit and Monitoring

Job Title	Administrative Support Officer
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Hobart TAS, Adelaide SA, Brisbane QLD, Canberra ACT, Hobart TAS, Darwin NT, Melbourne VIC, Parramatta NSW, Penrith NSW, Perth WA
Salary	\$70,850 - \$76,874
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Hybrid
Office Arrangement Details	Positions may be offered for working from home, split offering under hybrid, or may be flexible
Classification	APS Level 3
Position Number	107_05/25
Agency Website	https://www.ndiscommission.gov.au/

Job Description

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

The Market Operations Branch comprises three (3) vital teams within the NDIS Quality and Safeguard Commission:

- Provider Registrations
- Audit and Monitoring
- Worker Screening and Market Co-ordination

These teams perform a wide range of activities, including the assessment and monitoring of approved quality auditors, the registration of NDIS providers, and NDIS worker screening and market coordination, contributing to the development a diverse and high-quality NDIS market supporting NDIS participants.

The APS3 Administrative Support Officer provides administrative assistance to teams within the Market Operations branch, performing a wide range of support activities to enable the smooth running of business operations in line with relevant NDIS registration standards and regulations.

Duties

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

- provision of administrative and support services to facilitate delivery of team operations to agreed standards
- maintaining accurate records and preparing routine reports or correspondence
- conducting data entry, file management and updating databases to ensure accuracy and compliance
- monitoring of the shared inbox, responding to stakeholder enquiries via email or other communication channels in a professional and timely manner
- collect information for, and prepare documentation and correspondence in line with organisational requirements, to support information flow and inform decision making
- contributing to the continuous improvement of processes and supporting team initiatives.

The occupant of the position:

- has a positive and contemporary attitude to people with disability
- demonstrates attention to detail and a methodical approach to tasks
- works collaboratively in a team environment and communicates effectively with internal and external stakeholders
- can manage competing priorities and complete tasks within set timeframes
- has the capacity to learn and apply knowledge of relevant legislation guidelines and frameworks.

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

Notes

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

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

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To Apply

Position Contact	Siena Rossi, 0484 101 825
Agency Recruitment Site	https://ndiscommission.nga.net.au/?AudienceTypeCode=EXT

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Social Services

Vacancy VN-0758382

National Disability Insurance Scheme (NDIS) Quality and Safeguards Commission

Closing Date:Monday 26 May 2025

Corporate
Financial Management Procurement

Job Title	Assistant Director, Procurement
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Adelaide SA, Brisbane QLD, Canberra ACT, Darwin NT, Hobart TAS, Melbourne VIC, Parramatta NSW, Penrith NSW, Perth WA
Salary	\$120,307 - \$136,563
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Hybrid
Office Arrangement Details	Positions may be offered for working from home, split offering under hybrid, or may be flexible
Classification	Executive Level 1
Position Number	100_05/25
Agency Website	https://www.ndiscommission.gov.au/

Job Description

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

The Procurement Section is responsible for the NDIS Commission's procurement related policies, procedures, templates, tools and guidance. The team provides procurement support to the Commission utilising a risk based approach, guiding business areas through the procurement process to ensure value for money outcomes are achieved and that the Commission remains compliant with the Commonwealth Procurement Rules.

A portion of procurement and contract management functions are provided by the Department of Social Services under a Memorandum of Understanding. The NDIS Commission Procurement Section is responsible for management of these services and ensuring that the services provided remain fit-for-purpose for the NDIS Commission and its strategic and business requirements.

Duties

The Assistant Director Procurement manages a team responsible for NDIS Commission's procurement related policies and procedures.

The role manages procurement support to the Commission utilising a risk-based approach, guiding business areas through the procurement process to ensure value for money outcomes are achieved and that the Commission remains compliant with the Commonwealth Procurement Rules.

