



Commonwealth of Australia
APSJobs - Vacancies Daily
PS21 Daily Gazette Tuesday - 27 May 2025.pdf

Australian Government

Published by Commonwealth of Australia

APSJobs - Vacancies Daily

This electronic document contains notifications of Vacancies now being advertised daily. These notices will also be published in the electronic Public Service Gazette PS21 Weekly Gazette Thursday - 29 May 2025.pdf.

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

These Vacancies Daily will also appear in the Gazette PS21 Weekly Gazette Thursday - 29 May 2025.pdf.

Gazette Lodgement Inquiries

Phone: (02) 6202 3559

Email: contact@apsjobs.gov.au

IMPORTANT INFORMATION

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Vacancies

Vacancy VN-0758882

Department of Finance

Closing Date: Wednesday 11 June 2025

Job Title	Director, Communications Advice
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	\$154,910 - \$182,377
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	On Site
Office Arrangement Details	Canberra based
Classification	Executive Level 2
Position Number	2025/081
Agency Website	www.finance.gov.au

Job Description

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

ABOUT THE BRANCH

The Communications Branch provides advice and assistance on the department's internal and external communication activities, including management of key intranet and external websites.

It is also responsible for the whole-of-Government co-ordination of advertising campaigns including governance, procurement arrangements and campaign development support.

The Communications Advice section provides policy advice on the Government's information and advertising framework and assists with the co-ordination and development of whole-of-government advertising campaigns. We provide advice to entities on:

- the development and implementation of campaigns;
- communications best practice and;
- mandatory campaign advertising governance arrangements.

We also provide contract management services for whole of government campaign advertising communications consultants and support the Independent Communications Committee. **Duties**

THE OPPORTUNITY

This is an exciting opportunity to support the development and co-ordination of campaigns delivered by the Australian Government. You will be working with departments across government providing advice on all aspects of campaign development support and evaluation, including advice on governance and contract management.

Leading a small team, you will have a high level of autonomy, be involved in all aspects of campaign development support and governance; and take a leading role in briefing Government and other senior stakeholders on campaign development, governance and best practice communications.

In this role, you will:

- Support departments on the full range of campaigns from awareness, entitlement and policy focused campaigns through to social marketing and behaviour change campaigns.
- Support the management and procurement of consultants from creative, market research, public relations, media, multicultural and First Nations specialist agencies.
- Foster good working relationships with a wide variety of stakeholders across Government including campaign managers, policy officers and senior public officials.
- Deliver best practice communications advice on campaign development and evaluation.

DETAILED VACANCY INFORMATION

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

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

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.

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	Sally Harris, 02 6215 2503
Agency Recruitment Site	https://financejobs.nga.net.au/cp/

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Vacancy VN-0758897

Department of Home Affairs

Closing Date:Monday 09 June 2025

Operational Coordination & Planning
Australian Border Operations Centre ABOC Watchfloor

Job Title	Border Force Supervisor - Australian Border Operations Centre
Job Type	Full-Time, Ongoing
Location	Various locations - ACT ACT
Salary	\$94,563 - \$107,713
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	On Site
Office Arrangement Details	Flexible working arrangements can be negotiated in accordance with our Enterprise Agreement and the operational requirements of the role
Classification	APS Level 6
Position Number	JR 137807
Agency Website	www.homeaffairs.gov.au

Job Description

<https://jobs.homeaffairs.gov.au/job-invite/137807/>

Branch Overview

The Australian Border Operations Centre (ABOC) is a centralised and unified operations centre, responsible for providing a single source of truth on ABF operations. It is the central point of contact for partner agencies, unifying operational capabilities of the Department of Home Affairs and the ABF into the planning, executing, coordinating and managing national ABF activities and operations. The ABOC consists of various sections to provide an end-to-end capability to support targeting across traveller and goods, as well as the rapid stand-up and continuity of effort for major incidents. The ABOC also supports the increase of efficiencies within the ABF through enhancing capability, systems, and promoting national consistency for operational planning in order to facilitate the safe and secure movement of people and goods across the entire border continuum.

Section Overview

ABOC Watchfloor

ABOC Watch Keepers work within and support the centralised and unified physical operations centre located in Canberra, which facilitates a national real-time view of operational activity and priorities. ABOC Watch Keepers triage, assess, prioritise, disseminate and coordinate information across the ABF and within the Department of Home Affairs, providing a single source of situational awareness across the border continuum through effective information management processes. ABOC Watch Keepers support and provide a primary point of contact for partner agencies and stakeholders engaging with the ABF.

Please visit our website for more information about the [Department of Home Affairs](#) or [Australian Border Force](#)

Our ideal candidate

Our ideal candidate will have strong communication skills, have an ability to work within a small team in a complex and constantly changing environment and have an aptitude for problem solving. Due to the fast-paced nature of the available roles, our ideal candidate will need to have the ability to prioritise workloads to achieve a positive outcome within a short timeframe. The successful candidates will be expected to actively contribute to a positive work culture and support changing circumstances and organisational focus.

Duties

Duties and responsibilities

The Border Force Supervisor is required to work collaboratively with internal and external stakeholders to build and maintain relationships to progress joint engagement and outcomes consistent with ABF Operational Priorities. They will need to provide responsive and accurate operational reporting, including the delivery of briefings during operational and crisis events.

- The Border Force Supervisor is required to train, develop and mentor team members and assist in identifying career and development needs for both self and team members.
- Supervise a small team providing feedback and mentoring including recognising development opportunities
- Delegate tasks across team members effectively by making use of individual and team capabilities
- Understand, interpret and apply complex information and communicate it in a straightforward manner
- Acquire and apply comprehensive knowledge of policy, procedures and guidelines to situations to make rational judgements and decisions from the available information
- Prepare correspondence and quality reports
- Acquire and maintain a high level of technical expertise in multiple systems.
- Manage and maintain oversight of day-to-day operations and support Senior Border Force Officers in decision making and the escalation of complex or sensitive issues for resolution
- Working in conjunction with other ABF Programs as an integral part of Australia's layered approach to border management to identify threats before they reach the Australian border.

Additional information

Shift positions are based in the office due to the nature and classification of the work undertaken.

Highly Desirable:

- Some positions within the Australian Border Force require the occupant to meet Border Force Officer essential qualifications

If successful for one of these positions, candidates are required to:

- Attain and maintain relevant medical, fitness and psychometric standards
- Swear an oath or make an affirmation
- Actively participate in career management (postings and deployments)
- Be uniformed.

Eligibility

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

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

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

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

Notes

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

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

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

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

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

About the Department of Home Affairs

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

To Apply

Position Contact	ABOC Duty Inspector, 0429 313 042
Agency Recruitment Site	https://jobs.homeaffairs.gov.au/job-invite/137807/

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Vacancy VN-0758900

Department of Home Affairs

Closing Date: Monday 09 June 2025

Ac West
Operations SA Border Operations

Job Title	Assistant Border Force Officer
Job Type	Casual, Non-Ongoing
Location	Various locations - SA SA
Salary	\$59,520 - \$66,115
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	On Site
Office Arrangement Details	Flexible working arrangements can be negotiated in accordance with our Enterprise Agreement and the operational requirements of the role
Classification	APS Level 2
Position Number	JR 137846
Agency Website	www.homeaffairs.gov.au

Job Description

<https://jobs.homeaffairs.gov.au/job-invite/137846/>

The Australian Border Force (ABF) are Australia's frontline border law enforcement agency and customs service. We are an operationally independent body within the Home Affairs portfolio.

Our mission is to protect Australia's border and enable legitimate travel and trade.

Our vision is to be a global leader in border law enforcement and trusted partner that helps build a safe, secure and prosperous Australia. We aim to facilitate the movement of people and goods across the border. We work closely with other agencies to share knowledge, expertise and intelligence in order to detect, deter and prosecute those who attempt to do us harm at the border. The work we do contributes to safeguarding Australia's national security.

Our ideal candidate

As a successful candidate, you will:

- Possess well-developed written and verbal communication skills
- Deliver a high standard of service to a diverse range of clients
- Respond positively to change and challenging situations
- Manage your time and work goals in order to achieve successful outcomes for yourself and your team
- Welcome constructive feedback and take ownership of your learning and development while receiving ongoing support.

Duties

In the Australian Border Force (ABF), an APS2 could perform a range of tasks across domains and functions including Airports, seaports, mail centres, cargo facilities, District Offices, immigration detention facilities and Regional Command centres.

- Provide general administrative support, including clearing people, goods, carriers and immigration functions
- Prepare supporting documentation
- Deal with client and stakeholder enquiries
- Respond to counter enquiries
- Perform a range of general supporting tasks

Eligibility

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

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

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

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

Notes

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

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

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

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

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

About the Department of Home Affairs

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To Apply

Position Contact	Annelyse Davison, 0434 906 704
Agency Recruitment Site	https://jobs.homeaffairs.gov.au/job-invite/137846/

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Vacancy VN-0758920

Job Title	Senior External Budgets and Policy Officers
Job Type	Full-Time, Ongoing
Location	Various locations - ACT ACT
Salary	\$94,563 - \$107,713
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	On Site
Office Arrangement Details	Flexible working arrangements can be negotiated in accordance with our Enterprise Agreement and the operational requirements of the role.
Classification	APS Level 6
Position Number	137809
Agency Website	www.homeaffairs.gov.au

Job Description

<https://jobs.homeaffairs.gov.au/job-invite/137809/>

The External Budgets and Revenue Branch is responsible for managing the external budget process for the Department of Home Affairs including costings for New Policy Proposals (NPP) as part of the whole-of-government budget process; Cabinet and ministerial submission coordination; delivering the Portfolio Budget Statements (PBS) and Portfolio Additional Estimates Statements (PAES) documents; and management of the Portfolio's funding models and revenue collection.

The Branch has four Sections hiring including: the External Costings Section, Administered Financials Management Section, External Budget Coordination Section and Revenue Management Section.

The External Costings Section is responsible for costing new policy proposals across Home Affairs providing expert technical advice working closely with business areas and agencies across government to ensure key priorities are funded.

The External Budget Coordination Section coordinates budget documentation for the Home Affairs portfolio. The Section tracks and reviews new policy proposals, Cabinet submissions and provides advice and assistance to business areas and portfolio agencies in respect of budget matters.

The Revenue Management Section manages more than \$20 billion in revenue collections on behalf of the Australian Government. The Section is responsible for forecasting and reporting of administered revenue, overseeing accounts receivable and debt management.

The Administered Financial Management Section provides advice, analysis and support in relation to the Onshore Immigration Detention Network and the Offshore Regional Processing, month end processing, internal budget management and executive reporting.

About the vacancies

As part of the External Costings team, you will have the opportunity to develop a strong understanding of Cabinet and budget processes, while building technical skills in costings, public finance and accounting – capabilities that are highly valued across the Australian Public Service. This role offers valuable insight into the whole-of-government budget process and the way senior decision-makers think.

With guidance from senior staff, you will be expected to contribute to the development of costings by:

- Communicating clearly and effectively to influence outcomes
- Showing initiative and exercising sound judgment to provide accurate and specialised advice
- Understanding and shaping costings of policy settings and implementation arrangements.

As part of the External Budget Coordination team, you will develop an understanding of the Cabinet and budget processes. The role offers:

- Visibility of work across the portfolio
- Opportunities to provide valuable input into financial information across the portfolio
- Experience in whole-of-government and internal budget processes.

As part of the Revenue Management team, you will support the Executive, Minister's Office and other key stakeholders by:

- Analysing trends and providing advice on emerging issues affecting revenue collections
- Developing and maintaining models that underpin revenue costings
- Applying modelling techniques and data analysis tools to enhance business practices.

As part of the Administered Financials Management team, providing support and input into a range of financial and budget activities related to the highly complex major contracts for the Onshore and Offshore Detention Network you will be responsible for:

- Overseeing and undertaking invoice verification and approval processes
- Preparation of monthly accruals and journals ensuring expenditure is accounted for
- Assisting with all financial reporting and analysis activities
- Provide advice and analysis on financial matters including expenditure, cost pressures.

Our ideal candidate

- Work effectively and deliver quality outcomes with minimal supervision
- Demonstrate initiative, resilience, and a strong drive to meet goals within tight timeframes
- Present information clearly and have strong written and verbal communication skills
- Negotiate and influence effectively with well-developed interpersonal skills
- Manage competing priorities and meet strict deadlines with accuracy and attention to detail
- Build productive relationships with internal and external stakeholders with strong teamwork skills
- Experience in Excel is essential for all roles
- A background in modelling including using R, SQL, or Teradata is highly desirable for roles with the Revenue Management Section.

Duties

- Communicate effectively with internal and external stakeholders to gather and analyse information, supporting a timely, accurate and effective costings process that ensures the appropriate funding outcomes for the Department.

- Ability to develop an understanding of the external budget, costings, departmental and public policy processes working with the Assistant Director and Director to deliver costings
- Build productive working relationships with the Department of Finance and the Home Affairs Finance Division to support the costing process
- Understand Cabinet and budget processes including the Budget Process Operational Rules (BPORS), and demonstrate integrity in handling information
- Deliver accurate and high-quality work within tight timeframes
- Understand and contribute to the preparation of advice on New Policy Proposals, Ministerial Submissions and Cabinet Submissions related to costings
- Use analytical tools such as Excel to develop costings accurately and on time.

Additional information

- Understanding of the Australian Government financial framework and financial reporting requirements is desirable but not essential
- Tertiary qualifications or relevant experience in finance, accounting, economics, statistics, or mathematics
- For Revenue Management roles: Experience with data analysis and modelling using R, SQL, or Teradata is highly desirable.

