



Commonwealth of Australia
APSJobs - Vacancies Daily
PS21 Daily Gazette Monday - 20 May 2024.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 PS21 Weekly Gazette Thursday - 23 May 2024.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 PS21 Weekly Gazette Thursday - 23 May 2024.pdf.

Gazette Lodgement Inquiries

Phone: (02) 6202 3559

Email: contact@apsjobs.gov.au

IMPORTANT INFORMATION

This work is copyright. You may download, display, print and reproduce this material in unaltered form only (retaining this notice) for personal, non- commercial use or use within an organisation. Apart from any use as permitted under the Copyright Act 1968, all other rights are reserved. Requests and enquiries concerning reproduction and rights should be addressed to APSjobs, Australian Public Service Commission, GPO Box 3176 Canberra ACT 2601, or by email to contact@apsjobs.gov.au

For more information on the terms and conditions of use of the APSJobs website, incorporating the Gazette, see <http://www.apsjobs.gov.au/TermsAndConditions.aspx>

Vacancies

Vacancy VN-0742113

Australian Competition and Consumer Commission

Closing Date:Sunday 02 June 2024

AER - Executive and Enforcement
Compliance and Enforcement

Job Title	Assistant Director, Compliance and Assistant Director, Enforcement
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Brisbane QLD, Melbourne VIC, Canberra ACT, Sydney NSW, Adelaide SA
Salary	\$119,173 - \$131,888
Classification	Executive Level 1
Position Number	EA2024/132
Agency Website	https://www.accc.gov.au/

Job Description

<https://accc.bigredsky.com/page.php?pageID=106>

- Do you want to work at an agency where each day reveals new opportunities to work on some of the biggest issues facing consumers and businesses and have opportunities to pursue new and exciting pathways?
- Do you want to work at a place where smart and dedicated people from all walks of life collaborate to work on meaningful matters?
- Do you want to shape Australia's energy future through robust compliance programs and strategic oversight?

Then this is the place for you! At the AER, we work to make energy consumers better off, now and in the future. We focus on ensuring a secure, reliable and affordable energy future for Australia as it transitions to net zero emissions. Our high performing culture is built on a foundation of care, support and inclusion. It's why we're driven by connection and collaboration, sharing our skills, knowledge and support with each other freely and frequently. It's why we prioritise the wellbeing of our people and empower them to work autonomously, flexibly and courageously. We believe the best version of you is the one that's true to who you are – and that's the you we want working alongside us.

We value flexibility, this role can be performed at any of the AER offices located in Adelaide, Brisbane, Canberra, Melbourne, or Sydney and are available on a full-time, part-time or job-share basis.

Applicants from diverse backgrounds including First Nations peoples, people with disability and those from different cultural backgrounds are encouraged to apply.

Duties

- Contribute to the development of, and oversee the implementation of, risk based compliance programs to resolve issues in energy markets. This includes compliance audits, investigations, and assessments.
- Oversee the development of advice on regulated business participation in energy markets. This includes the assessment of applications for retailer authorisation and exemptions to regulatory frameworks, and implementation of the retailer of last resort function.
- Manage projects and resources to produce timely outcomes and ensure that project management systems are accurate and up to date.
- Build and maintain constructive working relationships with staff, AER Board members, senior managers, external advisors, energy market participants, energy market bodies, energy ombudsman schemes and consumer groups to progress AER functions and projects.

Eligibility

In order to succeed in the role, you will have:

- knowledge and demonstrated experience developing and implementing risk based compliance programs, or managing complex investigative and/or enforcement programs of work, preferably within a government regulatory environment.
- knowledge or understanding, or the ability to quickly acquire an understanding, of Australian electricity and gas markets and the role, purpose and objectives of the AER.
- demonstrated experience leading a compliance or enforcement team or similar role in a fast-paced and large, complex people-centred organisation.
- tertiary qualifications in law, economics / commerce, public policy or related fields.

To find out more about us and the role, please read the Candidate Kit.

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 Competition and Consumer Commission

The ACCC is an independent statutory authority that administers the Competition and Consumer Act 2010 and other Acts. The ACCC works to promote effective competition and fair trading in the market place to benefit consumers, business and the community, and efficiency in the delivery of certain infrastructure services. The AER is a part of the ACCC. The AER is Australia's

national energy market regulator and has an independent board. The AER shares employees, resources and facilities with the ACCC.

To Apply

Position Contact	Trang Nguyen, (03) 9290 6970
Agency Recruitment Site	https://accc.bigredsky.com/page.php?pageID=106

This notice is part of the electronic Public Service Gazette PS21 Daily Gazette Monday - 20 May 2024.pdf Published by Australian Public Service Commission.

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

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

Vacancy VN-0742012

Australian Electoral Commission

Closing Date:Sunday 02 June 2024

Enabling and Regulation Group
People Branch Payroll, Systems & Reporting

Job Title	Payroll Managers & Systems Administrators - Payroll, Systems & Reporting Section
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Canberra ACT, Melbourne VIC, Brisbane QLD, Sydney NSW
Salary	\$91,140 - \$102,152
Classification	APS Level 6
Position Number	2024-175 Multiple
Agency Website	https://www.aec.gov.au/

Job Description

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

The Payroll, Systems and Reporting (PSR) Section is part of the AEC People Branch, within the Enabling and Regulation Group. The PSR section is responsible for the provision of payroll related services, the maintenance and development of the Aurion HR management information system (HRMIS), and the workforce reporting and analytics to support informed workforce decision making.

To support these critical functions, the PSR section provides expert advice regarding conditions of employment and the preparation and reconciliation of the fortnightly payroll, configures, and maintains the Aurion HRMIS. The section additionally provides regular and ad-hoc workforce data and metrics to assist staff management and meet external legislated reporting requirements.

Additionally, we have team members based in Brisbane and are open to considering candidates from other major capital cities. Outposted team members may be required to travel to National Office periodically.

Duties

This is an exciting opportunity to join the sections leadership group and manage a high performing team contributing to the agency's outcome of delivering successful electoral events.

Payroll Team

The role is responsible for undertaking work that is complex in nature, under general direction, utilising functional expertise and for day-to-day payroll processing, including salary and entitlement calculations, within a medium sized agency comprising of staff engaged under the Public Service Act 1999 (Cth) and through statutory appointments governed by the Remuneration Tribunal.

You will build rapport and maintain stakeholder relationships, including liaising with stakeholders to assist in resolving moderately complex issues. Including representing the work area at internal and external meetings and conferences.

You will make and communicate decisions within defined boundaries relating to the area of responsibility using expertise and knowledge, governed by legislation, regulations, best practice principles or relevant operating instructions and procedures, and strive for continued improvement.

HR Systems Team

You will be an experienced technical officer who enjoys working in a complex, fast paced, and challenging environment. In this technical role, you will be required to support your team in the delivery of the department in the management and operation of the HRMIS, Aurion.

Some key responsibilities include management of the HRMIS environment and issues at multiple complexities, including problem solving, issue resolution and testing in the UAT environment. Some general management of the department's ICT infrastructure is also required.

This role will assist with guides and training of stakeholders to ensure the proficiency in the use of the HRMIS. You will support AEC business areas and stakeholders in the use of the employee self-service (ESS). As a Systems Administrator, you will be first point of contact and triage enquiries and workload to address and resolve enquiries relating to the Aurion application.

To excel you'll have:

- Ability to achieve results, work under pressure with impeccable attention to detail, to organise priorities and meet deadlines.
- Strong leadership and management focus with exceptional delegation skills.
- Demonstrated ability to lead a client focused team, with experience communicating and collaborating effectively with team members, business areas and stakeholders.
- Ability to think critically and demonstrate excellent initiative and judgement to deliver outcomes supporting the AEC's strategic direction.

Payroll Team

- Sound knowledge of employment legislation, including with respect to superannuation, workers compensation, long service leave, maternity leave.
- Demonstrated experience in delivering and managing quality payroll services within the APS or State Government.

HR Systems Team

- Experience in configuration of Aurion, the AEC's Human Resource Management Information System (HRMIS).
- Ability to draft and maintain system administration documentation, intranet articles, and technical support documentation as required.

Eligibility

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

- Applicants are required to consent to, undergo, obtain and maintain the security clearance required for this role.

Notes

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

About the Australian Electoral Commission

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

To Apply

Position Contact	Heidi Browne, heidi.browne@aec.gov.au
Agency Recruitment Site	https://candidate.aurion.cloud/aec/production/

This notice is part of the electronic Public Service Gazette PS21 Daily Gazette Monday - 20 May 2024.pdf Published by Australian Public Service Commission.

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

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

Vacancy VN-0742058

Job Title	Junior Budget Policy Officers
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Canberra ACT
Salary	\$76,972 - \$87,851
Classification	APS Level 4
Position Number	2024/BG/001
Agency Website	www.finance.gov.au

Job Description

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

ABOUT BUDGET POLICY OFFICERS

Our Budget Policy Officers are at the forefront of the budget process, supporting budget and funding proposals for agencies and entities across the Federal Government. This exciting and high-profile work contributes directly to Government decision making. Budget Policy Officers work in our Agency Advice Units (AAUs), which are grouped into Branches and Divisions, each providing policy advice and financial analysis to specific portfolios.

Duties

ABOUT THE OPPORTUNITIES

We have a range of current and anticipated APS4 vacancies across our AAUs and will align successful candidates with the vacancy that best suits their experience, skills and policy area interest.

Budget Policy Officers work in small teams to deliver on responsibilities including:

- working closely with relevant portfolio stakeholders to support the development and Government consideration of proposals including analysing, costing and reviewing new policy proposals;
- providing budget, financial management and policy advice in support of the Government decision making processes and the delivery of the Budget and Mid-Year Economic and Fiscal Outlook;
- supporting the Expenditure Review Committee of Cabinet and our senior executive on policy and financial issues relating to the portfolio;
- drafting briefing and other correspondence for the Minister for Finance's consideration on portfolio matters.

WHY THIS IS THE RIGHT CAREER MOVE

The policy skills and financial management capabilities people develop and practice in Finance are highly valued across the public and private sectors. Through working as a Budget Policy Officer you will consolidate a credible record of experience and achievement in:

- contributing to the preparation of strategic policy and budget advice to the Minister for Finance, and the Expenditure Review Committee of Cabinet to inform Government decision-making on policy priorities and associated implementation;

- effective stakeholder management and negotiation skills through daily engagement with stakeholders across Government;
- assisting Government in considering policy proposals in collaboration with portfolio stakeholders, the Department of the Prime Minister and Cabinet, and The Treasury;
- costing new policy initiatives and managing financial estimates for portfolio proposals and programs;
- drafting Ministerial briefing and correspondence, and input to the development of advice to Government
- numerical capability and financial acumen; and
- applying whole-of government policy and frameworks.

DETAILED VACANCY INFORMATION

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

ONLINE INFORMATION SESSION

If you would like to learn more about working in our Agency Advice Units and these opportunities, come along to our online Candidate Information Session via Microsoft Teams. In this session you will hear from current officers working in Budget Policy roles and learn more about the recruitment process.

Please join us at the session detailed below:

- Wednesday, 22 May 2024, 12:30-1:30pm (Canberra time)

To join this live session, please use the sign in options below at the time and date stated above:

MICROSOFT TEAMS MEETING

Join on your computer, mobile app or room device

[Click here to join the meeting.](#)

If you have missed the session and would like access to the recording please email the contact officer, louise.sasaki@finance.gov.au **Eligibility**

- Under section 22(8) of the *Public Service Act 1999*, employees must be Australian citizens to be employed in the Australian Public Service (APS) unless the Agency Head has agreed otherwise, in writing.
- Successful applicants will be required to undergo the process to obtain and maintain, or continue to hold the required security clearance level for the role as indicated in the downloadable job pack. All Finance staff are required to have a minimum baseline security clearance prior to commencement.

Notes

This recruitment process is being used to fill current and future vacancies. A merit pool of suitable applicants may be created which may be used to fill future vacancies should they become available over the next 18 months.

A position may be offered as ongoing or non-ongoing subject to operational requirements. Where a non-ongoing position is offered, the role will be filled for a specified term of up to 12 months. A specified term may be extended up to a maximum period of 18 months.

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

About the Department of Finance

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

To Apply

Position Contact	Louise Sasaki, (02) 6215 3930
Agency Recruitment Site	https://financejobs.nga.net.au/cp/

This notice is part of the electronic Public Service Gazette PS21 Daily Gazette Monday - 20 May 2024.pdf Published by Australian Public Service Commission.

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

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

Vacancy VN-0742060

Department of Finance

Closing Date:Monday 03 June 2024

Job Title	Junior Budget Policy Officers - Affirmative Measures Disability
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Canberra ACT
Salary	\$76,972 - \$87,851
Classification	APS Level 4
Position Number	2024/BG/001 (AMD)
Agency Website	www.finance.gov.au

ABOUT BUDGET POLICY OFFICERS

Our Budget Policy Officers are at the forefront of the budget process, supporting budget and funding proposals for agencies and entities across the Federal Government. This exciting and high-profile work contributes directly to Government decision making. Budget Policy Officers work in our Agency Advice Units (AAUs), which are grouped into Branches and Divisions, each providing policy advice and financial analysis to specific portfolios.

Duties

ABOUT THE OPPORTUNITIES

We have a range of current and anticipated APS4 vacancies across our AAUs and will align successful candidates with the vacancy that best suits their experience, skills and policy area interest.

Budget Policy Officers work in small teams to deliver on responsibilities including:

- working closely with relevant portfolio stakeholders to support the development and Government consideration of proposals including analysing, costing and reviewing new policy proposals;
- providing budget, financial management and policy advice in support of the Government decision making processes and the delivery of the Budget and Mid-Year Economic and Fiscal Outlook;
- supporting the Expenditure Review Committee of Cabinet and our senior executive on policy and financial issues relating to the portfolio;
- drafting briefing and other correspondence for the Minister for Finance's consideration on portfolio matters.

WHY THIS IS THE RIGHT CAREER MOVE

The policy skills and financial management capabilities people develop and practice in Finance are highly valued across the public and private sectors. Through working as a Budget Policy Officer you will consolidate a credible record of experience and achievement in:

- contributing to the preparation of strategic policy and budget advice to the Minister for Finance, and the Expenditure Review Committee of Cabinet to inform Government decision-making on policy priorities and associated implementation;
- effective stakeholder management and negotiation skills through daily engagement with stakeholders across Government;
- assisting Government in considering policy proposals in collaboration with portfolio stakeholders, the Department of the Prime Minister and Cabinet, and The Treasury;
- costing new policy initiatives and managing financial estimates for portfolio proposals and programs;
- drafting Ministerial briefing and correspondence, and input to the development of advice to Government
- numerical capability and financial acumen; and
- applying whole-of government policy and frameworks.

DETAILED VACANCY INFORMATION

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

ONLINE INFORMATION SESSION

If you would like to learn more about working in our Agency Advice Units and these opportunities, come along to our online Candidate Information Session via Microsoft Teams. In this session you will hear from current officers working in Budget Policy roles and learn more about the recruitment process.

Please join us at the session detailed below:

- Wednesday, 22 May 2024, 12:30-1:30pm (Canberra time)

To join this live session, please use the sign in options below at the time and date stated above:

MICROSOFT TEAMS MEETING

Join on your computer, mobile app or room device

[Click here to join the meeting.](#)

If you have missed the session and would like access to the recording please email the contact officer, louise.sasaki@finance.gov.au **Eligibility**

- Under section 22(8) of the *Public Service Act 1999*, employees must be Australian citizens to be employed in the Australian Public Service (APS) unless the Agency Head has agreed otherwise, in writing.
- Successful applicants will be required to undergo the process to obtain and maintain, or continue to hold the required security clearance level for the role as indicated in the downloadable job pack. All Finance staff are required to have a minimum baseline security clearance prior to commencement.

AFFIRMATIVE MEASURES - DISABILITY APPLICANT

To demonstrate eligibility for employment under this Affirmative Measure, applicants are required to provide evidence that they are a person with disability.

Applicants will not be required to provide evidence of disability unless they are found suitable and prior to being made a formal offer of employment. This means that you will not be required to provide evidence unnecessarily.

Candidates who apply under the affirmative measure will need to meet minimum benchmarks to progress through the assessment stages.

Eligibility of applicants

Subsection 27(2) of the Commissioners Directions provides that the agency head—or delegate—must ensure that for a vacancy under this affirmative measure, only persons with a disability or a particular type of disability are eligible.

Definition of disability

The definition of disability for the purposes of the affirmative measure is outlined [here](#).

Evidence of disability

As provided in subsection 27(2) of the Directions, agencies will need to ensure that applicants are persons with disability. Evidence of disability is not to include information about the type of disability, unless the vacancy itself has been restricted to persons with a particular type of disability. Suitable evidence of a disability would be a certificate or letter from a registered medical practitioner.

The following documents would also be acceptable:

- letter from a Disability Employment Service or Workforce Australia provider; and
- letter from a secondary or tertiary institution disability services unit in relation to a recent student.

For more information of the types of acceptance evidence, please refer to the APSC website [here](#)

Should you have any questions or concerns, please don't hesitate to contact the Recruitment Team via 6215 1717 (option #1).

Important Note: There is no obligation for a candidate who meets eligibility under Affirmative Measures categories to apply under these options. Selection of consideration under Affirmative Measures is voluntary. **Notes**

This recruitment process is being used to fill current and future vacancies. A merit pool of suitable applicants may be created which may be used to fill future vacancies should they become available over the next 18 months.

A position may be offered as ongoing or non-ongoing subject to operational requirements. Where a non-ongoing position is offered, the role will be filled for a specified term of up to 12 months. A specified term may be extended up to a maximum period of 18 months.

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

About the Department of Finance

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

To Apply

Position Contact	Louise Sasaki, (02) 6215 3930
Agency Recruitment Site	https://financejobs.nga.net.au/cp/

This notice is part of the electronic Public Service Gazette PS21 Daily Gazette Monday - 20 May 2024.pdf Published by Australian Public Service Commission.

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

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

Vacancy VN-0742063

Department of Finance

Closing Date: Monday 03 June 2024

Job Title	Junior Budget Policy Officers - Affirmative Measures Indigenous
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Canberra ACT
Salary	\$76,972 - \$87,851
Classification	APS Level 4
Position Number	2024/BG/001 (AMI)
Agency Website	www.finance.gov.au

Job Description

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

ABOUT BUDGET POLICY OFFICERS

Our Budget Policy Officers are at the forefront of the budget process, supporting budget and funding proposals for agencies and entities across the Federal Government. This exciting and high-profile work contributes directly to Government decision making. Budget Policy Officers work in our Agency Advice Units (AAUs), which are grouped into Branches and Divisions, each providing policy advice and financial analysis to specific portfolios.

Duties

ABOUT THE OPPORTUNITIES

We have a range of current and anticipated APS4 vacancies across our AAUs and will align successful candidates with the vacancy that best suits their experience, skills and policy area interest.

Budget Policy Officers work in small teams to deliver on responsibilities including:

- working closely with relevant portfolio stakeholders to support the development and Government consideration of proposals including analysing, costing and reviewing new policy proposals;
- providing budget, financial management and policy advice in support of the Government decision making processes and the delivery of the Budget and Mid-Year Economic and Fiscal Outlook;
- supporting the Expenditure Review Committee of Cabinet and our senior executive on policy and financial issues relating to the portfolio;
- drafting briefing and other correspondence for the Minister for Finance's consideration on portfolio matters.

WHY THIS IS THE RIGHT CAREER MOVE

The policy skills and financial management capabilities people develop and practice in Finance are highly valued across the public and private sectors. Through working as a Budget Policy Officer you will consolidate a credible record of experience and achievement in:

- contributing to the preparation of strategic policy and budget advice to the Minister for Finance, and the Expenditure Review Committee of Cabinet to inform Government decision-making on policy priorities and associated implementation;
- effective stakeholder management and negotiation skills through daily engagement with stakeholders across Government;
- assisting Government in considering policy proposals in collaboration with portfolio stakeholders, the Department of the Prime Minister and Cabinet, and The Treasury;
- costing new policy initiatives and managing financial estimates for portfolio proposals and programs;
- drafting Ministerial briefing and correspondence, and input to the development of advice to Government
- numerical capability and financial acumen; and
- applying whole-of government policy and frameworks.

DETAILED VACANCY INFORMATION

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

ONLINE INFORMATION SESSION

If you would like to learn more about working in our Agency Advice Units and these opportunities, come along to our online Candidate Information Session via Microsoft Teams. In this session you will hear from current officers working in Budget Policy roles and learn more about the recruitment process.

Please join us at the session detailed below:

- Wednesday, 22 May 2024, 12:30-1:30pm (Canberra time)

To join this live session, please use the sign in options below at the time and date stated above:

MICROSOFT TEAMS MEETING

Join on your computer, mobile app or room device

[Click here to join the meeting.](#)

If you have missed the session and would like access to the recording please email the contact officer louise.sasaki@finance.gov.au

Eligibility

- Under section 22(8) of the *Public Service Act 1999*, employees must be Australian citizens to be employed in the Australian Public Service (APS) unless the Agency Head has agreed otherwise, in writing.
- Successful applicants will be required to undergo the process to obtain and maintain, or continue to hold the required security clearance level for the role as indicated in the downloadable job pack. All Finance staff are required to have a minimum baseline security clearance prior to commencement.

AFFIRMATIVE MEASURES - INDIGENOUS APPLICANT

Applicants applying under the Affirmative Measures - Indigenous will need to provide evidence they meet the eligibility for this vacancy should they be found suitable and prior to being made a formal offer of employment.

To be eligible to apply for this vacancy applicants must:

- Be of Aboriginal and/or Torres Strait Islander descent.
- Identify as Aboriginal and/or Torres Strait Islander; and
- Are accepted by their community as being Aboriginal and/or Torres Strait Islander.

Evidence of confirmation of heritage include:

- A letter signed and executed by the Chairperson of an incorporated Aboriginal and/or Torres Strait Islander organisation confirming that they are recognised as an Aboriginal and/or Torres Strait Islander person; or
- Confirmation of Aboriginal and/or Torres Strait Islander descent form executed by an Aboriginal and/or Torres Strait Islander organisation.

Our Indigenous Liaison Officer, Tarran Backhus, is available to chat should you have any questions or concerns. Tarran can be reached at cultureanddiversityteam@finance.gov.au and/or 6215 1717 (option #1).

Important Note: There is no obligation for a candidate who meets eligibility under Affirmative Measures categories to apply under these options. Selection of consideration under Affirmative Measures is voluntary. **Notes**

This recruitment process is being used to fill current and future vacancies. A merit pool of suitable applicants may be created which may be used to fill future vacancies should they become available over the next 18 months.

A position may be offered as ongoing or non-ongoing subject to operational requirements. Where a non-ongoing position is offered, the role will be filled for a specified term of up to 12 months. A specified term may be extended up to a maximum period of 18 months.

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 Department of Finance

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

To Apply

Position Contact	Louise Sasaki, (02) 6215 3930
Agency Recruitment Site	https://financejobs.nga.net.au/cp/

This notice is part of the electronic Public Service Gazette PS21 Daily Gazette Monday - 20 May 2024.pdf Published by Australian Public Service Commission.

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

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

Vacancy VN-0742064

Department of Finance

Closing Date:Monday 03 June 2024

Job Title	Budget Policy Officers
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Canberra ACT
Salary	-
Classification	APS Level 5;APS Level 6
Position Number	2024/BG/002
Agency Website	www.finance.gov.au

Job Description

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

ABOUT BUDGET POLICY OFFICERS

Our Budget Policy Officers are at the forefront of the budget process, supporting budget and funding proposals for agencies and entities across the Federal Government. This exciting and high-profile work contributes directly to Government decision making. Budget Policy Officers work in our Agency Advice Units (AAUs), which are grouped into Branches and Divisions, each providing policy advice and financial analysis to specific portfolios.

Duties

ABOUT THE OPPORTUNITY

We have a range of current and anticipated APS5 and APS6 vacancies across our AAUs and will align successful candidates with the vacancy that best suits their experience, skills and policy area interest.

Team responsibilities include:

- working closely with relevant portfolio stakeholders to support the development and Government consideration of portfolio proposals including analysing, costing and reviewing new policy proposals;
- providing budget, financial management and policy advice in support of the Government decision making processes and the delivery of the Budget and Mid-Year Economic and Fiscal Outlook;
- Supporting the Expenditure Review Committee of Cabinet and our senior executive on policy and financial issues relating to the portfolio;

- drafting briefing and other correspondence for the Minister for Finance's consideration on portfolio matters.

WHY THIS IS THE RIGHT CAREER MOVE

The policy skills and financial management capabilities people develop and practice in Finance are highly valued across the public and private sectors. Through working as a Budget Policy Officer you will consolidate a credible record of experience and achievement in:

- contributing to the preparation of strategic policy and budget advice to the Minister for Finance, and the Expenditure Review Committee of Cabinet to inform Government decision-making on policy priorities and associated implementation;
- effective stakeholder management and negotiation skills through daily engagement with stakeholders across Government;
- assisting Government in considering policy proposals in collaboration with portfolio stakeholders, the Department of the Prime Minister and Cabinet, and The Treasury;
- costing new policy initiatives and managing financial estimates for portfolio proposals and programs;
- drafting Ministerial briefing and correspondence, and input to the development of advice to Government;
- numerical capability and financial acumen; and
- applying whole-of government policy and frameworks.

DETAILED VACANCY INFORMATION

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

ONLINE INFORMATION SESSION

If you would like to learn more about working in our Agency Advice Units and these opportunities, come along to our online Candidate Information Session via Microsoft Teams. In this session you will hear from current officers working in Budget Policy roles and learn more about the recruitment process.

Please join us at the session detailed below:

- Wednesday, 22 May 2024, 12:30-1:30pm (Canberra time)

To join this live session, please use the sign in options below at the time and date stated above:

MICROSOFT TEAMS MEETING

Join on your computer, mobile app or room device

[Click here to join the meeting.](#)

If you have missed the session and would like access to the recording please email the contact officer, louise.sasaki@finance.gov.au **Eligibility**

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

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

Notes

This recruitment process is being used to fill current and future vacancies. A merit pool of suitable applicants may be created which may be used to fill future vacancies should they become available over the next 18 months.

A position may be offered as ongoing or non-ongoing subject to operational requirements. Where a non-ongoing position is offered, the role will be filled for a specified term of up to 12 months. A specified term may be extended up to a maximum period of 18 months.

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

About the Department of Finance

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

To Apply

Position Contact	Louise Sasaki, (02) 6215 3930
Agency Recruitment Site	https://financejobs.nga.net.au/cp/

This notice is part of the electronic Public Service Gazette PS21 Daily Gazette Monday - 20 May 2024.pdf Published by Australian Public Service Commission.

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

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

Vacancy VN-0742065

Job Title	Budget Policy Officers – Affirmative Measures Disability
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Canberra ACT
Salary	-
Classification	APS Level 5;APS Level 6
Position Number	2024/BG/002 (AMD)
Agency Website	www.finance.gov.au

Job Description

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

ABOUT BUDGET POLICY OFFICERS

Our Budget Policy Officers are at the forefront of the budget process, supporting budget and funding proposals for agencies and entities across the Federal Government. This exciting and high-profile work contributes directly to Government decision making. Budget Policy Officers work in our Agency Advice Units (AAUs), which are grouped into Branches and Divisions, each providing policy advice and financial analysis to specific portfolios.

Duties

ABOUT THE OPPORTUNITY

We have a range of current and anticipated APS5 and APS6 vacancies across our AAUs and will align successful candidates with the vacancy that best suits their experience, skills and policy area interest.

Team responsibilities include:

- working closely with relevant portfolio stakeholders to support the development and Government consideration of portfolio proposals including analysing, costing and reviewing new policy proposals;
- providing budget, financial management and policy advice in support of the Government decision making processes and the delivery of the Budget and Mid-Year Economic and Fiscal Outlook;
- Supporting the Expenditure Review Committee of Cabinet and our senior executive on policy and financial issues relating to the portfolio;
- drafting briefing and other correspondence for the Minister for Finance's consideration on portfolio matters.

WHY THIS IS THE RIGHT CAREER MOVE

The policy skills and financial management capabilities people develop and practice in Finance are highly valued across the public and private sectors. Through working as a Budget Policy Officer you will consolidate a credible record of experience and achievement in:

- contributing to the preparation of strategic policy and budget advice to the Minister for Finance, and the Expenditure Review Committee of Cabinet to inform Government decision-making on policy priorities and associated implementation;

- effective stakeholder management and negotiation skills through daily engagement with stakeholders across Government;
- assisting Government in considering policy proposals in collaboration with portfolio stakeholders, the Department of the Prime Minister and Cabinet, and The Treasury;
- costing new policy initiatives and managing financial estimates for portfolio proposals and programs;
- drafting Ministerial briefing and correspondence, and input to the development of advice to Government;
- numerical capability and financial acumen; and
- applying whole-of government policy and frameworks.

DETAILED VACANCY INFORMATION

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

ONLINE INFORMATION SESSION

If you would like to learn more about working in our Agency Advice Units and these opportunities, come along to our online Candidate Information Session via Microsoft Teams. In this session you will hear from current officers working in Budget Policy roles and learn more about the recruitment process.

Please join us at the session detailed below:

- Wednesday, 22 May 2024, 12:30-1:30pm (Canberra time)

To join this live session, please use the sign in options below at the time and date stated above:

MICROSOFT TEAMS MEETING

Join on your computer, mobile app or room device

[Click here to join the meeting.](#)

If you have missed the session and would like access to the recording please email the contact officer, louise.sasaki@finance.gov.au **Eligibility**

- Under section 22(8) of the *Public Service Act 1999*, employees must be Australian citizens to be employed in the Australian Public Service (APS) unless the Agency Head has agreed otherwise, in writing.
- Successful applicants will be required to undergo the process to obtain and maintain, or continue to hold the required security clearance level for the role as indicated in the downloadable job pack. All Finance staff are required to have a minimum baseline security clearance prior to commencement.

AFFIRMATIVE MEASURES - DISABILITY APPLICANT

To demonstrate eligibility for employment under this Affirmative Measure, applicants are required to provide evidence that they are a person with disability.

Applicants will not be required to provide evidence of disability unless they are found suitable and prior to being made a formal offer of employment. This means that you will not be required to provide evidence unnecessarily.

Candidates who apply under the affirmative measure will need to meet minimum benchmarks to progress through the assessment stages.

Eligibility of applicants

Subsection 27(2) of the Commissioners Directions provides that the agency head—or delegate—must ensure that for a vacancy under this affirmative measure, only persons with a disability or a particular type of disability are eligible.

Definition of disability

The definition of disability for the purposes of the affirmative measure is outlined [here](#).

Evidence of disability

As provided in subsection 27(2) of the Directions, agencies will need to ensure that applicants are persons with disability. Evidence of disability is not to include information about the type of disability, unless the vacancy itself has been restricted to persons with a particular type of disability. Suitable evidence of a disability would be a certificate or letter from a registered medical practitioner.

The following documents would also be acceptable:

- letter from a Disability Employment Service or Workforce Australia provider; and
- letter from a secondary or tertiary institution disability services unit in relation to a recent student.

For more information of the types of acceptance evidence, please refer to the APSC website [here](#).

Should you have any questions or concerns, please don't hesitate to contact the Recruitment Team via 6215 1717 (option #1).

Important Note: There is no obligation for a candidate who meets eligibility under Affirmative Measures categories to apply under these options. Selection of consideration under Affirmative Measures is voluntary. **Notes**

This recruitment process is being used to fill current and future vacancies. A merit pool of suitable applicants may be created which may be used to fill future vacancies should they become available over the next 18 months.

A position may be offered as ongoing or non-ongoing subject to operational requirements. Where a non-ongoing position is offered, the role will be filled for a specified term of up to 12 months. A specified term may be extended up to a maximum period of 18 months.

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

About the Department of Finance

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

To Apply

Position Contact	Louise Sasaki, (02) 6215 3930
Agency Recruitment Site	https://financejobs.nga.net.au/cp/

This notice is part of the electronic Public Service Gazette PS21 Daily Gazette Monday - 20 May 2024.pdf Published by Australian Public Service Commission.

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

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

Vacancy VN-0742067

Department of Finance

Closing Date:Monday 03 June 2024

Job Title	Budget Policy Officers – Affirmative Measures Indigenous
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Canberra ACT
Salary	-
Classification	APS Level 5;APS Level 6
Position Number	2024/BG/002 (AMI)
Agency Website	www.finance.gov.au

Job Description

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

ABOUT BUDGET POLICY OFFICERS

Our Budget Policy Officers are at the forefront of the budget process, supporting budget and funding proposals for agencies and entities across the Federal Government. This exciting and high-profile work contributes directly to Government decision making. Budget Policy Officers work in our Agency Advice Units (AAUs), which are grouped into Branches and Divisions, each providing policy advice and financial analysis to specific portfolios.

Duties

ABOUT THE OPPORTUNITY

We have a range of current and anticipated APS5 and APS6 vacancies across our AAUs and will align successful candidates with the vacancy that best suits their experience, skills and policy area interest.

Team responsibilities include:

- working closely with relevant portfolio stakeholders to support the development and Government consideration of portfolio proposals including analysing, costing and reviewing new policy proposals;
- providing budget, financial management and policy advice in support of the Government decision making processes and the delivery of the Budget and Mid-Year Economic and Fiscal Outlook;
- Supporting the Expenditure Review Committee of Cabinet and our senior executive on policy and financial issues relating to the portfolio;
- drafting briefing and other correspondence for the Minister for Finance's consideration on portfolio matters.

WHY THIS IS THE RIGHT CAREER MOVE

The policy skills and financial management capabilities people develop and practice in Finance are highly valued across the public and private sectors. Through working as a Budget Policy Officer you will consolidate a credible record of experience and achievement in:

- contributing to the preparation of strategic policy and budget advice to the Minister for Finance, and the Expenditure Review Committee of Cabinet to inform Government decision-making on policy priorities and associated implementation;
- effective stakeholder management and negotiation skills through daily engagement with stakeholders across Government;
- assisting Government in considering policy proposals in collaboration with portfolio stakeholders, the Department of the Prime Minister and Cabinet, and The Treasury;
- costing new policy initiatives and managing financial estimates for portfolio proposals and programs;
- drafting Ministerial briefing and correspondence, and input to the development of advice to Government;
- numerical capability and financial acumen; and
- applying whole-of government policy and frameworks.

DETAILED VACANCY INFORMATION

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

ONLINE INFORMATION SESSION

If you would like to learn more about working in our Agency Advice Units and these opportunities, come along to our online Candidate Information Session via Microsoft Teams. In this session you will hear from current officers working in Budget Policy roles and learn more about the recruitment process.

Please join us at the session detailed below:

- Wednesday, 22 May 2024, 12:30-1:30pm (Canberra time)

To join this live session, please use the sign in options below at the time and date stated above:

MICROSOFT TEAMS MEETING

Join on your computer, mobile app or room device

[Click here to join the meeting.](#)

If you have missed the session and would like access to the recording please email the contact officer, louise.sasaki@finance.gov.au **Eligibility**

- Under section 22(8) of the *Public Service Act 1999*, employees must be Australian citizens to be employed in the Australian Public Service (APS) unless the Agency Head has agreed otherwise, in writing.
- Successful applicants will be required to undergo the process to obtain and maintain, or continue to hold the required security clearance level for the role as indicated in the downloadable job pack. All Finance staff are required to have a minimum baseline security clearance prior to commencement.

AFFIRMATIVE MEASURES - INDIGENOUS APPLICANT

Applicants applying under the Affirmative Measures - Indigenous will need to provide evidence they meet the eligibility for this vacancy should they be found suitable and prior to being made a formal offer of employment.

To be eligible to apply for this vacancy applicants must:

- Be of Aboriginal and/or Torres Strait Islander descent.
- Identify as Aboriginal and/or Torres Strait Islander; and
- Are accepted by their community as being Aboriginal and/or Torres Strait Islander.

Evidence of confirmation of heritage include:

- A letter signed and executed by the Chairperson of an incorporated Aboriginal and/or Torres Strait Islander organisation confirming that they are recognised as an Aboriginal and/or Torres Strait Islander person; or
- Confirmation of Aboriginal and/or Torres Strait Islander descent form executed by an Aboriginal and/or Torres Strait Islander organisation.

Our Indigenous Liaison Officer, Tarran Backhus, is available to chat should you have any questions: cultureanddiversityteam@finance.gov.au and/or 6215 1717 (option #1).