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

- manage and provide oversight to a small team, providing Procurement services to the NDIS Commission
- providing expert advice on the Australian Government legislation and policy for procurement and contracting (including the Commonwealth Procurement Rules (CPRs) and procurement – connected policy)
- advisory role to assist business areas to plan and complete complex or strategic procurement actions
- establish and maintain productive working relationships with stakeholders
- providing expert advice and standardised templates to support business areas undertaking contract management actions
- preparation of executive briefing and agency reporting responses.

Please review candidate information package for full position description. **Eligibility Notes**

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

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

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To Apply

Position Contact	Sonia McMaster, 0477 838 214
Agency Recruitment Site	https://ndiscommission.nga.net.au/?AudienceTypeCode=EXT

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Social Services

Vacancy VN-0758385

National Disability Insurance Scheme (NDIS) Quality
and Safeguards Commission

Closing Date:Monday 26 May 2025

Corporate
Chief Information Officer IT Operations

Job Title	Assistant Director, IT Service Desk Manager
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Adelaide SA, Brisbane QLD, Canberra ACT, Darwin NT, Hobart TAS, Melbourne VIC, Parramatta NSW, Penrith NSW, Perth WA
Salary	\$120,307 - \$136,563
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Hybrid
Office Arrangement Details	Positions may be offered for working from home, split offering under hybrid, or may be flexible
Classification	Executive Level 1
Position Number	103_05/25
Agency Website	https://www.ndiscommission.gov.au/

Job Description

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

The IT team ensures that Commission staff have an overall positive experience with information technology. This includes:

- empowering Commission staff and provider staff in the use of the Commission's Operating System (COS) and the Provider Portal by providing first level support, training, business analysis and advice in the use, development and enhancement of the system on a Commission-wide basis
- managing and fostering strong positive relationships with the Commission's IT providers, on behalf of Commission staff, to ensure the provider's services are effective, timely and fit-for-purpose, and providing value-added services internally to ensure a complete IT service
- ensuring new releases of COS and other Commission endorsed applications are controlled and managed throughout the application development lifecycle
- providing triage on all IT Helpdesk calls to smooth the process of dealing with the Commission's IT providers
- providing general IT consultancy services and guidance to staff, enabling the effective and high performing operation of the Commission
- creation, ongoing maintenance and ownership of IT policies, procedures and governance; and
- IT Disaster Recovery and Business Continuity.

Duties

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

- manage a team providing IT services, that are easy to use and accessible
- manage the internal IT Support Desk services to meet service level agreements
- analyse ITSM reports and seek improvements in the configuration and usage of ITSM tooling
- provide highly responsive IT support enabling executive and ministerial communications
- manage the organisations IT Asset management process;
- experience working with and obtaining positive outcomes from a shared service providers
- manage the IT environment, including support for office IT fit-out, upgrades and relocations
- promote the adherence to IT policies, procedures, governance practices.

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

Notes

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

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

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To Apply

Position Contact	Ian Connolly, 02 7929 8012
Agency Recruitment Site	https://ndiscommission.nga.net.au/?AudienceTypeCode=EXT

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Social Services

Vacancy VN-0758388

National Disability Insurance Scheme (NDIS) Quality and Safeguards Commission

Closing Date:Monday 26 May 2025

Corporate
Chief Information Officer IT Governance and Assurance

Job Title	IT Engagement Officer
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Adelaide SA, Brisbane QLD, Canberra ACT, Darwin NT, Hobart TAS, Melbourne VIC, Parramatta NSW, Penrith NSW, Perth WA
Salary	\$96,558 - \$108,532
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Hybrid
Office Arrangement Details	Positions may be offered for working from home, split offering under hybrid, or may be flexible
Classification	APS Level 6
Position Number	105_05/25
Agency Website	https://www.ndiscommission.gov.au/

Job Description

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

The IT team ensures that Commission staff have an overall positive experience with information technology. This includes:

- empowering Commission staff and provider staff in the use of the Commission's Operating System (COS) and the Provider Portal by providing first level support, training, business analysis and advice in the use, development and enhancement of the system on a Commission-wide basis
- managing and fostering strong positive relationships with the Commission's IT providers, on behalf of Commission staff, to ensure the provider's services are effective, timely and fit-for-purpose, and providing value-added services internally to ensure a complete IT service
- ensuring new releases of COS and other Commission endorsed applications are controlled and managed throughout the application development lifecycle
- providing triage on all IT Helpdesk calls to smooth the process of dealing with the Commission's IT providers
- providing general IT consultancy services and guidance to staff, enabling the effective and high performing operation of the Commission
- creation, ongoing maintenance and ownership of IT policies, procedures and governance; and
- IT Disaster Recovery and Business Continuity.

Duties

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

- providing advice and development of IT strategy, policies, guidelines, procedures and training materials;
- help facilitate a broad range of IT requests and new/current IT product enquiries for internal stakeholders at the NDIS Commission;
- assist the operation of governance forums to support changes to IT landscape; and
- support the NDIS Commission's IT shared services relationships via
- cross-government forums.

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

Notes

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

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

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To Apply

Position Contact	Andrew Chatham, Andrew Chatham
Agency Recruitment Site	https://ndiscommission.nga.net.au/?AudienceTypeCode=EXT

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Social Services

Vacancy VN-0758390

National Disability Insurance Scheme (NDIS) Quality
and Safeguards Commission

Closing Date:Monday 26 May 2025

Regulatory Policy, Insights and Review
Data and Insights Data Governance

Job Title	Data Governance Officer
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Adelaide SA, Brisbane QLD, Canberra ACT, Darwin NT, Hobart TAS, Melbourne VIC, Parramatta NSW, Penrith NSW, Perth WA
Salary	\$96,558 - \$108,532
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Hybrid
Office Arrangement Details	Positions may be offered for working from home, split offering under hybrid, or may be flexible
Classification	APS Level 6
Position Number	104_05/25
Agency Website	https://www.ndiscommission.gov.au/

Job Description

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

Data Governance Officers ensure data governance and management policies are consistent and compliant with relevant standards, regulations, and Australian Government policies, to leverage data as an organisational asset. They provide technical,

professional and policy advice to a variety of stakeholders to define, educate and administer data governance and management policies, processes and frameworks, provide input to briefs, talking points and Ministerial correspondence.

Duties

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

- Contribute to the creation of data governance policies, standards, and procedures to ensure data is trusted to inform decision-making and achieves compliance with Australian Government regulatory and legislative requirements
- Data quality issue management including data quality issue assessment, data profiling and data quality issue resolution
- Maintenance of data management registers
- Establish networks to support the promotion and implementation of enterprise data governance policies and frameworks
- Process mapping and analysis to identify operational inefficiencies and contribute to culture of continuous improvement.
- Support the organisation improve its data management practices to make sure data is accurate, available and accessible.

Please review candidate information package for full position description. **Eligibility Notes**

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

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To Apply

Position Contact	Dan Marsden, 0411670828
Agency Recruitment Site	https://ndiscommission.nga.net.au/?AudienceTypeCode=EXT

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Social Services

Vacancy VN-0758394

National Disability Insurance Scheme (NDIS) Quality and Safeguards Commission

Closing Date: Monday 26 May 2025

Regulatory Operations
Data and Regulatory Transformation (DART) DART Program Management
Office

Job Title	Executive Director, DART PMO Lead
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Adelaide SA, Brisbane QLD, Canberra ACT, Parramatta NSW, Penrith NSW
Salary	\$141,800 - \$167,184
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Hybrid
Office Arrangement Details	Positions may be offered for working from home, split offering under hybrid, or may be flexible
Classification	Executive Level 2
Position Number	106_05/25
Agency Website	https://www.ndiscommission.gov.au/