Eligibility

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

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

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

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

Notes

The Department of Home Affairs offers an attractive remuneration package, including salary, superannuation benefits and flexible working conditions appropriate to the level of the position. The Australian Public Service (APS) Employee Value Proposition (EVP) highlights the top reasons our employees enjoy working in the APS.

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

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

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About the Department of Home Affairs

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To Apply

Position Contact	Nutan Singh, 02 6264 1410
Agency Recruitment Site	https://jobs.homeaffairs.gov.au/job-invite/137809/

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Agriculture, Water and the Environment

Vacancy VN-0758909

Department of Agriculture, Fisheries and Forestry

Closing Date:Tuesday 17 June 2025

Biosecurity Plant and Science Services
Plant Sciences & Risk Assessment Various

Job Title	Technical Officer
Job Type	Full-Time;Part-Time, Ongoing
Location	Sydney NSW, Melbourne VIC, Adelaide SA, Brisbane QLD, Cairns QLD, Canberra ACT, Darwin NT, Mickleham VIC, Perth WA
Salary	\$84,794 - \$93,020
Future Merit Locations	Sydney, Melbourne, Adelaide, Brisbane, Cairns, Canberra, Darwin, Mickleham, Perth
Office Arrangement	Flexible
Office Arrangement Details	Subject to negotiation
Classification	APS Level 5
Position Number	2025/1478
Agency Website	https://www.agriculture.gov.au

Job Description

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

Who we are

Biosecurity Plant and Science Services Division uses evidence and science to protect Australia's plant health status. We support agricultural productivity, competitiveness and trade in plant products. We strengthen Australia's plant pest prevention, preparedness and response capabilities in Australia and regionally.

The Plant Sciences and Risk Assessment Branch is an inclusive, diverse work area that develops science-based policies that protect Australia's plant-based industries, the natural environment and the community from exotic plant pests and diseases. The branch also provides scientific and technical submissions that help to maintain, improve and open overseas export markets for Australian plants and plant products.

Duties

The Jobs

Key responsibilities of these roles include:

- assisting with biosecurity risk analyses and policy reviews by researching, collating and analysing information from scientific literature about plant pests and diseases
- undertaking technical assessments to support the preparation of risk assessment and policy documents to assist with gaining and maintaining export market access for Australian plant products
- drafting evidence-based technical advice policy documents, technical reports, official briefings and various forms of correspondence for a range of internal and external stakeholders
- engaging and collaborating with stakeholders, including departmental staff, technical experts and industry.

Please note that this recruitment process will initially be used to fill **several vacancies in the branch** and that the roles may be able to be **performed from any of the locations listed above**. The merit pool established through this selection process, which is valid for a period of eighteen months from the date the vacancy was advertised in the Public Service Gazette, may be used to fill future ongoing vacancies in the branch where the duties are of a similar nature.

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

Eligibility

What we are looking for

Knowledge and experience

An interest in agriculture, science or the biosecurity system would be an advantage.

Mandatory qualifications

A tertiary qualification in a relevant science discipline (e.g. plant pathology, entomology, plant biosecurity or general biological, agricultural or environmental science) is mandatory.

Notes

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

About the Department of Agriculture, Fisheries and Forestry

To Apply

Position Contact	Chris Howard, 02 6272 4154
Agency Recruitment Site	https://www.agriculture.gov.au/about/jobs/apply

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Agriculture, Water and the Environment

Vacancy VN-0758941

Department of Agriculture, Fisheries and Forestry

Closing Date: Tuesday 10 June 2025

People, Property and Security
People Strategy & Safety WHS National Operations & WHS Enterprise

Job Title	WHS Senior Advisor & WHS Project Lead
Job Type	Full-Time, Ongoing
Location	Adelaide SA, Brisbane QLD, Canberra ACT, Melbourne VIC, Perth WA, Sydney NSW
Salary	\$95,438 - \$108,360
Future Merit Locations	Adelaide, Brisbane, Canberra, Melbourne, Perth, Sydney
Office Arrangement	Flexible
Office Arrangement Details	Subject to negotiation
Classification	APS Level 6
Position Number	2025/1424
Agency Website	https://www.agriculture.gov.au

Job Description

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

Who we are

The **People, Property and Security Division** works in partnership to deliver strategic and operational workforce services that enable and enhance organisational capability. The division provides stewardship, support and services across integrity; conduct; property; fraud and corruption; security; performance management; rehabilitation management; recruitment; learning and development; inclusion and diversity; workforce planning and analytics; workplace relations; people support; culture and health, safety and wellbeing.

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

There are two WHS Sections within the Department of Agriculture Fisheries and Forestry (DAFF). The **WHS Enterprise section** leads the overall WHS strategy and management of the department's enterprise safety management system and the **WHS National Operations section** leads the engagement and practical implementation of the department's safety management system with organisational stakeholders, including the provision and support on WHS matters.

Duties

The Job (WHS Project Lead)

The WHS Project Lead (WHS Enterprise), will work collectively in a team to support nationally significant projects, and contribute to the development of the department's safety management system across risk, assurance, governance and compliance. You will have the opportunity to identify and drive work programs that are led with an evidence-based approach.

The Job (WHS Senior Advisor)

The WHS Senior Advisor (WHS National Operations) will provide timely advice on WHS matters, facilitate risk assessments, coach operational teams on how to identify and respond to hazards and incidents, conduct workplace inspections, audits and incident investigations, respond to incidents and WHS matters as they arise and attend work group meetings.

Eligibility

What we are looking for
Knowledge and experience

- Candidates with WHS management experience, and work health and safety tertiary qualifications, would be highly regarded.
- Comprehensive knowledge and understanding of the Work Health and Safety Act and Regulations, Codes of Practice, and relevant Australian and International Standards, and their application in workplaces with diverse hazard profiles.
- Competent in the application of risk management concepts and practices and WHS incident investigation methodologies.
- Knowledge and understanding of safety management systems, including their development and implementation in a large organisation with a diverse hazard profile.
- A minimum of three to five years' experience working in a similar WHS role.

The successful applicant must:

- Hold and maintain a valid Australian motor vehicle drivers' licence.
- Note that the physical requirements of the role(s) involve a combination of outdoor and office-based work.

Notes

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

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

About the Department of Agriculture, Fisheries and Forestry

To Apply

Position Contact	Michelle Grayland, 0401 458 290
Agency Recruitment Site	https://www.agriculture.gov.au/about/jobs/apply

Agriculture, Water and the Environment

Vacancy VN-0758945

Department of Agriculture, Fisheries and Forestry

Closing Date: Tuesday 17 June 2025

Biosecurity Plant and Science Services
Plant Sciences & Risk Assessment Various

Job Title	Senior Technical Officer
Job Type	Full-Time;Part-Time, Ongoing
Location	Sydney NSW, Melbourne VIC, Adelaide SA, Brisbane QLD, Cairns QLD, Canberra ACT, Darwin NT, Mickleham VIC, Perth WA
Salary	\$95,438 - \$108,360
Future Merit Locations	Sydney, Melbourne, Adelaide, Brisbane, Cairns, Canberra, Darwin, Mickleham, Perth
Office Arrangement	Flexible
Office Arrangement Details	Subject to negotiation
Classification	APS Level 6
Position Number	2025/1493
Agency Website	https://www.agriculture.gov.au

Job Description

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

Who we are

Biosecurity Plant and Science Services Division uses evidence and science to protect Australia's plant health status. We support agricultural productivity, competitiveness and trade in plant products. We strengthen Australia's plant pest prevention, preparedness and response capabilities in Australia and regionally.

The Plant Sciences and Risk Assessment Branch is an inclusive, diverse work area that develops science-based policies that protect Australia's plant-based industries, the natural environment and the community from exotic plant pests and diseases. The branch also provides scientific and technical submissions that help to maintain, improve and open overseas export markets for Australian plants and plant products.

Duties

The Jobs

Key responsibilities of these roles include:

- writing and editing major evidence-based biosecurity documents
- contributing to biosecurity policy development through managing complex projects and reviews
- preparing risk assessment and policy documents to assist with gaining and maintaining export market access for Australian plant

products

- supervising junior staff and developing project plans and team objectives
- providing accurate and specialised biosecurity and technical advice about imported plant products and preparing and editing reports, briefs and other correspondence
- engaging and collaborating with stakeholders, technical experts, industry, trading partners and other government agencies on biosecurity issues.

Please note that this recruitment process will initially be used to fill **several vacancies in the branch** and that the roles may be able to be **performed from any of the locations listed above**. The merit pool established through this selection process, which is valid for a period of eighteen months from the date the vacancy was advertised in the Public Service Gazette, may be used to fill future ongoing vacancies in the branch where the duties are of a similar nature.

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

Eligibility

What we are looking for

Knowledge and experience

Knowledge or an understanding of plant biosecurity in a national and international framework would be an advantage.

Mandatory qualifications

A tertiary qualification in a relevant science discipline (e.g. plant pathology, entomology, plant biosecurity or general biological, agricultural or environmental science) is mandatory.

Notes

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

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

About the Department of Agriculture, Fisheries and Forestry

To Apply

Position Contact	Chris Howard, 02 6272 4154
Agency Recruitment Site	https://www.agriculture.gov.au/about/jobs/apply

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Australian Federal Police

Closing Date: Monday 09 June 2025

Job Title	Litigation Lawyer
Job Type	Full-Time, Non-Ongoing
Location	Sydney NSW
Salary	\$72,339 - \$107,559
Future Merit Locations	Sydney
Office Arrangement	On Site
Office Arrangement Details	On site
Classification	APS Level 3;APS Level 4;APS Level 5
Position Number	14710
Agency Website	https://careers.afp.gov.au

Job Description

<https://careers.afp.gov.au/job-invite/14710/>

Did you know?

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

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

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

- Six weeks (30 days) of paid annual leave per year + additional paid Christmas stand down
- 4 extra days of mandatory rest leave per year
- 18 days of paid personal leave per year
- Generous superannuation of 15.4%
- 18 weeks paid Parental Leave for Primary Caregiver (and 11 weeks for Secondary Caregiver) + additional unpaid leave entitlements for up until 24 months from the child's date of birth or placement
- Generous salaries and incremental salary progression governed by the [AFP Enterprise Agreement](#)
- Flexible and hybrid working arrangement that provides work/life balance
- Health & wellbeing services – with a focus on early intervention, education and prevention
- Access to ongoing training and professional development opportunities

Duties

Applications are sought from dynamic, motivated and experienced individuals wishing to be considered for positions as Litigation Lawyers in the Criminal Assets Confiscation Taskforce in Sydney. Positions are available at the 3-5 band level. You must be admitted as an Australian legal practitioner and hold a practising certificate (or be eligible to obtain one) at the time of commencement.

The appropriate band level will be assessed for the successful candidates according to their post-qualification experience and skill set against the AFP work level standards. These roles work closely with investigation teams and provide a challenging opportunity for commercial or civil litigators who wish to broaden their horizons.

The AFP-led Criminal Assets Confiscation Taskforce adopts a coordinated and proactive approach to the confiscation of assets related to Commonwealth crime. It brings together expertise in investigations, litigation, intelligence, forensic accounting and other specialist resources and representatives from key partner agencies including the Australian Taxation Office (ATO), Australian Criminal Intelligence Commission (ACIC), Australian Border Force (ABF) and Australian Transaction Reports and Analysis Centre (AUSTRAC). The main aim of the Taskforce is to enhance the identification of criminal assets and benefits derived from crime, and to pursue their confiscation.

Criminal Assets Litigation (CAL) is a key part of the Taskforce and teams of Litigation Lawyers are co-located with Taskforce investigators. CAL is responsible for conducting civil litigation on behalf of the Commissioner under the *Proceeds of Crime Act 2002* (Cth) and for international referrals under the *Mutual Assistance in Criminal Matters Act 1987* (Cth), as well as providing legal advice to the Taskforce and the Commissioner on proceeds of crime matters. The CAL team provides high quality, cost effective in-house professional litigation services to the Commissioner and litigation lawyers regularly appear for the Commissioner, and instruct counsel, in the Supreme Court of NSW and other States and Territories as required.

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

What will you do?

You will work on litigation matters in the Courts for the AFP as in-house solicitor on the record, progressing dynamic, cutting edge litigation aimed at confiscating criminal assets and benefits derived from unlawful activity. The litigation is civil in nature and conducted pursuant to the *Proceeds of Crime Act 2002* (Cth) or the *Mutual Assistance in Criminal Matters Act 1987* (Cth), amongst other legislation.

Your duties may include:

- Conducting complex Commonwealth proceeds of crime litigation on behalf of the Commissioner;
- Researching legal matters and preparing legal advice and assistance to the Criminal Assets Confiscation taskforce concerning the litigation of Commonwealth proceeds of crime matters;
- Representing the AFP in negotiations and meetings with other parties or their legal representatives in relation to complex proceeds of crime litigation involving the AFP; and
- Appearing for the AFP or instructing counsel, and assisting in the conduct of proceeds of crime matters as required.

Eligibility

Essential Requirements

- Negative Vetting 1 (Secret) security clearance or the ability to obtain one;
- Be an Australian citizen at time of application;
- Hold tertiary qualifications in law and possess contemporary relevant legal knowledge and experience;
- Hold or be able to obtain a practising certificate as an Australian Legal Practitioner; and
- Maintain currency in legal knowledge and skills through ongoing professional development and learning opportunities outside the formal education process

Notes

- This position is an AFP Legal Broadband 3-5
- 2 year non-ongoing role.
- This position is based in Sydney, NSW and applicants are expected to be in Sydney.
- This role attracts a composite allowance in recognition of expanded working hours, normal patterns of attendance and shift patterns (such as afternoon shifts, weekends and Designated Public Holidays) that are required under the Operations working pattern. In accordance with the AFP Enterprise Agreement, an employee who is required to work in accordance with the Operations working pattern will receive a Core Composite of 22% in addition to their base salary, which will count as salary for superannuation. The Commissioner has the authority to remove a composite from a role.