Important Note: There is no obligation for a candidate who meets eligibility under Affirmative Measures categories to apply under these options. Selection of consideration under Affirmative Measures is voluntary. **Notes**

This recruitment process is being used to fill current and future vacancies. A merit pool of suitable applicants may be created which may be used to fill future vacancies should they become available over the next 18 months.

A position may be offered as ongoing or non-ongoing subject to operational requirements. Where a non-ongoing position is offered, the role will be filled for a specified term of up to 12 months. A specified term may be extended up to a maximum period of 18 months.

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.

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

To Apply

Position Contact	Louise Sasaki, (02) 6215 3930
Agency Recruitment Site	https://financejobs.nga.net.au/cp/

This notice is part of the electronic Public Service Gazette PS21 Daily Gazette Monday - 20 May 2024.pdf Published by Australian Public Service Commission.

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

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

Vacancy VN-0742069

Department of Finance

Closing Date:Monday 03 June 2024

Job Title	Assistant Director, Budget Policy
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Canberra ACT
Salary	\$122,240 - \$148,030
Classification	Executive Level 1
Position Number	2024/BG/003
Agency Website	www.finance.gov.au

Job Description

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

BUDGET POLICY TEAMS

Our Budget Policy teams are called Agency Advice Units (AAUs). They are at the forefront of the budget process, supporting

budget and funding proposals for agencies and entities across the Federal Government. This exciting and high-profile work contributes directly to Government decision making. Assistant Directors help lead our AAUs, which are grouped into Branches and Divisions, each providing policy advice and financial analysis to specific portfolios.

Duties

ABOUT THE OPPORTUNITY

We have a range of current and anticipated EL1 Opportunities across our AAUs and will align successful candidates with the vacancy that best suits their experience, skills and policy area interest.

Team responsibilities include:

- working closely with relevant portfolio stakeholders and central agencies to support the development and Government consideration of portfolio proposals including analysing, costing and reviewing new policy proposals;
- providing budget, financial management and policy advice in support of the Government decision making processes and the delivery of the Budget and Mid-Year Economic and Fiscal Outlook;
- supporting the Expenditure Review Committee of Cabinet and our senior executive on policy and financial issues relating to the portfolio; and
- drafting briefing and other correspondence for the Minister for Finance's consideration on portfolio matters.

WHY THIS IS THE RIGHT CAREER MOVE

The policy skills and financial management capabilities people develop and practice in Finance are highly valued across the public and private sectors. Through working as an Assistant Director you will consolidate a credible record of experience and achievement in:

- leading and contributing to the preparation of strategic policy and budget advice to the Minister for Finance and the Expenditure Review Committee of Cabinet to inform Government decision-making on policy priorities and associated implementation;
- effective stakeholder management, influencing and negotiation skills through daily engagement with stakeholders across Government;
- assisting Government in considering policy proposals in collaboration with portfolio stakeholders, the Department of the Prime Minister and Cabinet, and The Treasury;
- costing new policy initiatives and analysing financial estimates for portfolio programs;
- numerical capability and financial acumen; and
- applying whole-of government policy and frameworks.

DETAILED VACANCY INFORMATION

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

ONLINE INFORMATION SESSION

If you would like to learn more about working in our Agency Advice Units and these opportunities, come along to our online Candidate Information Session via Microsoft Teams. In this session you will hear from current officers working in Budget Policy roles and learn more about the recruitment process.

Please join us at the session detailed below:

- Wednesday, 22 May 2024, 12:30-1:30pm (Canberra time)

To join this live session, please use the sign in options below at the time and date stated above:

MICROSOFT TEAMS MEETING

Join on your computer, mobile app or room device

[Click here to join the meeting.](#)

If you have missed the session and would like access to the recording please email the contact officer, Christine.duke@finance.gov.au **Eligibility**

- Under section 22(8) of the *Public Service Act 1999*, employees must be Australian citizens to be employed in the Australian Public Service (APS) unless the Agency Head has agreed otherwise, in writing.
- Successful applicants will be required to undergo the process to obtain and maintain, or continue to hold the required security clearance level for the role as indicated in the downloadable job pack. All Finance staff are required to have a minimum baseline security clearance prior to commencement.

Notes

This recruitment process is being used to fill current and future vacancies. A merit pool of suitable applicants may be created which may be used to fill future vacancies should they become available over the next 18 months.

A position may be offered as ongoing or non-ongoing subject to operational requirements. Where a non-ongoing position is offered, the role will be filled for a specified term of up to 12 months. A specified term may be extended up to a maximum period of 18 months.

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

About the Department of Finance

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

To Apply

Position Contact	Christine Duke, (02) 6215 3821
Agency Recruitment Site	https://financejobs.nga.net.au/cp/

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

Vacancy VN-0742070

Department of Finance

Closing Date:Monday 03 June 2024

Job Title	Assistant Director, Budget Policy - Affirmative Measures Disability
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Canberra ACT
Salary	\$122,240 - \$148,030
Classification	Executive Level 1
Position Number	2024/BG/003 (AMD)
Agency Website	www.finance.gov.au

Job Description

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

BUDGET POLICY TEAMS

Our Budget Policy teams are called Agency Advice Units (AAUs). They are at the forefront of the budget process, supporting budget and funding proposals for agencies and entities across the Federal Government. This exciting and high-profile work contributes directly to Government decision making. Assistant Directors help lead our AAUs, which are grouped into Branches and Divisions, each providing policy advice and financial analysis to specific portfolios.

Duties

ABOUT THE OPPORTUNITY

We have a range of current and anticipated EL1 Opportunities across our AAUs and will align successful candidates with the vacancy that best suits their experience, skills and policy area interest.

Team responsibilities include:

- working closely with relevant portfolio stakeholders and central agencies to support the development and Government consideration of portfolio proposals including analysing, costing and reviewing new policy proposals;
- providing budget, financial management and policy advice in support of the Government decision making processes and the delivery of the Budget and Mid-Year Economic and Fiscal Outlook;
- supporting the Expenditure Review Committee of Cabinet and our senior executive on policy and financial issues relating to the portfolio; and
- drafting briefing and other correspondence for the Minister for Finance’s consideration on portfolio matters.

WHY THIS IS THE RIGHT CAREER MOVE

The policy skills and financial management capabilities people develop and practice in Finance are highly valued across the public and private sectors. Through working as an Assistant Director you will consolidate a credible record of experience and achievement in:

- leading and contributing to the preparation of strategic policy and budget advice to the Minister for Finance and the Expenditure Review Committee of Cabinet to inform Government decision-making on policy priorities and associated implementation;
- effective stakeholder management, influencing and negotiation skills through daily engagement with stakeholders across Government;
- assisting Government in considering policy proposals in collaboration with portfolio stakeholders, the Department of the Prime Minister and Cabinet, and The Treasury;
- costing new policy initiatives and analysing financial estimates for portfolio programs;
- numerical capability and financial acumen; and
- applying whole-of government policy and frameworks.

DETAILED VACANCY INFORMATION

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

ONLINE INFORMATION SESSION

If you would like to learn more about working in our Agency Advice Units and these opportunities, come along to our online Candidate Information Session via Microsoft Teams. In this session you will hear from current officers working in Budget Policy roles and learn more about the recruitment process.

Please join us at the session detailed below:

- Wednesday, 22 May 2024, 12:30-1:30pm (Canberra time)

To join this live session, please use the sign in options below at the time and date stated above:

MICROSOFT TEAMS MEETING

Join on your computer, mobile app or room device

[Click here to join the meeting.](#)

If you have missed the session and would like access to the recording please email the contact officer, Christine.duke@finance.gov.au **Eligibility**

- Under section 22(8) of the *Public Service Act 1999*, employees must be Australian citizens to be employed in the Australian Public Service (APS) unless the Agency Head has agreed otherwise, in writing.
- Successful applicants will be required to undergo the process to obtain and maintain, or continue to hold the required security clearance level for the role as indicated in the downloadable job pack. All Finance staff are required to have a minimum baseline security clearance prior to commencement.

AFFIRMATIVE MEASURES - DISABILITY APPLICANT

To demonstrate eligibility for employment under this Affirmative Measure, applicants are required

to provide evidence that they are a person with disability.

Applicants will not be required to provide evidence of disability unless they are found suitable and prior to being made a formal offer of employment. This means that you will not be required to provide evidence unnecessarily.

Candidates who apply under the affirmative measure will need to meet minimum benchmarks to progress through the assessment stages.

Eligibility of applicants

Subsection 27(2) of the Commissioners Directions provides that the agency head—or delegate—must ensure that for a vacancy under this affirmative measure, only persons with a disability or a particular type of disability are eligible.

Definition of disability

The definition of disability for the purposes of the affirmative measure is outlined [here](#).

Evidence of disability

As provided in subsection 27(2) of the Directions, agencies will need to ensure that applicants are persons with disability. Evidence of disability is not to include information about the type of disability, unless the vacancy itself has been restricted to persons with a particular type of disability. Suitable evidence of a disability would be a certificate or letter from a registered medical practitioner.

The following documents would also be acceptable:

- letter from a Disability Employment Service or Workforce Australia provider; and
- letter from a secondary or tertiary institution disability services unit in relation to a recent student.

For more information of the types of acceptance evidence, please refer to the APSC website [here](#).

Should you have any questions or concerns, please don't hesitate to contact the Recruitment Team via 6215 1717 (option #1).

Important Note: There is no obligation for a candidate who meets eligibility under Affirmative Measures categories to apply under these options. Selection of consideration under Affirmative Measures is voluntary. **Notes**

This recruitment process is being used to fill current and future vacancies. A merit pool of suitable applicants may be created which may be used to fill future vacancies should they become available over the next 18 months.

A position may be offered as ongoing or non-ongoing subject to operational requirements. Where a non-ongoing position is offered, the role will be filled for a specified term of up to 12 months. A specified term may be extended up to a maximum period of 18 months.

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

About the Department of Finance

As a central agency of the Australian Government, the Department of Finance (Finance) plays an important role in assisting government across a wide range of policy areas to ensure its outcomes are met. Finance supports the government's ongoing

priorities through the Budget process and fosters leading practice through the public sector resource management, governance and accountability frameworks. Finance plays a leading role in advising the government on many of its strategic priorities. We do this through our professional and considered approach to providing advice, developing policy, delivering services and engaging with our clients and stakeholders. Finance's key areas of focus are: - Budget - Business Enabling Services - Commercial - Governance and Resource Management

To Apply

Position Contact	Christine Duke, (02) 6215 3821
Agency Recruitment Site	https://financejobs.nga.net.au/cp/

This notice is part of the electronic Public Service Gazette PS21 Daily Gazette Monday - 20 May 2024.pdf Published by Australian Public Service Commission.

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

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

Vacancy VN-0742072

Department of Finance

Closing Date:Monday 03 June 2024

Job Title	Assistant Director, Budget Policy - Affirmative Measures Indigenous
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Canberra ACT
Salary	\$122,240 - \$148,030
Classification	Executive Level 1
Position Number	2024/BG/003 (AMI)
Agency Website	www.finance.gov.au

Job Description

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

BUDGET POLICY TEAMS

Our Budget Policy teams are called Agency Advice Units (AAUs). They are at the forefront of the budget process, supporting budget and funding proposals for agencies and entities across the Federal Government. This exciting and high-profile work contributes directly to Government decision making. Assistant Directors help lead our AAUs, which are grouped into Branches and Divisions, each providing policy advice and financial analysis to specific portfolios.

Duties

ABOUT THE OPPORTUNITY

We have a range of current and anticipated EL1 Opportunities across our AAUs and will align successful candidates with the vacancy that best suits their experience, skills and policy area interest.

Team responsibilities include:

- working closely with relevant portfolio stakeholders and central agencies to support the development and Government consideration of portfolio proposals including analysing, costing and reviewing new policy proposals;
- providing budget, financial management and policy advice in support of the Government decision making processes and the delivery of the Budget and Mid-Year Economic and Fiscal Outlook;
- supporting the Expenditure Review Committee of Cabinet and our senior executive on policy and financial issues relating to the portfolio; and
- drafting briefing and other correspondence for the Minister for Finance's consideration on portfolio matters.

WHY THIS IS THE RIGHT CAREER MOVE

The policy skills and financial management capabilities people develop and practice in Finance are highly valued across the public and private sectors. Through working as an Assistant Director you will consolidate a credible record of experience and achievement in:

- leading and contributing to the preparation of strategic policy and budget advice to the Minister for Finance and the Expenditure Review Committee of Cabinet to inform Government decision-making on policy priorities and associated implementation;
- effective stakeholder management, influencing and negotiation skills through daily engagement with stakeholders across Government;
- assisting Government in considering policy proposals in collaboration with portfolio stakeholders, the Department of the Prime Minister and Cabinet, and The Treasury;
- costing new policy initiatives and analysing financial estimates for portfolio programs;
- numerical capability and financial acumen; and
- applying whole-of government policy and frameworks.

DETAILED VACANCY INFORMATION

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

ONLINE INFORMATION SESSION

If you would like to learn more about working in our Agency Advice Units and these opportunities, come along to our online Candidate Information Session via Microsoft Teams. In this session you will hear from current officers working in Budget Policy roles and learn more about the recruitment process.

Please join us at the session detailed below:

- Wednesday, 22 May 2024, 12:30-1:30pm (Canberra time)

To join this live session, please use the sign in options below at the time and date stated above:

MICROSOFT TEAMS MEETING

Join on your computer, mobile app or room device

[Click here to join the meeting.](#)

If you have missed the session and would like access to the recording please email the contact officer, Christine.duke@finance.gov.au **Eligibility**

- Under section 22(8) of the *Public Service Act 1999*, employees must be Australian citizens to be employed in the Australian Public Service (APS) unless the Agency Head has agreed otherwise, in writing.
- Successful applicants will be required to undergo the process to obtain and maintain, or continue to hold the required security clearance level for the role as indicated in the downloadable job pack. All Finance staff are required to have a minimum baseline security clearance prior to commencement.

AFFIRMATIVE MEASURES - INDIGENOUS APPLICANT

Applicants applying under the Affirmative Measures - Indigenous will need to provide evidence they meet the eligibility for this vacancy should they be found suitable and prior to being made a formal offer of employment.

To be eligible to apply for this vacancy applicants must:

- Be of Aboriginal and/or Torres Strait Islander descent.
- Identify as Aboriginal and/or Torres Strait Islander; and
- Are accepted by their community as being Aboriginal and/or Torres Strait Islander.

Evidence of confirmation of heritage include:

- A letter signed and executed by the Chairperson of an incorporated Aboriginal and/or Torres Strait Islander organisation confirming that they are recognised as an Aboriginal and/or Torres Strait Islander person; or
- Confirmation of Aboriginal and/or Torres Strait Islander descent form executed by an Aboriginal and/or Torres Strait Islander organisation.

Our Indigenous Liaison Officer, Tarran Backhus, is available to chat should you have any questions: cultureanddiversityteam@finance.gov.au and/or 6215 1717 (option #1).

Important Note: There is no obligation for a candidate who meets eligibility under Affirmative Measures categories to apply under these options. Selection of consideration under Affirmative Measures is voluntary.

Notes

This recruitment process is being used to fill current and future vacancies. A merit pool of suitable applicants may be created which may be used to fill future vacancies should they become available over the next 18 months.

A position may be offered as ongoing or non-ongoing subject to operational requirements. Where a non-ongoing position is offered, the role will be filled for a specified term of up to 12 months. A specified term may be extended up to a maximum period of 18 months.

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 Department of Finance

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

To Apply

Position Contact	Christine Duke, (02) 6215 3821
Agency Recruitment Site	https://financejobs.nga.net.au/cp/

This notice is part of the electronic Public Service Gazette PS21 Daily Gazette Monday - 20 May 2024.pdf Published by Australian Public Service Commission.

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

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

Vacancy VN-0742073

Department of Finance

Closing Date:Monday 03 June 2024

Job Title	Director, Budget Policy
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Canberra ACT
Salary	\$149,239 - \$175,700
Classification	Executive Level 2
Position Number	2024/BG/004
Agency Website	www.finance.gov.au

BUDGET POLICY TEAMS

Our Budget Policy teams are called Agency Advice Units (AAUs). They are at the forefront of the budget process, supporting budget and funding proposals for agencies and entities across the Federal Government. This exciting and high-profile work contributes directly to Government decision making. EL2s lead our AAUs, which are grouped into Branches and Divisions, each providing policy advice and financial analysis to specific portfolios.

Duties

ABOUT THE OPPORTUNITY

We have a range of current and anticipated EL2 opportunities across our AAUs and will align successful candidates with the vacancy that best suits their experience, skills and policy area interest.

You will lead a team responsible for:

- working closely with relevant portfolio stakeholders and central agencies to support the development and Government consideration of proposals including analysing, costing and reviewing new policy proposals;
- providing budget, financial management and policy advice in support of the Government decision making processes and the delivery of the Budget and Mid-Year Economic and Fiscal Outlook;
- supporting the Expenditure Review Committee of Cabinet and our Senior Executive on policy and financial issues relating to the portfolio; and
- drafting briefing and other correspondence for the Minister for Finance's consideration on portfolio matters.

WHY THIS IS THE RIGHT CAREER MOVE

The policy skills and financial management capabilities people develop and practice in Finance are highly valued across the public and private sectors. Through working as a Director you will consolidate a credible record of experience and achievement in:

- Central Agency experience where you will help us influence how the Government's strategic policy priorities are developed and implemented across the Commonwealth;
- Access to diverse career advancement pathways;
- A sophisticated understanding of the Machinery of Government, the Federal Budget and related processes;
- Strategic policy and financial management/analysis skills; and
- An opportunity to cultivate strong working relationships with Commonwealth agencies to collectively deliver the Federal Budget and related outcomes.

DETAILED VACANCY INFORMATION

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

ONLINE INFORMATION SESSION

If you would like to learn more about working in our Agency Advice Units and these opportunities, come along to our online Candidate Information Session via Microsoft Teams. In this session you will hear from current officers working in Budget Policy roles and learn more about the recruitment process.

Please join us at the session detailed below:

- Wednesday, 22 May 2024, 12:30-1:30pm (Canberra time)

To join this live session, please use the sign in options below at the time and date stated above:

MICROSOFT TEAMS MEETING

Join on your computer, mobile app or room device

[Click here to join the meeting.](#)

If you have missed the session and would like access to the recording please email the contact officer, Sebastian.mathew@finance.gov.au **Eligibility**

- Under section 22(8) of the *Public Service Act 1999*, employees must be Australian citizens to be employed in the Australian Public Service (APS) unless the Agency Head has agreed otherwise, in writing.
- Successful applicants will be required to undergo the process to obtain and maintain, or continue to hold the required security clearance level for the role as indicated in the downloadable job pack. All Finance staff are required to have a minimum baseline security clearance prior to commencement.

Notes

This recruitment process is being used to fill current and future vacancies. A merit pool of suitable applicants may be created which may be used to fill future vacancies should they become available over the next 18 months.

A position may be offered as ongoing or non-ongoing subject to operational requirements. Where a non-ongoing position is offered, the role will be filled for a specified term of up to 12 months. A specified term may be extended up to a maximum period of 18 months.

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

About the Department of Finance

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

To Apply

Position Contact	Sebastian Mathew, (02) 6215 1812
Agency Recruitment Site	https://financejobs.nga.net.au/cp/

This notice is part of the electronic Public Service Gazette PS21 Daily Gazette Monday - 20 May 2024.pdf Published by Australian Public Service Commission.

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

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

Vacancy VN-0742074

Department of Finance

Closing Date:Monday 03 June 2024

Job Title	Director, Budget Policy - Affirmative Measures Disability
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Canberra ACT
Salary	\$149,239 - \$175,700
Classification	Executive Level 2
Position Number	2024/BG/004 (AMD)
Agency Website	www.finance.gov.au

Job Description

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

BUDGET POLICY TEAMS

Our Budget Policy teams are called Agency Advice Units (AAUs). They are at the forefront of the budget process, supporting budget and funding proposals for agencies and entities across the Federal Government. This exciting and high-profile work contributes directly to Government decision making. EL2s lead our AAUs, which are grouped into Branches and Divisions, each providing policy advice and financial analysis to specific portfolios.

Duties

ABOUT THE OPPORTUNITY

We have a range of current and anticipated EL2 opportunities across our AAUs and will align successful candidates with the vacancy that best suits their experience, skills and policy area interest.

You will lead a team responsible for:

- working closely with relevant portfolio stakeholders and central agencies to support the development and Government consideration of proposals including analysing, costing and reviewing new policy proposals;
- providing budget, financial management and policy advice in support of the Government decision making processes and the delivery of the Budget and Mid-Year Economic and Fiscal Outlook;
- supporting the Expenditure Review Committee of Cabinet and our Senior Executive on policy and financial issues relating to the portfolio; and
- drafting briefing and other correspondence for the Minister for Finance’s consideration on portfolio matters.

WHY THIS IS THE RIGHT CAREER MOVE

The policy skills and financial management capabilities people develop and practice in Finance are highly valued across the public and private sectors. Through working as a Director you will consolidate a credible record of experience and achievement in:

- Central Agency experience where you will help us influence how the Government's strategic policy priorities are developed and implemented across the Commonwealth;
- Access to diverse career advancement pathways;
- A sophisticated understanding of the Machinery of Government, the Federal Budget and related processes;
- Strategic policy and financial management/analysis skills; and
- An opportunity to cultivate strong working relationships with Commonwealth agencies to collectively deliver the Federal Budget and related outcomes.

DETAILED VACANCY INFORMATION

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

ONLINE INFORMATION SESSION

If you would like to learn more about working in our Agency Advice Units and these opportunities, come along to our online Candidate Information Session via Microsoft Teams. In this session you will hear from current officers working in Budget Policy roles and learn more about the recruitment process.

Please join us at the session detailed below:

- Wednesday, 22 May 2024, 12:30-1:30pm (Canberra time)

To join this live session, please use the sign in options below at the time and date stated above:

MICROSOFT TEAMS MEETING

Join on your computer, mobile app or room device

[Click here to join the meeting.](#)

If you have missed the session and would like access to the recording please email the contact officer, Sebastian.mathew@finance.gov.au **Eligibility**

- Under section 22(8) of the *Public Service Act 1999*, employees must be Australian citizens to be employed in the Australian Public Service (APS) unless the Agency Head has agreed otherwise, in writing.
- Successful applicants will be required to undergo the process to obtain and maintain, or continue to hold the required security clearance level for the role as indicated in the downloadable job pack. All Finance staff are required to have a minimum baseline security clearance prior to commencement.

AFFIRMATIVE MEASURES - DISABILITY APPLICANT

To demonstrate eligibility for employment under this Affirmative Measure, applicants are required to provide evidence that they are a person with disability.

Applicants will not be required to provide evidence of disability unless they are found suitable and prior to being made a formal offer of employment. This means that you will not be required to provide evidence unnecessarily.

Candidates who apply under the affirmative measure will need to meet minimum benchmarks to progress through the assessment stages.

Eligibility of applicants

Subsection 27(2) of the Commissioners Directions provides that the agency head—or delegate—must ensure that for a vacancy under this affirmative measure, only persons with a disability or a particular type of disability are eligible.

Definition of disability

The definition of disability for the purposes of the affirmative measure is outlined [here](#).

Evidence of disability

As provided in subsection 27(2) of the Directions, agencies will need to ensure that applicants are persons with disability. Evidence of disability is not to include information about the type of disability, unless the vacancy itself has been restricted to persons with a particular type of disability. Suitable evidence of a disability would be a certificate or letter from a registered medical practitioner.

The following documents would also be acceptable:

- letter from a Disability Employment Service or Workforce Australia provider; and
- letter from a secondary or tertiary institution disability services unit in relation to a recent student.

For more information of the types of acceptance evidence, please refer to the APSC website [here](#).

Should you have any questions or concerns, please don't hesitate to contact the Recruitment Team via 6215 1717 (option #1).

Important Note: There is no obligation for a candidate who meets eligibility under Affirmative Measures categories to apply under these options. Selection of consideration under Affirmative Measures is voluntary. **Notes**

This recruitment process is being used to fill current and future vacancies. A merit pool of suitable applicants may be created which may be used to fill future vacancies should they become available over the next 18 months.

A position may be offered as ongoing or non-ongoing subject to operational requirements. Where a non-ongoing position is offered, the role will be filled for a specified term of up to 12 months. A specified term may be extended up to a maximum period of 18 months.

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

About the Department of Finance

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

clients and stakeholders. Finance's key areas of focus are: - Budget - Business Enabling Services - Commercial - Governance and Resource Management

To Apply

Position Contact	Sebastian Mathew, (02) 6215 1812
Agency Recruitment Site	https://financejobs.nga.net.au/cp/

This notice is part of the electronic Public Service Gazette PS21 Daily Gazette Monday - 20 May 2024.pdf Published by Australian Public Service Commission.

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

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

Vacancy VN-0742075

Department of Finance

Closing Date:Monday 03 June 2024

Job Title	Director, Budget Policy - Affirmative Measures Indigenous
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Canberra ACT
Salary	\$149,239 - \$175,700
Classification	Executive Level 2
Position Number	2024/BG/004 (AMI)
Agency Website	www.finance.gov.au

Job Description

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

BUDGET POLICY TEAMS

Our Budget Policy teams are called Agency Advice Units (AAUs). They are at the forefront of the budget process, supporting budget and funding proposals for agencies and entities across the Federal Government. This exciting and high-profile work contributes directly to Government decision making. EL2s lead our AAUs, which are grouped into Branches and Divisions, each providing policy advice and financial analysis to specific portfolios.

Duties

ABOUT THE OPPORTUNITY

We have a range of current and anticipated EL2 opportunities across our AAUs and will align successful candidates with the vacancy that best suits their experience, skills and policy area interest.

You will lead a team responsible for:

- working closely with relevant portfolio stakeholders and central agencies to support the development and Government consideration of proposals including analysing, costing and reviewing new policy proposals;
- providing budget, financial management and policy advice in support of the Government decision making processes and the delivery of the Budget and Mid-Year Economic and Fiscal Outlook;
- supporting the Expenditure Review Committee of Cabinet and our Senior Executive on policy and financial issues relating to the portfolio; and
- drafting briefing and other correspondence for the Minister for Finance's consideration on portfolio matters.

WHY THIS IS THE RIGHT CAREER MOVE

The policy skills and financial management capabilities people develop and practice in Finance are highly valued across the public and private sectors. Through working as a Director you will consolidate a credible record of experience and achievement in:

- Central Agency experience where you will help us influence how the Government's strategic policy priorities are developed and implemented across the Commonwealth;
- Access to diverse career advancement pathways;
- A sophisticated understanding of the Machinery of Government, the Federal Budget and related processes;
- Strategic policy and financial management/analysis skills; and
- An opportunity to cultivate strong working relationships with Commonwealth agencies to collectively deliver the Federal Budget and related outcomes.

DETAILED VACANCY INFORMATION

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

ONLINE INFORMATION SESSION

If you would like to learn more about working in our Agency Advice Units and these opportunities, come along to our online Candidate Information Session via Microsoft Teams. In this session you will hear from current officers working in Budget Policy roles and learn more about the recruitment process.

Please join us at the session detailed below:

- Wednesday, 22 May 2024, 12:30-1:30pm (Canberra time)

To join this live session, please use the sign in options below at the time and date stated above:

MICROSOFT TEAMS MEETING

Join on your computer, mobile app or room device

[Click here to join the meeting.](#)

If you have missed the session and would like access to the recording please email the contact officer, Sebastian.mathew@finance.gov.au **Eligibility**

- Under section 22(8) of the *Public Service Act 1999*, employees must be Australian citizens to be employed in the Australian Public Service (APS) unless the Agency Head has agreed otherwise, in writing.
- Successful applicants will be required to undergo the process to obtain and maintain, or continue to hold the required security clearance level for the role as indicated in the downloadable job pack. All Finance staff are required to have a minimum baseline security clearance prior to commencement.

AFFIRMATIVE MEASURES - INDIGENOUS APPLICANT

Applicants applying under the Affirmative Measures - Indigenous will need to provide evidence they meet the eligibility for this vacancy should they be found suitable and prior to being made a formal offer of employment.

To be eligible to apply for this vacancy applicants must:

- Be of Aboriginal and/or Torres Strait Islander descent.
- Identify as Aboriginal and/or Torres Strait Islander; and
- Are accepted by their community as being Aboriginal and/or Torres Strait Islander.

Evidence of confirmation of heritage include:

- A letter signed and executed by the Chairperson of an incorporated Aboriginal and/or Torres Strait Islander organisation confirming that they are recognised as an Aboriginal and/or Torres Strait Islander person; or
- Confirmation of Aboriginal and/or Torres Strait Islander descent form executed by an Aboriginal and/or Torres Strait Islander organisation.

Our Indigenous Liaison Officer, Tarran Backhus, is available to chat should you have any questions: cultureanddiversityteam@finance.gov.au and/or 6215 1717 (option #1).

Important Note: There is no obligation for a candidate who meets eligibility under Affirmative Measures categories to apply under these options. Selection of consideration under Affirmative Measures is voluntary. **Notes**

This recruitment process is being used to fill current and future vacancies. A merit pool of suitable applicants may be created which may be used to fill future vacancies should they become available over the next 18 months.

A position may be offered as ongoing or non-ongoing subject to operational requirements. Where a non-ongoing position is offered, the role will be filled for a specified term of up to 12 months. A specified term may be extended up to a maximum period of 18 months.

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.

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

To Apply

Position Contact	Sebastian Mathew, (02) 6215 1812
Agency Recruitment Site	https://financejobs.nga.net.au/cp/

This notice is part of the electronic Public Service Gazette PS21 Daily Gazette Monday - 20 May 2024.pdf Published by Australian Public Service Commission.

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

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

Vacancy VN-0742141

Department of the House of Representatives

Closing Date:Monday 27 May 2024

Table Office, Committee Office, Serjeant-at-Arms'

Job Title	Senior Project Officer (Various)
Job Type	Full-Time, Ongoing
Location	Capital Hill ACT
Salary	\$121,163 - \$135,148
Classification	Executive Level 1
Position Number	Multiple Positions
Agency Website	https://www.aph.gov.au/About_Parliament/Employment/Department_of_the_House_of_Representativ

As a Senior Project Officer you will represent the department's interests in the upgrade/replacement of core information systems that support the operations of the House of Representatives, the work of parliamentary committees or parliamentary information, onboarding and offboarding. You will directly support and influence projects to replace the:

- Table Offices Production System (TOPS), the Bills System and functionality to support Questions in Writing (QiW) (Chamber Systems)
- Shared Committee Information Database (SCID) (Committee Systems)
- Parliamentary Information Portal (PIP) (Parliamentarian Information Systems)

Senior Project Officer, Chamber Systems

Together with the Project Manager, Chamber Systems, you will be responsible for all department activities in the upgrade/replacement of core Table Office information systems. You will be one of the department's main representatives for the TOPS, Bills System and QiW replacement projects.

To succeed in this role, you will need a thorough understanding of House of Representatives and Federation Chamber business, as well as the existing information systems, their data sources, and outputs such as the Notice Paper and Votes and Proceedings. You will be embedded in the Table Office and work closely with Table Office staff. To ensure the timely and effective delivery of these projects it is vital that you have sufficient expertise in:

- parliamentary practice and procedure, specifically in relation to the operations of the House of Representatives and Federation Chamber
- the key outputs of the information systems to be upgraded/replaced, such as the Notice Paper, Votes and Proceedings, live minutes, Daily Program, bills information pages and reports, and QiW
- the data and other information resources required to develop the key outputs.

Working with the Project Manager, Chamber Systems, you will be empowered to make timely decisions on behalf of the department on business requirements, solution design, system integrations, and outputs.

Senior Project Officer, Committee Systems

As the Senior Project Officer, Committee Systems, you will be responsible for all department activities in the upgrade/replacement of a key Committee Office information system, SCID. You will be the department's key representative for this project.

To succeed in this role, you will need to be thoroughly familiar with parliamentary committee processes and underlying data, as well as the existing Shared Committee Information Database. You will be embedded in the Clerk Assistant (Committees) Office as a subject matter expert, empowered to make timely decisions on behalf of the department on business requirements, solution design, system integrations, and system outputs. To ensure the timely and effective delivery of this project it is vital that you have sufficient expertise in:

- the establishment, maintenance and dissolution of parliamentary committees
- parliamentary committee membership (appointment, discharge, roles and responsibilities)
- parliamentary committee inquiry lifecycle management, including submissions to inquiries, public hearings and government responses.

Senior Project Officer, Parliamentarian Information Systems

As the Senior Project Officer, Parliamentarian Information Systems, you will be responsible for all department activities in the upgrade/replacement of a central parliamentary information system, the PIP. You will be the department's key representative for this project.

To succeed in this role, you will need to be thoroughly familiar with the data held on Members of Parliament, the systems and processes that rely on this data, as well as the existing PIP system. You will be embedded in the Serjeant-at-Arms' Office, as a subject matter expert, empowered to make timely decisions on behalf of the department on business requirements, solution design, system integrations, and system outputs. To ensure the timely and effective delivery of this project it is vital that you have sufficient expertise in:

- the 'lifecycle' of a parliamentarian and associated data
- ministry, shadow ministry and parliamentary (e.g. whips, committee chairs) pos

Duties

1. Provide input as a subject matter expert for the relevant business area (chamber, committees or parliamentarians) to support upgrades to business-critical information systems.
2. Manage the department's activities in these projects as a product owner, including input into requirements development, solution design, procurement, quality assurance, testing and data migration as required.
3. Liaise with internal business areas, DPS, other parliamentary departments and other relevant business areas, stakeholders, and vendors to ensure successful project outcomes and alignment with business needs and expectations.
4. Monitor and report on project progress, risks, issues, and budget, and escalate any concerns or challenges as required.

5. Facilitate communication and collaboration across the project team, colleagues within key business areas, and other project teams, and foster a positive and productive work environment.
6. Other project management and business information system tasks as required.

Eligibility

The successful candidate will demonstrate:

- detailed knowledge of one or more of the following:
 - parliamentary practice and procedure, specifically in relation to the operations of the House of Representatives and Federation Chamber, and the the key outputs of the information systems to be upgraded/replaced, such as the Notice Paper, Votes and Proceedings, live minutes, Daily Program and QiW tracking and notifications.
 - parliamentary committees, including their establishment, maintenance and dissolution of committees, committee membership, and inquiry lifecycle management.
 - parliamentarian information and data, including lifecycle management, parliamentary position information, and office structures.
- well-demonstrated project management (product owner) and change management skills, including the ability to articulate and understand business requirements and the associated risks
- demonstrated ability to manage competing priorities and adapt to changes in the workplace
- strong written and oral communications skills, and the ability to keep accurate records of project details, progress, and outcomes
- ability to build and maintain productive working relationships with a diverse range of stakeholders, including cross-functional teams, stakeholders, and vendors. **Notes**

About the Department of the House of Representatives

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

To Apply

Position Contact	Chris Gahan, 02 6277 4388
Agency Recruitment Site	https://candidate.aurion.cloud/dohr/production/

This notice is part of the electronic Public Service Gazette PS21 Daily Gazette Monday - 20 May 2024.pdf Published by Australian Public Service Commission.

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

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

Vacancy VN-0742142

Department of the House of Representatives

Closing Date:Monday 27 May 2024

Table Office

Job Title	Project Manager, Chamber Systems
Job Type	Full-Time, Ongoing
Location	Capital Hill ACT
Salary	\$156,820 - \$166,163
Classification	Executive Level 2
Position Number	2800
Agency Website	https://www.aph.gov.au/About_Parliament/Employment/Department_of_the_House_of_Representativ

Job Description

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

As the Project Manager, Chamber Systems, you will be the department’s key representative in the upgrade/replacement of core Table Office information systems that support the operations of the House of Representatives. Supported by a Senior Project Officer, you will directly support and influence the projects to replace the Table Offices Production System (TOPS), the Bills System and functionality to support Questions in Writing. You will also be a point of contact and liaison for Senior Project Officers embedded in the Serjeant’s and Committee Offices.

Chamber systems are unique and play a critical role in facilitating the operations of the House of Representatives and Federation Chamber. To succeed in this role, you will need a thorough understanding of House of Representatives and Federation Chamber business, as well as the existing information systems and their data sources. You will be embedded in the House of Representatives Table Office to rapidly become familiar with the subject matter and work closely with Table Office staff.