Job Description

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

The DART Program Management Office Lead is responsible for establishing a new, and managing the Program Management Office (PMO) for the DART Program. This program leadership role ensures the DART Program is supported to deliver in alignment with government governance frameworks, policies, strategic objectives, and regulatory requirements. The PMO Lead leads a team of PMO professionals to provide oversight, standardise processes, drive benefits realisation, and ensure the successful execution of initiatives through effective project governance, risk management, and reporting. The NDIS Commission also has an Enterprise Program Management Office (ePMO) and the DART PMO works collaboratively with the ePMO and other major programs to ensure alignment of program management approaches and shared learnings where appropriate.

This role offers an opportunity to make a significant impact in a high-profile Program of work for the person with the right skills and capabilities:

- **Self-starter mindset:** The ability to proactively identify what needs to be done, especially in a complex program environment. Ability to work in a start-up type environment.

- Team leadership excellence: Proven ability to lead, motivate and develop high-performing teams.
- Comfort with ambiguity: Navigating uncertainty, adapting as clarity emerges.
- Initiative and ownership: act with a sense of responsibility and urgency.
- Solution-oriented thinking: Overcoming challenges with forward-looking mindset that focuses on outcomes and adds value to the program.
- Clear thinker: able to cut through noise, assess what matters, and communicate insights simply and effectively.

Duties

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

- Establish greenfield Program Management Office for Tier 1 Government Program
- Establish and maintain PMO governance structures, policies, and standards aligned with the DART Governance Charter and public sector best practices.
- Ensure compliance with government policies, legislation, reporting and assurance requirements (e.g., PGPA Act, Commonwealth Procurement Rules, etc).
- Tailor project and program management methodologies to the Program's needs.
- Provide independent oversight to ensure alignment with the DART Program's objectives, funding requirements, and risk management frameworks.
- Oversee program and project delivery, tracking progress, budgets, risks, and benefits realisation.
- Facilitate lessons learned exercises and continuous improvement initiatives for project delivery.
- Identify, assess, and mitigate risks across the project portfolio, ensuring effective risk management strategies are in place.
- Ensure robust change control processes are in place for scope, budget, and timeline adjustments.
- Develop and implement a structured benefits management framework to track and measure the success of the Program.
- Prepare clear and concise reports to senior executives, ministers, governance committees, and external oversight bodies.
- Develop dashboards, performance metrics, and executive summaries to support data-driven decision-making.

Eligibility Notes

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

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To Apply

Position Contact	DARTHR@ndiscommission.gov.au, DARTHR@ndiscommission.gov.au
Agency Recruitment Site	https://ndiscommission.nga.net.au/?AudienceTypeCode=EXT

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Social Services

Vacancy VN-0758396

National Disability Insurance Scheme (NDIS) Quality and Safeguards Commission

Closing Date:Monday 26 May 2025

People and Culture
People and Culture People Services

Job Title	Assistant Director – Performance and Conduct
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Adelaide SA, Brisbane QLD, Canberra ACT, Darwin NT, Hobart TAS, Melbourne VIC, Parramatta NSW, Penrith NSW, Perth WA
Salary	\$120,307 - \$136,563
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Hybrid
Office Arrangement Details	Positions may be offered for working from home, split offering under hybrid, or may be flexible
Classification	Executive Level 1
Position Number	101_05/25
Agency Website	https://www.ndiscommission.gov.au/

Job Description

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

The Assistant Director Performance and Conduct provides expert HR case management services and advice on Performance Management, Code of Conduct, Workplace Relations and other HR matters. The position will also provide high-level advice on strategic people management issues and guide the implementation of best practice HR policy and processes.