Commitment to Diversity & Inclusion

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

About the Australian Federal Police

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

To Apply

Position Contact	Steven Davidson, (02) 5126 3464
Agency Recruitment Site	https://careers.afp.gov.au/job-invite/14710/

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Attorney-General's

Vacancy VN-0758922

Australian Human Rights Commission

Closing Date:Monday 09 June 2025

Partnerships & Projects

Job Title	Director, Australian Defence Collaboration
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Sydney NSW
Salary	\$139,336 - \$163,754
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Hybrid
Office Arrangement Details	Hybrid
Classification	Executive Level 2
Position Number	1116
Agency Website	

Job Description

<https://humanrights.gov.au/about/jobs/job-details?nPostingId=315&nPostingTargetId=358&id=Q7FFK026203F3VB>

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

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

- Advising all levels of government and various public and private organisations.
- Strengthening laws, policies, and practices while providing accessible investigation and conciliation services.
- Engaging inclusively with civil society, communities, and the private sector.
- Raising awareness about human rights and offering educational resources.
- Collaborating with partners to cultivate a culture of respect for human rights across the nation.

This is a unique and exciting opportunity for an experienced and passionate leader to manage our collaboration with the Australian Defence Force. In this role, you will provide strategic leadership and high-level oversight of the partnership, developing and maintaining strong relationships with key Defence stakeholders. You will lead a dedicated team and guide the successful delivery of all associated project work of the partnership.

This full-time / part time, ongoing position / non ongoing position offers a competitive salary range of \$139,336 - \$163,754 per annum plus 15.4% superannuation.

We offer flexible hybrid and remote work options to suit your lifestyle.

Duties

What You'll Do:

- Provide strategic guidance, leadership and management of the Defence Collaboration including strategic engagement with key partnership stakeholders
- Lead the development and maintenance of effective strategic and operational relationships with the various areas within Defence, to strengthen the partnership and promote successful implementation of partnership aims.
- Drive innovation and thought leadership, strengthening the profile of the Commission
- Provide leadership and mentorship to the Defence-AHRC team, fostering a high-performing and collaborative team culture.
- Oversee planning and implementation of the program to ensure mutually agreed programs of work are delivered to a high standard, within resource allocation, effectively managing any risks and challenges.
- Providing advice on best practice workplace cultural reform for national security agencies, particularly armed services.
- Analysis of data, organisational policies, systems and processes in order to identify systemic issues, potential barriers to cultural reform and develop strategic responses.
- Hold operational responsibility and take proactive approach for risk management across all programs, ensuring the identification and mitigation of risks at both programmatic and organisational levels.
- Ensure adherence to financial, legal, and operational compliance standards in all program activities.
- Provide high-level strategic advice to the Sex Discrimination Commissioner, Senior Advisor and other relevant senior executives in the Commission in relation to the Defence Collaboration work.

Eligibility

What We're Looking For:

- Demonstrated knowledge and practical understanding of workplace cultural reform and the ability to lead this reform through a human right based intersectional approach.
- Demonstrated ability to critically analyse complex issues and provide practical, innovative and evidence-based advice and guidance to shape projects, programs and their outcomes.
- Demonstrated partnership management skills including highly developed relationship management skills and the ability to build and sustain positive relationships.
- Demonstrated management ability, including the capacity for leadership in development of team goals, strategies and work plans,
- Project/Program Management skills with a demonstrated ability to deliver effective outcomes in complex environments with time pressure.
- Budget and financial management experience, in a complex external funding context.
- Demonstrated experience in leading and developing small teams, with a focus on building team capability, fostering a positive work culture, and promoting employee wellbeing.
- Exceptional communication skills including a demonstrated ability to communicate clearly, confidently, persuasively, and in a culturally appropriate way with diverse stakeholders and team members.

Notes

Why Join Us?

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

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

Applications close: Monday 09 June 2025

Notes

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

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

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

Please note that this position may be filled on either an ongoing or non-ongoing basis. If an offer of non-ongoing employment is made, the successful applicant would be employed for an initial period of up to eighteen months with the possibility of extension up to a maximum period of two years in total. The merit pool established through this selection process, which is valid for a period of eighteen months from the date the vacancy was advertised in the Public Service Gazette, may be used to fill future ongoing and non-ongoing vacancies in the Commission where the duties are of a similar nature.

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

How to Apply

Please provide a resume and a statement (maximum of 2 pages) outlining your interest in this position(s), your experience that would lead to impactful outcomes in the role, and the skills and capabilities you bring. The successful candidate will demonstrate the ability to fulfill the requirements of the role in an impartial and respectful manner as required by the APS Code of Conduct. The successful candidate will uphold the integrity and independence of the Australian Human Rights Commission. As part of the recruitment and selection process, applicants will be required to consent to and undergo background checks which may include character and social media checks.

For more Information

Information about the role and Commission practices may be sought from Lola Trajkovich via email lola.trajkovich@humanrights.gov.au

About the Australian Human Rights Commission

To Apply

Position Contact	Lola Trajkovich, lola.trajkovich@humanrights.gov.au
Agency Recruitment Site	https://humanrights.gov.au/about/jobs/job-details?nPostingId=315&nPostingTargetId=358&id=Q7FFKC

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Attorney-General's

Vacancy VN-0758895

Commonwealth Ombudsman

Closing Date: Sunday 08 June 2025

Defence, Investigations, ACT & Legal
Legal

Job Title	Legal Director
Job Type	Full-Time;Part-Time, Ongoing
Location	Melbourne VIC, Sydney NSW, Canberra ACT, Brisbane QLD, Perth WA, Adelaide SA
Salary	\$137,289 - \$155,611
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Hybrid
Office Arrangement Details	Flexible work can be requested in line with operational requirements
Classification	Executive Level 2
Position Number	024_05/25
Agency Website	https://www.ombudsman.gov.au/

Job Description

<https://ombudsman.nga.net.au/cp/index.cfm?event=jobs.home&CurATC=EXT&CurBID=62AFB35D%2D9273%2D>

The Office of the Commonwealth Ombudsman (the Office) is looking for a Legal Director to lead our Legal Team.

The Legal Director is the Office's most senior legal adviser and is responsible for the delivery of legal services and closely supporting the Commonwealth Ombudsman and the Executive to manage legal risk in the performance of their functions. The Legal Director is responsible for the provision of legal advice on a wide range of issues, including statutory interpretation, administrative law and procurement. The Legal Director is also responsible for administering the Office's obligations under freedom of information (FOI) and privacy laws, as well as for managing ongoing litigation in Courts and Tribunals.

We are looking for a Legal Director with excellent legal and analytical ability and who possesses strong leadership and communication skills, ideally with an extensive background working in or with federal government legal teams. The technical focus of the role is in administrative and information law and statutory interpretation but being a small agency with a small legal team, the Legal Director will have the opportunity to manage the broad variety of legal issues that arise across the Office.

The successful applicant must be admitted as a legal practitioner and have experience in, or aptitude for, the provision of legal services in an in-house environment, and a capacity to exercise professional judgement and initiative. They should have:

- excellent legal and analytical skills

- well-developed communication skills, and
- sound judgement and demonstrated ability as a leader.

The role is currently shared between two part-time Legal Directors. Applications for both full and part-time roles will be considered. **Duties**

1. Leading and managing a team responsible for the delivery of legal services within the Office and administering the Office's statutory obligations with respect to FOI and privacy.
2. Preparing and settling complex legal advice, correspondence and briefing material on matters that may arise from undertaking the functions of the Commonwealth Ombudsman.
3. Providing strategic advice to the Ombudsman and Executive that is solution-focused, grounded in law, and adheres to principles of risk management.
4. Engaging external legal services providers in accordance with Australian Government requirements, including managing the external legal budget.
5. Discharging the Office's responsibilities under the Freedom of Information Act 1982 (Cth) and Privacy Act 1988 (Cth), including identifying opportunities to streamline and improve the Office's processes.
6. Making a significant contribution to the development and implementation of the Office's business objectives and to continuous improvements within the workplace.
7. Other duties as directed.

Eligibility

- be an Australian citizen,
- undergo a National Criminal History records check and
- have, or be able to obtain, a practising certificate
- be able to obtain and maintain a security clearance at a Negative Vetting 1 level.

Notes

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

About the Commonwealth Ombudsman

About the Office The purpose of the Office of the Commonwealth Ombudsman (the Office) is to: • provide assurance that the Australia Government entities and prescribed private sector organisations that the Office oversees, act with integrity and treat people fairly, and • influence enduring systematic improvement in public administration in Australia and the Pacific region. The Office does this through handling complaints, conducting investigations, performing audits and inspections and encouraging good administration. The Office also influences improvement in public administration in the Pacific region through collaboration with partner entities. The Office is statutorily independent within the Attorney-General's portfolio with the following separate titles that describe some of our specific powers and functions: • Defence Force Ombudsman • Postal Industry Ombudsman • Overseas Students Ombudsman • Private Health Insurance Ombudsman • Immigration Ombudsman • Law Enforcement Ombudsman • VET Students Loans Ombudsman. The Commonwealth Ombudsman is also the ACT Ombudsman. Further information about the Office is available at the Commonwealth Ombudsman website.

To Apply

Position Contact	Amelia McCormick, 08 8233 4758
Agency Recruitment Site	https://ombudsman.nga.net.au/cp/index.cfm?event=jobs.home&CurATC=EXT&CurBID=62AFB35D%2

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Attorney-General's

Vacancy VN-0758887

Federal Court of Australia

Closing Date:Monday 02 June 2025

Federal Circuit and Family Court of Australia
Judicial Support

Job Title	Legal Associate to the Honourable Justice Carter
Job Type	Full-Time, Non-Ongoing
Location	Melbourne VIC
Salary	\$75,022 - \$81,775
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible
Office Arrangement Details	Flexible working arrangements can be negotiated in line with operational requirements.
Classification	APS Level 4
Position Number	0391-05-25
Agency Website	https://www.fedcourt.gov.au/about/employment

Purpose of Position

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

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

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

Duties

Key Responsibilities and Duties

The occupant of this position:

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

Eligibility

Selection Criteria

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

Notes

Eligibility

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

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

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

Diversity and Inclusion

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

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

How to apply

As part of your application, you will be required to submit a written response to the selection criteria listed in the position description (maximum word limit 1500). Please ensure this document is attached before submitting your application

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

About the Federal Court of Australia

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

To Apply

Position Contact	Rachelle Lombardo, 0447 248 599
Agency Recruitment Site	https://www.fedcourt.gov.au/about/employment

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Attorney-General's

Vacancy VN-0758891

Federal Court of Australia

Closing Date: Tuesday 10 June 2025

Federal Circuit and Family Court of Australia
Judicial Support

Job Title	Associate - FCFCOA Division 2
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Sydney NSW
Salary	\$84,228 - \$91,809
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	On Site
Office Arrangement Details	On Site
Classification	APS Level 5
Position Number	0418-05-25
Agency Website	https://www.fedcourt.gov.au/about/employment

Job Description

<https://fcajobs.nga.net.au/?jati=A0F5EA68-C79D-8BCB-6143-E3DA26284C3B>

Purpose of position

The Associate is part of a team assisting a Judge in the day-to-day management of Chambers and Court. The role of the Associate is to manage chambers and to supervise the Deputy Associate.

Important Functions

The person appointed to this position is expected to carry out his or her duties so as to:

- satisfy all relevant statutory obligations
- satisfy the Australian Public Service Values and Code of Conduct
- contribute to and support achievement of the Court's Strategic and Business Plans
- operate within the Court's policies and procedural guidelines, and
- support and contribute to the Court's Service Charter

Duties

- Day-to-day running of chambers including responding to enquiries.
- Supervise the work of the deputy associate.
- Assist the Judge to manage the docket by preparing and managing matters waiting for hearing.
- Ensure the court's case management system is up-to-date and assist the Judge in the preparation of orders and typing of judgments.
- Maintain court related relationships with various external stakeholders.
- Contribute to organisational forums working for better working practices.
- Other duties as required.

Eligibility

Qualifications

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

Selection Criteria

1. Strong communication (oral and written) and liaison skills and the ability to communicate with people of all levels.
2. Demonstrated high-level keyboard skills and ability to use relevant software applications including Microsoft Office applications and the internet.
3. The ability to adapt to changing situations and priorities.
4. Tolerance, diligence and the ability to work as a member of a small team.
5. A high standard of ethical behaviour.

Eligibility

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

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

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

Notes

Diversity and Inclusion

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

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

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

How to apply

To apply, please complete the application form on the Court's careers portal.

As part of your application, you will be required to submit a written response to the selection criteria listed in the position description (maximum word limit 1500). Please ensure this document is attached before submitting your application.

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

Application Close: Tuesday 10 June 2025, at 11:30 pm (AEST)

Aboriginal and Torres Strait Islander people are strongly encouraged to apply.