You will be a subject matter expert for these projects, empowered to make timely decisions on behalf of the department on business requirements, solution design, system integrations, and outputs. You will also contribute to the development of a new centralised parliamentary calendar capability.

You will supervise a Senior Project Officer and ensure all relevant project objectives and milestones are met.

Duties

1. Provide input as a subject matter expert on House of Representatives practices and processes to support upgrades to key information systems supporting the operations of the House of Representatives.
2. Manage the department’s activities in these projects as a product owner, including input into requirements development, solution design, procurement, quality assurance, testing and data migration as required.
3. Supervise the work of a Senior Project Officer, and facilitate communication and collaboration across the project team, and other Senior Project Officers located in the Committee and Serjeant’s Offices. Foster a positive and productive work environment.
4. Liaise with relevant business areas, stakeholders, and vendors to ensure successful project outcomes and alignment with business needs and expectations.
5. Monitor and report on project progress, risks, issues, and budget, and escalate any concerns or challenges as required.

6. Other project management and business information system tasks as required.

Eligibility

- The successful candidate will demonstrate:
- highly detailed knowledge of parliamentary practice and procedure, specifically in relation to the operations of the House of Representatives and Federation Chamber
 - the work of the Table Office
 - the key outputs of the information systems to be upgraded/replaced, such as the Notice Paper, Votes and Proceedings, live minutes, Daily Program, bills information pages and reports, and Questions in Writing
 - the data and other information resources required to develop the key outputs
 - the parliamentary ICT environment, including the systems that consume Chamber system data
 - well-demonstrated project management (product owner) and change management skills, including the ability to articulate and understand business requirements and the associated risks
 - demonstrated ability to manage competing priorities and adapt to changes in the workplace
 - demonstrated leadership skills, including the ability to motivate and focus team members
 - excellent written and oral communications skills, and the ability to keep accurate records of project details, progress, and outcomes
 - ability to build and maintain productive working relationships with a diverse range of stakeholders, including cross-functional teams, stakeholders, and vendors
 - sound knowledge of the management of parliamentary records, especially Class A records under the Archives (Records of the Parliament) Regulations 2019. **Notes**

About the Department of the House of Representatives

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

To Apply

Position Contact	Justin Baker, 02 6277 4670
Agency Recruitment Site	https://candidate.aurion.cloud/dohr/production/

Vacancy VN-0742029

Department of the Treasury

Closing Date: Sunday 02 June 2024

Job Title	Directors, Personal and Indirect Tax and Charities Division
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Canberra ACT, Sydney NSW, Melbourne VIC
Salary	\$156,255 - \$179,326
Classification	Executive Level 2
Position Number	50-2024
Agency Website	www.treasury.gov.au

Job Description

<http://careers.tspace.gov.au/cw/en/listing/>

- Do you have an interest or experience in advising on government policy?
- Do you have an interest or experience in advising on tax or not-for-profit issues?
- Do you have an interest or experience as a manager?

Treasury is looking for talented, team-oriented, flexible, and highly motivated individuals and is looking to develop a merit list for the Division, with at least one current vacancy available.

This is your unique opportunity to play a key role in shaping policy advice and assisting in the implementation of Commonwealth Government reforms. The role involves managing a small team in the provision of advice to Government (options/analysis), developing measures (e.g., through annual Budget and Mid-Year Economic and Fiscal Outlook processes), and implementing announced measures. **Duties**

The Director is expected to be able to:

- **show leadership:** encourage and motivate a team (Unit); be proactive, innovative, and inclusive; and foster an environment that encourages development and learning;
- **think critically:** assess the implications of policy and other developments and develop sound policy advice on complex issues;
- **engage and communicate effectively:** build and maintain relationships with internal and external stakeholders;
- **navigate strategic context:** understand the policy landscape, identify opportunities, show good judgement, anticipate issues, and minimise risk;
- **identify priorities and plan the work of a unit:** be responsive and flexible, and manage uncertainty and change; and

- **deliver results:** lead work to deliver timely and high-quality outcomes that influence policy makers and effectively implement the Government’s decisions.

Desirable Qualifications / Experience

- Candidates with diverse experience and interests are encouraged to apply.
- Relevant tertiary qualification(s) in a relevant field, including, **but not limited to**, economics, law, commerce, finance and/or public policy.
- Experience in **one or more** of the following will be particularly well-regarded:
 - Government policy development and analysis.
 - Relevant private sector or regulatory experience in the tax or not for profit sectors or a related field.

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

A merit pool may be established to fill future ongoing and non-ongoing similar vacancies, should they become available within 18 months from the date advertised.

For further information about this opportunity and the application process please select the **Apply Now** button and refer to the **Position Description**.

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	Shawn Fracchia, 02 6263 4940
Agency Recruitment Site	http://careers.tspace.gov.au/cw/en/listing/

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

Vacancy VN-0742092

Director of Public Prosecutions

Closing Date:Sunday 02 June 2024

Various

Job Title	Federal Prosecutor (APS5/APS6 Broadband)
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Canberra ACT, Townsville QLD, Cairns QLD, Darwin NT, Adelaide SA
Salary	\$81,145 - \$101,793
Classification	
Position Number	24_34
Agency Website	

Job Description

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

About the role:

Working under the guidance of your Prosecution Team Leader, you will assess routine and more complex briefs from investigative agencies, liaise with our partner investigative agencies and support them including through drafting charges, providing general advice and appearing in court on matters. With robust on-the-job training and support, you will instruct counsel as required and work as part of a team in the conduct of more complex cases.

As a FP, you will have the opportunity to use a range of innovative legal and practice management systems, including desktop research products and litigation support database applications to review, analyse and tag evidence and manage cases.

About you:

Ideally, you have a strong academic record, enjoy collaborating as a member of a team and embrace new ways of working in a digitally enabled workplace. You may also have had exposure to prosecutions or criminal law, have worked in a commercial litigation practice, or have been a judge's associate and are seeking a role in which you can apply this experience to progress your career.

Why you should apply:

At the CDPP, we are committed to a workplace that reflects the community we serve. We recognise how drawing on different experiences and opinions drives innovation, new ideas and a more collaborative workplace.

No matter where you work with us, you'll have access to:

- unique and challenging work;
- professional development opportunities;
- generous leave entitlements with additional paid time off during the Christmas close-down period;
- clear and transparent salary progression, and scheduled salary increases;

- 15.4% superannuation;
- flexible working arrangements that promote work-life balance;
- a \$295 annual wellbeing allowance; and
- free and confidential 24/7 counselling through our Employee Assistance Program (EAP), available for staff and their family members.

*These positions fall within a broadband classification and the panel will assess applications at the FP APS Level 5 or FP APS Level 6. **Duties***

In addition to meeting the Integrated Leadership System profile of the [APS Level 5](#) and [APS Level 6](#) , primary outcomes and accountabilities will/may involve:

- Assessing routine and complex briefs from investigative agencies.
- Drafting charges, and other court documentation on routine and more complex matters.
- Appearing in court in complexity 1 and 2 matters as required.
- Building relationships and liaising with internal and external stakeholders, including investigative agencies, court officials, and other parties, establishing key contacts and communication channels.
- Responding to enquiries from internal and external stakeholders, by telephone, in writing or face to face.
- Researching and analysing data and evaluating information sources to develop recommendations, reports and legal documentation.
- Assisting as part of a team in the conduct of more complex matters including the preparation of court documents, evidence summaries and chronologies, the review, analysis and tagging of digital evidence, instructing in court, preparation of briefs to external counsel and participation in witness conferences and maintaining associated file notes and records.
- Utilising systems, computer-based applications and other tools for legal and practice management including research, matters and file management, reporting and resource monitoring.

Eligibility

- To be eligible for employment with the CDPP, applications must be **Australian citizens**.
- The successful candidate will be required to undergo a police record check and be able to obtain and maintain an **AGSVA Baseline security clearance**. The successful applicant must be willing to disclose all relevant and required information.
- Applicants **must be admitted, or eligible to be admitted** as a Legal Practitioner, Barrister or Solicitor of the High Court or the Supreme Court of an Australian State or Territory by **Sunday 2 June 2024**.

Notes

Please refer to the Candidate Information Pack for details.

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

About the Director of Public Prosecutions

To Apply

Position Contact	CDPP Recruitment, 02 6206 5666
Agency Recruitment Site	https://cdppcareers.nga.net.au/cp/

This notice is part of the electronic Public Service Gazette PS21 Daily Gazette Monday - 20 May 2024.pdf Published by Australian Public Service Commission.

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

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

Vacancy VN-0742106

Director of Public Prosecutions

Closing Date: Sunday 02 June 2024

Various

Job Title	Federal Prosecutor (APS5/APS6 Broadband) (Affirmative Measures)
Job Type	Full-Time, Ongoing; Non-Ongoing
Location	Cairns QLD, Canberra ACT, Townsville QLD, Adelaide SA, Darwin NT
Salary	\$81,145 - \$101,793
Classification	
Position Number	24_35
Agency Website	

Job Description

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

About the role:

Working under the guidance of your Prosecution Team Leader, you will assess routine and more complex briefs from investigative agencies, liaise with our partner investigative agencies and support them including through drafting charges, providing general advice and appearing in court on matters. With robust on-the-job training and support, you will instruct counsel as required and work as part of a team in the conduct of more complex cases.

About you:

Ideally, you have a strong academic record, enjoy collaborating as a member of a team and embrace new ways of working in a digitally enabled workplace. You may also have had exposure to prosecutions or criminal law, have worked in a commercial litigation practice, or have been a judge's associate and are seeking a role in which you can apply this experience to progress your career.

Why you should apply:

At the CDPP, we are committed to a workplace that reflects the community we serve. We recognise how drawing on different

experiences and opinions drives innovation, new ideas and a more collaborative workplace.
No matter where you work with us, you'll have access to:

- unique and challenging work;
- professional development opportunities;
- generous leave entitlements with additional paid time off during the Christmas close-down period;
- clear and transparent salary progression, and scheduled salary increases;
- 15.4% superannuation;
- flexible working arrangements that promote work-life balance;
- a \$295 annual wellbeing allowance; and
- free and confidential 24/7 counselling through our Employee Assistance Program (EAP), available for staff and their family members.

These positions fall within a broadband classification and the panel will assess applications at the FP APS Level 5 or FP APS Level 6. **Duties**

In addition to meeting the Integrated Leadership System profile of the [APS Level 5](#) and [APS Level 6](#), primary outcomes and accountabilities will/may involve:

- Assessing routine and complex briefs from investigative agencies.
- Drafting charges, and other court documentation on routine and more complex matters.
- Appearing in court in complexity 1 and 2 matters as required.
- Building relationships and liaising with internal and external stakeholders, including investigative agencies, court officials, and other parties, establishing key contacts and communication channels.
- Responding to enquiries from internal and external stakeholders, by telephone, in writing or face to face.
- Researching and analysing data and evaluating information sources to develop recommendations, reports and legal documentation.
- Assisting as part of a team in the conduct of more complex matters including the preparation of court documents, evidence summaries and chronologies, the review, analysis and tagging of digital evidence, instructing in court, preparation of briefs to external counsel and participation in witness conferences and maintaining associated file notes and records.
- Utilising systems, computer-based applications and other tools for legal and practice management including research, matters and file management, reporting and resource monitoring.

Eligibility

- To be eligible for employment with the CDPP, applications must be **Australian citizens**.
- The successful candidate will be required to undergo a police record check and be able to obtain and maintain an **AGSVA Baseline security clearance**. The successful applicant must be willing to disclose all relevant and required information.
- Applicants **must be admitted, or eligible to be admitted** as a Legal Practitioner, Barrister or Solicitor of the High Court or the Supreme Court of an Australian State or Territory by **Sunday 2 June 2024**.

Notes

This recruitment round is advertised as affirmative measures. The affirmative measure is designed to address the under-representation of people with disability and Aboriginal and/or Torres Strait Islander staff in the Australian Public Service (APS).

Candidates who apply under the affirmative measure will need to meet minimum benchmarks to progress through the assessment stages.

Please refer to the Candidate Information Pack for details.

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.

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

About the Director of Public Prosecutions

To Apply

Position Contact	CDPP Recruitment, 02 6206 5666
Agency Recruitment Site	https://cdppcareers.nga.net.au/cp/

This notice is part of the electronic Public Service Gazette PS21 Daily Gazette Monday - 20 May 2024.pdf Published by Australian Public Service Commission.

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

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

Vacancy VN-0742124

Future Fund Management Agency

Closing Date:Friday 31 May 2024

Job Title	Investment Operations Associate
Job Type	Full-Time, Ongoing
Location	Melbourne VIC
Salary	-
Classification	APS Level 4
Position Number	JR100035
Agency Website	www.futurefund.gov.au

Job Description

https://futurefund.wd105.myworkdayjobs.com/en-US/future_fund

At the Future Fund, we're for future minds – like yours. The new investors and creators who thrive on different thinking and doing it together. Those who glimpse opportunity before it strikes and step up every day to grab it.

The Future Fund is Australia's Sovereign Wealth Fund, managing over \$270 billion across seven public asset funds with the same purpose: growing Australia's future. We are a global investor and work closely with world leading investment organisations to access the best investment ideas.

Where others see challenges, we see more interesting investment experiences. Every person, every skillset, every mindset is an asset. We've got every future generation to consider, yet our approach to investing is incredibly pure: we think about it deeply, and daily. Ours is a culture where great people grow the future together, with the rare ability to work collaboratively, think freely, and make a real difference.

Are you Futureminded? Let's create what's next.

The Opportunity

Investment Operations (IOps) is a business unit comprising of five teams: Implementation, Portfolio Operations, Investment Compliance, Performance & Analytics and Strategic Relationships & Business Management. We leverage our expertise in the end-to-end investment lifecycle to provide essential knowledge and skill to support the investment program. Working across all investment sectors, our deep understanding of investment strategies and data enables us to deliver insightful information and innovative solutions.

Reporting to the Head of Investment Operations (HoIOps) and partnering with all members of the IOps team, The Associate, Investment Operations will play a pivotal role in the provision of both administrative and technical support to Investment Operations. You will be integral in ensuring the effective and timely delivery of IOps initiatives whilst also providing administrative and executive support to the HoIOps and other IOps leaders to enable their time to be utilised efficiently.

Duties

Key Responsibilities

The role will support the Head of Investment Operations & wider leadership team with routine administrative tasks, time management and liaising with stakeholders, assist in managing business processes, reporting, travel coordination, and expense handling.

It will equally support the IOps leaders through the use of analytical skills, in interpreting data and other information to provide accurate and timely reports and summaries. This role also adds value assisting with the oversight of outsourced providers, ensuring timely and high-quality deliverables, and contributing to special projects that sit outside of business-as-usual activities (for eg: industry research).

Eligibility

We are for everyone

At Future Fund, we are better for our differences. Every person, every skillset, every mindset is an asset. We want everyone to feel comfortable bringing their authentic selves to work. Which is why we're looking for future minds like yours. Your past experiences help us expand our collective knowledge, add value and create something better. When doing your job means Australia has more money to invest in renewables, education, healthcare and medical breakthroughs – there's a tangible impact to what we do. And we want you to be part of it.

Are you Futureminded? Learn more about us at our LinkedIn Life page.

Notes

About the Future Fund Management Agency

The Future Fund is Australia's sovereign wealth fund, investing for the benefit of future generations of Australians. The Future Fund Board of Guardians, supported by the Future Fund Management Agency, invests the assets of six public asset funds: the Future

Fund, the Medical Research Future Fund, the Aboriginal and Torres Strait Islander Land and Sea Future Fund, the Future Drought Fund, the Emergency Response Fund and the DisabilityCare Australia Fund. Each fund has an investment mandate that is determined by the Australian Government under legislation. Our role is to generate strong, risk-adjusted returns over the long term.

To Apply

Position Contact	John Campanaro, 0482629013
Agency Recruitment Site	https://futurefund.wd105.myworkdayjobs.com/en-US/future_fund

This notice is part of the electronic Public Service Gazette PS21 Daily Gazette Monday - 20 May 2024.pdf Published by Australian Public Service Commission.

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

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

Vacancy VN-0742126

Future Fund Management Agency

Closing Date:Friday 31 May 2024

Job Title	Manager, Tax Reporting & Governance
Job Type	Full-Time, Ongoing
Location	Melbourne VIC
Salary	-
Classification	APS Level 6
Position Number	JR100036
Agency Website	www.futurefund.gov.au

Job Description

https://futurefund.wd105.myworkdayjobs.com/en-US/future_fund

At the Future Fund, we're for future minds – like yours. The new investors and creators who thrive on different thinking and doing it together. Those who glimpse opportunity before it strikes and step up every day to grab it.

The Future Fund is Australia's Sovereign Wealth Fund, managing over \$270 billion across seven public asset funds with the same purpose: growing Australia's future. We are a global investor and work closely with world leading investment organisations to access the best investment ideas.

Where others see challenges, we see more interesting investment experiences. Every person, every skillset, every mindset is an asset. We've got every future generation to consider, yet our approach to investing is incredibly pure: we think about it deeply, and

daily. Ours is a culture where great people grow the future together, with the rare ability to work collaboratively, think freely, and make a real difference.

Are you Futureminded? Let's create what's next.

The Opportunity

The Tax team at the Future Fund is responsible for ensuring tax related financial and reputational risks are managed appropriately. The team monitors international tax developments and trends and ensures all tax obligations are satisfied globally with the assistance of the Fund's Global Tax Agent whilst also seeking to minimise foreign tax leakage and protecting the Fund's sovereign immunity entitlements.

Join our team as the Manager, Tax Reporting and Governance, where you'll play a pivotal role in managing key tax compliance and governance processes, liaise with internal stakeholders and external service providers, and identify risks and opportunities to enhance our processes. You'll also support the development and training of our Tax Compliance team.

Duties

Key Responsibilities

The Manager, Tax Reporting & Governance will be responsible for ensuring timely tax filings and payments, managing relationships with and reviewing performance of external service providers and developing governance processes to ensure tax risk is appropriately managed. This includes coordinating external advice, conducting technical tax research, collaborating with internal teams and external investment managers, and managing tax reporting and governance matters.

Additionally, the role involves monitoring global tax developments, optimising tax processes, and participating in specific projects to enhance the capabilities of the Tax team.

Eligibility

About You

Candidates should have a relevant tertiary degree and a Chartered Accountant or similar qualification. Must have experience in managing tax compliance obligations, including developing and implementing tax risk governance processes. Familiarity with tax regulations in overseas jurisdictions, particularly the United States, and proficiency in finance systems and custodian data is preferable.

The role demands excellent communication, strategic thinking, and the ability to work both autonomously and collaboratively. A high level of integrity, professionalism, and attention to detail is required.

Candidates should be innovative, committed to excellence, and capable of fostering strong partnerships. They must be adaptable, proactive, and ready to embrace and drive change.

We are for everyone

At Future Fund, we are better for our differences. Every person, every skillset, every mindset is an asset. We want everyone to feel comfortable bringing their authentic selves to work. Which is why we're looking for future minds like yours. Your past experiences help us expand our collective knowledge, add value and create something better. When doing your job means Australia has more money to invest in renewables, education, healthcare and medical breakthroughs – there's a tangible impact to what we do. And we want you to be part of it.

Are you Futureminded? Learn more about us at our LinkedIn Life page.

Notes

About the Future Fund Management Agency

The Future Fund is Australia's sovereign wealth fund, investing for the benefit of future generations of Australians. The Future Fund Board of Guardians, supported by the Future Fund Management Agency, invests the assets of six public asset funds: the Future Fund, the Medical Research Future Fund, the Aboriginal and Torres Strait Islander Land and Sea Future Fund, the Future Drought Fund, the Emergency Response Fund and the DisabilityCare Australia Fund. Each fund has an investment mandate that is determined by the Australian Government under legislation. Our role is to generate strong, risk-adjusted returns over the long term.

To Apply

Position Contact	John Campanaro, 0482 629 013
Agency Recruitment Site	https://futurefund.wd105.myworkdayjobs.com/en-US/future_fund

This notice is part of the electronic Public Service Gazette PS21 Daily Gazette Monday - 20 May 2024.pdf Published by Australian Public Service Commission.

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

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

Vacancy VN-0742148

National Heavy Vehicle Regulator

Closing Date:Friday 07 June 2024

Data & Technology
Digital Enablement

Job Title	Team Leads - Digital Enablement
Job Type	Full-Time, Ongoing
Location	Brisbane QLD
Salary	\$145,708 - \$154,103
Classification	
Position Number	2202
Agency Website	

Job Description [https://secure.dc2.pageuppeople.com/apply/1123/gateway/Default.aspx?c=apply&sJobIDs=492690&SourceTyp](https://secure.dc2.pageuppeople.com/apply/1123/gateway/Default.aspx?c=apply&sJobIDs=492690&SourceTypeI)

Duties

The Opportunities

Our Digital Enablement unit is the engine room behind the development and delivery of our digital products at the National Heavy Vehicle Regulator (NHVR). Our diverse digital platforms include, the NHVR Portal, the spatial program and several fixed and mobile, compliance and enforcement applications.

We are passionate about what we do and we have ambitious plans to build upon the successful digital advancements of previous years. With a reimagined team structure we are now positioned to continue our digital journey through providing a high-level digital experience for our customers through the effective design and delivery of cutting-edge digital products.

We are now recruiting the following new leadership positions for our team:

- **Team Lead Architecture & Design**
- **Team Lead Design & Adoption**
- **Team Lead Project Management & Analysis**

For further details on each position and to apply, visit our careers page <https://careers.nhvr.gov.au>.

What's on Offer

Full time, permanent positions based in our Brisbane head office at Newstead's Gasworks precinct – with cafes, transport and end of trip facilities at your fingertips. We also welcome applications from Melbourne, Sydney and Adelaide.

Key benefits include:

- Rostered days off and additional leave over the Christmas closure
- Hybrid work arrangements – work from home two days per week
- Ongoing training and professional development support
- Access to wellbeing programs including Fitness Passport and discounted health insurance
- Superannuation co-contribution scheme
- Access to salary packaging including novated lease
- Free membership with Women in Technology and Women in Digital

Application Process

To view the individual position descriptions and apply, visit: <https://careers.nhvr.gov.au/jobs/search>.
We look forward to receiving your application, including CV and cover letter.

Applications close 11:55pm, 7 June 2024.

For any queries, please feel free to contact NHVR Recruitment via recruitment@nhvr.gov.au.
Successful applicants will be subject to a criminal history check.

We are committed to being an inclusive, diverse and flexible workplace where differences are valued. We welcome applications from people of all backgrounds, experience and abilities.

Eligibility Notes

About the National Heavy Vehicle Regulator

The National Heavy Vehicle Regulator (NHVR) commenced operations in 2013 as a national entity responsible for regulating all vehicles in Australia over 4.5 tonnes gross vehicle mass. The NHVR minimises the compliance burden on the heavy vehicle transport industry, reduces duplication and inconsistencies across state and territory borders, and ultimately for the heavy vehicle business with government in Australia. We are headquartered in Brisbane and employ more than 900 people across the ACT, New South Wales, Queensland, South Australia, Tasmania and Victoria.

To Apply

Position Contact	Ruth Bond, 07 3007 0039
Agency Recruitment Site	https://secure.dc2.pageuppeople.com/apply/1123/gateway/Default.aspx?c=apply&sJobIDs=492690&S

This notice is part of the electronic Public Service Gazette PS21 Daily Gazette Monday - 20 May 2024.pdf Published by Australian Public Service Commission.

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

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

Vacancy VN-0742155

National Heavy Vehicle Regulator

Closing Date:Friday 31 May 2024

Statutory Compliance
Prosecutions

Job Title	Prosecutor
Job Type	Full-Time, Ongoing
Location	Townsville QLD
Salary	\$116,726 - \$125,757
Classification	
Position Number	2303
Agency Website	

Job Description

[https://secure.dc2.pageuppeople.com/apply/1123/gateway/Default.aspx?c=apply&sJobIDs=492711&SourceTyp](https://secure.dc2.pageuppeople.com/apply/1123/gateway/Default.aspx?c=apply&sJobIDs=492711&SourceTypeI)

Duties

About the role

We have an exciting opportunity for a criminal prosecution lawyer to join NHVR’s QLD Prosecutions unit. In this busy and varied role, you will manage, prepare and conduct complex prosecutions on behalf of the NHVR.

Reporting to the Senior Prosecutor, the position will cover the northern region within QLD. You will attend regional courts on a regular basis with occasional overnight stays. Given the nature of the role, after-hours work may be required.

What's on offer

This is a permanent, fulltime position based in Townsville. Some of the key benefits include:

- Ongoing professional development, support and training
- Rostered day off and additional leave over the Christmas closure
- Flexible work arrangements and rostered day off
- Superannuation co-contribution scheme
- Access to wellbeing programs including Fitness Passport and discounted health insurance
- Access to salary packaging including novated lease
- Supportive team and work environment

Eligibility

About You

As the ideal candidate you will have over three years' experience as a legal practitioner and ideally a minimum of 2 years in the field of prosecution. This experience will include all facets of trial preparations, working with court procedures, summary procedures and relevant legislation.

Crucial to your success is the ability to undertake extensive and complex case management and thrive with the challenge of working to deadlines. Strong organisational and prioritisation skills are required to plan and coordinate high volumes of work.

With high level interpersonal and communication skills you will be able to deliver a high standard of customer service for both internal and external stakeholders.

Application Process

We look forward to receiving your application, including CV and cover letter.

Applications close 11:55pm, 31 May 2024.

To view the position description, visit <https://careers.nhvr.gov.au/jobs/search>. For any queries, please feel free to contact NHVR Recruitment via recruitment@nhvr.gov.au.

Successful applicants will be required to complete a national police and work rights check.

We are committed to being an inclusive, diverse and flexible workplace where differences are valued. We welcome applications from people of all backgrounds, experience and abilities.

Notes

About the National Heavy Vehicle Regulator

The National Heavy Vehicle Regulator (NHVR) commenced operations in 2013 as a national entity responsible for regulating all vehicles in Australia over 4.5 tonnes gross vehicle mass. The NHVR minimises the compliance burden on the heavy vehicle transport industry, reduces duplication and inconsistencies across state and territory borders, and ultimately for the heavy vehicle business with government in Australia. We are headquartered in Brisbane and employ more than 900 people across the ACT, New South Wales, Queensland, South Australia, Tasmania and Victoria.

To Apply

Position Contact	Ruth Bond, 07 3007 0039
Agency Recruitment Site	https://secure.dc2.pageuppeople.com/apply/1123/gateway/Default.aspx?c=apply&sJobIDs=492711&S

This notice is part of the electronic Public Service Gazette PS21 Daily Gazette Monday - 20 May 2024.pdf Published by Australian Public Service Commission.

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

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

Vacancy VN-0742120

Sport Integrity Australia

Closing Date:Wednesday 05 June 2024

Corporate
Human Resources

Job Title	Senior HR Advisor
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Fyshwick ACT
Salary	\$102,030 - \$111,352
Classification	APS Level 6
Position Number	0046_0524
Agency Website	www.sportintegrity.gov.au

Job Description

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

The Role

The Senior HR Advisor will report to, and work collaboratively with, the Assistant Director, Business Partnering to provide a range of internal advisory services to build people management capabilities across all levels of the agency. The Senior HR Advisor will engage with a diverse range of stakeholders to make a significant contribution in supporting managers and staff in the agency. The role will provide complex advice across a spectrum of human resources matters including recruitment, probation, performance, learning and development, people management and organisational change. The Senior HR Advisor will contribute to process improvement, policy and strategy development initiatives and support their implementation through the provision of advice and training.

Supported by a small team, a large focus for the role will be providing recruitment advice and support to the agency and undertaking policy review and development.

Duties

Key Duties and Accountabilities

Under broad direction from the Assistant Director, Business Partnering this role will undertake duties with a high level of complexity and at times sensitivity, including but not limited to:

- partnering with business areas to provide complex, and timely advice across a broad range of human resources disciplines.
- delivering high quality human resources services to internal and external stakeholders.
- ensuring consistent, high-quality advice, support and education is provided to business areas.
- developing and implementing human resources initiatives, policy, procedures and guidelines aligned with business strategies and the Enterprise Agreement.
- acting as a trusted adviser and assisting with sensitive and complex people management issues.
- assist with the recruitment and performance functions for the agency where required, including system administration of eRecruitment and ePerformance.
- accurately preparing a range of human resources reports using payroll recruitment system data.
- applying relevant legislation, enterprise agreements and determinations, employment contracts, policies, and procedures.
- supervising, mentoring, coaching and training staff in human resources.

The key accountabilities of the Senior HR Advisor include, but is not limited to:

- working closely with staff and stakeholders to deliver reliable and timely human resources services and advice.
- providing human resources advice and services that are aligned with legislation, policy and guidance.
- delivering human resources projects in a timely and accurate manner.
- utilising well-developed liaison and written and verbal communication skills.
- working both independently and collaboratively to build productive relationships across the agency.
- complying with relevant legislation including but not limited to Public Service Act, Fair Work, Work Health and Safety policies, ICT policies, security policies and agency policies and delegations.
- ensuring that the APS Values and Code of Conduct are adhered to at all times.

Eligibility

Selection Criteria

The selection criteria of this role includes:

- Human Resources qualification and/or AHRI membership highly regarded.
- Significant experience in human resources management, combined with knowledge of relevant APS frameworks.
- A strong business partnering focus, with a commitment to fostering internal and external relationships.
- Excellent written and verbal communication skills to communicate effectively and accurately.
- Experience in managing and delivering human resources projects.
- Demonstrated experience with system administration in human resources information systems.

Notes

Eligibility

Under section 22(8) of the *Public Service Act 1999*, employees must be Australian citizens to be employed in the APS unless the agency delegate has agreed, in writing. The successful applicant will be required to obtain and maintain a Baseline Vetting Security Clearance and Working with Vulnerable People Card and may be required to undergo a medical assessment. Sport Integrity Australia staff must comply with security (physical, personnel and IT) security controls and mandatory training.

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

About the Sport Integrity Australia

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

To Apply

Position Contact	Recruitment, recruitment@sportintegrity.gov.au
Agency Recruitment Site	https://sportintegrity.nga.net.au/cp/

This notice is part of the electronic Public Service Gazette PS21 Daily Gazette Monday - 20 May 2024.pdf Published by Australian Public Service Commission.

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

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

Vacancy VN-0742121

Job Title	Assistant Director, Creative Services
Job Type	Full-Time, Ongoing
Location	Fyshwick ACT
Salary	\$117,228 - \$127,763
Classification	Executive Level 1
Position Number	0047_0524
Agency Website	www.sportintegrity.gov.au

Job Description

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

The role

The Assistant Director Creative Services will provide support and manage the team that delivers graphic design, video/photography production and website management for the agency. Creative Services works within the Communications Team who are responsible for delivering professional communication solutions to highlight the agency's work, people and successes. With an understanding and appreciation of the creative and content creation process, this role will ensure they have the time, skills, equipment and information to provide high quality visual communications solutions on behalf of the agency.

The Assistant Director, Creative Services will manage work ranging from one-off initiatives requiring design, photography and videography, as well as large-scale projects. Responsible for supporting the strategic direction of Sport Integrity Australia's online presence through the management of the website. You will support the daily operations and maintenance of the agency's website while ensuring we meet best practice and Australian Government requirements.

This position also plays a pivotal role in developing people, managing change and influencing behaviours that lead to a supportive culture that respects the perspectives, talents and value of each individual.

Duties

Key duties and accountabilities

The key duties of the Assistant Director Creative Services role include, but is not limited to:

- Lead, manage, coach and mentor a range of creative specialists including the management of the website.
- Liaise with internal clients and communication officers to understand business and project needs.
- Assess client briefs and assign work as needed.
- Provide support and management to team members including managing projects from initial idea to completion, ensuring outputs and outcomes are delivered on time.
- Ensure team members have the appropriate equipment to do their job effectively.
- Cultivate an environment of high performance, responsiveness and customer service.
- Maintain quality control by reviewing and proofing outgoing work.
- Ensure products comply with agency branding and style guides and client expectations.

The key accountabilities of the Assistant Director, Creative Services role include, but not limited to

- Maintain confidentiality at all times.

- Work and act safely and take all reasonable care to protect personal health and safety and the health and safety of others.
- The achievement of quality team outcomes, and monitoring of team progress toward those outcomes.
- Cooperate with the employer and comply with all relevant legislation and Sport Integrity Australia's health and safety policies, procedures and instructions and Information Technology (IT) Governance Framework.
- Comply with the National Anti-Doping (NAD) scheme, the Sport Integrity Australia Act 2020, the World Anti-Doping code and other relevant governance.
- Ensure that APS Values and Code of Conduct are adhered to at all times.

Eligibility

Selection criteria

The selection criteria of the Assistant Director Creative Services include:

- Demonstrated ability to manage the delivery of creative solutions to support communication efforts professionally to both internal and external audiences.
- Ability to engage with government, industry, and other stakeholders in support of organisational objectives.
- Exceptional attention to detail, interpersonal, written and verbal communication skills, and the ability to negotiate and influence at all levels.
- Have knowledge, or the capacity to quickly acquire an understanding, of Australian sporting sector including potential threats to the integrity of that sector.
- Demonstrated experience in leading, mentoring, and coaching staff.
- Tertiary qualifications and/or extensive experience graphic design, visual or video production, marketing or communication.

Notes

Eligibility

Under section 22(8) of the *Public Service Act 1999*, employees must be Australian citizens to be employed in the APS unless the agency delegate has agreed, in writing. The successful applicant will be required to obtain and maintain a Baseline Vetting Security Clearance and Working with Vulnerable People Card and may be required to undergo a medical assessment. Sport Integrity Australia staff must comply with security (physical, personnel and IT) security controls and mandatory training.

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

About the Sport Integrity Australia

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

To Apply

Position Contact	Jamie-Lee Conway, Jamie-Lee.Conway@sportintegrity.gov.au
Agency Recruitment Site	https://sportintegrity.nga.net.au/cp/

This notice is part of the electronic Public Service Gazette PS21 Daily Gazette Monday - 20 May 2024.pdf Published by Australian Public Service Commission.

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

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

Vacancy VN-0742123

Sport Integrity Australia

Closing Date:Sunday 02 June 2024

Job Title	Director, Anti-Doping Policy & International Engagement
Job Type	Full-Time, Ongoing
Location	Fyshwick ACT
Salary	\$132,526 - \$159,918
Classification	Executive Level 2
Position Number	0048_0524
Agency Website	www.sportintegrity.gov.au

Job Description

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

The role

The Anti-Doping Strategy and Policy team provides advice and support to the Minister for Sport in their capacity as a member of the World Anti-Doping Agency (WADA) Foundation Board and Executive Committee. The Foundation Board primarily decides on WADA's long term strategy, and the Executive Committee decides on day-to-day matters. Australia shares responsibility to represent Oceania on the WADA Executive Committee with New Zealand on a two-year, one-year basis.

The team supports the minister by preparing submissions to WADA consultation rounds (e.g., Prohibited List amendments and Code Review submissions), advising on WADA reforms, and votes required of the Executive Committee and Foundation Board.

The team also ensures that Australia remains compliant with its obligation to implement the UNESCO Convention against Doping in Sport (Convention). The Convention requires Australia to implement anti-doping arrangements that are consistent with the principles of the Code. Australia meets its obligations through the Sport Integrity Australia Act 2020 and the Sport Integrity Australia Regulations 2020. The team develops and progresses amendments to the Act and Regulations to ensure Australia's anti-doping

arrangements remain consistent with the principles of the Code.

Internally, the team is responsible for capturing Sport Integrity Australia international engagement which includes facilitating the International Engagement Meeting for our executive staff.

Duties

Key duties and accountabilities

The duties of the Director, Anti-Doping and Policy include but are not limited to:

- Provide high quality, timely and accurate advice for the Minister's office (through the Head of International Relations, Strategic Policy & Intelligence) to fulfil the agency's policy advice responsibilities on anti-doping matters. This includes Ministerial briefings, submissions, QTB's and other correspondence as required.
- Lead the implementation of the agency's international strategy, including working with the Head of International Relations, Strategic Policy & Intelligence to identify opportunities for engagement of stakeholders and expansion of our international influence.
- Lead and develop the skills of a small high performing team – with a focus on ensuring suitable knowledge sharing and no single point of failure exists across the scope of the team's responsibilities. Be a vocal and proactive member of the agency's Senior Leadership Group
- Lead the development of strategic positions/advice on supplements and illicit drugs - including prompting agency wide discussion on key policy issues.
- Managing and cultivating stakeholder engagement at both international and domestic levels.