Duties

Responsibilities of the Assistant Director Performance and Conduct include, but are not limited to:

- Providing timely and accurate advice to staff, managers and executives regarding employment and staffing matters, including support to respond to workplace behaviour issues within the work area
- Managing workplace behaviour complaints, performance improvement processes, and Reviews of action under section 33 of the Public Service Act 1999 (PS Act)
- Undertaking APS Code of Conduct investigations and supporting section 29 decisions under the PS Act
- Providing research and insights to improve enterprise behaviour management strategies
- Developing and delivering prevention activities such as advice, policies and resources to support positive workplace behaviours
- Working closely with other HR teams, such as Work Health Safety, to provide seamless high-quality HR advice and responses to employment matters.

Eligibility Notes

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

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To Apply

Position Contact	Brad Walters, Brad.walters@ndiscommission.gov.au
Agency Recruitment Site	https://ndiscommission.nga.net.au/?AudienceTypeCode=EXT

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Treasury

Vacancy VN-0758190

Australian Taxation Office

Closing Date: Monday 26 May 2025

Enterprise Solutions and Technology
Employee Technology Experience

Job Title	IT Technical Specialist (SAP Basis)
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Canberra ACT
Salary	\$150,784 - \$179,606
Future Merit Locations	Canberra
Office Arrangement	Flexible
Office Arrangement Details	Flexible working arrangements are available in the ATO, including working between the office and home, and is considered on a case-by-case basis.
Classification	Executive Level 2
Position Number	EXT_EST_343_2025
Agency Website	http://www.ato.gov.au/careers

Job Description

<https://ato.nga.net.au/?jati=F4ECD56E-744D-969B-4D1C-E3D5BAF8C8D0>

Duties

We are seeking a highly skilled IT Specialist to join our Employee Technology Experience team.

As an IT Technical Specialist (SAP Basis), in our Enterprise Solutions and Technology business area, you will administer, monitor, and maintain SAP systems running on Microsoft Windows Server environments. This requires a thorough understanding of SAP modules, such as HR, FI, SRM, MM, and Solution Manager.

You will play a lead role in researching, analysing, and providing high-level advice to senior staff and a variety of business partners. You'll manage relationships with service providers, and be responsible for technology governance and the oversight of ATO's SAP systems from an operations perspective.

You will lead by example and advocate for technological advances, particularly when these can support improved efficiencies.

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

Eligibility
Notes

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

About the Australian Taxation Office

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

To Apply

Position Contact	Sam Burridge, (02) 6216 4984
Agency Recruitment Site	https://ato.nga.net.au/?jati=F4ECD56E-744D-969B-4D1C-E3D5BAF8C8D0

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Parliamentary Department

Vacancy VN-0758287

Department of Parliamentary Services

Closing Date:Tuesday 03 June 2025

Finance and Property
Property Services Building Fabric services

Job Title	PSL5 Senior Carpenter Joiner/Cabinet Maker
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	\$89,410 - \$95,924
Future Merit Locations	Canberra
Office Arrangement	On Site
Office Arrangement Details	This position requires onsite work at one of the DPS office locations in Canberra.
Classification	APS Level 5
Position Number	JR32895
Agency Website	https://www.aph.gov.au/About_Parliament/Parliamentary_Departments/Department_of_Parliamentary_Services/Property_Services/Property_Services_Branch

Job Description

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

The Department of Parliamentary Services (DPS) is recruiting for a Parliamentary Service Level 5 Senior Carpenter Joiner / Cabinet Maker within Property Services Branch.

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

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

The Carpentry/ Cabinet Maker supervisor will be supervising, and providing guidance to a small team of carpenters and cabinet makers. In this role you will work with the manager to schedule

day-to-day maintenance tasks to the trade group. The role will involve overseeing and ensuring the scheduled tasks are completed. When complex tasks arise you will be responsible assisting and recording and reporting the tasks to the manager.

The ideal candidate is a skilled carpenter or cabinet maker with experience supervising small trade teams. You're organised, hands-on, and confident in planning and overseeing daily maintenance work. You take pride in craftsmanship, communicate clearly, and can identify and report complex issues as they arise.