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

About the Federal Court of Australia

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

To Apply

Position Contact	Michelle Thornley, 02 8067 2252
Agency Recruitment Site	https://fcajobs.nga.net.au/?jati=A0F5EA68-C79D-8BCB-6143-E3DA26284C3B

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Attorney-General's

Vacancy VN-0758950

Job Title	OAIC Talent Register
Job Type	Full-Time;Part-Time;Casual, Ongoing;Non-Ongoing
Location	Sydney NSW, Melbourne VIC, Brisbane QLD, Canberra ACT, Adelaide SA, Hobart TAS, Perth WA, Darwin NT
Salary	-
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Hybrid
Office Arrangement Details	The OAIC operates a hybrid model, with a combination of office and remote working
Classification	APS Level 1;APS Level 2;APS Level 3;APS Level 4;APS Level 5;APS Level 6;Executive Level 1;Executive Level 2
Position Number	n/a
Agency Website	https://www.oaic.gov.au/about-us/

Job Description

<https://www.oaic.gov.au/about-the-OAIC/join-our-team/oaic-talent-register>

Working with the Office of the Australian Information Commissioner (OAIC) will put you at the forefront of data protection and access to information regulation. We are a statutory agency within the Attorney-General Department's portfolio with responsibility for:

- privacy functions under the *Privacy Act 1988* and other legislation
- freedom of information, in particular review of decisions made by agencies and ministers under the *Freedom of Information Act 1982*.
- privacy and confidentiality functions in relation to the Consumer Data Right (CDR) under the Competition and Consumer Act 2010 (CCA).

The OAIC's Talent Register is designed to capture expressions of interest for the purposes of talent consideration and OAIC workforce management. Applicants may be considered but are not guaranteed for likely temporary, casual, non-ongoing or ongoing vacancies into the future. In the event a vacancy is identified, the OAIC reserves the right to contact you to discuss the vacancy further.

We are seeking appropriately skilled and qualified individuals to fill short term, temporary (non-ongoing — full time, part time, casual) or identified vacancies which may become ongoing (full time or part time). Temporary opportunities exist for periods up to 18 months across APS 1, APS 2, APS 3, APS 4, APS 5, APS 6, EL 1 and EL 2 classification levels (Salary ranging: \$54,516 to \$161,916 per annum (plus 15.4% superannuation))

Duties

We are looking for highly motivated applicants to tell us about what skills, experience and qualifications they can bring to the OAIC. If a position comes up, we will review the resume and application information to see if someone has what we need.

We are always on the lookout for people with other transferable skills in areas including:

- Policy, research, brief writing
- Case management / dispute resolution and conciliation
- Legal interpretation and analysis / drafting guidance
- Investigations / decision writing and drafting
- Assessments / audits / stakeholder engagement
- Providing information on the OAIC's functions on our national Enquiries line
- Media and communication
- Governance, information management and security, record management and data governance
- Corporate services (people and culture, office management, finance, executive assistance)
- Freedom of information

The OAIC operates a hybrid work model with a combination of remote working and office attendance. Whilst the OAIC office is located in the Sydney CBD (and is the preferred location), we will consider candidate applications from all other locations within Australia.

Eligibility

* Section 22 of the Public Service Act 1999 requires that APS employees must be Australian citizens.

* There are restrictions on employment of people who have, within the previous 12 months, accepted a redundancy benefit from an APS agency or a non-APS Commonwealth employer.

* For the duration of your employment with the OAIC you will be required to obtain and maintain an Australian Government security clearance.

Notes

To apply:

Please provide a current CV (**4 pages** maximum) and a covering letter (**2 pages** maximum) explaining your interest, motivation and fit for the areas of work of most interest to you, including the skills and experience you will bring to the organisation and the areas of work selected.

Please complete the Talent Register application form located on the [OAIC Talent Register](#), and email it with your resume and letter (preferably in one document) to jobs@oaic.gov.au

The OAIC is committed to diversity and inclusion and creating a workplace where people from all backgrounds feel confident that they will be heard and that their contributions are welcome. We encourage and welcome applications from people with disability, First Nations peoples, LGBTIQ+ people, people from culturally and linguistically diverse backgrounds, and mature age people.

Selection for vacancies at the Office of the Australian Information Commissioner are based on merit.

About the Office of the Australian Information Commissioner

The Office of the Australian Information Commissioner (OAIC) is an independent agency within the Attorney-General's portfolio. Our primary functions are privacy, freedom of information and government information policy. Our responsibilities include conducting investigations, reviewing decisions, handling complaints, and providing guidance and advice.

To Apply

Position Contact	Mark Smolonogov, 1300 363 992
Agency Recruitment Site	https://www.oaic.gov.au/about-the-OAIC/join-our-team/oaic-talent-register

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Defence

Vacancy VN-0758893

Department of Defence

Closing Date:Wednesday 11 June 2025

Capability Acquisition and Sustainment Group
Joint Systems

Job Title	Sustainment Commercial Manager
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	-
Future Merit Locations	Canberra
Office Arrangement	On Site
Office Arrangement Details	Defence is committed to supporting workplace flexibility. Please contact the contact officer for further details.
Classification	Executive Level 1
Position Number	CASG/04343/25
Agency Website	

Job Description <https://defencecareers.nga.net.au/?jati=7AAA6399-8533-298B-BBA6-E3D7997646D3>

Duties

The Role

Electromagnetic Warfare and Intelligence Systems Land SPO (EWIS Land) is seeking to recruit an enthusiastic, energetic candidate with well-developed contracting, procurement and governance skills to join our team as Sustainment Commercial Manager.

The Sustainment Commercial Manager will possess the skills and experience in commercial, contracting and procurement and ability to analyse a problem and tailor a solution to achieve effective and fit-for-purpose commercial outcomes across a wide range of Electromagnetic Warfare products and sustainment projects.

We pride ourselves in having a positive, collaborative and inclusive workplace culture, which is always striving to be high performing and high achieving.

Our successful candidate will have a proven ability to manage a team with a variety of backgrounds, qualifications and experience from the APS, ADF and contracted workforce. They will be expected to undertake critical analysis of finance and procurement methods suitable to meet the expected product performance standards for the product life.

This job is for you if you are energised to take responsibility for developing commercial strategies, negotiating and managing multiple complex support contracts. You will also get a buzz from developing and managing a high performing team and integrating into a well-established logistics and engineering eco system. This should be second nature to you based on your track record of fostering productive relationships with stakeholders, communicating influentially and delivering commercial outcomes in compliance with Commonwealth Government legislation and policy requirements.

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

About our Team

Electromagnetic Warfare and Intelligence Systems (EWIS) Branch in Joint Systems Division is an exciting and complex environment, offering a rewarding career in one of the most dynamic organisations within CASG. We deliver, integrate and sustain intelligence and electromagnetic warfare capabilities into a wide range of air, land and maritime platforms and systems. We have a high performing culture and are faced with complex challenges in our role to defend Australia and its interests.

EWIS Land Systems Program Office (SPO) is comprised of members from various geographic locations and disciplinary backgrounds with diverse skills working together to deliver and support capabilities to the ADF and external Government agencies. This includes Force Protection Electronic Countermeasures, Explosive Ordnance Disposal Robots, Deliberate Route Clearance as well as Tactical Electronic Warfare systems.

Our Ideal Candidate

The ideal candidate will have experience working in a commercial environment with a robust understanding of CASG contractual mechanisms while being open to learning how to apply them to suit EWIS-L SPO product support.

The successful candidate will have a solid background implementing Defence procurement policies with a broad understanding and working knowledge of most of the following areas and in depth experience with some:

- Complex procurement and In-Service Support procurement.
- Contract Management, including contract development and contract performance management.
- Budget Development and Management.
- Army Sustainment Fleet Screening management and delivery.
- Business Governance.
- Risk Management.
- Asset accounting with experience with ACT/AUC tools.
- Project management experience across multiple lifecycle stages.
- Product management experience.
- Logistics Support Management.
- Experience working in and/or providing support to Supply Chain Management IAW Defence policies.

Eligibility

Security Clearance:

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

Notes

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

About the Department of Defence

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

To Apply

Position Contact	Articha Cobzaru, 02 6132 7451
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=7AAA6399-8533-298B-BBA6-E3D7997646D3

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Environment and Energy

Vacancy VN-0758892

Clean Energy Regulator

Closing Date:Monday 09 June 2025

Scheme Operations
National Greenhouse and Energy Reporting and Safeguard Product
Guarantee of Origin

Job Title	Assistant Manager - Product Guarantee of Origin
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Canberra ACT
Salary	\$121,724 - \$138,463
Future Merit Locations	Canberra
Office Arrangement	Flexible
Office Arrangement Details	The agency supports and promotes flexible working, including remote options on negotiation.
Classification	Executive Level 1
Position Number	CER 045/25
Agency Website	https://cer.gov.au/about-us/who-we-are

Job Description

<https://cleanenergyregulatorcareers.nga.net.au/cp/index.cfm>

About the Branch

The branch administers the National Greenhouse and Energy Reporting scheme, the Safeguard Mechanism and will administer the Product Guarantee of Origin scheme when it commences in the second half of 2025.

The branch aims to:

- ensure the efficient and effective administration of our schemes while working collaboratively across the agency to maximise the benefits of the new structure.
- implement continuous improvements to our guidance, advice, information and systems and processes to reduce regulatory burden and administrative cost.
- ensure compliance with scheme requirements by taking a risk-based approach to:
 - encouraging voluntary compliance, and
 - strengthening our response to non-compliance.
- ensure greenhouse and energy data is accurate and accessible and meets data users' needs.
- build and maintain an agile, capable, engaged and accountable workforce.

The branch is comprised of five sections, each with their own section business plans that demonstrate how they will contribute to divisional and branch priorities:

- National Greenhouse and Energy Reporting Obligation Management
- National Greenhouse and Energy Reporting Report Assessment and Publication
- Safeguard Mechanism
- Carbon Exchange & Unit and Certificate Register
- Product Guarantee of Origin

About the Section

The Product Guarantee of Origin Section is responsible for establishing and administering the Product Guarantee of Origin, which will commence in the second half of 2025.

The Product Guarantee of Origin is a key component of the Australian Government's Guarantee of Origin (GO) scheme—a voluntary emissions accounting and verification framework designed to support Australia's transition to a low-emissions economy.

Product Guarantee of Origin certificates are a central feature of the Australian Government's Guarantee of Origin scheme. These digital certificates provide transparent, verifiable information about the origin and emissions profile of a product throughout its lifecycle—from production to transport and storage.

Initially focused on hydrogen production, the PGO framework will expand to include other low-emissions products such as green metals, renewable gases, and low-carbon liquid fuels. PGO certification will also underpin eligibility for government initiatives, including the Hydrogen HeadStart program, the Hydrogen Production Tax Incentive, and the Green Aluminium Production Credit.

Duties

Under broad direction, the Assistant Manager, Product Guarantee of Origin will:

- Develop and implement stakeholder engagement and communication strategies in relation to Product Guarantee of Origin to enhance partnerships and program delivery.
- Lead, manage, and develop a high-performing team by setting clear objectives, providing strategic guidance, allocating resources effectively, and fostering collaboration to achieve strategic outcomes.
- Oversee risk management, governance and legal coordination activities ensuring compliance with legislative and policy frameworks in relation to Product Guarantee of Origin.
- Conduct and review complex Product Guarantee of Origin assessments.
- Contribute to the development and implementation of operational policy and procedures, ensuring alignment with Product Guarantee of Origin intent.
- Apply comprehensive work knowledge, precedent and established legislation, policy, procedures and guidelines to situations involving a high level of complexity and sensitivity which require considerable interpretation and analysis.
- Establish and implement improvements to processes and to meet agency objectives and compliance with legislative requirements.
- Develop and implement operational policy and assist with IT streamlining and improvement processes.
- Lead the preparation of briefing material and analytical reports for the Minister, senior executives and agency committees.

- Support the section manager in achieving team deliverables, including the ability to act as the Manager of Product Guarantee of Origin when required.

Qualifications/Experience

Relevant tertiary qualifications (i.e. engineering, environmental science, chemistry) and experience in a regulatory environment are highly desirable, but not essential.

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 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 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, • Nature Repair Market, under the Nature Repair Act 2023, • Guarantee of Origin, under the Future Made in Australia (Guarantee of Origin) Bill 2024. 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. 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	Casey Broughton, 02 6159 3878
Agency Recruitment Site	https://cleanenergyregulatorcareers.nga.net.au/cp/index.cfm

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Foreign Affairs and Trade

Vacancy VN-0758847

Austrade

Closing Date: Sunday 08 June 2025

Trade and Investment Group

Job Title	Trade and Investment Commissioners (Several Opportunities)
Job Type	Full-Time, Ongoing; Non-Ongoing
Location	International International
Salary	\$137,054 - \$159,720
Future Merit Locations	International
Office Arrangement	On Site
Office Arrangement Details	The candidate will be required to work predominantly on site; work from home will be supported where operationally feasible.
Classification	Executive Level 2
Position Number	5278_05/25
Agency Website	https://www.austrade.gov.au/about/employment

Job Description

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

The Australian Trade and Investment Commission—Austrade—promotes Australian trade, investment, tourism and education to the world. We deliver services to grow Australia's economic prosperity.

Our purpose is to unlock opportunities that help Australian businesses go further, faster. We have a proud history of helping Australian businesses pursue their global ambitions through our international expertise and trusted networks.

We're experts in connecting Australian businesses to the world and the world to Australian business.

Our global network turns local market connections and insights into valuable export and investment support.

We contribute to Australia's prosperity by:

- Linking Australian businesses to global export opportunities
- Providing market and industry insights, making it easier for businesses to go global
- Attracting international investment to drive local jobs and develop skills
- Leading policy and programs for Australian tourism and the visitor economy
- Attracting international students to study with Australia.