The key accountabilities of the Director, Anti-Doping and Policy include but are not limited to:

- providing effective leadership focused on collaboration and continuous improvement.
- establishing and maintaining effective and collaborative relationships with key stakeholders
- co-ordinating the agencies compliance responses for anti-doping
- complying with all relevant legislation and Sport Integrity Australia work health and safety policies, procedures and instructions and Sport Integrity Australia ICT, Record Keeping Policy and Information Governance Framework.
- ensuring the APS Values and Code of Conduct are adhered to all times.

Eligibility

Selection criteria

The selection criteria of this role include/s:

- Demonstrated knowledge of anti-doping and the World Anti-Doping Program, or the ability to quickly acquire quickly.
- Demonstrated experience engaging with international stakeholders or in international forums (or an explanation of how your skills are transferable to this criteria)
- Proven senior level leadership experience, with a strong track record of achieving success in managing a team to deliver strategic objectives, in a diverse environment.
- Strong liaison and stakeholder engagement skills, with the ability to influence change.
- Highly developed written and verbal communication skills, with the ability to target a range of audiences.
- Demonstrated experience in leading teams and managing performance and outcomes.

Notes

Eligibility

Under section 22(8) of the *Public Service Act 1999*, employees must be Australian citizens to be employed in the APS unless the agency delegate has agreed, in writing. The successful applicant will be required to obtain and maintain a Baseline Vetting Security Clearance and Working with Vulnerable People Card and may be required to undergo a medical assessment. Sport Integrity

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

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

About the Sport Integrity Australia

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

To Apply

Position Contact	Recruitment, recruitment@sportintegrity.gov.au
Agency Recruitment Site	https://sportintegrity.nga.net.au/cp/

This notice is part of the electronic Public Service Gazette PS21 Daily Gazette Monday - 20 May 2024.pdf Published by Australian Public Service Commission.

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

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

Vacancy VN-0742132

Job Title	Assistant Director, Intelligence
Job Type	Full-Time, Ongoing
Location	Fyshwick ACT
Salary	\$117,228 - \$127,763
Classification	Executive Level 1
Position Number	0049_0524
Agency Website	www.sportintegrity.gov.au

Job Description

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

The role

The Assistant Director, Intelligence is responsible for:

- Coordinating Sport Integrity Australia's intelligence function in support of engagement, disruption, deterrence, detection and enforcement activities.
- Effectively and efficiently managing the planning, development and production of high-quality intelligence outputs and outcomes.
- Working closely with staff across the various business units within Sport Integrity Australia, as well as sporting bodies, law enforcement and regulatory agencies in Australia and internationally, in order to guide strategic and operational requirements and priority setting for Sport Integrity Australia.
- Demonstrating strong leadership, coaching, mentoring, performance management and project management capabilities. They have strong liaison and negotiation skills to manage relationships at all levels.

Duties

Key duties and accountabilities

The duties and accountabilities of the Assistant Director Intelligence will vary according to the needs of the Executive and Senior Executive as informed by the Director Intelligence including but not limited to:

- Direct the intelligence team in the collection, collation and analysis of information from a range of data sources in order to prepare high-quality intelligence outputs;
- Mentor, lead and develop Intelligence Team staff and where required multi-disciplinary teams to build capabilities, implement plans and prioritise taskings within available resources;
- Direct intelligence-related support to investigative activity;
- Develop and manage relationships with internal and external stakeholders, engaging and collaborating to achieve mutual outcomes and strong cooperation that will support Sport Integrity Australia's activities;
- Provide full analysis and influential recommendations in support of decision making concerning anti-doping operations and agency policy direction;
- Develop capability improvements and ensure continuous improvement in line with process and procedures, relevant legislative requirements and advances in technology;

- Coordinate, plan, and manage the use of team resources to ensure required outcomes are delivered within agreed timeframes and within budget.
- Maintain sustainable and effective operational relationships with a range of internal and external stakeholders, including Australian regulatory and law enforcement bodies, anti-doping organisations internationally, sports organisations and WADA.
- Enhance the capability and reputation of Sport Integrity Australia
- Assist in the identification of mitigation strategies for potential risks to achieving the agency's mission and objectives.
- Manage the authorised exchange of sensitive intelligence and other information with approved agencies nationally and internationally;
- Monitor emerging issues in an anti-doping and sport integrity context. Identify the impact of those issues on agency priorities; and
- Ensuring compliance with the Sport Integrity Australia Act 2020 and Sport Integrity Australia Regulations 2020 and complying with the APS Values and Code of Conduct, relevant legislation and Sport Integrity Australia work health and safety policies, procedures and instructions and Sport Integrity Australia ICT and Information Governance Framework.

Eligibility

Selection criteria

The selection criteria of the Assistant Director, Intelligence include:

- Significant experience in an operational intelligence environment including a knowledge of intelligence processes, methodologies and techniques and ability to apply that knowledge in an anti-doping and sports integrity context.
- Highly developed ability to coordinate intelligence operations and projects in alignment to corporate goals.
- Demonstrated leadership experience in building capability, mentoring and coaching staff, including managing performance and outcomes.
- Highly developed verbal and written communication skills, including the ability to develop and maintain productive working relationships both internally and externally.
- Demonstrated experience in developing, adapting and implementing processes and procedures.

Notes

Eligibility

Under section 22(8) of the *Public Service Act 1999*, employees must be Australian citizens to be employed in the APS unless the agency delegate has agreed, in writing. The successful applicant will be required to obtain and maintain a Baseline Vetting Security Clearance and Working with Vulnerable People Card and may be required to undergo a medical assessment. Sport Integrity Australia staff must comply with security (physical, personnel and IT) security controls and mandatory training.

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

About the Sport Integrity Australia

Sport Integrity Australia leads the Australian government's efforts to protect sport against threats to its integrity – doping, competition manipulation and the mistreatment and abuse of sports participants. Led by David Sharpe APM OAM, Sport Integrity Australia is the cornerstone of the government's comprehensive sport integrity strategy: Safeguarding the Integrity of Sport. Our role is to provide advice and assistance to counter the: • use of prohibited substances and methods in sport • abuse of children and other persons in a sporting environment • manipulation of sporting competitions • failure to protect members of sporting organisations and other persons in a sporting environment from bullying, intimidation, discrimination or harassment. Sporting organisations, and other stakeholders, benefit from the ability to deal with a single nationally coordinated organisation to address all

sport integrity issues. Sport Integrity Australia offers guidance on integrity matters to sports that don't have developed integrity capabilities. Our focus is policy development, intelligence, investigations (primarily of doping cases), education, outreach and capability building. We are Australia's National Anti-Doping Organisation.

To Apply

Position Contact	Recruitment, recruitment@sportintegrity.gov.au
Agency Recruitment Site	https://sportintegrity.nga.net.au/cp/

This notice is part of the electronic Public Service Gazette PS21 Daily Gazette Monday - 20 May 2024.pdf Published by Australian Public Service Commission.

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

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

Agriculture, Water and the Environment

Vacancy VN-0740252

Bureau of Meteorology

Closing Date:Friday 31 May 2024

Data & Digital
Observing Systems & Operations

Job Title	Laboratory Manager
Job Type	Full-Time;Part-Time, Ongoing
Location	Tasmania TAS
Salary	\$110,115 - \$120,760
Classification	Executive Level 1
Position Number	60018776
Agency Website	

Job Description

<https://bomcareers.nga.net.au/?jati=E8A95F60-CF5D-4534-0E88-DAA7140485B4>

Duties

The Bureau is looking for a highly experienced, motivated Senior Officer to manage a small team of technicians, and the operation of the Kennaook / Cape Grim Baseline Air Pollution Station (KCGBAPS) workshops and laboratories.

This Laboratory Manager position, within the Observing Systems and Operations (OSO) Program, is unique in its global responsibilities. KCGBAPS is a critical component of Australia's contribution to the Global Atmospheric Watch (GAW) Network. Data collected at this site underpins Australia's obligations under the Paris Agreement, other important international environmental

conventions and to the World Meteorological Organisation (WMO). Therefore, the role requires an exceptionally committed and qualified candidate to ensure KCGBAPS remains at the leading edge of atmospheric composition measurement.

The Laboratory Manager will be responsible for the management of the deployment, integration, quality assurance, safety and on-going maintenance of the scientific instrumentation within KCGBAPS laboratories in collaboration with the Lead Scientists who form the Science Program at KCGBAPS. They will be responsible for the technical aspects of instrumentation such as maintenance and optimisation, managing risks and ensuring successful project delivery.

The Laboratory Manager will have excellent communication and engagement skills suited to cooperating with Lead Scientists and Technical Officers across the Bureau, CSIRO and other collaborating institutions. They will have detailed knowledge of and relevant experience using software-intensive electro-mechanical systems. They will have an in-depth understanding of scientific instrumentation that uses gas chromatography and mass spectrometry as well as other specialised techniques designed for atmospheric composition measurement.

They will participate in ensuring the quality assurance of data to achieve compatibility benchmarks set out by the WMO to be included in the GAW Network. The successful candidate will help meet the world-class standards expected of KCGBAPS and ensure the laboratory operations utilise best practice with respect to safe work practices and safety documentation.

The Laboratory Manager will report directly to the Officer in Charge (EL2L).

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 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	Sarah Prior – Manager, Kennaook / Cape Grim, 03 6221 2153
Agency Recruitment Site	https://bomcareers.nga.net.au/?jati=E8A95F60-CF5D-4534-0E88-DAA7140485B4

Agriculture, Water and the Environment

Vacancy VN-0742016

Bureau of Meteorology

Closing Date:Monday 03 June 2024

Data & Digital

Observing Systems & Operations

Job Title	Field Services Technician – Western NSW Radar
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Sydney NSW
Salary	\$80,341 - \$87,572
Classification	APS Level 5
Position Number	60018820
Agency Website	

Job Description

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

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

Who are you?
You have an appetite for working in remote locations, so a willingness to travel is essential.
You are a suitably qualified team player who likes to get hands-on in the field, and the prospect of seeing many parts of Australia excites you.

Who are we?
The Sydney Observing Operations Hub is one of the Bureau of Meteorology's premier technical Operations centre. Staff based at the Sydney Observing Operations Hub travel far and wide and into remote areas, utilising 4WD's, planes, boats and helicopters to maintain service delivery within the various instrumentation networks. This includes:

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

The Sydney Observing Operations Hub's immediate area of responsibility encompasses majority of NSW, Norfolk Island and Lorde Howe Island.

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

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

Duties

- **Maintenance & Operations:** Undertake routine and detailed operational diagnostics, fault finding, repair and return to service of moderate to complex field equipment. Verify the performance of meteorological instruments against calibrated reference standards. At a medium level of difficulty, take, record and report observations from meteorological systems. Undertake site inspections and document the meteorological exposure and maintain associated records.
- **Asset and Service Management:** Support a strong asset management culture and consistent usage of enterprise asset management system (Maximo) to accurately record asset information, asset performance and issue stakeholder communication. Adhere to service management processes based on the ITIL framework and work to meet service level targets for maintenance completion and outage restoration response times.
- **Documentation & Record Keeping:** Prepare operational and technical maintenance reports and associated documentation. Undertake administrative tasks such as finance reconciliations, procurement, inventory records, stores and stock control.
- **Travel & Incident Response:** Regular travel away from your home base by air, sea and road is an essential part of this role. Field work and incident response support may require working outside of normal business hours including weekends, for which over-time and other allowances are payable.
- **Supervision:** Mentor, manage, supervise and develop junior staff.
- **Data Quality:** Manage Observation network data quality through remote monitoring. Diagnose and triage faults within the Observations networks as they arise.
- **Liaison and Representation:** Liaise with various internal and external stakeholders at the appropriate level and represent the Bureau in a professional manner in accordance with Australian Public Service values and Code of Conduct. Respond to queries on observing assets in your area of responsibility and provision of asset information and data.
- **Quality Management:** Participate in ensuring the quality and effectiveness of products and services and the ongoing development, implementation and continual improvement of the quality management system to achieve and maintain the ongoing certification of compliance with the ISO 9001 quality management Standard.
- **Other Relevant Duties:** Undertake other relevant Hub, station, field and business duties as required, such as new site selection, installations, decommissioning of assets, project support and work package delivery.
- **Compliance:** Comply with all relevant legislation, policies, procedures and guidance in the course of your work.
- **Diversity & Inclusion:** Understand and promote an inclusive environment that respects and values diversity and complies with the Diversity and Inclusion Statement of Commitment.
- **WHSE:** Comply with all Bureau work, health, safety and environment policies and procedures, and take reasonable care for your own wellbeing and that of your team members, other employees, contractors and visitors who may be affected by your conduct.

Eligibility

A Certificate III (AQF Level 3 or above) in electronics or electrical OR a comparable overseas qualification, which is appropriate to the duties; OR other comparable qualifications and/or experience, which are appropriate to the duties.

Applicants should hold or have the capability to acquire:

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

- Radar or RF 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>

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	Wendy Wright, N/A
Agency Recruitment Site	https://bomcareers.nga.net.au/

This notice is part of the electronic Public Service Gazette PS21 Daily Gazette Monday - 20 May 2024.pdf Published by Australian Public Service Commission.

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

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

Agriculture, Water and the Environment

Vacancy VN-0742158

Department of Climate Change, Energy, the Environment and Water (DCCEEW)

Closing Date:Monday 03 June 2024

People
People Safety and Remote People Services People Support

Job Title	APS 6 - Senior Rehabilitation Advisor
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Adelaide SA, Canberra ACT, Hobart TAS, Sydney NSW
Salary	\$91,944 - \$104,393
Classification	APS Level 6
Position Number	2024/967
Agency Website	https://www.dcceew.gov.au/

Job Description

<https://dcceewjobs.nga.net.au/?jati=549B27D9-E6E9-DF0A-DD14-DABFC35F2C42>

Who we are

People Division, led by the Chief People Officer, provides human resources (HR) functions for the Department of Climate Change, Energy, the Environment and Water (the department) with a clear focus on the department's most valued asset: its staff. Alongside contemporary HR functions, projects and strategies People Division is also responsible for:

- Enhancing the department's focus on safety.
- Enterprise bargaining.
- Cultural and change management.
- The department's response to Australian Public Service reforms.

The Rehabilitation Services team sits within the department's People Safety and Remote People Services Branch (PSRPS Branch). The PSRPS Branch is responsible for leading the department's approach to providing a safe and respectful workplace, including rehabilitation and performance case management, work health and safety, wellbeing strategies, and change management practices. The PSRPS Branch also provides a strategic partnership offering for Parks Australia and the Australian Antarctic Division, working with these divisions to develop and deliver a suite of HR strategies to manage complex business needs associated with these operational areas.

The Rehabilitation Services team provides personalised case management services tailored to the needs of the department. With a focus on supporting our workforce through complex health-related matters, we provide guidance and specialised advice on early intervention and rehabilitation, driving towards positive outcomes for all stakeholders. We are guided by the needs of our business, our people, and specific human resources policies and programs. **Duties**

The Job

The duties may include, but are not limited to:

- Providing advice and support to managers and employees on a wide range of rehabilitation matters within an Australian Public Service context.
- Managing early intervention, non-compensable and compensable cases for injured and ill workers.
- Delivering injury management initiatives.
- Dealing with complex and sensitive people issues.
- Developing and maintaining working relationships with people at all levels of the organisation.

- Identifying competing priorities and working with autonomy.
- Collaboration with the team to implement improvements to work processes and tasks to achieve efficiencies and meet service level standards.
- Case management.
- Providing written and verbal advice based on regulatory and legislative requirements.
- Other duties as required.

What we are looking for

Knowledge and experience

- Strong understanding of contemporary case management strategies and how to apply them in the context of health and workers compensation management.
- Demonstrated experience with interpretation and application of relevant legislation including but not limited to the Safety, Rehabilitation & Compensation Act 1988, Commonwealth Work Health & Safety Act 2011, Privacy Act 1988, Disability Discrimination Act 1992 and leave, superannuation, and employment related provisions of the Public Service Act 1999.
- The ability to quickly interpret, implement and explain internal rehabilitation, return to work, and leave policies and procedures.
- Demonstrated experience in health and/or workers compensation case management.
- Allied health experience is an advantage but not required.

Skills and capabilities

- Knowledge of workers' compensation and other legislation and relevant laws.
- Understanding and promoting key rehabilitation concepts.
- Applying legislation and delivering better practice rehabilitation.
- Effective communication and stakeholder engagement.
- Contribute to systems, policies and performance reporting.

Eligibility

Citizenship - To be eligible for employment with the Department of Climate Change, Energy, the Environment and Water you must be an Australian citizen.

Security Clearance - This position requires a **Baseline Vetting** security clearance. You will be required to obtain and maintain a clearance at this level.

Pre-employment Check - Your suitability for employment will be assessed through a pre-employment screening process. This process includes a requirement to undergo and satisfy a National Police Check, referee checks, character clearance and where required a pre-employment medical assessment, specified mandatory qualification(s) validation and a probation period of 6 months

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 Climate Change, Energy, the Environment and Water (DCCEEW)

To Apply

Position Contact	Kyle Sarah, 0478 280 411
Agency Recruitment Site	https://dcceewjobs.nga.net.au/?jati=549B27D9-E6E9-DF0A-DD14-DABFC35F2C42

This notice is part of the electronic Public Service Gazette PS21 Daily Gazette Monday - 20 May 2024.pdf Published by Australian Public Service Commission.

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

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

Attorney-General's

Vacancy VN-0741961

Administrative Appeals Tribunal

Closing Date:Sunday 02 June 2024

Tribunal Support
Enterprise Technology Group

Job Title	Technical Projects and Communications
Job Type	Full-Time, Ongoing
Location	Adelaide SA, Brisbane QLD, Canberra ACT, Melbourne VIC, Sydney NSW, Perth WA
Salary	\$113,357 - \$133,423
Classification	Executive Level 1
Position Number	7003745
Agency Website	http://www.aat.gov.au/

Job Description

<https://aat.bigredsky.com/page.php?pageID=106&Filter=0>

The Administrative Appeals Tribunal (AAT) is seeking a Technical Projects and Communications member for the Enterprise Technology team. The role involves working on a number of different projects utilising the latest technology. The AAT makes use of JIRA and all of our projects are expected to be Agile using Scrum principles. You will be supported as you develop your skills and experience in projects and communications.

The successful applicant will be hardworking, eager to learn and a self starter. The ability to document your work and processes is critical and the ability to inspire others is an important skill. The work you will be doing may require out of hours work for which overtime is payable.

The Enterprise Technology teams are friendly and enjoy working with each other, learning is an important part of our culture.

Duties

- **Project Delivery:** Work collaboratively with the technical team to implement agreed programs of works following decision-making. Manage program level coordination, such as creating timelines, milestones, and cadence of increments and releases. Ensure delivery is based on an iterative approach that focuses on continuous releases and the incorporation of feedback with every iteration.
- **Project administration policy:** Develop and maintain policies, standards and processes that effect the provision of technology systems and services, ensuring that projects are delivered in a timely manner following Agile practices and utilising MVP principles. Provide support to Directors to ensure Scrum ceremonies are followed throughout ETG.
- **Change Management Delivery:** This includes preparing and supporting the Business, establishing the necessary steps for change, and monitoring pre- and post-change activities to ensure successful implementation. Develop a structured approach to change to help ensure a beneficial transition while mitigating disruption. Be aware of resistance to change within the business and advise Directors on mitigating resistance to change.
- **Communication :** Assist the Directors and ETG with communication processes providing advice to ensure communication is managed effectively with Stakeholders and the Business. Act as the focal point of communication for ETG through recognised channels, ensuring the Business is aware of the benefit of ETG projects and strategies
- **Delivery and stakeholder management:** Support the Technology Directors to engage with stakeholders to manage relationships and establish priority, strategic relevance, and delivery of business initiatives, ensuring technical competence and positive user/customer centric experiences.

Eligibility

The AAT requires Australian citizenship as a condition of engagement.

All employees are required to undertake an Australian Federal Police Check and health assessment.

Mandatory: You must have or be able to obtain and maintain a Baseline security clearance

Desirable :

- Academic qualification (degree, postgraduate) in communication and/or aligned qualifications
- Vocational certification in project management (e.g. Agile, Scrum, SAFe)
- Vocational certification in change control (e.g. PROSCI, CCMP)
- Vocational certification in communications (e.g. Writing for the Public Service)

Notes

Order of merit list/merit pool: A merit list/pool of suitable candidates may be created from this process. Suitable candidates on this merit list/pool may be contacted in relation to identical or similar ongoing roles in the AAT, or the broader APS, within 18 months from the date of gazettal.

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 Administrative Appeals Tribunal

The AAT plays a crucial role in the Australian legal landscape, providing a process for individuals and organisations to seek an independent review of decisions made under a wide range of Commonwealth laws. The AAT can take a fresh look at decisions made by Australian Government ministers, departments and agencies – and, in limited circumstances, decisions made by state government and non-government bodies. It also can review decisions made under Norfolk Island laws. The AAT comprises members, the independent statutory appointees who hear review applications, and staff, who provide services to support applicants and the review process, as well as the Tribunal's daily operations. The AAT will be transitioning to a new merits review body, to be called the Administrative Review Tribunal, in 2024. You can learn more about the AAT here: <https://www.aat.gov.au/about-the-aat>. Information about the reform of the federal administrative review system can be found on the Attorney-General's website: <https://www.ag.gov.au/>.

To Apply

Position Contact	Grant Nicholas, 02 9276 5432
Agency Recruitment Site	https://aat.bigredsky.com/page.php?pageID=106&Filter=0

This notice is part of the electronic Public Service Gazette PS21 Daily Gazette Monday - 20 May 2024.pdf Published by Australian Public Service Commission.

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

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

Attorney-General's

Vacancy VN-0742117

Australian Criminal Intelligence Commission (ACIC)

Closing Date:Monday 03 June 2024

Corporate
Chief Operating Officer Workforce, Capability and Assurance

Job Title	IT Security Advisor
Job Type	Full-Time, Ongoing
Location	Canberra ACT, Melbourne VIC, Sydney NSW
Salary	\$90,199 - \$101,745
Classification	APS Level 6
Position Number	5283_03/24_COO
Agency Website	https://www.acic.gov.au/

Job Description

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

About the role

Safeguarding Australia from organised crime, our IT Security Advisors are integral to the ACIC's mission, ensuring robust and secure ICT systems and practices. The IT Security Team delivers essential Governance, Risk, and Compliance (GRC) services for both on-premise and cloud-based infrastructures.

Duties

Key responsibilities:

- Development of Security Risk Assessments (SRA) to identify and evaluate potential risks for our systems with action plans.
- Providing IT Security advice regarding the secure development of system and general advice to staff.
- Contribute to the management of IT security incidents including determining level of severity and risk, assessment and required response, and assisting in the development of long term measures and mitigation strategies for prevention.
- Working with IT projects, assisting them in meeting their IT security obligations including risk assessments, security related documentation and compliance activities.

Our ideal candidate

To be successful in this role, you will demonstrate the following experience, skills and attributes:

- Exceptional analytical skills - collect and analyse information, problem-solve, and make decisions.
- Strong technical writing skills with an eye for detail.
- Display resilience including the ability to keep progressing and remain positive when challenged.
- Is collaborative by seeking input from the IT security team and work proactively with other teams, agencies and vendors.
- Experience with the Australian Government Protective Security Policy Framework (PSPF), Information Security Manual (ISM).
- Experience with other ,non-IT, industry frameworks to develop risk assessments, assess compliance and develop remediation plans.

Desirable qualifications

- Current or ability to attain academic or Industry qualifications in cyber security and risk such as diploma, bachelor, masters or CompTIA CySA+ -Cybersecurity Analyst, CISSP - Certified Information Systems Security Professional, CISA - Certified Information Systems Auditor, ISO 27001 Lead Auditor, PCI QSA.

Eligibility

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

Notes

The ACIC is committed to [diversity and inclusion](#). We celebrate and champion diversity to ensure we reflect the community we serve, and pride ourselves on our vibrant culture. We welcome applications from Aboriginal and Torres Strait Islander peoples,

women, people with disability, people from culturally and linguistically diverse backgrounds, those who identify as LGBTIQ+, neurodiverse, mature aged employees and carers.

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

About the Australian Criminal Intelligence Commission (ACIC)

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

To Apply

Position Contact	Ray, 0447 312 338
Agency Recruitment Site	https://www.acic.gov.au/about-us/careers

This notice is part of the electronic Public Service Gazette PS21 Daily Gazette Monday - 20 May 2024.pdf Published by Australian Public Service Commission.

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

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

Attorney-General's

Vacancy VN-0741663

Job Title	2025 AFP Directions Program - First Nations Employment Pathway
Job Type	Full-Time, Ongoing
Location	Canberra ACT, Sydney NSW, Perth WA, Adelaide SA, Melbourne VIC, Hobart TAS, Darwin NT, Brisbane QLD
Salary	\$59,582 - \$59,583
Classification	APS Level 3
Position Number	12894
Agency Website	https://careers.afp.gov.au

Job Description

<https://careers.afp.gov.au/job-invite/12894/>

Did you know?

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

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

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

- Six weeks (30 days) of paid annual leave per year + additional paid Christmas stand down
- 4 extra mandatory leave rest days per year
- 18 days of paid personal leave per year
- Generous superannuation of 15.4%
- 16 weeks of paid maternity leave (after 12 months of service) + an additional 36 weeks of maternity leave without pay
- Generous salaries and incremental salary progression governed by the AFP Enterprise Agreement
- Flexible and hybrid working arrangement that provides work/life balance
- Access to ongoing training and development to support ambitions

At the Australian Federal Police (AFP) we value the unique perspectives and lived experiences of our First Nations people. The AFP is seeking motivated individuals interested in launching a fulfilling career with Australia's leading law enforcement agency.

The AFP is offering a wide range of roles and opportunities through the AFP's Directions Program. As a team member in the AFP you will have the opportunity to contribute to meaningful and life-impacting policies, programs and practices that shape the security landscape of Australia. This includes roles in health and wellbeing, investigations, canines, cyber-security, intelligence, corporate support, protection, workforce planning, media and communications.

We are an inclusive organisation, providing the opportunity for all Australians to fairly gain employment with the AFP. We appreciate that everyone is unique and acknowledge that diversity in thought leads to greater transparency and improved consideration in our decision making. To support our employees we also provide flexible work arrangements.

Duties

The AFP Directions Program is an integrated 12 month employment and development program and runs annually from February. The program provides permanent, full-time employment in specialist and support positions in the AFP and gives participants professional development opportunities to have a challenging and rewarding career.

Throughout the structured 12 month program, you may work in a number of roles across multiple teams, exposing you to opportunities that will provide the tools and resources you need to begin a fulfilling career at the AFP.

Your work will contribute to, and influence, programs and policies impacting on all Australians, including First Nations families and communities. It also helps ensure the AFP's workforce is representative of the communities we serve.

As a Team Member in the AFP you will be required to contribute to the achievement of outcomes in accordance with the [AFP Work Level Standards](#), the AFP Code of Conduct and the AFP Governance Instruments. It is expected that successful applicants will deliver on the core responsibilities and meet any requirements of the position as outlined below.

Role Description & Responsibilities

We are seeking applications from motivated First Nations individuals seeking to commence a professional career within the AFP. The AFP Directions Program provides employment pathways in a variety of roles such as health and wellbeing, investigations, canines, cyber security, intelligence, corporate support, protection, workforce planning, media and communications.

These are all non-policing support roles and will provide successful candidates the opportunity to learn about the dynamic work and career pathways the AFP has to offer.

Whilst on the program you will:

- gain a nationally recognised Certificate IV qualification. Successful completion of this qualification is an important requirement of the program, and you will be provided with generous study time to support you.
- complete a number of work area rotations, exposing you to different areas of the AFP.
- access Directions Program specific support including buddies, mentors and other organisational networks.

Please note: While the Directions Program provides an introduction to the various roles available at the AFP, this is not a direct gateway to becoming a police officer. If you are interested in sworn policing in the future, the Directions Program is an excellent starting point to prepare you for this career path, however you will still be required to pass through the [relevant processes](#) applicable for sworn roles.

What We Are Looking For

- Effective communicators
- Out of the box thinkers
- Team players
- A demonstrated willingness to learn new skills
- Experience using basic IT including Microsoft Word, Microsoft Excel, Microsoft PowerPoint and Outlook

Eligibility

Salary and Benefits

The AFP Directions Program provides a number of benefits including:

- A starting annual salary of \$59,582 plus 15.4% superannuation
- Relocation assistance if you are moving interstate to participate in the Program
- A variety of work and developmental experiences
- Opportunity for advancement at the completion of the program
- Professional networking through access to mentors and senior executives of the AFP
- Ongoing support from the Emerging Talent Team, First Nations Unit, Directions Buddies, mentors, and the Mulunggang Indigenous Officer Network.
- Health & wellbeing services - with a focus on early intervention, education and prevention

Full details of the generous employment conditions can be found [here](#).

Essential Requirements

- Provide documentation to confirm you are of First Nations heritage. Evidence of heritage is a document provided by a registered Indigenous community organisation, issuing a letter of confirmation.
- Be at minimum 18 years of age by December 2024.
- Be an Australian Citizen.
- A Negative Vetting 1 (Secret) security clearance or the ability to obtain one.

Desirable Requirements

- Minimum 12 months of work experience preferred

Notes

Additional Information

- This position has been advertised in multiple locations, however the role is located in Canberra, ACT. Successful applicants must be willing to relocate to Canberra.
- Proof of a minimum of two COVID-19 vaccinations (or one dose if the Janssen vaccine was used) will be required if an offer of employment is made.

Commitment to Diversity & Inclusion

Diversity and inclusion is an operational priority for the Australian Federal Police (AFP). To be an effective police force, we must be reflective of the community we serve, working across languages, cultures and transnational borders. The 2023-26 Diversity & Inclusion Strategy is the guiding framework for delivering the AFP's diversity and inclusion goals and reflecting our commitment to being an employer of choice, incorporating diversity and inclusion principles in day-to-day practice and building a psychologically and culturally safe workplace. This includes hiring people from diverse backgrounds who bring their lived experience to contribute, and add value, to the AFP. Find out more about how the AFP embraces [diversity and inclusion](#).

About the Australian Federal Police

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

To Apply

Position Contact	Emerging Talent Team, 02 5127 2555 (Option 3)
Agency Recruitment Site	https://careers.afp.gov.au/job-invite/12894/

This notice is part of the electronic Public Service Gazette PS21 Daily Gazette Monday - 20 May 2024.pdf Published by Australian Public Service Commission.

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

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

Attorney-General's

Vacancy VN-0741304

Australian Transaction Reports and Analysis Centre
(AUSTRAC)

Closing Date:Monday 03 June 2024

Capability and Strategy
Strategic Planning, Finance and Performance Financial Accounting

Job Title	Officer, Accounts Payable
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Sydney NSW, Melbourne VIC, Canberra ACT
Salary	\$77,657 - \$86,053
Classification	APS Level 4
Position Number	939
Agency Website	https://www.austrac.gov.au/

Job Description

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

As Officer, Accounts Payable, you will be a key member of the Financial Accounting Team within Strategic Planning, Finance and Performance Branch. Accounting operations is primarily concerned with processing expenditure transactions and other cash movements through the general and subsidiary ledgers of Finance One (i.e. accounts payable and receivable, taxation and general accounts such as credit cards, petty cash and banking). As Officer, Accounts Payable, your focus is on having efficient processes such as the use of well configured financial systems and data structures, and standard work practices that ensure high levels of data integrity. As the successful candidate, it is important that you possess an understanding of the transactions undertaken across AUSTRAC and works closely with business units to ensure that the source documents are processed correctly. If you possess strong communication and organisational skills, we encourage you to apply!

What are we looking for

Experience in FMIS software, Finance One, e-invoices and Microsoft Excel, is highly regarded but not essential.

Duties

- Process purchasing, expenditure transactions and invoices in accordance with SOPs and FMIS functionality.
- Ensure internal controls are working effectively.
- Conduct reviews of transaction data to ensure procurement and financial records are accurate and compliant with finance policy.
- Liaise with stakeholders to co-ordinate and resolve transaction processing matters.
- Monitor invoices not supported by a system-generated purchase order.
- Review purchase order SOPs to ensure compliance with purchasing policies.

For further details about the role duties and required capabilities please refer to the position description in the AUSTRAC jobs listing. **Eligibility**

To be eligible for this role you:

- Must be an Australian citizen at the time you apply.
- Will need to undertake AUSTRAC's pre-engagement checks.
- Will need to obtain and maintain an ongoing security clearance, with the ability to obtain and maintain Baseline security clearance.

Notes

This recruitment process is being used to initially fill a vacancy that currently exists in Sydney. A merit pool will also be established to fill similar positions in Accounts Payable, Finance and Procurement, which may become available in any of the locations listed in the advertisement.

AUSTRAC is an inclusive employer, and we actively encourage applications from Indigenous Australians, people with disabilities, LGBTI+ people and people with diverse linguistic and cultural backgrounds and those of mature age. We are committed to creating a working environment that values and uses the contribution and experience of employees from a diversity of backgrounds.

We are committed to providing flexibility in working arrangements to recognise the importance of balancing work commitments with family, caring and other personal commitments of employees outside of work.

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 Transaction Reports and Analysis Centre (AUSTRAC)

AUSTRAC is the Australian Government's financial intelligence unit and anti-money laundering and counter-terrorism financing regulator. With government and industry partners, we use financial intelligence and regulation to:

- prevent criminal abuse of the financial sector
- help business, government and law enforcement partners detect, deter and disrupt money laundering, terrorism financing and other serious crimes
- build and maintain trust and integrity in Australia's financial system.

Every day our people use their intellect, skills, initiative and the latest technologies to protect our country, economy and community. With supportive benefits and culture, we offer a challenging and rewarding career where you can make a real impact.

To Apply

Position Contact	Christine Mellor, 02 9950 0044
Agency Recruitment Site	https://www.austrac.gov.au/

This notice is part of the electronic Public Service Gazette PS21 Daily Gazette Monday - 20 May 2024.pdf Published by Australian Public Service Commission.

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

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

Attorney-General's

Vacancy VN-0742100

Fair Work Commission

Closing Date:Monday 03 June 2024

Legal Services Team
Legal, Performance and Engagement Branch

Job Title	Lawyer
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Adelaide SA, Melbourne VIC, Sydney NSW, Canberra ACT
Salary	\$86,363 - \$91,527
Classification	APS Level 5
Position Number	2249
Agency Website	https://www.fwc.gov.au/about-us/careers

Job Description

<https://fwc.bigredsky.com/page.php?pageID=106>

The Fair Work Commission's (the Commission's) Legal Services team is seeking an enthusiastic Lawyer with a minimum of 1 year of relevant post-admission legal experience to join our Legal Services team. Working in a dynamic and cohesive environment, the Lawyer will advise on a range of legal matters and contribute to the delivery of in-house legal services for the Commission's Members and staff.

Working under the direction of the Director, Legal Services and other senior members of the team, you will use your professional knowledge and experience to provide high quality legal advice and assistance on varied corporate, government or commercial legal matters, including FOI and privacy issues.

You will work collaboratively with stakeholders, proactively contribute to process improvement and behave with integrity, enabling you to build trust and communicate with influence. You will be innovative, flexible and able to adapt to meet immediate and future challenges.

Duties

- Communicate with, and provide practical legal advice and assistance to, Commission staff and Members in relation to a range of corporate, administrative and workplace relations issues. Day-to-day legal work will be supervised by the Director, Legal Services, Senior Lawyer or in-house Legal Counsel.
- Manage issues surrounding the collection, management, use and disclosure of personal information under the Privacy Act including advising on and promoting awareness of compliant information privacy practices.
- Contribute to the coordination of requests for access to documents made under the FOI Act.
- Assist in drafting and review of Commission policies, legal documents and resource materials.
- Liaise with stakeholders, build and maintain constructive working relationships and work collaboratively with other Branches to ensure high quality support and services are provided to Commission Members and staff.
- Other duties as directed by the Director, Legal Services.

Eligibility

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

National Police Check: To be eligible for employment with the Commission, the successful applicant must undergo and satisfy a National Police Check.

How to apply: Applications must be lodged online through the Commission's web-based e-recruitment system and include a current CV and a statement of claim of no more than **800 words**, outlining your skills and/or experience relevant to the advertised role using the '**Our Ideal Candidate**' section as your basis. For further information about 'Our Ideal Candidate' and how to apply, please click on 'Apply now' and follow the prompts.