Duties

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

Eligibility

Eligibility - Mandatory

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

Desirable

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

Notes

At DPS, we acknowledge the value diversity brings. We are committed to building a diverse and inclusive workplace that ensures all our people can contribute to our shared purpose. We welcome applications from Aboriginal and Torres Strait Islander people, mature age people, people from diverse backgrounds and people with disability.

About the Department of Parliamentary Services

The Department of Parliamentary Services (DPS) supports Australia's Parliament and parliamentarians through innovative, unified and client focused services. DPS is proud to be the custodian for Australian Parliament House (APH) as the working symbol of Australian democracy and as a significant destination for our citizens and international visitors alike. It is a place where more than 3,500 people work on sitting days and which nearly one million people visit each year.

To Apply

Position Contact	Craig Clancy, 0407 966 762
Agency Recruitment Site	https://jobs.dps.gov.au/

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Climate Change, Energy, the Environment and Water

Vacancy VN-0758338

Bureau of Meteorology

Closing Date:Thursday 22 May 2025

Data & Digital
Observing Systems & Operations

Job Title	In-Situ Measurement - AWS Systems Integration
Job Type	Full-Time, Ongoing
Location	Melbourne VIC
Salary	\$94,563 - \$105,910
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Hybrid
Office Arrangement Details	flexible working arrangement where the employee work between home and the office, subject to negotiation.
Classification	APS Level 6
Position Number	60012712
Agency Website	

Job Description

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

The occupant of this position is a member of the Operational Technology and Engineering (OTE) Section. The role of the OTE Section is to ensure the development, delivery and operation of measurement equipment and systems meet the Bureau's performance and functional requirements. This includes the following sensors/networks:

- Radar and Wind Profilers
- Automatic Weather Stations
- Solar Radiation
- Ozone
- Flood Warning
- Sea Level
- Aircraft Based Observations

Operational Technology and Engineering is made up of a diverse team of specialists and engineers responsible for the development and design of engineering and technological solutions, incorporating level three support, on a range of technologies spanning from radars to rainfall stations, drifting buoys to dedicated observations and satellites to ships at sea to meet business needs.

This position focuses on the activities to support the Bureau's current and future network of Automatic Weather Stations, including physical and electrical interfaces (analogue and serial), software, and field/operational implementation.

To succeed in this role, you will have:

- Proven ability to work within a team environment.
- Demonstrated experience in prioritising and managing numerous concurrent tasks.
- Strong communication and liaison skills.
- Enthusiasm and drive.
- Experience in equipment testing, verification and operationalising and the ability to communicate these outcomes through written procedures, drawings and reports, presentations and phone support.

The job will involve considerable autonomy and inter-state travel may be required

Duties

The successful candidate will have responsibility to ensure the observing networks meet the Bureau's current and future needs. To deliver this, the position holder will be broadly responsible to undertake the following duties:

- Participate in ensuring the quality and effectiveness of products and services and the ongoing development, implementation, and continual improvement of the quality management system to achieve and maintain the ongoing certification of compliance with the ISO 9001 quality management Standard.
- Investigate, evaluate and report on Bureau instrumentation and equipment operational problems, etc.
- Participate in the development, implementation, maintenance, documentation and evaluation of hardware and software systems and make recommendations regarding those suitable for current and future systems.
- Prepare specifications and technical reports and assess and evaluate tenders and submit recommendations on the suitability of tenders.
- Contribute to the production of guidance material for operational networks, equipment and systems maintenance. Draft and maintain handbooks, instructions and observational aids.
- Participate in the development, evaluation and introduction and management of new observations systems, equipment, procedures, practices and standards. Develop and investigate new methods of measurement and investigate alterations to design, construction and manufacture of instruments and equipment.
- Liaise with outside organisations and other Bureau Groups on the more involved aspects of network and equipment development, including providing phone and remote support to Regional Resources to assist them in maintenance and trouble shooting.