Duties

Austrade is advertising Trade and Investment Commissioner (TIC) positions at the Executive Level 2 (EL2) classification, based in Hanoi, Vietnam; San Francisco, CA, United States of America; and New York, NY, United States of America.

Working in a dynamic operating environment as part of an Australian and local team, the EL2 Trade and Investment Commissioner's role is to help exporters, investors, and buyers to capitalise on emerging opportunities, navigate changes in the local trading environment and mitigate risk.

Working with and leading an experienced locally engaged team, the EL2 Trade and Investment Commissioners will contribute to:

- Australia's global reputation by promoting Australian capability in the relevant region(s) using global objectives and priorities to guide local strategy;
- Assisting Australian companies to achieve commercial trade outcomes and/or securing productive foreign investment into Australia;
- Advancing Australia's strengths as a highly attractive destination for investors; and
- Representing Austrade and Australia in a range of high-level corporate and government settings in market and across the region.

The Trade and Investment Commissioner will be part of the regional management team and will contribute to Austrade's broader leadership cohort.

Eligibility

- **Australian Citizenship** – Our successful candidate must be an Australian citizen.
- **Language Proficiency** – Our successful candidate must be fluent in written and spoken English.
- **Security Clearance** – Our successful candidate is required to hold, or have the ability to obtain, and maintain a Negative Vetting Level 2 security clearance.
- **Overseas Posting Eligibility** – Internal candidates should be aware of the eligibility requirements outlined in Austrade's People Policy – Overseas Postings & Return to Australia (A-Based Employees).

Notes

The opportunities

These opportunities at the **Executive Level 2** classification are comprised of the following:

- A pre-posting placement based in Australia for a **non-ongoing (specified task)**, for a **period of up to six (6) months**, to complete mandatory pre-departure requirements; and
- A long-term overseas assignment in the advertised location(s) for a **non-ongoing (specified task)**, for a **period of up to three (3) years**.

Anticipated timing

- **For the Hanoi-based position** – commencement with Austrade in Australia is anticipated to be in early 2026, with overseas posting assignment from mid-2026.
- **For the San Francisco-based position** – commencement with Austrade in Australia is anticipated to be in early 2026, with overseas posting assignment from mid-2026.
- **For the New York-based position** – commencement with Austrade in Australia is anticipated to be in mid-2026, with overseas posting assignment from late 2026.

How to apply

Applications are to be submitted via Austrade's online application system. Please ensure that you receive an email acknowledgement confirming receipt of your application.

Applications close on Sunday 8 June 2025.

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

About the Austrade

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

To Apply

Position Contact	Emma McDonald and Paul Burfield, SESUnit@austrade.gov.au
Agency Recruitment Site	https://austradejobs.nga.net.au/cp/

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Foreign Affairs and Trade

Vacancy VN-0758850

Austrade

Closing Date:Wednesday 11 June 2025

Corporate Services
Digital and Technology Services Information Technology Services

Job Title	Assistant Director Cyber Operations and Assurance
Job Type	Full-Time, Ongoing
Location	Adelaide SA, Brisbane QLD, Canberra ACT, Melbourne VIC, Sydney NSW
Salary	\$117,157 - \$131,786
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Hybrid
Office Arrangement Details	Hybrid working arrangements are in place and specific details can be negotiated in accordance with our Enterprise Agreement
Classification	Executive Level 1
Position Number	5445_05/25
Agency Website	https://www.austrade.gov.au/about/employment

Austrade is seeking a skilled and experienced analyst to join the Cybersecurity and Risk team as the Assistant Director Cyber Operations and Assurance. This role will assist in the delivery of cybersecurity in Austrade, particularly security operations.

Duties

- Conducting comprehensive analysis of Information Communications Technology (ICT) services and associated security systems to identify irregularities and minimise risk
- Managing and coordinating response for cybersecurity incidents and threats
- Establishing policies, procedures and treatments to ensure preventative and recovery strategies are in place to minimise risks to Austrade ICT systems
- Providing security-focused technical advice to the Director Cybersecurity and Risk, and cybersecurity support for projects and other initiatives
- Maintaining and managing registers, tools and other assets
- Conducting independent research, analysis and reporting
- Undertaking audits to validate controls, and providing recommendations for remediation
- Supervising and managing the small Cyber Operations and Assurance team
- Contributing to the strategic direction of the agency through input to business planning
- Taking responsibility for the achievement of own outcomes, monitoring progress and following through in order to deliver quality results
- Contributing to service delivery and the achievement of desired outcomes, while upholding the Australian Public Service Values, Employment Principles and Code of Conduct and Work Health and Safety (WHS) principles

Eligibility

- **Australian citizenship** – our successful candidate must be an Australian citizen.
- **Security clearance** – our successful candidate is required to hold, or have the ability to obtain, and maintain a Negative Vetting Level 1 security clearance.

Notes

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

About the Austrade

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

To Apply

Position Contact	Karen Martin, +61 (02) 6201 7374
Agency Recruitment Site	https://austradejobs.nga.net.au/cp/

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Health

Vacancy VN-0758896

Australian Digital Health Agency

Closing Date:Monday 09 June 2025

Corporate Services Division
Communications & Secretariat Branch

Job Title	Assistant Director, Digital
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Brisbane QLD, Canberra ACT, Sydney NSW
Salary	\$120,486 - \$137,417
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible
Office Arrangement Details	Flexible.
Classification	Executive Level 1
Position Number	0376_05/25
Agency Website	https://www.digitalhealth.gov.au/

Job Description

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

When you join the Corporate Services Division, you become part of a team that is committed to delivering high-quality enabling services. Our pursuit of excellence in areas such as Finance, Legal, Communications, HR and Governance plays a crucial role in supporting the Agency’s overall mission. Your skills and

expertise can contribute significantly to this mission, enhancing our operations and ultimately supporting the pursuit of excellence in digital health.

The main objectives of this position are to manage a small team (1 x EL1 Senior Web Developer, 1 x Senior Digital Officer, and 1 x Senior UX/UI Designer) to drive the digital strategy, product vision and planning.

Duties

The role is responsible for leading the ideation, innovation, development, and management of the Agency's public-facing web platform (www.digitalhealth.gov.au) and digital related project deliverables and activities. You will also provide monitoring and detailed analytics reporting of insights and recommendations for optimisation across the site, and lead new site development initiatives, including scoping, implementation, testing, and launch, to enhance digital accessibility and user experience. You will adhere to digital best practices including the Digital Transformation Agency (DTA) Digital Service Standard and criteria at Digital Service Standard | digital.gov.au.

The role may also manage and work with external agencies from time to time and will be responsible for procurement, contract management and budget management.

The role requires a highly organised individual with experience leading a mixed group of specialists to deliver complex and time-sensitive outcomes in a rapidly changing environment.

The manager needs to communicate exceptionally well with internal and external stakeholders and maintain relationships effectively to achieve desired outcomes.

Eligibility

- Ability to obtain and maintain national police check.
- Australian Citizenship is a condition of eligibility.
- Ability to obtain and maintain a baseline security clearance with the ability to obtain and maintain a higher clearance if required by the Agency.

Notes

Our Benefits

- Ask us about our 2025-26 **salary increases**, annual performance reviews and **superannuation** employer contribution of 15.4%.
- Salary packaging (also known as salary sacrifice) is available.
- **Annual Christmas closedown**– with no leave deduction!
- Our **Wellbeing Sessions & Employee Assistance Program** will give you the best opportunity to balance work and life
- **Work From Home & Attractive Flexible Working Arrangements**: All staff can apply for flexible work arrangements that offer a range of options for how, when and where you work.

Additional Information

The position maybe filled in Brisbane, Sydney or Canberra. To apply, submit your resume and a cover letter of no more than 2 pages. Please contact the recruitment team at careers@digitalhealth.gov.au with queries relating to the application process. For all queries relating to the responsibilities of the position, please contact Samantha Moormann at samantha.moormann@digitalhealth.gov.au.

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

Salary: This role offers between \$120,486 - \$137,417 plus 15.4% superannuation depending on

skills and experience.

About the Australian Digital Health Agency

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

To Apply

Position Contact	Samantha Moormann, (07) 30238572
Agency Recruitment Site	https://www.digitalhealth.gov.au/about-us/careers

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Industry, Science, Energy and Resources

Vacancy VN-0758943

Australian Nuclear Science and Technology Organisation

Closing Date: Monday 09 June 2025

Nuclear Safety, Security and Stewardship
Nuclear Security and Nuclear Safeguards Personnel Security

Job Title	Personnel Security Coordinator
Job Type	Full-Time, Ongoing
Location	Lucas Heights NSW
Salary	\$72,671 - \$81,597
Future Merit Locations	Lucas Heights
Office Arrangement	On Site
Office Arrangement Details	On site full-time
Classification	
Position Number	50022054
Agency Website	https://www.ansto.gov.au/about/what-we-do

Job Description

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

Position Overview

- Ongoing | Full Time | \$72k - \$81k +15.4% super | Salary sacrificing available
- Multiple positions available | Onsite Childcare for Employees | Cafe on site | generous leave provisions
- Sutherland Shire location | Health & Wellbeing Programs | bus from Sutherland Station
- A unique opportunity to contribute towards security within a leading scientific and technological organisation.

About the Opportunity

The Personnel Security Coordinator role at ANSTO offers a unique opportunity to contribute towards security within a leading scientific and technological organisation. The role involves a blend of customer service, administrative duties, and security management, providing a dynamic and engaging work environment. This position is integral to maintaining the safety and security of ANSTO's facilities, personnel, and visitors as the first point of contact for all individuals attending site.

About Us

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.

Working with us you will enjoy

ANSTO offers training and development, performance based salary increases and an extensive range of leave provisions to help employees balance work and personal commitments.

- 18 days personal/carers leave for each year of service
- 3 days paid leave between Christmas and New Year
- Generous parental leave provisions:
 - 18 weeks Parental leave for primary caregiver
 - 11 weeks Parental leave for secondary caregiver (with incremental increase to a maximum of 18 weeks effective 01/03/2027)
- Annual flu vaccinations
- Cultural, Naidoc and First Nations ceremonial leave

If you want to join a world class organisation that's making a difference in the lives of Australians, apply now!

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.

Duties

Your Duties and Responsibilities

As a Personnel Security Coordinator, your key duties and responsibilities include:

- **Security Clearance Process:** Initiate the on-boarding security clearance process, ensuring accuracy and completeness of submitted applications
- **Visitor Management:** Administer the Visitor Management Software (VMS) system, ensuring all visitor and escort records are accurately entered and maintained.
- **Customer Service:** Provide timely responses to in person, telephone and email inquiries, directing them appropriately and ensuring high levels of customer service.
- **Administrative Tasks:** Undertake a range of administrative responsibilities, including data entry, procurement, and maintaining records in systems such as Gallagher, SAP, and HRO.
- **Teamwork:** Work effectively within a small team, supporting colleagues and prioritising tasks to meet tight deadlines and objectives.

These responsibilities ensure the effective and efficient operation of ANSTO's security functions, contributing to the overall safety and security of the organisation.

Please [click here](#) to view the Position Description or click Apply to view.

Eligibility

How to Apply

For further technical information relating to this position please refer to the [Position Description](#) or contact Ingrid Stead on (02) 9717 3007. For all other queries please contact Talent Acquisition on +61 (02) 9717 9361. To be eligible for appointment, applicants will require a security and pre-employment medical assessment.

Application closing date: 11:59pm 9 June 2025

All applicants must be Australian citizens.

Notes

About the Australian Nuclear Science and Technology Organisation

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.

To Apply

Position Contact	Ingrid Stead, (02) 9717-3007
Agency Recruitment Site	https://careers.ansto.gov.au/

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Infrastructure, Transport, Regional
Development and Communications

Vacancy VN-0758913

Museum of Australian Democracy - Old Parliament House

Closing Date:Monday 09 June 2025

Digital Engament Development and Commercial

Job Title	Manager, Digital Productions
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Parkes ACT
Salary	\$115,443 - \$125,832
Future Merit Locations	Parkes, Canberra
Office Arrangement	Flexible
Office Arrangement Details	Flexible with work from home considered based on operational requirements.
Classification	Executive Level 1
Position Number	NP
Agency Website	

Job Description

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

The Digital Engagement team plays a critical role in contributing to the intellectual and creative leadership of the Museum. The position holder will take the lead in the production of innovative, thought-provoking digital and audio-visual content for discrete projects at the Museum.

As the Manager, Digital Production position, you will lead project planning, management, and delivery for the digital and audio-visual component of major projects. You will manage the creation and commissioning of digital and audio-visual content for the museum's digital platforms including social media, the web, emerging platforms and exhibition interactives. Across all digital touch points, you will create innovative experiences for audiences and deepen the engagement of current and future audiences.

You will provide strategic input to creative content development, business planning processes and reporting for the Digital Engagement section. You will also manage a team of staff and contractors, and associated project budgets.

Duties

Under the direction of the Head of Digital, the Manager of Digital Production will be required to:

- Manage a team of staff, contractors and vendors to deliver highly polished digital and audio-visual assets for major projects to drive digital presence and engagement, in accordance with government standards and policies
- Provide strategic and practical project advice, delivering creative, audience-focused digital and audio-visual content and experiences on time and within budget
- Use data to undertake critical evaluation of digital and audio-visual content (onsite and online), and to create an advanced and targeted digital and audio-visual content offering which optimises audience growth and engagement
- Collaborate with internal stakeholders to conceptualise, deliver and evaluate engaging content for digital products and channels, and build digital and audio-visual capacity across projects.

Eligibility

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

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

Notes

This is a non-ongoing opportunity for a period of 12 months, with the possibility of ongoing.