Notes

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

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

Non-ongoing vacancies may be filled for maximum period of 2 years.

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

About the Fair Work Commission

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

To Apply

Position Contact	Jane Ferry, (02) 6152 2909
Agency Recruitment Site	https://fwc.bigredsky.com/page.php?pageID=106

This notice is part of the electronic Public Service Gazette PS21 Daily Gazette Monday - 20 May 2024.pdf Published by Australian Public Service Commission.

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

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

Attorney-General’s

Vacancy VN-0742109

Fair Work Commission

Closing Date:Monday 03 June 2024

Legal Services Team
Legal, Performance and Engagement Branch

Job Title	Lawyer
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Adelaide SA, Canberra ACT, Melbourne VIC, Sydney NSW
Salary	\$93,536 - \$107,593
Classification	APS Level 6
Position Number	1978
Agency Website	https://www.fwc.gov.au/about-us/careers

Job Description

<https://fwc.bigredsky.com/page.php?pageID=106>

The Fair Work Commission's (the Commission's) Legal Services team is seeking an experienced and enthusiastic Lawyer with a minimum of 3 years' relevant post-admission legal experience to advise on a range of legal matters. Working in a dynamic and cohesive environment, under limited direction from the Director, Legal Services, Senior Lawyer or in-house Legal Counsel, you will use your professional knowledge and experience to contribute to the delivery of the team's services by providing high quality legal advice and assistance on a range of corporate, government or commercial legal matters.

As a Lawyer in Legal Services, you will have a thorough understanding of, and an ability to interpret and advise on, privacy and FOI law, administrative law and the Commonwealth's governance, risk management and financial framework. You will be expected to manage competing requests and demands and invest in knowledge sharing. You will work collaboratively with stakeholders, proactively contribute to process improvement, and behave with integrity, enabling you to build trust and communicate with influence.

Duties

- Provide accurate, practical and impartial legal advice and assistance to the Commission's Executive team and staff on a range of corporate, administrative and workplace relations issues.
- Manage issues surrounding the collection, management, use and disclosure of personal information under the Privacy Act, including advising on and promoting awareness of compliant information privacy practices.
- Contribute to the coordination and processing of requests for access to documents made under the FOI Act, including issuing decisions on internal review.
- Draft and review Commission policies, procedures, forms, resource materials, contracts and other legal documents for internal and external use or publication, providing advice and recommendations, and solving problems that arise.
- Support and mentor team members to build their knowledge and capability, providing feedback and guidance when required.
- Build and maintain constructive working relationships and work collaboratively with other Branches to ensure high quality support and services are provided to Commission Members and staff.
- Other duties as directed by the Director, Legal Services.

Eligibility

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

National Police Check: To be eligible for employment with the Commission, the successful applicant must undergo and satisfy a National Police Check.

How to apply: Applications must be lodged online through the Commission's web-based e-recruitment system and include a current CV and a statement of claim of no more than **800 words**, outlining your skills and/or experience relevant to the advertised role using the '**Our Ideal Candidate**' section as your basis. For further information about 'Our Ideal Candidate' and how to apply, please click on 'Apply now' and follow the prompts.

Notes

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

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

Non-ongoing vacancies may be filled for maximum period of 2 years.

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

About the Fair Work Commission

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

To Apply

Position Contact	Jane Ferry, (02) 6152 2909
Agency Recruitment Site	https://fwc.bigredsky.com/page.php?pageID=106

This notice is part of the electronic Public Service Gazette PS21 Daily Gazette Monday - 20 May 2024.pdf Published by Australian Public Service Commission.

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

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

Attorney-General's

Vacancy VN-0742135

Office of the Inspector-General of Intelligence and Security

Closing Date: Sunday 02 June 2024

Job Title	Intelligence Oversight Officer
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Barton ACT
Salary	\$96,574 - \$108,528
Classification	APS Level 6
Position Number	0228/24_OIGIS-EXT
Agency Website	https://www.igis.gov.au/

Job Description

<https://agcareers.nga.net.au/?jati=57116B27-B72F-734F-BC3A-DABFC1990829>

Who are we?
The Office of the Inspector-General of Intelligence and Security (IGIS) is central to the independent oversight of the Australian intelligence and security agencies. The Inspector General is an independent statutory office holder who reviews the activities of Australia's intelligence and security agencies to ensure they act legally and with propriety, comply with ministerial guidelines and directives, and respect human rights. All IGIS staff members assist the Inspector-General to provide assurance to ministers, the parliament and the public that these agencies are using their powers as intended.

We are a small portfolio agency, proud of our contribution to the national interest. We recognise that our people are our greatest asset – we recruit and retain highly capable, motivated professionals with high levels of integrity and personal drive; and we invest in, and value, their development. Further, we offer a rewarding, positive, and inclusive environment, empowering staff to work flexibly in their contribution to the achievement of agency goals.

What we offer
At IGIS, we offer an attractive package which includes a combination of competitive remuneration, rewarding job opportunities and a high performing team environment, including:

- generous employee benefits with competitive salary and the potential for other allowances and benefits

- flexible working arrangements including family friendly, caring and work-life balance provisions
- professional development opportunities including further study, training and professional memberships
- a team of intelligent, experienced and engaged leaders committed to achieving outcomes
- the opportunity to liaise across a range of agencies including security and intelligence agencies
- a supportive, balanced culture that fosters inclusion, personal growth and the balance between professional and personal endeavours.

Duties

The Opportunity

An APS level 6 Intelligence Oversight Officer supports the core work of IGIS – delivering efficient and effective oversight of the agencies within IGIS' jurisdiction. Fundamentally, an APS level 6 Intelligence Oversight Officer, with limited direction and guidance, demonstrates analytic and critical thinking skills to understand agency activities, identify issues, formulate an informed view and identify and make recommendations. These officers will at times lead, but most regularly, strongly contribute to the delivery of the oversight activities of the Office. Intelligence Oversight Officers regularly establish and maintain relationships with stakeholders across a broad range of intelligence agencies, and actively contribute to the broader functions of IGIS to ensure it delivers effective oversight, as required.

Key responsibilities of the Intelligence Oversight Officer role

- contribute to, and at times lead, reviews (also known as inspections and inquiries) of intelligence agency activities by conducting research, examining documentation, analysing data, physical observation and meeting with agency staff
- build and maintain productive, but independent, working relationships with colleagues in the agencies IGIS oversees and broader Government to further the work of the Office
- critically analyse issues and complex documents and apply sound judgment to draw conclusions
- communicate (verbally and in written form) to a wide variety of audiences, to varying degrees of complexity, including to senior managers
- provide input to oversight planning activities to ensure the IGIS is overseeing the most important areas of agency activity
- apply legislation, policies and procedures to agency activities and seek support from internal stakeholders where required
- support and guide less-experienced staff
- handle highly classified and sensitive information on a daily basis
- exercise professional discretion.

To be successful in this role you will have:

- a demonstrated aptitude to analysing an issue or activity and, with guidance, developing clear views and recommendations
- a desire to work in a productive, values-driven organisation and to achieve results
- a desire to work as part of a small team to deliver significant outcomes
- a positive attitude, energy and commitment to the objectives of IGIS
- a collaborative and respectful approach to all aspects of your work
- the ability to conduct your work in an organised and flexible manner.

Essential skills and experience

- highly developed analytical and critical thinking skills to tackle complex issues
- excellent written and verbal communication skills
- ability to build and maintain relationships with a network of stakeholders in a responsive and flexible way

- ability to work effectively in a small team environment during a period of change
- ability to work productively and discretely within a highly sensitive workplace
- ability and aptitude to learn, develop new skills and show initiative.

Highly desirable skills and experience

- understanding of, and/or experience in, the National Intelligence Community (NIC) and broader APS
- experience undertaking inspections, audits or other types of administrative reviews or analytical work.

The IGIS is a small portfolio agency within the Attorney Generals Department. In addition to your core duties, at times you may be asked to undertake tasks that are outside your usual span of duties but that are within the range of your capabilities. Supporting one another provides our people with exposure to functions across the Office and is an integral part of our positive workplace culture; providing opportunities for diverse work, building relationships and innovative methods of working.

Eligibility

Positions at IGIS are positions of trust. Appointment to our Office depends on the outcome of an organisational suitability assessment. Appointment and ongoing employment at the Office are subject to a Positive Vetting clearance being granted and maintained. Security vetting may take many months to complete and requires candidates to provide significant information to the vetting authority. In addition, all IGIS staff are required to make annual conflict of interest declarations to ensure the independence and integrity of the Office.

Am I eligible to apply?

- You must be an Australian citizen and you must have a checkable background.
- *Note: we must be able to practically verify, from independent and reliable sources, [cumulative] periods of 12-months or more spent outside Australia.*
- You must be willing to undergo a comprehensive security clearance suitability assessment.
- *Note: 'willing to undergo' means fully cooperating in the assessment process, including the timely provision of information and documentary evidence.*

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 Office of the Inspector-General of Intelligence and Security

The Inspector-General of Intelligence and Security is an independent statutory office holder who reviews the activities of six intelligence agencies within IGIS jurisdiction: • Australian Security Intelligence Organisation - ASIO • Australian Secret Intelligence Service - ASIS • Australian Signals Directorate - ASD • Australian Geospatial-Intelligence Organisation – AGO • Defence Intelligence Organisation - DIO • Office of National Intelligence - ONI The purpose of this review is to ensure that these agencies act legally and with propriety, comply with ministerial guidelines and directives and respect human rights. The functions of the Inspector-General are prescribed under sections 8, 9 and 9A of the Inspector-General of Intelligence and Security Act 1986 (Comlaw). The Inspector-General can undertake a formal inquiry into the activities of an agency in response to a complaint or a reference from a minister. The Inspector-General can also act independently to initiate inquiries and conducts regular inspections and monitoring of agency activities. In conducting an inquiry, the Inspector-General has significant powers which include requiring the attendance of witnesses, taking sworn evidence, copying and retention of documents and entry into the premises of an agency within jurisdiction. The Inspector-General can also conduct preliminary inquiries into matters in order to decide whether to initiate a full inquiry.

To Apply

Position Contact	Director Human Resources, (02) 6141 4490
Agency Recruitment Site	https://agcareers.nga.net.au/?jati=57116B27-B72F-734F-BC3A-DABFC1990829

This notice is part of the electronic Public Service Gazette PS21 Daily Gazette Monday - 20 May 2024.pdf Published by Australian Public Service Commission.

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

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

Defence

Vacancy VN-0741760

Department of Defence

Closing Date:Monday 03 June 2024

Associate Secretary Group
Defence Legal

Job Title	Legal Officer
Job Type	Full-Time, Ongoing
Location	Campbell ACT
Salary	\$67,339 - \$141,923
Classification	
Position Number	ASG/03896/24
Agency Website	

Job Description <https://defencecareers.nga.net.au/?jati=A083B679-7ED4-28CE-DEAA-DABED17E5517>

Duties

The Role
Defence Legal (DL) is a national organisation that provides legal advice and other legal support services to Defence. We draw upon the professional talent of our people to pursue excellence in support of Defence operations, command, management and administration. As part of the General Counsel - Defence Branch, this position provides legal support to the Estate and Infrastructure Law Team.

The day-to-day tasks undertaken by the role will include:

- Providing legal advice to internal Defence clients and draft and review documents, in particular for the Security & Estate Group's Infrastructure Division on matters relating to the Defence Estate covering all jurisdictions within Australia involving:

- Construction contracts, project administration, dispute resolution and legislation applicable to buildings and infrastructure
- Leasing and licensing of the Defence Estate, property related disputes and legislation applicable to the Commonwealth Property Management Framework
- Environmental issues, native title and heritage matters affecting the Defence Estate
- Drafting, reviewing and providing legal advice on various legal documents including ministerial submissions and briefs.

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

About our Team

The Estate & Infrastructure Law Team (E&I Law) in Defence Legal provides legal services primarily to the Security & Estate Group's Infrastructure Division. Infrastructure Division manages the development, maintenance and disposal of the Defence estate: one of the largest real estate portfolios in Australia.

To manage the Defence estate, Infrastructure Division reviews, develops and constructs facilities and sites, often planning to thirty years in advance. They create heritage and environment policy for all Defence properties across Australia. Property acquisitions, leasing, disposal and management of estate related native title, offshore mining and petroleum exploration issues all fall within Infrastructure Division's portfolio of responsibilities. The E&I Law Team play a crucial role in managing legal risk for Infrastructure Division.

In addition, the E&I Law Team provide legal advice and assistance to other areas of Defence requiring construction, property, native title or environmental law expertise. Our team represent Defence on large-scale military construction and leasing projects, renewable energy projects, undersea cable projects and on working groups relating to legislative matters affecting Defence.

Our Ideal Candidate

- Ideally, at least 5 years post qualification experience in commercial law relevant to construction law and/or property law
- Experience in leasing and/or conducting property law matters across multiple Australian jurisdictions would be highly desirable
- Experience in both transactions and dispute work would be highly desirable
- Excellent communication, relationship management and client engagement skills
- Ability to lead and work collaboratively as a member of a team, and manage competing priorities in a high tempo environment

Eligibility

Security Clearance:

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

Mandatory Qualifications:

- Holds a relevant degree in law (at minimum undergraduate level).
- Holds a Graduate Diploma in Legal Practice (or equivalent).

- Is admitted as a lawyer, legal practitioner, barrister, solicitor, or barrister and solicitor, of the High Court or Supreme Court of an Australian State or Territory; and
- Be eligible to hold and maintain a practicing certificate in the jurisdiction in which they practice.

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	Anna Rudziejewski, 02 6203 6470
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=A083B679-7ED4-28CE-DEAA-DABED17E5517

This notice is part of the electronic Public Service Gazette PS21 Daily Gazette Monday - 20 May 2024.pdf Published by Australian Public Service Commission.

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

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

Defence

Vacancy VN-0741805

Department of Defence

Closing Date:Monday 03 June 2024

Defence Science & Technology Group
Research Technology and Operations

Job Title	Research Engineering - Leader Mechanical Fabrication
Job Type	Full-Time, Ongoing
Location	Edinburgh SA
Salary	\$115,899 - \$130,733
Classification	
Position Number	DSTG/04117/24
Agency Website	

Job Description <https://defencecareers.nga.net.au/?jati=4BCDA8C5-DFDD-90B3-7356-DABF87D8938E>

Duties

The Role

Defence Science & Technology Group (DSTG) have a position available within Research Technology and Operations (RTO) Research Engineering (RE) Branch. We are looking for an S&T5 Leader Mechanical Fabrication (LMFAB) section who will be responsible for the leadership of mechanical fabrication specialists, contractors, apprentices and embedded military personnel contributing to mechanical fabrication and prototyping capability for Defence innovation.

LMFAB will lead the development of new capabilities, including equipment, software tools, processes and staff development, which will require an understanding of future requirements, how to satisfy these requirements, and the ability to implement solutions.

Position Description:

- Work with integrated teams comprising members from across Defence, Industry and Academia to deliver multidisciplinary projects with Mechanical Fabrication contribution.
- Develop positive relationships with the DSTG client base and the Engineering Support Services Contractor, and promote capabilities to help to deliver the Defence Innovation Science & Technology program.

Key Duties:

- Provide Leadership to the Research Engineering Manufacturing Fabrication Section.
- Work with the Group Leader Research Engineering Operations, Program Manager and Leader Precision Machining to oversee the portfolio of work within the Mechanical Fabrication section.
- LMFAB will manage RE's Mechanical Fabrication Stem Pipeline through participation in the DSTG apprentice program.
- Manage the RE outplaced mechanical fabrication workshops including safety management and compliance.
- Manage contractors, RAAF personnel and Army Apprentices embedded within RE's Mechanical Fabrication Facility in 204L.
- Manage RE's contribution to the RAAF Edinburgh Air Warfare Centre program of work.
- Be a proactive member of the Research Engineering Leadership Team.

About our Team

RTO has a workforce of engineers, technicians, computer scientists and other professional staff who deliver a wide range of highly specialised research services and innovative solutions which underpin the operational capability of DSTG. RTO's work areas undertake a broad, on demand and dynamic array of functions to keep DSTG at the forefront of research and development.

RE provide professional and advanced fabrication to DSTG to enable delivery of products, prototypes and models for research, development and experimentation. RE fuses talented professional engineering and technical staff with world's best design software and cutting edge fabrication capability.

Our Ideal Candidate

We are looking for collaborators who are to understand the needs of our varied customers and stakeholders and produce results according to their requirements.

The right people for these roles will show the flexibility to respond to the changing context and shifting priorities of the customers and the agility to realign resourcing to meet that new demand. They will be leaders who provides support and guidance to the team to ensure they are sensitive to Defence strategic direction and equipped to excel in their capabilities.

Eligibility

Security Clearance:

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

Mandatory Qualifications:

The S&T5/EL1 Senior Technologist/Technician - Platform Systems position requires:

- academic qualifications in one or more of the following related fields of research; or
- relevant vocational qualifications; or
- relevant skills and work experience.

Ref 1297.0 ANZSRC Fields of Research 2020

Division 40 – Engineering

4001 Aerospace Engineering

4015 Maritime Engineering

4016 Materials Engineering

4017 Mechanical Engineering

4099 Other Engineering **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	Michael Brett, 08 8393 3044
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=4BCDA8C5-DFDD-90B3-7356-DABF87D8938E

This notice is part of the electronic Public Service Gazette PS21 Daily Gazette Monday - 20 May 2024.pdf Published by Australian Public Service Commission.

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

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

Defence

Vacancy VN-0741839

Department of Defence

Closing Date:Monday 03 June 2024

Capability Acquisition and Sustainment Group
Aerospace Systems

Job Title	Project Scheduler and Support Officer
Job Type	Full-Time, Ongoing
Location	Williamtown NSW
Salary	\$91,702 - \$104,753
Classification	APS Level 6
Position Number	CASG/03974/24
Agency Website	

Job Description

<https://defencecareers.nga.net.au/?jati=39631652-DB21-7299-FA17-DABF0C59A1D7>

Duties

The Role
Airborne Surveillance Control & Intelligence Systems Program Office (ASCISPO), located at RAAF Base Williamtown, NSW and RAAF Base Edinburgh, SA, performs sustainment and major capability upgrades for Air Force's fleet of E-7A Wedgetail and MC-55A Peregrine systems.

The role currently supports Project AIR5077 Phase 6, which is responsible for obsolescence treatment to the E-7A Wedgetail fleet through to its planned withdrawal date, and will transition across to the AIR7002 Wedgetail replacement project, which will introduce the Advanced E-7 through collaboration with United States Air Force.

The position is responsible to:

- Manage and supervise all project scheduling providing critical expert advice and assistance

- Use initiative and experience to analyse, plan, review and adjust priorities and work activities to meet business outcomes
- Undertake objective, systematic analysis; draw accurate conclusions based on evidence providing detailed technical, operational, professional and procedural advice for complex activities
- Engage with stakeholders and manage stakeholders' expectations to deliver agreed project outcomes.

About our Team

ASCISPO is an integrated team of Australian Public Servants, Military and Contractor personnel and is committed to:

- Empowering personnel to make informed risk-based decisions
- Supports flexible, collaborative and creative thinking in order to deliver solutions in a timely manner
- Embraces work-life balance, promotes personal well-being, and ensures that our outputs are sustainable
- Invests in learning and development and values diversity.

ASCISPO is located at RAAF Base Williamtown in the beautiful Port Stephens region and offers access to flexible working conditions including working from home arrangements to support work life balance and an attractive remuneration package including a generous superannuation contribution of 15.4%. Defence provides 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.

Our Ideal Candidate

The successful candidate will demonstrate:

- Strong organisational skills, attention to detail, ability to prioritise and deliver in a timely manner
- Well-developed interpersonal skills, including communicating clear and confidently, both orally and written
- Initiative working with limited supervision whilst engaging multiple stakeholders to achieve project outputs
- Ability to deliver, plan and support Project Management activities through experience in scheduling
- Financial acumen the successful candidate will demonstrate an interest in career development and training becoming highly effective in the short to medium term.

This position will be required to access US export controlled materiel and therefore applicants will be requested to disclose any dual citizenship with another country during the recruitment process. Dual citizens may be subject to further assessment and appointment to this position will be conditional upon approval to access US controlled export material be in accordance with the United States Arms Export Control Act. **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	Brian Harrison, 02 4077 9504
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=39631652-DB21-7299-FA17-DABF0C59A1D7

This notice is part of the electronic Public Service Gazette PS21 Daily Gazette Monday - 20 May 2024.pdf Published by Australian Public Service Commission.

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

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

Defence

Vacancy VN-0741881

Department of Defence

Closing Date:Monday 03 June 2024

Joint Capabilities Group
Joint Logistics Command

Job Title	Weapons System Operator
Job Type	Full-Time, Ongoing
Location	Graytown VIC
Salary	\$67,339 - \$74,197
Classification	APS Level 3
Position Number	JCG/04354/24
Agency Website	

Job Description <https://defencecareers.nga.net.au/?jati=82CA7B2E-5A93-2AE1-05A2-DABF0E377889>

Duties

The Role

We are seeking an individual to fulfil the role of APS 3 Weapons System Operator within our team at JPEU. The role is integral in maintaining and operating a wide range of weapons, weapon systems, and equipment. Your responsibilities will include maintaining operational competencies through ongoing refresher training, preparing ammunition for Proof and Trial firings, and managing range and unit equipment.

You will also be involved in radio communications, transporting ammunition, conducting sight testing, and operating a variety of in-service and trial weapon systems. Additionally, your role encompasses first response to wildfire suppression, providing first aid, and carrying out construction tasks requiring specific qualifications like Construction White Card and Dogman.

This position demands a proactive approach to safety and compliance, with a focus on continuous improvement and stakeholder engagement to effectively meet Defence's strategic objectives.

About our Team

Joint Proof & Experimental Unit (JPEU) is a pivotal component of the Explosive Ordnance Branch within Joint Logistics Command. At JPEU, we contribute towards advancing the capabilities of the Australian Defence organisation through meticulous test and evaluation services.

Our work encompasses both dynamic and static evaluations as well as environmental testing. Our operations extend through two main ranges: Proof and Experimental Establishment (P&EE) at Graytown VIC, and Port Wakefield SA.

The Graytown team conducts testing and evaluation of various calibre munitions and other explosive ordnances, playing a crucial role in capturing and providing performance data essential for Defence strategies.

The Range Services Team ensures the availability of necessary resources to conduct testing across various activities. This includes static weapon mounted munitions tests, mobile weapon platforms evaluations, and ballistic protection trials. Employment at Graytown also attracts a Special Defence Locality Allowance.

Our Ideal Candidate

The ideal candidate will excel in both indoor and outdoor range environments, as well as conducting range clearance and safety checks with proficiency in preparation for live fire activities. They will have hands-on experience in building test and evaluation sites and be adept at using small to medium calibre weapons, hand-held munitions, and pyrotechnics.

Strong written communication skills are essential, as is the ability to interpret and adhere to detailed instructions within a Quality Management System and ensure compliance with the Work Health Safety Act and Regulations.

Candidates must be capable of working independently or under supervision, dedicated to delivering the best outcomes for Defence. A proactive approach to continuous improvement of systems and processes is required, along with proficiency in Microsoft tools and various IT systems. Collaboration with key stakeholders to support Test and Evaluation activities is crucial.

Experience in emergency response and bushfire response teams will be highly regarded.

Eligibility

Security Clearance:

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

Mandatory Qualifications:

This technical position requires the individual to have obtained a recognised Australian Qualifications Framework (AQF) Level 3 qualification in a relevant technical domain 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	Ashleigh McRae, 08 8860 9090
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=82CA7B2E-5A93-2AE1-05A2-DABF0E377889

This notice is part of the electronic Public Service Gazette PS21 Daily Gazette Monday - 20 May 2024.pdf Published by Australian Public Service Commission.

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

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

Defence

Vacancy VN-0741943

Department of Defence

Closing Date:Monday 03 June 2024

Naval Shipbuilding and Sustainment Goup
Maritime Sustianment

Job Title	Contract Manager
Job Type	Full-Time, Ongoing
Location	Sydney NSW
Salary	\$115,899 - \$130,733
Classification	Executive Level 1
Position Number	NSSG/04420/24
Agency Website	

Job Description

<https://defencecareers.nga.net.au/?jati=6B2D1DD7-8289-20B2-5FBA-DABF86A8F53B>

Duties

The Role

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

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

An EL 1 Contract Manager is accountable to plan, lead and manage a range of human and physical resources and exercise the associated people and financial responsibilities to achieve business outcomes. They will manage one or more teams. They will develop and implement work plans, set performance indicators, and review individual, team and business performance, focusing on identifying opportunities for building team capability and continuous improvement. They will set work that align with the strategic objectives and communicate expected outcomes.

An EL 1 Contract Manager will be responsible for actively managing key stakeholder relationships and will be required to identify relevant stakeholders' expectations and concerns to develop and communicate methodologies and practices to achieve outcomes. They will be accountable to contribute towards ongoing self-improvement and professional development of their work area. This position has people management responsibility and as such, you will be required to exercise your people management skills, knowledge to lead a high performing, and cohesive team.

About our Team

The Destroyer, Guided System Program Office (DDG SPO) is part of the Major Surface Ships Branch (MSS) within Maritime Sustainment Division (MSD) and the Naval Shipbuilding and Sustainment Group (NSSG). DDG SPO leads the Destroyer Enterprise in sustaining the Hobart Class DDGs: HMAS Hobart (III), HMAS Brisbane (III) and HMAS Sydney (V). You will be a valued member of the Contract Management Team (CMT) that contributes to through life asset management to support the Royal Australian Navy capability. Our vision is to have balanced, effective and affordable capability and availability for the Hobart Class Destroyer fleet, by ensuring the capability is available and reliable for seagoing operations.

Our Ideal Candidate

Under broad direction, the successful candidate will be accountable to the EL2 DDG SPO Commercial Director. The EL 1 Contracting Manager will provide effective contracting and commercial expertise, and support and stakeholder engagement to Defence. The role is suited to highly organised, proactive and personable individuals who enjoy working with high-level responsibility in an at times high-tempo environment. The ideal candidate will have experience working in a commercial environment with contractual mechanisms while being open to learning about new processes, which are unique to this organisation.

The ideal candidate will be resilient, capable and resourceful while producing superior work outputs in an effective and efficient manner. The ideal candidate will be comfortable working across technological means where face-to-face interaction is not possible. While a working knowledge within Government, universities or other education or technology-focused organisations is desirable, full training will be given in a supportive environment.

Your competency in the following areas is distinctly advantageous:

- Defence/Government Procurement policies and procedures;
- Contract/Agreement drafting;
- Provision of Commercial advice;
- Confident interpersonal skills on phone, online conferencing and email;
- A flexible, diplomatic and personable approach to working with stakeholders across a diverse range of stakeholders;
- Ability to understand, analyse, identify solutions to complex contracts and commercial queries, and identify matters that require escalation to senior team members.

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	Build the Future, Number Withheld
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=6B2D1DD7-8289-20B2-5FBA-DABF86A8F53B

This notice is part of the electronic Public Service Gazette PS21 Daily Gazette Monday - 20 May 2024.pdf Published by Australian Public Service Commission.

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

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

Defence

Vacancy VN-0741967

Department of Defence

Closing Date:Monday 03 June 2024

ARMY
ADFHQ-Office of Chief of Army

Job Title	Compliance Assessment Officer
Job Type	Full-Time, Ongoing
Location	Townsville QLD
Salary	\$83,706 - \$89,659
Classification	APS Level 5
Position Number	ARMY/04361/24
Agency Website	

Job Description

<https://defencecareers.nga.net.au/?jati=087BA48D-2604-EBA4-9CA5-DABF10A90818>

Duties

The Role

The role of the Compliance and Regulation function in Defence is to examine, assess, inspect, monitor and investigate compliance and/or eligibility within applicable legislative, regulatory and policy frameworks.

Engage and communicate with stakeholders, including contributing to and participating in, compliance and assurance promotion and education initiatives to inform and educate the regulated community on the requirements of relevant legislation and rules.

Interpret, analyse and evaluate information and data to conduct regulatory, compliance and eligibility risk-based Assurance assessments. Within the Compliance and Regulation function, an APS 5 Compliance Assessment Officer is accountable under limited direction to perform and achieve complex compliance or assurance assessment work within an integrated workforce.

About our Team

We are a dynamic team filled with a highly skilled and diverse workforce including military and APS staff who embody the Defence and Australia Public Service values.

We aim to create a highly effective and cohesive workplace that provides a unique working environment where you will have the opportunity to travel and have access to training and upskilling.

Our Ideal Candidate

The successful candidate will have an understanding of and a proven ability to apply compliance and assurance techniques within the Supply Chain management function. They are accountable to have and maintain a well-developed understanding of compliance to relevant legislative frameworks, government decision-making and Defences mission and policy requirements.

An APS 5 Compliance Assessment Officer will be accountable for organising their workflow and making independent decisions relating to their area of responsibility. They will interpret and provide formal advice within the compliance and regulation function based on legislation, policy and procedures with an emphasis on Supply Chain management.

They will undertake research and analysis, conduct reviews and assurance assessments and perform procedural, administrative and operational support work to achieve results. An APS 5 Compliance Assessment Officer will coordinate and contribute to the work of a team consistent to a work plan and provide advice and assistance on methods of task completion to team members.

An APS 5 Compliance Assessment Officer will be required to engage and communicate with stakeholders to identify, respond and provide advice on issues to achieve work unit and Defence outcomes. They will be accountable to contribute towards ongoing self-improvement and professional development.

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	Sheree Power, 07 4446 1278
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=087BA48D-2604-EBA4-9CA5-DABF10A90818

This notice is part of the electronic Public Service Gazette PS21 Daily Gazette Monday - 20 May 2024.pdf Published by Australian Public Service Commission.

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

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

Defence

Vacancy VN-0741974

Department of Defence

Closing Date:Monday 03 June 2024

Joint Capabilities Group
Joint Capabilities

Job Title	Project Manager Joint Electronic Warfare Projects
Job Type	Full-Time, Ongoing
Location	Russell Lea NSW
Salary	\$115,899 - \$130,733
Classification	Executive Level 1
Position Number	JCG/04368/24
Agency Website	

Job Description

<https://defencecareers.nga.net.au/?jati=35A1E359-816B-7178-1A13-DABF4A8CAF33>

Duties

The Role
The role involves the management and delivery of capability effects of Joint Electronic Warfare (JEW) projects under the Integrated Investment Portfolio Cyber Capabilities Program of Work.

JEW Project Manager is responsible for the following:

- Managing and leading a team, including providing clear and consistent communication, setting clear performance and behavioural standards, managing performance, delegating responsibility, and guiding and developing people;
- Management of Project schedule, risk, budget, and resources in accordance with organisational requirements;
- Preparing correspondence, briefs, and reports as required including submissions and documents for higher delegate and committee consideration;

- Building and sustaining stakeholder engagement, including the ability to communicate with influence and negotiate effectively;
- Analysing, interpreting Project performance against agreed plans, developing, and evaluating strategies to achieve Project outcomes.

About our Team

Joint Information Capabilities (JIC) is one of four branches within the Joint Capabilities Division in Joint Capabilities Group (JCG). JCG was formed in July 2017 with the mandate to deliver joint warfighting capabilities to the ADF.

- JIC develops and manages a number of capabilities being:
- Joint Cyber & Influence (C&I);
- Joint Simulation capability (JSC);
- Assured Position Navigation Timing (PNT);
- Joint Electronic Warfare (EW); and
- Project Management Office (PMO) including a Health Knowledge Management transformation project.

JIC is a blended workforce of APS, ADF, and Contracted personnel who work together with a One Defence mindset to support Defence outcomes with offices located within the Canberra region, and Edinburgh SA

Our Ideal Candidate

Are you an outside the box consultative thinker with a passion to share experiences and collaborate with likeminded individuals in the delivery of capability?

The ideal candidate will demonstrate the following:

- High level skills in planning, organising, and directing the completion of specific projects for JEW Directorate while ensuring these projects are on time, on budget and within scope.
- Enjoy leading technical staff and multi-disciplinary teams and deliver projects via methodologies such as Agile.
- Experience in guiding others, driving negotiations and providing analysis to Executives to support evidence led decision making.
- Ability to engage with a range of stakeholders ranging from senior executives, contractors, APS, ADF, and, technical and scientific experts.
- Delivering projects and their capability effects that are aligned with strategic needs and support Defence in the effective implementation of the National Defence Strategy.

Eligibility

Security Clearance:

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

Notes

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

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	Steve Tomlinson, 02 5108 7633
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=35A1E359-816B-7178-1A13-DABF4A8CAF33

This notice is part of the electronic Public Service Gazette PS21 Daily Gazette Monday - 20 May 2024.pdf Published by Australian Public Service Commission.

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

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

Defence

Vacancy VN-0742032

Department of Defence

Closing Date:Monday 03 June 2024

Defence Digital Group
Group Operations

Job Title	Executive Assistant
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	\$91,702 - \$104,753
Classification	APS Level 6
Position Number	DDG/03532/24
Agency Website	

Duties

The Role

The Defence Digital Group (DDG) is seeking experienced, enthusiastic and highly organised Executive Assistants to support our Senior Executive. To succeed in this role, you will have great people skills, the ability to anticipate the needs of Senior Executives and demonstrate flexibility and resilience.

Duties will include:

- Manage a Senior Executive Service office including, but not limited to diary management, meeting arrangements, liaison with internal and external stakeholders, responding to correspondence, coordination and prioritisation of documentation and collation of material in a timely manner.
- Perform procurement, reconciliation and acquittal of the Senior Executive Office budget and financial delegate functions.
- Identify risks and uncertainties and take account of these in planning, decision making and priority setting.
- Implement and provide advice on Defence administration policy and procedures.
- Build and sustain relationships to work collaboratively with internal and external stakeholders to achieve goals and objectives.
- Prioritise and make recommendations to provide high level administrative assistance to the Senior Executive Service.
- Resolve problems using expertise, taking the initiative to identify alternative courses of action.
- Support the Executive Officer in preparing, coordinating sensitive correspondence, including corporate documentation, submissions, talking points, briefing papers and senior committee papers.

About our Team

Our executive support teams work to support Defence's Information and Communications Technology (ICT) footprint, one of the largest, most diverse and complex in the Southern Hemisphere. The Executive Assistant works closely with the Executive Officer and DDG Executive to help plan, administer and facilitate organisational outcomes and priorities.

DDG has a blended workforce (APS, ADF, contractors) of approximately 3,000 personnel who support the Defence mission globally. Over the next five years the Group will manage some \$5 billion of Defence capital projects, which includes a full suite of cutting edge ICT programs to enable the critical reform initiatives under way across Defence and to deliver capabilities to support the ADF mission.

Our Ideal Candidate

To be successful in this role you need to have:

- Demonstrated experience providing high level support to Senior Executives.
- Excellent administration and organisational skills with attention to detail, thoroughness and consistency.
- Strong communication skills, both verbal and written.
- Ability to develop and maintain effective working relationships with both internal and external stakeholders.
- Ability to coordinate tasks effectively, multi-task and manage competing priorities.
- An exceptional level of professionalism, initiative and the ability to self-direct.
- Be highly organised, motivated, responsive and resilient.
- Deliver outcomes consistent with Defence behaviours and values.
- Be confident meeting timeframes and managing your own workload.

- Demonstrate a can-do attitude plus the initiative and discretion to manage the role effectively.

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	Lisa Charles, 0429 451 909
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=240E2B86-46DB-B19B-B1EE-DABF8554B471

This notice is part of the electronic Public Service Gazette PS21 Daily Gazette Monday - 20 May 2024.pdf Published by Australian Public Service Commission.

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

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

Education, Skills and Employment

Vacancy VN-0742129

Job Title	Manager, Touring Exhibitions
Job Type	Full-Time, Ongoing
Location	Parkes ACT
Salary	-
Classification	Executive Level 1
Position Number	6500
Agency Website	https://nga.gov.au

Job Description

<https://nga.gov.au/about-us/jobs/>

A brand-new ambition for an essential role within the National Gallery!

The Manager, Touring Exhibitions will lead the successful delivery of the new touring exhibitions model as part of the recently launched department – Art Across Australia. Reporting to the Head of Art Across Australia and together with the Manager, Sharing the National Collection, this role is responsible for making the national collection available and accessible to audiences of all ages and backgrounds across Australia.