- Translate and apply high level goals and outcomes, identifying issues and uncertainties and incorporate these into advice, planning, decision making and implementation.
- Availability to undertake domestic travel (up to 10%) to facilitate onsite installation/upgrade of equipment.
- Work collaboratively, communicate effectively with internal and external stakeholders and influence the work of teams.
- Exercise Financial Delegation in accordance with Bureau Policies including holding a Commonwealth Government Credit Card.
- Evaluate activities to understand critical factors for success and engage in continuous improvement and innovation.
- Comply with all Bureau Health Safety and Environment Policies, procedures and reporting requirements. Take reasonable care for your own health and safety and that of employees, contractors and visitors who may be affected by your actions and systems of work.

Eligibility

A degree or diploma of an Australian educational institution, or a comparable overseas qualification, which is appropriate to the duties; OR other comparable qualifications, which are appropriate to the duties.

Notes

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

About the Bureau of Meteorology

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

To Apply

Position Contact	Phil Heintze, 0499 444 657
Agency Recruitment Site	https://bomcareers.nga.net.au/cp/

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Employment and Workplace Relations

Vacancy VN-0758055

Comcare

Closing Date:Sunday 25 May 2025

Corporate Group
Technology and Information Management Team Enterprise Applications Unit

Job Title	Microsoft Dynamics CRM Developer
Job Type	Full-Time, Non-Ongoing
Location	Canberra ACT
Salary	\$99,985 - \$110,946
Future Merit Locations	Canberra
Office Arrangement	Hybrid
Office Arrangement Details	Hybrid working arrangements are available and can be negotiated with the business area
Classification	APS Level 6
Position Number	01174
Agency Website	

Job Description

https://www.comcare.gov.au/careers/current_vacancies

Team and Role Overview
The Technology and Information Management team maintain Comcare's Information, Communication and Technology (ICT) infrastructure and provide strategic leadership, governance, solutions and advice for the effective management of information.

The Applications Development unit is one part of this team and is primarily responsible for development and support of Comcare's business systems. The consists of unit has 3 development cells: Java, Oracle and .Net/Dynamics.

Duties

The Microsoft Dynamics Customer Relationship Management (CRM) Developer will contribute to the design, development, modification, testing, adaptation, and/or implementation and post-implementation support of short and long-term software solutions to business and technology needs.

The Microsoft Dynamics CRM Developer will be involved in all aspects of the software development lifecycle, including maintaining, managing, and designing CRM software applications and supporting environments. They will also review system requirements and business processes and be able to work independently in a fast-paced environment on more complex issues.

The successful candidate must be an experienced and innovative technical Microsoft Dynamics CRM Developer, who is able to

lead the increasing utilisation of MS Dynamics CRM for managing Corporate CRM and Operational Management functions within Comcare.

Primary Responsibilities:

As part of a small development unit, this role will:

1. Implement software applications and customize business applications using MS Dynamics CRM 2016, ASP.Net Technology, IIS, SQL, JavaScript, HTML, and Web Services.
2. Design, develop, and document working solutions, integrations, and data migration elements of a Microsoft Dynamics CRM platform.
3. Create CRM software components and code patterns which foster reusability and enterprise capabilities and support efforts to integrate MS Dynamics CRM with other systems and applications.
4. Identify and recommend product customizations and enhancements to meet client requirements using Dynamics CRM.
5. Work with project teams to analyze business requirements, define functional requirements, and document solution design.
6. Architect appropriate CRM technical solutions to meet business/functional requirements including the migration from on-premise Dynamics 2016 to Dynamics 365 and contribute to future strategy in relation to platform, capacity planning, and upgrades.
7. Generate technical documentation, and assist with the development and provision of end-user training.
8. Provide support for users and perform troubleshooting, including root cause analysis of production issues and documenting resolutions.
9. Interpret requirements and develop software following the vision of team leadership and architectural design, while working against a product backlog in an agile development environment.
10. Recommend innovative solutions that will support improved business processes.