This role may be filled by applications and referee reports alone.

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	Anna O'Leary, 02 6270 8143
Agency Recruitment Site	https://www.moadoph.gov.au/about/careers

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Infrastructure, Transport, Regional
Development and Communications

Vacancy VN-0758935

Museum of Australian Democracy - Old Parliament House

Closing Date:Monday 09 June 2025

Museum Experience, Learning and Operations

Job Title	Learning Coordinator
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Parkes ACT
Salary	\$94,563 - \$105,910
Future Merit Locations	Parkes, Canberra
Office Arrangement	On Site
Office Arrangement Details	On Site
Classification	APS Level 6
Position Number	NP
Agency Website	

Job Description

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

The Learning Coordinator roles are critical to the development, implementation and delivery of high-quality curriculum aligned onsite, online and outreach learning programs.

This position plays a key role in our Learning leadership team and involves stakeholder engagement, collaborating with others, as well as supervising and training Museum educators.

It will be responsible for the development, trial and evaluation of workshops and resources.

After-hours and weekend work may be required at times.

Duties

Under the direction of the Learning Manager – Onsite and Outreach, the Learning Project Coordinator will be required to:

Duties

1. Design, develop, trial and evaluate high quality, innovative learning programs and resource schools. Programs must align with Australian Curriculum and MoAD's Learning Philosophy.
2. Deliver and model best practice learning programs using a variety of engagement technique and education pedagogy for all ages and abilities in a variety of contexts.
3. Work proactively and collaboratively with the Learning Manager and senior Learning leader team.
4. Develop and deliver training packages and provide support to other Learning staff on the delivery of programs and workshops.
5. Prepare, present and participate in professional learning in a variety of formats – conference workshops and webinars.
6. Work collaboratively with other teams across the museum, within the broader museum sector.

and with critical external stakeholder groups including teachers, tour operators and school communities.

Eligibility

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

- be an Australian Citizen; and
- have a baseline security clearance, or be willing to obtain a baseline clearance, after commencement, and
- Working with Vulnerable People – Current WwVP card, and
- be willing to provide identity documents and undergo an identity pre-employment check thro a Document Verification Service, if you are deemed the successful candidate.

Notes

This is a non-ongoing opportunity for a period of 6 months, with the possibility of extension or ongoing.

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	Meg Shankeshaft, 02 6270 8160
Agency Recruitment Site	https://www.moadoph.gov.au/about/careers

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Infrastructure, Transport, Regional
Development and Communications

Vacancy VN-0758921

Job Title	Storage and Lending Officer
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Mitchell ACT
Salary	\$61,880 - \$67,500
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	On Site
Office Arrangement Details	Due to the nature of the role, you will be required to work on site at our Mitchell office.
Classification	APS Level 2
Position Number	497035
Agency Website	https://www.naa.gov.au/about-us/our-organisation

Job Description

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

The Collection Management Branch is responsible for transferring, storing, preserving and digitising the National Archives' collection so it remains accessible for future generations. The Branch develops policies and systems as well as provides services, undertakes research, and implements projects to ensure the care, management and accessibility of archival records. The Branch is also responsible for identifying information management requirements for Australian Government agencies to ensure Australian Government information assets (records, information and data) are created, collected and managed effectively.

The Collection Operations Section is responsible for securing and managing the National Archives' archival collection and its storage environment in the Australian Capital Territory. The section is also responsible for facilitating the transfer of records into custody, billing agencies for storage services, managing projects, lending services for internal and external stakeholders, transfers, applying Machinery of Government changes and various national strategies, plans and programs.

Duties

Under general direction and working as directed, the main duties of the roles involve:

- Undertake the physical handling, retrieval and return of archival records and other routine activities as directed, including but not limited to:
 - drive, load and unload the National Archives' courier vehicle to deliver records and, if required, to deliver internal mail.

- assist in the physical management and location of records within the National Archives' repositories as required.
 - develop skills in managing the storage of records
 - undertake manual handling tasks, such as lifting, moving and locating records
 - accurately enter and retrieve data from electronic systems within established procedures and practices.
 - perform minor preservation tasks, such as repackaging, staple removal, etc.
- prepare routine documentation and correspondence using Microsoft Office (e.g. Word and Excel).
- Develop understanding of archival principles to ensure archival (analogue) records are appropriately housed and storage capacity is used efficiently.
 - Work closely and productively with team members and colleagues.
 - Ensure that Work, Health and Safety issues are identified, reported and monitored.
 - Participate in section meetings and contribute to the development of processes and guidelines.
 - Participate in the National Archives' change agenda.
 - Apply the principles of APS Values, Code of Conduct, workplace diversity principles, work health and safety and participative management within a work and team environment.
 - Apply the National Archives' Vision, Mission and Commitments as expressed in [Strategy 2025-2030: Evolving National Archives](#) and [Our Values](#).

You must be willing and able to meet the inherent physical requirements of this role, including repetitive, sedentary, screen-based work and/or the ability to pack, sort, lift and relocate records in accordance with established work, health and safety practices and archival principles.

Eligibility

To be eligible for the role you must be an Australian citizen. If you are selected, you will be required to successfully undergo a pre-employment check and be able to obtain and maintain a security clearance a Negative Vetting 2 clearance level.

Operational roles in this Section require physical fitness, more specifically the capacity to lift a stable weight of 7 kilograms to shoulder height readily. Positions that involve significant manual handling require a higher level of physical stamina and capability. You may be asked to complete a questionnaire, as part of the recruitment process, to substantiate your fitness for duty. This questionnaire will be provided to those short-listed for interview and provides an insight into the activities of the Section.

Applicants must also hold a current Australian driver's license.

Notes

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

About the National Archives of Australia

The National Archives of Australia has a skilled and diverse workforce. We value our people, performance, integrity and service. We encourage applications from Aboriginal and Torres Strait Islander people, people with a disability and people from every cultural and linguistic background. National Archives has a presence in all state and territory capital cities. Our national office and exhibition spaces are in Canberra, and all centres offer public reading rooms where visitors are able to examine original records. Some offices are co-located with the state or territory archives, providing one-stop public access. National Archives collection is

housed in several repositories located around Australia. We offer a high standard of service as outlined in our service charter. If you would like to join our team, we invite you to apply for this vacancy.

To Apply

Position Contact	Tiana Musial, 02 6212 3467
Agency Recruitment Site	http://careers.naa.gov.au/cw/en/listing/

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Infrastructure, Transport, Regional Development and Communications

Vacancy VN-0758944

National Archives of Australia

Closing Date: Tuesday 10 June 2025

Transformation Office Digital Archives Innovation & Research (DAIR)

Job Title	Project Manager
Job Type	Full-Time, Non-Ongoing
Location	Chester Hill NSW, Cannon Hill QLD, Melbourne VIC, Canberra ACT
Salary	\$119,189 - \$128,279
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible
Office Arrangement Details	Flexible work arrangement can be negotiated on case by case basis.
Classification	Executive Level 1
Position Number	53101/ 497021
Agency Website	https://www.naa.gov.au/about-us/our-organisation

Job Description

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

The Transformation Office has been established to lead work on business improvements and new business initiatives. The Transformation Office is responsible for whole of agency projects and initiatives that form part of National Archives transformation agenda, including oversight of the Defend the Past, Protect the Future program, the Digital First program, and Digital Archives Innovation and Research.

In April 2023, the Government announced additional funding to support a digital uplift, and to allow National Archives to respond to legacy technology issues. The Digital First Program was formed to deliver new or enhanced capabilities within 3 core focus areas:

- **Access:** Upgrade external facing access engagement technology platforms
- **Content:** Uplift capability to enable effective digitisation of at-risk and high priority
- **Infrastructure:** Progress towards contemporary technology standards, and work to modernise data storage solutions.

The Digital Archives Innovation & Research section as a vacancy for EL1 Project Manager to manage the Digital Archiving Service Design project, part of the Digital First program.

Duties

Under broad direction, the main duties of the role are to:

- Implement and lead project management practices to support iterative/agile working.

- Conceiving, maintaining and communicating a vision of the project's outcomes and associated benefits
- Provide strategic advice to senior management and stakeholders as well as leading and assuming accountability for projects that have strategic or operational significance
- Building and maintaining strong collaborative relationships with a broad range of stakeholders including partnering on design and requirements gathering
- Leading project delivery, including but not limited to:
 - Agreeing business requirements, and translation of requirements into project plans
 - Monitoring and reviewing project scope, costs, budgets, schedule and expected benefits
 - Scheduling project resources, inter-dependencies and project risk
 - Undertaking procurement, contract and vendor management responsibilities
 - Supporting a framework for implementing business initiatives, or change
 - Ensure compliance with quality standards and best practices in project management and governance
- Apply the principles of APS Values, Code of Conduct, workplace diversity principles, work health and safety and participative management within a work and team environment.
- Promote and apply the National Archives' Vision, Mission and Commitments as expressed in [Strategy 2025-2030: Evolving National Archives](#) and [Our Values](#)

Eligibility

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

Notes

Our ideal candidates will have proven experience in project management, demonstrate interpersonal skills to foster and promote National Archives values, a highly developed written and oral communication skills, mentoring support to junior staff, ability to negotiate and problem solve. **Suitable applicants may be considered for future similar roles at National Archives.**

Desirable skills and experience

- Experience in archives or other cultural sector organisations.
- Experience with Altus by Sensei project management software.

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

About the National Archives of Australia

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

To Apply

Position Contact	Rowena Loo, (07) 3249 4206
Agency Recruitment Site	http://careers.naa.gov.au/cw/en/listing/

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Infrastructure, Transport, Regional
Development and Communications

Vacancy VN-0758942

National Film and Sound Archive of Australia

Closing Date:Wednesday 04 June 2025

Collection Preservation Conservation & Collection Management

Job Title	Assistant Registrar, Security
Job Type	Full-Time, Non-Ongoing
Location	Mitchell ACT
Salary	\$94,563 - \$105,910
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible
Office Arrangement Details	You may apply for flexible arrangements.
Classification	APS Level 6
Position Number	89474
Agency Website	https://www.nfsa.gov.au/

Job Description

<https://nfsa.elmogov.com.au/careers/nfsa/jobs>

About the National Film and Sound Archive

The National Film and Sound Archive of Australia (NFSA) is Australia’s audiovisual archive, telling the national story by collecting,

preserving and sharing audiovisual media, the cultural experience platforms of our time. The collection itself dates back to 1935, making it one of the world's oldest audiovisual collections. It is also one of the country's most used cultural collections, with around 125 million views of collection content each year. The NFSA is in a period of significant change. Following increased Government investment, the institution is in a process of digital transformation, establishing the NFSA as Australia's most dynamic and valued cultural organisation. We are rebuilding our curatorial workforce and developing the NFSA's capacity to digitise our collection at scale – to preserve it for the future, to make sure it can be discovered, and to share it with all Australians.

We continue to work on developing a stable, secure and future-proof workforce across our four physical sites based in Canberra and Mitchell in the ACT as well as in Sydney and Melbourne.

We are also undergoing a program of business improvement for many of our corporate systems to improve efficiency and reduce manual handling.

We are an ambitious organisation, and we aim to be an employer of choice within the Galleries, Libraries, Archives and Museums (GLAM) sector, providing exciting and challenging work, as well as favourable employment conditions and unique development opportunities for our staff.

About the Team

The Collection Management team is part of the Conservation & Collection Management section of the Collection Preservation Branch. The team undertake a broad range of operational activities ensuring the National Collection is accessible, audited and stored in accordance with established standards to ensure its preservation for perpetuity.

The Collection Management team comprises two sub-teams: Collection Security, Collection Services and Projects. Collection Security drives collection audit activities including the annual stocktaking program, shelf checks and overdue loans. In addition to these tasks, Collection Security also manages the NFSA storage infrastructure, the Archival Packaging program and provides support for external contractors.

The Opportunity

The Assistant Registrar, Security plays a key role in coordinating the functions of the Collection Security team and the Registration Officer, and reports to the Collections Registrar, Collection Management. They also work closely with the Assistant Registrar, Services and Projects, the Curatorial and Accessioning Section and the Property section.

The role requires a significant depth of audiovisual format knowledge and associated storage requirements, partnered with supervision and administrative skills to strategically contribute to the Collection Management Team and the NFSA's management structure.

Vital to the role is a firm understanding and knowledge of collection storage and archiving practices, collection handling and auditing principles. Proven experience in working with collection management systems and advanced computer skills is also important. Effective time and staff management partnered with excellent communication skills, attention to detail, drive, and a flexible approach to working in a challenging environment are key attributes to achieving the expected outcomes of this role.

Please note: This recruitment process is intended to fill both current and future vacancies. While the position on offer is 12-months non-ongoing with possibility of extension, a merit pool of suitable applicants may be established to fill similar non-ongoing positions within the next 18 months.

Duties

Key Responsibilities

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

- Provide practical leadership and direction to the Collection Management team.
- Understand and work in accordance with the Collection Storage Masterplan and Collection Emergency Response & Recovery Plan.
- Work collaboratively with the Collections Registrar and Head of Conservation and Collection Management.
- Gather, investigate and analyse information from multiple sources to determine best practices in collection management.
- Collaborate with NFSA Curators to manage legacy acquisitions and deselection projects, ensuring their timely processing and completion.
- Initiate and develop Collection Security team activities, strategies and workplans building upon collection management best practice and NFSA procedures.
- Coordinate freight logistics.
- Provide training, mentoring and collection management advice to NFSA staff and external clients.

- Operate effectively as a team member and team leader, actively listening to colleagues, drawing on team strengths and providing prompt professional feedback.