You will lead the Touring Exhibitions team and draw on the technical and creative expertise of multiple departments across the organisation to achieve the aims and objectives of the touring program. You will be responsible for the scheduling, development, implementation and evaluation of touring exhibitions including recommending complementary outreach and learning initiatives. You will also be responsible for overseeing grant funding applications and working with the Development and Partnerships team to implement funding agreements relevant to the touring program.

You are a hands-on, self-starter who is an inspiring leader, enjoys working collaboratively with others both internally and externally, is adaptable and enthusiastic, thinks outside of the box and enjoys variety to their work.

Duties

In accordance with the APS EL1 work level standards, you will:

1. Undertake the management of the Touring Exhibitions program including preparation, delivery and reporting of touring exhibitions.

2. In consultation with the Head of Art Across Australia, develop, monitor and acquit annual budgets, and touring and funding agreements.

3. Collaborate with the internal creative team, and regional and suburban gallery partners to develop Expressions of Ideas – proposed exhibition projects, and develop touring itineraries for the annual EDM and Expression of Interest process.

4. Provide leadership and support to the Touring team, build capability, monitor performance, provide guidance and identify development opportunities.

5. Engage and collaborate with team members across the Gallery who are involved in enabling and delivering Art Across Australia to achieve required outcomes, facilitate cooperation and ensure tight timelines are met.

Eligibility

To be eligible for this role you **must**

- hold an Australian Citizenship, and
- satisfy a police check and

The role will occasionally involve tasks such as unpacking/packing crates and handling heavy artworks. As such, the ideal candidate must possess the capability to fulfil all physical demands of the position, whether with or without reasonable accommodation.

Additionally, you may be asked to undergo a health assessment administered by an authorised medical practitioner appointed by the Gallery, considering the nature of duties and associated job-related risks.

Notes

To apply for this role please forward your application to recruitment@nga.gov.au.

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

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

As part of your application process, we ask that you also complete the [personal particulars form](#) as well.

To apply for this role please forward your application to recruitment@nga.gov.au.

About the National Gallery of Australia

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

To Apply

Position Contact	Tracy Cooper-Lavery, +61 2 6240 6765
Agency Recruitment Site	https://nga.gov.au/about-us/jobs/

This notice is part of the electronic Public Service Gazette PS21 Daily Gazette Monday - 20 May 2024.pdf Published by Australian Public Service Commission.

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

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

Education, Skills and Employment

Vacancy VN-0742168

National Gallery of Australia

Closing Date:Sunday 02 June 2024

Marketing, Communications and Visitor Experience
Creative Studio

Job Title	Senior Exhibition Designer
Job Type	Full-Time, Ongoing
Location	Parkes ACT
Salary	-
Classification	APS Level 6
Position Number	8014
Agency Website	https://nga.gov.au

Job Description

<https://nga.gov.au/about-us/jobs/>

The National Gallery is seeking an experienced Senior Exhibition Designer to join our dynamic team of Designers within the Creative Studio portfolio. Reporting to the Head of Creative Studio, this position coordinates multiportfolio requirements. This position reports to the Head of Creative Studio and is responsible for:

- Working with the Head of Creative Studio to lead the creative direction of design at the National Gallery and contribute ideas and design strategy towards exhibitions, collection displays and building projects.
- Manage and lead a multi-disciplined team of exhibition designers, supporting the capabilities and growth of the team.
- Supervise, liaise and negotiate with external contractors, consultants, exhibiting artists, designers and NGA staff to ensure exhibitions program design requirements are met.

Our ideal candidate is:

- A Senior Designer with an approved degree in Architecture, Industrial or Interior Design or equivalent qualification, coupled with extensive leadership experience in a design environment.
- Advanced drafting skills preferably using VectorWorks and strong graphic design skills using the Adobe Creative suite.
- You are a collaborator who is results focused with the proven ability to successfully design and deliver exhibitions from concept to completion.
- A clear communicator who confidently conveys design ideas and information in a succinct and interesting way.
- You have strong organisational skills and can respond to changes in a fast-paced environment while building and maintaining relationships.
- You bring a positive attitude and operate efficiently and with integrity.

Duties

In accordance with the APS 6 work level standards, and reporting to the Head of Creative Studio, you will have the following key responsibilities:

- Lead and manage the Exhibition Design team and co-ordinate their scheduling of work to ensure that the design for all temporary exhibitions, permanent collection and brand initiatives are delivered on time and to budget.
- Ensure effective oversight and management of external contractors and consultants undertaking tasks associated with exhibition design and production.
- Participate and actively contribute as a member of Exhibition Project team meetings and provide authoritative advice on design matters.
- Manage and maintain the record management of exhibition design furniture, in line with the Records Management policy and procedures.
- Responsibly manage risk and resources, including managing complex budgets, negotiating for resources and monitoring expenditure against budget projections.

Eligibility

To be eligible for this role you must

- hold an Australian Citizenship, and
- satisfy a police check.

Notes

To apply for this role please forward your application to recruitment@nga.gov.au

You should provide a tailored CV (maximum of three pages) along with a statement of 400 words that outlines your skills, capabilities and experience, against the information above.

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

As part of your application process, we ask that you also complete the [personal particulars form](#).

WORKING AT THE GALLERY

When you work at the National Gallery you will be exposed to some of the world's leading Australian and international art and artists. We are located in the National triangle on the waterfront and your lunchtimes can be spent in our beautiful sculpture garden or around Lake Burley Griffin.

We support flexible working practices, including working from home, and you will have access to low-cost, onsite car parking.

The National Gallery is committed to the health, safety and wellbeing of our people and we expect our people to share this commitment and work safely at all times.

We value the contribution that a diverse workforce brings and encourage people from a diverse background to apply. This might include identifying as First Nations peoples, people with a disability, culturally and linguistically diverse people and LGBTQIA+ people.

About the National Gallery of Australia

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

To Apply

Position Contact	Daryl West-Moore, +61 429 545 421
Agency Recruitment Site	https://nga.gov.au/about-us/jobs/

This notice is part of the electronic Public Service Gazette PS21 Daily Gazette Monday - 20 May 2024.pdf Published by Australian Public Service Commission.

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

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

Education, Skills and Employment

Vacancy VN-0742103

Tertiary Education Quality and Standards Agency

Closing Date: Sunday 02 June 2024

Regulatory Operations
Sector Risk & Compliance Financial Advisory & Risk

Job Title	Senior Financial Analyst
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Melbourne VIC, Canberra ACT, Sydney NSW, Perth WA, Hobart TAS, Brisbane QLD, Adelaide SA
Salary	\$94,472 - \$103,887
Classification	APS Level 6
Position Number	TBA
Agency Website	www.teqsa.gov.au

Job Description

<https://teqsa.bigredsky.com/page.php?>

About you

- are you passionate about contributing to the excellence of Australian higher education?
- do you have strong financial skills with an aptitude for technical analysis?
- do you want to work in a challenging, dynamic and rewarding environment that is mission-focused?

About the role

The **Senior Financial Analyst** will work under limited direction and is responsible for analysing the financial position and performance of registered higher education providers and new entrants to the market. They will analyse detailed financial statements and other reports, respond proactively and constructively to ad hoc requests, and provide accurate and clear advice to colleagues and to TEQSA's Commission on complex financial information. They will exercise initiative and judgement and make decisions appropriate for their position.

The **Senior Financial Analyst** will prepare and contribute to a range of agency products including assessment reports, submissions, and briefs for TEQSA's Commission. They will work closely and collaboratively with colleagues and develop strong working relationships with a range of internal and external stakeholders. They will also support the work of the compliance and investigations team through provision of specialised advice on material changes and management of conditions.

Duties

Duties

1. Undertake research and technical analysis of financial information, including modelling and projections, to assess higher education providers and potential providers' funding sources/revenue, financial viability and sustainability, and identify risks.
2. Analyse qualitative and quantitative information and prepare accurate reports that are evidence-based, reflect sound judgement, and readily understood by the intended audience.
3. Provide tailored advice on mitigation strategies to help reduce and/or manage financial risk.

4. Develop and undertake analysis and reporting on financial indicators and trends at the sector level.
5. Acquire, maintain, and apply comprehensive work knowledge to deliver timely and high-quality outcomes, including knowledge of relevant legislation, policy, procedures, and guidelines.
6. Build, maintain and manage relationships with a range of internal and external stakeholders, anticipate and respond to their needs and expectations, to achieve work area and agency goals.
7. Develop modelling and assessment templates and toolkits and provide training in financial literacy to colleagues across the agency.
8. Work effectively and harmoniously in a team, manage competing priorities and requests, solve problems, and build team capacity through mentoring, training, and support.
9. Perform other duties and contribute to projects as directed.

Our ideal candidate

We are looking for a high-performing team member who is passionate about contributing to the excellence of Australian higher education. Our ideal candidate will have:

- experience working in a financial advisory role, in areas such as business analysis, insolvency, merger and acquisitions, financial advisory services and/or forensic accounting.
- demonstrated experience undertaking financial analysis and modelling and clearly communicating key trends and/or complex insights to a range of audiences.
- the ability to leverage strong analytical skills to understand and interpret ambiguous data, make well-reasoned decisions, and advise stakeholders confidently, working in a dynamic environment.
- a proficient knowledge of the Australian Accounting Standards, particularly in relation to financial reporting obligations, and a broad understanding of legislative, financial, and administrative frameworks.
- strong interpersonal and communication skills to build and maintain strong and effective stakeholder relationships and prepare reports and briefs for presentation to decision makers.
- high-level organisational skills to manage competing deadlines and priorities, while maintaining accuracy and attention to detail, working proactively in a dynamic environment.

Qualifications and experience

- An accounting, finance, economics, or equivalent tertiary qualification is essential.
- High-level Excel skills and a proven ability to quickly learn to use IT business solutions (e.g., Microsoft Dynamics CRM and Power BI) is essential.
- Candidates who hold a CA or CPA will be highly regarded.
- Experience working in a regulatory environment and/or experience working in the Australian higher education sector will be highly regarded.

Eligibility

Eligibility

The successful applicant must:

- be an Australian citizen.
- complete a National Police Check satisfactorily.
- be able to obtain and maintain an Australian Government Security Vetting Agency (AGSVA) clearance to Baseline status, supported by TEQSA.

Failure to satisfy any of the above conditions may result in the withdrawal of an offer of employment or termination of employment.

Notes

Additional information

- This recruitment process is being used to fill a non-ongoing (12 months) position.
- A merit pool of suitable applicants will be created from this process and may be used to fill similar ongoing and non-ongoing vacancies as they arise. The merit pool is active for 18 months from the date of this advertisement.

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

About the Tertiary Education Quality and Standards Agency

The Tertiary Education Quality and Standards Agency (TEQSA) is Australia’s independent national quality assurance and regulatory agency for higher education. TEQSA’s purpose is to deliver quality assurance that protects the interests of students and the reputation and standing of Australian higher education. As an independent quality assurance and regulatory agency, TEQSA adopts a risk-based approach that is guided by principles of necessity, risk, and proportionality, and which supports quality, diversity, innovation, and excellence in tertiary education. TEQSA has three strategic objectives in delivering its purpose: 1. Promote and support good practice and effective self-assurance across the sector. 2. Identify, analyse, and respond to risks to the sector. 3. Ensure compliance with applicable legislation through effective and efficient regulation.

To Apply

Position Contact	Stephen Bonnor, TBC
Agency Recruitment Site	https://teqsa.bigredsky.com/page.php?

This notice is part of the electronic Public Service Gazette PS21 Daily Gazette Monday - 20 May 2024.pdf Published by Australian Public Service Commission.

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

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

Environment and Energy

Vacancy VN-0742099

Clean Energy Regulator

Closing Date:Monday 10 June 2024

Scheme Support
Transformation Program Management

Job Title	Assistant Program Manager
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Canberra ACT
Salary	\$117,268 - \$133,394
Classification	Executive Level 1
Position Number	CER 042/24
Agency Website	https://cleanenergyregulator.gov.au/home/about-us

Job Description

<https://cleanenergyregulatorcareers.nga.net.au/cp/index.cfm>

About the Branch

The role of the Transformation Office is to provide insights, solutions and advice to decision makers, policy makers and the market to improve scheme operations and position the agency as a modern, efficient and effective regulator.

Branch objectives:

- Provide advice, capability uplift and support to the agency's transformation Program design and implementation that is viable, desirable and sustainable.
- Create a renewed focus on synergising interdependencies, maturing governance, driving business transition and benefits realisation through the CER Change Program.
- Support the Chief Data Officer and the agency to create a data-driven culture that identifies external trends to inform strategic decisions and support business transformation.
- Model and embed best practice across portfolio, program and project management in delivering our strategic objectives and outcomes for the agency.

The following Sections are part of the Branch:

- **Value Delivery (define)**

The Value Delivery Section partners with IT and business teams to investigate new opportunities, synergise interdependencies, define highest value business system features for prioritised delivery and embed and track benefits realisation.

- **Program Management (deliver)**

The Program Management Office oversees, coordinates, monitors and drives the delivery of CER's transformation program including ensuring necessary governance through the Change Program Leadership and the Committee.

- **Product Management (deliver)**

The Product Management Section is responsible for defining desirable, viable, feasible and sustainable solutions that meet customer needs. It supports the development across the product lifecycle: introduction, growth, maturity and decline.

- **Business Transition and Change (embed)**

The Business Transition and Change Section partners with stakeholders and end-users across business to drive engagement, adoption of change, business readiness, change management capability uplift and support benefits realisation.

- **Data Innovation and Tools**

The Data Innovation & Tools section supports the agency to unlock the potential of our data to drive innovation and compliance for the agency.

About the Section

The Section is responsible for the end-to-end management and successful delivery of the overall Change Program at the Clean Energy Regulator. In addition to leading a team of Project Managers and Project Coordinators, the team is responsible for ensuring that the Program is delivered on time to quality, to budget and that the program and project management capability is uplifted across the PM practice. Using the Scaled Agile Framework (SAFe) and industry best practice in lean portfolio management and agile product delivery, the team manages planning and delivery phases through to closure and transition to business as usual. The team is pivotal in building ongoing portfolio, program and project management capability for the agency and embed industry best practice. **Duties**

- The role will support the Program Manager in a leadership role, responsible for managing the performance, mentoring and coaching of the Project Managers, collectively under the Program. It will build and maintain accountable, high-performing and engaged project teams.
- The role will provide prepare insights and advice to support the Program Manager in collaborating with Senior Executives in the agency, Change Program Leadership and the Governance Committee members to ensure alignment between strategic objectives, the Program and across the operational areas.
- The role will be key to coordinating with the integrated program delivery team within the Transformation Office (Product Management, Value Delivery, Business Transition & Change) and partnering with all key stakeholders into one team that has a shared vision and path to success.
- The role will support the Program Manager in overseeing program execution, fostering cross-collaboration on a day-to-day basis across multi-disciplinary teams.
- The role will work closely with the Program Manager and General Manager, Transformation to manage the planning and delivery of the Program within an agreed framework. This includes scoping, planning, budgeting and managing the IT delivery components of the program end-to-end.
- The role will work closely with the Program Manager to manage interdependencies and balance competing demands to ensure Program vision and objectives are achieved.
- Coordinate the evaluation, management of procurement of specialist service providers, along with management of risk and resources.
- Maintain expert knowledge in relevant areas and provide advice and technical expertise to guide project and program activities.
- Undertake risk assessment and risk management activities for a project or program.
- Monitor program outcomes and analyse against budget specifications.
- Manage a significant set of resources of the Change Program office, including financial budgets.
- Develop and maintain business planning strategies for the Change Program.
- Coordinate strategic planning for longer-term project initiatives and program management.
- Manage, deliver and monitor projects that may have an agency wide impact.

Qualifications/Experience

- Proven experience in being part of transformational change, including IT modernisation, cultural change, organisational re-design etc.
- Knowledge of and/or experience in contemporary program, project and change management methodologies and frameworks such as SAFe® Agile and lean portfolio management practices would be highly regarded but not mandatory.
- Tertiary qualifications in business administration, project management, IT or change management are highly desirable but not mandatory.
- Experience of managing stakeholders with conflicting needs and demands, while engaging and preparing briefing for Senior leadership.
- Experience overseeing and analysing program and project outputs, aims and objectives along with review and evaluation, while reporting on program and project outcomes to internal and external stakeholders will be highly regarded.

Eligibility

The [Public Service Act 1999](#) requires all people joining the Australian Public Service to be Australian citizens.

We will conduct a number of pre-employment checks before we offer you employment. It is a condition of employment with the Clean Energy Regulator that you are found suitable and able to obtain and maintain a security clearance at a Baseline level. If you are offered a role and do not already hold a security clearance at or above this level, you will need to undertake the security clearance process before you can commence employment. Any employment offer will be contingent upon obtaining and maintaining this 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 Clean Energy Regulator

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

To Apply

Position Contact	Leigh McFarlane, 0437 418 960 (Jucinta, EA to Leigh)
Agency Recruitment Site	https://cleanenergyregulatorcareers.nga.net.au/cp/index.cfm

This notice is part of the electronic Public Service Gazette PS21 Daily Gazette Monday - 20 May 2024.pdf Published by Australian Public Service Commission.

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

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

Environment and Energy

Vacancy VN-0742108

Clean Energy Regulator

Closing Date:Monday 10 June 2024

Scheme Support
Transformation Program Management

Job Title	Program Manager
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Canberra ACT
Salary	\$139,991 - \$164,908
Classification	Executive Level 2
Position Number	CER 043/24
Agency Website	https://cleanenergyregulator.gov.au/home/about-us

Job Description

<https://cleanenergyregulatorcareers.nga.net.au/cp/index.cfm>

About the Branch

The role of the Transformation Office is to provide insights, solutions and advice to decision makers, policy makers and the market to improve scheme operations and position the agency as a modern, efficient and effective regulator.

Branch objectives:

- Provide advice, capability uplift and support to the agency’s transformation Program design and implementation that is viable, desirable and sustainable.
- Create a renewed focus on synergising interdependencies, maturing governance, driving business transition and benefits realisation through the CER Change Program.
- Support the Chief Data Officer and the agency to create a data-driven culture that identifies external trends to inform strategic decisions and support business transformation.
- Model and embed best practice across portfolio, program and project management in delivering our strategic objectives and outcomes for the agency.

The following Sections are part of the Branch:

- Value Delivery (define)

The Value Delivery Section partners with IT and business teams to investigate new opportunities, synergise interdependencies, define highest value business system features for prioritised delivery and embed and track benefits realisation.

- **Program Management (deliver)**

The Program Management Office oversees, coordinates, monitors and drives the delivery of CER's transformation program including ensuring necessary governance through the Change Program Leadership and the Committee.

- **Product Management (deliver)**

The Product Management Section is responsible for defining desirable, viable, feasible and sustainable solutions that meet customer needs. It supports the development across the product lifecycle: introduction, growth, maturity and decline.

- **Business Transition and Change (embed)**

The Business Transition and Change Section partners with stakeholders and end-users across business to drive engagement, adoption of change, business readiness, change management capability uplift and support benefits realisation.

- **Data Innovation and Tools**

The Data Innovation & Tools section supports the agency to unlock the potential of our data to drive innovation and compliance for the agency.

About the Section

The Section is responsible for the end-to-end management and successful delivery of the overall Change Program at the Clean Energy Regulator. In addition to leading a team of Project Managers and Project Coordinators, the team is responsible for ensuring that the Program is delivered on time to quality, to budget and that the program and project management capability is uplifted across the PM practice. Using the Scaled Agile Framework (SAFe) and industry best practice in lean portfolio management and agile product delivery, the team manages planning and delivery phases through to closure and transition to business as usual. The team is pivotal in building ongoing portfolio, program and project management capability for the agency and embed industry best practice.

Duties

- The role will be a key leadership role supported by the Assistant Program Manager, responsible for managing the performance, mentoring and coaching of the Project Managers, collectively under the Program. It will build and maintain accountable, high-performing and engaged project teams.
- The successful candidate will provide insights and collaborate with the C-suite (Senior Executives in the agency, Change Program Leadership and the Governance Committee members) to ensure alignment between strategic objectives, the Program and across operational areas.
- The role will be key to coordinating an integrated program delivery approach in close collaboration with key roles within the Transformation Office (Product Management, Value Delivery, Business Transition & Change) and partnering with all key stakeholders into one team that has a shared vision and path to success.
- The role will oversee program execution, fostering cross-collaboration on a day-to-day basis across multi-disciplinary teams.

- The role will embed, lead and work closely with General Manager, Transformation to manage the planning and delivery of the Program within an agreed framework. This includes scoping, planning, budgeting and managing the IT delivery components of the program end-to-end.
- The role will manage interdependencies and balance competing demands to ensure Program vision and objectives are achieved.

Qualifications/Experience

- Proven experience in delivering large transformational change, including IT modernisation, cultural change, organisational re-design etc.
- Highly developed leadership and management skills and the capability to mentor, motivate and build capacity of staff, including leading a team through change and uncertainty across geographically dispersed areas.
- Knowledge of and/or experience in contemporary program, project and change management methodologies and frameworks such as SAFe® Agile and lean portfolio management practices.
- Tertiary qualifications in business administration, project management, IT or change management are highly desirable but not mandatory.
- Have a proven track-record of leadership in delivery and continuous improvement of high-quality products and services in the digital environment.
- Have been responsible for translating complex program scope into clear and manageable plans and communicating these in an open and transparent way through a variety of channels.
- Have been responsible for assessing risks, scoping resource requirements, managing budgets and operating costs to ensure value for money and sustainable development of teams and services.
- Experience of managing the expectations of stakeholders with conflicting needs and demands, engaging with senior stakeholders, and developing a pipeline of end-user adoption.
- Ability to work across different levels of the organisational (both business and technology) and translate varied requirements into effective deliverables
- Outstanding communication and interpersonal skills, especially the credibility to have a positive influence on a range of stakeholders and leading high performing teams.
- High degree of competency with conflict resolution, ability to influence.
- Ability to work in a fast-paced environment, with constant evolving priorities and responding to stakeholder needs.

Eligibility

The [Public Service Act 1999](#) requires all people joining the Australian Public Service to be Australian citizens.

We will conduct a number of pre-employment checks before we offer you employment. It is a condition of employment with the Clean Energy Regulator that you are found suitable and able to obtain and maintain a security clearance at a Baseline level. If you are offered a role and do not already hold a security clearance at or above this level, you will need to undertake the security clearance process before you can commence employment. Any employment offer will be contingent upon obtaining and maintaining this 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 Clean Energy Regulator

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

To Apply

Position Contact	Leigh McFarlane, 0437 418 960 (Jucinta, EA to Leigh)
Agency Recruitment Site	https://cleanenergyregulatorcareers.nga.net.au/cp/index.cfm

This notice is part of the electronic Public Service Gazette PS21 Daily Gazette Monday - 20 May 2024.pdf Published by Australian Public Service Commission.

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

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

Health

Vacancy VN-0741210

Department of Health and Aged Care

Closing Date:Sunday 16 June 2024

Medicines Regulation Division
Scientific Evaluation Branch Biological Science Section

Job Title	Senior Scientific Evaluator
Job Type	Full-Time, Ongoing
Location	Fairbairn ACT, Melbourne VIC, Brisbane QLD
Salary	\$116,418 - \$132,777
Classification	Executive Level 1
Position Number	24-MRDIV-24228
Agency Website	

Job Description

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

Duties

Applications are sought for the position of Senior Scientific Evaluator in the Biological Science Section.

As a Senior Scientific Evaluator, you will work as part of the Section's leadership team to contribute to the management and operation of the Section. You will lead and/or work with a small professional, specialist or technical team that evaluates applications for therapeutic goods including biological prescription medicines, blood, biologicals, cells and tissues and gene therapies, and prepare and review documents, including recommendations and reports for decisions by Delegates.

You will also contribute to the development of standards, guidance documents, standard operating procedures and other scientific and business processes to support on-going and business improvement activities, and provide high level professional, specialist and/or technical advice on complex matters related to blood/biological medicines/infectious disease safety/prescription medicine quality/biologicals to a range of internal and external stakeholders.

Strong written and verbal communication skills, particularly in the preparation of scientific reports, is essential.

Eligibility

Postgraduate tertiary qualifications in molecular biology, biochemistry, immunology, virology or related fields are highly desirable.

To be eligible for employment with the Department of Health and Aged Care, applicants must be an Australian citizen at the time an offer of employment is made.

An applicant's suitability for employment with Health and Aged Care will also be assessed through a variety of pre-employment check processes, such as:

- satisfactory completion of a criminal history check
- completion of a medical declaration and pre-employment medical (where required)
- providing evidence of qualifications (where required)
- obtaining and maintaining a security clearance at the required level.

For this role applicants must be able to obtain and maintain a Baseline security clearance or hold a current security clearance at an appropriate level. **Notes**

Applications close 11:30pm AEDT/AEST.

Applicants are asked to quote reference number 24-MRDIV-24228 to assist when making an enquiry.

Employees perform their duties at one of the Department of Health and Aged Care (DoHAC) offices, in the locations specified in this advertisement. Remote working is possible and is negotiated with your manager on commencement. Flexibility can be negotiated with your manager to balance your personal and professional needs with the needs of your role and business area.

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

About the Department of Health and Aged Care

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

To Apply

Position Contact	Dennis Dowhan, 02 6289 1313
Agency Recruitment Site	https://www.health.gov.au/about-us/work-with-us

This notice is part of the electronic Public Service Gazette PS21 Daily Gazette Monday - 20 May 2024.pdf Published by Australian Public Service Commission.

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

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

Health

Vacancy VN-0741630

Department of Health and Aged Care

Closing Date:Monday 17 June 2024

Medicines Regulation Division
Complementary and Over the Counter Medicines Branch Listing Compliance
Section and Complementary Medicins Evaluation Section

Job Title	Senior Evaluator and Assistant Director
Job Type	Full-Time, Ongoing
Location	Melbourne VIC, Brisbane QLD, Parramatta NSW, Fairbairn ACT
Salary	\$116,418 - \$132,777
Classification	Executive Level 1
Position Number	24-MRDIV-24294
Agency Website	

Job Description

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

This is a dynamic role where you will be part of a small team responsible for maintaining and updating a legislative instrument of ingredients approved for use in listed medicines. You will be performing evaluations of safety or quality aspects of these ingredients, and undertaking small projects from time to time. You will also prepare and manage an annual public consultation to make changes to listed medicine ingredient requirements. Based on business needs you may be required to perform evaluations of safety, quality, or efficacy aspects of other therapeutic goods (such as Registered Complementary Medicines or Assessed listed medicines). You will need good attention to detail and the ability to digest and critique scientific information (e.g. research papers, animal studies) and present appropriate solutions.

Duties

The roles are responsible for:

- leading and managing a team of 1-4 staff

- planning and monitoring workflow, setting performance goals and taking responsibility for achieving team outcomes
- reviewing risk assessments, technical evaluation reports and decision letters from staff to ensure high regulatory and quality standards or consistently met
- overseeing complex analysis and assessment of the safety, quality and/or efficacy data for listed/assessed listed medicines and their ingredients or registered complementary medicines (RCMs)
- making robust and risk-based regulatory decisions and/or recommendations based on critical evaluation of high volumes of information and in-depth knowledge of legislative and administrative frameworks for listed/assessed listed medicines and RCMs
- liaising and collaborating with internal and external stakeholders to resolve complex and/or sensitive issues in relation to compliance with regulatory requirements. This may include representing the branch at internal or external forums
- providing expert and strategic advice to internal stakeholders on current policy; technical issues related to the quality, safety and efficacy of medicines; solutions to complex regulatory problems; and the management of stakeholder issues
- significantly contributing to the development of the strategic direction of the section to ensure overarching objectives are met on an annual basis
- preparing and taking accountability for timely completion of high quality correspondence to stakeholders
- leading business improvement and regulatory reform activities.

Eligibility

To be eligible for employment with the Department of Health and Aged Care, applicants must be an Australian citizen at the time an offer of employment is made.

An applicant's suitability for employment with Health and Aged Care will also be assessed through a variety of pre-employment check processes, such as:

- satisfactory completion of a criminal history check
- completion of a medical declaration and pre-employment medical
- providing evidence of qualifications
- obtaining and maintaining a security clearance at the required level.

Notes

Applications close 11:30pm AEDT/AEST.

Applicants are asked to quote reference number 24-MRDIV-24294 to assist when making an enquiry.

Employees perform their duties at one of the Department of Health and Aged Care (DoHAC) offices, in the locations specified in this advertisement. Remote working is possible and is negotiated with your manager on commencement. Flexibility can be negotiated with your manager to balance your personal and professional needs with the needs of your role and business area.

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

About the Department of Health and Aged Care

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

To Apply

Position Contact	sharon.pok@health.gov.au, 02 6289 9180
Agency Recruitment Site	https://www.health.gov.au/about-us/work-with-us

This notice is part of the electronic Public Service Gazette PS21 Daily Gazette Monday - 20 May 2024.pdf Published by Australian Public Service Commission.

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

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

Health

Vacancy VN-0741812

Department of Health and Aged Care

Closing Date:Monday 03 June 2024

Health Workforce Division
Workforce Planning and Strategies Branch Scope of Practice Review Section

Job Title	Policy and Program Officer
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Canberra ACT, Sydney NSW, Melbourne VIC, Brisbane QLD, Perth WA, Darwin NT, Hobart TAS, Adelaide SA
Salary	\$94,736 - \$106,876
Classification	APS Level 6
Position Number	24-HWDIV-24615
Agency Website	

Job Description

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

We need you!

We are looking for people that want to work on some of the top priorities impacting our health workforce today.

This role will lead and support program activities including managing and monitoring deadlines.

A key aspect of the role is the ability to establish and maintain stakeholder relationships. We are seeking strategic and innovative thinking, with the ability to problem solve and be collaborative.

Duties

- Effectively develop staff members, maintain a positive team culture and ensure quality of outputs for supervised staff;
- Contribute to section corporate management, planning and reporting processes;
- Establishing and maintaining key relationships and strategic alliances with internal and external stakeholders;
- Manage agreements in line with program management principles and practices and the Department's framework and ensure compliance;
- Other duties in the administration of policy and programs managed by the section, as required;
- Prepare advice through briefs, correspondence, reports and other documents relevant to program and progress of implementation; and
- Analyse reports and collect data to report on project outcomes

Eligibility

To be eligible for employment with the Department of Health and Aged Care, applicants must be an Australian citizen at the time an offer of employment is made.

An applicant's suitability for employment with Health and Aged Care will also be assessed through a variety of pre-employment check processes, such as:

- Satisfactory completion of a criminal history check, and where relevant, a Working with Children and Vulnerable People Check, Completion of a medical declaration and pre-employment medical (where required)
- Providing evidence of qualifications (where required)
- Obtaining and maintaining a security clearance at the required level.

Notes

Applications close 11:30pm AEST.

Applicants are asked to quote reference number 24-HWDIV-24615 to assist when making an enquiry.

Employees perform their duties at one of the Department of Health and Aged Care (DoHAC) offices, in the locations specified in this advertisement.

- Remote working is possible and is negotiated with your manager on commencement.
- Flexibility can be negotiated with your manager to balance your personal and professional needs with the needs of your role and business area.

This recruitment process is being used to fill both ongoing and non-ongoing positions. Non-ongoing positions will be offered on a specified term basis for an initial period of up to 12 months with the possibility of being extended.

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

About the Department of Health and Aged Care

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

To Apply

Position Contact	Kelsey Corrin, 07 3337 2032
Agency Recruitment Site	https://www.health.gov.au/about-us/work-with-us

This notice is part of the electronic Public Service Gazette PS21 Daily Gazette Monday - 20 May 2024.pdf Published by Australian Public Service Commission.

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

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

Health

Vacancy VN-0741944

Department of Health and Aged Care

Closing Date:Monday 03 June 2024

Digital Transformation and Delivery
Funding Reform and Systems | Aged Care Transformation and Quality
Multiple

Job Title	Executive Level 2 - Technical Lead (Several Positions), Digital Transformation & Delivery
Job Type	Full-Time, Ongoing
Location	Canberra ACT, Sydney NSW, Adelaide SA, Melbourne VIC, Brisbane QLD
Salary	\$138,897 - \$164,446
Classification	Executive Level 2
Position Number	24-DTDDIV-24444
Agency Website	

Job Description

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

The Digital Transformation and Delivery Division has the primary purpose of delivering transformational IT systems for the Aged Care Reform program, resulting from the recommendations of the Aged Care Royal Commission. We support the delivery of the multi-year Aged Care Transformation Program through designing and delivering person-centred IT systems, products and services that will improve the aged care digital experience, making a meaningful and tangible difference to the lives of Older Australians and aged care providers. We have five Technical Lead positions available across two Branches, the Aged Care Funding Reform and Systems (ACFRS) Branch and the Aged Care Transformation and Quality (ACTQ) Branch:

- ACFRS Aged Care Application Infrastructure
- ACFRS ACG Design Assurance and Enablement

- ACFRS ACG Development Capability Hub
- ACTQ Provider Build Hub
- ACTQ Provider Design Hub

Working with us means collaborating with passionate and professional team members dedicated to delivering services that support aged care providers and foster respect, care and dignity for older Australians.

Duties

The Technical Lead is expected to be part of the branch leadership team and lead a high-performing section of ICT professionals within the branch to:

- Provide support and technical advisories to both section Director and staff within the section, and assist in building technical knowledge and capacities, to deliver high quality service and outcomes.
- Identify areas for improvement for existing products, platforms, and processes, and ensure timely implementations of technical and process changes / fixes / solutions.
- Provide roadmaps in future development and improvements of the enabling frameworks and technologies for which the section is responsible.
- Provide recommendations to address technical issues throughout the Aged Care ICT system development lifecycle.
- Facilitate and encourage knowledge share among staff and areas and support a positive and respectful working culture with the team and branch.
- Support investment in ICT capability and input to new policy proposals and platforms.
- Drive the reform agenda for aged care and deliver improvements within the section and other technical areas across all environments.
- Develop and maintain close working relationships with both internal and external technical areas to ensure the delivery of services.
- Review and implement relevant best practices.
- Model the Department's Behaviours in Action, and the APS Values, demonstrating this by being open, collaborative, and collegiate, acting with integrity and professionalism.

Eligibility

To be eligible for employment with the Department of Health and Aged Care, applicants must be an Australian citizen at the time an offer of employment is made.

An applicant's suitability for employment with Health and Aged Care will also be assessed through a variety of pre-employment check processes, such as:

- Satisfactory completion of a criminal history check, and where relevant, a Working with Children and Vulnerable People Check,
- Completion of a medical declaration and pre-employment medical (where required),
- Providing evidence of qualifications (where required), and
- Obtaining and maintaining a security clearance at the required level.

For this role applicants must be able to obtain and maintain a **Baseline security clearance** or hold a current security clearance at an appropriate level.

Notes

Applications close **11:30pm AEST**.

Applicants are asked to quote reference number **24-DTDDIV-24444** to assist when making an enquiry.

Employees perform their duties at one of the Department of Health and Aged Care (DoHAC) offices, in the locations specified in this advertisement. Remote working is possible and is

negotiated with your manager on commencement. Flexibility can be negotiated with your manager to balance your personal and professional needs with the needs of your role and business area.

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

About the Department of Health and Aged Care

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

To Apply

Position Contact	Henry Yong, 0412 183 778
Agency Recruitment Site	https://www.health.gov.au/about-us/work-with-us/current-vacancies

This notice is part of the electronic Public Service Gazette PS21 Daily Gazette Monday - 20 May 2024.pdf Published by Australian Public Service Commission.

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

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

Health

Vacancy VN-0741973

Department of Health and Aged Care

Closing Date:Monday 03 June 2024

Health Workforce Division
Workforce Planning and Strategies Branch Scope of Practice Review Section

Job Title	Policy and Program Officer
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Canberra ACT, Sydney NSW, Darwin NT, Adelaide SA, Hobart TAS, Melbourne VIC, Perth WA, Brisbane QLD
Salary	\$84,627 - \$91,520
Classification	APS Level 5
Position Number	24-HWDIV-24616
Agency Website	

Job Description

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

We need you!

We are looking for people that want to work on some of the top priorities impacting our health workforce today. This role will provide support across program activities including managing and monitoring project deadlines, establishing and maintaining stakeholder relationships and preparing advice through briefs, correspondence, reports.