Qualifications and Experience

Mandatory:

- Relevant degree or industry qualifications
- Minimum 3 years' software development experience with the .Net and Microsoft Dynamics CRM

Desirable:

- Experience in SharePoint Integration.

Eligibility

1. Australian citizenship.
2. Character clearance (Australian Criminal History Check).
3. Employee Health Declaration.
4. Six months probationary period for new engagements.
5. Ability to obtain and maintain a Baseline Security Clearance.
6. Specific Conditions:
 - The position requires to work outside of normal business hours from time to time to support planned releases.

Notes

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

About the Comcare

Comcare is the national authority for work health and safety, and workers' compensation. We are a government regulator, workers' compensation insurer, claims manager and scheme administrator. Through our role, we work with employees and other workers, employers, service providers and other organisations to: - minimise the impact of harm in the workplace - improve recovery at work and return to work - promote the health benefits of good work. We collaborate and partner with other schemes and organisations on research and innovative projects that improve outcomes. We also provide expert advice and services to the Safety, Rehabilitation and Compensation Commission (SRCC), and Seafarers Safety, Rehabilitation and Compensation Authority (Seacare Authority).

To Apply

Position Contact	recruitment@comcare.gov.au, 1300366979
Agency Recruitment Site	https://www.comcare.gov.au/careers/current_vacancies

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Employment and Workplace Relations

Vacancy VN-0758273

Comcare

Closing Date: Tuesday 27 May 2025

Legal Group
Statutory Oversight Team

Job Title	Legal Adviser
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Canberra ACT, Melbourne VIC
Salary	\$99,985 - \$117,942
Future Merit Locations	Canberra, Melbourne
Office Arrangement	Hybrid
Office Arrangement Details	Hybrid working arrangements are available and can be negotiated with the business area
Classification	APS Level 6
Position Number	01842
Agency Website	

Job Description

https://www.comcare.gov.au/careers/current_vacancies

Team Overview

The Statutory Oversight team is responsible for providing expert advice on the application of statutory processes to business areas within Comcare and acts as Comcare's liaison with the Office of Australian Information Commissioner and the Commonwealth Ombudsman.

Statutory Oversight actively promotes Privacy and develops Comcare-wide privacy training and is responsible for ensuring Privacy Impact Assessments are completed and that Comcare's activities are consistent with the *Privacy Act 1988*.

The team is responsible for undertaking all of Comcare's freedom of information functions as well as receiving Public Interest Disclosures (PID) and co-ordinating PID investigations.

The team also facilitates administrative access to personal information under the statutory requirements in the *Safety, Rehabilitation and Compensation Act 1988 (SRC Act)*.

Duties

Legal Advisers are responsible for managing a case load of various requests.

1. Provide advice on administrative law matters including FOI and privacy and undertaking administrative decision making.
2. Manage varied caseload of statutory oversight matters including reporting, updating policies and procedures and quality assurance over administrative decisions.
3. Work collaboratively with client areas and other stakeholders to manage issues and risk for Comcare.
4. Ensure work complies with internal and external policies, procedures and guidelines including implementing business improvements.

5. Develop and maintain internal and external relationships that manage risk for Comcare, problem solving and conflict resolution skills.
6. Demonstrate excellent verbal and written legal communication skills.

Mandatory Qualifications and Experience

- Undergraduate degree in law.
- Admission as a legal practitioner of the High Court or the Supreme Court of an Australian State or Territory (two years or more post admission experience is desirable).
- Current Practising Certificate.

Eligibility

1. Australian citizenship.
2. Character clearance (Australian Criminal History Check).
3. Employee Health Declaration.
4. Six months probationary period for new engagements.

Notes

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To Apply

Position Contact	Recruitment@comcare.gov.au, 1300366979
Agency Recruitment Site	https://www.comcare.gov.au/careers/current_vacancies

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