Selection Criteria

The successful candidate will demonstrate their capacity against the following:

1. Proven ability to lead, motivate and support a team to achieve performance targets and deliver on expected outcomes.
2. Proven experience in applying curatorial principles and collection management practices to workflows, systems and processes.
3. Proven ability to analyse data, identify problems or issues and identify solutions.
4. Highly developed time management and organisational skills with a proven ability to manage periods of high demand.
5. Proven ability to maintain productive working relationships, liaise effectively and negotiate with stakeholders through well -developed verbal, written and interpersonal communication skills

Skills and Experience

Desirable:

- Experience working with collections in the gallery, museum, library, or archive sector.
- Relevant qualifications in cultural heritage management and/or collection management.
- A current forklift licence.

Note:

- A current "C" class driver's licence is required for this role.

Eligibility

To be eligible for this position you must:

- Be an Australian Citizen.
- Satisfactorily complete an Australian Federal Police National Police Check.

How to Apply

When applying via our online e-recruitment system, please address the details in the 'Key Responsibilities' and 'Selection Criteria' by outlining in 1,000 words or less, how your skills and relevant experience demonstrate that you would be our ideal candidate. Your current resume is also to be included in your application.

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

We welcome and encourage applications from people with disability, the LGBTIQ+ communities, from Aboriginal and/or Torres Strait Islander people, and people from culturally and linguistically diverse backgrounds.

What we offer you

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

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

Notes

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 job. For more information see: RecruitAbility | Australian Public Service Commission (<https://apsc.gov.au>)

Cultural Values

We are an equal opportunity employer, embracing a diverse range of applicants such as veterans, and people who identify as Aboriginal and/or Torres Strait Islander, LGBTQIA community members, individuals with disabilities and/or health conditions, as well as those from varied faith and cultural backgrounds. At the NFSA we prioritise the development of a safe, inclusive, and high-performance culture through shared actions and behaviours that align with our strategy and direction. This empowers our employees to effectively contribute to our goals.

The National Film and Sound Archive of Australia is committed to ensuring a child-safe and child-friendly environment. All employees are expected to demonstrate a commitment to, and support for these principles in theory and practice.

About the National Film and Sound Archive of Australia

The National Film and Sound Archive of Australia (NFSA) is the national agency concerned with the visibility, usability and sustainability of Australia's audio-visual heritage. The NFSA's mission is to collect, preserve, and share the national audio-visual collection for others to learn, experience and create with it.

To Apply

Position Contact	Belinda Hunt, 02 6248 2025
Agency Recruitment Site	https://nfsa.elmogov.com.au/careers/nfsa/jobs

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Social Services

Vacancy VN-0758936

National Disability Insurance Agency

Closing Date: Monday 09 June 2025

Chief Financial Officer
Financial Reporting and Control

Job Title	EL1 Assistant Director Treasury
Job Type	Full-Time, Ongoing; Non-Ongoing
Location	Melbourne VIC, Surry Hills NSW, Deakin ACT
Salary	\$131,919 - \$145,229
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Hybrid
Office Arrangement Details	Positions may be offered for working from home, split offering under hybrid, or may be flexible
Classification	Executive Level 1
Position Number	1188_04/25_EXT
Agency Website	https://www.ndis.gov.au

Job Description

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

Our participants, Our people, Our purpose

Currently, there are around 4.3 million Australians with a disability. The National Disability Insurance Agency (NDIA) implements the National Disability Insurance Scheme (NDIS), which is one of the biggest social reforms in the country since Medicare. As an Agency, we support more than 690,000 participants with a significant and permanent disability, and the families and carers of those living with disability. For many Australians, this will be the first time they receive the disability support they need. The NDIA is designed to enhance the quality of life and increase economic and social participation for people with disability and will mean a peace of mind for every Australian.

A new role awaits

The Financial Reporting and Control Branch consists of six teams: Assets and Investments, Financial Governance and Compliance; Financial Reporting; Finance Projects and Systems; Scheme Reporting and Financial Operations and Control. Assets and Investments: We manage all cash and investments operations to ensure sufficient liquidity to meet the Agency's objectives. We are also responsible for the financial management of the Agency's assets. Our role involves working closely with various stakeholders to offer expert guidance and ensure adherence to all applicable relevant legislation and internal policies

The **EL1 Assistant Director Treasury (Professional Stream)** is required to coordinate and assume responsibility to undertake detailed or sensitive projects that may include performing varied activities involving many different and unrelated processes or methods that may impact on the strategic or operational outcomes that support the NDIA's objectives to "build a world-leading

Duties

Where you can add value

The position is an important team leadership position within the NDIA and will have delegated authority and responsibility to resolve issues and risks across wide ranging activities of substantial depth involving significant detail. The role requires providing leadership, control, planning, resource management, performance management and decision making for the team membership and assigned contractors working within the work area.

Responsibilities of the role include but are not limited to:

- Spearhead the Cash and Investments team, overseeing month-end inputs, reporting, forecasting, risk management, and controls, with a focus on the review of balance sheet reconciliations.
- Drive the enhancement of the month-end cycle to ensure efficient, timely, and accurate processing, fostering a culture of continuous improvement within the team.
- Manage daily cash flow requirements for the NDIA in alignment with established procedures and working capital limits, complemented by thorough daily reporting oversight.
- Oversee investment analysis and strategic planning for term deposits with designated financial institutions, ensuring compliance with approved parameters and optimized return negotiations.
- Analyse and model interest revenue from portfolio investments, facilitating accurate budgeting and forecasting to support financial objectives.
- Cultivate strong relationships with key stakeholders—including internal teams, external partners, and financial institutions—while ensuring effective communication through the development of comprehensive financial reports and correspondence.
- Developing and presenting a range of financial and business written materials, including correspondence, briefs, and reports.

Eligibility

Enough about us, lets talk about you

In line with the values and mission of the Agency, all applicants should have a positive contemporary attitude to people with disability along with extensive understanding and knowledge of disability and its impact on individuals.

We are seeking candidates with proven experience in Treasury and Cash Management, showcasing their expertise in their respective areas. Strong analytical and problem-solving skills are a must, along with an excellent understanding of accounting principles.

Additionally, we're looking for skills and qualifications essential to performing your duties including:

- CA or CPA qualified with more than 5 years post-qualification finance experience including senior finance leadership roles.
- Strong analytical and problem-solving skills with a focus on continuous improvement.
- Extensive experience in Treasury and Cash Management.
- Highly developed written and verbal communication skills, including the writing of executive briefs and technical documentation.
- Highly developed stakeholder engagement skills and the ability to partner with internal and external stakeholders.
- Demonstrated ability to engage in complex problem solving and issues management.
- Demonstrated ability to manage, and work well within, teams to meet tight deadlines.
- Demonstrated ability to think critically and contribute to business improvement strategies.
- Advanced Excel and Modelling Skills.

If you have these skills and experience and are passionate about finance, we encourage you to apply.

Mandatory qualifications

This position is within the professional job stream and the officer must possess relevant academic qualifications with membership of Chartered Accountants Australia and New Zealand (CA), Certified Practising Accountants (CPA) or other equivalent professional finance bodies (or holding equivalent finance related post graduate qualifications); together with extensive direct finance experience performing and delivering complex financial and governance outcomes.

Notes

Your NDIA experience

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

- You will work for a socially inclusive and culturally diverse workplace, that is making a meaningful impact to the lives of more than 690,000 Australians.
- Access to higher superannuation and above market leave entitlements.
- Access to ongoing professional development and learning.

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

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

Applications for this role close Monday 9th June 2025 11:30pm AEST

If you have any questions, please contact **Amanda Phillips** on 03 8416 1767 or via email **Amanda.Phillips@ndis.gov.au**

With the exception of personal details, applications can NOT be edited or updated once submitted for consideration. Please make sure you are completely satisfied with your entire application before submitting.

NDIA is committed to supporting an inclusive and diverse workforce and welcomes and encourages applications from People with Disability (PwD), First Nations peoples, LGBTIQ+ people, people from Culturally and Linguistically Diverse backgrounds, Mature age workers, as well as young workers and supporting an inter-generational workforce and supporting gender equity and families. NDIA will provide reasonable adjustments for candidates to participate equitably in the recruitment process and discuss workplace adjustments to fulfil the inherent requirements of the role. If you require an adjustment to be made during the recruitment process (including alternate formats of the application form) or have an enquiry about the support provided, please contact DFP Recruitment on 1300 138 337 ndia@dfp.com.au.

RecruitAbility applies to this position: The RecruitAbility scheme supports people with disability applying for jobs in the Australian Public Service (APS) by giving you a better opportunity to put forward your skills and experience during the selection process.

There are certain roles within the National Disability Insurance Agency that may require mandatory vaccination, subject to government order or directive. Evidence may be required prior to commencement.

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

About the National Disability Insurance Agency

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

To Apply

Position Contact	Amanda Phillips, 03 8416 1767
Agency Recruitment Site	https://www.ndis.gov.au/about-us/careers-ndia

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Social Services

Vacancy VN-0758911

National Disability Insurance Scheme (NDIS) Quality and Safeguards Commission

Closing Date:Monday 09 June 2025

Complaints and Engagement
C&E Divisional Operations and Improvement Team Quality Assurance and
information requests

Job Title	Ministerial and Regulatory Support Officer
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Canberra ACT, Adelaide SA, Brisbane QLD, Darwin NT, Hobart TAS, Melbourne VIC, Penrith NSW, Parramatta NSW, Perth WA
Salary	\$96,558 - \$108,532
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Hybrid
Office Arrangement Details	Positions may be offered for working from home, split offering under hybrid, or may be flexible
Classification	APS Level 6
Position Number	112_05/25
Agency Website	https://www.ndiscommission.gov.au/

Job Description

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

The Divisional Operations and Improvement Team (DOIT) are focused on driving operational improvement across the Complaints and Engagement Division. The scope and responsibilities of the broader team include elements of HR and Finance, Quality Assurance, Governance, Reporting, Project Management, Executive support and workforce planning.

Duties

The NDIS Commission is continually transforming. If you are forward thinking, self-motivated, resilient, and adept at building relationships in a complex and fast paced environment, we welcome you to explore the NDIS Commission as your next challenge. This process may be used to fill positions across the Commission.

The DOIT team develop and manage frameworks to support the division, conduct quality assurance audits including analysis and theme identification. Additionally the team undertakes secretariat duties, manage all information requests including ministerial, FOI & Section 67 disclosures as well as scope, develop and update procedures and guidance material.

This role will primarily focus on information requests including the researching, drafting and formulating responses. The officer will also have the opportunity to assist with developing of procedures and guidance documents.

Please view candidate application package for full position description.

Eligibility Notes

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

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

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

To Apply

Position Contact	Natalia Isaacs, (03) 9475 8642
Agency Recruitment Site	https://ndiscommission.nga.net.au/?AudienceTypeCode=EXT

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Treasury

Vacancy VN-0758902

Job Title	Data Analyst
Job Type	Full-Time, Ongoing
Location	Sydney NSW, Melbourne VIC
Salary	-
Future Merit Locations	Sydney, Melbourne
Office Arrangement	Hybrid
Office Arrangement Details	Hybrid
Classification	APS Level 4
Position Number	1862314
Agency Website	https://asic.gov.au/about-asic/what-we-do/

Job Description https://careers.asic.gov.au/jobtools/jncustomsearch.searchResults?in_organid=16529&in_jobDate=All

Duties

At ASIC, you can be the change that ensures a fair, strong and efficient financial system for the benefit of all Australians. Contribute to delivering on ASIC's purpose, vision, and strategic priorities to help maintain the integrity of the financial system and protect consumers from harm.

Bring your technical and data analytics experience in this exciting opportunity as an Enforcement Data Analyst to conduct investigations into the illicit use of crypto and digital assets.

- **Sydney and Melbourne location preferred – all locations considered**
- **\$94,198 - \$112,011 (depending on experience) + 15.4% Superannuation**
- **Permanent position**
- **Applications close at 11:59pm AEDT, 9 June 2025**

The team

The Enforcement Services group provides expert advice and guidance to ASIC's enforcement and compliance teams, using a range of technologies and digital processes to facilitate faster and

better regulatory outcomes. Enforcement Services are future focused and build and maintain systems, tools and capabilities to deliver on strategic goals and ensure regulatory teams have the resources needed to meet the challenges ahead.

The role

As an **Enforcement Data Analyst**, you will investigate blockchain and DeFi cases involving illicit crypto and digital assets use, including fraud, asset misappropriation, fund flows, and corruption.

You will be responsible for:

- Analysing customer account data, transactions, attributes, and public information to assess activity and identify related entities.
- Providing technical advice, guidance, and analytical support to investigation and supervision teams, considering strategic impact and legal challenges.
- Communicating analytical findings, and articulate investigative steps through reports, briefings, presentations, and data visualisations.
- Identifying opportunities to innovate and improve processes to boost crypto and digital asset tracing in Enforcement Services.
- Collaborating with other ASIC teams to improve regulatory outcomes efficiently.

About you

With your demonstrated experience using blockchain analytics and transaction tracing tools, you will have the technical expertise and specialist skills to conduct investigations into the illicit use of crypto digital assets and assist ASIC in achieving impactful outcomes. Your experience includes strong written and verbal communication skills, as well as strategic thinking and analytical skills with the ability to assess and analyse large amounts of data.

You will also demonstrate:

- Knowledge of the technology and blockchain architecture underlying digital asset products.
- Relevant tertiary qualification in Information Technology, Data Analytics, or a related discipline, or equivalent experience.
- Chainalysis Reactor, TRM Labs or similar certification preferred.
- Ability to work flexibly and independently with limited supervision, managing competing priorities and being accountable for outcomes.