Duties

Duties include:

- Establishing and maintaining key relationships and strategic alliances with internal and external stakeholders.
- Managing agreements in line with program management principles and practices and the Department's framework and ensure compliance.
- Preparing advice through briefs, correspondence, reports and other documents relevant to the program and progress of implementation.
- Developing and coordinating requests for input across the section or branch.
- Other duties in the administration of policy and programs managed by the section, as required.
- Analysing reports and collect data to report on project outcomes.
- Contributing to section corporate management, planning and reporting processes.
- Working in a team environment that builds a positive team culture.

Eligibility

To be eligible for employment with the Department of Health and Aged Care, applicants must be an Australian citizen at the time an offer of employment is made.

An applicant's suitability for employment with Health and Aged Care will also be assessed through a variety of pre-employment check processes, such as:

Satisfactory completion of a criminal history check, and where relevant, a Working with Children and Vulnerable People Check,

- Completion of a medical declaration and pre-employment medical (where required)
- Providing evidence of qualifications (where required)
- Obtaining and maintaining a security clearance at the required level.

Notes

Applications close 11:30pm AEST.

Applicants are asked to quote reference number 24-HWDIV-24615 to assist when making an enquiry.

- Employees perform their duties at one of the Department of Health and Aged Care (DoHAC) offices, in the locations specified in this advertisement.
- Remote working is possible and is negotiated with your manager on commencement.
- Flexibility can be negotiated with your manager to balance your personal and professional needs with the needs of your role and business area.

This recruitment process is being used to fill both ongoing and non-ongoing positions. Non-ongoing positions will be offered on a specified term basis for an initial period of up to 12 months with the possibility of being extended.

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

About the Department of Health and Aged Care

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

To Apply

Position Contact	Michelle Hager, 03 96658267
Agency Recruitment Site	https://www.health.gov.au/about-us/work-with-us

This notice is part of the electronic Public Service Gazette PS21 Daily Gazette Monday - 20 May 2024.pdf Published by Australian Public Service Commission.

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

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

Health

Vacancy VN-0742150

Job Title	Administrative Support Officer, Digital Transformation and Delivery Division
Job Type	Full-Time, Ongoing
Location	Canberra ACT, Sydney NSW, Brisbane QLD, Melbourne VIC
Salary	-
Classification	APS Level 4
Position Number	24-DTDDIV-22039
Agency Website	

Job Description

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

We are looking for people who enjoy working with teams to undertake a diverse range of tasks aligned to the development, delivery, and deployment of ICT transformation to support the Government's aged care reform agenda. People who can handle conflicting priorities, ability to work independently on some occasions and are genuinely willing to assist others.

Duties

An Administrative Support Officer with the DTDD is critical to the success of the delivery of the section responsibilities. In performing these roles, there is responsibility for:

- Management of the section inbox – triaging emails, drafting replies, responding to enquiries, filing emails according to record management guidelines.
- Support engagement with internal and external stakeholders including vendors and suppliers.
- Drafting written communications, ie presentations, correspondence, updates, factsheets, FAQs, etc as relevant to the work of the section.
- Providing secretariat services including, drafting of minutes, tracking action items and scheduling and coordinating meeting requirements.
- Undertake quality assurance of section and team processes and procedures with a view to continuous improvement.
- Support and assist with the development, implementation and review of standard operating procedures relevant to the tasks of the Section.
- Monitor, action and file items and tasks from the Section inboxes on a daily basis.
- Provide high level customer support to stakeholders.
- Other duties to assist the Section and branch as directed.

Eligibility

To be eligible for employment with the Department of Health and Aged Care, applicants must be an Australian citizen at the time an offer of employment is made.

An applicant's suitability for employment with Health and Aged Care will also be assessed through a variety of pre-employment check processes, such as:

- Satisfactory completion of a criminal history check, and where relevant, a Working with Children and Vulnerable People Check,
- Completion of a medical declaration and pre-employment medical (where required),
- Providing evidence of qualifications (where required), and
- Obtaining and maintaining a security clearance at the required level.

For this role applicants must be able to obtain and maintain a Baseline security clearance, or hold a current security clearance at an appropriate level. **Notes**

Applications close 11:30pm AEST.

Applicants are asked to quote reference number 24-DTDDIV-22039 to assist when making an enquiry.

Employees perform their duties at one of the Department of Health and Aged Care (DoHAC) offices, in the locations specified in this advertisement. Remote working is possible and is negotiated with your manager on commencement. Flexibility can be negotiated with your manager to balance your personal and professional needs with the needs of your role and business area.

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

About the Department of Health and Aged Care

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

To Apply

Position Contact	Rowe Reichstein, 02 6289 9421
Agency Recruitment Site	https://www.health.gov.au/about-us/work-with-us/current-vacancies

This notice is part of the electronic Public Service Gazette PS21 Daily Gazette Monday - 20 May 2024.pdf Published by Australian Public Service Commission.

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

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

Industry, Science, Energy and
Resources

Vacancy VN-0742138

Australian Nuclear Science and Technology
Organisation

Closing Date:Sunday 02 June 2024

Nuclear Science and Technology
-Environment Research and Technology Group Isotope Tracing in Natural Sy

Job Title	Laboratory Assistant / Technician
Job Type	Full-Time, Ongoing
Location	Lucas Heights NSW
Salary	\$55,000 - \$77,000
Classification	
Position Number	PD-2451
Agency Website	https://www.ansto.gov.au/about/what-we-do

Job Description

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

Position Overview

- Ongoing | Full Time | \$55k - \$77k +15.4% super
- Sutherland Shire | Work-life balance | Health & Wellbeing programs
- Work in a world class Ultra-low level Tritium laboratory, gaining unique analytical laboratory skills

About the Opportunity

The Laboratory Assistant/ Technician provides technical support for the Environment Research and Technology Group and will be responsible for carrying out basic laboratory maintenance and sample preparation. You will be supporting the research & commercial goals of Nuclear Science & Technology (NST), and external customers.

Duties

our Duties and Responsibilities

- Provide high quality sample preparation across the Environmental Research and Technology Group laboratories including preparation and weighing of sample material and reference standards using fine tweezers, microbalance, pipettes.
- Under guidance and supervision of the senior analysts, undertake scheduled sample preparation and analysis to meet the needs of clients.
- Assist with sample and data management by receiving and logging samples, recording information on datasheets, filing/distributing records and archiving or returning samples to users on completion.
- Under guidance and supervision of senior analysts, conduct daily operation and basic maintenance of the instrumentation in all the Environment Research and Technology group laboratories.
- Under guidance and supervision of senior analysts prioritise, plan and schedule sample preparation and analysis to meet the needs of clients.
- Develop skills to recognise issues with instruments and/or software and inform the Senior Analysts.

Please [click here](#) to view the Position Description. **Eligibility**

ANSTO leverages great science to deliver big outcomes. We partner with scientists and engineers and apply new technologies to provide real-world benefits. Our work improves human health, saves lives, builds our industries and protects the environment. ANSTO is the home of Australia's most significant landmark and national infrastructure for research. Thousands of scientists from industry and academia benefit from gaining access to state-of-the-art instruments every year.

Benefits of Working with Us

ANSTO employees are passionate about what they do. We enjoy being part of an organisation making a difference in the lives of Australians.

We support and reward our employees through eligibility for:

- Training, development and mentoring opportunities
- Performance based salary increases
- Work-life balance with generous leave entitlements and flexible conditions

If you want to join a world class organisation that's making a difference in the lives of Australians, apply now!

How to Apply

For further technical information relating to this position please refer to the [Position Description](#) or contact Kellie-Anne Farrawell on (02) 9717 9656. For all other queries please contact Talent Acquisition on +61 (02) 9717 3740.

To be eligible for appointment, applicants will require a security and pre-employment medical assessment.

Application closing date: 2 June 2024 at 11:59pm

All applicants must be Australian citizens.

In order to solve great challenges, we need great minds and great teams. At ANSTO, we understand that diverse teams produce better outcomes and we value the merit that a diverse perspective can bring to our team. We encourage people from diverse backgrounds to apply for our roles including Aboriginal and Torres Strait Islander people, primary carers, those with a disability, and women in STEM. ANSTO is a charter member of the Science in Australia Gender Equity (SAGE) initiative and is proudly taking action to create a gender-inclusive workforce.

Notes

About the Australian Nuclear Science and Technology Organisation

The Australian Nuclear Science and Technology Organisation, (ANSTO) is the home of Australia's most significant landmark and national infrastructure for research. Thousands of scientists from industry and academia benefit from gaining access to state-of-the-art instruments every year. To find solutions ANSTO operates much of Australia's landmark infrastructure including one of the world's most modern nuclear research reactors, OPAL; a comprehensive suite of neutron beam instruments; the Australian Synchrotron; the National Imaging Facility Research Cyclotron; and the Centre for Accelerator Science.

To Apply

Position Contact	Kellie-Anne Farrawell, (02) 9717 9656
Agency Recruitment Site	https://careers.ansto.gov.au/

This notice is part of the electronic Public Service Gazette PS21 Daily Gazette Monday - 20 May 2024.pdf Published by Australian Public Service Commission.

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

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

Industry, Science, Energy and
Resources

Vacancy VN-0742022

Department of Industry, Science and Resources
(DISR)

Closing Date:Monday 03 June 2024

National Measurement Institute
Analytical Services Technical Management

Job Title	Laboratory Operations Officer
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Various locations - NSW NSW
Salary	\$95,102 - \$103,134
Classification	APS Level 6
Position Number	1031_05/24
Agency Website	https://www.industry.gov.au/

Job Description <https://industry Careers.nga.net.au/?jati=ECAC9EC5-72E1-A32F-9A8F-DABF8421D298>

About the Department

The Department of Industry, Science and Resources and our broader portfolio are integral to the Australian Government's economic agenda. Our purpose is to help the government build a better future for all Australians through enabling a productive, resilient and sustainable economy, enriched by science and technology. We do this by:

- Growing innovative & competitive businesses, industries and regions
- Investing in science and technology
- Strengthening the resources sector.

The APS and the department offer a clear direction and meaningful work. You will be able to create positive impact in people's lives whilst contributing to improved outcomes for Australia and our people.

If you would like to feel a strong connection to your work and you are accountable, committed and open to change, join us in shaping Australia's future.

Please see the [APSC's APS Employee Value Proposition](#) for more information on the benefits and value of employment within the APS.

About the National Measurement Institute

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

We value the different skills, knowledge and perspectives our employees bring. We're committed to giving everyone an equal opportunity to participate, contribute and progress. Our values and

behaviours centre around being Adaptable, Innovative, Accountable, Strategic, Inclusive and Influential.

About the branch

The Analytical Services Branch consists of a team of over 100 staff based in North Ryde and Port Melbourne. We are responsible for conducting chemical and biological measurement on a wide range of samples (including water, soil, food and pharmaceuticals), performing a diverse range of tests (including elements, nutrients, organic contaminants and microbiological parameters).

We provide analytical solutions and technical expertise for a large set of private sector and government clients across the environmental, food and health sectors, enabling them to meet their business, research and regulatory compliance needs. We also work closely with the tertiary education sector in Australia and have a number of international stakeholders.

The opportunity

We are excited to be offering a role based at North Ryde that will focus on lab operations. Primary focusses are operational process improvement, ensuring good service delivery outcomes and providing technical support for the laboratories (Organic Chemistry & Inorganic Chemistry).

The Lab Operations Officer role is highly collaborative, engaging with staff across these labs and the associated support functions on the site. We need to build more efficient work management systems and new capabilities to improve our delivery and offer. The role will have an overarching remit and will liaise across the North Ryde and Port Melbourne locations and functions.

There will be significant opportunity for personal development and to engage with broader NMI and Department activities and forums.

Our ideal candidate

National Measurement Institute (NMI) is looking for a candidate who exemplifies its values and brings a positive attitude to the workplace. We are looking for a candidate with:

- tertiary qualifications in a scientific field (chemistry or biochemistry preferred).
- a minimum of 5 years relevant experience.
- a history of success and passion for both the technical, work process and management sides of a laboratory operation.
- a history of high performance in a large and complex laboratory environment
- the ability to build collaborative working relationships
- the ability to lead process improvement.
- strong communication skills.
- strong Information Technology skills.
- a solid knowledge of the principles of 'Good Laboratory Practice' and laboratory Work Health and Safety.

Duties

This position is engaged in work coordination, process improvement and technical capability support and development.

You will report to the Laboratory Operations Manager at North Ryde with accountabilities extending to all parts of the North Ryde Analytical Services Laboratory operations and stakeholder interactions.

In this role you will:

- coordinate key projects to;
 - improve quality,
 - reduce cost, and
 - increase productivity.
- analyse metrics, processes and outcomes to identify risks and opportunities, providing ideas to management.
- undertake development, validation and documentation of methods in accordance with ISO 17025 quality requirements.
- work closely with laboratory managers and staff to understand needs, share ideas and identify opportunities for process improvement.
- assist with service delivery solutions for key stakeholders and clients in industry, government and research.
- support innovation in methodology and lab processes. This includes undertaking research and providing ideas for new processes and continuous improvement.
- develop an understanding of NMI's business context and role within government.

Eligibility

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

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

Tertiary qualifications in a scientific field (chemistry or biochemistry preferred) and a minimum of 5 years relevant experience are required.

Notes

This role is a full-time, ongoing position located in North Ryde.

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

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

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

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

The department's Enterprise Agreement and policies provide for a flexible working environment to assist staff balance their work and home life. Staff and managers work together to balance the operating needs of the department with the needs of the individual. Options may include full time/part time working arrangements, working from home or other arrangements. Our employees say they recommend our department as a good place to work. Our workplace is one that encourages and supports all employees to have a sense of belonging and a culture that allows them to bring their authentic selves to work every day. Our reconciliation vision supports a workforce with opportunities and career pathways for Aboriginal and Torres Strait Islander peoples. The vision allows

them to feel empowered and helps to ensure that the department and broader community can benefit from the knowledge and experience of Australia's First Peoples. We encourage applications from people of all ages, abilities, nationalities and backgrounds including Aboriginal and/or Torres Strait Islander people, mature age, culturally and linguistically diverse people, people of the LGBTIQ+ community and people with disability. The department wants to give candidates the opportunity to demonstrate their full potential during a recruitment process. We encourage candidates who require any adjustments or support as part of the recruitment process to reach out and discuss them with the job's contact officer. Candidates are also welcome to contact our Inclusion team at inclusion@industry.gov.au for a confidential discussion if you identify from any of these diverse backgrounds and would like to discuss how we can support you.

To Apply

Position Contact	Daniel Slee, N/A
Agency Recruitment Site	https://industrycareers.nga.net.au/?jati=ECAC9EC5-72E1-A32F-9A8F-DABF8421D298

This notice is part of the electronic Public Service Gazette PS21 Daily Gazette Monday - 20 May 2024.pdf Published by Australian Public Service Commission.

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

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

Industry, Science, Energy and
Resources

Vacancy VN-0742122

Geoscience Australia

Closing Date:Sunday 02 June 2024

Minerals, Energy and Groundwater Division

Job Title	Project Leaders
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Symonston ACT
Salary	\$72,860 - \$80,897
Classification	APS Level 5
Position Number	18978
Agency Website	www.ga.gov.au

Geoscience Australia acknowledges the Traditional Custodians of Country throughout Australia and recognises the continuing connection to lands, waters and communities. We pay our respects to Aboriginal and Torres Strait Islanders Cultures, and to elders past and present.

About us

Geoscience Australia is Australia's pre-eminent public sector geoscience organisation. We are the nation's trusted advisor on the geology and geography of Australia. We apply science and technology to describe and understand the Earth for the benefit of Australia. We apply our diverse professional expertise, our deep and trusted knowledge, our national-scale Earth observation infrastructure and our strong partnerships, to the opportunities and challenges that face our nation.

Our culture

Our strength lies in our people, including our diversity in backgrounds, skills and experiences, and the way we work together to respond to the emerging needs of our work. We value diversity in gender, backgrounds, culture, and experiences of our employees and are committed to providing an inclusive workplace culture that ensures everyone has equal opportunity to contribute, participate and progress. Applications from people who reflect this diversity are encouraged.

Our workplace is committed to the health, safety and wellbeing of our employees and offers a variety of flexible working arrangements to enhance flexibility, including remote working arrangements.

What we can offer you

When you work at Geoscience Australia you will have access to a range of benefits and the opportunity to experience a workplace culture that truly values and promotes diversity, inclusion, equity and belonging. To learn more about our competitive salary, free onsite parking, generous flexible working arrangements and the role you can play in growing our culture [click here](#).

Duties

Our team

At Geoscience Australia, we are passionate about improving the lives of Australians by exploring our country's rich and deep geological history to answer current and future geoscience challenges. Our understanding of this ancient continent builds on the knowledge of Country held by our nation's original miners, mappers and navigators. Today, we are recruiting to bring onboard the next generation of innovators, scientists and advisors to deliver on national priorities.

The Minerals, Energy and Groundwater (MEG) Division acquires, analyses and delivers precompetitive data, information, tools and new thinking to support the sustainable development of Australia's minerals, energy and groundwater resources. We provide authoritative and independent technical advice to the Australian Government and promote the responsible development of Australia's natural resources.

Within MEG we seek to:

- Enable our technological and renewable energy future, with precompetitive geoscience programs to support a pipeline of critical minerals discoveries.
- Lead Australia's low-emissions future by proving up large-scale carbon abatement strategies including green hydrogen, green metals and carbon, capture and storage.
- Secure a sustainable future for Australia's groundwater resources through basin assessments and regional groundwater studies using a consistent national framework.

We want you to join our diverse and high-performing teams and grow your career with Geoscience Australia.

For more information on how we are applying Earth science for Australia's future, check out our website.

The role

This role sits within the Onshore Seismic and Magnetotellurics Section and is responsible for managing and maintaining electronic, power system and instrumentation advice and functions across passive seismic and magnetotelluric instruments within the Branch.

In this role you will:

- Be responsible for the management of passive seismic and magnetotelluric instruments and deployment systems.
- Carry out repairs, maintenance and testing on low power (12V) Long period magnetotellurics and passive seismic instrumentation
- Conduct repairs and maintenance on scientific reference electrode technology

- Conduct repairs and maintenance on ancillary equipment including cables, connectors and others items
- Manage and coordinate equipment acceptance, inventory and warehousing as required
- Maintain technical documentation including, maintenance histories, equipment logs
- Work closely with key internal and external stakeholders to communicate technical issues and facilitate successful outcomes.
- Undertake field travel across Australia to assist in the management and maintenance of instrument systems
- Undertake procurement in accordance with the requirements of the Public Governance, Performance and Accountability Act 2013.

To be successful in the role you will:

- Understand, support and promote the organisation's vision, mission and business objectives.
- Contribute own expertise to achieve outcomes for the business unit.
- Respond in a positive and flexible manner to change and uncertainty.
- Monitor project progress and manages priorities, adjusting plans as required.
- Seek feedback from supervisor
- Build and sustain positive relationships with team members, stakeholders and clients.
- Be responsive to changes in client and stakeholder needs and expectations.
- Adopt a principled approach and adheres to the APS Values and Code of Conduct.
- Demonstrated ability and use of electronics equipment
- Demonstrated ability in stakeholder/client engagement and ability to communicate your advice and messages clearly

Required skills, knowledge, experience and/or qualifications

- Certificate III in electronics and communications is highly desirable

Experience and or qualifications in one or more of the following is desirable but not essential

- Test, and repair of scientific instrumentation with a focus on seismic and magnetotelluric technology
- Test and repair of electronic equipment
- Low voltage DC and solar power

Are you unsure about applying?

Did you know that a Hewlett Packard internal report found that men apply for jobs when they meet an average of 60 per cent of the job requirements? Women and other people from diverse backgrounds tend to only apply when they check every box. If you think you have what it takes, but don't necessarily meet every single point on what we are looking for, please still apply or get in touch with the contact officer to learn more about the role.

To Apply

Please visit the careers page of our website to submit your application via our e-Recruit system. Your application should include:

- Your resume (no more than 3 pages)
- A brief statement (no more than 700 words) outlining your transferable skills, experience and capabilities related to the role and the value you would bring to Geoscience Australia.

If you have any questions regarding the role, please contact Adon Butterfield on (02) 6249 9317 or email adon.butterfield@ga.gov.au

To learn more about applying for roles within the Australian Public Services please review, '[Applying for an APS job: cracking the code](#)'. **Eligibility**

To be eligible to apply for this position you must meet the below eligibility criteria.

- Be an Australian Citizen at the closing date of application.
- The successful applicant must be able to obtain, hold and maintain a security clearance of an appropriate level relevant to this role.
- Commencement of employment is subject to the successful applicant undergoing and satisfying pre- employment screening, which includes a police history check.

Recruitability

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 position. For more information please visit the [Australian Public Service Commission website](#).

Hearing or speech impaired applicants are invited to use the National Relay Service by contacting 133 677, and requesting to be connected with our Recruitment team on 02 6249 9777 in order to obtain selection documentation. **Notes**

Technical Assistance

If you require technical assistance, call Human Resources on (02) 6249 9777 or email hr@ga.gov.au.

A merit list/pool may be created from this process. If you are successful for the merit pool, your details may be shared with other Australian Public Service agencies unless you choose not to have your details disclosed.

About the Geoscience Australia

Geoscience Australia is an Australian Government listed entity within the Industry, Innovation and Science portfolio. Geoscience Australia is Australia's pre-eminent public sector geoscience organisation. We are the nation's trusted advisor on the geology and geography of Australia. We apply science and technology to describe and understand the Earth for the benefit of Australia. We apply our diverse professional expertise, our deep and trusted knowledge, our national-scale Earth observation infrastructure and our strong partnerships, to the opportunities and challenges that face our nation. We value diversity in gender, backgrounds, culture, and experiences of our employees and are committed to providing an inclusive workplace culture that ensures everyone has equal opportunity to contribute, participate and progress. Applications from people who reflect this diversity are encouraged. We are committed to the health, safety and wellbeing of our employees and offer a flexible and diverse workplace.

To Apply

Position Contact	Matthew Carey, (02) 6249 9773
Agency Recruitment Site	https://www.ga.gov.au/about/careers/current-vacancies

This notice is part of the electronic Public Service Gazette PS21 Daily Gazette Monday - 20 May 2024.pdf Published by Australian Public Service Commission.

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

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

Infrastructure, Transport, Regional
Development and Communications

Vacancy VN-0742131

Museum of Australian Democracy - Old Parliament House

Closing Date:Sunday 02 June 2024

Museum Experience, Learning and Operations Museum Experience

Job Title	Museum Experience Officer
Job Type	Part-Time, Ongoing;Non-Ongoing
Location	Parkes ACT
Salary	\$64,523 - \$76,820
Classification	APS Level 3
Position Number	SP
Agency Website	

Job Description

moadoph.gov.au/about/career

The position of Museum Experience Officer, in the Museum Experience team, is responsible for providing high quality customer service and the delivery of engaging programs to a diverse public.

The position is the first point of contact for visitors, responsible for providing information on the Museum and its events and programs, as well as cloaking services, Point-of-Sale (POS) services, and other reception duties. The role requires the ability to learn, develop, and deliver public programs and presentations and involves long periods of standing and moving throughout the Museum.

Suitable candidates may be placed in a merit pool from this selection process and the pool may be used to fill similar ongoing or non-ongoing roles. Non-ongoing vacancies filled from a merit pool may be offered as a specified term. Applicants may have their application and assessment results shared with other Australian Public Service (APS) agencies looking to fill similar roles.

Duties

Under the direction of the Volunteer and Museum Experience Supervisors the Museum Experience Officer will be required to:

- Provide high quality interactions with museum visitors, including entry management, Museum information services, program promotion, retail sales and reception services.
- Assist in the development, facilitation and support of a range of public programs, tours, events, and activities. Occasional after-hours work may be required.
- Assist in providing direction to volunteers and help to facilitate the museum's volunteer program.
- In association with other museum teams, support compliance with agency security and heritage requirements, and monitor exhibition functionality.
- Take direction from and work collaboratively with other key stakeholders, including the Retail Shop Manager, to support the overall delivery of retail and reception services.
- Develop productive working relationships with colleagues, volunteers and other stakeholders that add value to service delivery.
- Provide general support to the Museum Experience team and management, including assisting with project work, program development and gathering visitor feedback.

Eligibility

Employment with the Museum of Australian Democracy is subject to the following conditions:

- Citizenship – To be eligible for employment with MoAD, applicants must be an Australian Citizen.
- Security Clearance – The successful applicant will be required to undergo and maintain a security clearance at the baseline level.
- Working with Vulnerable People (WwVP) card must be obtained prior to starting at MoAD

Notes

Ongoing and non-ongoing opportunities available.

Please note these positions work on a set fortnightly roster which includes weekends and public holidays.

Suitable candidates may be placed in a merit pool from this selection process and the pool may be used to fill similar ongoing or non-ongoing roles. Non-ongoing vacancies filled from a merit pool may be offered as a specified term. Applicants may have their application and assessment results shared with other Australian Public Service (APS) agencies looking to fill similar roles.

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

About the Museum of Australian Democracy - Old Parliament House

To Apply

Position Contact	Gavin Beddingfield, (02) 6270 8240
Agency Recruitment Site	moadoph.gov.au/about/career

This notice is part of the electronic Public Service Gazette PS21 Daily Gazette Monday - 20 May 2024.pdf Published by Australian Public Service Commission.

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

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

Infrastructure, Transport, Regional
Development and Communications

Vacancy VN-0742145

Museum of Australian Democracy - Old Parliament House

Closing Date:Sunday 02 June 2024

Governance

Job Title	Senior Information and Records Management Officer
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Parkes ACT
Salary	\$90,199 - \$101,022
Classification	APS Level 6
Position Number	NEW
Agency Website	

Job Description

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

We are seeking a highly motivated and organised person to join MoAD as a Senior Information and Records Management Officer.

You will be responsible for ensuring MoAD meets its legislative requirements for record keeping. Including the review and updating of current systems.

You will exercise both initiative and judgement in the interpretation of policy and in the application of practices and procedures.

As a senior member of the team in a small agency, you will be given the opportunity to contribute your expertise to practices, policies and processes that will positively shape the culture and future of MoAD.

Our ideal candidate will have highly developed communication and stakeholder engagement skills and the ability to think outside the box.

As part of a team, you will lead the delivery of record management functions, and develop procedural, administrative and operational advice, and support for record management practices.

You will be a highly capable person who enjoys sharing knowledge, working to timeframes and is outcomes focused.

Duties

Under the direction of the Manager of Governance, the Senior Information and Records Management Officer will be required to:

Record Management Development

- Develop and implement a strategic vision for MoAD's records management following required Australian Government Legislation, aligning with organizational goals and compliance requirements.
- Develop and implement MoAD's record keeping policies and practices, ensuring they meet legislative requirements.

Ongoing Records Management

- Manage MoAD's information assets in line with best practice information security and compliance with information management legislation and standards.
- Lead the delivery of recordkeeping education, advice, support and training, relating to the Museum's Information and Records Management Policy.
- Provide advice and develop, implement and maintain frameworks, policies and procedures to manage compliance with information management legislation, standards and Australian Government policy.
- Analyse data and information and prepare reports for the executive management team to support best practice information management.
- Provide training and general support to Museum staff in information management policies, procedures, and systems to ensure compliance with information management legislation and standards and efficient and effective operation of electronic systems.
- Promote a strong information management and security culture across the organisation and upskill staff in information management practices and systems.
- Coordinate reporting, such as the National Archives of Australia's Annual Check-up Survey, the bi-annual Senate Procedural Order No.12 Reporting, performance outcomes and quality assurance.
- Resolve complex issues and/or requests or escalate as required and recommend alternative approaches and solutions.
- Manage your own workload and priorities in specified timeframes and provide support and guidance to the Museum.
- Perform other projects and tasks as required.

Eligibility

Employment with the Museum of Australian Democracy is subject to the following conditions:

- **Citizenship** – To be eligible for employment with MoAD, applicants must be an Australian Citizen.
- **Security Clearance** – The successful applicant will be required to undergo and maintain a security clearance at the baseline level.

Notes

Suitable candidates may be placed in a merit pool from this selection process and the pool may be used to fill similar ongoing or non-ongoing roles. Non-ongoing vacancies filled from a merit pool may be offered as a specified term. Applicants may have their application and assessment results shared with other Australian Public Service (APS) agencies looking to fill similar roles.

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

About the Museum of Australian Democracy - Old Parliament House

To Apply

Position Contact	Lee Pluis, 02 6270 8171
Agency Recruitment Site	https://www.moadoph.gov.au/

This notice is part of the electronic Public Service Gazette PS21 Daily Gazette Monday - 20 May 2024.pdf Published by Australian Public Service Commission.

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

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

Prime Minister and Cabinet

Vacancy VN-0742036

Department of the Prime Minister and Cabinet

Closing Date:Sunday 02 June 2024

Economic
Data, Digital and Analytics Central Analytics Hub

Job Title	Assistant Directors and Advisers, Central Analytics Hub
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Barton ACT
Salary	\$85,633 - \$138,722
Classification	APS Level 5;APS Level 6;Executive Level 1
Position Number	PMC/2024/073
Agency Website	

Job Description

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

Who we are

The Central Analytics Hub is PM&C's central data team, and supports policy areas and other stakeholders through providing data insights and analysis on a wide range of priority issues. As part of Economic Division, the team also provides analytical work underpinning PM&C's economic capability. The Central Analytics Hub uses a range of data science and econometric methods to support an empirical evidence base when answering policy questions of interest.

What you will do

You'll be part of the Central Analytics Hub (CAH), providing data insights and analysis on priority issues, as well as analytical work underpinning PM&C's policy capability. You'll work in a team environment using a code-based approach (mainly in R) to draw on a rich range of data sources to develop an empirical evidence base and provide data insights on key priority issues for decision makers in a timely manner. The environment is fast-paced, and balances delivering results quickly and reliably with continual improvement, innovation and skills development.

We are seeking Advisors (APS5 & APS6) and Assistant Directors (EL1) to join the CAH.

As an **APS 5 & APS 6 Adviser**, you will be:

- Delivering high quality reporting and analysis to key decision makers, including the Prime Minister's Office and PM&C Executive.
- Working with PM&C teams to input key data points into briefings and similar products.
- Using code (primarily in R) to produce data products and automate processes.
- Applying sophisticated data analysis techniques to answer policy questions, for inclusion in ministerial briefing and cabinet materials.
- Advising other areas of PM&C and the APS on data capability.
- Producing a variety of data products and outputs including charts, tables, PowerPoint slides and written analysis.
- Part of a team that brings together detailed microdata from agencies across government along with web-scraped data and applies a range of econometric and statistical techniques to produce insightful analysis and bridge the gap between data and decision makers.
- Work collaboratively, operating under a relatively flat structure and working closely with a wide range of stakeholders.

As an **EL 1 Assistant Director**, in addition to the above, you will also:

- Lead analytical projects to design and deliver fit for purpose products that meet stakeholder needs.
- Provide technical leadership and expertise on specialist domains (such as data science, econometrics, machine learning, data engineering etc.) and mentoring and guiding junior staff.

Duties

As an **APS 5 Adviser**, our ideal candidate will:

- Have the demonstrated ability to manage time and work in fast-paced environments, and to pragmatically achieve results that are reliable and accurate.
- Be proficient in an analytical computer language or statistical software (e.g. R, STATA or Python), and a willingness to evaluate, learn and teach new technologies.
- Understand econometric and statistical techniques and the ability to apply them to produce analytical outputs that address key policy questions.
- Have excellent communication skills, especially communicating complex technical information to a variety of audiences quickly.
- Use stakeholder engagement skills, including the ability to influence stakeholders, and build and maintain strong relationships with across PM&C and the APS.

As an **APS 6 Adviser**, our ideal candidate will:

- Possess skills as noted in the APS 5 Adviser section above
- Have the ability to think strategically in the context of public policy, and a curiosity about how data science can contribute to policy questions.
- Use sound judgement in anticipating the needs of stakeholders, and in progressing work in high pressure situations.

As an **EL1 Assistant Director**, our ideal candidate will:

- Possess skills as noted in the APS 5 and APS 6 Adviser sections above
- Draw on the capability of others to deliver outcomes in a technical environment and leadership/mentoring skills and experience.
- Develop fit for purpose analytical products that respond to stakeholder needs with limited guidance.

Eligibility

Under section 22(8) of the Public Service Act 1999, employees must be Australian citizens to be employed in the Australian Public Service (APS) unless the Agency Head has agreed otherwise, in writing. At PM&C to be eligible for this position you should be an Australian Citizen at the closing date of application, unless exceptional circumstances apply.

The successful candidate must be able to obtain and maintain a Baseline level security clearance, or hold a current security clearance of an appropriate level.

The successful candidate will be assessed through our pre-employment screening checks, such as an Australian Criminal History Check, and will normally be subject to a six-month probation period if new to the APS or has not yet completed their probation period elsewhere in the APS.

Notes

This role is being advertised as both ongoing and non-ongoing, with the employment type to be determined in negotiation with the preferred candidate and the PM&C delegate.

Where a non-ongoing specified term is offered, this would be for an initial period of up to 12 months, with possibility of extension up to a maximum period of three years.

A non-ongoing offer may result in conversion to an ongoing offer of employment, however this must occur within 18 months from the opening date of this advertisement.

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

About the Department of the Prime Minister and Cabinet

The Department of the Prime Minister and Cabinet (PM&C) advances Australia's national interests through high quality support to the Prime Minister and the operations of Cabinet. PM&C supports the Prime Minister as leader of the Government and of Cabinet and as leader of the country. This positions us both to provide visibility of Government priorities and influence outcomes across all Commonwealth portfolios, state jurisdictions, the Australian Public Service (APS) as an institution, and on the international stage. Our role is to provide fresh thinking and creative advice to government as stewards for the APS. We contribute ideas on the many and varied issues facing Australia, taking into consideration the views and opinions of a range of stakeholders across the private, public, not-for-profit and community sectors. The PM&C team provides pragmatic advice and finds solutions to problems so that Government policies can be effectively designed and implemented. We give particular weight to issues that are important to the Prime Minister. Our focus, put in its simplest terms, is to find new ways to improve the lives of all Australians.

To Apply

Position Contact	Darren Wong, (02) 6228 6554
Agency Recruitment Site	https://dpmc.nga.net.au/cp/?AudienceTypeCode=EXT

This notice is part of the electronic Public Service Gazette PS21 Daily Gazette Monday - 20 May 2024.pdf Published by Australian Public Service Commission.

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

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

Prime Minister and Cabinet

Vacancy VN-0741688

National Indigenous Australians Agency

Closing Date:Sunday 09 June 2024

Office of the Registrar of Indigenous Corporations
Legal and Native Title Legal

Job Title	Senior Legal Officers, Office of the Registrar of Indigenous Corporations (ORIC)
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Woden ACT, Brisbane QLD, Cairns QLD
Salary	\$121,717 - \$138,722
Classification	Executive Level 1
Position Number	NIAA/2024/063
Agency Website	https://www.niaa.gov.au/

Job Description

<https://niaa.nga.net.au/?jati=83B4D1E2-6D27-936D-37E6-DABE1FE9240D>

In the role of Senior Legal Officer you will work with ORIC's General Counsel in providing legal advice and related services to the Registrar of Aboriginal and Torres Strait Islander Corporations and ORIC's business units.

Your day will entail variety - working with some of the largest and most impactful Indigenous Corporations, small start-up corporations, and those requiring assistance to realise their aspirations.

This role is for those that can see the value their role plays in strong and successful Aboriginal and Torres Strait Islander Corporations that are making positive impacts for Indigenous Australians. You will advise on regulatory processes and manage litigation, including briefing external legal service providers for this purpose.

You will be involved in developing policy and procedural documentation that supports ORIC's work. You will be required to present training to staff on legal subjects relevant to ORIC's work and will be responsible for managing ORIC's compliance with the Freedom of Information Act 1982 and Privacy Act 1988.

The ideal candidate will be responsible for advising on:

- matters relating to the CATSI Act and corporations law generally
- administrative law matters arising out of decisions under the CATSI Act requiring familiarity with Administrative Decisions (Judicial Review) Act 1977 and Administrative Appeals Tribunal Act 1975
- matters relating to Native Title Act 1993 and the Native Title Legislation Amendment Act 2021 and their interaction with the CATSI Act
- ORIC's compliance with the Freedom of Information Act 1982 and Privacy Act 1988, and other information law obligations
- general corporate legal matters arising within ORIC from time-to-time.

The role will also be responsible for:

- engaging and briefing external legal service providers on matters in the above areas of law
- reviewing and developing policy and procedural documentation that supports ORIC's work

- developing and maintaining relationships with key stakeholders to provide support and guidance in CATSI-related matters
- presenting capacity support to staff on legal subjects relevant to ORIC's work.

Duties

Our ideal candidate will possess:

- strong technical legal and analytical skills
- strong drafting skills, particularly with respect to compliance process including but not limited to statutory notices and court documents
- experience in a busy legal practice, managing multiple clients and competing priorities
- excellent communication and collaboration skills
- the ability to provide practical, clear and concise high quality written advice that identifies risks, and shows awareness of government policy and ORIC operational and legal frameworks, in a timely manner
- experience working with Aboriginal and Torres Strait Islander people and organisations and a willingness and commitment to continue to develop cultural competency
- an ability to build and maintain professional relationships including with senior clients and external stakeholders.

Having experience in native title, dispute resolution and regulation would be advantageous.

Three years post-admission experience (PAE) and previous experience advising on the areas of law listed above are desirable. **Eligibility**

You'll need to be an Australian Citizen to work for NIAA.

You'll need to agree to pre-employment screening checks to work for NIAA.

This role also requires a Baseline Vetting (Protected) Security clearance. We may also conduct further integrity checks during the course of your employment

Notes

Ongoing & Non-ongoing (for an initial period of up to 12 months)

This role is being advertised as both ongoing and non-ongoing, with the employment type to be determined in negotiation with the preferred candidate and the NIAA delegate.

Where a non-ongoing specified term is offered, this would be for an initial period of up to 12 months, with possibility of extension up to a maximum period of two years.

A non-ongoing offer may result in conversion to an ongoing offer of employment, however this must occur within 18 months from the opening date of this advertisement.

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

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

About the National Indigenous Australians Agency

The National Indigenous Australians Agency (NIAA) works directly to, and supports the Minister for Indigenous Australians, to implement whole-of-government policies and programs to improve the lives of all Aboriginal and Torres Strait Islander peoples. This includes liaising closely with State and Territory governments, Indigenous peak bodies, stakeholders, and service providers to ensure that Indigenous programs and services are delivering for Aboriginal and Torres Strait Islander peoples as intended. The NIAA team includes people across Australia who work closely with communities to address their unique needs.

To Apply

Position Contact	Emma Riggs, (02) 6150 6222
Agency Recruitment Site	https://niaa.nga.net.au/?jati=83B4D1E2-6D27-936D-37E6-DABE1FE9240D

This notice is part of the electronic Public Service Gazette PS21 Daily Gazette Monday - 20 May 2024.pdf Published by Australian Public Service Commission.

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

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

Prime Minister and Cabinet

Vacancy VN-0741758

National Indigenous Australians Agency

Closing Date: Sunday 16 June 2024

Office of the Registrar of Indigenous Corporation
Legal and Native Title Native Title

Job Title	Senior Native Title Engagement Officer, Office of the Registrar of Indigenous Corporations (ORIC) - Affirmative Measure Indigenous
Job Type	Full-Time; Part-Time, Ongoing; Non-Ongoing
Location	Woden ACT, Brisbane QLD, Cairns QLD, Darwin NT
Salary	\$121,717 - \$138,722
Classification	Executive Level 1
Position Number	NIAA/2024/062 (AMI)
Agency Website	https://www.niaa.gov.au/

Job Description

<https://niaa.nga.net.au/?jati=6A16EA2A-4AB1-9DE5-653A-DABED1566CF7>

In the role of Senior Native Title Engagement Officer you will have responsibility for supporting the delivery of a range of services including governance assistance to Aboriginal and Torres Strait Islander Corporations registered under the CATSI Act, in particular Prescribed Bodies Corporate (PBCs) and Registered Native Title Bodies Corporate (RNTBCs).

The role will include chairing and/or assisting at corporation meetings, management of complaints and disputes, and supporting activities such as registration of PBCs and reporting of RNTBCs.

As a Senior Engagement Officer, you will be required to engage in activities, lead and assist other staff to ensure PBCs and RNTBCs are compliant with the requirements of the CATSI Act and the Native Title Legislation. This applies to existing Corporations and those wishing to register.

Other requirements of the role may include:

- travelling to attend, or present, at relevant meetings, conferences and forums
- presenting training to staff and other agencies on native title or dispute resolution.

Duties

Our ideal candidate will ensure timely and quality responses to inquiries and complaints using ORIC's business systems and processes. You must be able to provide information to Indigenous Corporations, their members and Common Law holders regarding complex matters under the CATSI Act and Native Title legislation.

You will also have experience in interpreting the CATSI Act and Native Title legislation to ensure corporations are complying with the legislations, policy, and regulatory frameworks. You will have the ability to deliver specialist training to assist the Indigenous Corporation with targeted governance and Native Title issues and be comfortable facilitating, observing and/or chairing meetings, representing ORIC in external forums and promoting the role of the registrar and the benefits of the CATSI Act.

You will need to identify opportunities to build PBC capability with skills and processes for managing future disputes and maximising positive outcomes and improved dispute management practices in the sector. Key to your success will be your ability to work collaboratively, forming positive relationships with key stakeholders, communities and corporations to identify the needs and strategies for improving the governance, compliance and sustainability of Aboriginal and Torres Strait Islander corporations in the region.

Other requirements of the role will include:

- providing clear and consistent communication delegating responsibility, and guiding and developing people
- developing quality assurance and governance procedures, practices, and frameworks
- assessing, evaluating, and recommending opportunities that contribute to continuous business improvements for ORIC
- ensuring ORIC services are coordinated, planned, and strategically linked to ORICs business objectives in order to maximise their impact and effectiveness.

The position requires the successful candidate to hold a full driver's license without restrictions.

Having experience and/or qualifications in legal practice, native title, alternative dispute resolution, business administration or Certificate IV in training and Assessment would be advantageous.

Eligibility

You'll need to be an Australian Citizen to work for NIAA.

You'll need to agree to pre-employment screening checks to work for NIAA.

This role also requires a Baseline Vetting (Protected) Security clearance. We may also conduct further integrity checks during the course of your employment

Notes

Ongoing & Non-ongoing (for an initial period of up to 18 months)

This role is being advertised as both ongoing and non-ongoing, with the employment type to be determined in negotiation with the preferred candidate and the NIAA delegate.

Where a non-ongoing specified term is offered, this would be for an initial period of up to 12 months, with possibility of extension up to a maximum period of two years.

A non-ongoing offer may result in conversion to an ongoing offer of employment, however this must occur within 18 months from the opening date of this advertisement.

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

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

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

About the National Indigenous Australians Agency

The National Indigenous Australians Agency (NIAA) works directly to, and supports the Minister for Indigenous Australians, to implement whole-of-government policies and programs to improve the lives of all Aboriginal and Torres Strait Islander peoples. This includes liaising closely with State and Territory governments, Indigenous peak bodies, stakeholders, and service providers to ensure that Indigenous programs and services are delivering for Aboriginal and Torres Strait Islander peoples as intended. The NIAA team includes people across Australia who work closely with communities to address their unique needs.

To Apply

Position Contact	Emma Riggs, 02 6150 6222
Agency Recruitment Site	https://niaa.nga.net.au/?jati=6A16EA2A-4AB1-9DE5-653A-DABED1566CF7

This notice is part of the electronic Public Service Gazette PS21 Daily Gazette Monday - 20 May 2024.pdf Published by Australian Public Service Commission.

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

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

Prime Minister and Cabinet

Vacancy VN-0742102

National Indigenous Australians Agency

Closing Date:Sunday 09 June 2024

Corporate
Business Operations Support

Job Title	Property Officers, Business Operations Support - Affirmative Measure Indigenous
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Woden ACT
Salary	\$85,633 - \$106,438
Classification	APS Level 5;APS Level 6
Position Number	NIAA/2024/070 (AMI)
Agency Website	https://www.niaa.gov.au/

The Business Operations Branch is responsible for property, security and business continuity services. The team is looking for an enthusiastic and motivated individual to join their dynamic property team.

Working within the Business Operations Branch, under general direction, you will play an important role in supporting the property team in managing your area of responsibility, as outlined in the duties below.

You will be the lead officer responsible for providing advice and driving the property capital works program for NIAA.

Duties you will be responsible for:

- assisting with overseeing capital works and associated contracts
- assisting with the remote property portfolio
- assist with Project management
- contribute and assist with budget management
- asset management
- contribute to Policy advice
- managing staff
- other duties as directed.

Duties

The successful applicant will have a well-rounded knowledge of the application of the Commonwealth Property Management Framework and demonstrated delivery of property related functions in regional and remote Australia. This should include experience on lease acquisition and disposal, capital investment incorporating sound knowledge of physical security and risk management.

We are looking for a highly experienced and self-motivated property professional who can demonstrate:

- leadership and people management experience, preferably within a government environment
- a commitment to delivering exceptional customer service
- building and maintaining effective working relationships
- well-developed written and oral communication skills
- experience in developing organisational wide frameworks, policies and procedures.

You will be calm and confident when negotiating appropriate WHS outcomes with staff and stakeholders, and apply strong analytical and problem solving skills which incorporates situational awareness and takes into account enterprise risks.

The ideal candidate will be both autonomous and a team player, contributing toward a positive culture within the Property team. We encourage effective communication, efficient performance and support a hands-on approach so that the team can meet their required objectives and potential. The ideal candidate will require the ability to demonstrate cultural competency working with Aboriginal and/or Torres Strait Islander staff. A strong commitment to the Agency's Values and Behaviours and the APS Code of Conduct will also be required. **Eligibility**

- To be eligible for this position you must be an Australian Citizen.
- Occupants must be able to obtain and maintain a Baseline level security clearance, or hold a current security clearance of an appropriate level.
- Successful candidates will be required to be assessed through our pre-employment screening checks, such as an Australian Criminal History Check.

Notes

Ongoing & Non-ongoing (for an initial period of up to 12 months).

These roles are being advertised as both ongoing and non-ongoing, with the employment type to be determined in negotiation with the preferred candidate and the NIAA delegate.

Where a non-ongoing specified term is offered, this would be for an initial period of up to 12 months, with possibility of extension up

to a maximum period of two years.

A non-ongoing offer may result in conversion to an ongoing offer of employment, however this must occur within 18 months from the opening date of this advertisement.

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

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

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

About the National Indigenous Australians Agency

The National Indigenous Australians Agency (NIAA) works directly to, and supports the Minister for Indigenous Australians, to implement whole-of-government policies and programs to improve the lives of all Aboriginal and Torres Strait Islander peoples. This includes liaising closely with State and Territory governments, Indigenous peak bodies, stakeholders, and service providers to ensure that Indigenous programs and services are delivering for Aboriginal and Torres Strait Islander peoples as intended. The NIAA team includes people across Australia who work closely with communities to address their unique needs.

To Apply

Position Contact	Rosie Gooch, (02) 6152 3960
Agency Recruitment Site	https://niaa.nga.net.au/?jati=7AAE572D-A7C7-3328-027C-DABFBF5CD2BC

This notice is part of the electronic Public Service Gazette PS21 Daily Gazette Monday - 20 May 2024.pdf Published by Australian Public Service Commission.

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

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

Services Australia (part of the Social Services Portfolio)

Vacancy VN-0742006

Services Australia

Closing Date:Friday 07 June 2024

Child Support and Tailored Services
Social Work Services

Job Title	APS6 Social Worker (Affirmative Measures - Indigenous & Identified)
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Various locations - ACT ACT, Various locations - WA WA, Various locations - VIC VIC, Various locations - QLD QLD, Various locations - NT NT, Various locations - SA SA, Various locations - NSW NSW, Various locations - TAS TAS
Salary	\$91,244 - \$105,509
Classification	APS Level 6
Position Number	EXT-APSL-2024-695
Agency Website	https://www.servicesaustralia.gov.au/organisations/about-us/careers

Job Description

<https://servicesaustraliacareers.nga.net.au/cp/?audiencecode=ext>

Social workers in Services Australia (the agency) provide professional assessments and supports, counselling and interventions to people who have multiple and complex needs, are in crisis or who are affected by natural disasters and emergencies.

Social workers are located nationally in face-to face and telephony channels to ensure a social work service is accessible for all people in Australia, regardless of geographical location. Social workers also work with staff and the community to enable them to better support people experiencing vulnerability through case consultation, training and professional advice. Social workers undertake their role under the support and general direction of the EL1 Social Worker Support Manager.

These roles are being advertised Nationally where vacancies may be filled.

Duties

- Providing crisis intervention, professional assessments and social casework for people with the most complex needs and circumstances.
- Working with people to support social inclusiveness by addressing safety and wellbeing, ensuring access to appropriate financial support, enhancing opportunities for education and employment and strengthening local communities.
- Contributing to the provision of professional leadership and service delivery support to agency staff.
- Building internal and external networks through collaboration with community service providers and other government agencies in order to support best practice outcomes for people with complex needs.
- Contributing new ideas, including quality practice improvements, business process refinement and service delivery implementation of policy decisions.
- Maintaining quality documentation including case notes, case plans and reports.

Eligibility

Mandatory Qualification:

A Social Work Degree and eligibility for membership of the Australian Association of Social Workers (AASW).

Working with Children or Vulnerable Persons Check:

State/s Working with Children or Vulnerable Persons Check required in: ACT, NSW, NT, QLD, SA, TAS, VIC, WA
Job requires direct/indirect contact with children/vulnerable groups: Without supervision.

Affirmative Measure - Indigenous Employment Position:

These positions are only open to Aboriginal and/or Torres Strait Islander peoples.

To be eligible to apply for a position advertised under Affirmative Measures – Indigenous, you will need to confirm your Aboriginal and/or Torres Strait Islander heritage.

You will need to confirm all of the following:

- are of Aboriginal and/or Torres Strait Islander descent
- identify as an Aboriginal or Torres Strait Islander person or both
- are accepted as an Aboriginal or Torres Strait Islander Australian.

If you would like further details on the confirmation of heritage process, please refer to confirm your Indigenous heritage for our jobs – Services Australia. The filling of these vacancies is intended to constitute an affirmative measure under section 8(1) of the 'Racial Discrimination Act 1975'.

Identified Position:

These positions are identified, in which some or all of the duties involve the development of policy or programs relating to Australian Indigenous people, and/or involve interaction with Indigenous communities, including service delivery. In order to perform these duties effectively, occupants need to have an understanding of the issues affecting Indigenous people and an ability to communicate sensitively and effectively with them.

In accordance with section 22(6) of the Public Service Act 1999, Services Australia requires applicants to be Australian citizens to be eligible for employment with Services Australia.

An applicant's suitability for employment with the agency will be assessed through a pre-employment screening process. This process includes but is not limited to a national police history check, referee checks, code of conduct check and an employment history integrity check.

Some positions within Services Australia may be required to work in settings where mandatory COVID-19 vaccinations are required. Staff in such positions will need to demonstrate that they meet the vaccination requirements or have a relevant exemption.

Notes

Services Australia's workforce operates using an agile approach, and all staff should be prepared to redeploy to critical frontline functions as required. Should you need to redeploy as part of the agency's surge workforce, all learning and development and technical/pastoral support will be provided to you to enable you to undertake that work.

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

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

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

About the Services Australia

We are one of Australia's largest public sector employers. We are located in every capital city and over 400 local, regional, and remote locations across Australia. Job opportunities in Services Australia can be right where you are or might be right where you want to be. We are looking for people who want to work with us to deliver a simple, helpful, respectful, and transparent experience for our customers. We offer diverse employment opportunities so you can plan to take your career anywhere you want to. We celebrate people with different cultural backgrounds and disabilities. We are also a leading employer of First Nations Australians and an LGBTI+ gold employer. When you work with us, you will be doing something that matters and be respected for the unique views and skills that you bring. What our people say about working with us: 'It's rare you find a job that provides such a direct link to the community' 'You can work for the same agency for your whole career but have the opportunity to work in many different roles' 'Highly supportive team and flexible working conditions where you can be at your best'

To Apply

Position Contact	Kerri Dau, 0413424417
Agency Recruitment Site	https://servicesaustraliacareers.nga.net.au//cp/?audiencetypecode=ext

This notice is part of the electronic Public Service Gazette PS21 Daily Gazette Monday - 20 May 2024.pdf Published by Australian Public Service Commission.

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

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

Social Services

Vacancy VN-0741757

Department of Social Services

Closing Date:Monday 03 June 2024

Corporate
People Services

Job Title	Executive Assistant
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Canberra ACT
Salary	\$86,542 - \$92,420
Classification	APS Level 5
Position Number	EXT-2024-0643
Agency Website	https://www.dss.gov.au/

Job Description

<https://www.dss.gov.au/careers/vacancies/Pages/default.aspx>

The Department of Social Services is looking to fill several ongoing APS5 Executive Assistant positions and establish a merit pool of experienced and high performing Executive Assistants to support the Senior Executive Service (SES) Band 2 Officer (Group Manager).

The Executive Assistant to the Group Manager is a position of trust that requires sound judgement, outstanding organisational and communication skills, a 'can-do', flexible attitude, and the ability to juggle competing priorities.

The Executive Assistant filters and attends to the day-to-day administrative and coordination functions that support the Group Manager's role and the broader group, so that the Group Manager can focus on leadership, strategy, stakeholder and management functions.

The Executive Assistant works closely and collaboratively with the Executive Officer to ensure the effective coordination of activities and workflow of the office, and directly with the SES to ensure priorities are met. The APS5 Executive Assistant also provides mentoring and peer support to the branch APS4 Executive Assistants.

We are seeking candidates who are motivated self-starters with strong initiative, organisational skills and exceptional attention to detail.

Candidates will have excellent interpersonal skills, with the ability to develop and maintain effective working relationships with a wide cross-section of both internal and external stakeholders.

Duties

- provide effective management of the office of the Group Manager including providing a high level of administrative support, to the Group Manager and the Executive Officer in a timely and professional manner
- efficiently and effectively communication with a range of internal and external stakeholders including, Minister’s Offices, senior executive, Commonwealth officials, state government officials and external stakeholders
- provide complex diary management, screening incoming and outgoing calls, management of incoming and outgoing correspondence, and briefing material for the Group Manager
- management of travel arrangements, events management, financial management and record keeping
- coordination and tasking a range of requests including briefing material, agendas, reporting, ministerial and parliamentary, submissions, briefings and reporting requests
- provide guidance, support and mentoring to Executive Assistant's across the Group.

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 Department of Social Services

The Department of Social Services (DSS) develops policies and delivers programs that support the lifetime wellbeing of Australians and their families. Our vision is to achieve the best health, wellbeing and safety of all Australians. Our people are critical in delivering the key priorities of DSS. We are seeking candidates that reflect our cultural values of curious, contestability, courage and collaboration.

To Apply

Position Contact	Kristy Jones, 02 6146 5105
Agency Recruitment Site	https://www.dss.gov.au/careers/vacancies/Pages/default.aspx

This notice is part of the electronic Public Service Gazette PS21 Daily Gazette Monday - 20 May 2024.pdf Published by Australian Public Service Commission.

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

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

**Department of Employment and Workplace Relations
(DEWR)**

Closing Date: Monday 10 June 2024

Workforce Australia Provider Support
Queensland Multiple

Job Title	Indigenous Liaison Officer – Affirmative Measure - Aboriginal and/or Torres Strait Islander
Job Type	Full-Time, Ongoing; Non-Ongoing
Location	Townsville QLD
Salary	\$98,105 - \$107,880
Classification	APS Level 6
Position Number	24/1124
Agency Website	https://www.dewr.gov.au/

Job Description

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

The Townsville Regional Office is part of the Queensland State Office and Workforce Australia Provider Support Division responsible for:

- Program and contract management of contracted employment and skills services providers.
- Regional and place-based strategies, programs and initiatives that respond to local labour market needs.
- Industry and employer focused initiatives that respond to workforce shortages and seasonal labour needs.

The Indigenous Liaison Officer (ILO) is a unique role and reflects the work to shape and influence policy, generate insights, and to inspire the capabilities and mindsets needed to strengthen a partnership approach to our work. The role will contribute to meaningful initiatives that genuinely matter to First Nations people while connecting with the diverse and vibrant cultural fabric of the region.

The ILO performs a broad range of strategic and operational functions. The role is central for coordinating and managing a variety of functions including stakeholder engagement, consideration of funding applications for Local Jobs Program projects, representing the department at community meetings and forums and working with both Employment and Skills teams to share intelligence gathered from visiting communities and organisations.

The ILO works closely with the senior managers, other internal work strategically on engaging with communities and providers that deliver services to First Nations people in QLD. The role provides advice on cultural and reconciliation events held for QLD office department staff. The ILO leads project-based activities and coordinates local events that contribute to an inclusive workplace and positive culture.

The ILO provides feedback gained through local intelligence to program and policy areas and the Closing the Gap Team in the Secretary's Office to help address the Priority Reforms under the National Agreement on Closing the Gap.

Some travel, including overnight trips, is required for the ILO role, as is a current Australian Driver's Licence. **Duties**

Responsibilities of the APS 6 may include:

- Stakeholder engagement/ Contract Manager inclusive of the Yarrabah Community delivering placed based engagement and support.
- Provide cultural guidance and support to QLD State Office and DEWR Senior Executives on matters affecting First Nations peoples relevant to the work of the department.
- Work with First Nations businesses, communities, peak bodies and community-controlled sector and Government agencies to support programs and projects that support First Nations people to address barriers and pathways to employment.
- Work with Employment Facilitators in QLD Employment Regions to capture the views of First Nations employers and businesses operating in the state.
- Contribute to strategic projects that help to develop the capability of department staff and promote an inclusive workplace, including improving cultural capability towards reconciliation so that relationships between First Nations people and non-Indigenous people are strengthened.
- Participate in the department's Community of Practice on Closing the Gap monthly meetings include sharing intelligence and learnings from engagement and partnerships with First Nations communities and stakeholders in QLD.
- Work with staff on targeted Employment Regions to gain a broader understanding of local labour market impacts affecting service providers and First Nations clients, and to help design action plans to address risks and challenges.
- Providing support to staff who manage programs or regions comprising a high proportion of First Nations clients.

Eligibility

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

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

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

Notes

Qualifications and Education

- A driver's licence is essential.

Affirmative Measure – Aboriginal and Torres Strait Islander Employment

These positions are only open to Aboriginal and Torres Strait Islander peoples. This is consistent with Section 26 of the Australian Public Service Commissioner's Directions 2016. The filling of this employment opportunity constitutes a special measure under subsection 8(1) of the Racial Discrimination Act 1975.

Confirmation of Heritage

Candidates who are applying under Affirmative Measures must have their Aboriginal and Torres Strait Islander heritage confirmed.

A confirmation must stipulate that a person:

- is of Aboriginal and/or Torres Strait Islander descent; and
- identifies as an Aboriginal and/or Torres Strait Islander person; and
- is accepted as such by the community in which they live, or formerly lived.

Satisfactory evidence is considered a signed letter with a common seal, if this is not available, the department may accept a signed letter without a common seal or a statutory declaration from the candidate and a Community Elder.

The department has an Indigenous Liaison Officer (ILO) who is available to support you throughout the recruitment process. To speak to our ILO please email FirstNationsHR@dewr.gov.au

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

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

About the Department of Employment and Workplace Relations (DEWR)

The Department of Employment and Workplace Relations enables access to quality skills, training and employment to support Australians find secure work in fair, productive and safe workplaces – supporting individuals and our nation to prosper. Secure jobs are vital for our nation to prosper—driving future economic growth and providing people with the certainty to achieve their life goals. In the midst of fast-paced, social, economic and global changes, we focus on equipping Australians who are starting, advancing or changing their career with the relevant skills, knowledge and experience to gain or regain employment to achieve their aspirations in life. We work actively to fill skill gaps fundamental to Australia's economic growth by to identify industries with skill shortages and emerging industries fundamental to the prosperity of individuals, businesses, and our nation. We support a world leading vocational education and training sector offering apprenticeships, cadetships, and traineeships to connect people to alternative pathways to employment while helping to address future skill demands such as engineering, nursing, technology and teaching—driving better outcomes through an agile skills sector in tune with market demands. This work leads to local, stable, and secure employment, strengthened by work health and safety, and a safety net and conditions that help to define workplace rights and responsibilities that both employers and employees can have confidence in. Together, we contribute to a safe, secure and responsive employment sector where workers are assured of continued employment and employers retain a productive, reliable and skilled workforce to achieve long term goals—sustaining the future prosperity of our nation.

To Apply

Position Contact	Michelle Graham, (07) 47532601
Agency Recruitment Site	https://dewr.nga.net.au/cp/

This notice is part of the electronic Public Service Gazette PS21 Daily Gazette Monday - 20 May 2024.pdf Published by Australian Public Service Commission.

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

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

Employment and Workplace Relations

Vacancy VN-0742076

Department of Employment and Workplace Relations (DEWR)

Closing Date: Monday 03 June 2024

Legal and Assurance Division
Commercial and Information Law Corporate and PALM Commercial Team

Job Title	Principal Government Lawyer
Job Type	Full-Time, Ongoing
Location	Adelaide SA, Brisbane QLD, Canberra ACT, Darwin NT, Melbourne VIC, Perth WA, Sydney NSW
Salary	\$161,370 - \$174,663
Classification	Principal Government Lawyer
Position Number	24/1052
Agency Website	https://www.dewr.gov.au/

Job Description

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

We are seeking a Principal Government Lawyer with strong commercial law expertise to lead and manage, in partnership with another Principal Government Lawyer, a specialist commercial law team within the Commercial and Information Law Branch. The Branch services all the commercial law needs of the department (with the assistance of external legal service providers where relevant) so the work is interesting and varied. You will be joining an experienced management team that is well established and respected for our high quality, solution focused advice across the department.

As an 'in house' legal unit, you and your team will have a unique opportunity to gain an in-depth understanding of the core business of your client areas. Your team will primarily service the commercial law needs of the department's Corporate and Enabling Services Group (including commercial property work, centralised procurement advising, and IT procurement and contracting) and the Pacific Labour Operations Division (which administers the Pacific Australia Labour Mobility Scheme through deeds with participating employers).

We aim for an inclusive work environment where we are invested in each other's success and development, maintain a 'can do' attitude and enjoy some camaraderie and good humour along the way.

Duties

We are seeking individuals with the ability to lead and co-manage a commercial legal practice with respect to the work of dedicated client areas, including:

- providing complex commercial legal advice and drafting services as the 'top level' legal technician for the relevant client areas, and overseeing staff in their provision of advice and drafting services at level;
- understanding the strategic and operational environment of clients to ensure legal services are not only technically sound but useful to clients in a practical way, taking into account their objectives and any legal risks,

- leading and managing staff, including the development of staff capability, the management of their performance, attendance and health and well-being, and the provision of strategic direction to your work unit;
- managing workloads and workflows, anticipating client needs and delivering legal services within agreed timeframes.
- effectively collaborating with peers and other legal teams to deliver a holistic legal service where client issues go beyond commercial law matters or affect other departmental areas.

Eligibility

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

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

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

Notes

Qualifications and Education

- a degree in laws from an Australian tertiary institution, or a comparable overseas qualification, which is appropriate to the duties of the position; and
- admission as a legal practitioner, however described, of the High Court or the Supreme Court of an Australian State or Territory.

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

About the Department of Employment and Workplace Relations (DEWR)

The Department of Employment and Workplace Relations enables access to quality skills, training and employment to support Australians find secure work in fair, productive and safe workplaces – supporting individuals and our nation to prosper. Secure jobs are vital for our nation to prosper—driving future economic growth and providing people with the certainty to achieve their life goals. In the midst of fast-paced, social, economic and global changes, we focus on equipping Australians who are starting, advancing or changing their career with the relevant skills, knowledge and experience to gain or regain employment to achieve their aspirations in life. We work actively to fill skill gaps fundamental to Australia's economic growth by to identify industries with skill shortages and emerging industries fundamental to the prosperity of individuals, businesses, and our nation. We support a world leading vocational education and training sector offering apprenticeships, cadetships, and traineeships to connect people to alternative pathways to employment while helping to address future skill demands such as engineering, nursing, technology and teaching—driving better outcomes through an agile skills sector in tune with market demands. This work leads to local, stable, and secure employment, strengthened by work health and safety, and a safety net and conditions that help to define workplace rights and responsibilities that both employers and employees can have confidence in. Together, we contribute to a safe, secure and responsive employment sector where workers are assured of continued employment and employers retain a productive, reliable and skilled workforce to achieve long term goals—sustaining the future prosperity of our nation.

To Apply

Position Contact	Shayne Howard, (02) 6121 5492
Agency Recruitment Site	https://dewr.nga.net.au/cp/

This notice is part of the electronic Public Service Gazette PS21 Daily Gazette Monday - 20 May 2024.pdf Published by Australian Public Service Commission.

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

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

Employment and Workplace Relations

Vacancy VN-0742080

Department of Employment and Workplace Relations
(DEWR)

Closing Date:Monday 27 May 2024

Workforce Australia for Individuals
Contact Centres Various

Job Title	Employment Service Officers
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Perth WA
Salary	\$79,036 - \$84,525
Classification	APS Level 4
Position Number	24/1173
Agency Website	https://www.dewr.gov.au/

Job Description

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

The contact Centres Branch of the Workforce Australia for Individuals Division is seeking dynamic and motivated people to provide exceptional support to our employment services participants, employers, students, and members of the public. Our team works together to achieve the strategic direction of the department and of the Australian Public Service by driving innovation, cultivating a culture of service delivery excellence, demonstrating personal drive and integrity. We are committed to delivering outstanding service and are looking for individuals who share our passion for excellence.

Every interaction matters- Our staff are committed to understanding the needs of our callers and achieving quality outcomes for job seekers, employers, and students. Successful applicants will possess excellent communication skills and are adept at managing a range of inbound and outbound channels with the utmost professionalism. The ideal candidate should have a strong passion for helping others and an extensive understanding of employment services.

Hours of operation are 9:00 – 19:00 AEST, Monday to Friday but are subject to change. The Contact Centres Branch is closed on national public holidays but does operate on most State-based public holidays.

Candidates with disabilities and from diverse backgrounds are encouraged to apply.

Duties

As an APS4 Employment Service Officer, your duties will involve:

- Providing a first point of contact for participants including provision of guidance, support and advice tailored to individual needs.
- Investigating, managing, and resolving complex cases with assistance from staff of higher classification levels where needed.
- Conducting thorough investigations and using effective management strategies to address the concerns of complainants.
- Applying judgement to assess and determine customer needs and requirements and referring to relevant government or community services where relevant.
- Identifying learning opportunities and providing mentoring to staff of lower classification levels where required.
- Employing a flexible approach to day-to-day work changes and shifting priorities.
- Maintaining accurate records within the Customer Relationship Management System (CRM)
- Researching, analysing, and making informed decisions based on the resources and guidelines provided.
- Navigating across multiple IT systems in real-time.
- Demonstrating excellent workplace behaviours including working within a team and promoting positive team culture.

Eligibility

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

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

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

Notes

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

About the Department of Employment and Workplace Relations (DEWR)

The Department of Employment and Workplace Relations enables access to quality skills, training and employment to support Australians find secure work in fair, productive and safe workplaces – supporting individuals and our nation to prosper. Secure jobs are vital for our nation to prosper—driving future economic growth and providing people with the certainty to achieve their life goals. In the midst of fast-paced, social, economic and global changes, we focus on equipping Australians who are starting, advancing or changing their career with the relevant skills, knowledge and experience to gain or regain employment to achieve their aspirations in life. We work actively to fill skill gaps fundamental to Australia's economic growth by to identify industries with skill shortages and emerging industries fundamental to the prosperity of individuals, businesses, and our nation. We support a world leading vocational education and training sector offering apprenticeships, cadetships, and traineeships to connect people to alternative pathways to employment while helping to address future skill demands such as engineering, nursing, technology and teaching—driving better outcomes through an agile skills sector in tune with market demands. This work leads to local, stable, and secure employment, strengthened by work health and safety, and a safety net and conditions that help to define workplace rights and responsibilities that both employers and employees can have confidence in. Together, we contribute to a safe, secure and responsive employment sector where workers are assured of continued employment and employers retain a productive, reliable and skilled workforce to achieve long term goals—sustaining the future prosperity of our nation.

To Apply

Position Contact	CCB Recruitment, CCBRecruitment@dewr.gov.au
Agency Recruitment Site	https://dewr.nga.net.au/cp/

This notice is part of the electronic Public Service Gazette PS21 Daily Gazette Monday - 20 May 2024.pdf Published by Australian Public Service Commission.

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

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

Employment and Workplace Relations

Vacancy VN-0742086

Department of Employment and Workplace Relations
(DEWR)

Closing Date: Sunday 02 June 2024

People and Communication
People HR Policy

Job Title	Assistant Director, HR Policy
Job Type	Full-Time, Ongoing; Non-Ongoing
Location	Canberra ACT
Salary	\$120,636 - \$133,328
Classification	Executive Level 1
Position Number	24/1108
Agency Website	https://www.dewr.gov.au/

Job Description

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

As the Assistant Director, HR Policy, you will work under the general direction of the Director, HR Policy, utilising your expertise and knowledge in APS HR and workplace relations to manage, guide and support the team in the effective delivery of considered, client-focused support and expert advice on a range of HR related matters, including employee entitlements and conditions and HR policies.

You will support the team to be responsive, trusted and reliable partners who provide valued advice and services to our workforce at all levels. You will oversee work outcomes and quality, build service delivery processes and capability within the team, and identify and action opportunities to improve business processes and develop self-service options for employees.

You will leverage your HR and workplace relations expertise in concert with your understanding of the Department's strategic direction and operational challenges to work closely with other People Branch teams to develop solutions to complex personnel issues.

You will be comfortable navigating ambiguity in a fast-paced environment, have strong leadership and communication skills, and build effective relationships with stakeholders at all levels.

Duties

Duties and responsibilities of the Assistant Director, HR Policy, include:

- Manage the day-to-day operations of the team, including communicating priorities, actioning escalations, and building team capability. Championing a work environment that values collaboration, innovation, and diverse perspectives.
- Provide expert advice, exercise judgement in decision making, undertake research, apply sound knowledge of employment frameworks and legislation to assist with more complex pay and conditions related enquiries as required.
- Develop, consult, implement, and maintain HR policies related to employment terms, conditions, benefits, and leave entitlements.
- Support the team and workforce to develop their knowledge of HR matters, policies, practices and procedures, including compliance requirements.
- Build relationships with internal and external stakeholders, including senior leaders, other government agencies, and employee representatives.
- Encourage innovation within the team and look for opportunities to improve processes. Lead initiatives that enhance employee satisfaction and drive operational efficiency.
- This role description outlines the main responsibilities of the role. Depending on the Department's needs and the evolving nature of the role, you may be required to take on additional tasks or projects.

Eligibility

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

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

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

Notes

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

About the Department of Employment and Workplace Relations (DEWR)

The Department of Employment and Workplace Relations enables access to quality skills, training and employment to support Australians find secure work in fair, productive and safe workplaces – supporting individuals and our nation to prosper. Secure jobs are vital for our nation to prosper—driving future economic growth and providing people with the certainty to achieve their life goals. In the midst of fast-paced, social, economic and global changes, we focus on equipping Australians who are starting, advancing or changing their career with the relevant skills, knowledge and experience to gain or regain employment to achieve their aspirations in life. We work actively to fill skill gaps fundamental to Australia's economic growth by to identify industries with skill shortages and emerging industries fundamental to the prosperity of individuals, businesses, and our nation. We support a world leading vocational education and training sector offering apprenticeships, cadetships, and traineeships to connect people to alternative pathways to employment while helping to address future skill demands such as engineering, nursing, technology and teaching—driving better outcomes through an agile skills sector in tune with market demands. This work leads to local, stable, and secure employment, strengthened by work health and safety, and a safety net and conditions that help to define workplace rights and responsibilities that both employers and employees can have confidence in. Together, we contribute to a safe, secure and responsive employment sector where workers are assured of continued employment and employers retain a productive, reliable and skilled workforce to achieve long term goals—sustaining the future prosperity of our nation.

To Apply

Position Contact	Ayesha Kaak, 0448 471 562
Agency Recruitment Site	https://dewr.nga.net.au/cp/

This notice is part of the electronic Public Service Gazette PS21 Daily Gazette Monday - 20 May 2024.pdf Published by Australian Public Service Commission.

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

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