View the position description for more information or click 'apply' to start your application.

Applications close at 11:59pm AEDT, 9 June 2025.

About ASIC

ASIC's remit is one of the broadest of regulators across the world. ASIC regulates corporations, markets, financial services and consumer credit and monitors and promotes market integrity and consumer protection in the Australian financial system. Through our enforcement work, we hold to

account those who contravene the law, working to achieve strong outcomes that address the greatest consumer and investor harms.

ASIC is committed to a providing a diverse and inclusive workplace where the very best talent in Australia chooses to work. Indigenous Australians are encouraged to apply as well as applicants from all backgrounds and with different abilities.

We offer a range of employee benefits including:

- Attractive superannuation
- Additional leave entitlements
- 50/50 hybrid work-from home model
- Flexible work arrangements
- Assistance for study and professional development

Click [here](#) to view ASIC's salary and benefits guide.

To read more about ASIC, you can visit our [website](#) or review our [Corporate Plan](#).

To work with us, you need to be an Australian citizen and be prepared to complete an ASIC Suitability and Baseline Assessment.

Eligibility
Notes

About the Australian Securities and Investments Commission

To Apply

Position Contact	Lina Christou, +61299112836
Agency Recruitment Site	https://careers.asic.gov.au/jobtools/jncustomsearch.searchResults?in_organid=16529&in_jobDate=All

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Treasury

Vacancy VN-0758916

Job Title	AWS Cloud Engineer
Job Type	Full-Time, Non-Ongoing
Location	Sydney NSW
Salary	-
Future Merit Locations	Sydney
Office Arrangement	Hybrid
Office Arrangement Details	Hybrid
Classification	Executive Level 1
Position Number	1861737
Agency Website	https://asic.gov.au/about-asic/what-we-do/

Job Description https://careers.asic.gov.au/jobtools/jncustomsearch.searchResults?in_organid=16529&in_jobDate=All

Duties

At ASIC, you can be the change that ensures a fair, strong and efficient financial system for the benefit of all Australians. Contribute to delivering on ASIC's purpose, vision, and strategic priorities to help maintain the integrity of the financial system and protect consumers from harm.

ASIC's Information Technology group is seeking a skilled Cyber Assurance Advisor to join their IT Cloud Services team to support ASIC's Cloud infrastructure and critical applications.

- **Sydney based location**
- **24 Month Fixed Term position**
- **Salary starting from \$140,180 (depending on experience) + 15.4 % superannuation**
- **Applications will close at 11:59pm AEST, Sunday 8 June 2025**

The team

The Digital, Data & Technology (DD&T) group drives transformational change and delivers essential technology services across ASIC. It encompasses Information Technology, Cyber

Security, Data Analytics and AI, Digital, the Portfolio Office and Registry Connect, ASIC's business register modernisation initiative.

DD&T leads major technology programs focused on data and analytics, cloud computing, mobility, and application modernisation. By leveraging cutting-edge technologies, the group ensures ASIC remains at the forefront of regulatory innovation and operational excellence.

The role

The AWS Cloud Engineer is responsible for architecting, deploying and maintaining secure, scalable and resilient AWS infrastructure. This role collaborates with cross-functional teams to optimise cloud solutions, ensuring alignment with business objectives and industry best practices.

More specifically, you will:

- Design and maintain scalable AWS infrastructure in line with cloud architecture best practices.
- Implement Infrastructure as Code (IaC) using Terraform and CloudFormation.
- Configure and manage networking components including VPCs, subnets, peering, NAT, and Transit Gateway.
- Automate provisioning, deployment, and monitoring using CI/CD pipelines, Lambda, EventBridge, and Step Functions.
- Collaborate with application teams to containerize workloads using ECS, EKS, or Fargate.
- Implement observability solutions with CloudWatch, AWS X-Ray, and Grafana.
- Partner with engineering, security, and operations teams to define infrastructure requirements and deliver solutions.
- Mentor junior engineers and conduct code reviews.
- Contribute to the evolution of DevOps practices and engineering standards.

About you

As the ideal candidate for the AWS Cloud Engineer role, you will be a technically proficient and solutions-oriented professional with deep expertise in AWS infrastructure and cloud-native technologies. You will also possess a strong foundation in cloud architecture, automation and DevOps practices along with the ability to collaborate effectively across multidisciplinary teams.

In addition, you will have:

- Bachelor's degree in Computer Science, Information Technology, or a related discipline.
- 5+ years of hands-on experience with AWS in production environments.
- Proficient in Infrastructure as Code using Terraform and CloudFormation.
- Strong scripting skills in Python, Bash, or PowerShell.
- Skilled in DevOps toolchains including Git, CI/CD, Docker, Kubernetes, Helm, and GitOps.
- Solid understanding of serverless and event-driven architectures.
- AWS Associate or Professional certification preferred.

Click 'apply' to start your application.

Applications will close at 11:59pm AEST, Sunday 8 June 2025.

About ASIC

ASIC's remit is one of the broadest of regulators across the world. ASIC regulates corporations, markets, financial services and consumer credit and monitors and promotes market integrity and consumer protection in the Australian financial system. Through our enforcement work, we hold to account those who contravene the law, working to achieve strong outcomes that address the greatest consumer and investor harms.

ASIC is committed to a providing a diverse and inclusive workplace where the very best talent in Australia chooses to work. Indigenous Australians are encouraged to apply as well as applicants from all backgrounds and with different abilities.

We offer a range of **employee benefits** including:

- Attractive superannuation
- Additional leave entitlements
- 50/50 hybrid work-from home model
- Flexible work arrangements
- Assistance for study and professional development

Click [here](#) to view ASIC's salary and benefits guide.

To read more about ASIC, you can visit our [website](#) or review our [Corporate Plan](#).

To work with us, you need to be an Australian citizen and be prepared to complete an ASIC Suitability and Baseline Assessment.

Eligibility
Notes

About the Australian Securities and Investments Commission

To Apply

Position Contact	Simeon Whitelake, +61299112986
Agency Recruitment Site	https://careers.asic.gov.au/jobtools/jncustomsearch.searchResults?in_organid=16529&in_jobDate=All

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

Vacancy VN-0758947

Australian Securities and Investments Commission

Closing Date: Monday 09 June 2025

Job Title	2026 Graduate Program
Job Type	Full-Time, Ongoing
Location	Sydney NSW, Melbourne VIC, Brisbane QLD, Perth WA
Salary	-
Future Merit Locations	Sydney, Melbourne, Brisbane, Perth
Office Arrangement	Hybrid
Office Arrangement Details	50/50 hybrid working
Classification	APS Level 3
Position Number	ASIC/1863271
Agency Website	https://asic.gov.au/about-asic/what-we-do/

Job Description

https://careers.asic.gov.au/jobtools/jncustomsearch.viewFullSingle?in_jnCounter=226265101&in_organid=16529&

A graduate position at ASIC is more than just a job. You will work directly to change behaviours in the sectors we regulate, address misconduct and drive positive outcomes for investors and consumers. We're proud of the difference we make to Australia's economic reputation and well-being.

At ASIC, you can be the change that ensures a fair, strong and efficient financial system for the benefit of all Australians.

- Rotate across four diverse ASIC teams
- Permanent placement on completion of the 24-month program
- Professional development of your technical and interpersonal skills

- Generous financial support and leave for further study
- A starting salary of \$81,396 plus 15.4% superannuation

Duties

The program

From day one, you will be involved in meaningful work. You'll enjoy participating in a well-established, innovative graduate program. You will have the opportunity to work alongside experienced professionals who are committed to helping you develop your knowledge and skills.

For more detailed information on the recruitment process, please visit [ASIC Graduate Careers](#).

Assessment centres for the program will be held on the following dates:

- Melbourne – **Wednesday, 9th July 2025**
- Sydney – **Wednesday, 16th July 2025**
- Information Technology stream & other states – **Tuesday, 15th July 2025**

Eligibility

About you

ASIC is seeking graduates from the following disciplines across our national office locations:

- Mathematics, Statistics, Data and Analytics
- Information Technology
- Law
- Finance, Economics, Business and Accounting
- Arts, Communications and Humanities

We are looking for graduates who are able to bring our values of accountability, professionalism and teamwork to everything they do. At ASIC we are using data analytics to become a more proactive and forward-looking regulator. That's why we are seeking graduates who can analyse trends, extract insights from complex data, and understand how analytics can drive smarter financial oversight.

If you're a motivated high achiever with sharp analytical skills and a genuine interest in the vital work ASIC does, then you're the kind of graduate we're looking for.

To be eligible, you need to have completed a relevant undergraduate degree or Juris Doctor in 2023, 2024 or 2025.

Notes

View the position description for more information or click 'apply' to start your application. Applications close at 11:59pm on Monday, 9th June 2025 AEST.

About ASIC

ASIC's remit is one of the broadest of regulators across the world. ASIC regulates corporations, markets, financial services and consumer credit and monitors and promotes market integrity and consumer protection in the Australian financial system. Through our enforcement work, we hold to account those who contravene the law, working to achieve strong outcomes that address the greatest consumer and investor harms.

ASIC is committed to providing a diverse and inclusive workplace where the very best talent in Australia chooses to work. Applications from people of all ages, cultural backgrounds, abilities, LGBTIQ+ identity, and people of Aboriginal and Torres Strait Islander descent are encouraged to apply.

ASIC offers a range of development programs which include a focus on gender equity and women in leadership.

We offer a range of **employee benefits** including:

- Attractive superannuation
- Additional leave entitlements
- 50/50 hybrid work-from home model
- Flexible work arrangements

Click [here](#) to view ASIC's salary and benefits guide.

To read more about ASIC, you can visit our [website](#) or review our [Corporate Plan](#).

To work with us, you need to be an Australian citizen and be prepared to complete an ASIC Suitability and Baseline Assessment.

This vacancy has been nominated for filling within the Agencies Graduate program. A graduate program is a structured, on the job program, designed to introduce graduates to an APS organisation. They receive training and development, mentoring and on the job support.

About the Australian Securities and Investments Commission

To Apply

Position Contact	Emerging Talent, emergingtalent@asic.gov.au
Agency Recruitment Site	https://careers.asic.gov.au/jobtools/jncustomsearch.viewFullSingle?in_jnCounter=226265101&in_orga

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

Treasury

Vacancy VN-0758926

Royal Australian Mint

Closing Date:Tuesday 17 June 2025

Royal Australian Mint
Sales, Marketing and Innovation

Job Title	Data Analyst
Job Type	Full-Time, Ongoing
Location	Deakin ACT
Salary	\$121,066 - \$134,960
Future Merit Locations	, Deakin
Office Arrangement	On Site;Hybrid
Office Arrangement Details	Flexible arrangements may be negotiated.
Classification	Executive Level 1
Position Number	1254
Agency Website	https://www.ramint.gov.au

Job Description

<https://www.ramint.gov.au/careers-mint>

Working within the Mint's Sales Development Team, the Data Analyst plays a critical role by leveraging data to inform decision making, drive insights and support the achievement of the Mint's organisational objectives. They work under limited supervision to provide market analysis and deliver evidence based advice. Through collecting, analysing, cleaning and interpreting data, the Data Analyst produces reports, forecasts and recommendations, contributing to how product sales are managed across the Mint.

The Data Analyst manages key data related projects, in particular developing and delivering the annual sales budget, to inform key stakeholders of the planned revenue position of the Mint. They regularly find ways to continuously improve processes and procedures to achieve strategic objectives.

Duties

1. Collecting and analysing sales, production and competitor data, including:
 - a. cleaning, validating and interpreting data from a variety of sources;
 - b. conducting quantitative data analysis to identify sales drivers, trends, patterns and anomalies;
 - c. supporting product leads to develop budgets, and aggregating budgets into overall business projections
 - d. using statistical and data visualisation techniques to present findings.
2. Developing high level comprehensive documentation including business requirements, sales forecasts, user guides and dashboards to present data-driven insights and translate complex data into actionable advice or recommendations.
3. Developing templates, supporting product leads to develop budgets, and aggregating inputs to inform the planned revenue position of the Mint for key stakeholders including the Chief Financial Officer, Chief Executive Officer and the Treasury.
4. Supporting working sessions to engage and collaborate with key stakeholders in identifying reporting requirements, ensuring smooth adoption of new processes.
5. Developing and managing relationships for cross-functional teams, including IT, to bridge the gap between business requirements and technical implementations.
6. Conducting risk assessments of sales and budget related data, identifying and reporting on risks as they arise and facilitate actions and recommendations to provide outcomes.
7. Promoting a culture of continuous improvement by reviewing existing processes and proposing innovative solutions to align with our strategic direction.
8. Ensuring compliance with regulatory, departmental and Treasury reporting requirements.

Eligibility

Security clearance

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

Qualification

A bachelor's degree (or higher) in Data Science, Statistics, Economics, Computer Science or a relevant field.

Notes

How to apply

Applications will need to be submitted through our recruitment portal on the Employment Opportunities page of the Mint Website at [Employment Opportunities | Royal Australian Mint](#).

Please submit your application by **11:30pm on Tuesday 17 June 2025**. You will need to upload:

- A current resume
- A one-page pitch that describes how your skills meet the requirements of the role as detailed in the position description.

Information on applying for a job in the Australian Public Service is available at the employment page of our website.

About the Royal Australian Mint

To Apply

Position Contact	Jennifer Sullivan, (02) 6202 6858
Agency Recruitment Site	https://www.ramint.gov.au/careers-mint

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